
“APPROVED”
Rector of the EI “RMU”
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REGULATIONS ON THE DEAN’S OFFICE
OF THE EDUCATIONAL INSTITUTION “ROYAL
METROPOLITAN UNIVERSITY”

CONTENTS

1. GENERAL PROVISIONS
2. OBJECTIVES OF THE DEAN'S OFFICE
3. FUNCTIONS OF THE DEAN'S OFFICE
4. RIGHTS
5. RESPONSIBILITIES

1. GENERAL PROVISIONS

1.1.These Regulations govern the activities of the Dean's Office of the Educational Institution "Royal Metropolitan University" (hereinafter referred to as RMU), defining its legal status, objectives, and functions. The Regulations form part of the documents ensuring the functioning of the RMU quality management system. The primary task of the Dean's Office is the organization and management of the educational and воспитательной process of students.

1.2.The Dean's Office is a structural subdivision of RMU subordinated to the Vice-Rector responsible for academic and administrative affairs.

1.3.The establishment, reorganization, or liquidation of the Dean's Office shall be carried out based on the order of the Rector of RMU.

1.4.The functional duties of the Dean's Office staff are determined by job descriptions approved by the Rector.

1.5.The staffing of the Dean's Office is formed in accordance with the staffing schedule approved by the Rector.

1.6.In carrying out its assigned tasks, the Dean's Office interacts with other structural subdivisions of the university.

1.7.The Dean's Office coordinates the activities of departments and other university subdivisions regarding academic, organizational, and administrative work.

1.8.These Regulations come into force upon approval by the Rector.

1.9.The Regulations shall be reviewed every two years. All amendments and additions shall be introduced in accordance with established procedures.

1.10.Amendments to these Regulations may be introduced no more than once a year upon agreement with the Rector before the established review period.

2. OBJECTIVES OF THE DEAN'S OFFICE

The Dean's Office performs the following tasks:

- 2.1.Ensures the effective organization of educational and student development activities at RMU.
- 2.2.Develops and implements educational and professional programs, curricula, and course syllabi.
- 2.3.Coordinates the activities of RMU departments concerning the educational process.
- 2.4.Implements measures to ensure the safety of RMU activities.
- 2.5.Ensures maintenance of documentation related to the activities of the Dean's Office.

3. FUNCTIONS OF THE DEAN'S OFFICE

To achieve its objectives, the Dean's Office performs the following functions:

- 3.1.Maintains document workflow within the competence of the Dean's Office.
- 3.2.Organizes and supervises the development of curricula in accordance with state educational programs and higher professional education standards.
- 3.3.Maintains records of student enrollment and monitors academic performance and attendance.
- 3.4.Interacts with the admissions committee and state examination commissions regarding student admission, enrollment, and graduation.
- 3.5.Supervises the educational process and organization of student internships.
- 3.6.Monitors the conduct of academic modules, credits, and examination sessions.
- 3.7.Organizes student development activities at RMU aimed at enhancing students' intellectual, moral, creative, and physical potential. Facilitates effective interaction between academic advisors, faculty members, and student self-government bodies.

3.8.Organizes periodic preventive medical examinations for students.

3.9.Prepares and submits plans and reports on the activities of the Dean's Office to RMU management and higher authorities.

4. RIGHTS

The Dean's Office has the right to:

4.1.Participate in discussions, strategic planning, and resolution of issues related to RMU activities.

4.2.Transmit instructions from the Vice-Rector for Academic and Administrative Affairs to RMU departments.

4.3.Request necessary information and documents from heads of structural subdivisions and specialists for the performance of official duties.

4.4.Issue directives based on interim assessments, credits, and examination sessions.

4.5.Require organizational and material-technical support from the university administration for the activities of the Dean's Office and assistance in exercising its rights and duties.

4.6.Submit proposals regarding improvement of the educational process and enhancement of the quality of student training.

5. RESPONSIBILITIES

5.1.The Dean's Office, represented by its Head, shall be responsible for:

- improper performance of assigned tasks and functions in full scope;
- untimely or poor-quality execution of documents and instructions received from management;

- disclosure of confidential information contained in the department's documents and received from other structural subdivisions of RMU;
- non-compliance with labor discipline by department employees;
- violations of legislation, instructions, and orders issued by the department;
- provision of inaccurate information resulting in deterioration of relations with partners or damage to RMU's business reputation.

5.2.The responsibility of Dean's Office employees shall be determined by their job descriptions.