

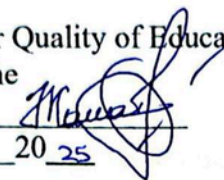
MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE  
KYRGYZ REPUBLIC

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER SATKYNBAI TENTISHEV

**AGREED**

Vice-Rector for Quality of Education and  
Labor Discipline

Edigeev Zh.A.

  
"30" 10 20 25

**APPROVED**

by the decision of  
the Academic Council of AIU  
Protocol № 2

dated 30 10 20 25

Rector of AIU named after S. Tentishev  
Honored Doctor of the Kyrgyz Republic,  
Doctor of Medical Sciences, Professor  
Selpiev T.T.



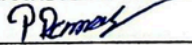
**QUALITY MANAGEMENT SYSTEM**

**REGULATION ON CURATORS-ADVISERS**

**QMS – EW – 1 – 2025**


**AGREED**

Vice-Rector for Educational Work

Mishra Prashant Ranjan 

"30" 10 20 25

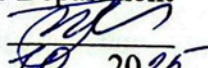
Dean of faculties

Matisakov A.K. 

"30" 10 20 25

**COMPILED BY**

QMS Specialist at the Quality of Education  
and Labor Discipline Department

Karagulova M.Sh. 

"30" 10 20 25

Kant – 2025

## **1. General provisions**

1.1. This Regulation determines goals, objectives, organization and content of activity of curators-advisers of academic groups in the Asian International University named after Satkynbay Tentishev (hereinafter – AIU).

1.2. Curator-adviser activity is a component part of educational, academic and social work of the University and is directed to creation of conditions for formation of a harmoniously developed personality of a future specialist.

1.3. In their activity curators-advisers are guided by the following documents:

- Constitution of the Kyrgyz Republic;
- Law of the Kyrgyz Republic “On Education”;
- Charter of AIU named after S. Tentishev;
- Quality policy of AIU;
- Ethical Code of teachers and employees of AIU;
- Ethical Code of students of AIU;
- Rules of internal regulations and academic discipline;
- Regulation on dress code of employees, teaching staff and students of AIU;
- orders and распоряжения of dean’s offices and profile subdivisions concerning the educational process and educational work;
- and other normative legal documents and regulations regulating academic and educational processes in AIU.

1.4. Appointment of curators-advisers of academic groups is carried out by order of the Rector on submission of the dean’s office.

1.5. Curators-advisers are appointed from among teachers of departments of the University possessing high level of professionalism, pedagogical tact, communicability and responsibility.

## **2. Goals and objectives of activity of curator-adviser**

2.1. Goal - assistance to formation in students of professional, civic and moral qualities, social responsibility, culture of behavior and active life position.

2.2. Main objectives of curator-adviser:

- adaptation of students to conditions of study in the University;
- support of students in the educational process (academic consulting, assistance in choice of elective disciplines and planning of own trajectory of study);
- formation of a cohesive and responsible student collective;
- education of respectful attitude to the chosen profession and ideological values of AIU;
- coordination of educational and enlightenment work in the group;
- assistance to development of leadership qualities and self-government of students;
- prevention of offenses, absences of classes and poor academic performance;
- interaction with parents and social services if necessary;
- provision of assistance to students in solving academic, everyday and personal issues.

## **3. Organization of activity of curator-adviser**

3.1. Curator-adviser is appointed for a period of one academic year with possibility of extension.

3.2. Curator-adviser is accountable to the Dean of the faculty and Vice-Rector for educational work.

3.3. Coordination of activity of curators-advisers is carried out by the dean's office and EQLD department.

3.4. Curator-adviser develops a work plan for the academic year including educational, cultural, academic and preventive events on the basis of:

- work plan of the Vice-Rector for educational work;
- work plan of the dean's office;
- work plan of EQLDD (items: control of labor discipline, anti-corruption activity, anti-terrorist security)

3.5. Curator-adviser participates in meetings of the department, meetings of curators-advisers and events of the faculty directed to ensuring academic discipline, educational activity and improvement of quality of education.

3.6. Curator-adviser monthly conducts curator hours with students with subsequent protocol drawing up.

3.7. Curator-adviser maintains a curator folder where information about students, work plan, protocols, reports on conducted events and on results of work are reflected.

#### **4. Main directions of activity of curator-adviser**

4.1. Adaptation work:

- familiarization of students
- with educational and social environment of the University;
- conducting orientation meetings and trainings;
- assistance in formation of positive microclimate in the group.

4.2. Academic support:

- consulting students on issues of the educational process, academic policy;
- assistance in choice of elective disciplines, student scientific circles and etc. and planning of individual educational trajectory;
- interaction with teachers and educational-methodological unit on issues of academic support of students.

4.3. Educational and cultural-enlightenment work:

- formation of skills of continuous education and professional motivation;
- conducting events devoted to spiritual-moral and cultural values, patriotic education.

4.4. Social-psychological support:

- identification of students needing special attention and assistance;
- interaction with psychologist;
- conducting individual conversations and preventive meetings.

4.5. Work with parents (legal representatives):

- informing about results of study, attendance and behavior of students;
- conducting meetings with parents (in person or online) if necessary;

#### **5. Rights and duties of curator-adviser**

5.1. Rights of curator-adviser:

- to receive necessary information about students of his group;
- to make proposals on improvement of educational and воспитательный processes;
- to participate in meetings concerning educational-educational activity;
- to receive methodological and organizational support from management of AIU;

- to participate in development and adjustment of educational-educational programs and events;
- to recommend students for encouragement for active participation in academic, scientific, cultural and social life;
- to propose candidacies of students for placement of photographs on the Board of Honor in the University. Nomination of candidacies is carried out taking into account academic success, participation in scientific, cultural, sports and social activity, as well as manifested leadership and civic qualities of students;
- to request information and documents necessary for support of students (with observance of confidentiality);
- to participate in evaluation and monitoring of academic performance and attendance of students;
- to represent interests of students at faculty, University and methodological meetings;
- to propose improvements on organization of the educational process and educational work;
- to receive consultations and methodological support from senior curator-adviser and administration of the University;
- to participate in planning and implementation of events on adaptation of students and prevention of problems of educational and social sphere.

#### 5.2. Duties of curator-adviser:

- to conduct monthly curator hours with protocol drawing up;
- to acquaint students with mission, values, ideology of AIU and normative-legal basis of organization of the educational process;
- to participate in preventive and educational events directed to formation of responsibility, discipline and socially significant skills in students;
- to interact with teachers, dean's office, psychologist and social pedagogue for coordination of educational and educational work;
- to support initiatives of students in educational, scientific, cultural and social activity;
- to assist adaptation of students to conditions of study and development of personal and professional competencies;
- to systematically conduct curator-adviser work;
- to know social composition of the group and features of students;
- to assist solution of academic and social problems of students;
- to present reports on the carried out work within established periods;
- to observe ethical norms and confidentiality of personal data;
- in case of emergence of difficulties requiring additional intervention (issues of migration registration, visa support, conflict situations, problems with accommodation and others), curators immediately inform and direct an appeal to the International Relations Department of the University;
- curator accompanies the student, provides him with informational and organizational support, ensures interaction with corresponding services and reports about the situation to the dean's office and management of the University;
- if the specified actions are performed within the limits of established working time, his daily (average) wage is preserved for him;

- if accompaniment and other actions are carried out in non-working time, compensation is provided to the curator in accordance with labor legislation and local normative acts of the University;
- in both cases the fact of call and execution of official duties is formalized by a service note and is confirmed by a document (summons, certificate, telephone message, report and etc.).

## **6. Documentation of curator-adviser**

### **6.1. Main documents:**

- curator folder;
- plan of curator-adviser work;
- report on the carried out work;
- protocols of meetings and events.

6.2. Forms of documentation of curators-advisers, terms of their submission for approval and procedure of checking are established by the dean's office of the faculty.

## **7. Interaction of curator-adviser with subdivisions of the University**

7.1. Curator-adviser interacts with the dean's office, departments, Educational and Methodological Department, EQLDD, psychologist, head of dormitory, department of system and software support, student personnel department and other subdivisions of the University. Such interaction is directed to coordination of the educational process, organization of educational work, conducting preventive and adaptation events, as well as to ensuring social, psychological and legal support of students, creation of favorable academic and educational climate in the group and in the University as a whole.

7.2. Interaction is carried out on the principles of partnership, trust and unity of educational and educational goals.

7.3. If necessary curator-adviser directs appeals to corresponding subdivisions for solving problems of students.

## **8. Senior curator-adviser: functions and responsibility**

8.1. For coordination of curator-adviser activity at the department a senior curator-adviser is appointed.

8.2. Senior curator-adviser is appointed by order of the Rector on submission of the Dean.

8.3. Senior curator-adviser reports on the state and results of educational work of the department at meetings of the Academic Council of AIU.

### **8.4. Functions of senior curator-adviser:**

- methodological guidance of activity of curators-advisers of the department;
- organization of training seminars, meetings and methodological meetings;
- assistance in development of plans and reports of curators-advisers;
- monitoring of execution of plans of educational and academic work;
- analysis of effectiveness of curator-adviser activity;
- preparation of generalized reports and proposals on improvement of work;
- coordination of interaction of curators-advisers with subdivisions of the University;
- participation in development and implementation of programs of spiritual-moral, civic and patriotic education of students.

### **8.5. Rights of senior curator-adviser:**

- to receive information about activity of curators-advisers;

- to make proposals addressed to administration on improvement of curator-adviser system;
- to initiate conducting of meetings and methodological meetings;
- to present best curators-advisers for encouragement;
- to apply to legal department on issues of legal support of students.

8.6. Responsibility of senior curator-adviser:

- for quality of coordination and methodological support of curator-adviser activity;
- for timeliness of preparation and submission of reports;
- for observance of ethical norms and principles of confidentiality.

### **9. Control and evaluation of effectiveness of curator-adviser activity**

9.1. Control is carried out by deans of faculties, Vice-Rector for academic and scientific work, Vice-Rector for educational work and Vice-Rector for EQLD.

9.2. Criteria of effectiveness:

Effectiveness of activity of curators-advisers is evaluated by the following criteria:

- level of academic performance and discipline of students of curator group;
- activity of students in academic, scientific, cultural, sports and social events;
- quality of maintaining and timeliness of submission of reporting documentation;
- feedback of students, teachers and administration of the faculty about work of curator-adviser;
- level of adaptation and cohesion of students of curator group;
- participation of curator-adviser in implementation of educational programs and University initiatives.

9.3. Based on results of work curators-advisers may be encouraged by letters of gratitude, certificates or other forms of stimulation.

### **10. Procedure for storage and introduction of amendments into the Regulation**

10.1. Revision of the Regulation is carried out as necessary, but not less than once every three years. The Regulation may be revised for the purpose of introduction of amendments of operational character:

- in case of change of normative and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
- in case of change of the Charter of AIU, Mission, Strategy of development;
- revision of requirements of educational programs;
- in case of change of organizational structure;
- in case of change of staffing table;
- in case of redistribution of functions between subdivisions and officials;
- within the framework of recommendations based on results of international institutional or program accreditation.

10.2. Introduction of amendments into approved regulations is carried out by their developer by means of development of a new document and its agreement and approval in the established procedure.

10.3. The Regulation enters into force from the moment of its signing by the Rector of AIU.

10.4. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.

10.5. The original of the Regulation is stored in the QMS department at EQLDD.

10.6. Copies of the new Regulation are reproduced by the EQLD department, distribution among corresponding structural subdivisions is assigned to the personnel department, the head of the structural subdivision bears responsibility for familiarization of his employees with the new version of the Regulation, responsibility for replacement of the old Regulation on the AIU website with the new Regulation is borne by the employee of the EQLD department responsible for updating information on the website jointly with the department of system and software support.