

STUDY AND EXAMINATION REGULATIONS FOR THE MASTER'S PROGRAMME "INTERNATIONAL MANAGEMENT OF RESOURCES AND ENVIRONMENT" (IMRE)

Based on the Higher Education Law of Mongolia (date) and the Statute of the German-Mongolian Institute for Resources and Technology (date), the Academic Senate of GMIT approved the following Study and Examination Regulation for the master's programme "International Management of Resources and Environment" on January 30, 2018.

Preamble

The Study and Examination Regulation determine the aims, content and structure as well as the examinations in the master's degree course "International Management of Resources and Environment" offered by the Faculty of Mathematics, Computer and Natural Sciences of the German-Mongolian Institute for Resources and Technology.

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Part A – Study Regulations

§1. Aims and Objectives of the Programs

- (1) The objective of the program is to qualify graduates of first cycle degrees in natural sciences and engineering to become knowledgeable about and acquainted with economics and business administration.
- (2) The graduates of the second cycle degree course „International Management of Resources and the Environment” will be able to:
 - Design strategic concepts for enterprises in the natural resource and the energy sectors
 - Develop project management models for natural resources and energy projects
 - Prepare assessments of environmental risks and their mitigation related to natural resource and energy projects
 - Contribute to incorporating legal and regulatory requirements into natural resource and energy projects
 - Prepare and assess financial reports related to natural resource and energy projects
- (3) A more detailed description of the aims and objectives of the specific programs as well as the study plan (curriculum) are included in the module handbook.

§2. Academic Degree

- (1) The German-Mongolian Institute for Resources and Technology awards the academic degree of a Master of Business Administration (MBA).
- (2) The degree is awarded after the successful completion of all module examinations and the Master’s thesis.
- (3) To complete the program, 120 credit points have to be achieved.

§3. Duration and Structure of the Programs

- (1) The duration of the Master’s program is 4 semesters. One semester consists of 26 weeks and includes a teaching period of 15 weeks followed by a two-week examination period. The remaining weeks are devoted to self-study. An additional two-weeks retake exam period is offered prior to the fall semester.
- (2) One Academic year consists of two semesters, fall semester (August 1 until January 15) and spring semester (January 16 until July 31).
- (3) The Master’s thesis will be written in the 4th semester. Details are set forth in the Examination Regulations.
- (4) The maximum time to complete the Master’s program is 4years.

§4. Language of Instruction

- (1) The language of instruction and examinations is English.
- (2) Exceptions are set forth in the module descriptions.

§5. Admission

- (1) Details of the admission requirements and procedure are set forth in the Admission and Enrollment Regulations of GMIT.
- (2) Students are admitted to Master's program in the fall and spring semesters.

§6. Modules and Module Description

- (1) Master's degree program is organized in modules. A module comprises areas of knowledge that form a thematic unit. The content of a module should be so measured, as to allow for its completion within one semester or one academic year.
- (2) A module can include different forms of teaching and learning. In lectures (L), theoretical knowledge is presented. Recitations (R) revise the material of the lecture and deepen the students' understanding of the content. They may include problem-solving tasks, presentations, independent projects and general practice and introduce students to independent scientific research. In laboratory sessions (Lab) students apply their theoretical knowledge and are trained in methodology and practical experimental skills. Additional forms of teaching and learning are excursions (Ex), study projects (P), self-learning as well as the Master's thesis.
- (3) A module is completed with a module examination.
- (4) Each module is described in detail in the module descriptions. They contain the following information:
 - (a) the module title and the module code
 - (b) the duration of the module, in which semesters it is offered and the frequency with which the module is offered
 - (c) the number of credit points awarded if the module is completed successfully
 - (d) the work load in hours, divided into contact hours and self-study time
 - (e) the lecturer responsible for the module (module coordinator)
 - (f) the language of instruction
 - (g) the intended learning outcomes/major content
 - (h) mandatory literature
 - (i) the form of teaching
 - (j) the assessment methods
 - (k) the associated degree programs
 - (l) prerequisites for participation in the module
 - (m) the forms of module examinations
 - (n) the grading system

- (o) Other requirements such as attendance rate (maximum 50%), ratio of face-to-face and online classes, ratio of performance and final examination.

(5) All module descriptions are summarized in the module handbook of the program.

§7. Core Modules and Elective Modules

- (1) Core modules are mandatory parts of the curriculum and need to be completed by the students.
- (2) In addition to the core modules, students have to complete a certain number of credit points from elective modules during their studies. The exact number is given in the curriculum.
- (3) The student can choose from a number of elective modules, depending on their availability.
- (4) Students are free to complete elective modules on top of the amount required in the curriculum.
- (5) Students may take modules offered by partner universities in Mongolia or abroad and have the completed modules recognized to their studies at GMIT, provided the Examination Board agreed to the selection of modules prior to that.

§8. Credit Points, Work Load and Units of Instruction

- (1) For the successful completion of modules credit points (CP) are awarded.
- (2) Credit points reflect the workload of a module. Based on the European Credit and Transfer System (ECTS), one credit point stands for a work load of 30 hours (one hour equals 60 minutes). This includes the instruction in the classroom, homework and project assignments, exam preparation and the examinations themselves as well as self-learning in general.
- (3) The amount of teaching is given in units of instruction (UoI). One unit of instruction has 45 minutes per week of the lecture period. If need arises, modules can also be taught as a block within a reduced number of weeks with a higher number of units of instruction per week than specified in the module description.

§9. Academic Performance and Module Assessment

- (1) Attendance of classes is not mandatory. But, instructor can include such requirements (maximum 50%) in the module description.
- (2) Academic performance during the semester can have different forms, e.g. assignments, laboratory, supervised tests or quizzes, presentations or homework. They may be graded. The requirements for the academic performance during the semester depend on the instructor. The students have to be informed about these requirements at the beginning of the module.
- (3) Details of the final module assessment (e.g. examinations, pass/fail) are given in the module description. Further details are set forth in Part B. Examination Regulations.

§10. Program Coordinator

- (1) The Program Coordinator administers the program academically on behalf of the Faculty which offers the Master's degree program. He regularly reviews the study plan and the module

handbooks as well as the Study and Examination Regulations and makes suggestions for their revisions.

- (2) The Program Coordinator offers advice to the students in all academic matters related to the program, such as admission requirements, examinations, selection of modules, study abroad phases, job opportunities as well as change of major or transfer from other universities.

Part B – Examination Regulations

I. Definition of Examinations

§1. Purpose of the Master's Examination

- (1) The Master's examination leads to professional qualification upon graduation. The intention of this examination is to determine whether the student has acquired the necessary through knowledge, skills and competencies required for transition into professional practice, understands the interrelations in his/her field, and has the skills to work and further develop independently according to scientific methods.
- (2) The Master's examination consists of all module examinations and the Master's thesis.

§2. Module Examination

- (1) A module examination is the final examination of a module.
- (2) The final grade awarded for the module consists of the grades awarded for the academic achievements during the semester and for the module examination. The forms of the academic achievements are to be defined by the instructor prior to the beginning of the semester and to be made transparent to the students at the beginning of the module.

§3. Content and Forms of Examinations

- (1) The content of an examination is based on the intended learning outcomes which are defined in the module description.
- (2) Examinations can be written or oral or may have other forms suitable for the specific subject. For each module the forms of examinations are described in the module handbook.
- (3) If the module description offers a choice, the examiners have to announce no later than by the date of registration whether the examination will be written or oral.
- (4) If a student cannot take the examination according to the regulation of the module description due to personal circumstances (illness, pregnancy, disability, care of children or family members etc.) which are known already before the examination, he/she may apply in writing to the Examination Board to be allowed to take an alternative form of examination according to §6 or to be granted an extension of the deadline for the submission of written papers. Furthermore, the examiner in agreement with the Examination Board may decide to redesign the examination procedure for the respective student to adapt to his personal situation. A medical certificate or another appropriate certification documenting the circumstances has to be submitted with the application.

§4. Written Examinations

- (1) The duration of the written examination is determined in the respective module description. A written examination should be no shorter than 60 minutes and should not exceed 180 minutes.
- (2) A written examination is supervised by the examiner or by an invigilator who is appointed by the examiner. A qualification in the respective subject is not necessary for the invigilator. An examination should be supervised by at least two examiners/invigilators.
- (3) The examiners determine which tools or aids may be used in the exam. Students are to be informed prior to the examination.

§5. Oral Examinations

- (1) An oral examination is generally held by an examiner and an assessor. If two instructors are involved in a module, the examination has to be held by two examiners.
- (2) The duration of the oral examination is determined in the respective module description. An oral examination should not be shorter than 15 minutes per student.
- (3) In oral examinations written tasks may be given. The focus is on the student's oral performance.
- (4) The examiners determine which tools or aids may be used in the examination and inform the student prior to the examination.
- (5) The essential topics and results of the oral examination have to be recorded by the examiners. The result has to be disclosed to the student after the oral examination. In case of a failed oral examination the reasons for the decision should be revealed to the student upon request.

§6 Alternative Examinations

- (1) Alternative Examinations are usually held within the context of seminars or projects. These examinations may have the form of written assignments, presentations, reports or other forms. In case of group projects the contribution of each individual needs to be clearly visible and specified.
- (2) The form, duration and extent of the alternative examination as well as the time frame for its preparation and submission are described in the respective module description.
- (3) When submitting a written document according to section (1) as well as the Master's thesis, the student has to confirm in writing that he/she was the only author of the document and that no other aids or sources than indicated in the document were used.
- (4) In exceptional cases, an extension of the preparation time for an alternative examination may be granted by the examiner in agreement with the Examination Board on the basis of a written application by the student.

II. Administration of the Examinations

§7. Examination Board

- (1) For the time being the Examination Board of Bachelor Programs will be responsible for the examinations Master's program.
- (2) In all matters relating to examinations the Examination Board ensures compliance with the Examination Regulations. It shall make the necessary decisions unless another responsibility is outlined in these Examination Regulations. The Examination Board makes decisions concerning the following matters:
 - (a) Admission to the examination in conflicting cases
 - (b) Approval of alternative forms of examination upon request
 - (c) Appointment of examiners
 - (d) The recognition of periods of studies, grades and credit points achieved at other institutions of higher education
 - (e) Decision on the final grade of examinations in case of disagreement of examiners
 - (f) Notification of failure
 - (g) Approval for Master's theses to be written in other institutions
 - (h) Decision on the extension of the deadline for the Master's thesis in agreement with the supervisor
 - (i) Appointment of a third examiner to grade the Master's thesis
 - (j) Determination of consequences in cases of unlawful behavior in examinations
 - (k) Invalidity of examinations
 - (l) Processing objections
 - (m) Suggestions for improvement of the Study and Examination Regulations.
- (3) The Examination Board has five members (three professors, one member of academic staff, and one student). The Examination Board is appointed by the Academic Senate. The student representative of the Board is elected by the student council. Additionally, the Head of the Department of Academic and Student Affairs is invited to advise the Board.
- (4) The terms of office of the members of the Examination Board shall be two years, for students one year. A reappointment is possible.
- (5) In its first meeting the Examination Board elects the chairman and the vice-chairman. Upon consent of the Examination Board, duties of the Board according to section (2) may be transferred to the chairman.

- (6) An Examination Board may only reach a quorum if at least half of its members are in attendance. It shall resolve with the majority of the attending members. In exceptional cases a decision can be made by written consent in lieu of a meeting.
- (7) The invitation to the Board meeting should be sent out by the chairman of the Examination Board at least one week in advance.
- (8) The members of the Examination Board have the right to attend all examinations and to access all documents pertaining to the examinations.
- (9) The members of the Examination Board are subject to professional confidentiality.

§8. Examiners and Assessors

- (1) Professors and instructors are authorized to administer examinations in the subjects they are teaching or are able to teach.
- (2) External academic staff who has been appointed to teach special subjects independently will conduct examinations in their subjects.
- (3) The Examination Board appoints the examiners who are not already authorized to administer examinations in their instructional capacity and informs Academic Affairs accordingly. If several examiners are authorized to administer an examination, the student's preference shall be considered.
- (4) In well-founded cases, several examiners may be appointed by the Examination Board to jointly administer an examination.
- (5) Assessors for oral examinations are appointed by the examiner. They must have the qualifications determined through the examination or an equal qualification.
- (6) Examiners and assessors administer their examinations independently and objectively.
- (7) The requirement of professional confidentiality of § 7 section (9) applies to all examiners, assessors and invigilators respectively.

III. Examination Periods, Requirements, Registration and Missing Examinations

§9. Examination Periods

- (1) Examinations normally take place immediately after the module is finished. Retake examinations are offered during the examination period at the end of the semester and in the beginning of the fall semester.
- (2) In well-founded cases examinations may take place outside the regular examination period in agreement with the examiner and the student and upon decision of the Examination Board.

- (3) Examination period and registration period are part of the Academic Calendar which is to be published before the beginning of the academic year.
- (4) In agreement with the examiners, the Department of Academic and Student Affairs informs about the date, time, place and subject of an examination as well as the name of the examiners at least two weeks prior to the beginning of the examination period. If it is necessary to deviate from this examination plan, the date must only be rescheduled with the approval of the Examination Board.

§10. Examination Admission Requirements

- (1) The admission to a module examination is only possible if:
 - (a) the student is enrolled at the German-Mongolian Institute for Resources and Technology,
 - (b) the student has not yet failed all possible retakes at the German-Mongolian Institute for Resources and Technology or any comparable examination at another university.
- (2) On the basis of individual application the Examination Board may grant an exemption from the obligation of being enrolled at the date of registration if the student changes the university or the degree program or if the student resumes the degree program. In this case, the Board also decides on whether the module examination should count for 100% of the final grade of the respective module notwithstanding § 2 section (3).
- (3) The student is only eligible to receive the topic of the Master's thesis if he/she is enrolled at the German-Mongolian Institute for Resources and Technology.
- (4) Participation in the module examination is mandatory, provided that the student meets all examination requirements set forth in section (1). The student does not need to register for this examination. In exceptional cases the Examination Board may decide to deviate from mandatory participation.
- (5) To participate in the first retake examination the student needs to register with the Department of Academic and Student Affairs. For admission to the second retake examination the student must apply in writing to the Department of Academic and Student Affairs and can only register if his application was approved.
- (6) Admission to an examination cannot be granted if
 - (a) the student does not fulfill regulations defined in sections (1) and (3),
 - (b) the student fails to hand in all necessary documents upon registration,
 - (c) the student fails to register for the retake examination within the registration period.
- (7) In case of doubt, the decision is made by the Examination Board.

§11. Recognition of Study Periods and Examinations

- (1) Modules and their examinations completed at another institution of Higher Education in Mongolia or abroad will be recognized if they are not substantially different from modules and examinations

of the respective degree program of the German-Mongolian Institute for Resources and Technology. In case of electives the Examination Board decides about their recognition. If the modules and examinations are not recognized, the Examination Board has to demonstrate substantial differences between the modules and examinations whose recognition is requested and the modules of the respective degree program at the German-Mongolian Institute for Resources and Technology. Differences may be due to the quality, the level, the learning outcomes, the workload or the profile of the modules and their examinations. The applicant must submit the required documents in order to receive approval.

- (2) Knowledge, skills and competencies that have been acquired informally outside of an institution of Higher Education are recognized if no substantial differences to the knowledge, skills and competencies acquired by the modules of the reference degree programs exist.
- (3) In sum, the modules and examinations to be recognized can only account for a maximum of 60 credit points of a degree program at the German-Mongolian Institute for Resources and Technology.
- (4) If modules and their examinations are recognized, the grades have to be transferred by decision of the Examination Board on the basis of the rules of the European Credit Transfer System Users' Guide.
- (5) Modules and their examinations are recognized if the examination does not date back for more than five years. The Examination Board decides on the recognition of modules and examinations completed earlier taking into account the present state of knowledge of the applicant. If recognition is refused, the reasons for the denial have to be communicated to the applicant.
- (6) The Examination Board decides upon recognition of modules and examinations. If necessary the Examination Board may involve an examiner in its decision.

§12. Registration

- (1) Participation in all retake examinations must be registered with the Department of Academic and Student Affairs.
- (2) The registration period should be one week, it should end no later than one week before the retake examination period. The Department of Academic and Student Affairs informs about the registration periods and deadlines both electronically and by posted notice.
- (3) In the case of special examination dates according to §9 section (2) the student must also register with the Department of Academic and Student Affairs no later than one week prior to an examination.
- (4) The following documents are required when registering for an examination:
 - (a) Proof of study achievements and other documents as required in the module descriptions;
 - (b) Evidence of the requirements for admission according to §10 section (1) as far as defined in the module descriptions;

- (c) When registering according to §9 section (2) the agreed examination date may be required.

§13. Missing Examinations and Deadlines

- (1) If the student cannot participate in the examination in case of illness or because of other comparable serious reasons, he/she has to inform Academic Affairs immediately in writing upon becoming aware of the reason. In case of illness the student has to present a doctor's certificate stating the beginning and the end of the illness, as well as the student's inability to write the examination. The doctor's certificate must be submitted to Academic Affairs within three working days. The illness of a child in the student's care is considered on par with the illness of the student him/herself. In case of doubt, a certificate from an official health officer or the university's doctor may be requested.
- (2) An examination will be rated as "failure", if the student does not participate in the examination without reason, or if the reasons given are not accepted by Academic Affairs.
- (3) The regulations set forth in section (1) also apply with respect to the adherence to registration deadlines for examinations or failure to comply with time limits set for written papers.
- (4) In cases of doubt, the Examination Board shall decide if the reasons for missing examinations or deadlines are acceptable.

IV. Master's Thesis

§14. Definition

- (1) With the Master's thesis and the final colloquium the student shall prove that he/she can solve a problem in his/her subject area independently using scientific methods and within a certain period of time. Furthermore, the student should present the problem and his/her research in writing and in oral form.
- (2) Master's thesis and final colloquium are considered examinations within separate modules.

§15. Admission Requirements, Assignment and Submission

- (1) The topic of the Master's thesis has to be related to the content of the Master's degree program. It has to be defined or approved and assigned by a professor or instructor of the German-Mongolian Institute for Resources and Technology. If possible, the student's preferred topic should be taken into account.
- (2) The student may register for the Master's thesis with Academic Affairs when he/she has achieved a minimum of 90 credits. The date of the registration of the thesis topic, the topic itself and the date of the submission of the thesis must be recorded on file.
- (3) The module description defines the period during which the Master's thesis has to be written and submitted to Academic Affairs. As a rule, the term for writing the Master's thesis must not be

longer than six months. The topic must be so conceived as to allow the thesis to be completed within the given amount of time. In exceptional cases, the Examination Board may extend the deadline by half of the originally defined time, however, for no more than eight weeks. This process is subject to the regulations of §13.

- (4) The student may return the given topic before the middle of the defined writing period, but no later than two months after the beginning. This will not count as “failure”. Upon return of a thesis topic, a new topic shall be given out immediately. At this point a new deadline and writing period has to be defined. The new dates and the new topic have to be recorded on file. It is not permissible to return the new topic.
- (5) The student must submit two printed copies of the Master’s thesis to Academic Affairs. The Master’s thesis includes a full index of all referred sources, including sources from the internet and all other tools as well as an official declaration following §6 section (3). An electronic version of the Master’s thesis is mandatory and must also be submitted to Academic Affairs and to the examiners by the submission deadline.
- (6) If the Master’s thesis is not submitted within the deadline, it will be rated as “failure“. This shall not impact section (3).
- (7) The graded copy of the Master’s thesis will be made part of the student’s examination file.

§16. Supervision and Evaluation

- (1) As a rule the Master’s thesis is supervised and assessed by professors or instructors of the German-Mongolian Institute for Resources and Technology.
- (2) The final thesis may be carried out within the German-Mongolian Institute for Resources and Technology or at an institution outside of the German-Mongolian Institute for Resources and Technology with consent of the Examination Board. If the thesis is carried out at another university, a professor from that university and a professor of the German-Mongolian Institute for Resources and Technology are jointly appointed by the Examination Board to supervise the student.
- (3) The Master’s thesis must be assessed in writing by at least two examiners individually. One of the examiners is the supervisor.
- (4) The student may suggest an authorized examiner to the Examination Board. The Examination Board may deviate from the student’s suggestion with well-founded reasons.
- (5) The written assessments are recorded in the student’s examination file. The evaluation procedure shall take no longer than four weeks.
- (6) The Master’s thesis is rated as “passed” when both examiners rate the thesis at least with 1.0 (“pass”). If the assessments differ the final grade is the average of both grades.
- (7) If the Master’s thesis is rated as “failure” by one examiner, a third assessment needs to be obtained from another professor or instructor of the university. If the third examiner rates the

thesis as “failure”, the thesis is rated as “failure”. In all other cases, the final grade of the thesis is the average of the three grades.

- (8) The Master’s thesis has to be defended in a colloquium (public defense). The student can only be admitted to the colloquium, if the Master’s thesis is rated at least as “passed”. The student has to be granted access to the written assessments one day before the colloquium at the latest. The colloquium should take place within eight weeks after the submission of the Master’s thesis. The presentation of the student should take approximately 20 minutes, the discussion should not exceed 40 minutes. The grade for the colloquium is the average of the grades of the two examiners.
- (9) The final grade for the Master’s thesis consists of the grade of the thesis and of the grade of the performance in the colloquium with a weighting of 4:1 provided that the colloquium was rated at least as “passed”.

V. Grading of Examinations

§17. Definition of Grades

(1) The grading system is defined as follows:

A	4.0	95-100	Excellent	an excellent achievement
A-	3.7	90-94		
B+	3.3	87-89	Good	an achievement considerably above average requirements;
B	3.0	83-86		
B-	2.7	80-82		
C+	2.3	77-79	Satisfactory	an achievement fulfilling the average requirements
C	2.0	73-76		
C-	1.7	70-72		
D+	1.3	65-69	Pass	an achievement that still satisfies the requirements despite deficiencies;
D	1.0	60-64		
F	0	0-59	Fail	an achievement that fails to fulfill the requirements because of considerable deficiencies.

§18. Grading

- (1) The examiner determines the grades for individual examination achievements. If two examiners are involved in the grading, the final grade will be the average of the two grades. This does not impact § 16 (6) and (7).
- (2) The evaluation procedure for module examinations shall take no longer than two weeks. For the Master's thesis § 16 (5) applies.
- (3) An examination is rated as "passed" with a grade of at least 1.0. An examination achievement rated below 1.0 is rated as "failure".
- (4) The curriculum defines the number of credits that need to be achieved in the elective areas. For the calculation of the grade of the Master's examination, all grades of completed modules are considered in descending order starting with the best grade. Only those grades from the elective modules shall be included in the calculation of the final grade until the required number of credits is reached. The remaining modules will not be considered in the calculation of the final grade.
- (5) The students are informed about the examination results by posted notice. Furthermore, the student can access his own results in his digital student file.
- (6) If a student has failed an examination, he/she will be informed about the result and the possibilities to retake the examination. The notification also includes the instruction on the right to appeal.
- (7) The requirement for passing the Master's examination is the completion of all modules as defined in section (3) and of the Master's thesis as well as of the final colloquium with a minimum grade of "pass" (1.0).
- (8) The final grade for the Master's examination is calculated from the module grades, from the grade of the Master's thesis and of the colloquium. The module grades are weighted according to the study and examination plan.
- (9) For the calculation of the final grade only the first two decimal places are to be taken into account. All other decimal places are to be eliminated without rounding.
- (10) The grading scale for the Master's examination is as follows:

For an average of up to and including 3.60	=	A
For an average of 2.60 up to and including 3.59	=	B
For an average of 1.60 up to and including 2.59	=	C
For an average of 1.00 up to and including 1.59	=	D
For an average below 1.00	=	F

- (11) The Examination Board may award the total rating “passed with distinction” for excellent overall academic achievements.

VI. Retake of Examinations and Failure of Master’s Examination

§19. Retake of Examinations

- (1) If an examination is rated as “failure“, it may be retaken. The retake has to take place within the following semester. Passed examinations cannot be retaken.
- (2) A second retake of a failed examination may only be granted on the basis of a written application of the student. The application has to be submitted to the Department of Academic and Student Affairs. The second retake examination will have to be taken within the following semester. In agreement with the examiner the second retake examination may be an oral examination.
- (3) If the second retake is an oral examination, the student may suggest an assessor.
- (4) The second retake needs to be graded by two examiners. If the examiners disagree on the grades, the Examination Board decides upon the final grade after hearing the examiners.
- (5) A second repetition of the Master’s thesis and of the final colloquium is not permitted.
- (6) Prior to the application to the second retake examination, the student is required to consult the Program Coordinator.

§20. Failure of Master’s Examination

- (1) A student irrevocably fails the Master’s examination if:
 - (a) a second retake examination was rated as “failure”,
 - (b) the retake of the Master’s thesis or the final colloquium was rated as “failure“;
 - (c) an admission to further examinations is excluded according to the Examination Regulations or according to the decision of the Examination Board
- (2) A student who has irrevocably failed to pass one of the module examinations, the Master’s thesis or the final colloquium will officially be notified. The notification will include a list of his/her total accomplishments, the reason for the failure and instruction on the right to appeal.

§21. Access to Examination Documents

- (1) After the announcement of the results of a module examination or after completion of the Master’s examination, upon application, the student will be granted access to his/her written examination documents, the evaluation thereof and the minutes of the examination. The application must be submitted within one year from the end of the module examination or the completion of the Master’s examination.

§22. Objection

- (1) An objection to any decision based on the Examination Regulations is permissible. It may be filed in writing to the Examination Board within one month after the decision was announced to the student by notification.
- (2) The Examination Board decides on the objection and notifies the student accordingly in writing. The notification includes the reason for the decision as well as the instructions on the right to appeal.

VII. Certificates

§23. Diploma

- (1) The diploma lists all completed modules with the respective grades and credit points, the topic and the grade of the final thesis as well as the grade point average according to § 18 sections (6)-(9). Achievements completed as described under § 11 are recorded in the diploma with the names of the external institutions. Modules offered by the German-Mongolian Institute for Resources and Technology which are completed voluntarily by the student are also included.
- (2) The diploma is to be issued within four weeks after the successful completion of the last examination.
- (3) The diploma is issued in Mongolian, English and old Mongolian script.
- (4) The diploma is to be sealed and signed by the Dean of the Faculty and by the Chairman of the Examination Board. The transcript bears the date of the day on which the student completed his/her last examination.

§24. Master's Degree Certificate

- (1) After having passed all examinations, the student receives, along with the diploma described in §23, a Master's degree certificate certifying the award of the academic degree. The certificate is issued in Mongolian, English and old Mongolian script, sealed and signed by the Dean of the Faculty, the chairman of the Examination Board and by the Rector of the German-Mongolian Institute for Resources and Technology.
- (2) The academic degree may only be used after the student has received the Master's degree certificate.

§25. Diploma Supplement

- (1) The German-Mongolian Institute for Resources and Technology issues a Diploma Supplement in English corresponding to the Diploma Supplement model of the European Union.
- (2) Together with the grades of the module examinations the statistical distribution of the grades of all module examinations of the degree program over the last three academic years are included in the Diploma Supplement.

§26. Transcript of Records

An overview of all academic achievements will be made available for every student at any time. The transcript of records includes the name of the module, the date and the result of the examination, the credit points awarded and the grade point average (GPA). The transcript of records is issued in English or Mongolian.

VIII. Violation of the Examination Regulations

§27. Unlawful Admission to Examinations

- (1) If the admission requirements for an examination were not fulfilled by the student, the situation is considered remedied by passing the examination provided that the student did not have the intention to cheat into being admitted.
- (2) If the student intentionally obtained unlawful admission to an examination, both the module examination and the Master's examination are rated as "failure". The student has to be heard before the decision. The incorrect diploma, Master's degree certificate and Diploma Supplement need to be reclaimed by Academic Affairs.

§28. Cheating and Unlawful Behavior in Examinations

- (1) When the student cheats or attempts to cheat in an examination or if he/she uses sources or means other than those allowed, the student is excluded from the examination and the examination is declared a "failure". In case of conflict, the decision should be made in agreement with the Examination Board.
- (2) Students who intentionally disrupt the course of an examination may be excluded by the examiner or invigilator from the rest of the examination. The examination is considered as "failure".
- (3) If a declaration according to §6 section (3) is submitted and is discovered to be false and the work submitted is another author's work, a re-working of another author's work, or a restructuring of another work, in whole or in part, or submitted without giving reference, is also considered cheating (plagiarism).
- (4) If a student commits repeated offenses as described in sections (1) – (3), the Examination Board may decide to have the student expelled from the German-Mongolian Institute for Resources and Technology.
- (5) In cases according to sections (1)-(4) the student has to be notified immediately in writing. The notification includes the reason for the decision as well as the instructions on the right to appeal.
- (6) If unlawful behavior in an examination is discovered within five years after the completion of a module examination, the examination is rated as "failure". If this impacts the Master's examination, it is also rated as "failure". The student has to be heard before the decision. The student's academic degree must be revoked and the incorrect diploma, Master's degree certificate and Diploma Supplement need to be reclaimed by Academic Affairs.

- (7) The Examination Board shall decide about the validity and rating of all other examinations carried out under impermissible conditions.

IX. Implementation

- (1) The Examination Regulations come into effect with approval of the Rector of the German-Mongolian University for Resources and Technology.
Amendments to the Examination Regulations are possible upon decision of the Academic Sena