

## **Instructions for students group curators**

(Guidelines for curators, developed in 2009 by the Department of Education OshSU)

Who is a curator? (Characteristics of curators)

Curator - informer. One of the main tasks is timely informing the students of the group (news, orders, rules, regulations, etc.) available at the university.

Curator - Organizer. Organizes all group activities: group participation in faculty events, cultural events (theater, movies, parties) and the resolution of conflicts in the group.

The Mentor is a psychotherapist. He takes the student's problems with all his heart, listens to their secrets and tries to give the right advice. He inspires students psychologically, creates a positive attitude and inspires an active lifestyle.

Mentor is a parent. Because of the remoteness of students' parents and relatives, students are supervised and required to monitor their activities in and out of the classroom. Students are just as enthusiastic as their parents.

The mentor is a friend. He or she is interested in what the students are living in the group and what is with the group in different situations. The mentor should be confidential with the students. Students should accept the mentor as part of the group.

A mentor is a curator. A curator is a person who keeps a close eye on the students of the university and the department. A curator is a representative of the university who monitors students' attendance and how they learn. Therefore, he or she constantly monitors the student's attendance, grades, and behavior.

1. Professional requirements for a curator

1.1 Staying with the group throughout the academic year: helping students with various tasks, creating friendship and harmony within the group, taking an interest in the personal qualities of each student;

1.2 Attendance of students, tracking their progress: check it once a week in the group magazine and bring up students who are falling behind, talk about it with the teachers concerned;

1.3 Encourage group students to do research;

1.4 Each student should be aware of living and health conditions;

1.5 Individual work with students: observe the student's attitude to the major subjects, pay attention to how he/she interacts with teachers and classmates;

1.6 Provide parents with information on students' attendance, progress and behavior;

1.7 Ensure political, legal, patriotic, civil, moral, economic, labor, environmental, aesthetic education of students in the group. Student's behavior, especially in public places, in the university; appearance, counseling; at the same time to increase interest in culture and art;

1.8 The curator should develop an annual work plan at the beginning of the academic year. The content of the action plan should include areas of study and education.

2. Curator's work schedule.

2.1 Curator's First Day:

- Getting to know the students in the group,

- Attend the Faculty Celebration,

- acquaint the student with the schedule ,

- get acquainted with the structure of the Faculty,

- Familiarize students with the rules of the internal order of the University, the Faculty

He can tell you about the proper use of educational equipment (computers, textbooks, etc.) , help the student to adapt quickly to the university and feel confident.

2.2 Getting to Know Your University and Department

From day one students are told about the department, the university (history, traditions, features, requirements for students, etc.). This can be done in the following ways: -

- Conversation with the group and presentations (video film) about the faculty, the university;

- Excursions to the departments, faculties and other interesting places of the university (main building of OshSU, central library, recreation base, etc.);

- Acquaintance with the structure of student government, centers, circles, social, cultural and public events, traditional competitions of the university, the faculty;

- To tell about the administrative structures of the university, faculty;
- To provide information about students' rights and obligations, the statutes of the university;
- Meetings with librarians (filling out student cards, learning how to behave in the reading room, etc.).

### 2.3. Networking Evening

Getting to know one another outside of the classroom is a welcoming event for both the faculty and the student. Each student has the opportunity to talk about themselves in detail. The mentor can get information about each of them by asking informal questions of each student. Questions such as: "Where did you come from, why did you choose this department, what qualities do you value in yourself, how did you feel when you came to university, what do your parents and relatives do?" Such meetings improve group unity and should not be arranged too often.

### 2.4. Selection of group assets.

The group activists are selected not on the first day, but in September. The group leader is appointed temporarily. The mentor introduces the activists in front of the group to what they do, as well as their rights and responsibilities. Elections can be conducted by the Mentor or Interim Leader in the presence of the Mentor. Prior to the election, information about the candidate is provided and posted upon request. Students have the right to choose and vote. The student's performance will be reviewed at the end of the year. If the group is not satisfied with the performance of the activists, re-election will take place.

### 2.5 Curatorial Hour.

Mentor hour is held once a week. For the first month, you can go several times a week. During the curatorial hour:

- weekly debriefing of students' attendance, grades, individual conversations with students who are falling behind, help with academic problems;
- Solving current issues and problems in the group;
- Discussing topical issues of the day (getting acquainted with the news, orders, rules, regulations of the world, country, university);
- Organizing discussions on a single, educationally relevant topic;
- Providing and monitoring group participation in public events of the university and faculties.

### 2.6 Organization of events with the group

In addition to the curatorial hour, teachers should actively participate in events organized by the faculty and the university. The curator also organizes various activities within the group between courses. These are:

- Visiting cultural institutions in Osh: theater, cinema, museums and exhibitions;
- Participation in sports competitions, possibly as spectators;
- Organization of intellectual games, discussions and debates;
- Publication of wall newspapers on holidays;

Prevention of delinquency, familiarization of the group with:

- The Charter of the University,
- rights and responsibilities of a student,
- To get acquainted with the rules of internal order of the university, - orders of the rector, regulations, rules, educational legislation;
- assistance to students in need of social assistance (parentless, disabled), assistance in housing (dormitory);
- Organization of events to increase group cohesion: trips to beautiful places, birthday celebrations;
- Active participation in university, faculty, intercity events (scientific, cultural, sports, etc.).

### 2.7 Work on the results of the academic year.

At the end of each semester there is a special meeting with the group, which focuses on:

- participation,
- achievements,
- social activity of the student,
- re-election of group assets at the end of the year, etc.

### 3. Curator's Journal

3.1 One of the main documents reflecting the educational work of the curator of the student group is the curator's journal. The content of the educational work performed during the year is recorded in the journal. Depending on the direction of the work a separate page of the journal is provided;

3.2 In addition to the list of students, the journal has a list of teachers, schedule of classes;

3.3. Student resumes will be completed in September, additional information will be updated throughout the year;

3.4 Record the participation of the group in the activities of the university, the faculty (clearing days, cultural events, etc.);

3.5 Record group activities (parties, museums, theater visits, nature walks, etc.);

3.6 Individual work with the student and his/her parents;

3.7. Information on students' research work (thesis, term paper, abstract, laboratory and control works, scientific articles);

3.8 Analytical notes and observations are made for each student of the group;

3.9 Student attendance and results of classes during the semester are recorded;

3.10. Information on the payment of contractual fees by students in the group;

3.11. Record the date, month, time of each curatorial hour, topic of study, what issues were discussed;

3.12. If there are students in the group who have no parents, have disabilities, or have difficult living conditions, write down separately and note what assistance was provided to them;

3.13. Write down what each student in the group does for free time (playing sports, learning dances, participating in discussion clubs, learning the language, surfing the Internet, visiting the library, etc.); 3.14. Д.);

3.14. The journal is kept in the department until the students graduate.

#### 4. mentor's report.

4.1 At the end of the semester, the curator makes a report that is given to the vice dean for academic work and gives an oral report at the department meeting.

Curator's name \_\_\_\_\_

Faculty \_\_\_\_\_ course \_\_\_\_\_ group \_\_\_\_\_

#### No. Criteria Indicators

##### I. General information about the group

1. Number of students at the beginning of the academic year (dropped out during the year (semester))

2. Social characteristics of the group (rural, urban, low-income families, gender, etc.

3. Content, topics of curatorial hours, meetings held during the academic year (semester)

##### II. Achievement of students

1. Names of subjects, module results.

2. Number of students who successfully passed the session

- "excellent"

, "good" and "satisfactory"

- other grades , debtors at the end of the session.

##### III. Students' investigations

Research work and the number of students, who have participated in conferences, contests, Olympiads:

- City

- Intercity

- Republican

- International

Research groups, sections, circles. Number of students participating in the contest

3. Number of students who received diplomas, certificates and other awards, prizes as a result of various scientific activities

##### IV. Group participation in cultural events

1. Number of students participating in the following activities:

- KVN

- Osh State University Spring Festival
- First Call
- "Mister OshSU"
- "Miss OshSU"
- "Stylish Student of OshSU "
- Meeting of honors students
- Rector's party " Blue Light "

Name other activities of the faculty

2. Number of students participating in creative teams, clubs

3. Number of students who received diplomas, certificates and special prizes for the participation in cultural events

V. Team participation in sports competitions

1. Number of students participating in sports competitions

- within the faculty

- interfaculty

- in the region, in the city

- in the republic

2. The number of students practicing sports in groups

- In the sports section

- In sports clubs

3. Number of students who took prize-winning places in sport competitions

VI. Indications of medical results

1. Medical:

- Medical examinations

- preventive vaccinations

- fluorography

- invalids, sick people

VII. Other measures

1. Creation of the group's student activists (election of the school director, etc.)

2. Working with parents

3. Establishing vacations

4. Execution of the action plan:

- Analysis of educational work with students: activities, interviews, mentoring What is the result of the hours.

- Did the work with parents give results, etc.

4.2 The report can be presented in the form of text, tables, graphs.

One of the most important tasks of the curator is to explain to the student that the most important thing for him is to learn and to accustom him to continuous learning. To accomplish this task, the curator should conduct a wide range of activities: individual work with students, interviews, consultations with celebrities and close observation of students, any educational activities that do not ignore the fact that each class is unprepared. The requirement to be seen and read must be strictly enforced. Fairness, compassion, and fortitude should be the primary qualities of a curator.

However, participation should not be limited to reviewing accomplishments; it should teach the student how to read and help him or her adjust to student life. Through his experience, the curator has taught freshmen, yesterday's students, sitting in an unfamiliar library, writing lectures, analyzing literature, preparing for seminars, and so on. teaches.

He also supports the group. A close-knit, cohesive team is a success not only for the student, but also for the university and the department.

Finally, curatorial work requires constant effort, pedagogical skill, and purity of heart.