

Unofficial translation

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC  
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC  
"SALYMBEKOV UNIVERSITY" INSTITUTION**



**AGREED**

at the meeting of Academic Council  
"Salymbekov University" Institution  
protocol №\_\_ dated on «\_\_»\_\_20\_\_.

**APPROVED**\_\_\_\_\_

by the rector of "Salymbekov University"  
Institution Zhumadilov E.Zh.  
dated on «\_\_»\_\_\_\_\_20\_\_.

**REGULATIONS ON SUPERVISING  
PROFESSOR**

**BISHKEK**



## 1. GENERAL PROVISIONS

**1.1.** These Regulations are drawn up in accordance with the Charter and the education quality policy of the Salymbekov University Institution (hereinafter referred to as the University).

**1.2.** The Regulation is valid along with the standards and other normative documentation, to which references are given and is an independent document in the quality management system for training specialists at the University.

**1.3.** The regulation regulates the work of the supervising professor of the faculty / study group in University.

**1.4.** The regulation comes into effect from the moment of its approval.

**1.5.** This Regulation uses links to the following documents:

- Law of the Kyrgyz Republic "On Education";
- Regulations on the educational organization of higher professional education of the Kyrgyz Republic;
- regulatory legal acts of the Ministry of Health and the Ministry of Education and Science of the Kyrgyz Republic;
- Charter of the University;
- Internal regulations of the University;
- Orders and orders of the Rector of the University.

## 2. MAIN PART

**2.1.** Supervising professorship is a professional activity of a teacher aimed at educating a student in a team. The supervising professor's work is an integral part of the educational process.

**2.2.** In its activities, the supervising professor of the faculty / study group (hereinafter referred to as the supervising professor) is guided by the following documents - the legislation of the Kyrgyz Republic, the Law of the Kyrgyz Republic "On Education in the Kyrgyz Republic", the norms of the Charter of the University, these Regulations and other local regulations.

**2.3.** The activities of the supervising professor are based on the principles of democracy, humanism, the priority of universal values, the life and health of students, citizenship, and the free development of the individual.

**2.4.** The supervising professor is appointed to the post and dismissed by the order of the rector of the University on the proposal of the dean of the faculty, from among the most experienced pedagogical workers.

**2.5.** The supervising professor reports directly to the dean and deputy dean of the faculty, vice-rector for educational work and head of the department of educational and organizational - mass work.

**2.6.** The supervising professor conducts educational work in close contact with the dean of the faculty, teachers of this study group, public organizations, parents of students, including during the period of work experience.

**2.7.** The supervising professor exercises a pedagogical influence on the organization of the educational process in the group, coordinates the work of teachers working with the students of the group. Together with the deans of the faculty and the department of educational and organizational mass work, organizes and conducts extracurricular educational work with students, involves them in solving the issues of education and training of their parents. The supervising professor is personally responsible for the state of the moral and psychological climate in the group.

**2.8.** For the period of vacation and temporary disability of the supervising professor, his duties may be assigned to a teacher who does not have a study group and teaches in this group.



### **3. Goals and tasks of the supervising professor**

**3.1.** The main goal of the supervising professor's activity is the organization of the educational process of the faculty / in the study group, guidance and control over the development of this process, as well as the creation of favorable conditions for the individual development and moral formation of students.

**3.2.** The main activities of the supervising professor of the study group are:

- organization and control of educational work and extracurricular life of students at the faculty / study group;
- the study of personality and correction in the education of students;
- social protection of students.

**3.3.** The supervising professor at the level of the primary team coordinates the implementation of the following educational tasks:

- formation of students' self-awareness, value attitude to life;
- fostering respect for the law, the norms of collective life, the development of civil and social responsibility as the most important personality trait;
- identification and development of natural inclinations and creative potential of each student, their implementation in various areas of human activity and communication;
- introducing students to the system of cultural values, reflecting the richness of the culture of their people, universal culture;
- formation of the need for high cultural and spiritual values and their further enrichment;
- the formation of universal human qualities related to the norms of humanistic morality (kindness, mutual understanding, mercy, tolerance towards people);
- instilling a culture of communication;
- education of intelligence;
- fostering a positive attitude to work as a value in life; education of entrepreneurship and efficiency, honesty and responsibility in business relations;
- education and development of the need for a healthy lifestyle; development of inner freedom, the ability for objective self-assessment and self-regulation in behavior; development of self-esteem.

**3.4.** The supervising professor pays special attention to educating students of interest and love for their chosen profession; development of the necessary professional qualities, professional ethics; formation of an understanding of the social significance of the future profession and responsibility for the level of professional knowledge.

**3.5.** The supervising professor directs his activities to the formation of a close-knit team in the group, creates in it an atmosphere of goodwill, mutual assistance, mutual responsibility, an atmosphere of creativity, enthusiasm, social activity, develops the initiative and independence of students.

**3.6.** The supervising professor ensures the participation of the faculty / study group in the events held by the course, the university.

**3.7.** In working with undergraduate students, the supervising professor pays special attention to their adaptation to the conditions of study at the University, to assisting them in mastering the culture of mental work, methods of independent work.

### **4. Functions of the supervising professor**

**4.1.** Analytic function:

- study of individual characteristics of students;



- identifying the specifics and determining the dynamics of the development of the staff of the faculty / study group;
- study and analysis of the state and conditions of family education of each student;
- analysis of educational opportunities of the teaching staff.

**4.2. Predictive function:**

- forecasting the levels of upbringing and individual development of students and the stages of formation of the study group;
- forecasting the results of educational activities;
- building a model of education in a group corresponding to the educational system of the University as a whole;
- determination of the immediate and long-term prospects for the life and activities of individual students and the group as a whole;
- anticipation of the consequences of the relationships that develop in the group.

**4.3. Organizational and coordinating:**

- organization and stimulation of various types of activities of students in a group, at the faculty;
- providing assistance and organizing cooperation in planning the socially significant activities of students, in organizing the activities of student self-government bodies;
- maintaining family ties, the University and society;
- protection of the rights of students;
- organization of individual work with students;
- participation in the work of pedagogical and methodological councils, administrative meetings;
- keeping documentation of the supervising professor;
- the supervising professor is responsible for the life and health of students during extracurricular activities.

**4.4. Communicative function:**

- development and regulation of interpersonal relations between students;
- assistance to each student in adapting to the team;
- promoting the creation of a favorable climate in the group as a whole and for each student individually.

**5. Supervising professor's rights**

The supervising professor has the right:

- regularly receive information about the physical and mental health of the students of the group;
- independently plan educational work with the educational group, develop individual programs of work with students and their parents (legal representatives), determine the forms of organizing the activities of the group and conducting educational activities;
- attend classes, exams;
- invite parents (legal representatives) of students to the University on problems related to the activities of the supervising professor or other issues;
- represent the dean of the faculty, the department of educational and organizational - mass work;
- proposals to encourage students for their achievements and high results in their studies, socially useful work, active participation in the public life of the University;
- proposals to impose disciplinary sanctions for violation of internal regulations.



- submit proposals for consideration by the administration aimed at further improvement of the educational process;

- has the right to protect his own honor, dignity and professional reputation in case of disagreement with the assessments of his activities on the part of parents, students and other pedagogical workers.

#### **6. Responsibilities of the supervising professor**

Study group leader:

- contributes to the organization of an integrated approach to the educational process, forms an active life position of the students of the educational group;
  - conducts systematic work to improve the training of specialists (skilled workers), the formation of social and life experience, social and communication skills and abilities, a combination of personal interests and professional opportunities, the development of a legal culture, diligence, patriotism and an active life position.
  - comprehensively and deeply studies the interests, inclinations and needs of students, their relationships in the family and group in order to unite students into a friendly team, create and educate an asset, develop student initiative and student self-government;
  - assists the group's asset in organizing Olympiads in subjects and competitions in the specialty (profession), attracting students to creativity, scientific work, to interest clubs, amateur art groups, sports sections;
  - organizes and conducts thematic supervising professorial hours, group meetings, conversations, carries out individual work with students;
  - organizes and assists in the duty of the group around the University, as well as at cultural and entertainment events;
  - Identifies the reasons for the failure of students, organizes the provision of effective assistance to them;
  - monitors the attendance of classes by students;
  - implements measures aimed at preserving the contingent of students;
  - maintains constant contact with parents (legal representatives) and deans of the faculty and the department of educational and organizational - mass work;
  - contributes to the artistic and creative aesthetic education of students, assists the group's asset in organizing excursions, trips, meetings with interesting people;
  - maintains the necessary documentation, fixes the educational work carried out in the journal. Makes characteristics for the students of the group;
  - together with the dean of the faculty, the department of educational and organizational - mass work conducts thematic classroom hours aimed at educating high moral qualities, an interested attitude to professional training and responsibility for the quality of study and work, compliance with educational, labor and social discipline, internal regulations of students;
  - daily analyzes the state of progress and attendance of students, if necessary, provides information to the dean and deputy dean of the faculty. Promotes the development of cognitive and creative inclinations through involvement in subject circles, artistic and scientific creativity, professional skills competitions, olympiads in various subjects, theme evenings and other forms of classes
  - participates in the organization and conduct of collective visits to museums, exhibitions, theaters, cinemas, events, nature protection.
- It promotes the physical development of students, familiarization with regular physical education and sports, tourism, and promotes a healthy lifestyle.



- achieves, together with the dean of the faculty and the department of educational and organizational - mass work, the established order and discipline. Takes part in the work on the prevention of offenses at the faculty / in the study group.
- assists the students of the study group in the formation of a portfolio of personal achievements, students;
- attracts students to the development of additional professional educational programs.

### **7. Responsibility of the supervising professor**

- 7.1.** The conscientious fulfillment of their duties by the supervising professors can be noted with gratitude, a prize.
- 7.2.** The supervising professor is responsible for the life and health of students during the events he conducts.
- 7.3.** For failure to perform or improper performance without good reason of the Charter and the Internal Labor Regulations of the University, other local regulations, legal orders of the rector, official duties established by these Regulations, including for non-use of the rights granted, the supervising professor shall be subject to disciplinary liability in the manner prescribed by labor legislation.
- 7.4.** For the use, including a single one, of methods of education related to physical and (or) mental violence against the personality of the student, the supervising professor may be dismissed from his position in accordance with labor legislation and the Law of the Kyrgyz Republic "On Education in the Kyrgyz Republic"
- 7.5.** For the guilty infliction of damage to the University or participants in the educational process (including moral) in connection with the performance (non-performance) of their official duties, as well as the non-use of the rights granted by this Instruction, the supervising professor shall be liable in the manner and within the limits established by the labor and (or) civil law.

### **8. Planning and organizing the work of the supervising professor**

- 8.1.** The work of the supervising professor is planned. The supervising professor draws up a work plan for the academic year in accordance with the annual work plan of the University. The work plan is approved by the dean of the faculty and agreed by the department of educational and organizational - mass work
- 8.2.** Organizational work of the supervising professor:
- Keeping a journal of the supervising professor;
  - organization of work of the group's asset;
  - Organization of duty in departments and hostels.
- 8.3.** Organization of educational work of the group:
- strict attendance control;
  - creating an environment conducive to learning in the group;
  - coordination of the work of teachers working in a group;
  - feedback from parents;
  - conducting classroom hours in a group, at the faculty.
- 8.4.** Criteria for assessing the activities of the supervising professor
- the safety of the contingent of students;
  - the level of development of self-government in the group;
  - participation of students of the group in public events of the University, city, republic;
  - participation of the supervising professor in events for the exchange of experience;
  - organization of career guidance work;
  - organization of individual work with students and parents;





УЧРЕЖДЕНИЕ  
«САЛЫМБЕКОВ УНИВЕРСИТЕТ»

ПОЛОЖЕНИЕ О КУРАТОРСТВЕ  
Протокол УС

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