



«Approved»  
Head of the Department of T&IT  
Abdirakhmanov S.K.

« 4 » 2020r.

### ACADEMIC ADVISERS' WORK PLAN

Autumn term		
No. n/a	Plan	Timing
1	First year student orientation week	September
2	Registration (re-registration) for courses (autumn term)	September
3	Rubric control	October
4	Pre-registration for the spring semester	November
5	Final control (examination) session	December-January
6	LAZ results	January
Spring semester		
1	Registration (re-registration) for courses (spring term)	January
2	Rubric control	March
3	Pre-registration for the autumn term	April
4	Final control (examination) session	May-June
5	Industrial practice	March
6	Training practice	May
Summer term		
1	Registration for the summer term	May-June
2	Conducting classes and follow-up	June

#### Organisation of the Academic Advisor Service

In order to implement credit technology in KBF at the beginning of the academic year, a meeting of first-year students was held with the participation of the academic department, head of department, head of DSVE, supervisors and academic advisors. The 1st year students were acquainted with the regulations on the beginning of orientation week and the procedure for registration of the disciplines.

Registration of students for the disciplines was facilitated by the academic advisors. For this purpose, academic advisors have been appointed in each group by the order of DE. Academic advisors of the department conduct regular consultations on how to pass the established procedure of registration (re-registration) for the disciplines and to adjust the individual study plan.

Responsible of educational work

Mogilnaya T.N.

№	course	Name of academic adviser	tel.
<b>VPO</b>			
1	1 course	Edigeeva K.T.	0704020857
2	2nd year	Edigeeva K.T.	
3	3rd year	Nazarbek kyzy S.	0558151418
4	Year 4		
5	UTS-1-17	Zaurbek kyzy A.	0555698944
6	EE-1-17	Dubinina V.V.	0555737222
<b>PGPA</b>			
7	1 course	Umetbekova M.N.	0558130288
8	2nd year	Tynybek kyzy N.	0700879702
9	3rd year	Petrova N.N.	0555972086