

THE REGULATION OF EXAMINATION

FOR MASTER AND Ph.D DEGREE PROGRAM at the MONGOLIAN TECHNICAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

ONE. GENERAL PROVISIONS

1.1 The Master student's and the Doctoral degree student's obtained knowledge, skills and the experiences will be evaluated according to the following assessment system in accordance with the Regulation for the Student's Knowledge evaluation of the Mongolian University of Science and Technology.

Points	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
61-63	D-	0.7
0-60	F	0.0

1.2 The matters such as issuing academic leave, expelling from the program, excusing from the program, resume the program, transfer shall be regulated by the Regulation of the Transference of Master and Ph.D. degree student in Mongolian University of Science and Technology, the matters related to transference of programs for the students transferring from different university the Procedure of Credit Equation Commission of the MUST. The total amount of the credits to transferred shall not exceed 12 credits for master's degree course and will not exceed 21 credits for Ph.D degree program.

TWO. FOREIGN LANGUAGE PROFICIENCY TEST FOR MASTER DEGREE STUDENT

2.1 The master degree student will take a foreign language exam after studying two-thirds of the subjects covered in the curriculum.

- 2.2 The MDA announces the Foreign Language Proficiency Test one month prior to the exam date and records the registration of the master's degree students that are to take the examination and prepare for the exam and manage the process and provide necessary guidance. Foreign Language Proficiency Test for the master's degree student will be offered and organized in each semester.
- 2.3 The Foreign Language Proficiency Testing shall be conducted in accordance with relevant guidelines for the master degree students. The exam will be organized by the Committee with a minimum of 3 members with master's degree and above, in the field of that foreign language.
- 2.4 The Committee members for the Foreign Language Proficiency Exam and the guidelines for the examination shall be approved by the vice director who is in charge of research and the technology.
- 2.5 The fee for the Foreign Language Proficiency Test is equal to the 1 credit for the Master's degree student, in the same academic year. The master degree student shall pay the fee for Foreign Language Proficiency Test to the university's research work account, 21 days prior to the exam.
- 2.6 The successful result from the Foreign Language Proficiency Test is a one of the conditions to get the Master's degree. If, the result of the exam is insufficient, by the decision of vice director who is in charge of the research work and the technology, the Master degree holder may re-take the examination in one more time, before the end of the semester. The foreign language exams are not credited to the content of the master's degree education programs.
- 2.7 If the master's degree student holds the valid internationally recognized foreign language certification, then the examination committee shall decide how it will be equivalent to the Foreign Language Proficiency Exams for the Master's degree program. The score from the certificate shall be directly used.
- 2.8 The examination time of the professor who is the member of Examination Committee for the master's degree student program shall be calculated towards the performance of the professor's annual credit implementation, and the cost for the exam is calculated according to the Credit evaluating regulation of the Mongolian University of Science and Technology.
- 2.9 The Commission shall send the protocols of the Foreign Language Proficiency Test and the examination related materials to the MDA.
- 2.10 The Foreign Language Proficiency Test score is included in the master's degree diploma Annex, along with the scores of the all other courses taken by the master's degree student.

THREE. THE IMPLEMENTATION AND DEFENSE OF THE MASTER'S GRADUATION AND THESIS WORK

- 3.1 The purpose of the Master's Degree program graduation work (hereinafter referred as Graduation Work) is to gain the theoretical and technical knowledge, to identify the problems that the field of science and technology is facing, to identify problems and to improve the theoretical and methodological knowledge in the science and industrial technology, to improve the industrial technology and to identify the ways to introduce advanced technology in the studied field, to educate

and to make the appropriate design , to get the research and development skills in the field of expertise.

3.2 The graduation project will be based on the topics approved by the Rector's Order of the university.

The graduation work will be related to the professor's teams research work, design work and the trend of the technology transmission, the order of the factory and business entities.

3.3 The master's degree student who has already accumulated required credits by the program, the supervisor appointment is already approved by the President of the University, and tuition fee is fully paid shall be registered as graduating master degree student.

3.4 The graduation work should be based on the content of the topic and will be used at the high-level of science and technology methodology. The diploma work needs to use modern simulation techniques and be in line with the appropriate norms, standards and procedures.

3.5 The graduation work will be in the written form in Mongolian language, and a brief summary of the research work will be written up to 3 pages in Russian and English languages and will be attached to the graduation project.

3.6 The graduation work shall have the following requirement:

- The main note is will be written on the A4 size paper with, font size shall be 12 pt, using fonts are “Ariel”, “Academy”, “Times New Roman”, “Journal”, adjust the line space as 1.2 sp, the left side of the paper is 3cm; the right side of the paper is 2 cm, from the top of the paper-2.5 cm, from the bottom side of the paper is 2.5 cm. Unicode will be used. The page number will be indicated on the center of the bottom side.
- The volume of the diploma work is at least 60 pages.
- Each table and the image shown in the diploma work shall have a name. The table number is in the upper side of the right corner. The title is centered on the top side of the table. The number and title of the drawing shall be in the center of bottom part. The equation number shall be rounded to the rear
- Figures, charts and schemes are made of high quality and clearly compatible with the color harmony and application. Examples include the graphics, charts and diagrams that need to be sorted in color.
- The elements like the title of the chapter, the subtitle, assistant titles, main texts, descriptions and assignments are each of the same design.

3.7 The main interpretation of the Graduation work shall have the following general structure. These include:

- Home page /the First page/
- Abstract
- The Subjects and current levels of research (with relevant references)
- The Methodology
- The results of research work and experiments
- Drafting and Resolution Methods for the Improvement

- General conclusion
- List of sources (Bibliography)
- The Annex

3.8 Preliminary defense of the Master degree's diploma work shall be discussed and decided by the Graduate project committee's meeting which was nominated by the leading professor's resolution

3.9 The master's degree graduates must submit the basic textbook of the graduation work, 7 days before the preliminary defense, and submit it to the professor's team with the description of the research work leader.

3.10 The Preliminary Defense Committee has the right to postpone the defense of the Master's degree diploma work in SP (Satisfactory progress), and NP (No progress) due to the diploma work implementation.

3.11 The Master's degree diploma work with SP's is postponed to one semester for the graduation and 3 credits payment will be paid. If the NP is rated, the defenses will be deferred for 1 year and the student is required to pay 6 credits payment. In this case, the graduating student needs to re-register in the system.

3.12 The Preliminary Defense Committee shall make all decision on whether or not to place the graduate student for the final stage defense.

3.13 The Master's degree's Defense Committee shall be formed based on the proposal of the supervising professor's team by each professor's team at the each institute /school/ and approved that by the President's order. The committee shall consist of not less than 5 members, with the chairman of the committee, deputy chairman, and members. At least one-third of that committee shall be represented by another professor's team and the delegations of the school.

3.14 The master degree student must submit the final version of the graduation work in the textbook, with the research work supervising professor's description and other relevant materials (which may have been obtained from a particular organization) to the secretary of that committee.

3.15 The critic is appointed by the academic secretary of the school, supervising professors of the professor's team with discussion of related professors. The critics of the graduation work will be selected from the supervising professors of the school. The critic must handle over the review and conclusion on the graduation work and need to submit it to the secretary of the committee before the committee meeting.

3.16 The Master's Degree Defense Committee will discuss the master's degree graduation work by each student, and the student will be present the graduation work, the committee's secretary is reading the description of the supervising professor, the recommendation and the reviewer's conclusions to the all.

3.17 The graduation work will be evaluated by the supervising professor, critics, preliminary defense committee and the Master degree committee up to 100 points as follows:

- The supervising professor up to 50 points
- The critic-10+10 points
- Preliminary defense committee -20+20 points

- Defense committee -20+20 points

- 3.18 The final evaluation for the Master degree graduation work will be reviewed by the conservation Master degree committee based on the evaluation of the supervising professor, critic, and preliminary defensecommittee, and the master degree studentis responsible for the research work to get the (B-) and above.
- 3.19 Basic textbook of the graduation work and the evaluationsheet should be printed and handed over to the each member. Graduate student will introduce the Master degree diploma work to the Master degree defense committee meeting in 10-15 minutes.
- 3.20 The graduation project's the textbook will be printed in 3 copies and will be deposited in the Central library of the MUST, to the library of the respective school, professor's team. The electronic version of the graduation work will be added to the database of the university's library.
- 3.21 After the distribution of the graduate work to the university's library and adding the electronic version of the graduate work to the database, by the Order of the President, the Master degree diploma will be awarded to the student.