
“APPROVED”
Rector of the EI “RMU”
cand. of med. sciences
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EDUCATIONAL INSTITUTION
“ROYAL METROPOLITAN UNIVERSITY”

JOB DESCRIPTION OF THE DEPUTY DEAN FOR
EDUCATIONAL WORK

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1. Purpose and scope of application

1.1. This Job Description regulates the functional duties, rights, responsibilities and interactions of the Deputy Dean for Educational Work of the Faculty of “General Medicine and Dentistry” of the Educational Institution “Royal Metropolitan University”.

1.2. The Instruction is intended to ensure uniform requirements for organizing educational work, social support of students and coordination of extracurricular activities at the faculty.

1.3. This Instruction is applied:

- when organizing the educational and upbringing process at the faculty;
- for regulating the interaction of the Deputy Dean with the Dean, departments, curators, the Student Senate and other structural units of the university;
- for compliance with labor legislation, internal rules and regulations of EI “RMU”;
- when monitoring the safety, social adaptation of students, recording academic achievements and organizing cultural and mass work.

1.4. This Instruction is mandatory for all faculty staff interacting with the Deputy Dean for Educational Work.

2. Normative references

2.1. This Job Description has been developed taking into account the requirements of the current legislation of the Kyrgyz Republic, the regulatory documents of the university and quality management system standards:

- Labor Code of the Kyrgyz Republic — regulates labor relations between the employer and employees.
- Charter of EI “Royal Metropolitan University” — regulates the activities of the university, the structure and rights of employees.
- Internal Labor Regulations of EI “RMU” — establish the working procedure and labor organization.
- Regulation on the Dean's Office of the Faculty — defines the functions, tasks and responsibilities of the dean's office.
- ISO 9001:2015 “Quality management systems — Requirements”.
- ISO 21001:2018 “Management systems for educational organizations”.
- Local acts and instructions of EI “RMU” — regulate the organization of educational, instructional and extracurricular activities of students.

3. Terms and definitions

3.1. The following terms and definitions are used in this Job Description:

- **Deputy Dean for Educational Work** — a faculty employee appointed to organize the educational process, coordinate the extracurricular activities of

students and provide social support to learners.

— **Dean of the Faculty** — the head of the faculty who manages the educational, upbringing, scientific and administrative activities of the faculty.

— **Curator of a study group** — a teacher or faculty employee appointed to support the educational, upbringing and social-psychological work with the students of a specific study group.

— **Student Senate / Student Council** — a body of student self-government that participates in organizing extracurricular and cultural-mass activities of students.

— **Extracurricular work** — activities held with the participation of students outside the educational process, including sports, cultural-mass, health-improving and scientific-educational events.

— **Academic progress** — a set of indicators of a student's performance and participation in educational, upbringing and extracurricular activities, taken into account for the quality control of education.

— **Faculty documentation** — a body of written and electronic materials, including orders, instructions, reports, performance sheets, event plans and other documents necessary for organizing the educational process and recording the academic achievements of students.

— **Quality management system** — a set of the organizational structure, processes, procedures and resources of EI “RMU” aimed at ensuring the quality of educational activities in accordance with the requirements of ISO 9001:2015.

— **Social support of students** — a set of measures to meet the social needs of students, including ensuring safety, adaptation, accommodation, participation in cultural-mass and sports activities.

— **EI “RMU”** — Educational Institution “Royal Metropolitan University”, which carries out educational, scientific and upbringing activities in accordance with the legislation of the Kyrgyz Republic and the internal regulatory acts of the university.

4. Abbreviations

4.1. The following abbreviations are used in this Job Description:

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

— **QMS** — Quality Management System.

— **KR** — Kyrgyz Republic.

— **FGMD** — Faculty of “General Medicine and Dentistry”.

— **FTS** — Faculty and teaching staff.

— **EMD** — Educational and Methodological Department.

— **DHRP** — Department of Human Resources Policy and Records Management.

— **SA** — Student Association (Senate / Council).

— **VR for EAA** — Vice-Rector for Educational and Administrative Affairs.

5. General provisions

5.1. The Deputy Dean for Educational Work belongs to the faculty and teaching staff of EI “RMU”.

5.2. The Deputy Dean for Educational Work is appointed to assist the Dean in organizing the educational process and providing services for the social needs of students. A person with higher professional education and at least 3 years of work experience in teaching or managerial positions is appointed to the position of Deputy Dean for Educational Work.

5.3. The Deputy Dean for Educational Work has powers and duties whose implementation is aimed at ensuring the unity of the scientific-educational and socio-cultural activities of the faculty. The Deputy Dean for Educational Work is appointed and dismissed by order of the Rector upon the recommendation of the Dean of the Faculty. The Deputy Dean for Educational Work reports directly to the Dean of the FGMD of EI “RMU”.

5.4. During the absence of the Deputy Dean for Educational Work, their duties are performed by another faculty official appointed by written order of the Dean.

6. Functions of the Deputy Dean for Educational Work

6.1. Organization and coordination of the educational process — planning, management and control of educational work at the faculty, interaction with curators, the Student Senate and self-government bodies.

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

6.3. Conducting educational events among the student body (talks on relations between students and the FTS of EI “RMU”, examination rules, culture of behavior in public places, ethics, prevention of extremism, observance of safety rules and labor protection).

6.4. Control of academic discipline and attendance — monitoring attendance, participation in monitoring the condition of classrooms and laboratory premises.

6.5. Documentary support — maintaining and systematizing faculty documentation, recording students' academic achievements, timely preparation of reports.

6.6. Organization of cultural-mass and extracurricular work — holding events inside and outside the university, coordinating sports, cultural and health programs.

6.7. Control of safety and compliance with standards — labor protection, sanitation, fire safety, prevention of moral violations, including living conditions of students in the university dormitories.

6.8. Interaction with graduates and partners — maintaining contact with former students, monitoring their professional activities, and participation in concluding agreements with enterprises.

7. Job duties of the Deputy Dean for Educational Work

7.1. In organizational and managerial activities the Deputy Dean for Educational Work has the following duties:

- On behalf of the Dean, to plan, organize and control the educational, social and methodological work of the faculty.
- To participate in managing educational work at the faculty.
- To coordinate the work of the structural units of the faculty on educational activities.
- To promptly inform heads of departments and faculty staff of the Rector's orders, the Dean's instructions and other documents related to educational work, and to monitor their execution.
- To supervise the work of the curators of student groups.
- To direct and coordinate the activities of the Student Senate / Student Council of EI "RMU".
- Together with the Dean, to improve the methods and forms of educational and upbringing work.

7.2. The Deputy Dean for Educational Work has the following duties in working with faculty students:

- To carry out educational, explanatory and preventive work with students.
- To take measures for the social-psychological adaptation of first-year students.
- To control students' attendance at classes (attendance monitoring).
- To carry out work to prevent violations of moral norms and discipline in the student environment.
- To organize work on the preventive medical examination.
- To assist learners in organizing scientific, cultural-educational and health events.
- To participate in resolving social and everyday issues of students, including accommodation in dormitories, as well as conduct inspections of the university student dormitories at least once per semester.
- To process letters and applications from citizens regarding the welfare of students.
- To maintain contact with faculty graduates and monitor their professional activities.
- To maintain contact with law enforcement agencies (MIA, SCNS) on issues of compliance with the visa regime for foreign students and other legal norms provided for by current legislation.

7.3. The Deputy Dean for Educational Work has the following duties in the organization of events:

- To organize and conduct scientific, cultural-mass, sports and other events inside the university.

- To conduct cultural-mass and sports events outside the university with the participation of students.
- To coordinate the extracurricular activities of students (sports, cultural, scientific-educational, leisure) together with student self-government.
- To update information about cultural and sports events, news, jubilee and memorial dates of the university on the official communication resources of EI “RMU” (website, Instagram, Facebook, etc.).

7.4. The Deputy Dean for Educational Work has the following duties in monitoring and ensuring conditions:

- To participate in monitoring the condition of classrooms, educational-laboratory premises and the educational equipment assigned to the faculty.
- To participate in the improvement of the territory assigned to the faculty and maintain it in proper condition.
- To monitor the maintenance of faculty documentation in accordance with the approved index of cases.
- To take measures on labor protection, sanitation and fire safety to ensure safe conditions in classrooms, scientific and other premises.
- To ensure the timely preparation of reporting documentation for recording the academic achievements and monitoring the academic progress of students.

8. Rights and authority of the Deputy Dean for Educational Work

8.1. The Deputy Dean for Educational Work has the right:

8.1.1. Managerial powers:

- Together with the Dean of the FGMD of EI “RMU”, within their competence, to issue orders for the faculty.
- To participate in all meetings related to the activities of the FGMD.
- To participate in approving students' individual plans and identifying the opinion of heads of departments and teachers.
- To participate in appointing the elders (starostas) of student groups.
- To participate in electing the chair and members of the Student Senate/Council and approve the voting results.
- To direct and coordinate the activities of the Student Senate / Student Council.

8.1.2. Educational-organizational powers:

- To attend the following classes: open lessons and lectures, peer class visits, examinations and tests of faculty teachers, if there are corresponding written orders.
- To submit proposals to the Dean on imposing disciplinary sanctions on students, up to expulsion, in accordance with the Charter and local acts of the

university.

— To nominate students for various forms of moral or material encouragement.

8.1.3. Social guarantees:

— To use, free of charge, the services of social-welfare, medical and other units of EI “RMU” in accordance with local regulatory acts.

9. Responsibility

9.1. The Deputy Dean for Educational Work is responsible for:

— Improper performance or non-performance of their job duties stipulated by this Instruction and the current labor legislation of the KR.

— Offenses committed in the course of their activities, in accordance with the administrative, criminal and civil legislation of the KR.

— Causing material damage, in accordance with the current labor and civil legislation of the KR.

— Failure to perform the duties stipulated by the Charter of EI “RMU”, current legal acts, the employment contract and this Job Description.

10. Relations with other units

10.1. Interaction with the management of the FGMD:

— Interacts with the Dean of the Faculty on issues of organization, coordination and control of educational and social work.

— Ensures timely informing of heads of departments and faculty staff about orders, instructions and other documents related to educational activities and monitors their execution.

10.2. Interaction with educational units:

— Cooperates with curators of study groups to ensure effective work with students.

— Participates in interaction with educational units in conducting joint scientific, educational, cultural, sports and educational events.

10.3. Interaction with student self-government:

— Interacts with the Student Senate / Student Council of EI “RMU” to coordinate the scientific, extracurricular, cultural-mass and public activities of students.

— Maintains ties with graduates and university units responsible for monitoring the professional activities of former students.

10.4. Interaction with administrative and service units:

— Interacts with the social-welfare, medical and security-preventive units of the university on issues of social support and safety of students.

— Cooperates with the DHRP, accounting and other administrative units of EI “RMU” on issues of accounting, reporting and document support of the faculty's activities.

11. Storage and archiving of documented information

11.1. Each Job Description is assigned a unique number, which is recorded in the register of regulatory documents of the university. All amendments and additions to the instruction are registered in the established order.

11.2. **Place of storage:** The electronic version of the instruction is placed in a secure database of the university. The paper original is kept in the DHRP of EI “RMU”, and a copy is kept in the Quality and Monitoring Department.

11.3. **Retention period:** The document is kept for the duration of the employment contract. After the termination of the employment contract, the instruction is preserved in the university archive for 1 year in accordance with the requirements of legislation.

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 DHRP | | G.R. Toktobaeva |
| Head of the Quality and Monitoring Department | | U.Z. Mambetaliev |
| Deputy Dean for Educational Work of the FGMD | | N.B. Orunkulov |

