
“APPROVED”
Rector of the EI “RMU”
cand. of med.sciences
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REGULATIONS
ON THE DEPARTMENT OF THE EDUCATIONAL
INSTITUTION
"ROYAL METROPOLITAN UNIVERSITY"

Bishkek — 2024

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I. GENERAL PROVISIONS

1. The Department of the Educational Institution "Royal Metropolitan University" (hereinafter — the Department) is an educational, methodological, and scientific subdivision of EI "RMU". It carries out educational, methodological, and research activities, extracurricular work with students, training, retraining, and advanced training of specialists with higher education, as well as the preparation of highly qualified scientific and pedagogical personnel in one or several related areas and specialties.

2. The Department brings together the faculty (professors, associate professors, senior lecturers, lecturers, assistants, and interns), postgraduate students, doctoral candidates, research staff, engineering, technical, and educational support personnel who ensure the teaching of disciplines assigned to the Department at an appropriate scientific, theoretical, methodological, and organizational level, and who carry out scientific research and educational-methodological work.

3. The principal goal of the Department's activities is to meet the needs of the individual for intellectual, cultural, and moral development through higher, postgraduate, and additional professional education.

4. The Department conducts its activities in accordance with the normative documents and instructions of the Ministry of Education of the Kyrgyz Republic, the Charter of EI "RMU", the orders of the Rector, the directives and instructions of the Vice-Rector for Academic and Administrative Affairs, the Head of the Academic Department, and the present Regulations.

Main tasks of the Department:

- improving the educational and methodological work of the faculty;

- improving teaching technologies in order to develop the creative potential and abilities of students;
- preserving and enhancing the moral, cultural, and scientific values of society;
- disseminating knowledge among the public and raising the intellectual potential of the state;
- conducting educational work among students;
- carrying out scientific research within the Department's specialization.

II. FUNCTIONS OF THE DEPARTMENT

2.1. According to their functional purpose, Departments may be:

- general-professional (inter-faculty) departments, which implement general professional training programs for students;
- graduating departments, which provide theoretical, practical, and professional/specialized training of students, supervise course and final (degree) papers (projects), and organize all types of student internships;
- clinical departments, which implement general professional training programs for students.

2.2. The Department performs the following main functions:

2.2.1. Develops draft professional educational programs of higher professional education on the basis of approved state educational standards.

2.2.2. Implements professional educational programs approved in the established manner and bears responsibility for compliance with the requirements of the relevant state educational standards.

2.2.3. Manages the educational, methodological, research, and scientific-methodological activities of educational and research laboratories and other subdivisions.

2.2.4. Organizes and conducts, across all forms of study, lectures, practical, laboratory, seminar, and individual classes, students' independent work, and other types of classes for all disciplines assigned to the Department in accordance with the curriculum, at an appropriate scientific, theoretical, methodological, and organizational level. Provides competent guidance to students, organizes their individual and independent study of curriculum disciplines, conducts ongoing (rating-based) and final assessment (tests and exams), and analyzes the results.

2.2.5. Organizes, in the established manner, the final state attestation of graduating students.

2.2.6. Plans and implements scientific-methodological programs for improving teaching technologies that enhance the effectiveness and quality of student learning.

2.2.7. Plans and organizes the scientific work of the faculty, with the involvement of students.

2.2.8. Provides training and advanced training for scientific and pedagogical personnel. Establishes professional ties with departments of other universities, studies, generalizes, and disseminates best practices among teachers, and organizes pedagogical and professional internships for assistants and lecturers.

2.2.9. Cooperates with departments of universities in foreign countries on educational, methodological, and research work, as well as with foreign research organizations within the Department's specialization.

2.2.10. Clinical and graduating departments perform the following additional functions:

- participate in the development of qualification characteristics of the university's graduates, curricula, training plans for specialists of the relevant profile, syllabi for specialized disciplines, and other educational-methodological materials for internships and state attestation.

III. MANAGEMENT OF THE DEPARTMENT

3.1. The Department is directly managed by the Head of the Department, who is appointed on a contract-and-competition basis by order of the Rector of EI "RMU" for a term of up to 5 years. The Head is elected by secret ballot by the Academic Council of the university from among specialists holding an academic degree and title.

3.2. When establishing or reorganizing departments (division, merger, or repurposing), prior to holding competitive elections for the Head of the Department, an Acting Head of the Department is appointed by the head of the university in the established manner.

3.3. The positions of Heads of Departments that do not train candidates and doctors of sciences or residents may be filled by leading specialists in the relevant fields of science, technology, or culture who do not hold an academic degree but possess sufficient work experience in the given specialty.

3.4. During the reorganization of a Department:

- in the case of division into two departments, the previously elected Head of the Department is, by order of the Rector, appointed to one of the newly organized departments. The position of Head of the second department is filled by competition;
- in the case of a change in the Department's profile, the question of the Head of the Department is decided by the Academic Council of EI "RMU".

3.5. The Head of the Department:

- participates in the work of all subdivisions of EI "RMU" where matters of the activities of EI "RMU" and the Department are discussed and decided;
- plans the work of the Department and distributes it among its staff in accordance with their functional responsibilities;
- approves the individual work plans of teaching staff;
- reviews and approves other documents falling within the Department's competence;
- distributes the teaching workload and ensures its timely and quality fulfillment; bears responsibility for the quality and level of students' knowledge in the relevant disciplines;
- submits to the administration of EI "RMU", in the established manner, proposals on the hiring, dismissal, and transfer of Department staff, on their moral and material incentives, and on disciplinary measures;
- resolves, jointly with other structural subdivisions and services of EI "RMU", matters of providing the necessary conditions for educational, methodological, and research work.

3.6. The individual work plan of the Head of the Department is discussed at a meeting of the Department and approved by the Rector of EI "RMU" or the Vice-Rector for Academic Affairs.

3.7. The Head of the Department bears personal responsibility for the activities of the Department. The terms and forms of the Head's reports on the work of the Department under his/her leadership are established by the Rector and specified in the employment contract.

3.8. The Head of the Department summarizes the results of the Department's work for the academic year and submits the reports in the appropriate form to the academic department within the established deadlines.

3.9. The discussion and analysis of the implementation of the scientific, educational, organizational-methodological, and upbringing plans of the Department are conducted at Department meetings chaired by the Head. Department meetings may be attended by: educational support staff of the Department, employees of other departments and universities, representatives of the Rectorate, and other staff interested in resolving the matter under discussion.

In departments that teach several disciplines, subject-methodological commissions (sections) may be created to address scientific-methodological matters. They include teachers who carry out joint educational work in the principal discipline. Where necessary, teachers of related disciplines may be included in the subject-methodological commission (section). The Chair of a subject-methodological commission (section) is elected at its meeting and approved by the Head of the Department.

Decisions and recommendations of the subject-methodological commission (section) are formalized in minutes, which are signed by its Chair and approved by the Head of the Department.

3.10. The following documentation is maintained to organize the activities of the Department:

- long-term plans and annual work plans of the Department for the academic year;
- minutes of Department meetings;
- qualification characteristics of the graduate of EI "RMU";

- standard and working syllabi for the disciplines taught;
- educational-methodological materials for the disciplines developed by the Department (the educational-methodological complex);
- individual work plans of teaching staff;
- logbooks of inspection and peer class visits;
- logbooks of the fulfillment of teaching workload;
- logbooks of the registration and issuance to reviewers of test (course) papers and practical assignments;
- the logbook for keeping the minutes of Department meetings;
- other documentation provided for in the document register of EI "RMU".

The procedure for maintaining, storing, and writing off documentation is determined by the records management instructions of the higher education institution and its Charter. The Charter of the university may modify the range of matters within the Department's competence and the procedure for managing the Department.

IV. STRUCTURE OF THE DEPARTMENT

4.1. The Department may have lecture halls, laboratories, classrooms, museums, and other subdivisions that support the educational process and scientific research.

4.2. The Department may have branches located on the premises of an enterprise, firm, institution, organization, or other educational establishment, making use of their material and technical base.

4.2.1. A branch of the Department is created by a joint order of the Rector and the head of the enterprise (clinic, firm, organization, institution, or educational establishment) where the branch is established. This order must provide for the entire

range of branch functions and the measures aimed at creating conditions for its effective educational, scientific, and methodological activities, including the allocation of premises and equipment and the resolution of matters of their maintenance.

4.2.2. A branch performs the same functions as the Department. The scope of a branch's competence is specified by its Charter (regulations on the branch), approved by a joint order of the Rector and the head of the enterprise (clinic, firm, organization, institution, or educational establishment).

4.2.3. Branches of the Department employ both full-time teaching staff and leading specialists from the enterprise (firm, organization, research institute, or teachers of an educational establishment) engaged on a part-time basis.

4.2.4. A branch of the Department reports on all types of its work to the relevant Department within the established deadlines. A branch of the Department must maintain the documentation provided for the Department, insofar as it relates to the branch's activities.

4.3. The Head of a branch of the Department is appointed by order of the Rector of EI "RMU". The Head of a branch, as a rule, holds an academic title or degree and works at the Department on a full-time part-time basis.

4.4. The structure of the Department and its staffing are approved by the Rector of EI "RMU".

V. FACULTY OF THE DEPARTMENT

5.1. The faculty of the Department includes: the Head of the Department, his/her deputy, professors, associate professors, senior lecturers, and lecturers.

Vacant positions of the faculty of the Department are filled on a competitive basis. Persons holding academic degrees and titles, as well as pedagogical experience in the relevant specialty, have priority in filling faculty positions.

5.2. The faculty of the Department has the right to:

- elect and be elected to the Academic Council of EI "RMU" and other collegial bodies;
- participate in the discussion and resolution of current matters of educational, methodological, research, and upbringing work and other areas of EI "RMU" activity, develop and submit proposals for improving the quality of education;
- participate in the work of educational-methodological councils and commissions, as well as international and national conferences, symposia, and meetings;
- choose teaching methods and tools;
- use the lecture halls, classrooms, technical training aids, laboratories, libraries, reading rooms, and other educational-material resources of EI "RMU";
- publish the results of scientific research in publications of EI "RMU", the Ministry of Education of the Kyrgyz Republic, and other ministries and agencies, and require the protection of their copyright;
- submit their candidacy for vacant positions, for admission to doctoral and postgraduate programs, and for the award of the academic titles of associate professor and professor in accordance with the applicable regulations;
- petition the administration for a reduction of the teaching workload and for the granting of creative leave to complete work on a dissertation;

- demand the creation of working conditions that maximally ensure the performance of their functional duties at a high professional level and the conduct of educational, methodological, and research work.

5.3. The faculty of the Department is obliged to:

- conduct educational, methodological, and research work in the specialty at a high level;
- ensure the implementation of curricula and syllabi and objectively assess the knowledge of students;
- participate in the creation of textbooks and study guides, in the development of scientific-methodological materials for all types of classes that involve the use of progressive forms and methods of teaching, and the effective application of modern technical teaching aids and computer technology;
- assist students in organizing their independent work and develop in them the necessary professional qualities;
- organize and conduct scientific research and introduce its results into the educational process;
- provide scientific supervision for students, doctoral candidates, postgraduates, and applicants for academic degrees;
- improve their professional and general cultural level and pedagogical skills, both independently and at institutes (faculties) of advanced training.

VI. ESTABLISHMENT AND LIQUIDATION OF THE DEPARTMENT

A Department is established by order of the Rector of EI "RMU" on the basis of a resolution of the Academic Council of the university on the opening of the Department:

- provided there is a material and technical base;
- provided the appropriate educational-methodological support of the educational process can be ensured;
- provided there is faculty sufficient to ensure teaching at an appropriate theoretical, methodological, and organizational level of the disciplines assigned to the Department (as a rule, no fewer than 5 full-time teachers, of whom at least two must hold academic degrees and titles).

Reorganization of departments (division, merger, liquidation, or repurposing) is carried out by order of the head of the university on the basis of the relevant resolution of the Academic Council of EI "RMU".

VII. OVERSIGHT OF THE DEPARTMENT'S ACTIVITIES

7.1. General oversight of the Department's activities is carried out by the Vice-Rector for Academic Affairs and the academic department.

7.2. On matters of organizing research work, the Department is supervised by the Vice-Rector for Science.

VIII. FINAL PROVISIONS

Amendments to the present Regulations are made on the proposal of the head and of the officials who approved the Regulations.