

Extract from the Job Description of the Head of the Student HR Department of the Educational Institution “Royal Metropolitan University”

This is to certify that, in accordance with the Job Description of the Head of the Student HR Department of the Educational Institution “Royal Metropolitan University”, the Head of the Student HR Department belongs to the category of administrative and managerial staff of the University and supervises the activities of the Student HR Department.

According to Section 5 of the Job Description, the Head of the Student HR Department:

- organizes and coordinates the work of the Student HR Department;
- ensures the maintenance, registration, storage, and archiving of students’ personal files;
- supervises the preparation of orders and documentation related to the student body;
- ensures the accuracy and relevance of data regarding the student contingent;
- organizes interaction with the dean’s offices, academic administration, and archive;
- prepares statistical and analytical reports;
- submits proposals for improving HR processes and document management.

According to Section 6 of the Job Description, the Head of the Student HR Department:

- organizes and supervises the maintenance of students’ personal files;
- ensures compliance with procedures related to admission, transfer, reinstatement, dismissal, and graduation of students;
- supervises the proper preparation of registration journals and student records;
- ensures compliance with legislation on personal data protection and confidentiality;