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



PASSPORT OF THE SCIENCE DEPARTMENT OFFICE
OF THE EDUCATIONAL INSTITUTION
“ROYAL METROPOLITAN UNIVERSITY”
(Office No. 211)

Passport of the Science Department Office

The Science Department Office is a unified and organically interconnected system of scientific and methodological materials, information resources, and technical equipment located in a separate room, designed in accordance with the requirements of the scientific organization of labor for employees and students, and ensuring a high level of organization of research activities for students and faculty members.

The design of the Science Department Office, placement of computer equipment, information resources, and organization of the workspace should contribute to effective scientific work, rapid involvement of students in research activities, development of sustained concentration, analytical thinking, and skills in working with scientific information, as well as systematic use of electronic databases, scientific journals, and digital libraries. The office is equipped with modern computers with Internet access, providing opportunities for searching, analyzing, and processing scientific information, working with international scientific databases, preparing scientific publications, and carrying out research projects.

The office is intended for:

- conducting research activities of students and faculty members;
- searching, analyzing, and systematizing scientific information;
- preparation and writing of scientific articles, abstracts, and reports;
- organizing workplaces for students and employees of the Science Department;
- improving the efficiency of scientific activities;
- organizing individual and group research work;
- preparation for participation in conferences, competitions, and grant programs;
- creating conditions for extracurricular scientific activities of students.

Main organizational forms of work:

- individual research work of students under the supervision of a scientific advisor;
- consultations on the preparation of scientific publications;
- work with electronic scientific resources and databases;
- conducting scientific seminars and discussions;
- independent work of students using computer technologies.

Material and Technical Support of the Office:

- personal computers with Internet access;
- software for working with texts, data, and scientific information;
- access to electronic libraries and scientific databases;

- office equipment (printer, scanner);
- educational and methodological materials and scientific literature.

Office Equipment:

No.	Name of Equipment	Quantity
1.	Computer (Winstar)	5 pcs
2.	Table	1 pc
3.	Student desks	3 pcs
4.	Chairs	5 pcs

General Information about the Office

1. Address: 172 Moskovskaya Street;
2. Location: academic building, 2nd floor, Office No. 211;
3. Office area — 15 m²;
4. Seating capacity — 5.