

# REGULATIONS

## on the Supervision of Academic Groups at Jalal-Abad International University

### 1. General Provisions

- 1.1. These Regulations govern the work of academic group advisors, their rights, duties, and responsibilities, as well as planning and reporting.
- 1.2. Academic advising is an integral part of the educational process and is aimed at creating conditions for the successful adaptation, learning, and development of students.
- 1.3. In their activities, academic advisors are guided by the legislation of the Kyrgyz Republic, the university's charter, internal regulations, orders/directives of the rector, and these Regulations.

### 2. Terms and Principles

- 2.1. *An academic group advisor* is an educator appointed to support a designated academic group.
- 2.2. The advisor's activities are based on the principles of democracy, humanism, the priority of universal human values, and the protection of students' lives and health.

### 3. Organization of Academic Group Supervision within the Department (Structure of JAIU)

- 3.1. The academic group advisor is appointed by order of the rector **from among the department's faculty** (associate professor/senior lecturer/instructor) upon the recommendation of the department chair (in consultation with the dean).
- 3.2. Regarding **academic discipline, attendance (participation in classes), and academic performance**, the advisor reports **to the dean's office**; regarding **attendance (conducting educational work), the state language, and educational and social work—to the vice rector for the state language and social work**.
- 3.3. The department provides: selection of the advisor candidate, methodological support, review of students' problem cases, and monitoring of the implementation of the advisor's work plans. (regulatory establishment of responsibility: "Department → Advisor")
- 3.4. In their work, the advisor relies on the class representative (leader) and the group's active members, fostering discipline and a psychologically comfortable environment within the group.

### 4. Purpose and Objectives of Academic Advising

- 4.1. Goal: organizational and pedagogical support for the academic group to improve student performance, discipline, adaptation, and engagement.
- 4.2. The advisor's tasks include:
  - a) helping students adapt (especially first-year students);
  - b) monitoring attendance and preventing absences;
  - c) identifying the causes of academic failure and organizing assistance;
  - d) developing student leadership and group self-governance;
  - e) providing feedback to parents/legal guardians (as needed);
  - f) involving students in social, academic, and creative activities.

### 5. Functions of the Advisor

- 5.1. Analytical and predictive, organizational and coordinating, communicative, and supervisory.

## **6. Rights of the advisor**

6.1. To receive information necessary for performing the functions of an advisor (within the limits of established access and regulations).

6.2. To initiate group events, meetings, and individual conversations; to interact with faculty, the dean's office, and the department.

## **7. Responsibilities of the advisor**

7.1. Monitor class attendance, take preventive measures against absences, and inform administration and parents (if necessary) in accordance with established procedures.

7.2. Identify the causes of academic failure and organize practical assistance for students.

7.3. Hold advising sessions, group meetings, and conduct individual work with students.

7.4. Maintain required documentation, record work performed, and submit reports.

## **8. Planning, Documentation, and Reporting**

8.1. The advisor's work is planned in advance: the advisor draws up a work plan for the academic year/semester in accordance with the university's plans; the plan is reviewed and approved in accordance with established procedures (department/dean's office).

8.2. The list of required documentation for the academic advisor includes: work plan, advisor's log, meeting minutes, event plans, and reports.

8.3. The academic advisor submits **the Academic Advisor's Report** using the form in Appendix 1:

— **to the dean's office** (academic section);

— **to the Vice Rector for the State Language and Social Work** (social/educational department);

— **to the department chair** (for internal control and methodological support).

## **9. Criteria for Evaluating the Advisor's Performance**

9.1. The criteria include: student retention, student participation in events, organization of individual work with students and parents, methodological support for the educational process, and record-keeping.

## **10. Responsibility**

10.1. The advisor is responsible for the life and health of students during events they organize.

10.2. Failure to fulfill duties results in disciplinary liability in accordance with labor law.

## **11. Digital Supervision Module in eBilim**

11.1. Support for the academic group is provided in the eBilim **"Advisor"** module.

11.2. The following sections of the module are used in the advisor's work: **Personal Information; Module Results; Student Payments; Summary Report; Grade Book; Student Movement by Groups; Reports.**

11.3. Minimum required "digital footprint" for the advisor:

a) updating organizational information (within the scope of access);

b) monitoring module results/grade book;

c) identifying at-risk students and initiating support procedures;

d) generating group reports via the **"Reports"** section.

11.4. "Department → Advisor" escalation protocol for academic risk (standard):

1. student (consultation/warning);

2. department chair (systemic cases);

3. Dean's Office (academic decisions);

4. Vice Rector for State Language and Social Work (social/educational measures).  
11.5. Confidentiality: information from the **“Student Payments”** sections and personal data are used solely for administrative purposes; the distribution and publication of data outside of these regulations are prohibited.

## Appendix 1

### REPORT OF THE ACADEMIC GROUP ADVISOR

University: \_\_\_\_\_

Faculty: \_\_\_\_\_ Dean: \_\_\_\_\_

Department: \_\_\_\_\_ Department Chair: \_\_\_\_\_

Advisor (Full Name, Title): \_\_\_\_\_

Group: \_\_\_\_\_ Course: \_\_\_\_ Period: from ..20\_\_ to ..20\_\_

Data source: eBilim → “Advisor” module

#### 1) Class composition and student movement (eBilim → “Student Movement by Class”)

1. Number of students at the beginning of the period: \_\_\_\_
2. Number at the end of the period: \_\_\_\_
3. Changes (transfer/academic leave/withdrawal): \_\_\_\_\_
4. Personal data is up to date for \_\_\_\_% (eBilim → “Personal Data”)

#### 2) Attendance and discipline (eBilim → “Summary Report,” “Grade Book”)

1. Average group attendance: \_\_\_\_%
2. Students with critical absences: \_\_\_\_ students
3. Measures taken to reduce absences (briefly): \_\_\_\_\_  
(monitoring and prevention of absences as the advisor’s responsibility).

**Table 1. Students at academic risk (attendance/discipline)**

No.	Full Name	Risk indicator	Reason (if known)	Advisor’s Action	Escalation (to whom)
1					

#### 3) Academic performance and module results (eBilim → “Module Results,” “Grade Book”)

1. Group average: \_\_\_\_\_
2. Students at risk of failing: \_\_\_\_ students
3. Top 3 problematic courses/modules: 1) \_\_\_\_ 2) \_\_\_\_ 3) \_\_\_\_
4. Reasons for academic failure (typical): \_\_\_\_\_
5. Measures taken to assist students: \_\_\_\_\_  
(Identifying the causes of academic failure and organizing support is a key responsibility).

#### 4) Academic deficiencies and plan for resolution (eBilim → “Summary Report”)

1. \_\_\_\_ students have outstanding academic obligations
2. Plan for resolving them (deadlines/responsible parties): \_\_\_\_\_
3. Decisions requiring the Dean’s Office/Department: \_\_\_\_\_

#### 5) Social and educational work (for the Vice Rector for State Language and Social Work)

1. Activities (advisory hours, discussions, meetings): \_\_\_\_
2. Topics/scope/results:

Date Format Topic Reach Result

#### 6) Organizational payment issues (eBilim → “Student Payments”)

1. Students with "payment issue" status: \_\_\_\_
2. Actions (administrative): inform the student → refer to the Dean's Office/Financial Services.

**7) Conclusions and recommendations (brief, managerial)**

1. What has deteriorated/risks of the period: \_\_\_\_\_
2. What was done and what worked: \_\_\_\_\_
3. What needs to be addressed at the level of:
  1. department: \_\_\_\_\_
  2. Dean's Office: \_\_\_\_\_
  3. Vice Dean: \_\_\_\_\_

**Advisor:** \_\_\_\_\_ /Full Name/ **Date:** ..20\_\_

**Approved (Department Chair):** \_\_\_\_\_ /Full Name/

**Approved (Dean's Office):** \_\_\_\_\_ /Full Name/

## **Appendix 2**

### **Duties of the Academic Group Advisor (JAIU)**

#### **1. General Responsibilities**

1.1. Organizes and conducts educational activities aimed at fostering a conscientious attitude toward studies, compliance with internal regulations, and student involvement in campus life.

1.2. Works with the class representative and the group's leadership; organizes the work of the leadership.

#### **2. Academic Discipline and Attendance**

2.1. Enforces strict attendance monitoring, prevents absences, and informs administration and parents (as necessary).

2.2. Creates an environment in the class that is conducive to learning and coordinates the interaction among teachers working in the class.

#### **3. Academic Performance and Academic Risks**

3.1. Identifies the causes of academic failure and organizes effective assistance and support.

3.2. Monitors module results/grade book in eBilim weekly (or per module); compiles a list of at-risk students; initiates the escalation protocol.

#### **4. Student Guidance and Communication**

4.1. Conducts office hours, meetings, and counseling sessions; provides individual support to students.

4.2. Maintains communication with parents/legal guardians and the administration (within the framework of regulations).

#### **5. Documentation and Reporting**

5.1. Maintains the advisor's documentation: work plan, advisor's log, meeting minutes, event plans, and reports.

5.2. Prepares and submits **the Counselor's Report** in accordance with Appendix 1.

#### **6. Responsibility and Safety**

6.1. Is responsible for the life and health of students during events.

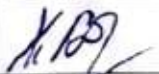
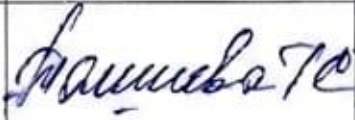







# CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1.000

Effective date: “ ” 20

## APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

