

APPROVED by the
Decision of the
Board of the Astana Medical
University NCJSC



minute No. *19*

dated *September* « *13* », 2024

REGULATION ON

ABOUT THE CURATORS

ПJI-MYA-46-24

Astana city

PREFACE

- 1. DEVELOPED BY:** Center for Social and Educational Work
- 2. DEVELOPER:** Z.N. Shaimerdenova, Head of Center for Social and Educational Work
- 3. IMPLEMENTED BY:** Center for Social and Educational Work
- 4. APPROVED:** Minute No. _____, from _____ « _____ », 2024
- 5. EFFECTIVE:** _____ « _____ », 2024
- 6. AGREED BY:**

V.V. Koikov, Vice-Rector, Member of the Board
A.B. Zhunussova, Vice-Rector, Member of the Board
M.A. Gazaliyeva, Vice-Rector, Member of the Board
D.D. Saidangazin, Vice-Rector, Member of the Board
B.I. Maradzhapov, Financial Director, Member of the Board
N.N. Makhanbayeva, Executive Director, Member of the Board
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A.K. Mukhambetova, Head of Department of Legal Support
K.K. Assylayeva, Head of the Center for Quality Assurance
G.A. Mamazhanov, Head of the Department of Planning and Economic Analysis
Z.N. Shaimerdenova, Head of Center for Social and Educational Work
A. Burkutov, Student Rector
- 7. REVISION FREQUENCY:** on demand

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1. General Provisions

1. The organization of the work of curators of educational work at the University is to develop and improve the areas of educational work that contribute to the formation of a free, physically healthy, spiritually rich, moral personality of students, as well as to strengthen the academic discipline at the Astana Medical University NCJSC (hereinafter - the University). The organization of the curators' work is carried out in accordance with the plan of educational work of the Center for Social and Educational Work (hereinafter – the Center), the Charter of the University, as well as this Regulation.

2. The senior curator is appointed the curator who took the first place according to the results of the rating of the previous academic year. Due to the introduction of the rating system, for the 2024-2025 academic year, the senior curator is appointed by order of the Vice-Rector for Curation.

3. Candidates for curatorship are selected on a competitive basis by the Commission on the recommendation of the Heads of Chairs and deans of schools, in accordance with the selection criteria (Appendix No. 1), from among the teaching staff for 1 academic year. The list of curators is approved by the order of the Vice-Rector for Curation. Curators of academic groups are part of the educational process management system at the University.

4. Group supervision is established for foreign students and 1st and 2nd year students.

5. The number of curated groups should not exceed 2 groups.

6. The curators work directly and are accountable to the Center and the Senior curator. The Center provides constant guidance to the curators and monitors their work.

7. The work of the curator is an integral part of pedagogical activity and is included in the individual work plan of the teacher.

8. The curator is the coordinator between the students and the University management, helping to bring the tasks, norms, values and rules adopted at the University to the students.

9. The curator is responsible for the correct choice of forms and methods, the optimal use of pedagogical techniques in working with students.

10. The curator periodically reports on the work done to the Center.

11. The release from the duties of the curator of the academic group is carried out by the order of the supervising vice-rector on the recommendation of the head of the Center, indicating the reasons.

2. The main part

12. The content of the curator's work:

1) The curator should pay attention to the observance of the ethical principles of his activity: respect for the dignity of all subjects of the educational process; assistance to the development of student initiatives; strengthening relations between teachers and students based on the pedagogy of cooperation; constructiveness in communication, compliance with ethical standards, confidentiality of personal data of students; organization, responsibility, discipline, responsible approach to fulfilling their obligations; tolerance to the opinions of other people, consideration of their interests; formation of an individual approach taking into account the abilities and capabilities of each student.

2) To improve the effectiveness of the work, the curator should use the following activities: curatorial hours, conversations; analysis of attendance and academic performance of students;

3) establishing communication with parents / legal representatives of students; assistance in solving issues of student self-government; organizing students to participate in creative, cultural,



mass and sports events, etc.; involving students in socially useful, volunteer movements and events.

4) The main activities for the adaptation of 1st year students organized by the curator in the first week of the academic year at the University: ensuring the participation of groups in celebrations dedicated to the beginning of the academic year and Knowledge Day; participation in organizational meetings during the adaptation week, at which students are introduced to the University administration, the Dean's office of the School, the management of the Students and Employees Service Center, Library, Center for Social and Educational Work, with teachers leading classes in a group; with a study schedule; with a curriculum.

5) Introduces the Charter of the University, Academic Policy, the code of academic integrity, the code of ethics of students, the rules of internal regulations at the University; activities and opportunities (student government, student council, scholarship); teach to take life seriously and responsibly, take care of the material values transferred to them for use. After reviewing the internal regulatory documents of the University, collect signatures of students in the familiarization sheet; conducting educational work with students of the supervised group, organizing guided tours of the University buildings by the curator; drawing up a social map of the group, monitoring the receipt of social assistance by the category of persons to whom it is intended; monitoring the microclimate in the group.

3. Tasks of the senior curator

13. The activities of the senior curator include:

- 1) development and implementation of plans and other curatorial activities;
- 2) report on the status of curatorial work of each semester;
- 3) to recommend methodological developments for publication to help the curators of student groups engaged in educational work.

4. Senior Curator's rights:

- 1) To involve teachers and staff of the university for educational activities;
- 2) initiate educational and sports events;
- 3) to present candidates of students in the organization of self-government together with the curators;
- 4) receive organizational, methodological and technical assistance from the Center for the Education of Students.

5. Responsibilities of the Senior Curator:

- 1) Carries out work in accordance with the plan of the Center;
- 2) recommends for publication methodological developments to help the curators of student groups engaged in educational work;
- 3) coordinates and controls the work of curators of academic groups, their implementation of the educational work plan;
- 4) supervises the supervision of the curators of the established documentation;
- 5) accepts the curators' progress report, analyzes and submits this information to the Center;
- 6) draws up a schedule and organizes meetings of the Center with curators;
- 7) monitors the work of the curators of the groups in accordance with the evaluation criteria;
- 8) provides communication between the Center and the curators of the groups for the implementation of educational activities;



9) offers initiatives of curators to the Center for the organization of educational and sports events;

10) assists the Center in the implementation of the University's strategy through cultural, sports and other events;

11) brings to the attention of the curators the information received from the management regarding educational work;

12) receives organizational, methodological and technical assistance from the Center for Educational Work.

6. Curator's rights:

1) Make suggestions to the senior curator, to Schools, to the Center for cultural and leisure needs of students of the supervised group;

2) to monitor the academic performance of students in the supervised group;

3) to recommend a candidate to Schools, to the Center with a proposal for encouragement for academic success, scientific work and social activities of students of the supervised group;

4) get the necessary information about students;

5) interact with all departments, the Center, the senior curator, Schools, parents and legal representatives of students;

6) attend classes in a group by prior agreement with the teacher leading the class;

7) to participate in the work of all public organizations when considering issues related to students of supervised groups;

8) if necessary, take part in a meeting of the disciplinary council concerning students of supervised groups;

9) within the framework of their powers to protect and support the interests of students from socially vulnerable groups of the supervised group;

10) request student data for work;

11) to use pedagogical experience in order to obtain the necessary information about each individual of the student group, to involve a psychologist of the Center to resolve conflict issues;

12) to monitor, evaluate the progress of the group and provide timely reports, have access to the Platonus AIS.

7. Duties of the curator:

1) to draw up a plan of educational work of the supervised group for the academic year (Appendix 2);

2) create a social map of the group's students;

3) to maintain constant communication with parents (legal representatives) of underage students and their family members, teachers, methodologists of the hostel;

4) to involve students with their consent to participate in military-patriotic, sports, moral, cultural and other events;

5) monitor students' compliance with the University Charter, the Student Code of Ethics and internal regulations;

6) to execute the established documentation in a timely and high-quality manner;

7) to acquaint students with the internal regulations of the University, Academic Policy, Charter and organizational structures of the University;

8) submit a written report on educational work to the senior curator at the end of each month and academic semester, according to the scheme (Appendix 3);



academic performance of the group's students (interest in learning, abilities, academic performance dynamics over the year);
curated work (meetings, talks, events, curatorial hours, individual work);
analysis of the work carried out;
work with parents (whether they were conducted, whether they gave results, etc.).

8. Tasks of the curator

1) Fill in and constantly update the student's social card (Appendix 4) and the following information:

general information about the group: quantitative, gender and age composition of the group; social characteristics of the group (urban / rural, low-income, etc.);

sociometric and psychological characteristics of the group (communication in a team, communication group, student interests, level of responsibility, activity, etc.);

information about the participation of the group's students in sports, social, creative and other events of various levels;

2) contribute to the formation of a cohesive team;

3) to assist students of the supervised group in adapting and observing the established rules at the University;

4) to promote the active participation of the group's students in the sports and cultural life of the University;

5) to be interested in the leisure and everyday life of the students of the supervised group, to promote various activities in the group;

6) to conduct individual work with students of the group who are prone to violating academic discipline and ethical standards. Notify the School and the Center about the facts of violations;

7) conduct weekly curatorial hours;

8) to educate students in awareness, moral responsibility, and humanism;

9) to participate in the selection of a candidate for the head of the group, to assist the head in the performance of duties;

10) participate in solving issues related to providing social and financial assistance to those in need, providing places in the hostel;

11) to carry out systematic monitoring of students' attendance and academic performance, to identify the causes of a decrease in academic and social activity, and skipping classes;

12) conduct conversations about preventing students from posting negative information discrediting the image of the University, the status of teachers, students;

13) monitor the compliance of the group's students with the internal regulations;

14) to assist in solving everyday problems of the group's students;

15) analyze the results of the current and interim assessment;

16) conducting events dedicated to collective communication, cohesion and the development of students' trust in each other;

17) assistance in the rational organization of students' independent work;

18) to organize meetings with the district inspector in order to prevent negative phenomena;

19) to carry out work on the formation of values of social harmony and national unity, prevention of counteraction to terrorism and extremism;

20) to familiarize and monitor compliance with the University's Academic Integrity Policy;

21) to familiarize and monitor compliance with the University's anti-corruption policy;

22) to familiarize and monitor students' compliance with the ethical code of the University students;



23) to familiarize with the Regulations on the Disciplinary Council, as far as responsibility for violations of the Code of Ethics and the Code of Academic integrity of students is concerned.

9. Responsibility of the senior curator and the curator of the group:

1) non-fulfillment or improper fulfillment of obligations provided for by the University's Charter, the University's Code of Corporate Culture and Ethics, the University's internal labor regulations, collective and labor agreements, current legal and internal regulatory acts, an employment contract and job description;

2) poor-quality and untimely performance of the functions assigned to it;

3) low performance discipline;

4) poor-quality work and erroneous actions, as well as inaction and non-acceptance of decisions that fall within the scope of duties and competence of the senior curator and the curator of the group provided for by internal regulations of the University;

5) violation of official ethics;

6) violation of the rights and academic freedoms of University employees and students;

7) violation of safety regulations;

8) any other violations committed in the course of performing official duties pursuant to applicable legislation of the Republic of Kazakhstan;

10. The main criteria for evaluating the work of the group's curators:

1) the sequence of curatorial hours in the group and their relevance to the main areas of educational work of the University;

2) the number of students who passed the tests and exams on time in the semester;

3) the number of students in groups involved in socially significant projects;

4) the number of students in the group participating in sports competitions, creative contests, volunteer activities, and social events;

5) the quality of the curator's work folder (completeness of documents);

6) preventive work to prevent offenses and cases of consideration of students studying at the disciplinary council;

7) preventive work to prevent students from posting negative information discrediting the image of the University, the status of teachers, students;

8) academic work (group performance);

9) extracurricular activities: conducting extracurricular group activities; social activity of students; team cohesion;

10) the content and level of curatorial hours;

11) The award of points to curators is carried out according to the criteria for evaluating the work of curators in points (Appendix 5).

11. Organization of the work of the curator of the group:

1) He works in the areas of educational work of the Center. According to the work plan, events are organized in coordination with the Center and the senior curator, university-wide methodological seminars on the main areas of educational work; master classes, thematic and educational classes;

2) organization of curatorial hours. Curatorial hours should be conducted in the specified directions:

familiarization of students with the rules of internal regulations in libraries, museums, academic buildings, dormitories, rules of academic mobility; informing about sports and



creative circles; providing information about student clubs; meeting with a psychologist; going on an excursion to nature;

carrying out preventive work with the involvement of specialists: prevention of drug addiction, tobacco smoking, alcoholism and ludomania; on AIDS, vaccines, etc.; with law enforcement specialists; with specialists of the Department of Religious Affairs.

3) publishes a list of events held on social networks and provides information about the implementation.

12. Payment for curation:

1) To summarize and determine the rating of the curators' work, a commission of at least 9 people is created at the end of the academic year, chaired by the supervising vice-rector (hereinafter referred to as the Commission). The Commission consists of Deans of Schools, Heads of Chairs, representatives of the Center, student government, senior curator and current curators. Based on the decision of the commission, the final rating is approved by the order of the Vice-Rector for Supervision.

2) Payment to the curators of academic groups is carried out within the limits of the amounts stipulated in the Development Plan.

3) On the recommendation of the Commission, the curator may be thanked by the Rector of the University for his excellent work.

13. Revision, modification, storage and distribution

1) Revision, modification, storage and distribution of this University Code are carried out on the basis of a memo addressed to the Chairman of the Board – Rector in accordance with the requirements of the University Standard "Documentation Management" (CY-MYA-02).

2) The original document is registered in the department responsible for the registration of internal regulatory documents of the University.

3) A scanned version of the instruction is posted on the University's website in the "Employees" section.



Criteria for selecting curators

Curators can be selected by persons who have expressed a desire and meet the following criteria:

- having higher medical or pedagogical education, experience in teaching and educational work; teaching experience of at least 1 year;

- having communicative skills of interaction with all participants of the educational process. Important qualities of curators are effective communication with students and the ability to listen to their needs. Curators should be accessible and responsive, ready to help students solve problems and discuss issues, including academic difficulties and personal issues, and be able to adapt to various circumstances;

- having high ethical principles, demonstrating respect for the dignity of all students, respecting the confidentiality of information about students;

- having leadership qualities. the ability to organize the educational process. take responsibility for their activities and make informed decisions;

- according to the results of the last academic year. they showed good results in curatorial work and took 2nd to 50th place in the rating of the evaluation of the work of curators.



Appendix 2

The form "Work plan of the
curator of the academic group
Astana Medical University NCJSC

**The work plan of the
curator of the academic group
for _____ 20____**

Number of Group

Major

Curator's full name, title, chair

Ser. No.	Event held	Dates of the event	Responsible persons	Form of execution	Note
1	2	3	4	5	6

Curator

Full name

(signature)

« _____ », 2024



Appendix 3

The form Report of the completed works of the
curator of the academic group
Astana Medical University NCJSC

The report of the completed works of the
curator of the academic group
for 20

Number of Group

Major

Curator's full name, title, chair

Se r. No	Event held	Date of the event	Location of the event	The number of students present at the event	Note (supporting documents)
1	2	3	4	5	6

Curator

Full name

(signature)

« », 2024



Criteria for evaluating curators in points

Full name of the curator

Chair

Title

No.	Evaluation criteria	Maximum score in points	Average score
1.	Familiarization of students with the internal regulations. Academic policy, the Charter and organizational structures of the University, the Ethical Code of Students, etc.;	For familiarization and clarification of internal regulatory documents of the University: +50 points	
2.	Academic work (group performance) – monitoring the attendance and academic performance of students; – analysis of the results of the examination session	No one was expelled during the academic year: +50 points	
1.	Preventive work to prevent the placement of negative information in the media and social networks that damage the image of the University.	The absence of negative information in the media and social networks that damage the image of the University: +50 points	
2.	Participation of students in sports life, in creative contests and Olympiads: 1. speaking at competitions, contests and Olympiads for the University 2. participation in mass sports events	At city competitions: 1st place: +50 points 2nd place: +40 points 3rd place: +30 points At the republican competitions: 1st place: +70 points 2nd place: +60 points 3rd place: +50 points At international competitions: 1st place: +100 points	



		2nd place: +90 points 3rd place: +80 points Student's participation in the event: +10 points Participation in the event: +10 points (for each event)	
3.	Participation in cultural, mass and social life: – participation in city events; – conducting excursions, visiting concerts, exhibitions, museums, theaters;		
4.	Carrying out preventive measures (prevention of drug addiction, substance abuse, alcoholism, ludomania), promotion of healthy lifestyle	+10 points (for each event)	
5.	Prevention of extremism and control of students' involvement in religious movements prohibited in the territory of the Republic of Kazakhstan	+10 points (for each event)	
6.	Communication with the parents of students	With the successful solution of topical issues in the educational process: +10 points	
7.	Prepare a report on educational work at the end of each month and academic semester (Appendix 3)	Events posted on the University's website: +50 points Event at the department level: +30 points	
8.	The presence of students with offenses and the number of cases considered by the Disciplinary Council	If the study groups did not receive disciplinary penalties: +50 points For each disciplinary action of a student, depending on the category of misconduct: Category A: minus 10 points Category B: minus 30 points Category C: minus 50 points	
9.	The sequence of curatorial hours in the group and their compliance with the curator's educational work plan	Full compliance with the plan: +50 points Conducted without compliance with the plan: +10 points	
10.	The content and level of curatorial hours. The teacher conducts curatorial classes in an interesting way, uses various forms of work that give students the opportunity to express their ideas and opinions (meetings, discussions, debates, individual work).	+20 points (for each event)	



11.	The curator informs his group in a timely manner about the important events received from the Center	Timely information and participation in the event: +30 points	
12.	Completeness of the design of the submitted materials (paper and electronic versions, photo and video reports)	Paper and electronic versions with photo and video report: +50 points Paper and electronic versions without photo or video report: +20 points	
13.	Number of curatorial hours spent (per month)	1 time: +10 points 2 times: +20 points 3-5 times: +30 points More than 6 times: +40 points	
14.	Timely provision of the plan and reports	The plan and report were provided on time: +50 points The plan and report were not provided on time: 0 points	
15.	Commission evaluation of the curator's work results (work in working groups) from among the curators	+20 points	



Approval sheet

No.	Title	Full name	Approval date	Signature
1.	Vice-Rector, Member of the Board	A.B. Zhunussova		
2.	Vice-Rector, Member of the Board	M.A. Gazaliyeva		
3.	Vice-Rector, Member of the Board	V.V. Koikov		
4.	Vice-Rector, Member of the Board	D.D. Saidangazin		
5.	Financial Director, Member of the Board;	B.I. Maradzhapov		
6.	Executive Director, Member of the Board	N.N. Makhanbayeva		
7.	Head of Department of Legal Support	A.K. Mukhambetova		
8.	Head of the Quality Assurance Center	K.K. Assylayeva		
9.	Head of the Department of Planning and Economic Analysis	G.A Mamazhanov		
10.	Head of Center for Social and Educational Work	Z.N. Shaimerdenova		
11.				



Change Registration Sheet

Ser. No.	Sheet (page) numbers				Total sheets	Number of section, subsection, paragraph of the standard to which the changes relate	Signature of the person who made the changes	Date of change
	Modified	Replaced	New	Canceled				
1.								
2.								
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Acknowledgement sheet

Ser. No.	Title	Full name	Дата	Signature
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