

“Approved”

Rector of the “IUK”

Ph.D., associate prof. Savchenko E. Yu



REGULATION ON THE MENTORSHIP

Educational institution of higher professional education

International School of Medicine “IUK”

I. General Provisions.

II. Curator goals and objectives.

III. Organization and support of the Curator's activities.

1. General Provisions

1.1 In order to ensure the unity of teaching and upbringing, to increase the efficiency of the educational process, a Curator (hereinafter “Curator”) is attached to each student group of the International School of Medicine "IUK";

1.2. The most authoritative full-time teacher is appointed as the curator, preferably leading the classes in this group;

1.3. General management and control over the activities of the Curators of the groups is carried out by the Senior Curator, who is appointed by the dean of the faculty for the academic year and in his activities is subordinate to the dean and deputy dean for teaching and educational work;

1.4. In his work, the ISM curator is guided by the Law of the Kyrgyz Republic "On Education", "On the Legal Status of Foreign Citizens in the Kyrgyz Republic", the legislation of the Kyrgyz Republic in the field of education and health care, the University Charter, the concept of educational work, internal regulations, this regulation and local regulations. - administrative acts (orders, instructions, etc.)

2. Goals and objectives of the Curator's work

2.1. The main goal of the ISM curator is: assistance in the adaptation of foreign students to new living and learning conditions in a foreign country, creating a favorable educational environment for them, facilitating the psychological adaptation process while living in a new society, as well as creating a friendly student group of the group and forming from students of socially mature citizens and specialists;

2.2. To achieve the goal of his activity, the Curator solves the following tasks:

- acquaints students with the history of the University, the traditions of the faculty, forms an understanding of the social significance of the future profession and responsibility;
- directs efforts to create a cohesive team of the group, works to identify its asset;
- contributes to the adaptation of students to a new environment, to a new learning system, orientation in rights and responsibilities, the establishment of friendly relations between teachers and students;
- forms a conscientious attitude towards studies, compliance with the Internal Regulations, attracting students to social work, promoting the creation of an atmosphere of psychological comfort in the group;
- forms universal norms of humanistic morality (kindness, mutual understanding, professional ethics, mercy, tolerance, etc.), the culture of communication;

- reveals and develops natural inclinations and creative potential of each student for their implementation in the social life of the faculty;
- introduces students to the system of cultural values reflecting the richness of the culture of their people, as well as world culture.

3. Organization and support of the Curator's activities

- 3.1. Appointment and release from the duties of the Curator for the academic year is carried out by the order of the ISM Dean;
- 3.2. The curator of the group works under the guidance of the Senior Curator of the Faculty and the Deputy Dean for academic and educational affairs;
- 3.3. The curator should assist the dean's office in improving the quality of the educational process and the level of training of specialists, improving educational work.

4. Curator's functional responsibilities:

4.1. Organization of the group's activities:

- at the first meeting with the sponsored group to acquaint students with the history and traditions of the University, the laws of our country ("On the legal status of foreign citizens in the Kyrgyz Republic", with the legislation of the Kyrgyz Republic in the field of education and health, etc.), the organization of the educational process, internal regulations, inform students about possible disciplinary sanctions for violation of the rules and regulations of education;
- taking into account the specifics of the contingent, conduct curatorial hours on various topics - from "ethics and culture of behavior" to "regulation of interethnic conflicts";
- keeping a journal of your group;
- taking care of the group's appearance;

-distribution of orders; - the purpose of the group asset.

4.2. Educational work organization of the group:

- control over attendance and regular reporting to the deputy dean of the faculty (attendance, payment);

- identification of students in the "risk group" and constant work with them;

-control the work of the headman, timely inform the leadership of the dean's office about the situation and problems in the sponsored group;

- taking care of sick students who missed a lot of classes, providing them with assistance in their studies;

-coordination of the activities of teachers working in a group;

- to maintain constant communication with the legal representatives of the contractors) students and members of their families through online communication;

- creating conditions for the development of their cognitive interests, broadening the horizons of students;

4.3. Extracurricular life organization of the group:

- Carrying out and assistance in organizing events necessary for the speedy adaptation of foreign students (excursions, competitions, all kinds of contests, shows and Olympiads, etc.);

- creation of a favorable microclimate in the group, regulation of interpersonal relations;

- education of responsibility to the team;

-organization of creative activities in the group.

5. Curator rights

5.1. The curator has the right:

- participate in the work of the faculty self-government structures (meetings of departments, faculty councils, trade union and other bodies of the University); -to take the initiative to make proposals to improve the activities of the faculty, the University, to speak with business constructive criticism;
- create your own programs of activity, creatively apply new methods, forms and methods of education;
- to protect their own honor and dignity in self-government and protection bodies, if impossible
- in state authorities and the court;

5.2. The curator has no right:

- to humiliate the student's personal dignity, insult him with an action or word (coming up with nicknames, hanging labels, etc.);
- to use grades to punish or punish a student;
- to abuse the student's trust, break the word given to the student, deliberately mislead him (deceive);
- to use family (parents or relatives) for punishing the student;
- to discuss their colleagues with students, thereby undermining the authority of the teacher and the entire teaching staff.

5.3. The curator should know:

1. Law of the Kyrgyz Republic "On Education"
2. Convention on the Child Rights
3. Pedagogy, developmental and social psychology
4. Pedagogical ethics
5. Methodology of educational work

6. Fundamentals of labor legislation

5.4. The curator should be able to:

1. Communicate with students, encouraging activity, responsibility, setting your own example of activity and responsibility
2. To see and be able to formulate their educational goals
3. Make a plan of educational work in the group
4. Organize group activities, student interaction, conduct educational conversations, curatorial hours on various topics, disputes, trainings and seminars
5. Analyze your own activities and its results
6. An assessment of the activities of the Curator is given by the dean of the faculty based on the analysis of educational and social indicators of the group of the deputy dean for educational work;
7. The curator can be invited to report on his current work at a meeting of the Faculty Council or the Academic Council of the "IUK"
8. The work of a teacher as a Curator is taken into account when deciding whether to be elected to a position, submitting to an academic degree or awarding bonuses.
9. For good work, the Curator can be encouraged by: - an announcement of gratitude in the order of the "IUK"; -Rewarding the Certificate of Honor of the "IUK»; -remuneration
10. An employee who works in bad faith in a group may be suspended from performing the duties of a Supervisor with the application of disciplinary measures