
	Educational Institution "Royal Metropolitan University"
	Quality management system Regulations on the Dean's List of Students of EI "RMU" QMS-P-PSS-8.5.2.109-2025

EDUCATIONAL INSTITUTION
"ROYAL METROPOLITAN UNIVERSITY"




REGULATIONS
ON THE DEAN'S LIST OF STUDENTS

Bishkek 2025

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1. Scope and application

This Regulation "On the Honorary List of Students (hereinafter after - Dean's List)" defines the procedure for forming, maintaining and using the list of students who have distinguished themselves with high academic achievements — Dean's List - in the Educational Institution "Royal Metropolitan University". The regulation applies to all full-time students of the Faculty of Medicine and Dentistry and the main educational programs implemented at the university.

This regulation applies to:

- recognition of outstanding academic, scientific and social achievements of students;
- creating a transparent system for motivating and encouraging students;
- integration of the practice of including students in the university's Honorary List in the quality management system of the educational process;
- generate annual reports and analyze the effectiveness of incentive measures.

2. Terms and definitions


For the purposes of this Regulation, the following terms are used:

- **Honorary List of Students /Dean's List** — an official list of students who have achieved high academic results and are active in scientific and social activities.
- **Educational institution «Royal Metropolitan University (used after as EI RMU)** — an educational institution of higher professional education that provides professional training, retraining and advanced training of specialists in accordance with state educational standards, internal regulatory documents and the requirements of the quality management system based on ISO 9001 standards.
- **Student** — a person who studying at the EI RMU in one of the educational programs.
- **Average score** — an indicator of a student's academic performance, calculated according to the established rating system of the university.
- **Academic ethics** — compliance with the norms and rules of student behavior in the educational process;
- **Education quality management** is a set of processes that ensure planning, monitoring and improving the quality of educational activities in accordance with international standards.

3. Regulatory references

The following regulatory documents and standards were used in the development and application of this Regulation:

- The Law of the Kyrgyz Republic" On Education " No. 179 from 11.08.2023;
- The Charter of the EI "RMU";

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- Regulations on the University;
- A program to motivate students to achieve high achievements in academic and scientific activities;
- **ISO 9001: 2015** "Quality Management systems"
- Regulations on the organization of training on credit technology of training;
- Regulation on the quality assurance policy of education;
- other local regulatory acts.

4. General provisions

4.1. This Regulation regulates the procedure for forming and maintaining a list of students who have distinguished themselves with high academic achievements — **Dean's List**-in the EI "RMU".

4.2. Dean's List is an official recognition of students ' outstanding achievements in academic, scientific and social activities.

4.3. Dean's List is formed annually based on the results of each academic year.

4.4. The Regulation applies to all full-time and part-time students, all faculties and programs of the University.

5. Goals and objectives of Dean's List

Goals:

- Recognition of outstanding academic achievements of students;
- Stimulating learning activity and striving for high results;
- Increasing students ' motivation to participate in scientific and social activities.

Tasks:

- Creating a transparent and fair system of student incentives;
- Creating a positive image of the university among students and employers;
- Promote the development of students ' competencies and leadership skills.

6. Criteria for inclusion in Dean's List

A student is included in Dean's List if the following conditions are met:

6.1. Academic achievements:

- The average grade for the academic year is $\geq 90\%$ (or 4.5 / 5 according to the university rating system).;
- Lack of academic debt;
- Active participation in scientific activities (encouraged, but not required for inclusion).

6.2. Behavior and participation:

- Compliance with the university's rules and academic ethics;
- Participation in extracurricular activities: cultural, sports or social projects are welcome.

6.3. Recommendations:

- Recommendation of the Dean of the faculty;
- Confirmation of achievements by course teachers or academic supervisors (if any).

7. Procedure for creating and approving Dean's List

7.1. The Dean's Office of the relevant faculty forms a preliminary list of students applying for inclusion in *Dean's List*, based on data on average scores and academic requirements.

7.2. The Dean of the Faculty checks the preliminary list and approves it.

7.3. The final *Dean's List* is approved by the Rector of the University.

7.4. The list is announced officially through the University's website and information stands.

8. Rights and privileges of Dean's List of students

8.1. Official recognition of the university's academic achievements.

8.2. Priority participation in:

- Internships and internships;
- Research projects and conferences;
- Competitions and grant programs.

8.3. Obtaining a Dean's List certificate or diploma List, which is included in the student's personal file and can be used for employment.

8.4. Additional privileges may be granted by the university administration (discounts on tuition, participation in special programs, posting photos of distinguished students on the honor roll, etc.).

9. Procedure for excluding and correcting Dean's List

9.1. A student may be excluded from Dean's List if:

- Lowering the average score below the set threshold.
- Violation of academic ethics or university rules;
- Providing false information about your achievements.


9.2. The decision on exclusion is made by the Dean of the faculty after consultation with the educational and methodological department.

10. Control, monitoring and reporting

10.1. The Educational and Methodological Department annually monitors the accuracy of student data.

10.2. The Dean's List report is published on the University's website and in the Faculty's information systems.

10.3. The Dean's Office regularly reviews the effectiveness of Dean's List in order to adjust the criteria and motivational measures.

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11. Final provisions

11.1. Dean's List is part of the student motivation system and is integrated into the quality management system of the EI "RMU" educational process.

11.2. The Regulation comes into force from the date of approval and is subject to annual review and updating.

11.3. All issues not regulated by these Regulations are resolved in accordance with the internal regulatory documents of the University and the current legislation.

12. Storage and archiving of these Regulations


12.1. This Regulation "On the Dean's List of Students" is subject to mandatory storage in the current and archived versions in accordance with the requirements of the RMU document flow and the ISO 9001:2015 quality management system standards.

12.2. The original of the approved Regulations is kept in the HR Policy and Records Management Department. The document is submitted to the Quality and Monitoring department for inclusion in the internal QMS documentation system.

12.3. The electronic version of the Regulations is posted in the internal information system of the University and on the official website of EI "RMU" (in the "documents" section).

12.4. The term of retention of the Regulations in the University archive is permanent, with mandatory registration of all changes and revisions in the Change Registration Sheet.

12.6. Control over the accounting and updating of this document is assigned to the Quality and Monitoring Department.

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Appendix №1

Approval sheet

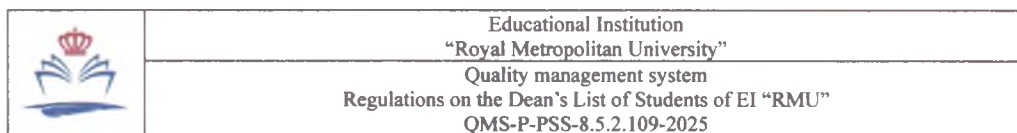
Vice-Rector for Educational and Administrative Affairs  **N. A. Urazalieva**

Vice-Rector for Clinical Work and strategic development  **A. U. Aitikeev**

Dean of Faculty of General Medicine and Dentistry  **A. Z. Saparova**

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Change Registration Sheet

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