
“APPROVED”
Rector of the EI “RMU”
cand. of med. sciences
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JOB DESCRIPTION

DEPUTY DEAN FOR EDUCATIONAL AND STUDENT AFFAIRS

Bishkek – 2025

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Educational Institution “Royal Metropolitan University”
Quality Management System
Job Description of the Deputy Dean for Educational and Student Affairs
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1. Purpose and Scope

1.1. This job description regulates the functional duties, rights, responsibilities, and interaction of the Deputy Dean for Educational and Student Affairs of the Faculty of Medicine and Dentistry of the Educational Institution “Royal Metropolitan University”.

1.2. The instruction is intended to ensure unified requirements for the organization of educational and student affairs, social support of students, and coordination of extracurricular activities at the faculty.

1.3. This instruction applies:

- to the organization of the educational and student development process at the faculty;
- to regulating interaction between the Deputy Dean, Dean, departments, curators, student senate, and other structural divisions of the university;
- to compliance with labor legislation, internal regulations, and policies of EI “RMU”;
- to ensuring safety, social adaptation of students, monitoring academic achievements, and organizing cultural activities.

1.4. This instruction is mandatory for all faculty employees interacting with the Deputy Dean for Educational and Student Affairs.

2. Regulatory References

2.1. This job description has been developed in accordance with the legislation of the Kyrgyz Republic, university regulations, and quality management standards:

- Labor Code of the Kyrgyz Republic;
- Charter of EI “Royal Metropolitan University”;
- Internal Labor Regulations of EI “RMU”;

- Regulations on the Faculty Dean's Office;
- ISO 9001:2015 "Quality Management Systems — Requirements";
- ISO 21001:2018 "Management Systems for Educational Organizations";
- Local regulations and instructions of EI "RMU".

3. Terms and Definitions

- Deputy Dean for Educational and Student Affairs — an employee responsible for organizing educational work, coordinating extracurricular activities, and ensuring social support for students.
- Dean of the Faculty — head of the faculty responsible for academic, educational, scientific, and administrative activities.
- Academic Group Curator — a faculty member assigned to supervise educational and social work with a student group.
- Student Senate / Student Council — a student self-government body.
- Extracurricular Activities — activities conducted outside the academic process, including sports, cultural, wellness, and scientific events.
- Academic Progress — indicators reflecting student academic performance and participation in educational activities.
- Faculty Documentation — official written and electronic documents related to faculty operations.
- Quality Management System — organizational structure and procedures aimed at ensuring educational quality according to ISO 9001:2015.
- Social Support of Students — measures aimed at meeting students' social needs, including adaptation and accommodation.
- EI "RMU" — Educational Institution "Royal Metropolitan University".

4. Abbreviations

- EI “RMU” — Educational Institution “Royal Metropolitan University”
- QMS — Quality Management System
- KR — Kyrgyz Republic
- FMD — Faculty of Medicine and Dentistry
- Teaching Staff — Professor and Teaching Staff
- EMD — Educational and Methodological Department
- HRD — Human Resources and Documentation Department
- SS — Student Senate / Student Council
- Vice-Rector for Academic and Administrative Affairs
- LRA — Local Regulatory Acts

5. General Provisions

5.1. The Deputy Dean for Educational and Student Affairs belongs to the academic staff of EI “RMU”.

5.2. The Deputy Dean is appointed to assist the Dean in organizing educational work and ensuring student social support services. A person with higher professional education and at least 3 years of pedagogical or managerial experience may be appointed.

5.3. The Deputy Dean is appointed and dismissed by order of the Rector upon recommendation of the Dean and reports directly to the Dean of the Faculty of Medicine and Dentistry.

5.4. During temporary absence, duties are performed by another faculty official appointed by written order of the Dean.

6. Functions of the Deputy Dean for Educational and Student Affairs

6.1. Organization and coordination of educational work — planning, management, and supervision of educational activities at the faculty; interaction with curators, the student senate, and self-government bodies.

6.2. Social support of students — ensuring conditions for accommodation, social adaptation, and participation in cultural, sports, and scientific-educational activities.

6.3. Conducting educational activities among students (discussions regarding relations between students and teaching staff of EI “RMU”, examination rules, behavior in public places, ethics, prevention of extremism, occupational safety, and labor protection).

6.4. Monitoring academic discipline and attendance — supervision of attendance and participation in monitoring the condition of classrooms and laboratories.

6.5. Documentation support — maintaining and systematizing faculty documentation, recording student academic achievements, and timely preparation of reports.

6.6. Organization of cultural and extracurricular activities — conducting events within and outside the university, coordination of sports, cultural, and wellness programs.

6.7. Safety and compliance control — occupational safety, sanitation, fire safety, prevention of violations of moral standards, including supervision of student dormitory conditions.

6.8. Interaction with graduates and partners — maintaining relations with alumni, monitoring their professional activities, and participation in agreements with enterprises and organizations.

7. Duties of the Deputy Dean for Educational and Student Affairs

7.1. Organizational and Administrative Duties

- To plan, organize, and supervise educational, social, and methodological work of the faculty upon instruction of the Dean.

- To participate in the management of educational activities at the faculty.
- To coordinate the activities of faculty structural divisions related to educational work.
- To timely communicate Rector's orders, Dean's instructions, and other documents related to educational activities to department heads and faculty staff, and monitor their implementation.
- To supervise the work of academic group curators.
- To direct and coordinate the activities of the student senate/student council of EI "RMU".
- Together with the Dean, improve methods and forms of educational work.

7.2. Duties in Working with Students

- To conduct educational, explanatory, and preventive work with students.
- To ensure socio-psychological adaptation of first-year students.
- To monitor student attendance.
- To prevent violations of morality and discipline among students.
- To organize preventive medical examinations.
- To assist students in organizing scientific, cultural, educational, and wellness activities.
- To participate in resolving social and бытовые issues of students, including dormitory accommodation, and inspect student dormitories at least once per semester.
- To process letters and applications concerning student welfare.
- To maintain contact with graduates and monitor their professional activities.

- To cooperate with law enforcement agencies (Ministry of Internal Affairs, State Committee for National Security) regarding visa regulations and legal compliance for international students.

7.3. Duties in Organizing Events

- To organize and conduct scientific, cultural, sports, and other events within the university.
- To organize cultural and sports events outside the university involving students.
- To coordinate extracurricular student activities jointly with student self-government bodies.
- To update information about cultural and sports events, university anniversaries, and important dates on official communication resources of EI “RMU” (website, Instagram, Facebook, etc.).

7.4. Duties in Control and Maintenance

- To participate in monitoring the condition of educational and laboratory facilities assigned to the faculty.
- To participate in the improvement and maintenance of faculty territories.
- To supervise faculty documentation according to approved nomenclature.
- To implement occupational safety, sanitation, and fire safety measures.
- To ensure timely preparation of reports for monitoring academic progress and student achievements.

8. Rights and Authorities

8.1. The Deputy Dean has the right to:

8.1.1. Administrative Authority

- Jointly with the Dean, issue orders within the scope of authority.

- Participate in all meetings concerning the activities of the Faculty of Medicine and Dentistry.
- Participate in approval of students' individual study plans.
- Participate in appointing group leaders.
- Participate in elections of the student senate/student council leadership.
- Coordinate activities of student self-government bodies.

8.1.2. Educational and Organizational Authority

- Attend open classes, lectures, exams, and assessments with appropriate authorization.
- Submit proposals to the Dean regarding disciplinary measures against students, including expulsion.
- Recommend students for moral or financial incentives.

8.1.3. Social Guarantees

- Use social, medical, and other university services free of charge according to local regulations.

9. Responsibility

The Deputy Dean bears responsibility for:

- improper performance or non-performance of duties;
- offenses committed during professional activities;
- causing material damage;
- failure to comply with the Charter of EI "RMU", labor contract, and this instruction.

10. Interaction with Other Structural Units

10.1. Interaction with Faculty Management:

- Cooperates with the Dean regarding educational and social activities.
- Ensures timely informing of departments about orders and instructions.

10.2. Interaction with Academic Units:

- Cooperates with curators of academic groups.
- Participates in joint educational and extracurricular activities.

10.3. Interaction with Student Self-Government:

- Cooperates with the student senate/student council.
- Maintains communication with graduates.

10.4. Interaction with Administrative and Service Units:

- Cooperates with social, medical, and security services.
- Cooperates with HR, accounting, and administrative departments.

11. Storage and Archiving of Documented Information

11.1. Each job description is assigned a unique registration number.

11.2. Storage:

- Electronic version is stored in the university protected database.
- Printed original is stored in the HR Department and Quality Department.

11.3. Retention Period:

- The document is stored during the employment period and archived for 1 year after termination.