

# INSTITUTION MIRAS COLLEGE



The rules are reviewed on  
College Teachers Council  
Minutes No. 1 dated 28.08.2019



## **RULES OF INTERNAL STUDY OF TRAINING COLLEGE**

**SHYMKENT 2019**

## **I. GENERAL PROVISIONS**

These Internal Rules of Procedure (IRP) regulate the order, activities, behavior, interaction and relationships of students, employees and the administration of Miras College during the educational process.

## **II. ORGANIZATION OF EDUCATIONAL PROCESS**

1. The academic year for full-time students begins on September 1, for students of distance learning from October 1 and ends according to the curriculum and schedule of the educational process of the relevant specialty and form of training.
2. The academic year is divided into two academic semesters. The start and end dates of semesters, examination sessions, training, production (professional) practices are determined by the consolidated schedule of the educational process, which is approved by the director of the college at the beginning of each academic year.
3. College classes are held on schedule.
4. Students are admitted to the examination session, provided that the requirements of the curriculum are fully met, all forms of certification for the academic disciplines of this semester are completed.
5. College students are required to attend all types of classes provided for in the curriculum, according to the class schedule. Responsibility for visiting students lies with the group curator.

## **III. TRAINING COLLEGE RIGHTS**

Students have the right to:

1. receiving high-quality education in accordance with the State compulsory education standards;
2. training in the framework of the State Compulsory Education Standards for individual curricula, reduced educational curriculum by decision of the College of Education;
3. the choice of alternative courses in accordance with the curriculum;
4. participation in college management;
5. restoration and transfer from one educational institution to another, from one specialty to another or from one form of training to another;
6. free use of information resources in the college, providing textbooks, teaching aids and teaching aids in t7. free use of the reading room, library;
8. free expression of one's own opinion and belief;
9. respect for their honor and dignity;
10. encouraging and rewarding for successes in studies, scientific and creative activities.
11. receiving additional (including paid) educational services provided by the college;
12. participation in the discussion and resolution of issues of educational activities of the college, including through self-government bodies and other youth public organizations;
13. obtaining academic leave for medical reasons, as well as in other exceptional cases, confirmed by relevant documents, by decision of the director of the college, in the manner prescribed by the law of the Republic of Kazakhstan "On Education" and other regulatory acts in the field of education;
14. deferment from conscription for military service while studying at the full-time department of the college in accordance with the law of the Republic of Kazakhstan on military service.

## **IV. DUTIES OF COLLEGE STUDENTS**

College students are required to:

1. Comply with the requirements of the Charter of the college, orders and instructions of the college administration, these Rules;
2. To acquire knowledge, skills, practical skills and competencies in accordance with the

requirements of the State compulsory education standards, to comply with the internal rules stipulated by the charter of the organization of education and the contract for the provision of educational services.

3. Take care of your health, strive for spiritual and physical self-improvement.
4. Respect the honor and dignity of teachers, students, college traditions.
5. To fulfill (in the normative period) all the requirements of educational programs implemented in college in the relevant specialty;
6. Observe discipline during training, fulfilling all the requirements of teachers;
7. When attending college, both during class and during breaks, wear a branded accessory.
8. Present at the entrance to the college student ID card to the security guard and the duty of the college.
9. Comply with labor protection and fire safety requirements;
10. In case of illness, timely provide the curator of the group and the medical center with a certificate of the medical institution in the prescribed form;
11. Maintain cleanliness and order in the premises of the college;
12. Take care of the property of the college, bear administrative and material liability for damage to property;
13. In case of failure to attend classes for good reason, notify the curator in advance, and subsequently provide a certificate or an explanatory note from the parents;
14. Acting on duty in the group, monitor the order, cleanliness and safety of property in the training room;
15. Participate in college duty and community service;
16. College students must abide by the business style of clothing.

#### **Requirements for students during classes**

1. During the training, the teacher is the direct supervisor of students, defines the forms, teaching methods and requirements for the student's behavior in the class in accordance with the Charter of the college.
2. The student must be in the classroom 5 minutes before the start of the lesson, with the necessary educational supplies;
3. The student may leave the audience during the lesson, only with the permission of the teacher.
4. During the lesson, you must not distract other students and be distracted by yourself for activities not related to the topic of the lesson.
5. During the lesson, the student should be in the audience without outerwear.
6. At the beginning of the lesson, students greet the teacher standing at their workplaces and sit down with his permission. Similarly, any adult who enters the classroom during a lesson is welcome.
7. For violation of obligations by students, disciplinary measures may be applied, provided for by the internal regulations and the charter of the organization of education, or other measures provided by the agreement on the provision of educational services.

#### **College students are prohibited from:**

1. miss classes without good reason;
2. use players and mobile phones during training sessions;
3. bring to the college building objects and substances that threaten the life and health of others;
4. smoking on the premises of the college and on campus;
5. being drunk in college;
6. to consume and distribute alcoholic drinks and narcotic substances in the territory of the college;
7. use foul language in the presence of teachers and peers;
8. to swear;
9. leave the classroom during training sessions without the permission of the teacher;
10. without the permission of the college administration to remove various equipment from laboratories, training and other premises of the college;

11. introduce explosive and fire hazardous substances into premises and into the territory;
12. wear overly open clothes, short skirts, clothes with a deep neckline, clothes exposing shoulders, back, waist and belly, tracksuit, open blouses, T-shirts and shorts, beach shoes (slates), jeans with “decorative holes”.

## **V. SYSTEM OF DISCIPLINARY SURVEYS AND PROMOTIONS**

For achievements in the educational, various types of non-educational, socially significant activities, college students can be presented with the following types of encouragement:

1. Oral gratitude is made if students have one-time achievements in academic and non-academic activities.
2. The gratitude announced by order of the director of the college with the student being entered in the personal file is made based on the results of the academic half-year if the student has systematic successes in or out of school.
3. A diploma of the college is awarded to students at the end of the school year for achievements in academic activities and active participation in the college’s public life.
4. A letter of thanks to the student’s parents is given to parents who are actively involved in the college’s public life and parenting. It can be awarded at the parent meeting following the results of the school year, graduation ceremony.
5. Cup, pennant is awarded to the team (group), the winner of the competitions held in college as part of educational work. Cup, pennant can be handed to the team (group) for permanent storage or to be rolling.

For violations of the College’s internal rules (including systematic omissions of studies without a good reason), the following disciplinary measures may be applied to students by the decision of the college’s educational council:

### **Disciplinary action:**

1. verbal remark
2. a comment informing the parents (persons under the age of 18)
3. the expulsion from the college.

When imposing a penalty, the severity of the act committed, the circumstances under which it was committed, and the student’s previous behavior, must be taken into account.

For each perfect misconduct, only one penalty may be applied. Before applying the penalty, the offender must provide a written explanation. The disciplinary sanction is applied by the Legal Council immediately after the discovery of the misconduct, but not later than one month from the date of its commission, not counting the time of the student’s illness or vacation. The penalty cannot be applied later than six months from the date of the offense. The order on the application of disciplinary sanction with the reasons for its application is announced to the student against signature, within 3 working days with a written notification to the parents (persons under 18 years of age).

## **VI. DEPARTURE FROM COLLEGE**

### **Students can be expelled for the following reasons:**

1. for failure to follow curricula and programs;
2. for prolonged absenteeism without valid excuse (absenteeism for more than 48 academic hours) for a semester;
3. for academic failure;
4. for gross, repeated violations of the internal regulations, the contract for the provision of educational services and the Charter of the college; for committing illegal actions;

5. to provide medical and other types of certificates of unsuitability;
6. unwillingness to continue training (for persons over 18 years of age);
7. unsatisfactory results of certification (intermediate or final) in two or more subjects;
8. indoor and college smoking
9. arrears of tuition fees;
10. immoral acts;
11. foul language;
12. by a court decision;
13. alcohol, toxic and narcotic substances
14. of their own free will (for persons over 18 years of age).

**The student's personal statement must indicate one of the following reasons:**

- family circumstances;
- admission to the University;
- relocation;
- difficult financial situation and in this regard - the need to work;
- illness.

The student is expelled by the decision of the College's Teaching Council or by the decision of the Commission on Minors (for persons under 18 years of age).

## **VII. INTERNAL ORGANIZATION IN THE EDUCATIONAL GROUP**

In each study group, students elect an elder from their composition for one academic year. The head of the study group reports directly to the curator of the group.

**Responsibilities of the head of the study group:**

- Assist the curator in managing the study group.
- Maintain order and discipline in the study group.
- Represent the interests of students of their study group in all public organizations, units and structures of the college on all issues of training, education, work and life of students.
- Liaise with the school administration and college management bodies on all issues.
- Draw up a schedule of daily duty for students of the group, its compliance with, control over the actions of duty officers.
- Prior to the expiration of the term of office, the head may be relieved of his duties for inaction or gross violations of the IRP by the decision of the group meeting. In this case, early elections of the new headman are held.

## **VIII. FINAL PROVISIONS**

1. The validity of these Rules applies to all students of the Miras College located in the building and on the college territory, both during classes and after school hours.
2. The group curator is obliged to familiarize students with the internal rules at the beginning of the school year, under the signature.
3. These IRPs contain 1 Appendix:

**Appendix No. 1 - is kept by the head of the department and the curator of the group.**

**ACKNOWLEDGED:**

<b>№</b>	<b>Group</b>	<b>Full name</b>	<b>Signature</b>
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