

JOB INSTRUCTION
Mentor

I. General Provisions

- 1.1 The regulation governs the organization of the mentor's work, its main principles and directions, as well as the mentor's rights and responsibilities.
- 1.2 The mentor's work at the K. Zhubanov Aktobe Regional University is considered in the individual plan of the "Educational Work" department.
- 1.3 The goal of the academic student group mentor is to organize the activities related to teaching and educating students at the university and to ensure the fulfillment of educational and pedagogical tasks.
- 1.4 The mentor's task is to form a united collective of students and effectively manage this group, establishing communication between employees and students to create conditions for high-quality education.
- 1.5 The main requirements for the mentor's personality and their activities are professional competence, personal preparedness for conducting ideological and educational work, a high level of moral culture, responsibility, and politeness.
- 1.6 The main principles of the academic student group mentor's work are: educating the student, respecting their individuality, promoting students' self-development and self-awareness, fostering citizenship, interacting with students through their activity, engaging with the group's events and problems, showing goodwill in relationships with students, and maintaining communication with their parents.

I. Appointment, Dismissal, and Management of the Mentorship Service

- 1.1 The appointment and dismissal of the mentor for the student academic groups are carried out by the order of the Chairman of the Board – Rector, based on the official letter of the Vice-Rector for Social and Educational Affairs.
- 1.2 The mentor is appointed for one year from among the teaching staff or a citizen of the Republic of Kazakhstan who has completed the bachelor's degree. The appointment of mentors as academic group mentors is carried out every academic year in August-September. Academic student group mentors work in cooperation with the dean's office, the Department of Social Issues and Youth Policy, the student self-government organization, the students' parents, and the instructors teaching the group.
- 1.3 The coordination of the mentors' work at the faculty is carried out by the Deputy Dean.
- 1.4 The main indicators of the effectiveness of the mentor's work are the quality of educational and pedagogical activities, the level of development of collective relationships, and the overall activity of students in the group.

II. The Content of the Mentor's Work and the Mentor's Responsibilities

- 2.1. To address educational and developmental issues, the mentor uses various methods and forms of educational influence, focusing on forming the group's activity, promoting initiative, and encouraging self-directed work, relying on this activity in their work.
- 2.2. To create a harmonious, organized group, the mentor constantly researches the students through methods such as reviewing documents (*personal files, student cards, etc.*), observation, questioning, testing, exchanging opinions, and meetings.

2.3. Together with the active students, the mentor prepares a work plan for the academic year. When planning the work during the academic period, it is necessary to use the festive events proposed in the unified educational work plan with the students. The group plan must be coordinated with the faculty's and university's public and cultural event schedule.

2.4. The mentor is responsible for monitoring the current and semester academic performance of the students, using information provided by the faculty dean's office. For students who have not shown good results for any reason, the mentor must organize the necessary assistance with the active students of the group. For students who have not performed well without any clear reasons, the mentor works with them individually (*through conversations, suggestions, setting deadlines*) or with the help of other students in the group and, if necessary, seeks the assistance of subject instructors at the department.

2.5. The mentor is responsible for understanding the living conditions of the students, regularly visiting the student dormitories according to the schedule, assisting in improving the cultural and living conditions through the dormitory administration and student council, and promoting the development of friendly relations in the dormitory.

2.6. The mentor is required to organize regular mentoring sessions (*at least 4 times per month for 1st-3rd year students, at least 2 times per month for 4th-year students*).

2.7. The mentor is obligated to update and supplement information about the students' quantitative and qualitative composition and their social status in the "Platonus" system, as well as to include information about mentoring sessions and festive events (*once a week*).

2.8. The mentor is required to promptly inform the faculty leadership and students' parents about their academic progress and extracurricular activities.

2.9. Special attention should be given to first-year students living in the dormitories who are minors.

2.10. The first-year mentor's responsibilities include: introducing students to the history and activities of the university and faculty, the profile of departments, the museum, the structure and nature of the university's public organizations, methods and approaches to intellectual work, the work and rest schedule, the library system, the procedure for using library resources, and independent work methods and techniques with books.

2.11. The mentor helps students quickly adapt to the university environment, engage in the academic process, and participate in the university's, faculty's, course's, and group's public activities.

2.12. The mentor participates in shaping universal human moral norms, promoting a humanitarian moral culture, cultivating communication culture, fostering spiritual values among students in the group, nurturing national consciousness, supporting the acquisition of universal and national cultural values by students, developing patriotism, political culture, and an active civil stance.

2.13. The mentor participates in organizational-methodological and advisory work during the enrollment period for subjects in accordance with the academic calendar, in collaboration with the registration office, and introduces students to the elective

courses catalog.

2.14. The mentor provides practical assistance in forming the individual study plan of the student and is responsible for the correct completion of the plan.

2.15. When selecting the educational trajectory for the relevant educational program, the mentor identifies the students' needs, interests, and inclinations.

2.16. If necessary, the mentor assists students in creating individual study plans.

III. Rights of mentors

3.1. The mentor has the right to make suggestions, together with the faculty and university's administrative and public organizations, to improve the group's educational, scientific, and educational activities, as well as to enhance the students' living conditions.

3.2. By prior agreement with the instructor, the mentor has the right to attend lectures, seminars, practical sessions, and all other classes held within the group.

3.3. If necessary, the mentor has the right to establish contact with any student's relatives or family members (*either directly or by mail*).

3.4. The mentor has the right to participate in the decision-making process of the administration or public organizations regarding the personal matters of the group's students (*such as expulsion from the university, scholarship assignment and removal, etc.*).

3.5. To receive organizational, methodological, and technical assistance from the university's leadership and structural divisions on educational matters. To participate in seminars, conferences, and other events related to ideological and educational work, as well as state youth policy issues.

3.6. The mentor has access to all necessary information from the faculty dean's office (*student composition, monitoring and accounting of students' current and semester academic performance, and students' scientific work*).

3.7. The mentor has the right to participate at all levels in discussing and making decisions regarding the life and activities of the group's students.

3.8. To receive material and moral incentives and rewards for their work in accordance with the amounts and procedures determined by the university leadership.

3.9. To submit the relevant documents to the faculty's administrative and public organizations regarding the recognition of outstanding students or the imposition of penalties on individuals who have violated rules.

IV. Interaction with Administrative and Public organizations

4.1. The Department of Social Issues and Youth Policy and the faculty deans, guided by these Regulations, carry out direct supervision of the mentor's activities by using various types of monitoring (*participation in the group's mentoring sessions, submitting reports by the mentor, discussing the mentor's activities at meetings of governing bodies, public organizations, department meetings, and faculty methodical commissions*).

4.2. To assist mentors, the rectorate, Department of Social Issues and Youth Policy, and dean's offices organize seminars on methodological, theoretical, and practical issues of organizing educational work at the group, faculty, and university levels, and exchange work experience with mentors.

4.3. The department heads at the faculty are responsible for the work of mentors who are members of their department. The department is obligated to assist them (*in collaboration with the dean's office and the Department of Social Issues and Youth Policy, to monitor the mentors' work, propose candidates for the role of mentor, and participate in related activities*).

4.4. Public organizations at the university and faculty level must maintain close contact with the group mentor and ensure timely communication of all events related directly to the group's students.

4.5. The evaluation of the mentor's activities is carried out at the end of each month on the basis of a comprehensive analysis of the group's educational and developmental work, considering the mentor's activity in solving educational and developmental issues, including academic performance, behavior, scientific creativity, participation in faculty and group public life, and other factors. The evaluation of the mentor's performance is conducted jointly by the faculty dean's office and the Department of Social Issues and Youth Policy.

4.6. The university administration ensures the moral and material encouragement of mentors.

V. Mentor's responsibility

6.1. For failure to perform service duties;

6.2. For failure to adhere to professional ethics standards;

6.3. For failing to maintain the confidentiality of official information;

6.4. For failing to perform duties stipulated by current normative legal acts, the university charter, and these Regulations;

6.5. For improper or incomplete use of the rights granted to them;

6.6. For violations during the performance of service duties as outlined in the Labor Code of the Republic of Kazakhstan and other applicable regulations;

6.7. For failure to comply with safety regulations.

VI. Final provisions

6.1. Amendments and additions to this job description may be made in accordance with the established procedure.

6.2. Issues not addressed by these guidelines shall be resolved in accordance with the current legislation of the Republic of Kazakhstan.