

Date: March 18, 2015

Appendix of President order No A/68__

“REGULATION ON EMPLOYING FOREIGN LECTURERS AND VISITING PROFESSORS”

I. GENERAL

In case of inviting and employing a foreign lecturer or a visiting professor (hereinafter “foreign citizen”) schools, institutes and units of the Mongolian University of Science and Technology (MUST) shall obey this resolution.

Guided by the Law on Legal Status of Foreign Citizens, the Law on migrating employers and employing foreign citizens and experts; the rules and resolutions of government authorities of labor and employment and MUST, the schools, institutes, and units can employ the foreign citizen.

II. INVITING THE FOREIGN CITIZEN

2.1 The foreign citizen must possess a master’s or a higher educational degree and have work experience by his or her profession.

2.2 The schools, institutes and units shall send an official request inviting the foreign citizen to the Office of International Relations and Cooperation (current Office of International Relations and Social Partnerships) of MUST at the request of departments and faculty members’.

2.3 The foreign citizen must send his or her documents (mentioned below) to OIRSP two months before arrival in Mongolia. The following documents must be translated into English and Mongolian and notarized:

- Curriculum vitae of the foreign citizen /in Mongolian, English /
- Employment contract (must be made both in Mongolian and English and must be notarized)
- Notarized copies of degree certificates, professional certificates, licenses (in Mongolian, English)
- Passport copy
- Medical records /In Mongolian and English/
- Request, an official letter of the school, institute and unit

2.4 The foreign citizen must be healthy, not affected by any infectious disease, and capable of labor.

2.5 The OIRC must provide any advice and consult about working in Mongolia, its related laws, resolutions and procedures.

2.6 Based on the school, institute and units’ request and the foreign citizen’s documents, OIRC shall start all the procedures related with the foreign citizen’s residential and labor permission from respective state organizations. OIRC must inform the processes to the inviting schools, institutes, units and 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 lecturers and guest professors’ must present their academic degree, work experience and skill he or she may be appointed for a suitable lecturer position.

3.2 The head of the school, institute, and unit will make a work plan with the foreign citizen and will make an 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 be extended based on the request of the employer, the result of his or her work during his/her stay at MUST, and the reason for extending employment.

3.4 Provisions and terms of labor laws of Mongolia - salary, accommodation, insurance fee, and other fees - should be included in the employment contract.

3.5 The employment contract will be in force for one year and may be extended or terminated based on the implementation and breach of the contract and work 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 seven days of his or her arrival in Mongolia, and must get residential permission within 21 days. The schools, institutes, and units will be responsible if the foreign citizen hasn't registered or received residential permissions within the mentioned period.

4.2. The school, institute and unit shall be responsible for getting the labor permission from the 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 the 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 to find accommodation and provide a safe, comfortable and friendly work environment.

4.7 The foreign citizen must be served by only safety-checked vehicles and skillful chauffeurs who have an appropriate license for the vehicle.

V. OTHER

5.1 The foreign citizen must follow Mongolian laws 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 the organization.