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## **METHODOLOGICAL GUIDELINES**

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### **TUTOR OF THE ACADEMIC GROUP**

**KTU MG IV-11-2021**

**Developed by:**

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Effective date 2021.10.04  
(year, month, day)

## 1 Field of application

This Methodological guidelines determines requirements to an activity of the tutors of NLC “Karaganda Technical University” (hereinafter referred to as KTU).

This Methodological guidelines is applied by divisions of KTU, being responsible for an educational process (deans of faculties, departments and academic teaching staff).

This Methodological guidelines is included in the documents of quality management system (QMS).

## 2 Terms, definitions and abbreviations

The following abbreviations are used in this Guide:

KTU – NLC “Karaganda Technical University”;

MG – Methodological guidelines;

DP – documented procedure;

QMR – quality management representative;

CQM&A – Center of Quality Management and Accreditation.

## 3 General provisions

3.1 Educating a comprehensively and harmoniously developed person, who is a combination of spiritual wealth, moral purity, physical perfection is one of the main tasks in forming a personality of the future specialist.

Accomplishing this task is determined by active participation of the entire academic teaching staff in the work of improving a training of the future graduates for a professional activity.

The activity of the tutors of student groups is an integral component of the entire educational system of the university. Their multifaceted work has a decisive impact on formation of the personality of students.

An academic group is a primary student body at the university; it is a center of the formation of civic and professional qualities of the future specialists. The tutor is a teacher, assigned to the student group to assist it in organizing a training and educational work. The tutor is not just responsible for organization and execution of the certain educational activities, but an organizer of the independently acting group, who guides it to accomplish training and educational tasks, reaching the biggest positive impact on each member of the group. Creation of the cohesive team and fulfillment of its effective management is one of the main tasks of the tutor.

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3.2 Assignment of the student groups’ tutors is carried out by an order of the dean of faculty at the beginning of the academic year for an entire period of students studying at the university. The tutors are assigned among teachers of the departments, who have experience in working at the university. The tutor must be a pedagogically educated person, not only know a theory of training and education, but also be able to apply it in practice.

3.3 Replacement of the tutors is made in the groups only in exceptional cases. The tutor is released from duties by order of the dean of the faculty, specifying the reasons.

3.4 Department of the Youth Policy, Research Institute of the Patriotic Education must maintain a close connection with the tutors of the groups, inform them about all events in a timely manner, where the students of this group participate.

3.5 To constantly and systematically perform an educational work, a tutor hour is added in the schedule of lessons by agreement with the tutor.

The tutor’s activity is included in his individual plan as the educational work in an amount of 30 hours per year and plus hours for various activities execution, etc.

3.6 A work of the tutor is represented in his testimonial, issued for participation in the competition or the next re-election to a teaching activity.

#### **4 Structure of the tutor’s work**

4.1 Administrative supervision of the tutors’ work is carried out in the usual way: rector of the university - vice-rector of educational work - dean - deputy dean of the faculty of educational work - head of the department - tutors of the groups.

4.2 Methodological and organizational supervision of the tutors’ work is carried out by the Tutors Council of the university, by means of the deputy dean of the faculty of educational work, who is entrusted with functions of the faculty’s senior tutor.

4.3 The head of the department manages the activity of the tutors and keeps an eye on their work, using various forms for this (listening to reports of the tutors, discussion of their activity at the meetings of the department, methodological seminars of the department, attending events, held by the tutors in the groups, etc.), assists the tutors in their work.

4.4 The head of the department is responsible for the work of teachers, assigned by the tutors.

#### **5 Obligations of the tutor**

The tutor organizes educational, social and cultural life together with the students in the group under the supervision of university administration, deans, deputy deans of the faculties of educational work, heads of the departments, achieving a cohesive, active and organized team, contributing to the formation of specialists with a high level of professional competence, who have good knowledge, erudition and cul-

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ture, citizens, who have active attitude to life, worthy representatives of the intellectuals.

To accomplish these tasks, the tutor must:

5.1 Form active members of the group among responsible, active and initiative students.

5.2 Contribute to successful studying disciplines of the curriculum of educational program by students, educating understanding and exactingness of the students to themselves and their groupmates.

5.3 Develop a plan of the performed activities together with the active members of the group for a term and a year, based on a plan of the educational work with the students and monitor the progress of this plan execution.

5.4 Organize constant monitoring the attendance of classes and current progress of the students to improve quality of knowledge.

5.5 Timely take actions on each fact of breaches of the classroom discipline, being behind an educational schedule without valid excuses, quickly organize a discussion of all breaches in the group, make appropriate recommendations to the department, dean's office.

5.6 Ensure cooperation with the teachers, working in the group, with the dean's office, the Department of the Youth Policy and the Research Institute of the Patriotic Education in the process of educational work.

5.7 Contribute to acquisition of the skill of educational labor by the students, a correct combination of classes with sports, amateur performances, efficient leisure time spending.

5.8 Develop a public activity and an initiative of the students.

5.9 Provide assistance to the students in drawing up personal plans of self-education, self-learning, mental development of the personality.

5.10 Carry out an individual work with the students, study their views, interests, propensities in order to manage the process of professional becoming and development of the socially active personality of future skilled specialist.

5.11 Carry out the individual work with parents of the students; quickly inform them about the attendance of classes and tutor hours, progress, achievements and committed breaches of the Charter of the university.

5.12 Monitor a state of the living conditions of the students, visit a dormitory on a regular basis.

5.13 Form a portfolio of the tutor, which represents the progress and results of the educational work with the group for an entire period of studying.

5.14 Increase his pedagogical level, study and introduce experience of the best tutors into work practices, constantly improve a methodology of the educational work.

5.15 Organize the work of facilitating the participation of students in the events of national importance and impacting on public safety, health and well-being of citizens.

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## **6 Rights of the tutor**

The tutor of the academic group has a right:

6.1 To discuss together with the active members of the group and put the students forward for encouragement for significant academic achievements, public activity, participation in the competitions, the amateur performances, sports and mass work;

6.2 To participate in the discussion of issues of the academic work, job placement, pre-graduation practice, distribution of the students to the places of practice;

6.3 Make proposals of improving the organization of the educational work, the living conditions of the students, training practice and the job placement to leaders of the department, faculty and university;

6.4 To take an active part in solving all problems, related to a life of the student group by the department, the dean’s office, the university administration, the Youth Association of KTU “Zhas Orda”, the Research Institute of the Patriotic Education, the Department of the Youth Policy;

6.5 To assist in the work of committee, dealing with the issues of settling in dormitories;

6.6 To actively participate in drawing up testimonials of the students;

6.7 To make a petition of providing financial assistance to needy students to the dean's office and the Youth Association of KTU “Zhas Orda”;

6.8 To take part in the meetings of student government bodies;

6.9 To convene extraordinary meetings of the group to quickly discuss raised questions;

6.10 To raise questions about the imposition of punishments on the students for breach of the norms of behavior, poor academic progress and other offenses, determined in the university, including expulsion from the university;

6.11 To be present at the educational events in other student groups by agreement with the tutors to exchange experience;

6.12 To use all necessary information about the students, that the dean's office has.

## **7 Agreement and introduction**

7.1 This guide is agreed by a quality management representative, a leader of the Director of the Department of Youth Policy and is drawn up in the “Coordination sheet” (Appendix A).

## **8 Replication and document sending**

Replication and sending this Methodological guidelines must be carried out in accordance with KTU DP II-01.

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## **9 Keeping**

This Methodological guidelines must be kept in accordance with KTU DP II-01.

## **10 Making modifications in the document**

Making modifications in this Methodological guidelines must be carried out in accordance with KTU DP II-01.



## F.04 - 2020

[illegible]



## Appendix B (mandatory)

F.05 - 2020

# Familiarization sheet

[illegible]



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### **List of literature**

- [1] Grazhdanskiy kodeks Respubliki Kazakhstan. Obschaya chast (s izmeneniyami i dopolneniymi po sostoyaniyu na 01.07.2021 g.)
- [2] Zakon Respubliki Kazakhstan «Ob obrazovanii» ot 27 iyulya 2007 goda № 319-III s izmeneniyami i dopolneniymi po sostoyaniyu na 29.06.2021 g.
- [3] Zakon Respubliki Kazakhstan «O nauke» ot 18 fevralya 2011 goda № 407-IV s izmeneniyami i dopolneniymi po sostoyaniyu na 31.03.2021 g.
- [4] Trudovoy kodeks Respubliki Kazakhstan ot 23 noyabrya 2015 goda № 414-V ZRK s izmeneniyami i dopolneniymi po sostoyaniyu na 01.07.2021 g.
- [5] Pravila organizatsii uchebnogo protsessa po kreditnoy tekhnologii obucheniya. Prikaz MON RK ot 20 aprelya 2011 goda № 152 (s izmeneniyami na 12.10.2018g., prikaz №563)
- [6] Tipovyye pravila deyatelnosti organizatsiy, realizuyushchikh obrazovatelnyye programmy vysshego professional'nogo obrazovaniya. Postanovleniye Pravitelstva Respubliki Kazakhstan ot 17 maya 2013 goda № 499 (s izmeneniyami na 09.06.2021 g., prikaz № 282).