

THE REGULATION OF EXAMINATION

FOR BACHELOR DEGREE PROGRAM AT THE MONGOLIAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

ONE. STUDENT'S KNOWLEDGE ASSESSMENT

1.1. Student's knowledge shall be assessed in two stages.

Assessment of the course. The student's learning process of entire semester shall be assessed by the professor who taught the course with up to 70 points and the actual knowledge level shall be assessed with the semester examination with up to 30 points. 70 points that the professor has given are valid for four semesters. The total of these points shall be up to 100 points, which shall be converted to the letter grading using the table below.

Point	Letter grading	Assessment point
96-100	A	4.0
91-95	A-	3.7
88-90	B+	3.4
84-87	B	3.0
81-83	B-	2.7
78-80	C+	2.4
74-77	C	2.0
71-73	C-	1.7
68-70	D+	1.3
64-67	D	1.0

60-63	D-	0.7
30-59	F	0
A, A-, B+, B, B, C+	CR	0

1.2. The grade point average (GPA). To calculate the grade point average, the letter grading of each course shall be converted to the assessment point and multiplied by the course credit. It is determined by the average value. This shall be calculated for each student at the end of every semester for all courses that he or she fully completed and assessed. After calculating the grade point average of the semester, which shall be calculated at the end of each semester, and accumulated grade point average, which is calculated for total study period, student's transcript is ready to be printed. The semester and accumulated grade point average shall be calculated using the following formula:

$$\text{GPA} = \frac{\text{Total sum of Quality points}}{\text{Sum of credit hours}} = \frac{Y1 * K1 + Y2 * K2 + \dots + Yn * Kn}{K1 + K2 + \dots + Kn}$$

Here,

Y1, Y2, Y3 – represents 1, 2 ... courses assessment scores

K1, K2, K3 – represents 1, 2 ... courses credits

1.3. Once completing the course, the student shall take a semester final examination which assesses the knowledge and skills obtained through the course. The course semester final examination is held only once per semester. Specialized course examination may be held once again during the semester examination upon the permission of the professor in charge of the course and the Deputy Director in charge of academic activities.

1.4. At the end of the semester, each student shall make an analysis on his or her own learning process and achievements and ensure that you meet the requirements of GPA level set forth in the University/School Standards, and plan the further learning methods.

1.5. Students who have already earned 60 credits, but whose GPA is below 1.5, shall be prohibited to take new courses and he or she is required to retake the courses with unsatisfactory performance.

1.6. Bachelor Diploma of the MUST shall be awarded to graduates with GPA of 2.0 or higher, Diploma of Master's degree for graduates with GPA of 3.0 or higher, Doctorate diploma for graduates with GPA of 3.4 or higher.

1.7. The University President Honorary Page includes the name of students who earned not less than 15 credits per semester, and semester grade point average is 3.6 or more.

1.8. Student whose GPA is less than 0.7 shall be considered as studied "unsatisfactory performance semester". The name of the student has had unsatisfactory performance shall be written in "Warning sheet". If the student's name is written in Warning sheet" for three semesters consecutively, the student shall be expelled from the University/School.

TWO. ASSESSMENT SYSTEM AND LABEL

2.1. The following labels shall be used in calculating the student's semester GPA in the end of each semester:

U - Student has taken an advanced placement examination that would result in earning credit.

E - Student has not taken semester final exam

R - Student has decided to retake the course

W - Students has refused to take the course and dropped it in the middle of the semester (Assessment point for the W label shall be 0.0)

Student with R and W labels shall re-take the course and retake the examinations.

2.2. U /uncompleted/ Student has taken an advanced placement test that would result in earning credit.

If the student considers that his or her knowledge, skills and abilities are sufficient enough, he or she can take advanced placement examination of 30 points to estimate credits at own request. The advanced placement examination for courses included in general academic schedule shall be organized jointly with Office of Academic affairs and with Professor's team in charge of the course. The office of academic affairs shall register the request for the advanced placement examinations for courses that are not specified in the general academic schedule in the beginning of the semester (2 weeks prior to course selection) and the examination commission shall be established upon the discussion with corresponding Professor. The Commission shall give the advanced placement examination in the beginning of the semester and the student shall pay the payment for 30 percent of the course assessment before the exam. The point of the advanced placement examination shall be multiplied by a 3.33 coefficient to convert into 100 points in order to assess the whole course. Students are not allowed to take the advanced placement examination for specialized and marked courses that are specified in the academic plan. The student has the right to take the advanced placement examination for maximum of 3 courses per semester. If the student is not satisfied with the results of the examination, he or she may retake the course and take 70-point and semester final examination.

2.3. E /exam incomplete by the student/student has not taken semester examination

If students have not taken the semester final exams due to accepted reasons, marking E which means "Exam incomplete by the student" will be used. If the student is not examined for a valid reason, he or she is required to submit the proof of evidence to the Office of academic affairs. Student may take the exam for the course with E label within four semesters. In this case, the student does not pay for the examination fee. Marks of E-labeled course are not calculated towards the GPA. Examination of compulsory courses shall be given in the semester specified in the academic plan.

2.4. R /repeating a course/ Student has decided to retake the course

If the student wishes to repeat the course or is not satisfied with final assessment of the course, the student may discuss with an advisory professor and invalidate the course assessment and have the course marked with R label within a term specified in the academic plan. If R label is put by the Office of academic year, student will have the right to repeat the course and improve the grade. In this case, first, it can be assessed by the total sum of professor's grading and semesterfinal examination points; second, if the student received more than 50 points out of professor's 70 points, the student can have the course assessed by the advanced placement examination within 3 semesters and receive marking of (U).

If the student wishes to improve the course assessment after 3 or more semesters, the student shall repeat the course. The course chosen by the student shall be paid as same as other selected courses.

2.5. W /withdrawal/ - Students has refused to take the course and dropped it in the middle of the semester

If the student fails to attend the course registered in, does not perform the laboratory work, practice or assignment works, fail to comply with the requirements of the program, or it is unclear if the student will continue to study, the professor shall mark the course with W label. Students with W label shall meet with Professor to clarify the reason. After the clarification, the assessments, such as WA (dropped), WP (transferred), and WC (failed by discipline) shall be received from the Office of academic affairs. If a student receives 29 points or below for proceeding of a course, the professor will set him/her W label.

THREE. CONCLUDING PHYSICAL TRAINING, SPORT TRAININGS

3.1. Credits for MUST students to be collected from the physical education courses shall be given to students who fulfill "Sports-credit" norm requirements. Sport type indicators included in the norm are assessed as 70 and 30 points, and if the 80% of total is fulfilled, it will be considered as the requirements are met. If the performance of the sport is set at 70 and 30 scores, 80% of the

sum of the sum is fulfilled. 70 points can be achieved by body development, athletics, and demonstration types.

3.2. Training capacity of physical education courses shall be up to 64 hours.

3.3. If the student wishes, the student may takepart in the university team for the entire academic period to fulfill this norm. The student training in the university team can get the direct credit estimation without taking the course and shall the credit payment fully.

3.4. Student who cannot fulfill this norm because of health reasons shall attend to a course of treatment physical education course.

FOUR. ASSESSMENT FOR DIPLOMA WORK AND THESIS

4.1. After the confirmation of the grades to be written in the diploma annex, the Department of Academic Policy and Coordination shall include the student's name in the Order of the University President on "Approving Diploma Thesis and Supervising Professor." The grades review shall be completed in one semester prior to the graduation semester. The student whose name is not included in the Order shall not defend the diploma thesis. The graduate student shall pay the fee of diploma annex and diploma paperand make order of printing to the to the Factory of Securities2 months prior to the defense.

4.2. Diploma project, thesis defense, and graduation examination shall be administered by the Graduation Commission approved by the Order of Presidentof the MUST. The commission shall consist of a team of chairman, a deputy chairperson, a secretary and members.

4.3. The chairman of the Graduation Commission shall be a person from outer organization, who is not working for the MUST. No less than 30 percent of the total Commission members shall consist of members from other external organizations.

4.4. The dates for the graduation exam, the diploma project, and the diploma thesis shall be specified in the annual academic calendar of the MUST.

4.5. Assessment of the Supervising Professor. The maximum point of the given by the professor shall be 50 and the professorhas to determine the criteria for assessing the diploma project and this shall be discussed amongst theprofessor's team. One week prior the preliminary defense, the supervising professorshall submit the assessment and reference of the graduate student to the secretary of the Commission.

4.6. Preliminary defense. Relevant professor's team and commission secretary shall organize jointly the preliminary defense and shall call the meeting one week prior to the defense of the diploma project and thesis.

The point that shall be earned by the graduate student in the preliminary defense is ± 20 and assessment of the supervising teacher may be reduced in subject to the performance and the degree of defense.

4.7. The sum of the supervising professor points and preliminary defense points shall be considered as the preliminary mark of the graduate student. If the student's diploma project or performance is insufficient during the defense process, he or she may receive "SP", or "NP" labels.

- If the supervising professor considers that the student has partially completed the diploma work (more than 75 percent), but he or she can complete the work independently, the professor can use *marking SP* in the student's grade sheet. In this case, without changing the diploma work and thesis topic and the supervising professor, the student has a right to complete the work and granted to have thesis defense within two semesters without paying additional payment.
- If students' diploma project work is considered not completed (less than 75 percent) before the defense date and supervising professor deems that it is no longer required for the student to complete the work, marking "*NP*" will be placed on the student's grade sheet. In this case, a student will be required to re-enroll as a graduating student and at this time, student is allowed to change his or her diploma project, work theme and supervising professor.

FIVE. DIPLOMA PROJECT, THESIS PROTECTION

5.1. For bachelor's degree graduate work, two official supervising professors will be assigned by the Order of the President. It is open for any students who are working on their diploma work to receive advice from any professors and lecturers from the respective school.

5.2. If it is deemed necessary for diploma work, students can receive external critique.

5.3. The graduating student shall present his or her thesis within 10 minutes and the secretary of

the Standing Committee reads the professor's profile. Members of the Commission ask questions within the framework of diploma project, thesis material, and program that the student has studied and researched.

5.4. During thesis defense, the office of academic affairs will provide a detailed list of grades for defending students for the reference of committee members.

5.5. Based on student's presentation, way of answering questions, critique, and supervising professor's description, diploma project and work shall be evaluated up to 30 points and if it deemed necessary, preliminary defense grade can be lowered.

5.6. The Commission shall prepare the final grades for diploma project and work by each student and meeting note.

5.7. graduation exam will be a combination of comprehensive written test and oral exam within the contents of all professional courses. It is forbidden to conduct a graduation examination that covers only for the content of specific subject matter.

5.8. The duration of the graduation exam shall be up to 3 hours.

5.9. The Commission will finalize graduation examination grades for each student and write meeting note. Knowledge of the students who have taken graduation exam will be assessed 100 points which will be converted to letter grading.

5.9.1. Assessment of complete test points shall not exceed 60 points.

5.9.2. The oral examination shall not exceed 40 points. each professor determines the evaluation criteria which is discussed and approved at the professor's team.

5.10. The final comprehensive examination is approved by the signature and seal of the Director of respective school.

SIX. ISSUING HIGHER EDUCATIONAL DIPLOMA

6.1. The graduating student shall be responsible for the defense of diploma project, thesis and graduation exam with grade of "C" or above. Students who did not successfully complete their Diploma project, graduation exam shall be postponed for a certain period of time, and such timing shall be set up by a branch committee and it shall be included in the resolution.

6.2. The Graduation Commission shall issue a decree on awarding a diploma with a Bachelor's Degree for the students with the successful completion of the diploma project, the successful completion of the graduation examination.

6.3. Based on the resolution of the graduation commission of the school, a graduating student shall be granted with a Bachelor's Degree upon the order of the President of the MUST.

6.4. The Diploma in Higher Education and diploma annex shall be adhered to in accordance with the "Procedure on granting Diploma in Higher Education" approved by the Ministry of Education, Culture and Science.

6.5. Graduate students graduating the MUST bachelor program with GPA of 3.6 or higher shall receive the diploma with "Exceptional" sign. The diploma with a special note for professional programs, international organizations may be issued.

6.6. One copy of diploma and annex of each graduate will be kept in the archives of the MUST.

6.7. The graduation ceremonies shall be organized according to special guidelines.