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



REGULATION
ON THE EDUCATIONAL AND METHODOLOGICAL DEPARTMENT
OF THE EDUCATIONAL INSTITUTION
“ROEL METROPOLITAN UNIVERSITY”

Bishkek – 2024

CONTENTS

1. GENERAL PROVISIONS	3
2. MAIN OBJECTIVES	4
3. FUNCTIONS OF THE DEPARTMENT	5
4. RIGHTS	6
5. RESPONSIBILITY	7
6. INTERACTION WITH STRUCTURAL UNITS	7
7. PROCEDURE FOR APPROVAL AND AMENDMENT OF THIS REGULATION	7
APPROVAL SHEET	8
SHEET OF REGISTRATION OF AMENDMENTS	9

1. GENERAL PROVISIONS

1.1. This Regulation defines the main objectives, functions, rights, responsibilities of employees, as well as the procedure for organizing the activities of the Educational and Methodological Department (hereinafter referred to as the EMD) of the Educational Institution “Roel Metropolitan University” (hereinafter referred to as EI “RMU”).

1.2. The EMD is a structural subdivision of EI “RMU”.

1.3. The EMD is headed by the Head of the Department, who is appointed to and dismissed from the position by the order of the Rector of EI “RMU”.

1.4. The Head of the EMD organizes his/her activities and the activities of the department staff in accordance with the main objectives and functions of the department, as well as the job descriptions of the department employees.

1.5. Supervision over the activities of the department is carried out by the Vice-Rector for Academic and Administrative Affairs.

1.6. The purpose of the Educational and Methodological Department is the organization, supervision, and methodological support of the educational process at EI “RMU”.

1.7. The EMD carries out its activities in cooperation with other structural subdivisions of EI “RMU”.

1.8. Reorganization and liquidation of the EMD shall be carried out by decision of the Rector of EI “RMU” in accordance with the current legislation of the Kyrgyz Republic.

1.9. Job responsibilities of EMD employees are determined by job descriptions developed by the Head of the EMD and approved by the Rector of EI “RMU”.

1.10. The EMD is staffed on the basis of the approved staffing schedule.

1.11. In its activities, the department shall be guided by:

- the Constitution and Laws of the Kyrgyz Republic;
- resolutions and directives of the Government of the Kyrgyz Republic;
- orders, instructions, and decisions of the Ministry of Education and Science of the Kyrgyz Republic;

- the Charter of EI “RMU”, orders and directives of the Rector of the University, and decisions of the Academic Council.

1.12. This Regulation and other local normative acts of the University.

1.13. This Regulation shall enter into force from the moment of its approval.

1.14. The Regulation shall be reviewed once every two years. All amendments and additions shall be introduced in accordance with the approved procedures of EI “RMU”.

2. MAIN OBJECTIVES

The Educational and Methodological Department performs the following objectives:

2.1. Organization of the educational process at EI “RMU” and supervision of its implementation in accordance with the requirements of state educational standards.

2.2. Ensuring compliance with licensing and accreditation requirements in the implementation of educational programs developed on the basis of state standards of higher professional education.

2.3. Organization and monitoring of the implementation of curricula, programs, and other regulatory documents governing the educational process.

2.4. Improvement of methods for organizing the educational process and enhancement of the quality of education, including the introduction of modern educational technologies.

2.5. Coordination and methodological support of the activities of the academic staff (faculty members) of the University.

2.6. Organization of professional development activities for employees.

2.7. Creation of conditions for meeting the professional educational needs of students aimed at developing knowledge, skills, and competencies.

2.8. Collection and analysis of information on modern educational technologies, methods, and approaches.

- 2.9. Introduction of information and communication, competency-based, modular, and other innovative technologies into the educational process.
- 2.10. Development, improvement, and provision of normative and methodological documentation regulating educational activities.
- 2.11. Providing all structural subdivisions of the University with the necessary normative and methodological materials.
- 2.12. Introduction into the educational process of information and communication, student-centered, modular, competency-based, and other innovative technologies.
- 2.13. Informing dean's offices, departments, and other structural subdivisions about legislative acts, resolutions, and orders of the Ministry of Education, as well as internal regulatory documents of the University.
- 2.14. Providing dean's offices, departments, and other subdivisions with normative and methodological documentation.
- 2.15. Active implementation of innovative educational technologies aimed at improving the efficiency and quality of the educational process.

3. FUNCTIONS OF THE DEPARTMENT

To achieve the above-mentioned objectives, the Educational and Methodological Department performs the following functions:

- 3.1. Development and preparation of class and examination schedules in accordance with the academic calendar.
- 3.2. Preparation and monitoring of the implementation of the academic process schedule.
- 3.3. Organization and supervision of all types of classes in accordance with the schedule, analysis of monitoring results, and development and implementation of measures to eliminate identified deficiencies.

- 3.4. Preparation and timely submission of annual reports on the educational activities of the University.
- 3.5. Preparation and submission to the management of EI “RMU” of analytical information and reports on the educational activities of the University (results of examination sessions, current, interim, and final assessment of students, etc.).
- 3.6. Providing consultations to other structural subdivisions of the University on issues related to the preparation and оформление? Wait avoid Russian. Let's correct smoothly:
Providing consultations to other structural subdivisions of the University on issues related to the preparation and processing of documents within the competence of the EMD.
- 3.7. Development and updating of key documents on planning, organization, and accounting of educational and methodological work.
- 3.8. Monitoring the implementation of all planned documents ensuring the educational process.
- 3.9. Monitoring compliance with the teaching workload of academic staff, its timely distribution, and implementation.
- 3.10. Coordination of the University’s educational activities within the approved schedule.
- 3.11. Maintaining records of teachers’ working hours.
- 3.12. Monitoring student attendance, organizing additional activities for students with academic debts, and, where necessary, applying sanctions.
- 3.13. Conducting selective inspections of the quality of classes in accordance with the schedule.
- 3.14. Accounting and monitoring the use of classroom facilities of the University and ensuring effective compliance with academic schedules.
- 3.15. Regulation of classroom occupancy and optimization of its use when preparing class schedules.
- 3.16. Participation in the development of effective methods for assessing students’ knowledge and monitoring their relevance, quality, and effectiveness.

- 3.17. Cooperation with structural subdivisions in the preparation of core educational programs by specialties and methodological support of the educational process.
- 3.18. Organization and supervision of the preparation of schedules for credit and examination sessions.
- 3.19. Preparation of reports based on the results of credit and examination sessions.
- 3.20. Organization of additional sessions for eliminating academic debts and monitoring their conduct.
- 3.21. Preparation of documentation for the state attestation of students.
- 3.22. Preparation of graduation documentation for students who have completed their studies at the University.
- 3.23. Verification and analysis of teachers' individual work plans.
- 3.24. Monitoring the correctness of payroll calculations for teachers, including part-time and hourly-paid instructors.
- 3.25. Organization and conduct of meetings, methodological sessions, and briefings with heads of academic subdivisions on issues related to the organization of the educational process.
- 3.26. Preparation of sections of the University activity report related to the educational process, as well as other reporting forms.

4. RIGHTS

For the effective implementation of its objectives and functions, the Educational and Methodological Department has the right to:

- 4.1. Request and receive necessary information, documents, and materials related to educational and methodological activities from all structural subdivisions of EI "RMU".
- 4.2. Represent the interests of EI "RMU" in matters of educational and methodological support of the educational process in state bodies, agencies, and other organizations.

- 4.3. Monitor and supervise the implementation of orders, directives, instructions, and recommendations of higher authorities, decisions of the Academic Council, and University administration regarding the organization and conduct of the educational process.
- 4.4. Involve academic staff (faculty members) and educational personnel in working commissions, meetings, and activities related to educational and methodological work.
- 4.5. Familiarize itself with draft decisions of the Rector concerning the activities of the department for organization, support, and information-analytical monitoring of the educational process.
- 4.6. Submit proposals to the University management on improving the organization and efficiency of educational and methodological work, as well as the processes provided for by this Regulation.
- 4.7. Require written explanations from teachers in cases of violations related to the organization and conduct of the educational process.
- 4.8. Request and receive from heads of structural subdivisions and University specialists information and documents necessary for the fulfillment of its duties.
- 4.9. Sign and endorse documents within its competence.
- 4.10. Participate in the development of regulatory acts and regulations related to the educational process, as well as initiate their revision in order to improve the efficiency of educational activities.
- 4.11. Engage external experts and specialists for consultations on the implementation of modern educational technologies and methods in the educational process.

5. RESPONSIBILITY

Employees of the Educational and Methodological Department shall bear disciplinary responsibility in accordance with the legislation of the Kyrgyz Republic for:

- 5.1. Failure to fulfill the objectives, functions, and duties assigned to the Educational and Methodological Department.
- 5.2. Untimely or unqualified resolution of issues within the competence of the Educational and Methodological Department.
- 5.3. Providing inaccurate or distorted information to the management of EI “RMU”.
- 5.4. Violation of the University’s internal labor regulations, fire safety rules, and occupational safety requirements in accordance with current labor legislation.
- 5.5. Preservation, operation, and proper functioning of equipment and computer technology assigned to the Educational and Methodological Department.
- 5.6. Poor-quality or untimely fulfillment of tasks, functions, and duties established by this Regulation, as well as the approved work plan in all areas of activity.

6. INTERACTION WITH STRUCTURAL SUBDIVISIONS

In its activities, the Educational and Methodological Department interacts with all structural subdivisions of the University based on the objectives, functions, and powers assigned to it.

7. PROCEDURE FOR APPROVAL AND AMENDMENT OF THIS REGULATION

- 7.1. This Regulation shall be approved by the order of the Rector of the University.
- 7.2. Amendments and additions to this Regulation may be introduced only by the order of the Rector of the University.

APPROVAL SHEET

Vice-Rector for Academic and Administrative Affairs _____ Urazalieva N.A.

Dean of the FGMaD _____ A.Z. Saparova

Head of the Educational and Methodological Department _____ E.T. Sopalieva

Head of the Quality Assurance and Monitoring Department _____ N.S. Isakov