

AGREED

by the rector of the I. K. Akhunbaev KSMA,
I.O.KUDAIBERGENOVA

“22” __April 2021

APPROVED

Chairman of the Student Council
I. K. Akhunbaev KSMA
Tokoev Joomart

“21” __April 2021

REGULATIONS ON THE ORGANIZATION OF THE KSMA TUTOR PROGRAM 2021

Content:

1. General provisions
2. Tutors ' goals and objectives
3. Functions of senior tutors and tutors
4. Rights and obligations of senior Tutors and tutors
5. Requirements for the tutor
6. The system of encouragement of senior tutors and tutors

1 GENERAL REGULATIONS

1.1 Basic terms.

For the purposes of this Regulation, the terms used mean:

1.1.1 tutor of the student academic group (hereinafter referred to as the tutor) I. K. Akhunbaeva Kyrgyz State Medical Academy (hereinafter-KSMA) - a student of the university, not younger than the 2nd year, having a good and excellent level of knowledge, with clearly set goals and objectives, well-established, quite versatile and oriented in different spheres of life of KSMA, possessing the necessary knowledge about the priority areas of development of the educational system of the Kyrgyz Republic, laws and other regulatory legal acts regulating the educational activities of KSMA, the main task of which is to supervise the educational process of first-year students in close cooperation with the administration of the KSMA;

1.1.2 senior tutor — the tutor of the faculty, to whom the tutors of the student academic groups report;

1.1.3 head of the KSMA tutor movement - KSMA tutors, who are subordinate to tutors of student academic groups, senior tutors of KSMA faculties;

1.2 Subject matter of this Regulation.

1.2.1 This Regulation defines the procedure for organizing the activities of KSMA tutors.

1.2.2 Student tutoring is an integral part of the educational process of KSMA, aimed at creating favorable conditions for the personal and professional formation of future specialists, and is carried out in order to improve the quality of the educational process at KSMA.

1.2.3 The object of supervision is the first-year students of KSMA as well as partially applicants (hereinafter referred to as supervised students).

1.2.4 The tutor of the student academic group and the senior tutor of the faculty are appointed for each academic group of students, faculty by the head of the KSMA tutor movement for one academic semester.

1.2.5 The head of the KSMA tutor movement is selected at a report-election conference by the members of the tutor movement.

2 TUTORS ' GOALS AND OBJECTIVES

2.1 The purpose of the tutor movement at KSMA is to ensure effective interaction of students with the dean's offices and the administration of KSMA to improve the educational performance of students.

2.2. The tasks of KSMA tutors are:

2.2.1 education of supervised students of personal, civil and professional qualities that meet the interests of the development of the individual and society;

2.2.2 increasing motivation to learn and develop professional skills;

2.2.3 adaptation of supervised students to study at KSMA;

2.2.4 identification of talented students and assistance in developing their potential;

2.2.5 assistance to the administration of the KSMA and the formation of future specialists;

2.2.6 promotion of a healthy lifestyle.

2.3 For a tutor who has obtained access to the personal data of a supervised student, it is mandatory to prevent the dissemination of this information without the consent of the supervised student or other legal representative of the student.

3. FUNCTIONS OF SENIOR TUTORS AND TUTORS

3.1 Senior Tutors:

3.1.1 together with the head of the tutor movement, KSMA trains competent tutors who are able to effectively interact with the supervised students;

3.1.2 monitor the activities of tutors in relation to supervised students;

3.1.3 conduct work with supervised students in order to solve emerging problems;

3.2 tutor functions:

3.2.1 assists supervised students in professional self-determination;

3.2.2 provides assistance to supervised students in solving issues related to the educational process, social issues, and household issues;

3.2.3 informs and attracts supervised students to participate in various activities, including trade union activities;

3.2.4 plans to work with supervised students in accordance with the plan approved by the administration of KSMA.

4 RIGHTS AND OBLIGATIONS OF SENIOR TUTORS AND TUTORS

4. Senior tutors have the right to:

4.1.1 directly interact with the deans of faculties and teachers of departments in resolving problem situations that arise in supervised students in connection with training, violation of academic discipline, non-compliance with the rules of ethical standards, students of medicine and pharmacy;

4.1.2 make a proposal to the Vice-rector for Academic Affairs of the KSMA on the promotion of tutors;

4.1.3 and in case of unsatisfactory work of the tutor, contact the head of the KSMA tutor movement with a request to replace the tutor;

4.1.4 apply for the provision of social support and material assistance to supervised students who find themselves in a difficult life situation.

4.2 Senior tutors are required to:

4.2.1 analyze the current academic performance of supervised students, the results of the session, and monitor the academic discipline;

4.2.2 hold meetings with tutors at least once a month;

4.2.3 observe the Tutor's Code;

4.2.4 contact the dean of the faculty regarding the candidacies of the headmen of the academic group or the student's compliance with the position of headman;

4.3 The Tutor has the right to;

4.3.1 make suggestions on incentives and disciplinary actions for supervised students;

4.3.2 apply for individual targeted financial assistance to supervised students in accordance with the Regulations on Scholarship Support and Other Forms of Social Support for Students;

4.3.3 take part in meetings of the Trade Union Committee of students of KSMA and the dean's office on curatorial issues;

4.3.4 make suggestions for improving the educational process of KSMA, improving the living conditions, everyday life and recreation of supervised students;

4.3.5 attend training sessions of supervised students;

4.4 The Tutor must:

4.4.1 know the interests, hobbies and living conditions of the supervised students. Regularly visit student dormitories in order to check compliance with the rules of internal regulations in dormitories and provide assistance to supervised students;

4.4.2 not to disclose information about the private life, personal data and other confidential information that has become known about the supervised students;

4.4.3 interact with the deans of the faculties on the issues of the educational process and analyze the current and academic performance of the supervised students, the results of the sessions, monitor the academic discipline;

4.4.4. to explain to the supervised students the main normative documents regulating the educational process in KSMA;

4.4.5 interact with the Student Council of KSMA, the Trade Union Committee of Students of KSMA;

4.4.6 inform and involve supervised students to participate in extracurricular activities held at KSMA and beyond;

4.4.7 report to the dean's office about violations of the rights of supervised students and emerging problems in the organization of their education and life;

4.4.8 hold meetings with supervised students at least once every three weeks;

4.4.9 comply with the Tutor's Code;

4.4.10 pass the school of tutors.

4.5 The head of the tutor movement has the right to:

4.5.1 appoint and exclude from the ranks of senior tutors of the KSMA as agreed by the dean of the relevant faculty.

4.5.2 appoint and exclude KSMA tutors from the ranks.

4.6 The head of the tutor movement must:

4.6.1 plan the work of the tutor movement;

4.6.2 provide a report on the activities of the tutor movement; 4.6.3 attend meetings of the Trade Union Committee of students of KSMA;

4.6.4 bear personal responsibility to the Vice-rector for educational work of the KSMA for the activities of the tutors of the KSMA.

5 REQUIREMENTS FOR THE TUTOR

5.1 The tutor's academic performance must be at least 4 points for the last two sessions, and participation in scientific and creative activities is encouraged.

5.2 Knowledge and compliance with the Charter of the KSMA, the Tutor's Code and other legal documents regulating educational work in the KSMA.

5.3 The presence of an active life position.

6 INCENTIVE SYSTEM FOR SENIOR TUTORS AND TUTORS

6.1 The activities of senior tutors and tutors are taken into account when approving the procedure and conditions for granting benefits for tuition fees for the right to receive motivational benefits for public work.

6.2 According to the results of the competition for the best tutor, conducted by the head of the KSMA tutor movement, the best tutors are awarded with diplomas and valuable gifts.

Appendix 1

To the regulations on the tutor movement in the I. K. Akhunbaev KSMA

Tutor's Code

In carrying out their activities, the tutor must remember and observe the following rules:

1. do not lose your presence of mind, always be confident in yourself and your first-year students;
2. do not allow any discrimination on national, religious or any other grounds; promote mutual understanding within the group;
3. treat all events objectively, without mixing personal attachments, likes or dislikes into the work;
4. be open to communication, while maintaining a distance between yourself and first-year students;
5. be objective and fair with every first-year student;
6. be able to recognize, analyze, correct your mistakes, take responsibility for them, without looking for other culprits;
7. respect the student's opinion, even if it seems wrong, evaluate the act, not the person; trust the first-year student, despite his mistakes;
8. never humiliate first-year students;
9. do not give any information directly or indirectly related to the student of the first year without his consent (surname, name, patronymic, year and place of birth, address, subscriber died and other personal information, reported by the subject) and personal information (age, bad habits, marital status, etc., etc.) the other day, including others tutor:
10. don't let unflattering opinions about their fellow Tutors students
11. be an example in everything and study, behavior, appearance;

12. do not discuss teachers with first-year students. Remember: your bad experience does not guarantee the same for other students;
13. cherish the symbols and the title of tutor;
14. respect the university's symbols, traditions, and property; observe the rules of the university;
15. attend all meetings, the opinion of each tutor is important in the work of the team;
16. arrange informal meetings to maintain team spirit and a warm atmosphere;
17. do not allow the presence of third parties who are not related to the activities of tutors in the tutor's hours;
18. do not miss the opportunity to praise your first-year students or fellow tutors, if they deserve it;
19. do not use profanity;
20. do not consume alcohol and tobacco products, especially in the presence of first-year students;
21. keep your social media profile "eco-friendly";
22. do not enter into personal relations with students of the supervised group or declare self-recusal;
23. don't ignore other tutors, be part of the tutors ' team;

Appendix 1

To the Appendix on the Tur movement

I. K. Akhunbaev Kyrgyz State Medical Academy

No. __ from “__” _____ 202

TUTOR'S DIARY

Student Group _____

_____ course _____ faculty members

FULL NAME of the tutor

**TEACHING STAFF,
WORKING WITH THE TRAINING GROUP**

No.	Full name of the teacher	Academic subject	Department	Notes

STUDENT'S PERSONAL LEAFLET

Student's full name

Form of training _____

Date of birth _____

Student's residential address for the period of study, phone number _____

Year of enrollment in KSMA _____

Financial situation _____

Academic performance _____

Participation in the public (scientific) life of KSMA, public position_____

Incentives, penalties_____

Personal qualities_____

Relationships with fellow students, position in the group_____

Relations between teachers and the administration of KSMA_____

Other information_____

Appendix 4

to the Tutor's Diary

JOURNAL OF CONDUCTING TUTORING HOURS WITH A STUDY GROUP

No.	Name of the tutor's hour	Date of the tutor's hour	Number of students who came to the tutor's hour	Content of the tutor's hour	Notes