

## **Regulations on the headman (leader of group) of students groups of Osh State University**

*(the regulation was developed by the Department of Justice of Osh State University in 2011)*

### **1. General provisions**

- 1.1. The headman (leader of group) is an authorized representative of the educational institution in the student group, performing public and administrative functions. He is chosen by a group of students in the group in which he studies and approved by the dean;
- 1.2. The headman (leader of group) acts in accordance with the instructions and orders of the rector, dean's office, curator, youth Committee and the charter, regulations of the educational institution;
- 1.3. The dean's office issues a certificate (application) to the headman (leader of group) along with a student ID card.

### **2. Duties of the headman (leader of group)**

- 2.1. Timely execution of instructions given by the rector's office, dean's office, curator, youth committee;
- 2.2. Timely bring to the attention of all students of the group any necessary information issued by the rector's office, dean's office, orders, events held at the university, at the faculty;
- 2.3. Prepare the classroom for which classes or group meetings are held according to the training schedule, receive and hand over the keys to the sentry (janitor) of the educational building;
- 2.4. In case of disruption of classes established according to the academic schedule, immediately notify the Dean's office;
- 2.5. Regularly inform the curator about the attendance of classes by students of the group, their attitude to education, what they are doing in their free time, about the moral and psychological state of the group;
- 2.6. Documents (medical certificates, applications, etc.) of students who miss classes for a reason should be attached to the journal and reported to the teachers, the dean's office;
- 2.7. Keep a group journal, hand it over to subject teachers, lecturers at the beginning of classes and at the end of classes, hand it back to the dean's office;
- 2.8. Exercise caution when maintaining a group journal, do not allow entries in the journal of other persons, except for the relevant teachers;
- 2.9. Prefects of groups studying on a budgetary basis are entitled to receive and distribute scholarships to students in a timely manner;
- 2.10. Be a role model in studies, scientific activity and in the group, at the faculty with good behavior among students;
- 2.11. Formation of a culture of careful attitude to the material and technical base, furniture items of the educational institution among the students of the group;

- 2.12. Maintain constant communication with the dean's office, the curator, the youth committee of the faculty;
- 2.13. Be an active assistant to the curator, the youth committee of the faculty;
- 2.14. Availability of information about the address of residence, date of birth, phone numbers, social status of students of the group;
- 2.15. Coordination of student self-government within the group;
- 2.16. To ensure harmony, friendship, relationships within the group;
- 2.17. Involvement of group students in community useful service;

### **3. Rights of the headman (leader of group)**

- 3.1. To bring the preferences and interests of the group to the administration of the educational institution, to protect the rights;
- 3.2. To receive any information about the educational institution related to the group;
- 3.3. To present for rewarding to the dean's office, trade union organization, youth committee students who have distinguished themselves in groups that have taken an active part in scientific and social activities;
- 3.4. To appeal to the dean's office, the rector's office about taking administrative measures against students who have violated the internal regulations of the educational institution;
- 3.5. To participate in the meetings of the youth committee of the university, faculty;
- 3.6. To contact the curator, dean's office in case of problems related to the educational process within the group;
- 3.7. To appoint a deputy in case of inability to perform their duties for valid reasons;
- 3.8. To require the students of the group to follow the instructions, orders of the rector, dean's office, curator;

### **4. The procedure for the election, appointment and dismissal of the headman (leader of group)**

- 4.1. The headman (leader of group) is elected by secret ballot at the general meeting of the group with the participation of the curator;
- 4.2. If there is a majority of students in the group, the student who receives 50%+1 vote is considered elected to the position of headman (leader of group);
- 4.3. The student elected on the basis of the decision of the group meeting is appointed by the dean of the faculty to the position of headman (leader of group) for a period of 1 year;
- 4.4. The election of the headman (leader of group) is held in the 1st year during the first 3 weeks from the beginning of the academic year, and in the senior year - in the first week of each academic year;
- 4.5. Early election of the headman (leader of group) takes place in the following cases:
  - a) resignations from the position of headman (leader of group) at his own request;

b) upon expulsion from the ranks of students, going on academic leave, obtaining the right to freely attend classes;

c) in case of unsatisfactory performance of the duties of the headman (leader of group) on the basis of an official letter from the curator, a decision of the youth committee of the faculty or a decision of a meeting with the participation of the majority of the students of the group;

4.6. In case of early departure of the headman (leader of group), his re-election is organized and carried out by the curator within 2 weeks.