

**REGULATIONS**  
**on tutors of student academic groups of**  
**the International Medical Faculty of Osh State University**

**I. GENERAL PROVISIONS**

1. The main task is to supervise the educational and tutorial process of first-year students in close cooperation with the tutors and the administration of the IMF (hereinafter the faculty).
2. Faculty tutor, to whom the tutors of student academic groups of the faculty are subordinate. The activities of tutors are supervised by the tutor of the faculty.
3. The object of supervision is the first-year students of the IMF.

**II. THE SUBJECT OF REGULATION OF THIS REGULATION**

1. This regulation determines the procedure for organizing the activities of faculty tutors.
2. Student tutoring is an integral part of the educational and tutorial process of the faculty, which aimed at creating favorable conditions for the personal and professional formation of freshmen, and is carried out with the aim of improving the adaptation of first-year students to the educational process at the faculty.
3. Objects of supervision are first-year students of the faculty (hereinafter - supervised students).
4. Requirements for tutors:
  - no academic debt,
  - availability of recommendations of the youth committee and the dean's office of the faculty,
  - the presence of personal motivation to be active and leadership skills,
  - possession of the necessary knowledge about the educational activities of the faculty.
5. A tutor can be relieved of his duties in the following cases:
  - the appearance of academic debt,
  - violation by him of the Charter of Osh State University, internal regulations for students and other local regulations of the faculty,
  - granting him an academic leave,
  - at their own request,
  - at the motivated request of the supervised group or the tutor of the faculty
6. Tutors are appointed by the order of the dean of the faculty for one academic year as advised by the tutor of the faculty and the youth committee, agreed with the deputies of the dean for educational and tutorial work.
7. Tutors perform their duties on a voluntary basis.

**III. PURPOSES AND OBJECTIVES OF TUTORS**

1. The goal of student tutoring is to improve the adaptation of first-year students to the educational process at the faculty and to create favorable conditions for the personal and professional development of freshmen.
2. The tasks of the faculty tutors are:
  - Education of supervised students of personal, civil and professional skills that are significant for future professional activities.
  - Increasing motivation to learn and develop professional skills.
  - Instilling in supervised students an interest in studies, scientific and social activities, in their future profession.
  - Adaptation of supervised students to the conditions of study at the faculty.
  - Identification of talented students and assistance in the development of their potential.

#### **IV. FUNCTIONS OF TUTORS OF ACADEMIC STUDENT GROUPS**

1. The tutor assists the supervised students in solving issues related to the educational process, social and domestic issues.
2. The tutor assists the supervised students in the formation of a professional trajectory.
3. The tutor informs and motivates the supervised students to participate in events of various levels and in various directions.

#### **V. RIGHTS AND OBLIGATIONS OF TUTORS OF ACADEMIC STUDENT GROUPS**

1. A tutor has the right:
  - To compose, together with the supervisor of the group, a characteristic of the students of the supervised group.
  - To take part in the meetings of the Council of Students and the Dean's Office on tutoring.
  - To make proposals for improving the educational process of the faculty, improving the living conditions, everyday life and recreation of freshmen.
  - To take part in events organized by the curator of the group.
  - To contact the curator of the group in order to resolve issues related to the educational process.
2. The tutor is obliged:
  - Be interested in the hobbies and living conditions of the supervised students. Visit student dormitories in order to check compliance with house rules in dormitories and provide assistance to supervised students.
  - Do not disclose information about private life, personal data and other confidential information that became known about supervised students in the course of their duties as a tutor.
  - Interact with curators of groups, deans of faculties on the educational process and analyze the current and academic performance of supervised students, the results of sessions, control the academic discipline.

3. Know and explain to supervised students the basic normative documents regulating the educational process in the faculty.
4. Interact with the Student Council on tutoring issues.
  - Inform and involve supervised students to participate in extracurricular activities held at the faculty.
  - Inform the curator of the group and the dean's office about violations of the rights of supervised students and emerging problems in the organization of their education and everyday life.
  - Meet with supervised students at least once every two weeks.

## **VI. FUNCTIONS OF FACULTY TUTORS**

- Faculty tutors, together with the dean's offices and the Student Council, train competent tutors who are able to effectively interact with supervised students.
- Faculty tutors supervise the work of tutors.
- Faculty tutors have the right to meet with first-year students in order to solve emerging problems.

## **VII. RIGHTS AND OBLIGATIONS OF FACULTY TUTORS**

1. Faculty tutors have the right to:
  - Directly interact with the faculty dean's office and group curators in resolving problem situations that arise in supervised students in connection with training, violation of academic discipline, failure to comply with the rules of the Ethical Code of Students.
  - In case of unsatisfactory work of the tutor, initiate the replacement of the tutor.
2. Faculty tutors are required to:
  - Analyze the current and academic performance of 1st year academic groups, session results, control the academic discipline.
  - Conduct meetings with faculty tutors as needed.
  - To inform the dean's office of the faculty about the problems arising in the work of tutors.
  - Contact the curators on the candidacies of the head of the academic group or the student's compliance with the post of head.

## **VIII. FINAL PROVISIONS**

1. Normative documents:
  - Regulations on the supervision of Osh State University
  - Regulations on the youth committee of Osh State University
  - Approval by the Academic Council of the IMF Osh State University

The regulation comes into force from the moment of its approval by the academic council of the faculty.