


СӘТБАЕВ УНИВЕРСИТЕТИ 	NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV”	
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REGULATIONS

ON THE ADVISER

Reg. 029-03-02-02.01.02 – 2024

Almaty 2024

PREFACE


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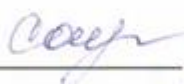
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1 GENERAL PROVISIONS

1.1 Advisership is a component of a teacher's professional activity. Adviser is a teacher who performs the functions of an academic mentor of a student in the relevant specialty.

In their activities, the adviser is guided by RK Constitution, Law of the Republic of Kazakhstan "On Education", Rules for organizing the educational process on credit technology of education, Charter and other regulatory legal acts of NPJSC “Kazakh National Research Technical University named after K.I. Satpayev” (hereinafter - University), as well as the given Regulations on the adviser (hereinafter - Regulations).

1.2 The adviser is appointed by the order of Institute Director for the academic year.

1.3 The work of an adviser is the most important indicator of the professional activity of University teacher and is taken into account when certifying them and concluding or extending an individual employment contract.

1.4 Exemption from the adviser's duties is made by order of Institute Director. Advisers are subordinate and accountable to Department's senior adviser, who regulates their activities and brings to their attention the institute orders. In turn, Department's senior adviser is accountable to Chairperson of Institute's Board of Advisors - Deputy director of Institute. Department head, together with Department's senior adviser, makes recommendations on appointing the advisers of academic groups, monitors and organizes assistance to advisers in solving the current issues.

1.5 Directorates of Institutes coordinate and control the activities of the advisers together with Registrar's Office. They provide methodological and organizational assistance to Institutes' senior advisor, as well as the advisor of academic groups.

1.6 Public organizations of University, through Student Affairs Department, maintain close contact with the advisors of academic groups, inform them about events held at University and the city.

2 GOALS AND OBJECTIVES OF ADVISERS' ACTIVITIES

2.1 The main purpose of advisers' activity is to assist in choosing the learning trajectory (formation of an individual curriculum) of the student and mastering the degree program during the study period.

2.2 Adviser's main task is to provide academic support, organize educational work in the study group, form self-government and involve students in the social and creative life of University, promote professional self-determination and professional adaptation of students at University, as well as the formation of an active civic position among students and responsibility for executing the training contract.

3 FUNCTIONAL RESPONSIBILITIES OF THE ADVISER

3.1 Drawing up the work plan providing for collective and individual meetings with students assigned to it on issues of activity established by the given Regulations and current regulatory and instructional documents, as well as on organizing the educational process within the framework of credit technology training.

3.2 Assistance to the student in forming the individual curriculum (IC).

3.3 Tracking the progress and attendance of classes assigned to it by students, working in a team with Institute directorate and the staff of Registrar's Office with the provision of a monthly documentary report.

3.4 Regular receipt of information about the situation and behavior of students living in the dormitory, assistance in solving the social problems.

3.5 Assistance to the student group's assets in organizational work, assistance in attracting the students to research work and evolving various forms of student self-government.

3.6 Providing a report on their work for the semester and academic year at department meetings.

3.7 Conducting the consulting work with students on:

- familiarizing the students with the rules related to organizing the educational process within the framework of the credit technology of education;
- familiarization with standard and working curricula and a catalog of elective subjects, requirements for compiling a list of disciplines of the mandatory component and the elective component, prerequisites and post-prerequisites of the courses;
- explaining the basics of functioning and implementing the credit technology of training, defining the credits as a unified assessment of the accounting of labor costs and ways of mastering them;
- explaining University's internal Rules;
- familiarization with the Code of Academic Integrity, etc.

3.8 Conducting the educational work with students assigned to them on academic performance, discipline and attendance.

Control of discipline and attendance of classes includes informing the student by e-mail, and in case of his absence in writing to the postal address of residence specified in the Contract on skipping classes and the need to provide them with documents confirming a valid reason for skipping classes, as well as responsibility for skipping classes without valid reasons and the consequences of academic debt.

3.9 Conducting the educational work with students assigned to them on issues of financial debt, monitoring timely payment for tuition, informing the student by e-mail, and in case of his absence in writing at the postal address of residence specified in the Contract, about the presence of arrears of tuition or accommodation in the hostel.

3.10 Timely informing the department head, the faculty management, parents (relatives) of students on academic performance and financial debt.

3.11 Timely collection and provision to University Administration of social information about students, including the contact details, e-mail address, postal address of residence and Individual identification number (IIN) of the student.

3.12 Inform and collect relevant information to students.

3.13 To involve students in the social life of the department, institute and university.

3.14 Timely inform parents (relatives), department head, teaching staff about the educational and non-university activities of students.

3.15 Adviser is required to keep the following documentation:

- Advisor's diary (Appendix A);
- educational work plan;
- reports: midterm, final control in all disciplines.

4 RIGHTS

Adviser has the right to:

4.1 check compliance with the rules for conducting current, midterm and final control in all disciplines;

4.2 participate in the discussion of all issues related to both the group as a whole and individual students;

4.3 participate in the work of commissions (councils) to consider the issues of academic performance and academic status of students;

4.4 make suggestions for improving the academic and extracurricular activities, living conditions in the hostel;

4.5 require departments to receive full information on the number of elective subjects and their descriptions in a timely manner in order to provide students;

4.6 represent students for encouragement;

4.7 attend lectures, seminars, practical and other classes held in his advisory group by prior agreement with the teachers.

5 RESPONSIBILITIES

Adviser is responsible for:

5.1 timely registration of the student for the disciplines of the future academic period (early registration);

5.2 advisory support for the adjustment of IC and the schedule during the Add/Drop period;

5.3 informing the student about the timing and process of scheduling classes;

5.4 implementation of the student's individual curriculum;

5.5 violation of Internal Rules of University by the students of the group, for non-fulfillment or improper execution of Director's orders of Registrar's Office,

senior adviser of Department, in accordance with the procedure established by labor legislation;

5.6 causing damage to University or participants in the educational process in the performance (non-performance) of their official duties, in accordance with the procedure established by labor legislation;

5.7 informing the student on the main academic issues (amendments to the internal regulatory documents of University concerning the educational process; the presence of financial debt; ensuring the student's attendance at the structural units of University, if necessary; organization of the winter module and summer semester, etc.) and familiarization with internal regulatory documents (CTL Rules, Regulations on bachelor's degree programs, Code of Academic Ethics integrity, Regulations on organizing and conducting the examination session, Academic calendar, etc.).

Appendix A

Diary of Adviser

Full name of Adviser _____
 Position, department _____
 Contact details _____

Year of study _____
 Group _____
 Code and name of DP _____

№	Full name of the student	Language of instruction	Source of financing Grant/agreement/ 3-sided	Student's contact details		Parents' contact details		Signature of the student
				Mobile number	E - mail	Full name	Tel., E – mail, address	

Appendix B

Sheet of familiarization with Regulations on the adviser

Full name	Position	Date	Signature

REGISTRATION SHEET ON CHANGES TO*(document designation)*

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position

Approved by Board's decision dated «_19_»_09_2024. №_13_