
“APPROVED”
Rector of the EI “RMU”
cand. of med. sciences
M.Ch. Alymkulov



**REGULATION
ON THE FACULTY
OF THE EDUCATIONAL INSTITUTION
“ROYAL METROPOLITAN UNIVERSITY”**

Bishkek — 2025

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1. Purpose and scope of application

This Regulation defines the legal status, goals, tasks, structure, procedure for the creation, operation, reorganization and liquidation of the Faculty of “General Medicine and Dentistry” of the Educational Institution “Royal Metropolitan University” (hereinafter — the university). The Regulation has been developed in accordance with the current regulatory legal acts of the Kyrgyz Republic in the field of education and governs the activities of the faculty as the main structural unit of the university that carries out educational, research, methodological, cultural-educational and other activities under higher professional education programs.

The Regulation is applied:

- in the activities of the faculty of the university;
- when creating, reorganizing or liquidating faculties;
- when developing internal regulations, job descriptions and other local acts concerning the functioning of faculties;
- in the process of interaction of faculties with other structural units of the university.

2. Terms and abbreviations

The following terms and definitions are used in this Regulation:

- **University** — the higher professional education institution “Royal Metropolitan University”, which carries out educational activities under higher professional education programs.
- **Faculty** — the main structural unit of the university, ensuring the organization and implementation of educational, research, instructional-methodological, cultural-educational and other activities in one or several areas and specialties of training.
- **Department** — a structural unit of the faculty that carries out educational, methodological and research work within a specific field of knowledge, specialization or area of training.
- **Academic Council of the university** — an elected collegial governing body of the university that exercises general management of the university's educational, scientific and organizational activities.
- **Dean** — the head of the faculty, appointed by order of the Rector on the basis of a decision of the Academic Council of the university. Carries out direct management of the faculty's activities.
- **Deputy Dean** — an official appointed by order of the Rector upon the recommendation of the Dean, who coordinates individual areas of the faculty's activities.
- **Faculty and teaching staff** — a body of faculty employees engaged in educational, methodological and scientific activities, including teachers, associate professors, professors and scientific-pedagogical employees.

— **Educational programs** — a set of the main characteristics of education, including goals, learning outcomes, content, organizational-pedagogical conditions and forms of attestation, implemented at the university in areas and specialties of training.

— **Student contingent** — a body of persons enrolled by order of the Rector among the students of the university and studying at the faculty under programs of higher or additional education in various forms of education (full-time, distance, etc.).

— **Regulatory legal acts in the field of education** — laws and subordinate acts of the Kyrgyz Republic governing the activities of educational organizations and the implementation of educational programs.

Abbreviations

The following abbreviations are used in this Regulation:

— **EI “RMU”** — Educational Institution “Royal Metropolitan University”

— **KR** — Kyrgyz Republic

— **HPE** — higher professional education

— **FTS** — faculty and teaching staff

— **EMD** — educational and methodological department

— **SPE** — scientific-pedagogical employees

— **MEP** — main educational program

— **RLA** — regulatory legal acts

— **EO** — educational organization

— **FAT** — fund of assessment tools

— **WPD/EMC** — working program of the discipline / educational-methodological complex

3. Normative references

This Regulation uses the following regulatory legal acts of the Kyrgyz Republic and internal documents governing the activities of the faculty:

— Constitution of the Kyrgyz Republic

— Law of the Kyrgyz Republic “On Education”

— Law of the Kyrgyz Republic “On Science and Scientific Activity”

— State educational standards of higher professional education of the Kyrgyz Republic

— Regulatory acts of the Ministry of Education and Science of the KR

— Charter of EI “Royal Metropolitan University”

— Internal local regulatory acts of the university governing educational, scientific, personnel and administrative activities (including regulations, orders, regulations, instructions, etc.)

4. General provisions

4.1. The Regulation on the Faculty of the Educational Institution “Royal Metropolitan University” (hereinafter — the Regulation) has been developed in accordance with the regulatory legal acts of the Kyrgyz Republic in the field of education and is the basis for developing internal regulations on the activities of structural units of higher professional education organizations (hereinafter — HPE EO).

4.2. The faculty of the educational institution EI “Royal Metropolitan University” (hereinafter — the faculty) is the main structural unit of the university that carries out educational, methodological, research, cultural-educational and other activities under higher professional education programs in several areas and specialties.

4.3. The Faculty of “General Medicine and Dentistry” of EI “RMU” implements the higher education MEPs in the areas of “General Medicine” and “Dentistry” and has the goal of training qualified specialists in the field of medicine (general medicine) and dentistry.

4.4. The faculty is organized by order of the Rector of the university on the basis of a decision of the Academic Council of EI “RMU” to open the faculty in the presence of:

- a material-technical base and bases for industrial practice;
- corresponding educational-methodological and information support for the educational process;
- faculty and teaching staff and a body of scientific-pedagogical personnel capable of conducting educational, instructional-methodological and research work;
- departments that ensure, at the appropriate scientific-theoretical, methodological and organizational level, the teaching of disciplines, the study of which is provided for by the educational programs in the areas and specialties of higher professional education;
- at least 100 persons of the student contingent.

4.5. The faculty carries out its activities in accordance with the Law of the Kyrgyz Republic “On Education”, other regulatory legal acts of the Kyrgyz Republic, the Charter of EI “RMU” and the Regulation on the faculty approved by the Rector of the university, as well as decisions of the Academic Council of EI “RMU”, and other organizational and administrative documents of the university administration.

4.6. The creation of duplicate structural units (institutes, centers, faculties) at the university for student training, training and professional retraining of personnel in one area or specialty is not allowed.

5. Faculty structure

5.1. The faculty may unite departments, educational and scientific laboratories and other units that ensure the fulfillment of the faculty's tasks. The structure and staffing of the faculty are approved by the Rector of the university.

5.2. The structural units of the Faculty of “General Medicine and Dentistry” are:

- the dean's office;
- the departments;
- the simulation center, the model room;
- the educational-methodological department.

5.3. The official name of the faculty is established at its creation or reorganization by the Academic Council of EI "RMU" and must correspond to the name of the field of knowledge or the name of a group of related specialties of training of specialists. It is permitted to establish the name of the faculty depending on the form of obtaining education or the nature of retraining and professional development of specialists.

6. The tasks of the faculty are:

6.1. to meet the needs of the individual in intellectual, cultural and moral development through obtaining higher, postgraduate and additional professional education;

6.2. the development of fundamental and clinical medical sciences through the joint research and practical activities of the faculty and teaching staff and students, the introduction of the obtained results into the educational process and clinical practice;

6.3. the training of specialists with higher medical education in the specialties "General Medicine" and "Dentistry";

6.4. the formation in students of a civic position and diligence, the development of responsibility, independence and creative activity;

6.5. the preservation and augmentation of the moral, cultural and scientific values of society;

6.6. the dissemination of knowledge among the population, the increase of the intellectual potential of the state.

7. The functions of the faculty are:

7.1. organizing the educational process and implementing the main educational programs in the approved areas of training;

7.2. coordinating the development by departments of WPD/EMC of disciplines and practices, and submitting them for approval in the established order;

7.3. monitoring the quality of students' knowledge, skills and abilities, organizing current and intermediate attestation;

7.4. organizing students' educational and industrial practice;

7.5. ensuring the participation of the faculty and teaching staff and students in scientific, research and innovation activities;

7.6. interacting with clinical bases, medical institutions and other partner organizations;

7.7. preparing proposals for opening new areas of training and educational programs;

7.8. conducting educational, cultural-educational and social work with students.

8. Faculty management

8.1. Direct management of the faculty's activities is carried out by the Dean of the Faculty, appointed on a contractual basis by order of the Rector of the university for a period of up to 5 years.

8.2. When organizing and reorganizing (separation, merger and re-profiling) the faculty, an acting dean is appointed by order of the Rector of the university (with authority for up to 6 months).

8.3. The Dean may be released from his position by a decision of the Academic Council of the university or by order of the Rector due to unsatisfactory performance of his duties to manage the faculty.

8.4. By decision of the Academic Council of the university, the position of Deputy Dean for Educational and Upbringing Work may be introduced.

8.5. The Deputy Dean is appointed by order of the Rector upon the recommendation of the Dean.

9. Rights and duties of the Dean of the Faculty

- to issue orders within the limits of his competence;
- to represent the interests of the faculty at the university and beyond;
- to develop and propose new educational programs;
- to carry out organizational work in the implementation of MEPs in the areas according to the license;
- to initiate scientific research and projects;
- to participate in the discussion, strategic planning and resolution of issues related to the activities of EI “RMU”;
- to request from the heads of the structural units of EI “RMU” and other specialists the information and documents necessary to perform his job duties;
- to issue orders based on the results of inter-session attestations, credit and examination sessions;
- to require from the university administration organizational and material-technical support for the activities of the dean's office and the faculty, as well as assistance in performing his job duties and exercising his rights;
- to submit for consideration issues concerning the improvement of the educational process and the increase of the quality of student training;
- to perform the tasks and functions assigned to him in full;
- to execute written orders and instructions (documents) and oral instructions received from the management;

- to observe labor discipline;
- to comply with legislation in the field of education, as well as the instructions and orders of the Rector;
- to organize and ensure the quality of the educational process;
- to establish educational work;
- to organize and ensure the quality of research work;
- to monitor compliance with academic disciplines;
- as well as other rights and duties defined by the Charter of EI “RMU”.

10. Storage and archiving procedure

10.1. The approved Regulation on the Faculty is subject to registration, storage and archiving in the established order. The original document is kept in the Department of Human Resources Policy and Records Management of the university, copies — in the dean's office of the faculty.

10.2. Archiving is carried out in accordance with the index of cases and the rules of records management established at EI “RMU”. The retention period is permanent.

11. Final provisions

11.1. This Regulation comes into force from the moment of approval by the Rector.

11.2. Amendments and additions to the Regulation are made upon the recommendation of the Dean, the Academic Council of the university or by decision of the Rector.

11.3. The Regulation is subject to revision in the event of changes in legislation, the Charter of the university or the structure of the faculty.

11.4. Decisions on changing the structure, liquidating or reorganizing the faculty are made by the Academic Council of the university and approved by order of the Rector.

Appendix 1

Approval sheet

Position	Signature	Name
Vice-Rector for Educational and Administrative Affairs		N.A. Urazalieva
Vice-Rector for Clinical Work and Strategic Development		A.U. Aitikeev
Dean of the FGMD		A.Z. Saparova
Head of the EMD		N.K. Kurtubaeva
Head of the HRPRM		G.R. Toktobaeva

