

**Ministry of Education and Science of Ukraine
Robert Elworthy Economics and Technology Institute**

I hereby approve
Rector of Robert Elworthy Economics and Technology Institute
Vasylenko I.M.

**REGULATIONS
on the Academic Group Curator
at Robert Elworthy Economics and Technology Institute**

Kropyvnytskyi 2022

Discussed and approved at the meeting of the Academic Council of Robert Elworthy Economics and Technology Institute (Minutes № 258. October 11, 2022).

Approved by the order of the Rector from November 4, 2022.

№97-1/0 Д

Drawn up by: L.M. Alekseeva, Acting Dean of the Faculty of Economics

1. GENERAL PROVISIONS

1.1. Regulations on the Curator of the Academic Group at the Robert Elworthy Economics and Technology Institute (hereinafter referred to as the Regulations) regulate the activities of the Curators at R. Elworthy ETI (hereinafter referred to as the Institute).

1.2. The Regulations are developed following the valid legislation, the of R. Elworthy ETI Charter, and the regulatory documents of the Institute.

1.3. The curator is an employee of the graduating department (usually scientific) pedagogical), who organizes the system of relationships among higher education candidates (hereinafter referred to as students) assigned to him through various types of educational, organizational, advisory, and extracurricular activities.

1.4. These regulations are put into force by the rector's order from the date of their signature.

1.5. Scientific and pedagogical activity of the curator, scientific or pedagogical activity of the curator pedagogical employee is carried out exclusively during working hours on the curator of the academic group of the Robert Elworthy Economics and Technology Institute

2. CURATOR'S WORK ORGANIZATION

2.1. Curators are appointed for the first- and second-level candidates for each of the academic groups for the entire period of study;

2.2. To fulfill their tasks, curators interact with the participants in the educational process at the level of the faculty and the Institute.

2.3. A Curators reports directly to the Head of the Department. Curator's activity is coordinated and controlled by the Dean of the Faculty.

2.4. The Head of the Department carries out regular control over Curators' activities and supports them in the organization of the educational process and extracurricular activities for the students.

2.5. If the duties of the Curator are assigned to a scientific and pedagogical employee, the fact that he or she performs the duties of the Curator is reflected in his or her work plan. The quality of the Curator's work shall be taken into account when deciding on the conclusion of a contract and when determining various types of incentives.

2.6 The documentation kept by the Curator is determined by the regulatory documents on the organization of educational work at the Institute. The Curator acts based on the educational work plan of the faculty or institute.

2.7. The Curator uses the educational plan of the institute or faculty in his or her work. The educational plan is developed annually, not later than 10 days before the beginning of the academic year. The report on educational work for the academic year is prepared every semester, not later than 10 days after the end of the semester.

2.8. The Curator is appointed by the order of the Dean of the Faculty on the proposal of the Head of the graduate department after the candidate has been discussed at a meeting of the department.

2.9. The Curator can be replaced:

2.9.1) at the Curator's initiative, for justified reasons;

2.9.2) on the initiative of the candidates: for justified reasons and and the group appeals to the administration of the department, faculty, or institute;

2.9.3) on the initiative of the administration of the department or faculty/institute for justified reasons.

2.10. A Curator's replacement issue shall be considered at a meeting of the relevant department within 2 weeks with a decision on the appointment of a new Curator.

2.11. The Dean of the Faculty ensures the timely appointment of Curators.

3. CURATOR'S RESPONSIBILITIES

3.1. With regard to the organization and control of the applicant's educational process, the curator:

3.1.1) promotes the formation of students' understanding of the principles of academic integrity and the need to comply with them.

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3.1.2) supervises the students' educational process on the basis of the information provided by the teachers, who carry out the students' educational process, as well as on the basis of the analysis of the results of the current and semester controls;

3.1.3) explains the peculiarities of the individual course of study at the institute and also participates in the formation of individual curricula for applicants;

3.1.4. advises applicants in the exercise of their right to choose the educational components of the Catalog of Elective Subjects

3.1.5) initiates the discussion of current issues of the candidates' education at the meetings of the department.

3.2. Concerning educational work:

3.2.1) familiarizes the applicants with the regulatory framework of the Institute, carries out explanatory and preventive work on the observance of the following internal regulations of the Institute, rules of conduct during the holidays, rules of residence in the dormitory, requirements of other regulatory documents;

3.2.2) promotes the personal development of applicants by informing them about

the possibility of participating in scientific, educational, sports, and social events, such as lectures, discussions, debates, round tables, theme nights, Olympiads, competitions, hackathons, and scientific conferences, as well as in clubs and creative associations, amateur groups, sports sections, etc;

3.2.3) Cooperate with the Institute's departments on employment issues, professional orientation of applicants, current career opportunities, development of academic mobility, providing counseling and psychological support to applicants and psychological support to applicants;

3.2.4) obtains information from candidates, with their consent, about their state of health, interests, marital status (if necessary, maintains contact with parents or legal representatives of minor candidates and candidates with special educational needs), informs them about their attendance at classes, compliance with the internal regulations, results of the current calendar and semester checks, incentives and sanctions)

3.2.5) communicates with students based on goodwill, tolerance, and openness;

3.2.6) explains to students any issues that need to be clarified about the educational process.

3.2.7) establishes feedback with students and informs them about current issues of the institution;

3.2.8) maintains relations with scientific and teaching staff. They work with applicants and faculty leadership to address organizational issues. They also resolve conflict situations, if they arise.

3.2.9) organizes and holds meetings with students to discuss topical issues;

3.2.10) receives information about students' living conditions with their consent. This information includes their ability to take part in the educational process.

3.2.11) follows confidentiality requirements in individual work with no distribution of personal data and does not share information with third parties without the applicant's consent.

4. RIGHTS OF THE CURATOR

4. To be consulted on the organization of the educational process by the administration of the department, faculty, and institute.

4.2. To attend the students' classes, to be present at the academic debt settlement, and to be present at the meetings of the commissions considering the issues related to the student candidates.

4.3. To receive information on the students' education from scientific and pedagogical staff who provide teaching of academic disciplines, Dean's Office employees, to promptly resolve issues related to the educational process.

4.4. To apply to the Head of Department and the Dean of the Faculty with proposals for improving the learning environment and students' living conditions.

4.5. To participate in the discussion and solution of the problems related to (appointment of academic or social scholarships, accommodation in a dormitory, expulsion from a dormitory, expulsion, recommendation for material and moral encouragement, etc.);

4.6. To cooperate with student self-government bodies in the following areas: organization of extracurricular activities to socialize students, developing their social skills, improving learning and living conditions, and preventing delinquency.

4.7. To inform the parents of the underage students about the violations of the norms of the rules and regulations in force at the institute, about the academic achievements of the students, as well as about the facts of their failure to fulfill the individual curriculum and about their expulsion from the institute.

4.8. To receive and use the personal data of applicants within the limits of their authority, ensuring the confidentiality of the received data.

4.9. To receive incentives for achievements in the performance of his or her duties.