



INTERNATIONAL EDUCATIONAL CORPORATION
LLP
REGULATIONS ON EDVISE

Approved
Rector
International Educational
Corporation LLP

[Signature]
02 03 2025
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REGULATIONS ON EDVISE

Almaty



**International Educational Corporation LLP
Regulations on the Advisor**

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1. General provisions

1.1 Advising is part of a teacher's professional activities. An advisor is a teacher who acts as an academic mentor to students enrolled in the relevant educational program, assisting them in choosing their learning path (developing an individual study plan) and completing the educational program during their studies.

B In their activities, advisors are guided by the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education," the Rules for the Organization of the Educational Process Based on Credit Technology, the Charter and other regulatory legal acts of the International Educational Corporation LLP (hereinafter referred to as IEC LLP), as well as these Regulations on Advisors (hereinafter referred to as the Regulations).

1.2 The advisor is appointed by order of the rector for the academic year.

1.3 The work of the advisor is the most important indicator of the professional activity of a teacher at MOC LLP and is taken into account when certifying and concluding or extending an individual employment contract.

1.4 Exemption from the duties of an advisor is carried out by order of the rector. Advisors are subordinate and accountable to the deputy dean for educational work of the school, who regulates their activities and informs them of orders issued by MOK LLP. In addition, the advisor is accountable to the dean of the school and the vice-rector for social development and educational work.

The dean, together with the deputy dean for educational work, gives an opinion on the appointment of advisors to study groups, exercises control, and organizes assistance to advisors in resolving current issues.

1.5 The deputy deans for educational work coordinate and supervise the activities of advisors in conjunction with the Registrar's Office. They provide methodological and organizational assistance to study group advisors.

1.6 The Department of Social Development (hereinafter referred to as DSD) maintains close contact with academic group advisors through the dean's offices and informs them about events held at MOK LLP and in the city.

2. Goals and objectives of advisors

2.1 The main goal of advisors is to assist students in choosing their educational path (developing an individual study plan) and completing the educational program during their studies.

2.2 The main task of an advisor is to provide academic support, organize educational work in the study group, develop self-government and involve students in the social and creative life of IEC LLP, promoting professional self-determination and professional adaptation of students at IEC LLP, as well as forming an active civic position among students and responsibility for the fulfillment of the training contract.



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3. Functional duties of the advisor

3.1 Drawing up a work plan that provides for collective and individual meetings with the students assigned to him/her on issues related to the activities established by these Regulations and current regulatory and instructional documents, as well as on issues related to the organization of the educational process within the framework of credit-based learning technology.

3.2 Assisting students in developing an individual study plan (ISP).

3.3 Monitoring the academic performance and attendance of students assigned to them, working in a team with the dean's office and the registrar's office staff, providing monthly documentary reports.

3.4 Regularly obtaining information about the situation and behavior of students living in the Student House, assisting in solving social and everyday problems.

3.5 Assisting the student group in organizational work, encouraging students to engage in research work and developing various forms of student self-government. Pay special attention to students with special educational needs, help them adapt to student life, guide them in the formation and development of creative abilities, and satisfy their individual needs.

3.6 Submitting a report on their work for the semester and academic year at meetings of the School's Academic Quality Committee.

3.7 Conducting advisory work with students on:

1) familiarization with the rules for organizing the educational process within the framework of credit-based learning technology;

2) familiarization with standard and working curricula, the catalog of elective disciplines, requirements for compiling a list of compulsory and elective disciplines, prerequisites and post-requisites for courses;

3) explaining the basics of the functioning and implementation of credit-based learning technology, defining credits as a unified assessment of the amount of work done and the methods of its completion;

4) explaining the internal rules of IEC LLP;

5) familiarization with the Code of Honor, etc.

3.8 Conducting educational work with assigned students on issues of academic performance, discipline, and class attendance.

Monitoring discipline and class attendance includes informing the student by email, and, in the absence of an email address, in writing to the postal address of residence specified in the training agreement, about missing classes and the need to provide documents confirming a valid reason for missing classes, as well as about the responsibility for missing classes without valid reasons and the consequences of academic debt.

3.9 Conducting educational work with the students assigned to him on issues of financial debt, monitoring the timely payment of tuition fees, informing the student by email, or if they don't have one, in writing to the mailing address listed in the training agreement, about any outstanding debts for training or living in the student dorm.



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3.10 Timely notification of the head of the department, school management, parents (relatives) of students on issues of academic performance and financial debt.

3.11 Timely collection and provision to the administration of IEC LLP of social information about students, including contact details, email address, residential address, and the student's Individual Identification Number (IIN).

3.12 Inform and collect relevant information about students.

3.13 Encourage students to participate in the social life of the department, school, and IEC LLP.

3.14 Timely inform parents (relatives), the head of the department, and teaching staff about the academic and extracurricular activities of students.

3.15 Advisors are required to maintain the following documentation:

- 1) advisor's diary (Appendix A);
- 2) educational work plan;
- 3) reports: interim and final assessments for all subjects.

4. Rights

Advisors have the right to:

4.1 check compliance with the rules for conducting current, mid-term, and final assessments in all disciplines;

4.2 participate in the discussion of all issues concerning both the group as a whole and individual student;

4.3 participate in the work of commissions (councils) considering issues of student performance and academic status;

4.4 make proposals for improving academic and extracurricular work, as well as living conditions in the Student House;

4.5 require departments to provide timely and complete information on the number of elective subjects and their descriptions for distribution to students;

4.6 to nominate students from their advisory group for awards;

4.7, upon prior agreement with teachers, attend lectures, seminars, practical and other classes held in their advisory group.

5. Responsibilities

The advisor is responsible for:

5.1 timely registration of students for courses in the upcoming academic period (early registration);

5.2 providing advisory support for adjusting the individual study plan and schedule;



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5.3 informing the student about the deadlines and process of drawing up the class schedule;

5.4 fulfilling the student's individual study plan;

5.5 violation of the internal rules of MOK LLP by students of the group, for failure to comply with or improper compliance with the instructions of the registrar of the Registrar's Office, the deputy dean, and the dean of the school, in accordance with the procedure established by labor legislation;

5.6 causing damage to MOK LLP or participants in the educational process in the performance (non-performance) of their official duties, in accordance with the procedure established by labor legislation;

5.7 informing students on key academic issues (making changes to the internal regulatory documents of MOK LLP relating to the educational process; the existence of financial debt; ensuring the attendance of students at the structural divisions of MOK LLP, if necessary; organizing the winter module and summer semester, etc.) and familiarizing them with internal regulatory documents (KTO Rules, regulations on bachelor's programs, Code of Academic Integrity, Regulations on the Organization and Conduct of the Examination Session, Academic Calendar, etc.).

Acting Vice-Rector for Academic Affairs

Dusipova T.S.

Head of Legal Services

Balmukhanov A.G.

Quality Manager

Denakova I.Z.

Head of the Office

Baitalipova R.U.

Coordinator of the Department
Social Development Department

Khajiev I.I.

Appendix A

Advisor's Diary

Advisor's full name _____

Year of study

Position, department, school

Group _____

Contact numbers

Code and name of educational program

[illegible]



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6. Change registration sheet

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7. Information sheet

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