

GENERAL STUDY AND EXAMINATION REGULATIONS

OF THE

GERMAN-MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

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Preamble

Based on the Higher Education Law of Mongolia and the Statute of the German-Mongolian Institute for Resources and Technology (GMIT), the Academic Senate of GMIT endorsed the following General Study and Examination Regulations on 2024-06-12.

The General Study and Examination Regulations describe in Part A general procedures and rules for the study of all degree programs of the German-Mongolian Institute for Resources and Technology, In Part B general rules for examinations at the German-Mongolian Institute for Resources and Technology are stated. The General Study and Examination Regulations are to be amended by Program-specific Study and Examination Regulations for the distinctive degree programs.

Part A

Study Regulations

§ 1 Aims and Objectives of Degree Programs

- (1) The German-Mongolian Institute for Resources and Technology aims at educating engineers who can contribute to the technological and societal progress of Mongolia.
- (2) The objective of the degree programs is to qualify the graduates for an application-oriented employment or entrepreneurship in the field of engineering, and for life-long learning.
- (3) Details of the intended learning outcomes of the degree programs are given in the Program-specific Study and Examination Regulations.

§ 2 Academic Degrees

- (1) The German-Mongolian Institute of Resources and Technology awards the following academic degrees:

Academic degree	Abbreviation
Bachelor of Science	B.Sc.
Master of Science	M.Sc.

- (2) The degree is awarded after successful completion of the Final Examination which comprises all module examinations, including the Final Thesis.
- (3) To complete the Bachelor's (undergraduate) Programs, students must earn 240 credit points according to the European Credit and Transfer System (ECTS).
- (4) To complete the Master's (graduate) Programs, students must earn 90 credit points according to the European Credit and Transfer System (ECTS).
- (5) The Bachelor of Science degree qualifies the htradtionaler to studies in master programs.
- (6) The Master of Science degree qualifies the htradtionaler for doctoral studies.

§ 3 The Academic Year

- (1) The length of the Academic Year is 46 weeks.
- (2) The Academic Year consists of two semesters, the fall semester (August 1 until January 15), and the spring semester (January 16 until July 31). One semester consists of 23 weeks and includes a teaching period of 16 weeks followed by a three-week examination period. Three weeks are devoted to self-study. Prior to each semester, a one-week retake exam period is offered.

- (3) In the Bachelor's programs, an internship period of 14 weeks is scheduled for the 6th semester. The internship is organized according to the Internship Regulations of the German-Mongolian Institute for Resources and Technology.

§ 4 Language of Instruction

- (1) The language of instruction and examination is English.
- (2) Exceptions are set forth in the Module Descriptions.

§ 5 Admission

- (1) First-year students of Bachelor's programs are admitted in the fall semester.
- (2) Students of Master's programs are admitted both in the fall and in the spring semester.
- (3) Students transferring from other universities and students in exchange or dual degree programs may be admitted in the fall semester or the spring semester.
- (4) The Admission and Enrollment Regulations of the German-Mongolian Institute for Resources and Technology regulate admission to the degree programs.

§ 6 Modularization

- (1) The degree programs are organized in modules. A module comprises areas of knowledge that form a coherent thematic unit. The content of a module should allow for the completion of the module within one semester or one academic year.
- (2) A module can include different forms of teaching and learning. In lectures, theoretical knowledge is presented. Recitations 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, students apply their theoretical knowledge and train themselves in methodology and practical skills. Further forms of teaching and learning are excursions, study projects, internships, self-learning, as well as the Final Thesis and the accompanying Final Colloquium.
- (3) As a rule, a module is completed with a Module Examination. Exceptions are set forth in the Module Descriptions.
- (4) Each module is described in detail in the Module Description. It contains 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 workload for the average student in hours, divided into contact hours and self-study time.

- (e) The Module Coordinator who is responsible for the module, and the instructor if the Module Coordinator is not identical with the instructor.
 - (f) The language of instruction.
 - (g) The intended learning outcomes.
 - (h) The major content.
 - (i) Recommended literature.
 - (j) The form of teaching.
 - (k) The assessment methods.
 - (l) The associated degree programs.
 - (m) Prerequisites for participation in the module.
 - (n) The forms of module examinations.
 - (o) The grading system.
- (5) Changes to the Module Descriptions are initiated by the Module Coordinator and are to be approved first by the Faculty Council, subsequently by the Educational Committee, and finally by the Rector.
- (6) All Module Descriptions of a degree program are collected in the Module Handbook of the degree program.

§ 7 Core Modules and Elective Modules

- (1) Core Modules are mandatory parts of the curriculum.
- (2) In addition to core modules, students may have to choose electives from lists of Elective Modules. The number of lists and the credit points to be earned per list are to be specified in the Program-specific Study and Examination Regulations.
- (3) The lists of Elective Modules can be adjusted by a resolution of the Educational Committee followed by a resolution of the Academic Senate, and subsequent approval by the Rector before the beginning of the semester.
- (4) The minimum number of participants in an Elective Module is regulated by the Program-specific Study and Examination Regulations.

§ 8 Recognition

- (1) The Examination Board of the German-Mongolian Institute for Resources and Technology is the competent authority to decide on the recognition of qualifications, study periods, certificates, and transcripts of records issued by other institutions of higher education.
- (2) The applicant seeking recognition of qualifications, study periods, certificates or transcripts of records is responsible to submit the documents necessary for the recognition.
- (3) Qualifications, study periods, certificates and transcripts of records are to be recognized unless the Examination Board can show a substantial difference between the external

qualifications, study periods, certificates and courses, and the qualifications, study periods, certificates and courses for which recognition is sought.

§ 9 Credit Points, Workload, 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 workload of 30 hours (one hour equals 60 minutes) for an average student. The workload includes the contact hours, homework, seminar, 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.

§ 10 Distance Learning

- (1) Courses that cannot be attended by students, professors, lecturers, or instructors in-person are taught as distance-learning courses using the video-conferencing tools and learning platforms that are provided by the German-Mongolian Institute for Resources and Technology.
- (2) In distance-learning, lecturers produce appropriately sized videos of their classes and provide these on a platform that is provided by the German-Mongolian Institute for Resources and Technology to the students for download and viewing. Educational material needed for teaching and learning is also provided on the platform for download
- (3) Students interact with their lecturers regularly online using a video-conferencing system that is provided by the German-Mongolian Institute for Resources and Technology. The weekly online-time should correspond to the Units of Instruction for the in-person course.
- (4) The platform also allows students to interact with fellow students online and to exchange and store documents.
- (5) The German-Mongolian Institute for Resources and Technology does not provide the equipment needed for online communication to the students.

§ 11 Program Coordinator

- (1) The Faculty Council elects a Program Coordinator from the professoriate for each degree program that it offers. The term of office of the Program Coordinator is four academic years. Reelection is permissible.
- (2) The Program Coordinator needs to be approved by the Academic Senate and subsequently by the Rector.
- (3) The Program Coordinator represents the Faculty on the Educational Committee.

- (4) The Program Coordinator administers the program academically on behalf of the Faculty which offers the degree program.
- (5) One Program Coordinator may administer several degree programs.
- (6) The Program Coordinator regularly reviews the curriculum and the module handbooks as well as the
- (7) The Program Coordinator initiates revisions on Program-specific Study and Examination Regulations.
- (8) 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, internships, job opportunities as well as change of major or transfer from other universities.

§ 12 Ensuring the Success of Students

- (1) To ensure the success of students, lecturers observe the academic performance of their students in the classes. Academic performance during the semester can be monitored in different ways, e. g., by assessing laboratory or internship reports, tests, quizzes, presentations, seminar contributions, or homework assignments.
- (2) Details of the module assessment (e.g., weighing of academic performance and examinations, grading, or pass/fail assessment) are given in the Module Descriptions.
- (3) The students have to be informed about the requirements according to section (1) at the beginning of the module.
- (4) The Program Coordinator conducts an interview with each of the students in the degree program at least once in the Academic Year. The Program Coordinator may delegate the interviews to professors who teach in the degree program. With the interviews, the student's academic progress is monitored, and advice is given for organizing the upcoming study period, internships, and study abroad experiences.
- (5) With students whose study attitudes give rise to concern or whose study success is at risk, more frequent interviews have to be conducted.

Part B

Examination Regulations

I Definition of Examinations

§ 13 Purpose of the Examination

- (1) Examinations are meant to demonstrate whether candidates have reached the intended learning outcomes of the degree programs and their courses. Examinations in Bachelor's and Master's programs lead to professional competencies upon graduation. By passing examinations, students demonstrate that they have acquired the specific knowledge, skills, and competencies required for their degree, that they understand the interdependencies of their field of study, that they are able to work independently, and develop their skills further using scientific methods.
- (2) The Final Examination of the degree program consists of all Module Examinations, including the Final Thesis and the accompanying Final Colloquium.

§ 14 Examination Terms and Program-specific Regulations for Degree Programs

- (1) The examinations are subject to the statutory regulations, the provisions of these General Study and Examination Regulations, and the Program-specific Study and Examination Regulations of the degree programs, the Study Plan, the Exam Plan, the overview of the entrance and exit competencies, the Module Descriptions are part of the Program-specific Study and Examination Regulations.
- (2) The Program-specific Study and Examination Regulations are to be adhered to as long as this is explicitly required by the General Study and Examination Regulations. New regulations can be created as long as they do not interfere with the stipulations of the General Study and Examination Regulations.

§ 15 Module Examination

- (1) Modules conclude with an examination.
- (2) The grade awarded for the module consists of the grade awarded for the Academic Performance during the semester and for the Module Examination.
- (3) Academic performance during the semester is measured by grading quizzes, tests, lab work, teamwork, homework assignments, or contributions to seminars.
- (4) As a rule, the Academic Performance during the module accounts for 30 % of the grade, the Module Examination accounts for 70 % of the grade for the module. In exceptional cases, e.g., in laboratory modules, the Academic Performance may account for 100 % of the grade. Details are given in the Module Description.

§ 16 Content and Forms of Examinations

- (1) The content of an examination is based on the intended learning outcomes, which are defined

in the

- (2) Module Description and shall demonstrate that the intended learning outcomes have been reached.
- (3) 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 Description.
- (4) Both written and oral examinations can be in-place at the German-Mongolian Institute for Resources and Technology or online. Examinations are online only if either an examiner or a student is unable to attend the exam in-place at the German-Mongolian Institute for Resources and Technology.
- (5) If the Module Description offers a choice, the examiners have to announce no later than by the beginning of the course, whether the examination will be written or oral.
- (6) The examiners determine which tools or aids may be used in the examination. Students are to be informed prior to the examination.
- (7) 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 or she may apply in writing to the Examination Board to be allowed to take an alternative form of examination according to § 21, to be granted an extension of the deadline for the submission of an assignment, or the delay of an examination, presentation, or colloquium. A medical certificate or another appropriate certification documenting the circumstances has to be submitted with the application and approved by the Examination Board.

§ 17 Written In-Place Examinations

- (1) The duration of the written in-place examination is determined in the respective Module Description. A written examination should be no shorter than 60 minutes and should not exceed 180 minutes, excluding a possible break.
- (2) Exams with a duration of more than 120 minutes need to be split into two parts with a break of 15 minutes in between. The first part of the exam is completed before the break. The exam papers for the first part of the exam need to be collected.
- (3) A written in-place examination is supervised by at least two examiners or by an examiner, assisted by an invigilator.
- (4) The examinee must identify himself or herself by a valid ID card unless the examinee is personally known to the examiner.

§ 18 Written Remote Electronic Examinations

- (1) Written remote electronic examinations are organized as open-book written examinations or as examinations with randomized multiple-choice questions, or as a combination thereof. Students are not supervised and have unrestricted use of sources.
- (2) The assignment is completed unsupervised on a computer that is not made available by the German-Mongolian Institute for Resources and Technology, and is located off the premises

of the German-Mongolian Institute for Resources and Technology.

- (3) The duration of a written remote electronic examination is the same as that of the corresponding in-place examination, unless stated otherwise in the Module Description.
- (4) Students participating in a written remote electronic examination receive the exam questions simultaneously by download from a previously specified server at a previously agreed download-date and-time. The students turn in their exam papers after the exam to a previously specified server at a previously agreed upload-date and -time.
- (5) If the download of the assignment, the work on the assignment, or the upload of the assignment at the time of the examination are not feasible, the remote electronic examination is terminated, and the examination is not graded. The examination is considered not to be taken.
- (6) Plagiarism detection tools shall be used by the German-Mongolian Institute for Resources and Technology to check submitted assignments.

§ 19 Oral In-Place Examinations

- (1) An oral in-place examination is generally held by an examiner and an assessor. If two instructors are involved in a module, the examination is held by two examiners.
- (2) The duration of the oral in-place examination is determined in the respective Module Description. An oral examination should not be shorter than 15 minutes per student and should not exceed 60 minutes per student.
- (3) The essential topics and results of the oral examination have to be recorded in the minutes by the assessor or one of the examiners.

§ 20 Oral Remote Electronic Examinations

- (1) § 19 applies to oral remote electronic examinations accordingly.
- (2) Video conferencing systems provided by the German-Mongolian Institute for Resources and Technology must be used.
- (3) To prevent cheating in oral remote electronic examinations, the examinees are required to activate the camera and audio function of the communication device and to tolerate acoustic and optical surveillance. Upon request by the examiner, the examinee has to share his or her screen with the examiner and the assessor.
- (4) The examinee identifies himself or herself by showing a valid ID card to the camera, unless the examinee is personally known to the examiners
- (5) The examiners can request proof before and during the examination that the examinee is alone and no unauthorized aids and other people are in the examination room. Recording the examination is not permitted.
- (6) If the video or voice transmission in an oral remote electronic examination temporarily interrupted, the examination shall be continued when the transmission is restored. If the interruption continues, the examination is terminated and is to be repeated at a later time.

§ 21 Other Forms of Examinations

- (1) Other forms of examinations are usually held within the context of internships, seminars, or projects. These examinations may have the form of written assignments, presentations, reports, or other appropriate forms. In the case of group projects, each individual's contribution 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), the student has to confirm in writing that he or she was the only author of the document and that no other aids or sources than indicated in the document were used. The student shall declare the usage of artificial intelligence, e.g. Chat GPT.

II Administration of Examinations

§ 22 Examination Board

- (1) One Examination Board is set up for all degree programs at the German-Mongolian Institute for Resources and Technology.
- (2) In all matters relating to examinations, the Examination Board ensures compliance with the General Study and Examination Regulations and the Program-specific Study and Examination Regulations. The Examination Board shall make the necessary decisions unless another responsibility is outlined in these Regulations. The Examination Board decides in the following matters:
 - (a) Admission to the examination.
 - (b) Approval of alternative forms of the examination upon request.
 - (c) Appointment of examiners.
 - (d) Recognition of periods of studies, grades, and credit points achieved at other institutions of higher education.
 - (e) Decision on the grade of examinations in case of disagreement between examiners regarding the performance percentage of the examinee by more than 20 %.
 - (f) Decision on the extension of the deadline for the Final Thesis in agreement with the examiners of the Final Thesis.
 - (g) Appointment of a third examiner to grade the Final Thesis if the two examiners differ in the grade by more than 20 percent points in the performance percentage.
 - (h) Determination of consequences in cases of non-compliance with the General Study and Examination Regulations or the Program-specific Study and Examination Regulations.
 - (i) Invalidity of examinations.
 - (j) Processing objections.
 - (k) Suggestions for improvement of the General Study and Examination Regulations or the

Program-specific Study and Examination Regulations.

- (3) The Examination Board has five members.
 - (a) The Vice-Rector for Academic Affairs as the Chairperson of the Examination Board.
 - (b) Two professors, the professors are appointed by the professoriate of the German-Mongolian Institute for Resources and Technology.
 - (c) One member of academic staff. The person is appointed by the Assembly of Academic Staff.
 - (d) One student. The student is appointed by the Student Council.
 - (e) The Examination Board elects a Deputy Chairperson of the Examination Board in the first Board Meeting of an Academic Year. The Deputy Chairperson must be one of the two professors of the Examination Board. The Rector approves the Deputy Chairperson.
- (4) The term of office of the professors and the member of the academic staff on the Examination Board is two Academic Years, the term of office of the student member on the Examination Board is one Academic Year. Reappointments are permissible.
- (5) The professors, the member of the academic staff, and the student is approved by the Academic Senate and appointed by Rector's Resolution.
- (6) The Head of the Department of Academic and Student Affairs attends the meetings of the Examination Board as a permanent guest.
- (7) The student member on the Examination Board does not have a vote in matters of grading.
- (8) The Vice-Rector, the professors, and the member of the academic staff are obligated to confidentiality on the basis of their work contract. The Chairperson of the Examination Board places an obligation to confidentiality on the student member of the Examination Board.
- (9) Upon consent of the Examination Board, duties of the Examination Board according to section (2) may be transferred to the Chairperson of the Examination Board.
- (10) An Examination Board may only reach a quorum if at least half of its members are attending the meeting either in-person or by video-conferencing. It shall resolve with the majority of the attending members. In exceptional cases, a decision can be made by written consent instead of a meeting. In case of a tie, the vote of the Chairperson of the Examination Board counts double.
- (11) The invitation to the meeting of the Examination Board should be sent out by the Chairperson of the Examination Board at least two days in advance.
- (12) The members of the Examination Board have the right to attend all examinations and to access all documents pertaining to examinations.

§ 23 Examiners, Assessors, and Invigilators

- (1) Professors and lecturers 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 modules independently may

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 the Department of Academic and Student Affairs accordingly.
- (4) In well-founded cases, several examiners may be appointed by the Examination Board to jointly administer an examination.
- (5) Invigilators for written examinations are appointed by the examiner. A qualification in the respective subject is not necessary for the invigilator.
- (6) Assessors for oral examinations are appointed by the examiner. Assessors must hold a Bachelor's degree for examinations on the undergraduate level and a Master's degree for examinations on the graduate level.
- (7) Examiners and assessors administer their examinations independently and objectively.
- (8) The examiners, assessors, and invigilators are obliged to professional confidentiality.

§ 24 The Department of Academic and Student Affairs

The Department of Academic and Student Affairs is the administrative organ of the German-Mongolian Institute for Resources and Technology for all examinations in all degree programs.

III Examination Periods, Requirements, Registration, and Lacking Examinations

§ 25 Examination Periods

- (1) Examinations normally take place in the examination period that immediately follows the teaching of the module. Retake examinations are offered during the examination period at the end of the semester and at the beginning of the following semester.
- (2) The examination period and the registration period for examinations are part of the Academic Calendar, which is published before the beginning of the Academic Year.
- (3) 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 examination can only be rescheduled with the approval of the Examination Board.
- (4) Oral in-place examinations and oral remote examinations may take place outside the examination period if both the examiner and the student agree. Students may register for oral exams outside the registration period.

§ 26 Examination Admission Requirements

- (1) The admission to a module examination is only possible if the student:
 - (a) is enrolled at the German-Mongolian Institute for Resources and Technology as a regular student, part-time student, or exchange student,

- (b) 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. In this case, the Examination Board also decides on whether the Module Examination should count for 100 % of the grade of the respective module notwithstanding Part B, I, § 15(4).
 - (3) The student is only eligible to receive the assignment of the Final Thesis if he/she is enrolled at the German-Mongolian Institute for Resources and Technology as a regular student, part-time student, or exchange student.
 - (4) Participation in the Module Examination is mandatory, provided that the student meets all examination requirements set forth in (1). The student does not need to register for his or her first examination of a module. In exceptional cases, the Examination Board may decide to deviate from mandatory participation.
 - (5) To participate in a retake examination, the student needs to register with the Department of Academic and Student Affairs one week before the examination period at the latest.
 - (6) The Department of Academic and Student Affairs checks if the student meets the examination admission requirements according to (1)(1a) and (1b). The Department of Academic and Student Affairs prepares the lists of participants in the examinations and sends the lists to the examiners.

§ 27 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 by the Examination Board if they are not substantially different from modules and examinations of the respective degree program of the German-Mongolian Institute for Resources and Technology.
- (2) 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 transcript of records, the descriptions of the respective modules, the syllabus, or other required documents in order to receive approval.
- (3) In the case of exchange programs, the recognition of modules that were completed abroad will be based on a Learning Agreement signed by the student, the partner university and the Chairman of the Examination Board of the German-Mongolian Institute for Resources and Technology before the student's departure.
- (4) 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.
- (5) In sum, the modules and examinations to be recognized can only account for a maximum of

half of the necessary credit points to complete a degree program at the German-Mongolian Institute for Resources and Technology.

- (6) 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.
- (7) 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.
- (8) In case of any doubt about the external achievement of an applicant, the Examination Board should involve an examiner who may conduct an interview or an assessment test with the applicant to ascertain that the applicant has the required knowledge, skills, and competencies.

§ 28 Lacking Examinations, and Deadlines

- (1) If a student cannot participate in an examination in case of illness or because of other comparable serious reasons, he/she has to inform the Department of Academic and Student Affairs immediately in writing.
- (2) In case of illness, the student has to present a doctor's certificate stating the beginning and, if applicable, the end of the illness, as well as the student's inability to participate in the examination. The doctor's certificate must be submitted to the Department of Academic and Student Affairs within three workdays.
- (3) 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 may be requested.
- (4) If the student misses an examination unexcused, or if the reasons given are not accepted by the Chairperson of the Examination Board, the examination will be rated as "failed" by the Examination Board.
- (5) The regulations set forth in sections (1) to (4) also apply to deadlines for the registration for examinations, and examination-relevant reports or assignments.

IV Final Thesis

§ 29 Admission Requirements, Assignment, and Submission

- (1) The topic of the Final Thesis must be related to the content of the degree program. The topic has to be defined or approved by a professor or lecturer of the German-Mongolian Institute for Resources and Technology, who also draws up the Final Thesis' Assignment and supervises the Final Thesis. If possible, the student's preferred topic should be taken into account.
- (2) The student may register for the Final Thesis with the Department of Academic and Student Affairs when he/she has achieved a minimum of 75 % of the credits needed for completion

of the degree program, excluding the credits of the Final Thesis. The date of the registration for the Final Thesis, the Final Thesis' Assignment itself, and the deadline for submitting the Final Thesis must be recorded by the Department of Academic and Student Affairs in the student's examination file.

- (3) The module description defines the period during which the Final Thesis has to be written and submitted to the Department of Academic and Student Affairs. As a rule, the time for writing the Final Thesis should not exceed six months. The Final Thesis' Assignment must be so conceived as to allow the Final Thesis to be completed within the given amount of time. In exceptional cases, upon request by the student and with consent of the supervisors, the Examination Board may extend the deadline by eight weeks at most. This process is subject to the regulations of Part B, § 28.
- (4) The student may return the Final Thesis' Assignment no later than two months after the beginning. In this case, the Final Thesis will not count as "failed". Upon return of a Final Thesis' Assignment, a new Final Thesis Assignment shall be given out immediately. At this point, a new deadline and writing period according to section (3) has to be defined. The new dates and the new Final Thesis Assignment have to be recorded by the Department of Academic and Student Affairs on the student's examination file. It is not permissible to return the new Final Thesis Assignment.
- (5) The Final Thesis includes an index of all sources and aids that were used, including sources from the internet. Citations follow ISO 690 and are in Vancouver style.
- (6) The Final Thesis includes the declaration according to Part B, § 21 (3). An electronic version of the Final Thesis is mandatory and must also be submitted to the Department of Academic and Student Affairs and to the examiners by the submission deadline.
- (7) The student submits a digital copy of the Final Thesis in the file format PDF/A to the Department of Academic and Student Affairs. The file format PDF/A ensures that the Final Thesis cannot accidentally or deliberately be compromised.
- (8) If the Final Thesis is not submitted within the deadline, the Final Thesis will be rated as "failed".
- (9) Graded copies of the Final Thesis will be added to the student's examination file. The Department of Academic and Student Affairs forwards the electronic copy of the Final Thesis to the examiners.
- (10) A digital copy of the Final Thesis is catalogued and published in an electronic repository of the University Library. The published version of the Final Thesis may be a revised version of the graded copies of the Final Thesis.

§ 30 Supervision and Evaluation of the Final Thesis

- (1) As a rule, the Final Thesis is supervised and assessed by professors or lecturers 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. If the Final 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 and the Final Thesis.

- (3) The Final Thesis must be assessed in writing by at least two examiners individually. One of the examiners is the supervisor. If the Final Thesis is co-supervised as described in section (2), both supervisors are examiners.
- (4) The student may suggest an 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) If the Final Thesis is rated as "failed" by one examiner, the Examination Board appoints an additional examiner to obtain another assessment. If this examiner also rates the Final Thesis as "failed", the Final Thesis is rated as "failed". In all other cases, the grade of the Final Thesis is the average of the grades given by all examiners.
- (7) The Final Thesis has to be publicly defended in a Final Colloquium. The student can only be admitted to the Final Colloquium if the Final Thesis is rated at least as "passed". The student has to be granted access to the written assessments one day before the Final Colloquium at the latest. The Final Colloquium should take place within eight weeks after the submission of the Final Thesis. The presentation of the student should take approximately 20 minutes; the discussion should not exceed 40 minutes. The grade for the Final Colloquium is the average of the grades of all examiners.
- (8) The final grade for the Final Thesis consists of the grade of the Final Thesis and of the grade of the Final Colloquium with a weighting of 4:1 provided that the Final Colloquium was rated at least as "passed".

V Grading of Examinations and Study Achievements

§ 31 Definition of Grades

(1) The grading system is defined as follows:

Letter grade	Number grade	Performance percentage	Interpretation of grade
A	4.0	95-100	An excellent performance
A-	3.7	90-94	
B+	3.3	87-89	A good performance above average
B	3.0	83-86	
B-	2.7	80-82	
C+	2.3	77-79	An average performance
C	2.0	73-76	
C-	1.7	70-72	
D+	1.3	65-69	A sufficient performance that still satisfies the requirements despite deficiencies
D	1.0	60-64	
F	0	0-59	A performance that is not sufficient. The examination is “failed”

(2) Grades are to be supplemented with the statistical standing of the overall grade in the Diploma Supplement. Here, the relative frequency and the cumulated frequency of overall grades in the degree from the last three academic years are to be disclosed. This applies also for the statistics of the overall grade.

§ 32 Grading

- (1) The examiner determines the grades for individual examination achievements. If more than one examiner is involved in the grading, the final grade will be the average of the grades expressed in performance percentage. This does not impact Part B, § 30(6) and (7).
- (2) The evaluation procedure for module examinations shall take no longer than two weeks. For the Final Thesis, Part B, § 30 (5) applies.
- (3) An examination is rated as “passed” with a grade of at least 60 %. An examination achievement rated below 60 % is rated as “failed”. All module examination performance percentage scores are rounded and given as integers.
- (4) The curriculum defines the number of credits that need to be achieved in the elective areas. For the calculation of the Final Grade of the degree course, all grades of completed elective

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 written notice. Furthermore, the student can access his own results in his digital student's examination file.
- (6) If a student has failed an examination, he/she will be informed by the Department of Academic and Student Affairs about the result and the possibilities to retake the examination. The notification also includes the instruction on the right to appeal.
- (7) The Grade Point Average (GPA) is the average grade weighted according to the number of Credit Points of the modules.
- (8) The Final Grade for the Final Examination includes the module grades as well as the Final Grade of the Final Thesis including the Final Colloquium.
- (9) The requirement for passing the Final Examination is the completion of all modules, including the Final Thesis and the Final Colloquium as defined by the Program-specific Study and Examination Regulations, and a minimum performance percentage score of 60 % each.
- (10) For the calculation of the overall Final Grade only the first two decimal places are to be taken into account. All other decimal places are to be eliminated without rounding.
- (11) The grading scale for the Final Grade of the Final 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

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

VI Retake of Examinations and Failure of the Final Examination

§ 33 Retake of Examinations

- (1) If an examination is rated as "failed", it may be retaken. The retake has to take place within the following semester. Passed examinations cannot be retaken.
- (2) The 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 Examination Board. The second retake examination will have to be taken within the second semester that follows the original examination. In agreement with the examiner, the second retake examination may be an oral examination.
- (3) The second retake needs to be graded by two examiners. The second examiner is appointed

by the Examination Board. If the examiners disagree on the grades by more than a performance percentage of 20 %, the Examination Board decides upon the final grade after hearing the examiners.

- (4) If the second retake is an oral examination, the student may suggest the second examiner to the Examination Board. The Examination Board may deviate from the suggestion.
- (5) A second repetition of the Final 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.

§ 34 Failure of the Final Examination

- (1) A student irrevocably fails the Final Examination if:
 - (a) A second retake examination was rated as “failed”,
 - (b) The retake of the Final Thesis or the Final Colloquium was rated as “failed”;
 - (c) An admission to further examinations is excluded according to the General or Program-specific Study and 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 Final Thesis, or the Final Colloquium will officially be notified by the Examination Board. The notification will include the instruction on the right to appeal.

§ 35 Access to Examination Documents

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

§ 36 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

§ 37 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 (GPA) according to Part B, § 32(9)-(12). Achievements completed as described under Part B, § 27 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 traditional 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 or her last examination.

§ 38 Academic Degree Certificate

- (1) After having passed all examinations, the student receives, along with the Diploma described in Part B, § 37, an Academic Degree Certificate certifying the award of the academic degree. The Academic Degree Certificate is issued in Mongolian, English and traditional 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 Academic Degree Certificate.

§ 39 Diploma Supplement

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

§ 40 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 completed modules, the date and the result of the examination, the credit points awarded, and the GPA. The transcript of records is issued in English and Mongolian.

VIII Violation of the Examination Regulations

§ 41 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 Final Examination are rated as “failed”. The student has to be heard before the decision. The incorrect Diploma, Academic Degree Certificate, and Diploma Supplement need to be reclaimed by the Department of Academic and Student Affairs.

§ 42 Cheating and Unlawful Behavior in Examinations

- (1) When the student cheats or attempts to cheat in an examination or if he or she uses sources or means other than those allowed, the student is immediately excluded from the examination by the examiner, and the examination is declared as “failed”. 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 from the rest of the examination. The examination is considered as “failed”.
- (3) If a declaration according to Part B, § 21 (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 the 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 by the Department of Academic and Student Affairs 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 “failed”. If this impacts the Final Examination, the Final Examination is also rated as “failed”. The student has to be heard before the decision. The student’s academic degree must be revoked and the incorrect Diploma, Academic Degree Certificate, and Diploma Supplement need to be reclaimed by the Department of Academic and Student Affairs.
- (7) The Examination Board shall decide about the validity and rating of all other examinations carried out under impermissible conditions.

IX Entry into Force

- (1) The General Study and Examination Regulations come into effect on 2024.06.12 by Rector’s Resolution.
- (2) Amendments to the Study and Examination Regulations are possible upon a decision of the Academic Senate and approval by the Rector. Amendments are done in writing.

Annexes

Program-specific Study and Examination Regulations for the Bachelor of Science Degree Programs:

- Annex 1** Raw Materials and Process Engineering
- Annex 2** Mechanical Engineering
- Annex 3** Environmental Engineering
- Annex 4** Industrial Engineering
- Annex 5** Energy and Electrical Engineering
- Annex 6** Mechatronic Engineering

Program-specific Study and Examination Regulations for the Master of Science Degree Program:

- Annex 7** Resources and Technology

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