ENROLLMENT REGULATION OF MUST FOR UNDERGRADUATE PROGRAMS

(2023-2024 academic year)

Developed by:

TEACHING POLICY AND PROGRAM REGULATION DEPARTMENT

Examined by:

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Discussed by:

DIRECTORS BOARD OF MUST

Approved by:

DIRECTOR OF MUST

1. GENERAL PROVISION

1.1. This procedure regulates the relationship between applicants for admission to the bachelor's program of the University of Science and Technology (hereinafter referred to as MUST) and the activities of the admission commission, which manages the admission process.

1.2. In accordance with the requirements set by the Ministry of Education and Science (MES), students will be admitted to the bachelor's program of MUST in the fall semester within the quota approved by the Board of Directors of the school in accordance with the requirements of the higher education learning environment and related standards.

2. SCOPE

This procedure covers the process of student registration, proficiency testing, ranking, major selection, confirmation, and admission to the 2023-2024 academic year fall semester in the undergraduate program of MUST.

3. NORMATIVE CITATIONS

3.1 Article 7 and Clause 12.1.6 of Article 12 of the Law on Higher Education;

3.2 "Procedures for equating the evaluation of the international exam with the evaluation of the general entrance exam of Mongolia" approved by the order of the Minister of Education and Science No. A/347 dated October 6, 2021;

3.3 Order of the Minister of Education and Science dated September 9, 2022 No. A/343 "Granting permission to conduct training by professional field/program";

3.4 "Student Admission Procedure" approved by Order No. A/540 of the Minister of Education and Science dated December 16, 2022;

3.5 Order of the Minister of Education and Science dated March 14, 2023 No. A/97 "On Setting Threshold Scores";

4. DEFINITION OF TERMS

4.1 General Entrance Examination (GEE) is an examination aimed at determining the level of general education knowledge and ability acquired in Mongolian language and other subjects of a citizen with full secondary education who wishes to enter a higher education institution;

4.2 "Applicant" is a person who has applied for admission to a higher education institution;

4.3 "Registrant" means a registrant who has confirmed his right to join the control number;

4.4 "Enrollment system" means electronic enrollment system;

4.5 "Admission Commission" means the working group appointed to organize the admission process;

4.6 "Skills Test Commission" means the task force appointed to organize the skills test;

4.7 "Enrollment registration" means the process of entering the admission web page, entering personal information, selecting a number of programs you wish to enroll in, and paying for it electronically;

4.8 "Program Selection and Confirmation" means the process of selection and confirmation of a program according to the list of points, after the entrants who have passed the GEE with the courses suitable for the study program of MUST meet the threshold score conditions;

4.9   "Quota" means the number of students to be admitted to the program approved by the Board of Directors;

4.10   "Foreign citizen" means a person who does not have the citizenship of Mongolia or who has the citizenship of a foreign country;

4.11   "Citizen student" means a citizen of Mongolia who is not officially enrolled in any program of a higher education institution, but is studying a course;

4.12   Abbreviated names of MUST members and affiliated schools mentioned in the regulations shall be used as shown in table 1.

Table 1.

#	School	Abbreviation
1	School Civil Engineering and Architecture	SCEA
2	School of Business Administration and Humanities	SBH
3	School of Geology and Mining Engineering	SGME
4	School of Mechanical Engineering and Transportation	MES
5	School of Information and Telecommunication Technology	SICT
6	School of Industrial Technology	SIT
7	School of Applied Sciences	SAS
8	School of Power Engineering	SPE
9	Foreign Language Institute	FLI
10	School of Technology, Darkhan	DIT
11	School of Technology, Erdenet	EIT
12	School of Technology, Umnogobi	UIT

5. RIGHT AND RESPONSIBILITIES

5.1. **Director of MUST**
   5.1.1. Able to establish admission comittee.
   5.1.2. Approve plan and budget of admission comittee.
   5.1.3. Be familiarized with admission procedures and provide recommendation.
   5.1.4. Be familiarized with admission report and evaluate it.

5.2. **Admission comittee**
   5.2.1. Develop executive plan for admission.
   5.2.2. Control admission procedures.
   5.2.3. Establish comittee to organize professional skill test.
   5.2.4. Control marketing of admission.
   5.2.5. Solve complains.

5.3. **Branch of admission comittee**
   5.3.1. DIT, EIT and UIT can establish branch of admission comittee for their admission procedures.

5.4. **Teaching policy and program department**
   5.4.1. Develop admission rules.
   5.4.2. Approve admission comittee and its plan.
   5.4.3. Control branch of admission comittee.
   5.4.4. Work as coordinator between all stakeholders of admission procedures and provide information to all stakeholders.
   5.4.5. Report admission procedure to board of directors.

5.5. **Information technology center**
    5.5.1. Develop admission website and update information.
    5.5.2. Responsible for entering and updating the information prepared in the mobile application program that provides information to the registrants.
    5.5.3. Electronic enrollment registration and schedule selection software will be updated.
    5.5.4. Ensure reliable and normal operation of e-enrollment software.
    5.5.5. Ensure reliable operation of servers and equipment.

5.6. **Director's affair**
    5.6.1. Preparation of promotional materials related to admission activities and promotion of programs through mass media and electronic networks will be organized.
    5.6.2. It will support the recruitment promotion work of constituent and affiliated schools.
    5.6.3. Report on enrollment marketing activities.

5.7. **Health center**
    5.7.1. Medical examination of new students will be organized.

5.8. **Branch schools**
    5.8.1. Develop and distribute electronic and printed presentation materials about the program, as well as organize program promotion in other forms.
    5.8.2. Branches and departments in charge of the program will develop and implement a special work plan to increase the number of students in the programs implemented, and the teaching staff will be involved in this activity.
    5.8.3. A study contract will be concluded with the new entrant, and course selection will be organized through the consultant and the training department.

5.9. **Entrant**
    5.9.1. Get information about admission procedures and organization by getting acquainted with the admission procedure of MUST and other materials for applicants.
    5.9.2. Enter and register your personal information accurately in the enrollment registration system.
    5.9.3. Registrants who meet the threshold score will select a program through the electronic admission system and confirm it within the specified time.
    5.9.4. Entrants who have completed program verification will sign a study contract with the faculty or affiliated school implementing the selected program.

6. ADMISSION COMETTEE

6.1. The Central Admission Commission and the Skills Examination Commission of the State Educational Institution shall be approved by the order of the Director of the Educational Institution, and the branch admission commission of the affiliated school shall be approved by the order of the director of the respective school.

6.2. The head of the central admissions commission will manage the admissions activities, and issues that are not regulated by the procedure will be discussed and resolved at the commission's meeting based on the proposal of the member/affiliated school.

7. ELIGIBILITY CRITERIA

7.1. A registrant who has passed the General Entrance Examination (GEE) and who wishes to enroll in the undergraduate course of MUST must meet the following requirements. It includes:
    7.1.1. Having a complete secondary education or higher;

7.1.2. To meet the conditions of the threshold points specified in the admission procedure by providing an GEE in one of the basic courses corresponding to the program/specialization of MUST, as well as in one of the secondary courses;

7.1.3. Applicants to the skill test calculation program must pass the skill test organized by MUST and meet the threshold requirements;

7.1.4. The registrant's GEE approval must be valid for 2 years and 8 months from the date of the exam.

7.2. Registrants who wish to study at MUST's undergraduate program and meet one of the following criteria may be admitted directly without taking the GEE. It includes:

7.2.1. A citizen with a bachelor's degree in any university;

7.2.2. A citizen with a technical education diploma in an undergraduate program for admission to MUST;

7.2.3. A citizen with a technical education diploma in an undergraduate program for admission to MUST;

7.2.4. A citizen who has taken an international entrance exam (SAT, etc.) that is generally recognized in countries, and whose scores have been approved by the Educational Assessment Center (EAC), and whose equivalent scores have met the criteria for admission to the National Institute of Higher Education and Research;

7.2.5. Citizens over 30 years of age who have worked for at least 5 years in the undergraduate program for admission to MUST;

7.2.6. A citizen who is studying at a university in a foreign country and is transferring to a MUST bachelor's program;

7.3. Pursuant to Rule 7.2, registrants who apply to enroll in MUST either individually or by organization will be decided based on the proposal of the branch and department that will implement the program, taking into account the number of registrants, whether to enroll in full-time, full-time, or part-time undergraduate courses in the classroom, online, or combined.

7.4. In accordance with clauses 7.2.1-7.2.3 and 7.2.6 of the regulation, the citizen who enrolls will be directly admitted to the selected bachelor's study program, and based on the definition of the previously obtained educational diploma or the amount of the study period, possible courses will be selected according to the "Regulations for the Regulation of the Must's Bachelor's Study Activities" shall be calculated accordingly.

7.5. Registrants who meet the requirements of Rule 7.2.4 will be registered based on their international exam scores, and the program will be selected along with those who have passed the GEE.

7.6. According to clause 7.2.5 of the regulations, the registrant will be admitted based on the description of the workplace, proof of social security payment, application and essay (the registrant has expressed his/her readiness for study, talent, experience, personality, and how to study).

7.7. Graduates from SHUTIS and DIT-affiliated high schools whose GEE scores meet the MUST threshold criteria will be selected for programs based on the score list and admitted to MUST.

7.8. Registrants who graduated from MUST's Koosen College of Technology will be directly admitted to the undergraduate program in accordance with clause 7.2.3.

7.9. Graduates of Vocational Training and Industrial Centers are eligible for admission if they meet the threshold requirements for the MUST undergraduate program by taking the GEE.

7.10. Foreign nationals who apply to study at MUST for undergraduate programs will be handled separately.