

Approved

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**REGULATIONS
ON THE GROUP SUPERVISOR
AT IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE**

1. General regulations

1.1 Regulations on the group supervisor at Igor Sikorsky Kyiv Polytechnic Institute (hereinafter – Regulations) regulates the activities of group supervisors at Igor Sikorsky Kyiv Polytechnic Institute (hereinafter – University).

1.2 Regulations are developed in accordance with the current legislation, the Charter of Igor Sikorsky Kyiv Polytechnic Institute and the normative legal documents of the University.

1.3 The group supervisor is an employee of the graduation department (usually scientific and pedagogical employee), who organizes the system of relations of higher education applicants (hereinafter – applicants) who are assigned to him or her through various types of academic, educational, organizational, advisory and extracurricular activities.

1.4 Regulations are put into effect by the order of the rector from the day of its signing. Changes to the Regulations are made on the proposal of the vice-rector for academic and educational work of Igor Sikorsky Kyiv Polytechnic Institute.

1.5 The activity of the group supervisor – scientific and pedagogical, scientific or pedagogical employee is carried out exclusively in working hours.

2. Organization of the group supervisor's work

2.1 The group supervisors are assigned:

2.1.1) for the first-level applicants of higher education – for each of the academic groups for the entire period of study;

2.1.2) for the second and the third level applicants of higher education – the group supervisors' duties are put on the heads of their qualification works;

2.1.3) for the fourth-year applicants (the third-year applicants who entered the University on the basis of junior specialist diploma) for the first-level applicants of higher education – in the last semester the group supervisors' duties are put on the heads of their qualification works (with the exception of educational programs for which certification is provided in the form of a certification exam).

2.2 The group supervisors are assigned for the next academic year until June 30 of the current academic year.

2.3 In order to fulfill their duties, the group supervisors interact with participants of the educational process both at the level of faculty/academic and scientific institute and at the level of the University.

2.4 In his or her work, the group supervisor is directly subordinated to the head of department. The group supervisor's activities are coordinated by the deputy dean of the faculty/director of academic and scientific institute for academic and educational work and controlled by the head of department for academic and educational work of the University.

2.5 The head of department exercises the current control over the group supervisors' activities, facilitates them in organizing the educational process and extracurricular activities of applicants.

2.6 In the case when the group supervisor's duties are put on the scientific and pedagogical employee the fact of his or her fulfillment of the group supervisor's duties is reflected in his or her individual work plan. The quality of the group supervisor's work is taken into account when solving the issue of concluding a contract and when determining various types of incentives.

2.7 In the case when the group supervisor's duties are put on the employee of the graduation department who is not among the scientific and pedagogical staff, the group supervisor's activities are determined by the job description of such an employee.

2.8 The documentation maintained by the group supervisor is determined by the normative documents regarding the organization of academic and educational work at the University. The group supervisor acts on the basis of educational work plan at the faculty/institute.

2.9 In his or her work, the group supervisor uses the educational work plan at the institute/faculty. The educational work plan is developed annually by the deputy dean of the faculty/director of academic and scientific institute for academic and educational work and submitted to the academic and educational work department no later than 10 days before the beginning of the academic year. The report on educational work for the calendar year is compiled and submitted by the deputy dean of the faculty/director of academic and scientific institute for academic and educational work to the academic and educational work department every semester no later than 10 days after the end of the semester.

2.10 The group supervisor is assigned by the order of the faculty dean/director of academic and scientific institute on the proposal of the graduation department head after the discussion of candidacy at the department meeting.

2.11 The group supervisor can be changed:

2.11.1) on the group supervisor's initiative: for justified reasons;

2.11.2) on the applicants' initiative: if there are justified reasons and the group appeals to the department or faculty/institute administration;

2.11.3) on the department's or faculty's/institute's administration initiative for justified reasons.

2.12 The issue of changing the group supervisor is considered at the meeting of the relevant department within 2 weeks with a decision on the assignment of a new group supervisor.

2.13 Deputy deans of the faculties/directors of the institutes ensure the timely assignment of the group supervisors and the timely transfer of the copies of orders and contact data of the group supervisors to the academic and educational work department.

3. The group supervisor's duties

3.1 In terms of organization and control of the educational process of the applicants, the group supervisor:

3.1.1) facilitates the applicants to understand the principles of academic integrity and is responsible for ensuring that the applicants comply with these principles;

3.1.2) exercises control over the educational process of the applicants using the information available in the AIC "Electronic Campus" and provided by teachers who carry out the educational process of the applicants as well as the analysis of results of the current, calendar and semester controls;

3.1.3) explains the peculiarities of individual study trajectory at the University as well as participates in the formation of the applicants' individual curriculum;

3.1.4) provides the advisory assistance to the applicants regarding their right realization to choose the educational components of the university-wide catalogue and the professional catalogues of the faculty/institute;

3.1.5) initiates the discussion of relevant issues of the applicants' preparation at the department meeting.

3.2 In terms of educational work, the group supervisor:

3.2.1) acquaints the applicants with the regulatory framework of the University, carries out the explanatory and preventive work regarding the applicants' compliance with the internal rules of the University, rules of behavior during the vacations, rules of residence in a dormitory and the requirements of other regulatory documents;

3.2.2) facilitates the applicants to develop personally by informing them about the possibility of participation in scientific, educational, sports, social events, such as lectures, conversations, debates, circle tables, thematic evenings, Olympiads, competitions, hackathons and scientific conferences, as well as in circles, creative associations, artistic amateur groups, sports sections, etc.;

3.2.3) cooperates with the university units on employment issues, applicants' professional orientation, current career opportunities, academic mobility, provides the consulting and psychological support to the applicants;

3.2.4) with the applicants' consent, the group supervisor receives the information about their health, interests, family status (if necessary, keeps in touch with parents or legal representatives of minor applicants and applicants with special educational needs, informs them about the attendance of classes, the compliance with the internal rules, the results of the current, calendar and semester controls, incentives and penalties);

3.2.5) communicates with the applicants on the basis of benevolence, tolerance and openness;

3.2.6) promptly explains to the applicants the issues regarding the organization of the educational process that are incomprehensible to them;

3.2.7) plants love of the applicants for Ukraine and the University as Alma Mater, facilitates the formation of their social responsibility and their involvement in civil service;

3.2.8) gets the feedbacks from the applicants, informs them about the current issues of the University;

3.2.9) keeps in touch with the scientific and pedagogical staff who work with the applicants and the faculty/institute headship of academic and scientific institute to solve the organizational issues of the applicants' educational process and to solve conflict situations (if they arise);

3.2.10) organizes and holds meetings with the applicants to discuss the current issues;

3.2.11) with the applicants' consent, the group supervisor receives the information about their accommodation conditions and the possibility of their full participation in the educational process;

3.2.12) complies with the privacy requirements in the individual work with the applicants and does not distribute the information that falls under the category of personal data to the third parties (including university officials and parents of the adult applicants) without the applicants' consent.

4. The group supervisor's rights:

4.1 Receive consultations on the educational process organization from specialized employees of the administration of the department, faculty/institute and the University.

4.2 Attend the classroom lessons of the applicants, be present at the elimination of academic backlog, be present at the committee meetings that consider the issues related to the applicants.

4.3 Receive the information about the applicants' study from the scientific and pedagogical staff who provide the teaching of academic disciplines, employees of the dean's office and the deputy dean of the faculty/director of academic and scientific institute for academic and educational work in order to promptly solve the issues related to the educational process.

4.4 Apply to the head of department, the dean of the faculty/director of academic and scientific institute (the deputy dean/director) with proposals for improving the applicants' study and everyday life conditions.

4.5 Participate in the discussion and solution the issued related to the applicants (academic or social scholarship award, residence in a dormitory, expulsion, recommendations for material and moral encouragement, etc.).

4.6 Cooperate with the students' union body and the sectoral trade union organizations of the faculty/academic and scientific institute on organization of extracurricular activities in order to socialize the applicants, develop their social skills, improve their study and accommodation conditions, prevent crimes.

4.7 Inform parents of minor applicants about the facts of their violation of the current norms and rules at the University, the academic achievements of the applicants, as well as about the facts of their non-fulfillment of the individual curriculum and expulsion from the University.

4.8 Receive and use the applicants' personal data within the limits of his or her powers, ensuring the privacy of the received data.

4.9 Receive incentives for achievements in the fulfillment of his or her duties.

The Regulations were prepared by the working group consisting of:

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