

STUDENT INTERNSHIP RULES OF THE "MONGOLIA STOCK EXCHANGE"

One. General Provisions

1.1. The purpose of the rules for the internship of students studying economics, business, and law at accredited universities and colleges in Mongolia and foreign universities /hereinafter referred to as "rules"/ of the Mongolian stock exchange / hereinafter referred to as the "Exchange"/ is to train students in the company who meet certain requirements for a certain period, combine theoretical knowledge with practical work experience by conducting stock market research, provide information, and build skilled human resources.

1.2. These rules apply to the Administrative Unit of the "Mongolian Stock Exchange", trainee supervisors, and trainee students.

Two. Requirements for intern students

2.1. A student intern at the exchange must meet the following requirements:

2.1.1 Must be studying business, economics, law, and technology at accredited universities in Mongolia and foreign universities.

2.1.2 The intern student's grade point average should be 3 or higher in the last 2 semesters.

2.1.3 Intern students must be in their 3rd or final year

Three. Materials to be submitted by interns

3.1. A student who meets the requirements specified in Section 2.1 of these rules shall prepare the following materials and submit them to the Human Resources Officer of the Administration Department:

3.1.1 Resume;

3.1.2 Intern directives of universities;

3.1.3 An official letter from the university requesting an internship;

3.1.4 A grade list for the last 2 semesters provided by the university education department;

3.1.5 Copy of the ID card;

3.1.6 Application for internship;

3.1.7 Internship Workplan.

3.2. The Human Resources Officer receives the intern application and assigns the student based on the agreement with the potential internship supervisor.

Four. Type and duration of the internship

- 4.1. Internships are as follows depending on the guidance of the student intern.
 - 4.1.1. Танилцах дадлага.
 - 4.1.2. Үйлдвэрлэлийн дадлага.
- 4.2. Танилцах дадлагын хугацаа нь 14 хоног байна.
- 4.3. Үйлдвэрлэлийн дадлага хийх хугацаа нь 45 хоногоос дээшгүй байна.
- 4.4. Дадлагын цагийн хуваарь 9:00-16:00 цаг байх бөгөөд дадлагажигч оюутан хичээлийн хуваарьв нийцүүлэн дадлагын цагийн хуваарийг Захиргаа хариуцсан нэгжтэй тохиролцсоны үндсэн дээр өөрөөр тогтоож болно.

Five. Rights and duties of the internship supervisor

- 5.1. The internship supervisor is an employee of the Exchange. Supervisor shall evaluate the work plan and performance together with the internship student and submit the report to the Administration Department.
- 5.2. The administrative department shall sign a confidentiality agreement with the student.
- 5.3. Intern students shall be introduced to the organization's internal labor rules and codes of conduct, rules, and regulations related to the main operations of the Exchange, and the supervisor shall give work directions, and manage and organize the internship according to the internship guidelines approved by the school.
- 5.4. The supervisor is responsible for providing the student with all necessary information and support during the internship.
- 5.5. The supervisor is responsible for notifying the Student Exchange's Internal Labor Regulations and Code of Conduct, as well as the findings, suggestions, and relevant evidence of violation of these regulations, to the Administrative Office.
- 5.6. The student shall be evaluated and given a grade.
- 5.7. The internship supervisor is responsible for training the student appropriately during the internship period.

Six. Rights and obligations of the intern student

- 6.1. The intern student has the right to carry out the internship according to the guidelines issued by the school and to receive the information specified in the guidelines from the internship supervisor.
- 6.2. An intern student has the right to have their internship accurately evaluated.
- 6.3. The intern shall follow the internal labor rules and code of conduct of the Exchange.
- 6.4. The intern student has the right to familiarize with and analyze the organization's structure, functions, operating principles, rules, and regulations.
- 6.5. The intern student can familiarize himself with the relevant laws, rules, and regulations and, if necessary, read archive materials.
- 6.6. review and research stock exchange reports and other information.
- 6.7. Complete the tasks assigned by the Administration department.

- 6.8. During the period of internship at the Exchange, the intern student is obliged not to disclose secrets protected by Mongolian law, organization, or individual, and not to use or distribute any information for personal or other uses.
- 6.9. The student is responsible for the property used during the internship period at the Exchange and is responsible for using it according to its intended purpose.
- 6.10. During the internship period, the student can participate in the Stock Market Basic Knowledge Course conducted by the Exchange.
- 6.11. At the end of the student's internship, the internship report shall be reviewed by the employee who supervised the internship and shall be submitted to the administrative department.
- 6.12. During the internship, the student is responsible for respecting others and shall not disturb others.

Seven. Prohibited activities for student interns and internship supervisors

- 7.1. Prohibited activities of the intern student:
 - 7.1.1 Duplicate, print, transmit, or take confidential documents of the company without the permission of the intern supervisor;
 - 7.1.2 Disturbing the employees;
 - 7.1.3 Establish personal relationships with employees;
 - 7.1.4 Attending any meeting on behalf of the Exchange;
 - 7.1.5 take the property of company and employee without authorization;
 - 7.1.6 bring people without authorization;
 - 7.1.7 bring in technical equipment and items from outside without registering with the security guard.
- 7.2. Prohibited activities of the intern supervisor:
 - 7.2.1 Assign personal work to the intern student;
 - 7.2.2 assign work not included in internship guidelines and plans;
 - 7.2.3 Work with the intern student on non-working hours and days;
 - 7.2.4 Establish a personal relationship with the student intern;
 - 7.2.5 Harass the intern student;
 - 7.2.6 Get something valuable from an intern.

Eight. Liability

- 8.1. In case the intern student violates the Confidentiality Rule, Internal Labor Rule, Code of Conduct, and these rules, the Administration department shall stop the internship and take appropriate measures.
- 8.2. If the internship supervisor believes that the intern student has violated the rules and regulations of the Exchange, the administrative department shall review and settle the request.
- 8.3. If the intern student does not complete the internship in accordance with these rules, the internship supervisor shall notify the administration of the university about the refusal to continue the internship.
- 8.4. A student who violates this policy shall not be given evaluation or grade.

- 8.5. If the internship supervisor did not fully exercise their rights and did not manage the practice according to the proper procedure, the practice supervisor shall be held responsible by the Administration Department if the practice supervisor's actions or omissions have a real effect on the progress and results of the intern student's practice.