

**“REGULATION ON EMPLOYING FOREIGN LECTURERS
AND VISITING PROFESSORS”**

I. GENERAL

- 1.1 In case of inviting and employing foreign lecturers and visiting professors (hereinafter “foreign citizen”) schools, institutes and units of the Mongolian University of Science and Technology (MUST) shall obey this resolution.
- 1.2 Guided by the Law on Legal Status of Foreign Citizens, Law on migrating employers and employing foreign citizen and experts; rules and resolutions of government authorities of labor and employment and MUST, the schools, institutes and units must employ the foreign citizen.

II. INVITING THE FOREIGN CITIZEN

- 2.1 The foreign citizen must possess master, higher educational degree and work experience by his or her profession.
- 2.2 The schools, institutes and units shall send official request about inviting the foreign citizen to the Office of International Affairs and Cooperation (OIA) of MUST at the request of departments and faculty members’.
- 2.3 The foreign citizen must send his or her documents (below mentioned) to OIA 2 months prior to arrival in Mongolia. The following documents must be translated into English and Mongolian and notarized. The required documents:
 - Curriculum vitae of the foreign citizen /in Mongolian, English /
 - Employment contract (must be made both in Mongolian, English and must be notarized)
 - Notarized copies of degree certificates, professional certificates, licenses (in Mongolian, English)
 - Passport copy
 - Health check record /In Mongolian and English/
 - Request, official letter of the school, institute and unit
- 2.4 The foreign citizen must be healthy, not affected by any communicable disease, and be capable for labor.
- 2.5 The OIA must provide any advice and consulting about working in Mongolia, its related law, resolutions and procedures.
- 2.6 Based on the school, institute and units’ request and the foreign citizen’s documents; OIA shall start all the procedures related with the foreign citizen’s residential and labor permission from respective state organizations. OIA must inform the processes to the inviting school, institute, units and the foreign citizen.

III. EMPLOYMENT CONTRACT, EXTENSION AND TERMINATION

- 3.1 Based on the offer from the schools, institutes and units of MUST; the invited foreign lecturer, guest professors’ academic degree; work experience and skill; he or she may be appointed for suitable lecturer position.
- 3.2 The head of school, institute, and unit will make a working plan with the foreign citizen and will make employment contract in Mongolian and in English; the contract must be approved by the President of MUST.

- 3.3 The labor permission of the foreign citizen in Mongolia is valid for one year and may extend it based on the request of employer; the result of his or her work during his/her stay at MUST; and reason for extending the employment.
- 3.4 Provisions and terms of labor laws of Mongolia; salary, accommodation, insurance fee, and other fees should be included in employment contract.
- 3.5 The employment contract will be in force for one year and may extend or terminate it based on implementation and breach of the contract and working plan.

IV. LIABILITY OF HOST SCHOOLS, INSTITUTES AND UNITS

- 4.1. The foreign citizen must register at the Citizenship and Migration General Authority of Mongolia within the seven days of his or her arrival in Mongolia; and must get residential permission within 21 days. The schools, institutes, units will be responsible if the foreign citizen hasn't registered or got the residential permissions within the mentioned period.
- 4.2. The school, institute and unit shall be responsible for getting the labor permission from Employment Service, Research and Information Center according to their rule and resolution.
- 4.3. The inviting school, institute and unit shall be responsible for all the expenses and fees related to all the procedures of the foreign citizen's registration, getting labor and residential permission.
- 4.4 The inviting school, institute and unit shall introduce the laws of Mongolia and organizational rule of MUST to the foreign citizen.
- 4.5 If the employment contract has ended, the host school, institute and units shall get the foreign citizen's visa cancellation and elimination for residential and labor permissions from respective state organizations.
- 4.6 The inviting school, institute and unit shall introduce the university activities and shall support the foreign citizen for finding accommodation and providing safe, comfortable and friendly work environment.
- 4.7 The foreign citizen must be served by safety checked vehicles and skillful chauffeurs who has a appropriate license for the vehicle.

V. OTHER

- 5.1 The foreign citizen must follow the Mongolian law and work under the resolutions of MUST.
- 5.2 The foreign citizen shall not conduct any regional or ideological activities that violate the law and rule of organization.