

Alikhan Bokeikhan University		
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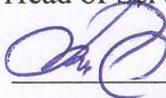
**POSITION  
ABOUT THE ORGANIZATION OF THE  
ADVISER'S WORK**

**P.12.01/2022**

**Semey 2022**

1 DESIGNED

Head of Service Registrar's Office

 Kudaibergenov M.K. «10» 01 2022 y

2 RECOMMENDED

Educational and Methodological Council for intrauniversity use

Protokol № «3» 13 января 2022 y

3 APPROVED

Rector  Sh.A. Kurmanbayeva



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## **1 AREA OF USE**

This Regulation governs the organization of the work of advisors (Advisors) of Alikhan Bokeikhan University.

## **2. REGULATORY REFERENCES**

This regulation has been developed and establishes procedures in accordance with the requirements and recommendations of the following documents: State obligatory standard of higher and postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2.

"Rules for organizing the educational process on credit technology of education", approved by the Ministry of Education and Science of the Republic of Kazakhstan with additions and changes dated April 20, 2011 No. 152

## **3. GENERAL PROVISIONS**

Advisor - a teacher who acts as an academic mentor for a student in a relevant educational program, assisting in choosing a learning path (forming an individual curriculum) and mastering an educational program during the period of study. Registration of students for the study of disciplines and (or) modules (Enrollment / Inraulment) is organized by the Service Office of the Registrar. At the same time, an adviser (Advisor) is involved in carrying out organizational, methodological and consulting work.

The adviser is appointed from among the teaching staff. The advisor must have the necessary scientific outlook in the field of special disciplines included in the student's IEP.

The adviser must coordinate his actions with the head of the department, the dean of the faculty, with the postgraduate education department, with the Registrar's Office Service, guided by the rules of corporate and professional ethics.

## **4. MAIN OBJECTIVES OF THE ADVISER**

Assistance in choosing a learning path (formation of an individual curriculum) for the student and mastering the educational program during the period of study. Representing the academic interests of students.

## **5. FUNCTIONAL RESPONSIBILITIES OF THE ADVISER**

Holding meetings with 1st year students during the adaptation week to explain the features of the credit technology of education and the methodology for calculating the weighted average grade (GPA), as well as to familiarize students with the curriculum for mastering the educational program and the catalog of elective disciplines. Organization of the presentation of elective courses of the educational program for students with the participation of the faculty of the department.

Control over the timely electronic registration of students for selected elective disciplines.

Assistance to students in the formation of individual plans (IEP).

If necessary, assistance in making changes to the student's individual curricula.

Work with students who have academic debts, restored or transferred.

Organization of work on the transfer of mastered disciplines of formal and non-formal education.

Monitoring the progress of students assigned to him.

Providing assistance to assigned students in case of violation of their academic interests.

Providing methodological and consulting assistance to students throughout the academic year.

## **6. ADVISORY RIGHTS**

To take part in the work of all collegiate bodies when considering the issues of the formation of educational programs and the educational trajectory of students.

Receive the necessary information from the Registrar's Office Service about the progress of the students assigned to it

Receive educational and methodological documentation from the structural divisions of the university within its competence.

## **7. CONCLUSION**

Issues not regulated by these Regulations are regulated in accordance with the current legislation of the Republic of Kazakhstan and the regulatory documents of Alikhan Bokeikhan University.

The work of an adviser is the most important indicator of the activity of a university teacher and is taken into account when passing through the competition for vacant teaching staff positions.





