

## BASIC ENGINEERING PROGRAM REGULATIONS

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### **1. General Provision**

- 1.1. The Basic Engineering Program regulations apply to all students enrolled in the Basic Engineering Program at German Mongolian Institute for Resources and Technology (GMIT) and provide the rules governing the program's aim, contents, assessment and students' rights and responsibilities.
- 1.2. The Basic Engineering Program is a preparatory course for students to progress to the bachelor programs at GMIT.
- 1.3. During the program, foundation courses in mathematics, physics, chemistry, informatics and English will be taught.
- 1.4. The Academic Senate at GMIT will review and approve all new and revised program proposals.
- 1.5. The students registered in the Basic Engineering Program and lecturers of the GMIT will be required to abide by these regulations.
- 1.6. Faculty Council and Committee of the Instructors may propose amendments to the regulations and the proposing amendments shall be inoperative unless they shall have been ratified as an amendment by the Academic Senate at GMIT.
- 1.7. These regulations should be read in conjunction with the other rules and regulations at GMIT.
- 1.8. The duration of the regulations is the length of each academic year of the Basic Engineering Program.

## 1. Admission and Registration

- 2.1. Admission and registration to the Basic Engineering Program, GMIT, is governed by the Admission Regulations at GMIT.
- 2.2. In order to be admitted to the Basic Engineering Program, applicants are required to fulfill the requirements of the Admission Regulations at GMIT and shall have signed "the Student Contract" with GMIT.
- 2.3. Students are permitted to enroll directly in the Basic Engineering Program in the second semester. In this case, students are also required to meet the requirements of the Admission Regulations at GMIT, and shall have to pass the exams based on the contents for the first semester subjects.

## 2. Content and Evaluation of the Basic Engineering Program

- 3.1. The Basic Engineering Program consists of the following modules. Total contact Unit of Instructions (Uol) of the modules are structured in accordance with Annex 1.
  - A. Main modules:
    - Mathematics (8 Uol per week)
    - Physics (6 Uol per week)
    - Chemistry (4 Uol per week)
    - Introduction to Informatics (4 Uol per week (in the second semester))
    - English language (16 Uol per week)
    - German (4 Uol per week, as an elective for those who have English C1 level)
  - B. Learning Strategies:
    - Learning skills: motivation, time management, learning styles, memory, stress management, exam preparation (Total of 32 Uol)
    - Presentation skills: structuring a presentation, effective visuals (Total of 32 Uol)
- 3.2. One Unit of Instruction is equal to 45 minutes.
- 3.3. The duration of the Basic Engineering Program will be one academic year. An academic year consists of 2 semesters which are 16 weeks each. Examination periods should be scheduled in an annual Academic Calendar.
- 3.4. The program will be organized according to the semester schedule.
- 3.5. Attendance will be recorded. The students are only eligible to take a final examination of the module if they attended at least 80% of the contact Uol of the module. If the students do not meet the minimum attendance requirement of 80% due to any well-founded reasons (due to sickness or other legitimate circumstances), the issue will be addressed to the Committee of Instructors. The Committee of Instructors will make a decision on whether the admission to a final examination will be granted or not in its meeting.

- 3.6. Knowledge, skills, and competencies that the students have acquired during the program will be evaluated up to 100 percent for each module. If the final grade is at least 60 percent, it will be considered as “passed”.
- 3.7. The final grade of each module consists of semester performance and the final examination. Semester performance during the module accounts for 30% of the final grade, while the module examination accounts for 70% of the final grade for the module.
- 3.8. If a student passes all modules taught in the Fall Semester, he or she will be admitted to study in the Spring Semester.
- 3.9. If a student fails one and more modules in the Fall Semester, he or she will be on probation and can retake the final examination of that module in the second week of May.
- 3.10. If a student fails one and more modules in the Spring Semester, he or she can retake the final examination in the beginning of the following academic year.
- 3.11. After the retake examination, if a student fails any of the main modules taught in the Fall Semester, he or she can repeat the Basic Engineering Program from the beginning of the following academic year.
- 3.12. If a student fails any of the main modules in the Spring Semester, he or she can repeat the Spring Semester of the BEP in the following academic year. The students can repeat the BEP from the beginning of the academic year if they make an official request and agree to pay the tuition fee. The written request shall be submitted to Academic Affairs and the Committee of Instructors will make a decision regarding the request. In this case, the grades of the Fall Semester of the previous academic year shall be considered as invalid.
- 3.13. If a student passes all modules taught in the Spring Semesters, he or she will be admitted to the degree programs of the GMIT.
- 3.14. Students can repeat the same semester once only.

#### **4. Rights and Obligations of the Committee of Instructors**

- 4.1. The Committee of Instructors is formed by the instructors teaching in the BEP.
- 4.2. The Instructors of the BEP have an obligation to be involved in the meeting of the Committee of Instructors.
- 4.3. The Committee of Instructors shall meet at least once a semester.
- 4.4. The module description of each module has to be discussed by the Committee of Instructors and approved by the Academic Senate.
- 4.5. The learning outcomes and purpose of the program as well as the teaching methodology are to be considered by the Committee of Instructors.
- 4.6. The Committee of Instructors consults the issues related to admission to the final examination, admission to the degree programs, repeating a semester, permission for semester leave and expelling students from the GMIT. Recommendations of the Committees shall be submitted to the Rector.

## **5. Rights and Obligations of the Students in the Basic Engineering Program**

- 5.1. Students in the BEP are admitted according to the “Rules and Regulations of GMIT Admission” and sign “the Student Contract”.
- 5.2. Students in BEP have an obligation to attend classes without any absences, to be on time and to study successfully.
- 5.3. Students should adhere to the internal regulations including the code of conduct and other regulations of GMIT.
- 5.4. Students must take the final and mid-term examinations. If students do not take the final and mid-term examinations, the examinations will be considered to be ‘failed’. Any well-founded reasons and extenuating circumstances are to be considered and decided by the Committee of Instructors.
- 5.5. Certificates and evidence of the well-founded reasons described in §3.5 are to be submitted to Academic Affairs within 3 days.
- 5.6. To ensure the participation of students and to represent the interests and rights of the students within or outside GMIT, the students have the right to elect their representatives to the Student Council.

## **6. Violation of the Study and Examination Regulations**

- 6.1. If students violate the obligations described in §5.2, Academic Affairs should inform them in writing.
- 6.2. If a student cheats or attempts to cheat in an examination or if he/she uses sources or means other than those allowed, the student will be excluded from the examination and the examination will be declared “failed”. In case of disagreement, the decision should be made in agreement with the Committee of Instructors.
- 6.3. If a student commits repeated offenses as described in §6.2, the Committee of Instructors may decide to have the student expelled from the German-Mongolian Institute for Resources and Technology.

## **7. Implementation of the Regulations**

- 7.1 The Examination Regulations come into effect upon approval by the Academic Senate of the German-Mongolian Institute for Resources and Technology.