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Consulting Services for Higher Education

Transferring credit hours across education institutions (Proposed procedure, guideline)

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Proposed procedure for transferring credit hours across higher education institutions

A. Transfer from other institutes

1. Application of a student of another HEI who wants to study in the bachelor program of a HEI is resolved based on the documents submitted by student affairs office of the former HEI. The reason for transfer, learning grades, achievements (such as GPA), talents and skills are mainly considered and the student must have completed at least 2 semesters in the former institute.
2. The student submits his/her application of transfer through vice director in charge of training of the former institute to the vice director in charge of training of the HEI and attaches reference of a student, letter recommendation in support of transfer, reference of learning achievements and other required documents.
3. Once the assessment and conclusion of director of the school that is in charge of the program in which the applicant wants to be transferred in, his/her learning achievements and capacity of the program to cover more students are reviewed, the vice director in charge of training of the HEI will take decision on approving or rejecting the transfer application.
4. Study load and study period of the transferred student are determined on basis of assessment results of the student's knowledge, skills and competence made by relevant department/professor team. This should be reflected in the official document submitted by the director of the school that is in charge of the program in which the applicant wants to be transferred in to the vice director in charge of training.
5. The transferred student shall accumulate not less than 50 percent of the credits required to acquire his/her degree of education in the latter HEI or the study period of the transferred student in the latter HEI shall be not less than 4 semester.
6. The transferred student shall abide the rules and procedures of the latter HEI starting from the semester in which he/she is transferred in.

B. Advancing from vocational and technical education program

1. If a graduate of a higher education diploma degree program, or vocational or technical education program of pre-bachelor degree of Mongolian NQF meets professional level requirements and other requirements, the graduate may apply for bachelor program of a HEI. The applicant who wants to advance his/her study shall meet the following requirements:

- a. The graduate must have successfully completed vocational or technical education program of pre-bachelor degree of NQF accredited by the National Council for Education Accreditation with not less than B level;
- b. GPA of the study period must be ≥ 3.00 ; and
- c. The graduate must have completed vocational or technical education program of pre-bachelor degree of NQF within the last 3 years.

Requirements upon accepting applications and conducting registration:

- 1). To meet the requirements of the higher education institution; and
 - 2). To take written examination in a specified period.
2. The student who took the written examination successfully, met other requirements and whose application was accepted by the HEI in which he/she wants to advance his/her study shall be registered as a student as per relevant procedures.
 3. Study load and study period of the student who is advancing his/her study are determined on basis of assessment results of the student's knowledge, skills and competence made by the assessment committee appointed by a named official or the vice director in charge of training of the HEI, and general content of the previously studied vocational or technical education program of pre-bachelor degree of Mongolian NQF. The student who is advancing his/her study shall accumulate not less than 50 percent of the credits of his/her major degree in the HEI in which he/she is transferred in.

C. Studying in a credit accumulation program

1. A student of a HEI may study some important subjects in another HEI. Those subjects must be of importance to the student (for example, relevant to the student's bachelor graduation work/diploma topic) and the student shall have not more than 15 credit hours of study load in the semester.
2. The student may study some subjects depending on certain requirements such as his/her learning achievements and skills, namely, the GPA is ≥ 2.00 and the grade of the **basic** subject of the professional subject is not less than C etc.
3. The student shall submit his/her request to study a subject to **(the vice director in charge of training of the HEI via)** the vice director in charge of training of his/her HEI, attached with reference of grades defining his/her learning achievements and other necessary documents.
4. Once the requirements are met and the assessment and conclusion of the director of the school in charge of the subject which the applicant wants to study submitted to the vice director in charge of training are reviewed, the vice director in charge of training of the HEI will take decision on approving or rejecting the application.

5. An applicant shall study the subject with the students of the HEI that offers the subject within the semester the subject is offered.
6. An applicant must be registered as a student within the semester the subject is offered according to relevant procedures, and is entitled to give assessment on the teaching process at the end of the learning.

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