

§24 Regulations on advisor

1. General regulations

1. Advisor is a teacher, acting as an academic tutor of the student on corresponding specialty, assisting in selecting the trajectory of education (formation of individual curriculum) and mastering the educational programs in training.
2. The work of an advisor is the most important indicator of the university teacher's activity and taken into account when passing the competition for the vacant positions of the academic teaching staff.
3. Advisor represents the academic interests of students and participates in the preparation of all necessary information materials on the organization of educational process, provides students with them and assists him in the preparation and adjustment of the individual curriculum.
4. Advisor is appointed from the academic teaching staff. The list of advisors is approved by the dean of the faculty.
5. Advisor must possess the necessary scientific outlook in the field of special disciplines included in the student's IEP, maintain relationships with the academic teaching staff, guided by the rules of corporate and professional ethics, creative approach to their work.
6. Advisor conducts organizational-methodological and advisory work for the entire period of training the student.
7. Advisor assists students in forming an individual trajectory of training and mastering the educational program.
8. Advisor assists the student not only in the choice of his educational trajectory, but also in the choice of the trajectory of personal development. At the same time he helps the learner to determine the terms of their extracurricular interests, the choice of forms of social work, inform the student about the available at the University opportunities of realization of creative abilities.
9. Advisor may also assist the student in solving issues of future career, determining the direction of scientific research, choosing the scientific supervisor, the theme of final qualification work, defining the base of professional practice.
10. The student must not be only professionally competent, but also the harmoniously developed specialist. In connection with this, the activity of the advisor should be directed to the formation of the worldview, civil foundations of the student's personality, based on moral values and historical experience of Kazakhstan.
11. Advisor oversees students during the whole training period.
12. It is possible to perform the functions of advisor and curator by a person.

2. The procedure for selecting the educational trajectory of students

13. A student creates independently the individual learning trajectory based on core curriculum on a speciality and the Catalogue of disciplines (modules). The student chooses the required number of compulsory and elective disciplines (modules), which are reflected in the individual educational plan (IEP). After that, working curriculum on a specialty is formed in accordance with the core curriculum on a speciality and individual educational plans of students for the academic year. The student is responsible for constituting the IEP and completeness of the course of study in accordance with the requirements of the working curriculum of a specialty.
14. Individual training plan is carried out under the supervision of advisors for the academic year. The list of advisors is approved by the dean of the faculty and submitted to the Office Registrar. Individual training plan of master and doctorate students is carried out with the participation of their scientific advisors (consultants).
15. Tutor is appointed for those students who apply distance learning technologies for the formation of individual curriculum by the center of distance education.

16. The maximum number of credits included in the IEP of a student must correspond to the number of credits, established by the core curriculum for the current semester and year of study respectively. Students whose training is carried out on contract basis, can form their IEP with fewer subjects than stipulated by the curriculum, and the duration of training is increased.

17. Information about disciplines, including a brief description is contained in the catalog of disciplines (modules), which is brought to the attention of students by the graduate departments and advisors, as well as is placed in the «Univer» system and on the website of the university.

18. The educational methodical complex of disciplines (EMCD) according to working curricula are placed in the «Univer» system not later than 10 working days before the start of the semester in which the subject (module) data are studied. Access to the placement of EMCD after the deadline is closed automatically.

19. The choice of disciplines (modules) must be carried out with the obligatory account of the sequence of studying the subjects. The student can not be registered in the discipline if he did not mastered the prerequisites for the discipline in the previous semester.

20. The head of graduating department and advisors are responsible for the timely informing the students, who have academic failure, about the possibilities of eliminating them in future periods of theoretical training to comply with the prerequisite principles.

21. Сформированный индивидуальный учебный план (ИУП) в 3-х экземплярах подписывается обучающимся и предоставляется эдвайзеру для согласования.

22. Advisor, in the absence of remarks, sign the IEP, coordinates it in the Office Registrar. After the approval of the dean of the Faculty one copy remains with the student, the second copy is transferred to the office registrar by the adviser for using them in the attestation process, and the third is kept by the advisors and serves as the basis for monitoring the implementation of the curriculum by the students. The delivery deadline of IEP to Office Registrar – the 1st week of the semester. IEP of a student is registered under his personal identification number ID.

23. Working curricula are developed by the departments on the basis of the core or model curriculum and individual educational plan of students, approved by the Academic Council of the University, after the recommendation of the Faculty Academic Council and the Scientific Methodological Council of the University.

24. The student has the right to change the IEP during a working curriculum of a specialty prior to theoretical training at the time of registration, specified in the academic calendar or during the orientation week.

25. Students, master and doctorate students, studying in foreign universities on the basis of international educational exchange programs or affiliate programs of Al-Farabi Kazakh National University in the framework of academic mobility may be counted credits, scored by them in the period of studying abroad in the disciplines relevant to the approved curriculum of the University specialty. Graduating department on the basis of syllabus of disciplines sets the equivalency of course content to transfer credits, studied in a foreign university in accordance with the curriculum of Kazakh National University.

4. Rights and obligations of Advisors

The functional obligations of advisors include:

27. Compilation of the work plan, which provides for the collective and individual meetings with the assigned students on the activities, set by the current Regulation and the existing regulatory instructive documents.

28. Assistance the learner in choosing disciplines of the curriculum during the registration on the discipline and compilation of an individual educational plan.

29. If needed assistance the changes in the student's individual educational plan.

30. Advisor is responsible for the fulfillment of approved IEP by learners.

31. Monitoring the progress of assigned students to him, the work in contact with the managers of the office Registrar of the faculty.
32. Holding the educational work with the assigned students on the issues of improving their academic progress, discipline and attendance, attracting them to participate in the social life of the University, etc.
33. Providing with an annual report on your work at the department meeting.
34. Regular visit to students living in dormitories, assist them in solving everyday and social problems.
35. Maintenance the contact with parents or relatives of students.
36. Collection and provision of necessary social information about students.
37. Attracting the students to participate in social life of the department, faculty, university.
38. Timely informing the head of the department, the leadership of faculty, parents (relatives) of students about the academic and extra-curricular activities of students.
39. Consultancy work of advisors include:
 - Acquaintance of students with the rules of the organization of educational process;
 - Identification of priorities of students, their aptitudes and abilities;
 - Acquaintance with the curriculum and the catalog of disciplines, required to compile a list of compulsory disciplines and elective components, prerequisites and postrequisites of courses;
 - Explaining the foundations of functioning and implementation of credit technology, defining the credits as a unified assessment of accounting the amount of labor and means of their mastering;
 - Explaining the main regulations of internal orders in the academic buildings and dormitories, as well as the consequences of their violation;
 - Informing the students about the existing opportunities of creative self-realization at the University, attracting them to participate in the social student's associations, academic circles, clubs according to their interests, amateur clubs, sports clubs and so on.
40. Adviser is entitled to:
 - Check the compliance with the rules of the current, mid-term and final control on all disciplines.
 - Participate in the work of the commissions (councils) to consider issues of progress and academic status of students.
 - Monitor the progress of the assigned students to him.
 - Monitor the correctness of filling the introduced information into the system «Univer» about each of the attached students.
 - Demand from departments timely receipt of full information about the number of elective disciplines and their description for providing the students.
 - Participate in the discussion of all matters relating to supervised students.
 - Make suggestions to improve the educational and extracurricular activities.