

INSTITUTIONS MIRAS COLLEGE



Approve
Director of Miras College
Abueva N.K.

A blue circular official stamp is positioned to the right of the signature. The stamp contains the college's name in both Kazakh and Russian, along with the year '2005' and a central emblem. The text around the border includes 'ІШІМКЕНТ ҚАЛАСЫ' (Shymkent City) and 'ІШІМКЕНТ УӘДІТІ' (Shymkent District).

STUDENT'S GUIDE

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Greetings from Miras College Founder

Dear Parents and Applicants! Thank you for your interest in Miras College. At this stage of your life, you have to make a very important and responsible decision — choosing a profession and educational institution. A successful career begins with a good education, and the right choice of specialty today is your safe future tomorrow. It is very important for us to give those who came to study with us a baggage of theoretical and practical knowledge that will help us to confidently navigate our lives and achieve professional success. We strive to prepare qualified, educated, creative thinkers who can work effectively in constantly changing economic and social conditions. Our college has everything necessary for the training of highly qualified specialists. Traditionally, high-quality education, the successful application of innovative methods, the friendly learning atmosphere, the support and help of our teachers, the fascinating student life are all received by our students, who after graduation from college will have a successful bright future. Miras College offers you a decent choice, demanded specialties and interesting creative life. The graduate has great chances to enter our university, graduate school, get a degree and declare himself in the scientific field and in various areas of social infrastructure. I sincerely wish you to make the right choice for your future profession and one step closer to your goal!

Welcome to Miras College!

**Yours faithfully,
Myrzaliev M.B.
MirasCollegeFounder**

Miras Mission

Training of high-level specialists focused on success

The activity of Miras College as a whole is determined by its mission, reflecting the place of the college in the educational space of the region.

The main priority of the college is a constant increase in the quality of educational services provided, maintaining a dominant position in the labor market; meeting the needs and expectations of educational services customers, taking into account the interests of employees and partners.

The quality system covers all areas of the college. It is mobile, open to teachers, students, parents. The resources for the implementation of the policy are college personnel, educational material base, scientific and methodological experience, traditions of educational work.

College history

The Miras College was established in 2005 as a structural unit of the Miras University. Educational activities are carried out in accordance with the license of the AB series No. 0038223 dated November 14, 2005, issued by the Department of Education of the South Kazakhstan Region.

The college has all the necessary constituent and educational permits documents:

- certificate of state registration series B No. 0337618 of 04/25/2005;
- code according to the state classifier OKPO 40528426;
- business - identification number: BIN 050440003255;
- The charter of the college in accordance with the requirements of Art. 10 of the Law of the Republic of Kazakhstan "On Education", approved by the sole founder on December 10, 2018 and legally registered (re-registration), by the Department of Justice of the city of Shymkent dated December 10, 2018;

Miras College is one of the colleges that occupies a leading position in the market of educational services in the training of technical and vocational education specialists in the Turkestan region and in Shymkent.

In 2017, the state certification of the college was carried out in order to verify compliance with the requirements for the activities of the educational organization, to identify the compliance of the educational services provided with the requirements of the state generally binding standard. Based on the results of state certification, the commission concluded: the educational activity of Miras College meets the requirements and areas of technical and vocational education.

Conditions are created for children with special educational needs. Since September 2011, the college has been included in the project "Inclusive Education" of the Department of Education of the South Kazakhstan region.

In 2019, the college successfully passed institutional and specialized accreditation for 11 educational programs

The college has a teaching staff of highly qualified specialists - teachers of the highest and first category, masters, as well as university teachers - associate professors and candidates of sciences.

College education is conducted in the state and Russian languages. The educational process is built using the latest teaching technologies. During the classes, teachers use various technical teaching aids - video projectors, VCRs, television. The college is equipped with a sufficient amount of computer equipment, students have the opportunity to use the global Internet. The college has specialized classrooms and laboratories for conducting classes. College students are provided with textbooks and teaching aids, electronic textbooks developed by university and college teachers.

Educational work is aimed at creating optimal conditions for the formation, development, self-realization and socialization of the student's personality as a citizen and patriot of his country, capable of professional, intellectual and social creativity. The formation of the patriotic, spiritual and moral qualities of students is carried out in accordance with the Perspective Comprehensive Plan of Educational Work for the entire period of college students.

In accordance with the state license, the college has the right to conduct educational activities under the TVE programs in 12 specialties in full-time and distance learning. The specialties in which educational activities are conducted at the college are harmonized with the educational programs of the university, which allows college graduates to build their educational trajectory.

College graduates receive a state diploma, training is conducted in two languages - state and Russian.

College infrastructure

The college is located in a 6-storey modern building with an area of 4443 sq.m.



Address:
Shymkent,
st.Ganillyaeva 3
Busroutes:
5, 18, 26, 27,35, 67,
74, 78, 82, 84, 102

For the convenience of students in college, there are:

- ✓ sports hall
- ✓ a library with a reading room, the fund of which totals over 48 thousand copies of educational reference scientific and artistic contents on paper and electronic media;
- ✓ assembly hall for educational and festive events;
- ✓ 41 classrooms, 5 computer classes, language laboratories;
- ✓ 4 laboratories, 3 workshops (beauty salon and atelier) for practical training in the specialty "Hairdressing" and "Modeling and designing clothes."
- ✓ officepsychologicalrelief;
- ✓ dining rooms and buffets with a varied menu;

Comprehensive student support is provided through:

- ✓ The Student Chancellery and the Student Service Center (DSP) operate in the college. The main activities of the student service center are: the provision of services / public services (receiving applications from students: enrollment, expulsion, restoration, transfers from other colleges, the provision of academic leave, issuance certificates, the issuance of duplicate diplomas, the collection of certificates for the provision of free meals to certain categories of citizens, as well as to persons under guardianship (pope by co-sponsorship) and patronage, change of personal data, issuance of by-pass sheets; acceptance of documents for providing discounts for students on a paid basis; providing college students with grade books, student cards;
- ✓ providing free Wi-Fi internet in the college;
- ✓ Securing the corps, restricting access of unauthorized persons to the college territory, banning smoking, organizing gambling, selling and conducting advertising campaigns on tobacco and alcohol products, religious and other propaganda on the college premises;
- ✓ Security organizations for college staff and students;
- ✓ Online access to college resources. The college has organized extensive informational support, within which all employees, students and other interested parties are given the opportunity to get acquainted with the college's activities on the website and in the official bot based on the

- Telegram messenger, ask the question “online consultant”, use the “online complaint” service”, Call callcentre, send a message to the administrators of social networks (Instagram, Facebook, VK) and popular instant messengers (WhatsApp);
- ✓ Anti-corruption measures against staff and college students;
 - ✓ Organization of work of canteens on the territory of the college, control of pricing policy and the quality of the goods provided;
 - ✓ The provision of medical services: vaccination, fluorography, organization of work of medical offices;
 - ✓ Organization of psychological service;
 - ✓ Providing discounts for various categories of students, including social, sports, educational discounts, special discounts for graduates, college employees and others;
 - ✓ Encouraging and rewarding students who achieve high academic and research results and are actively involved in the college’s social, sports, and social life.

College structure

The college is headed by a Director. In order to ensure control over various activities of the college and solve practical problems, the Board of Trustees, the Pedagogical Council, the Legal Council and the Methodological Council have been created.

The Board of Trustees is one of the forms of public participation in educational management. Non-governmental, non-profit, public organization, which unites on a voluntary basis all those who are interested in the development of education and a specific educational institution.

The purpose of the board of trustees is to facilitate the organization of education in the implementation of its statutory functions, in providing financial support, in strengthening the material and technical base, as well as in exercising public control over its activities.

The main tasks of the Board of Trustees:

1. Assisting the organization of education in the conduct of educational, socio-cultural, recreational, developmental events.
2. Improving living conditions and employing students from socially vulnerable sectors of the population.
3. Making suggestions aimed at eliminating deficiencies in the activities of educational organizations.
4. Hearing the report of the organization of education before the Board of Trustees.
5. The provision and distribution of social and volume discounts to students from large families and low-income families, athletes and activists.

Pedagogical Council. Meetings of the pedagogical council are held once every two months, they develop proposals for improving the methodological training of teachers, improving the professional training of specialists. The pedagogical council considers issues of improving academic work, current, intermediate control and final certification of students, for example:

"The results of the OUPP and PC and the tasks to further improve the preparation of students", "On the results of the educational work for the academic year." Annually in June the pedagogical council summarizes the results of the college for the previous year and defines the tasks of the pedagogical team for the current academic year to ensure the training of a competitive specialist. Also, every year in February, the pedagogical council analyzes the educational work following the results of the first semester, and defines the tasks for the successful completion of the school year.

The pedagogical search for optimal and effective methods of training and education, methodological skills of college teachers is constantly being conducted, the experience of the practical solution to the problem of comprehensive educational and methodological support of the educational process is summarized.

The College Legal Council is created in order to increase the effectiveness of educational work with students who have academic debts as a result of the session, unsatisfactory current performance, miss classes without good reason, and also for the prevention of student delinquency. The Legal Council acts on the basis of the principles of voluntariness, transparency and equal rights of members of the Council. Decisions of the Legal Council are advisory in nature.

The work of **the Methodological Council** is carried out in accordance with the Regulation on the Methodological Council of the Miras College Institution and the work plan. At the meetings, such issues as analysis of open events, teaching materials, requirements of state educational standards,

methodological support of disciplines, updating the work of the portal of educational resources, fulfilling the internship plan for teachers, and research work are considered. The questions of the effectiveness of the organization of student knowledge control in college, the quality of teaching disciplines are considered.

College director

Deputy Director for Academic Affairs

Deputy Director for Training and Production

Deputy Director for Educational Work

4 - offices

- ✓ Department of Economics and Information Technology
- ✓ Service and Technology Department
- ✓ Humanitarian and pedagogical department
- ✓ Distancelearning

4 - subject cyclic commissions

- ✓ SCC General educational disciplines
- ✓ SCC Special disciplines for sewing production, hairdressing, fine arts and tourism
- ✓ SCC Humanitarian disciplines, pedagogy and psychology
- ✓ SCC Information Technology and Economic Disciplines

College Educational Programs

№	The code	Name of specialty	Assignable Qualifications	Training period	
				Based on 9 cl	Based on 11 cl
1	1304000	Computer Engineering and Software (by type)	Software technician	3 years 10 months	2 years 10 months
			Digital Information Processing Specialist	2 years 10 months	1 year 10 months
2	0201000	Jurisprudence	Legal Advisor	2 years 10 months	1 year 10 months
3	0506000	Hairdressing and makeup	Fashion designer	3 years 6 months	2 years 6 months
			Hairdresser-Fashion Designer	2 years 10 months	1 year 10 months
			Hairdresser	1 year 10 months	1 year 10 months
4	0515000	Management (by industry and field of application)	Manager	2 years 10 months	1 year 10 months
5	0512000	Translation business (by type)	Translator	2 years 10 months	1 year 10 months
			Guide translator	2 years 10 months	1 year 10 months
6	0105000	Primary education	Primary education teacher	3 years 10 months	2 years 10 months
7	0511000	Tourism (by industry)	Manager	3 years 10 months	2 years 10 months
			Guide	1 year 10 months	10 mec
			Travel agent	2 years 10 months	1 year 10 months
8	0516000	Finance (by industry)	Financial economist	2 years 10 months	1 year 10 months
9	0518000	Accounting and Auditing (by industry)	Accountant Auditor (Auditor)	2 years 10 months	1 year 10 months
			051803 3 "Economist-accountant"	2 years 10 months	1 year 10 months
10	1211000	Clothing manufacture and modeling	Fashion designer	-	10 months
			Fashion designer	3 years 10 months	2 years 10 months
			Technician Technologist	3 years 10 months	2 years 10 months
			Seamstress	1 year 10 months	10 months
			Tailor	2 years 10 months	1 year 10 months
11	0101000	Pre-school education and training	Preschool teacher	3 years 10 months	2 years 10 months
12	0507000	"Organization and maintenance of hotel facilities"	"Administrator"	2 years 10 months	10 months
	Supervisor (shift supervisor)		2 years 10 months	1 year 10 months	

College tuition

Applicants applying for full-time and part-time (using distance learning technologies) training pay from 30 to 50 percent of the annual amount when submitting documents, according to the written application of the applicant, with 50 percent of the annual amount to be paid no later than November 01 of the school year, the remaining amount - before the examination session.

Students of 2,3,4 courses pay from 30 to 50 percent of the annual amount according to a written application; however, 50 percent of the annual amount must be paid no later than November 1 of the school year, the remaining amount - before the examination session.

College student financial support

Based on the "Regulation on discounts", students are provided with benefits for tuition for the following categories of people:

- ✓ orphaned students who were not brought up in orphanages, who were under guardianship and trusteeship;
- ✓ half-orphan students;
- ✓ students with disabilities from childhood and persons with disabilities 1,2, groups;
- ✓ two or more students from the same family studying in college;
- ✓ students from socially vulnerable categories and large families, provided there is no academic debt;
- ✓ children of employees and teachers of the university and college, provided that the employee continues to work
- ✓ students studying "excellent" and actively proved themselves in educational, scientific, social and sports activities, promoting college by their achievements
- ✓ students from other colleges Subs
- ✓ student-athletes with the title of Candidate for Master of Sports / Honored Master of Sports / Master of Sports of the international class
- ✓ students who graduated from school and received a certificate with honors

Your Mentors - Group Curators

The activities of the group curator are directed:

- ✓ to educate students of high moral qualities, pride, patriotism and respect for the motherland, national symbols and languages of the Republic of Kazakhstan;
- ✓ promoting the development of high artistic taste among students, the ability to understand and appreciate the beauty and richness of their native nature, the aesthetics of work and life, the observance and respect of folk traditions and customs;
- ✓ promoting the development of the principles of democracy, self-government in a group, organization and independence of students;
- ✓ taking effective measures to preserve the contingent of college students;
- ✓ conducting focused work in a group to rally students in a friendly, disciplined team.

The curator of the group performs the following functions:

- ✓ organization and personal participation in group meetings, major social events;
- ✓ participation in the selection and appointment of the head of the group;
- ✓ monitoring student performance and discipline, timely provision of necessary assistance;
- ✓ liaising with teachers leading classes in the group;
- ✓ personality-oriented (individual) approach to each student;
- ✓ interaction with student assets;
- ✓ development of student self-government;
- ✓ friendliness in relations with students;

Monitoring and evaluation of student knowledge

Monitoring and evaluation of students' knowledge is carried out in accordance with the order of the Ministry of Education and Science of the Republic of Kazakhstan dated March 18, 2008 No. 125 "On approval of the Model Rules for conducting current control of academic performance, intermediate and final certification of students".

Assessment of students' knowledge is carried out according to a digital five-point system: (5- "excellent, 4- " good ", 3- " satisfactory ", 2- " unsatisfactory "):

“5” (“excellent”) - if the student has deeply and firmly mastered all the program material, sets out it exhaustively, consistently, competently and logically harmoniously, does not have difficulty in answering the task, freely copes with the tasks, shows knowledge of the monographic material, correctly substantiates the decisions made, possesses versatile skills and techniques for performing practical work, discovers the ability to independently generalize and present material, avoiding errors;

“4” (“good”) - if the student knows the program material firmly, correctly and essentially sets out it, does not allow significant inaccuracies in answering the question, can correctly apply theoretical principles and possesses the necessary skills in performing practical tasks;

“3” (“satisfactory”) - if the student has learned only the basic material, but does not know the individual details, admits inaccuracies, insufficiently correct wording, violates consistency in the presentation of program material and is having difficulty in fulfilling practical tasks;

“2” (“unsatisfactory”) - if the student does not know a significant part of the program material, makes significant mistakes, performs practical work with great difficulty.

The teacher is guided by the same criteria in the process of exams.

The final grade in the discipline is determined by the results of the intermediate certification (offset and exam):

In the case where the intermediate certification procedure for discipline provides for an offset and an

examination, the final grade is set based on the average score of the results of intermediate certification.

In the case where the intermediate certification procedure provides for offsetting, the final grade is the grade received in the offset.

Final grades for disciplines that are not eligible for intermediate certification are set by teachers at the end of the course based on the average mark of assessments of current performance control.

For students who have not passed the intermediate certification due to illness or other valid reasons, the college director sets individual deadlines for their completion.

Retake of the exam upon receipt of the grade "unsatisfactory" (not set off) is allowed no more than once in the same discipline and (or) module.

In case of disagreement of the student with the exam result (grade), the appeal procedure is provided for in accordance with the Rules for Appeal Based on Exam Results. The student submits an application to the appeal commission, which includes the deputy director for academic affairs, the head of the educational unit, and the head of the department. The application is considered within three days from the date of the exam.

Students who have fully complied with the requirements of the curriculum of a particular course, successfully passed all the tests and exams of intermediate certification, are transferred to the next course by order of the head.

By the order of the director to early passing the intermediate certification exams without exemption from current studies of the college successful students are allowed to perform laboratory, practical, computational and graphic and term papers (projects), tests according to standard curriculum in disciplines and (or) modules of the current semester with a rating of "excellent".

About the final certification

Final certification of students includes passing final exams in general professional and special disciplines and (or) modules, or performing and defending a graduation project (work), or performing and defending a diploma work with passing a final exam in one of the special disciplines and (or) module.

To conduct the final certification of students in college, a final certification commission is created.

The final certification of students is carried out within the time periods stipulated by the schedule of the educational process and work curricula in the form determined by state compulsory standards of technical and vocational, post-secondary education.

Final exams in disciplines and (or) modules are carried out in accordance with the curriculum in the following forms: orally, in writing, in the form of complex exams, including questions of several special disciplines and (or) professional modules.

The defense of the diploma project (work) is carried out at an open meeting of the commission for the final certification with the participation of at least 2/3 of its members. The results of the defense of the graduation project (work) are announced on the day they are held.

Persons who received a rating of "unsatisfactory" when defending a graduation project or passing the final exam, the final certification commission shall make a decision on admission to the retake of the final certification and determine its terms. Repeated final exam is conducted only on discipline and (or) module, on which an unsatisfactory mark was obtained.

The commission determines whether to submit to the student for re-defense the same work with refinement determined by the commission, or to develop a new topic.

A student who receives a rating of "unsatisfactory" upon repeated defense of the graduation project or passing the final exams is issued a certificate of the established form on the completion of a full course of study in a specialty (profession).

Students who fail to defend a graduation project (work) or pass the final exam for a good reason, confirmed by the relevant documents, by order of the head of the educational organization can be allowed to undergo final certification within the established time frame

Honors degree

Students who pass exams with excellent marks in at least 75 percent of all disciplines and (or) the curriculum module, and in other disciplines - with good marks, and who defend a diploma project (work) with excellent marks, are given honors degree.

The decision to issue a diploma indicating the level of qualification is made on the basis of the results of final exams in disciplines and (or) modules and (or) defense of diploma projects (work).

The procedure for the appointment and payment of state scholarship

The state scholarship is awarded to students studying on a state educational order, and also transferred to study on a state educational order who received the equivalent of grades corresponding to the grades “good”, “excellent” according to the results of an examination session or intermediate certification of students, and are paid monthly from the first of the month, following the examination session or intermediate certification of students, including until the end of the month in which the semester ends.

During the period when students are on academic leave, a state scholarship is not paid, with the exception of academic holidays provided on the basis of a medical certificate (conclusion of a medical-consulting commission).

Students who have returned from academic leave are assigned and paid state scholarships based on the results of the upcoming (regular) examination session or interim certification of students and provided there is no difference in curriculum.

Students left for a second year of study due to illness, a state scholarship is awarded and paid until the results of the next examination session or interim certification of students, according to the results of the previous semester, in which the curriculum was completed.

State scholarships are terminated:

1. in case of expulsion (exclusion) of the student from the educational organization, regardless of the reasons for expulsion (exclusion);
2. in case of death of the student;
3. after graduation from the day the release order is issued

The main reasons for expelling a student from college:

Student may be expelled from college

1. for good reason, including:
 - ✓ of their own free will;
 - ✓ in connection with the transfer to another educational institution;
 - ✓ for health reasons;
 - ✓ in connection with the draft in the Armed Forces;
2. for disrespectful reasons, including:
 - ✓ for academic failure. Students who have more than three unsatisfactory grades based on the results of intermediate certification are expelled from the college by the decision of the pedagogical council by order of the head with the issuance of a standard form certificate to him (her).

- ✓ for violation of academic discipline;
- ✓ for violation of obligations stipulated by the Internal Rules in connection with absenteeism from academic leave;

3. in connection with the end of college.

Student transfer and recovery procedure

Transfer and restoration of students of TVE organizations is carried out in accordance with the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated January 20, 2015 No. 19 “On approval of the Rules for the transfer and restoration of students by type of educational organization”.

Transfer from one specialty to another or from one form of training to another in one educational organization is carried out by order of the head of the educational organization.

Transfer from one educational institution to another, from one specialty to another, from a paid basis to study at the state educational order or from one form of study to another is allowed with an academic difference of not more than four academic disciplines.

Students in college on a paid basis with full reimbursement of costs are transferred for training on a state educational order to the available vacant places in the following order:

- the student submits an application addressed to the head of the educational organization with a request for his transfer to further training on a state educational order;
- the head of the educational organization, having considered this application, submits it for consideration by the pedagogical council and, on the basis of the decision of the pedagogical council, issues an order to transfer the student to further education by state educational order.

A student who wants to transfer to another educational organization submits a written application for transfer addressed to the head of the educational organization where he is studying, and, having received written consent for the translation, sealed, he addresses the head of the educational organization of interest to him.

A copy of the student’s record book (or progress book) of the student, certified by the signature of the head of the organization of education, from where he is being transferred, must be attached to the application for transfer addressed to the head of the host educational institution.

When deciding on the transfer, the head of the educational organization accepting the student issues an order on his admission to studies, delivery of the difference in the curriculum, sends a written request to the organization of education, where he was previously trained, about sending his personal file.

The order on enrollment in the number of students of an educational organization is issued after receiving a student’s personal file from the educational organization where he previously studied.

Persons who have previously studied in educational institutions may be reinstated in their former or other educational organization.

A prerequisite for restoration is the completion of one semester by the student and the question of restoration is considered only on the basis of his personal statement.

Recovery to the first year of students is allowed at the end of the first semester.

The academic difference in the disciplines of working curricula is determined on the basis of the list of studied disciplines, their programs and volumes in academic hours, reflected in the certificate issued to persons who have not completed their education. The procedure and terms for eliminating the difference in the disciplines of the curriculum is approved by the director of the college. To eliminate the academic difference in the disciplines of the working curriculum, the student visits these disciplines during the academic period, passes all types of current control and receives admission to the final control.

Students on a paid basis, expelled during the semester for non-payment of tuition, in case of debt repayment, are restored within four weeks after the day of expulsion, while the college reinstates the student upon presentation of a document on repayment of payment arrears, within three working days.

Upon the restoration of students who were previously studying to another college, the head of the educational organization where the student was previously trained, on the basis of a written request from the receiving party, forwards the student’s personal file, while retaining a copy of the Certificate, a record book and an inventory of the documents sent.

For restoration, a previously trained student submits an application addressed to the head of the educational organization, in which he expresses a desire to continue his studies, and a Certificate is attached to the application for restoration. The organization of education on the basis of the presented Certificate considers the application for restoration within two weeks from the date of its submission, determining the course and the difference in disciplines.

Regulation on the regime, the regulation of classes and the academic load of students of Miras College

1. General Provisions

These Regulations have been developed in accordance with the Law of the Republic of Kazakhstan “On Education” dated July 27, 2007, No. 319-III; State binding standard technical and vocational education, by order of the Minister of Education and Science of the Republic of Kazakhstan dated 10/31/2018; Model rules for the activities of the types of organizations of technical and vocational, post-secondary education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated September 11, 2013, No. 369; other normative legal acts on education, local acts of the college.

Depending on the content of educational programs, taking into account the needs and capabilities of the individual, training at the College is carried out in full-time and part-time (using distance educational technologies) forms.

The organization of the educational process is carried out on the basis of a six-day work week.

2. The regime, the schedule of classes and the workload

The mode of classes determines the organization and implementation of educational activities in college, the employment of students during the development of educational programs.

Duration of training for each specialty is set in accordance with the normative terms for their development, determined by the State generally binding standard of technical and vocational education.

The academic year begins on September 1 and ends depending on the organization of the educational process related to the specifics of the specialty. In the correspondence department, the academic year begins in accordance with the educational process in the training courses.

Vacation time is 11 weeks per year, including in winter - at least 2 weeks in full-time education.

The organization of the educational process at Miras College is carried out in accordance with the approved work curricula, educational process schedules, training schedule developed no later than May of the current academic year, the head of the educational unit together with the chairmen of the subject cycle commissions.

The schedule of studies is drawn up for a semester and posted with the schedule of the educational process on the information stand and college website no later than one week before the start of classes. The schedule is signed by the head of the academic department, deputy director for academic affairs and approved by the director of the college.

The schedule of training sessions may be amended due to the temporary absence of individual teachers, the redistribution of the teaching load, about which students are notified in a timely manner.

Teachers are prohibited from transferring the time and place of training without the permission of the deputy director for academic work and the head of the educational unit.

Schedule of current examination sessions is compiled separately from the schedule of compulsory classroom studies and approved by the director of the college. The schedule of exams for the final certification of full-time and part-time students is approved by the director of the college. The break between the intermediate certification exams must be at least 2 days, the final certification - 3 days.

Educational activities include training (theoretical lesson, practical exercises, laboratory exercises,

consultations), independent work; educational, industrial and undergraduate practice, the implementation of term paper, thesis (project), as well as other types of educational activities determined by the curriculum.

The disciplines determined by the college are provided in the amount of not more than 2 hours a week for 1 study group.

For all types of classroom classes, classes lasting 90 minutes (two academic hours) are established with a break of 10 minutes. For meals and outdoor activities for students after two classes provide a break lasting 20 minutes.

The class schedule for students is set in two shifts:

1 shift: from 8.20 a.m. to 1.20 p.m.

2 shift: from 13.40 hours to 18.30 hours

Attendance at all types of studies by students is mandatory. The maximum student workload is not more than 54 hours a week, including compulsory workload for full-time study - at least 36 hours a week.

The total amount of study time in full-time theoretical training is determined from the calculation of the compulsory study load of at least 36 hours per week (while the specified volume does not include classes in optional disciplines and consultations).

The number of term projects (works) per semester is not more than one.

Classes in "Physical Culture" are mandatory and are planned no more than 4 hours a week (depending on the specialty). No more than 100 hours are allotted to the "Initial military training", of which 36 hours to conduct field training, the deadline for which is established by the Department of Education.

Professional practice is carried out in enterprises, organizations defined as bases of practice on a contractual basis with them in accordance with the schedule of the educational process.

Training practice is organized in classrooms with study tours to organizations that are objects of future professional activity. The working hours of students in educational practice is 6 hours.

Technological (familiarization) and production practices are carried out in organizations (enterprises, institutions). The length of the working day is established by the practice program, in accordance with the requirements of the labor legislation of the Republic of Kazakhstan, depending on the age and production conditions.

Undergraduate practice is conducted at the graduation course for students who perform assignments for the thesis (project).

Consultations for full-time students are provided in the amount of not more than 100 hours per study group for each academic year and are planned in the disciplines for which intermediate and final certification are provided in the form of exams, term papers, diploma works (projects).

The procedure for conducting offsets and exams is regulated by the Model Rules for conducting current monitoring of academic performance, intermediate and final certification of students.

In order to educate and develop the individual, achieving results in mastering educational programs regarding the development of common competencies, students can participate in the work of student self-government bodies, public organizations, sports and creative clubs, and optional classes.

Organization of professional practice

Professional practice educational program.

Professional practice is determined in accordance with the working curricula and working curricula for the educational (introductory), production (technological) and undergraduate.

The direction of students to all types of professional practices is formalized by order of the head of the educational institution indicating the terms of passage, base and head of practice.

The student is given a direction in form. Types, terms, volume and content of professional practice are

determined by standards, standard and working curricula and programs.

The professional practice program is agreed with the enterprises (institutions, organizations) defined as the practice base and approved by the head of the educational institution.

Students on the basis of each type of professional practice submit a report that is checked by the head of practice.

The base for conducting professional practice of students is determined by organizations whose statutory activities correspond to the profile of training specialists and the requirements of the educational program, having qualified personnel to provide guidance on professional practice and the material and technical base.

An organization, defined as the basis of professional practice, concludes an agreement on conducting professional practice indicating its type, drawn up on the basis of a standard form of an agreement on conducting professional practice of students.

The contract with the bases of professional practice is concluded no later than one month before the start of the practice.

Collegepublicservices:

1. The standard of public service "Acceptance of documents in the organization of technical and professional, post-secondary education" dated April 14, 2015 No. 200;
2. The standard of public service "Issue of duplicate documents on technical and vocational education" dated 04.04.2015 No. 200;
3. The standard of public service "Transfer and rehabilitation of students in educational institutions implementing educational programs of technical and vocational, post-secondary education" dated November 6, 2015 No. 627;
4. The standard of public service "Issuance of a certificate to persons who have not completed technical and vocational, post-secondary education" dated November 6, 2015 No. 627;
5. The standard of public service "Providing free meals to certain categories of citizens, as well as to persons under guardianship (guardianship) and patronage, students and pupils of organizations of technical and vocational, post-secondary and higher education" from 07.08. 2017 No. 396.

MIRAS COLLEGE STUDENT CODE OF HONOR

Miras College Student Community

- aware of its responsibility for the implementation of the mission of the College,
- Considering it our duty to maintain and develop the corporate culture and image of the College
- striving for the formation in the College of a system of truly democratic relations between students, staff and the administration of the College, adopts this Code of Honor for a student of Miras College and agrees to strictly follow it.

Article 1

A college student complies with the Constitution and Laws of the Republic of Kazakhstan, the Charter of the College, the Internal Rules, and other regulations of the College.

Article 2

A college student knows and honors the state symbols of the Republic of Kazakhstan, the national culture, history and statehood of Kazakhstan, carefully preserves and enhances the traditions of the college

Article 3

A student of the College shows courtesy, correctness and attentiveness in communication with other students, teachers and the administration of the College.

Article 4

A College student respects any person regardless of their origin and nationality, social status, religious or ideological beliefs.

Article 5

A college student strictly fulfills his academic duties, does not commit ethical, academic and legal violations, including:

- **plagiarism;**
- **forgery;**
- **the use of cheat sheets, cheating and prompts at all stages of different forms of knowledge control;**
- **the use of family or official ties to obtain a higher score;**
- **bribery;**
- **deception of the teacher and disrespectful attitude towards him;**
- **absenteeism and being late for no good reason.**

Article 6

A college student takes care of the safety of the College's property and suppresses vandalism on its territory.

Article 7

A college student takes care of the college library and information resources, avoiding careless or harmful attitude towards them.

Article 8

A college student looks neat and looks aesthetically pleasing.

Article 9

A college student leads a healthy lifestyle, strives to improve his cultural, moral, and physical level, and takes an active part in the socio-cultural, scientific, and sports life of the college.

Article 10

A college student shall not commit unlawful acts both at the College and beyond.

Article 11

A College student must not allow the dissemination of information aimed at destabilizing order in the country, as well as participate in unauthorized meetings, demonstrations, rallies, pickets, rallies and marches.

Article 12

A College student shall refrain from engaging in any activity contrary to the interests of the College, which would damage the image and reputation of the College.

Article 13

A college student who finds a violation of the provisions of the Code is trying to stop it on his own or notifies the youth committee or administration.

Accepting the norms of this Code, we are fully aware that their violation drops the honor, dignity and title of a student of Miras College.

Conclusion

Student years forever remain in the memory of the happiest and most exciting stretch of human life. How bright and unforgettable this stage will be, depends only on you, on your choice. Along with professional special training, it is important for us to develop your creative potential: you will actively participate in the socio-cultural life of the college, the region and the country as a whole. We believe that much can be achieved through work and talent, therefore we are constantly working on the content of our educational programs in order to ensure the success of our graduates in science and education, in business and in the public service. We try to stimulate the formation of the personality of a young man, a modern, advanced, competent person, focused on growth and success. And in our college all conditions have been created — material and spiritual — for the formation of just such young people: bright, interesting, thinking, easy to learn, striving for improvement, able to set goals and achieve them. Our graduates are successful in career and in life. Our doors are open to each of you.

We are waiting for new talented students and together with them we believe in their future!

Information on the activities of the Miras College is available on the website

<http://miras.edu.kz> Helpline of the college: 35-52-53

Call Schedule:

1 shift

2 shift

Lesson	Time	Lesson	Time
1	8.20 - 9.50	1	13.40 - 15.10
2	10.00 – 11.30	2	15.20 – 16.50
3	11.50- 13.20	3	17.00- 18.30

List of elective classes

- ✓ Self-knowledge
- ✓ IT- information and digital technologies
- ✓ Basics of entrepreneurship
- ✓ Choreography
- ✓ Hairdressing and decorative cosmetics
- ✓ Modeling clothes and hats
- ✓ Leadership development

College Administrative Staff

№ cab	Full name	Position
201	Abueva Nurgul Kurbanovna	Director
214	Kalmyrzaeva Gulmira Mukhtargyzy	Deputy Director for Academic Affairs
310	Shayhybekova Salima Pulatovna	Deputy Director for Educational Work
301	Zharynbek Dinara Kanyshkyzy	Acting deputy director for educational and production work
401	Dzhazibaeva Zhanat Serikovna	Head of the Humanitarian and Pedagogical Department
304	Turebaeva Nazym Rysalievna	Head of Service and Technology Department
501	Baitureeva Aigerim Sharipbekovna	Head of the Department of Economics and Information Technology
215	Akzhigitova Mendigul Arystanovna	Methodist
215	Ospanova Gulmira Akhmetovna	Methodist
411	Qaldarova Aizhamal Erdauletgyzy	teacher-psychologist
214	Kokche Nayle Asanovna	Head of Academic Affairs
202	Sembek Perizat Muratgyzy	Secretary of the study
202	Khovrina Irina Valerevna	Secretary of the study
208	Tazhikhanova Perizat Ergenbaevna	Head of the student office
208	Əbdiraimova Fariza Asangyzy	Student secretary
216	Bakybaeva Dinara Erzhomartovna	Chief accountant
216	Utebaeva Zhanar Nurzhankyzy	Accountant
216	Musalimova Gulbanu Shekerbekyzy	Head of Human Resources
302	Sarynbetova Zhansaya Sembekovna	Head of the medical center
308	Dulatova Akbota Uvaidullakgyzy	Chairman of the Committee on Youth Affairs (KDM)
301	Atalykova Bogdana Stanislavovna	Secretary of the Practice Department
201	Seitkhan Shynar Maratgyzy	Office manager
601	Torebekova Gulshat Ibikenovna	Librarian
	Karzhau Symbat Sakenkyzy	Cashier
508	Chizhevsky Nikolay Sergeevich	System administrator
207	Arynova Liza Temirbekovna	PTsK General educational disciplines
403	Zhekeeva Natalya Borisovna	PTsK Special. Disciplines on sewing production, hairdressing and fine arts, tourism
205	Seisenbaeva Moldir Akkulovna	PTsK Humanitarian disciplines, pedagogy and psychology
505	Nyshanbaeva Ulzhan Userbaevna	PTsK Information Technology and Economic Disciplines "

Cabinet Location

№	Cab	Floor	Name of cabinets
1	103	1	Materials Science
2	104	1	Equipment for sewing production Sewing workshops
3	105	1	Technology of sewing production Sewing workshops
4	106	1	Kiimderdi kurastyru (construction) Sewing workshops
5	107	1	Hairdressing Salon Laboratory
6	109	1	Hairdressing Salon Laboratory
7	204	2	Self-knowledge with teaching methodology Choreography
8	205	2	Philosophy Political Science
9	207	2	History of Kazakhstan World History
10	210	2	Coloring and staining methods
11	212	2	Mathematics
12	213	2	Theoretical Foundations of Mathematics
13	303	3	Russian language and literature Children's literature
14	305	3	Modern Russian language and methods of teaching the Russian language, calligraphy
15	306	3	Civil and civil procedural law
16	307	3	Professional English
17	309	3	Professional Kazakh
18	310	3	Kazakh language and literature
19	314	3	Theory and practice of translation
20	315	3	English and PUPR
21	316	3	Tour Management Tourism Organization
22	317	3	Postizh Hairdressing Technology
23	318	3	Makeup and Make-up Laboratory
24	402	4	Biology Anatomy, Physiology and Hygiene Natural Science with Teaching Methodology
25	403	4	Chemistry
26	405	4	Culturology Social Studies
27	406	4	Preschool education with teaching methods
28	407	4	Natural science with a methodology for understanding the world
29	409	4	Management and marketing
30	410	4	Technology and teaching methodology Fundamentals of pedagogical excellence
31	413	4	NVP
32	414	4	Professional Russian language Speech development technique

33	415	4	Geography
34	416	4	Pedagogy and psychology
35	417	4	New pedagogical technologies
36	418	4	Chemistry. Laboratory
37	502	5	Physics
38	503	5	Accounting Basics Financial Accounting Audit
39	505	5	Fundamentals of Economics Organization Economics
40	506	5	Statistics Finance and credit
41	507	5	Multimedia office
42	509	5	Applied Informatics 1C
43	510	5	Informatics Language laboratory
44	513	5	Operating Systems and Software
45	514	5	Internet technology and web programming
46	515	5	Gym
47	516	5	Fundamentals of the theory of state and law
48	517	5	History of Fine Art Drawing and Painting