

APPROVED BY

Rector

Osh International Medical University

25.01.2025

## REGULATIONS ON TUTORS AND CURATORS of Osh International Medical University

### 1. General Provisions

1.1. These Regulations define the goals, objectives, rights, responsibilities, and organization of activities of tutors and curators at Osh International Medical University (hereinafter – OIMU).

1.2. The activities of tutors and curators are aimed at improving the quality of education, supporting students' academic progress, social adaptation, professional development, and ensuring effective communication between students and the university administration.

1.3. Tutors and curators operate in accordance with:

- the legislation of the Kyrgyz Republic;
- the Charter of OIMU;
- internal regulations of the university;
- academic policies;
- ethical standards of the university;
- these Regulations.

1.4. The tutor and curator system is an integral part of the university's internal quality assurance system.

### 2. Purpose of Tutor and Curator Activities

The main purpose of tutors' and curators' activities is to provide academic, organizational, informational, psychological, and social support to students during their studies at OIMU.

### 3. Main Objectives

The main objectives are:

- assisting students in adapting to university life;
- supporting students' academic performance;
- monitoring attendance and discipline;
- promoting academic integrity;
- providing mentoring and guidance;
- facilitating communication between students and university administration;
- supporting international students' integration;
- assisting in resolving academic and social issues;

- developing students' professional competencies and soft skills.

#### **4. Tutor System**

##### **4.1. Definition of Tutor**

A tutor is an academic staff member assigned to provide academic advising and educational support to students.

##### **4.2. Main Functions of a Tutor**

The tutor shall:

- advise students on educational trajectories;
- assist in course selection and academic planning;
- monitor academic performance;
- identify students at academic risk;
- provide recommendations for improving academic results;
- assist students in research and educational activities;
- support students in using LMS and educational resources;
- promote academic integrity principles.

##### **4.3. Tutor Responsibilities**

The tutor is responsible for:

- maintaining regular communication with students;
- organizing individual and group consultations;
- preparing reports on student progress;
- participating in meetings related to student support;
- maintaining confidentiality of student information.

#### **5. Curator System**

##### **5.1. Definition of Curator**

A curator is a university employee responsible for organizational, social, cultural, and воспитательной (educational/upbringing) work with an assigned student group.

##### **5.2. Main Functions of a Curator**

The curator shall:

- facilitate students' social adaptation;
- organize educational and cultural activities;
- monitor attendance and discipline;
- support students in resolving бытовых and social issues;
- promote healthy lifestyle values;

- maintain communication with parents (if necessary);
- support international students' cultural adaptation;
- prevent conflicts and disciplinary violations.

### **5.3. Curator Responsibilities**

The curator is responsible for:

- organizing curator hours and meetings;
- maintaining student records;
- informing students about university regulations and policies;
- preparing reports on educational and social work;
- assisting students in emergencies or crisis situations.

### **6. Rights of Tutors and Curators**

Tutors and curators have the right to:

- receive necessary information from university departments;
- participate in meetings concerning student affairs;
- make recommendations regarding student support;
- propose initiatives aimed at improving student life and academic quality;
- participate in professional development activities.

### **7. Duties of Students**

Students shall:

- cooperate with tutors and curators;
- attend scheduled meetings and consultations;
- comply with university policies and academic regulations;
- maintain academic integrity and ethical behavior.

### **8. Organization of Work**

8.1. Tutors and curators are appointed by the order of the Rector of OIMU.

8.2. Each academic group shall be assigned a tutor and/or curator.

8.3. Tutors and curators shall prepare annual work plans and reports.

8.4. The activities of tutors and curators are coordinated by the dean's office and relevant structural divisions.

8.5. Meetings with students shall be conducted regularly according to the approved schedule.

### **9. Evaluation of Effectiveness**

The effectiveness of tutors' and curators' activities shall be evaluated based on:

- students' academic performance;

- attendance rates;
- student satisfaction surveys;
- reduction of disciplinary issues;
- effectiveness of mentoring and support activities;
- participation in university events;
- adaptation level of international students.

#### **10. Interaction with University Departments**

Tutors and curators cooperate with:

- dean's offices;
- departments;
- student affairs office;
- quality assurance department;
- psychological support services;
- international department;
- dormitory administration;
- student organizations.

#### **11. Documentation**

Tutors and curators shall maintain the following documentation:

- annual work plans;
- meeting records;
- consultation logs;
- attendance monitoring reports;
- student support reports;
- semester and annual reports.

#### **12. Final Provisions**

12.1. These Regulations come into force upon approval by the Rector of OIMU.

12.2. Amendments and additions to these Regulations shall be made by order of the Rector.