

Regulation about curators of student groups

Regulation about curators of students groups of OshSU (Regulation is approved on October 13, 2008 at the meeting of Academic Council of OshSU №2)

1 General regulations.

Education of students - professional duty of university and each teacher and personal duty to society. Work of the curator in student group - an integral part of pedagogical activity of the teacher. In the university there is a process of personal development of students in various areas of study, including education. The curator of each student at the university is a curator. Curatorial work increases the attendance and performance of students. Curatorial hours are considered the primary means of regular student learning in the group. Students' attitudes toward daily learning in the group are summarized and monitored once a week during curatorial hours. As a result, student responsibility for learning increases and further planned development will occur.

1. The curator is an authorized representative of the university administration in the student group. It is appointed by the Dean of the Faculty with the consent of the Head of the Department and approved by order of the Rector of the University;
2. Curatorial work is part of the educational work of the department, the teacher makes an individual plan of work and refers to it responsibility;
3. Curator is appointed at the beginning of the academic year;
4. Curatorial hour is a part of curatorial work. It is held once a week in a student group by including it in the faculty schedule during the first days of the week;
5. The vice-dean of social work coordinates, supervises, and directs the activities of curators;
6. The chair of a department organizes and directs the supervision of faculty members in the department;
7. A curator carries out work in accordance with a special work plan that is approved by the department chair with the approval of the dean's office;
8. The curator is responsible for the instruction and training of students in the group at the university, faculty, and department. The curator's report is heard at the end of each semester at a meeting of the department with the participation of the vice-dean of social work;
9. A curator shall keep a journal of educational work conducted by the student body during the year. A curator's journal is a reporting document;
10. Curators are awarded by the Dean's Office and the administration;

2. Duties of a curator

1. In accordance with the Comprehensive Plan of activities for the academic year of the University and the plan of educational activities of the faculty: to develop and approve plans of activities for the academic year, semester, month, week;
2. Pay attention to the academic and extracurricular activities of the student group during the year. Mentor hours once a week;
3. Distribute the group's assets (the headman, the union, the sector leaders) on a democratic basis;
4. Stay in touch with group assets and teach them for the independence;
5. Study the individual characteristics of the group: the curator should know the living conditions of students in dormitories, houses, their social status, interests, behavior, leisure;
6. Regular control of students' attendance and progress;
7. Identify specific reasons for poor attendance and performance of students and provide them with timely methodical and organizational assistance;

8. Closely assist students in adapting to higher education;
9. To acquaint the students of the group with the curriculum, the rules of internal order of the university, the rules of examinations, the rating system of knowledge evaluation;
10. To inform students of the group about important news, orders, laws of the country, in the university and at the faculty;
11. active participation of students of the group in Olympiads, competitions, sports competitions, intellectual Olympiads;
12. Encourage and assist students in research;
13. Immediately notify parents of expelled students;
14. Ensure unity in the group. Nurture a collective personality who can combine his or her interests with those of the community;
15. Addressing negative aspects of student behavior;
16. Providing methodical assistance to students in self-education, independent work, leisure time;
17. Pedagogical cooperation of teachers and curators in the development of curricula for students;
18. Fostering students' love for their country, university, profession;
19. To foster respect for the symbols of the state, university (anthem, coat of arms, flag);
20. To organize political, cultural, economic news, conversations, discussions, reports on various educational topics during curatorial hours in order to broaden students' worldview;
21. Priority of professional education of students in the educational process, as well as nurturing their culture, intelligence, development of social activity and craving for beauty, formation of civic maturity and responsibility to the society;
22. Active participation of the group in social, cultural and public events of the city, university and faculty;
23. Excursions to cultural objects of the city: visits to museums, cinemas, theaters;
24. Pedagogical cooperation with parents (parent meetings, correspondence, etc.) to provide them with accurate information about the student.
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25. Timely payment of tuition for the students in the group;

3. Rights of a curator

1. May participate in all classes of the student body. Have the right to participate in examinations and tests if necessary;
2. to appeal to the departments with a proposal to the student squad to improve the educational and methodological work;
3. Receive information from teachers about the teaching and learning of students in their group and offer some students special assistance in the learning process;
4. To raise questions to the dean's office, administration to improve the living conditions and educational work in the university dormitories;
5. To appeal to the dean's office, the administration to create conditions for students' learning, in-depth training;
6. To participate in decision-making by the dean's office on the expulsion, transfer, placement of students;
7. The curator promotes on the Academic Council of the faculty, in the university media in order to share their positive, innovative experience with others;
8. Nominate group students for academic and social scholarships and awards;
9. To acquaint active students of the group with the structure of the student government of the faculty;

10. Evaluate the characteristics and behavior of the students;
11. Issue warnings, reprimands to students at group meetings and recommend to the dean's office to expel students who fail to pay tuition fees, have academic debts and do not get rid of negative behavior in the community;

4. Curator's Documents.

1. Regulations on curators of student groups of OshSU;
2. Curator's journal;
3. Educational work plan;
4. Minutes of curatorial hours;
5. Anthem of the Kyrgyz Republic and OshSU (text and music);
6. Symbols of the Kyrgyz Republic and Osh State University (coat of arms, flag);
7. Information about students: name, date of birth, nationality, citizenship, place of residence of parents, phone numbers, address of the student, phone numbers;
8. Information on students' mastering of the curriculum in the group (for each semester);
9. Information on payment of tuition fees by the students in the group. 10;
10. A list of orphans;
11. List of students with disabilities;
12. List of international students;
13. List of students living in the dormitory;
14. List of students living at home;
15. List of married students;
16. List of top students;
17. Athletes, list of talented students;
18. List of students with poor performance and participation;
19. Report of curatorial work.