

Extract from the Regulations on the Student HR Department of the Educational Institution “Royal Metropolitan University” QMS 8.5.1.63-2024

This is to certify that, in accordance with the Regulations on the Student HR Department of the Educational Institution “Royal Metropolitan University”, the Student HR Department is a structural subdivision of the University responsible for maintaining, recording, and storing students’ personal files, as well as preparing and issuing documents related to students’ education.

According to Section 2 of the Regulations, the main responsibilities of the Student HR Department include:

- organizing the timely and proper preparation of students’ personal files;
- maintaining records and storage of students’ personal files;
- preparing draft orders regarding the student body;
- maintaining statistical records on student enrollment movements.

According to Section 3 of the Regulations, the Student HR Department:

- prepares and maintains students’ personal files;
- issues student ID cards, grade books, academic transcripts, and other related documents;
- maintains registration and recordkeeping of orders;
- keeps records of students by year of study, specialty, and mode of study;
- processes and maintains students’ personal file data in the system.