

ADMISSION AND ENROLLMENT REGULATIONS OF THE GERMAN-MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

Based on the Higher Education Law of Mongolia 11.3, 12.1.4, on the “Student Enrollment Rules and Regulations” adopted as an appendix to Resolution A/79 by the Ministry of Education and Sciences in 2013 and on the Statute of the German-Mongolian Institute for Resources and Technology (GMIT), the Academic Senate of GMIT approved the following Admission and Enrollment Regulations on March 28, 2017.

The major amendment to the "Admission and Enrollment Regulation" approved by the Academic Senate of GMIT on March 14, 2019.

Preamble

The Admission and Enrollment Regulations (hereafter referred to as “Regulations”) define the admission and enrollment procedures for all programs at the German-Mongolian Institute for Resources and Technology.

1. Admission requirements

- 1.1 Applicants are required to have completed their secondary education.
- 1.2 GMIT offers admission to applicants based on the General Entrance Exam (GEE) results in natural sciences and GMIT’s English Language Entrance Exam results. Exceptions are specified in Article 1.4 to 1.6.
- 1.3 The Basic Engineering Program requires a score higher than 600 in mathematics of GEE and for Bachelor Programs, scores of 650 or above in both mathematics and physics of GEE are needed.
- 1.4 The scores of applicants in Mathematics and Natural Science can be waived upon request, if the applicants achieved one of the first four places in National Olympiads in Mathematics, Physics, Chemistry or Technology or can provide proof of similar academic achievements.
- 1.5 English Entrance Exam is administrated by GMIT. An English proficiency of C1 (advanced) level is required for admission to the Bachelor programs. Applicants who passed with a strong B2 (upper intermediate) level can be admitted under condition that they prove C1 level of English by the end of their first Bachelor year at the latest. B1 (intermediate) level is required for admission to the Basic Engineering Program.
- 1.6 The English Language Exam can be waived upon request, if the applicant submits one of the following documents:
 - 1.7 Proof of a completed secondary education in English.
 - 1.8 Proof of a completed English-taught Bachelor’s program at an International university.
 - 1.9 A certificate of TOEFL(min. 80 IBT) or IELTS (min. 6.5).
 - 1.9.1 International applicants are asked to submit the following documents:

- 1.9.2 Application letter
- 1.9.3 Proof of completion of upper secondary education.
- 1.9.4 GEE (Mongolian) equivalent score, if applicable.
- 1.9.5 Proof of English language as stated in Article 1 (6).
- 1.10 In the case of applicants transferring from other universities, the Admission Committee can decide to accept other alternatives as proof of qualification. These applicants have to have completed at least one semester at their previous university at the time of transfer.
- 1.11 Successful applicants who fulfilled the above admission requirements will receive a letter of conditional admission to GMIT.

2. Registration

- 2.1 Applicants register online at www.gmit.edu.mn for GMIT admission.
- 2.2 The date of the English Exam and the registration period are announced on the GMIT website.
- 2.3 Applicants certify that the information provided is true and correct. Any false information may result in the invalidation of the registration for GMIT.
- 2.4 A registration is completed after payment of registration fee.
- 2.5 Applicants will be informed about the results of the GMIT English Exam within two weeks.

3. Admission committee

- 3.1 The Admission Committee coordinates GMIT registration procedure and related documents. It makes admissions decisions based on Natural science and English exam results.
- 3.2 The Admission Committee ensures an objective and fair assessment of the participants' knowledge and skills, and transparency of the admission decision.
- 3.3 The Admission Committee settles all complaints and requests related to the admission procedure.
- 3.4 The Admission Committee has max. 6 members. Academic staff from each Faculty and the Language and Didactic Center and the Head of Academic and Student Affairs should be represented. In case of a tie vote, the Chairman decides.
- 3.5 The Committee members are proposed by the Faculties and the Language and Didactic Center to the Academic Senate and approved by the Academic Senate. The Admission Committee elects its Chair. The Committee members and the Chair are appointed by Resolution of the Rector of GMIT for a term of two years.

4. Application for admission

- 4.1 Applicants who received a letter of conditional admission are required to submit the following documents to complete their application for admission to GMIT:
 - a. The certificate of the completed secondary education. Applicants who received their complete secondary education abroad or in international schools in Mongolia to

- have their certificates or diplomas officially certified by the Ministry of Education, Culture, Science and Sports of Mongolia.
- b. The certificate of the General Entrance Examination scores (for Mongolian applicants).
 - c. Curriculum vitae in English.
 - d. English Language proficiency as specified in Article 1 (6), if applicable (mandatory for international applicants).
 - e. A copy of the identification card or passport.
 - f. Two photos taken within the last 3 months.
- 4.2 The deadline for submission of the complete application documents for Mongolian applicants will be indicated in the letter of conditional admission.
- 4.3 International applicants are requested to submit the documents listed in Article 4 (1) a, c - f. until April 30.
- 4.4 If the applicant transfers to GMIT from another Mongolian university, a recent transcript of records needs to be submitted along with the application documents listed under Article 4 (1) a, c - f. The application deadline is May 31 for the following fall semester and October 31 for the following spring semester.
- 4.5 For certificates issued in other languages than Mongolian and English, certified English translations have to be submitted.

5. Application and Selection Procedure for Master Programs

- 5.1 Applicants are requested to submit their application documents online www.gmit.edu.mn. A complete application includes:
- a. Completed application form
 - b. Letter of motivation in English
 - c. Curriculum vitae in English
 - d. Bachelor's degree certificate and transcript of records
 - e. Proof of English language proficiency as specified in Article 1 (6).
 - f. Other documents that might be required by the program.
- 5.2 The application deadline is April 30.
- 5.3 A selection committee, established by the Faculty, will review the applications, interview select applicants and decide on admission to the program.
- 5.4 Further details and requirements are specified in the Study and Examination Regulations of the respective program.

6. Student Contract

- 6.1 After successful completion of the application and selection process, the applicant will be offered a "Student contract". The contract includes the rights and obligations of the contractors and the terms of the contract.

- 6.2 The Contract shall be signed by the applicants (or guardians) within the time frame specified in the Letter of admission. If the contract is not signed within the specified period of time without good cause, the admission is considered invalid.

7. Admission to International Double Degree and Exchange Programs

- 7.1 Applicants are requested to send their complete application documents for the respective exchange or double degree program to the Department of Academic and Student Affairs. A complete application includes:
- Completed application form
 - Letter of motivation in English
 - Curriculum vitae in English.
 - Transcript of records and Bachelor's degree certificate (if applicable)
 - Learning agreement signed by the partner university and the student (for student exchange programs)
 - Confirmation of enrolment and delegation by the partner university
 - Proof of English language proficiency as specified in Article 1 (6).
 - Other documents that might be required by the program
- 7.2 The application deadline is April 30 for the following fall semester and October 31 for the following spring semester.
- 7.3 Further requirements and conditions are subject to the Study and Examination Regulations of the respective program and specified in the student exchange or double degree contract between the universities.

8. Enrollment

- 8.1 The student can be enrolled in the Bachelor's or Master' program (major) during the enrolment period, provided that the tuition fee has been paid as agreed in the "Student contract".
- 8.2 Upon enrolment, the student becomes a member of GMIT, receives a student ID card, the Study and Exam Regulation for the respective study program and other necessary documents.
- 8.3 If a student in a Bachelor program does not want to decide for a major at the time of enrollment into the first semester of the Bachelor program, he/she can enroll as an "undeclared" student for a maximum of three semesters. Prior to the beginning of the fourth Bachelor semester, the student has to declare the major.
- 8.4 In case of a transfer from another university, the student can file a request to the Examination Board for recognition of academic achievements from the previous university towards the current degree program. Enrolment in a higher semester is based on the decision of the Examination Board.
- 8.5 As a rule, enrolment is valid for one semester.

- 8.6 The renewal of registration for the following semester is subject to payment of tuition fees and to the fulfillment of other requirements of the program, e.g. language, internship.

9. Change of Major

- 9.1 Students can change their major once during their studies.
- 9.2 The change of major has to be approved by the Examination Board of the receiving program. The Examination Board decides about the recognition of academic achievements of the previous program.
- 9.3 A change of major is only possible at the beginning of a new semester.
- 9.4 Students apply for a change of major to the Department of Academic and Student Affairs prior to the new semester and submit a change-of-major form.
- 9.5 Students must be aware that a change of major may lead to a delayed graduation.

10. Leave of Absence

- 10.1 Students can apply for leave of absence to the Department of Academic and Student Affairs. The student has to submit a leave-of-absence form, indicating the reasons and giving the proof if applicable.
- 10.2 Examples for acceptable reasons are illness, preparation for retake examinations, additional internships which are not part of the curriculum, maternity leave or parental leave, or army service.
- 10.3 Leave is not granted for the current semester or for passed semesters, nor during the Bachelor or Master thesis.
- 10.4 During leave, only basic administration fees are applicable. The student is not allowed to participate in classes, but can take retake examinations.
- 10.5 A leave of absence should not exceed one year at a time.
- 10.6 All semesters, during which the student was granted a leave of absence, count towards the maximum time period allowed for the completion of a degree program.

11. Termination of Studies

- 11.1 Upon graduation, the student receives the diploma, the degree certificate along with a diploma supplement.
- 11.2 If the student terminates the studies for other reasons or is expelled from the university, e.g. in case of academic failure, academic dishonesty, non-compliance with financial commitment to the university, he/she receives an up to date transcript of record and a confirmation of termination of studies at GMIT.
- 11.3 Termination of studies in all cases leads to the removal of the student from the register of students. The Student ID-card has to be returned to the Department of Academic and Student Affairs.
- 11.4 As a rule, the student is removed from the register of students with the end of a semester unless the reason for the termination of studies demands differently.

ACA-PO-001-v2.0-EN-Admission and Enrollment Regulation

11.5 The final documents are only handed over, if the student has paid all dues and has no further obligations to GMIT.

12. Entry into Force

12.1 These Regulations enter into force on April 1, 2017 by Resolution of the Rector. The “Rules and Regulations of GMIT Admission” cease to be effective.

Past decisions of the Examination Board which were made for individual students who are currently enrolled or on leave, remain valid.