

**GKP "AKTOBE HIGHER MEDICAL COLLEGE NAMED
AFTER THE HERO OF THE SOVIET UNION MANSHUK MAMETOVA" on PVC
GU "DEPARTMENT OF HEALTH CARE OF AKTOBE REGION"**

CONSIDERED

meeting

pedagogical council

Protocol № _____

«__» _____ 2021 y.

APPROVED

at the college director

_____ M.Kh.Kuzbakov

«__» _____ 2021 y.

DIRECTORY GUIDE OF A STUDENT

Code	Edition	Developed on 28.08.2021	Agreed on 29.08.2021
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The guidebook contains general teaching rules, forms and methods of organizing the educational process for technical and vocational training, information about the structural divisions of the college, and also presents general requirements for students, their rights and obligations.

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1. GENERAL INFORMATION ABOUT COLLEGE

Aktobe Higher Medical College named after the hero of the Soviet Union Manshuk Mametova is one of the oldest educational institutions in the republic.

The history of the college began back in 1935. On the basis of order № 279 of the People's Committee

for Health dated August 4, 1935, a two-year school of general nursing was organized in Aktobe.

The school admitted students with a certificate of graduation from school in the amount of at least five years. The school did not have full-time teachers. Medical disciplines were taught by local doctors, teachers of secondary schools and senior students of the Aktobe Pedagogical Institute were invited to teach general disciplines.

In the conditions of the labor market, not only the content of education has changed significantly, but also the content of the very concept of "profession".

It is not a ready-made set of professional skills that comes to the fore, but activity - the organized ability of a person to grow in a profession, the ability to analyze his professional level, quickly create clear professional skills, discover and master new knowledge and professional zones in accordance with the changing requirements of the market situation.

The new society required a new education, in which the emphasis would be placed not only on the high professionalism of the future specialist, but also on the general level of education.

Further development of the college required a lot of stress from the staff, since the problems of financing, improving the educational and material base, educational and methodological support, and the selection of teaching staff did not disappear.

The college has an assembly hall, a library, a canteen, a dormitory for 150 people, and a gym. From year to year, close communication is maintained with medical organizations of the city and region. The college organized a volunteer movement to help lonely and elderly people in conjunction with the city's social assistance center. The student club "Syrlasu", the Club of cheerful and resourceful group "Adrenaline", the student club "Mercy" were created.

College teachers participate in various regional, republican, international events.

The college has student circles with the introduction of elements of research work. From year to year, the college lives its own busy life, trying to keep up with the times.

STE "Aktobe Higher Medical College named after the hero of the Soviet Union Manshuk Mametova" is an educational institution with innovative information technologies used in the preparation of mid-level medical workers in accordance with the requirements of modern educational standards.

Since December 2012, the director of the college was appointed candidate of medical sciences, associate professor Kuzbakov Mazhit Khamitovich. Under the leadership of Mazhit Khamitovich, simulation rooms have been opened in our college, which contributes to the development of students' knowledge. The material and technical base of the college has been completely modernized, equipped with various technical means, and in 2013, along the Asau Barak street, the second educational building of the college was put into operation. All conditions for study and leisure of students have been created here: classrooms, a hostel for 150 places, a cinema hall, a library, a gym.

Since 2014, students with disabilities with visual impairments have been studying in the specialty "Nursing" of the qualification "Masseur", and 8 students with hearing

impairments were admitted to the college in the specialty "Orthopedic Dentistry" of the qualification "Dental Technician". For students with special educational needs, all conditions have been created for obtaining a specialty. The college, according to tradition, annually hosts a charity event "Vienna Ball" for people with disabilities, low-income students and orphans.

In 2015, the Professional Massage Center "Sighted Hands" was opened with the aim of improving professional skills and further employment of graduates with disabilities.

In order to develop partnerships at the international, republican and regional levels, contracts were signed with Hemogens Health Care in Turkey, Kislovodsk Medical College, Orenburg Medical College, Zerde-Fito LLP and Aktobe State Medical University named after M. Ospanova.

In 2016, on the square of the college, the so-called "Star Alley" was broken, where, at the end of the academic year, teachers are awarded the title "Star Teacher", and graduates - "Star Graduate"

By the decree of the President of the Republic of Kazakhstan dated May 26, 2017 № 302, the Aktobe Medical College was awarded the title of Hero of the Soviet Union Manshuk Mametova. In honor of the hero, a pedestal with a bust of Manshuk Mametova was opened.

In order to replenish the material and technical base of the college and provide students with quality education, there are 74 classrooms: laboratory rooms-13, general humanitarian classrooms-51, clinical rooms-23. In these classrooms, the functions of using modern dummies and mannequins are fully mastered.

For the implementation of the international informatization program in the college, additional interactive whiteboards were purchased, computer classes and a multimedia office were equipped. The entire educational space is connected to broadband Internet.

The college has 4 computer labs, a college library with 60 seats. The multimedia room is equipped with electronic textbooks, videos, CDs, laptops. The college has a buffet-dining room with 60 seats. The multimedia room is equipped with computers connected to the Internet.

In 2017, the college received a certificate of passing institutional and specialized accreditation

Currently, the college has 1677 students. Every year hundreds of graduates graduate from college in specialties that are in demand in the medicine of our society, they work in all corners of our country, contribute to a bright future, the strengthening of our state. Employment of graduates is up to 90-92%.

2. COLLEGE MANAGEMENT

№	Position held	Full name
1	Director	Kuzbakov Mazhit Khamitovich
2	Deputy Director for Academic Affairs	Kuzdybaeva Almagul Amanzholovna
3	Deputy director of educational work	Tazhybaeva Samal Musakzyzy
4	Deputy Director of the Development Center nursing in Aktobe region	Alipova Zamzia Sailauovna

5	Deputy Director for Methodological Work	Karshyga Askankyzy	Asemgul
6	Deputy Director for Economic Affairs	Toleuov Ykhlasmadreuly	
7	Head of personnel management Department	Ölekeshova Zhaishylyk Zhumakyzy	
8	Head of the educational department	Mysaeva Zhanisovna	Gulsagat
9	Head of the department "Nursing affair" qualification "Applied Bachelor"	Kenzhebaeva Bauyrzhanovna	Sagynysh
10	Head of the department "Nursing affair"	Tlembaeva Barlykovna	Armangul
11	Head of the department "Dentistry", "Pharmacy", "Laboratory diagnostics"	Eleuova Azbergenovna	Bolgan
12	Head of the department "General Medicine", "Obstetrics"	Tukeshova Sergazievna	Gulmira
13	Head of Information Technology Service	Dauletov Amanzholovich	Nurbolat
14	Methodist	Turganbaeva Abibullaevna	Gulnaz
15	Methodist	Espagambetova Bishenovna	Kunsulu
16	Chairman of the trade union committee	Kurmangalieva Ulzhan Usenovna	
17	Registrar Office	Sadykova Gulnar Serikovna	

3. CHAIRMAN OF CYCLE METHODOLOGICAL COMMISSIONS

№	Name of the Cycle Methodological Commission	Full name of the chairman of the CMC
1	CMC "General humanitarian disciplines"	Kudabaeva N.Sh.
2	CMC "General professional disciplines"	Saimagambetova D.A.
3	CMC "Nursing affair"	Tleulesova V.I.
4	CMC "Special disciplines No. 1"	Tobazhanova R.R.
5	CMC "Special disciplines No. 2"	Nsanov B.R.
6	CMC "Therapy"	Dementievskaya N.V.
7	CMC "Pharmacy"	Kaldybaeva N.K.

8	CMC "Stomatology"	Esengulova B.N.
9	CMC "General educational disciplines"	Ismagulova S.S

4. SPECIALTIES OF THE COLLEGE

- 091201100 "General Medicine", qualification 4S091201101 "Paramedic",
- 09130200 "Obstetrics" qualification 4S09130201 "Obstetrician"
- 09130100 "Nursing affair" qualification 4S09130103 "General practice nurse"
- 09130100 "Nursing" qualification 5AB09130101 "Applied Bachelor of Nursing"
- 09110100 "Stomatology", qualification 4S09110102 "Dentist"
- 09110200 "Orthopedic dentistry", qualification 4S09110201 "Dental technician"
- 09130100 "Nursing", qualifications 3W09130102 "Masseur" inclusive education for the visually impaired and the blind
- 09160100 "Pharmacy", qualification 4S09160101 "Pharmacist"
- 09140100 "Laboratory diagnostics", qualification 4S09140101 "Medical laboratory assistant"

5. CODE OF HONOR OF STUDENTS

5.1. The community of students of the Aktobe Higher Medical College, realizing the full responsibility for the implementation of the mission of the college, considering it its duty to maintain and develop the corporate culture and image of AHMC as one of the leading centers for training professional personnel in the Republic of Kazakhstan, striving to form a system of truly democratic

relations between students, staff and administration college, accepts this code of honor and undertakes strictly to him to follow.

Article 1.

College students must know the constitution and laws of the Republic of Kazakhstan, the Charter of the college; Internal regulations, rules of residence in the dorm and other college regulations.

Article 2.

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

Article 3.

The 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 treats any person with respect, regardless of his origin and nationality, social status, religious and ideological beliefs.

Article 5.

The student of the college strictly fulfills his academic duties, does not allow ethical, academic and legal violations, including:

- plagiarism;

- forgery;
- using cheat sheets, cheating and tips at all stages of training, knowledge control;
- the use of family or official ties to obtain high ratings;
- bribery;
- deceiving the teacher and disrespectful attitude towards him;
- absenteeism and lateness without a valid reason.

Article 6

The student of the college takes care of the safety of the property of the college and suppresses the manifestations of vandalism on the territory of the college.

Article 7.

The student of the college takes care of the library and information resources of the college, avoiding careless or harmful treatment of them.

Article 8.

The student of the college is neat and ethical in appearance. Wearing a hijab, short skirts is excluded in college, library and other public places. Boys must be neatly trimmed and shaved, and beards are not permitted.

Article 9.

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

Article 10.

A college student must not commit illegal activities in college, also outside of it.

Article 11.

A college student should not allow the dissemination of information aimed at destabilizing order in the country, as well as participate in unauthorized meetings, demonstrations, rallies, pickets, actions and processions.

Article 12.

College students shall refrain from engaging in any activity that is contrary to the interests of the college and damages the image and reputation of the college.

Article 13.

A college student who finds a violation of the provisions of the Code tries to suppress it on his own or notifies the student government and administration about it.

6. INTERNAL ORDER RULES

6.1. College students have the right to:

- receiving education in accordance with the state compulsory education standards;
 - choice of language of instruction (Kazakh and Russian)
 - respect for their human dignity;
 - encouragement and reward for success in studies, scientific and creative activities;
 - combining study with work outside of study time;
 - deferment from conscription for military service in accordance with the legislation of the Republic of Kazakhstan;
 - academic leave for medical reasons and
- in other exceptional cases for a period and in the manner prescribed by the Ministry of Education and Science of the Republic of Kazakhstan;

→ free access and free use of the collection of educational and scientific literature of the college library;

6.2. College students are required to:

- Arrive at the college on time for scheduled classes;
- Attend classes according to the schedule of the educational part;
- In case of admissions for a valid reason, illness, childbirth, a call to the military registration and enlistment office to provide the relevant documents, in case of his absence during the studies, the student must notify the supervisor of the group, the head of the department about the reason for the absence no later than the next day;
- In the case of long absences from classes, the student must submit an application in a timely manner (for expulsion, academic leave, repeated year of study), otherwise, the obligation to pay tuition fees for the period of the missed days remains

6.3. Student Ethics Code:

A college student is the intellectual potential of our Motherland and he will have to continue the work of previous generations of Kazakhstan and be ready in a professional, educational, cultural, moral and ethical attitude to fulfill the mission predetermined for young people;

- Responsible attitude to learning;
- To master the spiritual, cultural heritage;
- Love your Motherland, fulfill your civic duty;
- To improve the cultural and professional level, to take care of the prestige of the college;
- Respect for the human dignity of faculty, college staff and the opinions of others;
- Elect and be elected to self-government bodies and public organizations;
- Attend college education activities;
- Maintain academic integrity and not allow copying or other use of stored information, incl. computer, without permission;
- In accordance with the schedule of classes in advance, without delay, in a clean white coat, cap, take a seat in the classroom. Upon entering the auditorium of the college administration, teachers, students are required to greet while standing;
- Disable mobile phones during classroom, simulation and practical classes, midterm and final certification;
- Carefully and accurately treat college property (premises, equipment, computers, property, furniture and library books);
- Pay tuition fees in a timely manner;
- Maintain cleanliness and order in classrooms, simulation rooms, corridors, library, etc.
- Observe medical ethics and deontology at clinical sites when supervising patients, contacts with relatives of patients and medical personnel.

6.4 It is prohibited in college:

- Attending training sessions in sportswear, except for physical education classes;
- Loud conversations, noise and walking during classes in classrooms, offices and corridors;
- Smoking in classrooms, buildings, on the territory adjacent to the college;
- Gamble, engage in dubious informal sales, play lottery, trade in alcoholic beverages;
- Distribution and consumption of alcoholic beverages.

- Violate the schedule of the educational process.
- Attend training sessions off schedule in accordance with the curriculum and programs approved in the prescribed manner.
- Violate the duration of one academic hour 45 minutes.
- Starting a lesson by calling. The entrance of the student into the classroom after the call and the teacher is prohibited. Students who are late for the start of classes are allowed only with the permission of the teacher.

6.5 Functions of the head of the group:

In each group, a group leader is elected.

- The head of the group reports directly to the class teacher, the head of the department, conducts their orders and instructions in the group.
- Personal accounting of class attendance;
- Providing the deputy director for SD, the head of the department with weekly information about absence or lateness for classes, indicating the reason:
- Monitoring the state of the academic discipline in the group;
- Notifying students about changes to the class schedule.

6.6. Responsibility of students for violation of internal regulations:

For violation of the internal rules of the college, the following disciplinary sanctions may be applied to students:

- Remark;
- Reprimand;
- Harsh reprimand;
- College dropout.

The basis for the expulsion of a student can also be:

1) For valid reasons, including:

- At your own request;
- In connection with a transfer to another college;
- For health

2) For disrespectful reasons, including:

- For academic failure;
- For violation of academic discipline, internal regulations and the Charter of the college;
- For loss of contact with college (absence from class for 4 weeks)

7. SUPPORTING UNITS ORGANIZATION OF TRAINING

7.1. Educational part

The educational part provides the organization of the educational process, all types of knowledge control, registration of the entire history of educational achievements of students in the Platonus platform. Students can refer to the training section for the following questions.

1. Get a student card;
2. Transfer to another specialty, to another college, to drop out;
3. Apply for benefits according to the social package;
4. Obtain permission to extend (change) the term of the session if there are appropriate certificates.
5. Get a certificate of educational achievements;
6. Apply for an academic leave if you have the necessary documents;

7. Get a certificate of training, etc .;
8. Apply for retraining;
9. Sign up for the summer semester to eliminate the difference in curriculum or academic debt;
10. Submit an application for deduction of your own free will;
11. Obtain a work-around list upon deduction;

7.2. Library

Students can contact the library for the following questions:

1. Receive educational methodological literature in the specialty;
2. To use educational-methodical literature, encyclopedias, dictionaries, monographs, dissertations, abstracts in the reading room;
3. Get information for term papers and diploma works on the Internet, college electronic library.

The library is open from 8:00 to 18:00

7.3 Department of industrial training

Trainees can contact the industrial training department for the following questions:

1. On the issues of internship;
2. Employment of graduates;
3. Get a job referral;

7.4. Department for educational work.

Students can contact the department for educational work on the following issues:

1. Social protection of students;
2. Entry to circles and clubs of interest;
3. Participation in various social events

7.5. College dormitory

Rights and obligations of residents of a student hostel

Residents in a student hostel have the right to:

- live in a fixed living quarters (room) for the entire period of study, subject to the internal regulations;
- use the premises for educational and cultural purposes, equipment, inventory of the student hostel;
- move, with the consent of the dormitory administration, to another dormitory of the student dormitory;
- elect the student council of the hostel and be elected to its composition;
- participate through

the student council of the hostel, the trade union organization of students in solving issues of improving the living conditions of students, organization of extracurricular educational work and leisure, equipment and decoration of living quarters and rooms for independent work, distribution of funds allocated to improve social and living conditions.

Students living in a student residence are required to:

- strictly observe the rules of residence and internal regulations of the student hostel, safety, fire and public safety;
- take good care of the premises, equipment and inventory of the student dormitory, economically use electricity, gas and water, keep cleanliness in living quarters and common areas, clean your living quarters (blocks) every day;

- timely, in accordance with the established procedure, pay payment for accommodation, utilities and for all types of consumed additional services provided at the request of residents;
- to compensate for the material damage caused in accordance with the legislation of the Republic of Kazakhstan and the concluded rental agreement for residential premises.

Those who live in a student hostel on a voluntary basis are involved by the student council of the hostel during extracurricular hours to work on self-service, landscaping and landscaping of the hostel territory, to repair the living rooms they occupy, systematic (at least twice a month) general cleaning of the student hostel premises and the assigned territory and other types of work, taking into account the concluded contract for the lease of residential premises in compliance with labor protection rules.

For violation of the rules of residence and internal regulations in a student hostel, residents may be subject to measures of social, administrative pressure, disciplinary and other types of penalties, as advised by the administration of the student hostel or by the decision of the student council of the hostel.

It is strictly forbidden to appear in a student hostel in a drunken state that offends the honor and dignity of residents, drinking alcoholic beverages, as well as storing, using and selling drugs.

7.6 Youth Affairs Committee

The College Youth Committee is a form of student self-government without the formation of a legal entity and carries out its activities in order to ensure the implementation of the rights of students to participate in the management of the educational process, address issues of the life of student youth, develop their social activity, support and implement social initiatives.

Goals and objectives of the Committee on Youth Affairs:

The purpose of the Committee on Youth Affairs:

- ensuring the implementation of the rights to participate in college management, promoting social protection of students;

Tasks of the Committee on Youth Affairs:

- developing students' skills and abilities of self-government, preparing them for competent and responsible participation in the life of society;
- formation of civic culture, active civic position of students, assistance in the development of their social maturity, independence, ability to self-organization and self-development;
- promoting the implementation of the personal and professional qualities of students;
- attracting students to participate in the development of proposals for improving the quality of the educational process, taking into account the scientific and professional interests of students;
- assistance to the college governing bodies in the implementation of social programs for the organization of leisure and everyday life of students, in the promotion of a healthy lifestyle;
- protection and representation of the rights and interests of students;
- meeting the needs of the individual for intellectual, cultural and moral development;
- assistance to the structural divisions of the college in the activities they conduct within the framework of the extracurricular process;

- organization of students' free time, assistance to the diversified development of student assets;
- preparation and holding of cultural and leisure activities in the college;
- preservation and enhancement of the traditions of student events and competitions;
- Carrying out work aimed at increasing the consciousness of students and their exactingness to the level of their knowledge, fostering a respectful attitude towards the property complex, a patriotic attitude towards the spirit and traditions of the college;
- increasing the level of student culture, including legal, identifying and developing sports and volitional qualities;
- identification of talented youth, creative potential of students;
- informing students about the activities of the college;
- assistance in the implementation of socially significant youth initiatives.

7.7 Student Service Center

The main purpose of the Center is to provide students with educational services on the principle of "one window" based on service standards and support in the process of obtaining education.

In order to achieve this goal, the Information and advisory services for students provides the solution to the following tasks:

- Optimization of services;
- Managing the processes related to the provision of public services and services of the Centralized Control Center, creating conditions for the elimination of manifestations of corruption risks and offenses;

Several windows can serve students at the same time. Service is carried out on an electronic basis. The service time for one student is strictly regulated in accordance with the standard for the provision of services.

In order to receive the necessary service, you need to take an electronic queue ticket and go to the waiting room, and then go to the window that will be announced and written on the screen.

Information and advisory services are available at the Student Service and Registration Center. For this, "Reception" works. The issuance of ready-made certificates and transcripts is also carried out here.

It is possible to receive the services of the IASS on your own, without resorting to the help of consultants. For this, a self-service zone works. To get a certificate or a transcript, you must leave a request, indicating your personal data.

8. BASIC CONCEPTS RELATED TO TECHNICAL AND PROFESSIONAL TRAINING.

Academic calendar - a calendar of educational and control activities during the academic year, indicating the days of rest (vacations and holidays);

Academic transcript - a document of the established form containing a list of the disciplines passed for the corresponding period of study, indicating credits and grades;

Handouts - active visual illustrative materials distributed in the course of classes to motivate students to creatively successfully master the topic (abstracts, lectures, links, examples, glossaries, assignments for independent work);

Final state certification of students is a procedure carried out in order to determine the degree of their assimilation of the state general educational standard of the corresponding level of education, as a result of which a document on education (diploma) is issued;

Final control - a check of the educational achievements of students, carried out after the completion of the study of the academic discipline, during the period of intermediate certification, at the end of the academic period; the form of the final control is an exam: oral, written, testing through the Platonus platform;

Monitoring the educational achievements of students - checking the educational achievements of students in a specific discipline on the basis of control tasks of various types (written work, tests, practical work, oral surveys, etc.); it is subdivided into current control, midterm control and final control;

The educational part is a service that records the entire history of the student's educational achievements;

General educational disciplines - cycles of social and humanitarian and natural science disciplines;

Mandatory component - disciplines studied by students without fail according to the curriculum;

Full-time training is a form of training in which the student is obliged to attend all training sessions, considered by the curriculum;

Student's independent work - work on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, tests, colloquia, essays, essays and reports;

Current monitoring of progress - a systematic check of educational achievements of students for each topic and section of the academic discipline, conducted by the teacher leading the training sessions;

Academic achievements of students - knowledge, abilities, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personality development;

Curriculum is the main document regulating the list and volume of academic disciplines of the corresponding level of education, the procedure for their study;

Curator is a teacher who provides the functions of a mentor to students, assists in the development of the educational program during the period of study.

9. ORGANIZATION OF THE TRAINING PROCESS

9.1 General provisions

The academic year starts on September 1st. The duration of the study time corresponds to the schedule of the educational process (PMU). Intermediate certification (session), practice and vacations in specialties - in accordance with the academic calendar.

The academic year is divided into 2 semesters, the duration of one academic semester is indicated in the planning of the college educational process.

College classes are held on schedule, in accordance with curricula and programs.

The class schedule is compiled for each semester and posted on the stand, and is also published in the Platonus platform before the start of the training sessions for each semester.

Duration of one academic hour is 45 minutes.

There is a break of 10 minutes between lessons. The beginning and end of a training session is announced by a call. In practical exercises, the group is divided into subgroups.

In each group, headman are selected from among the most successful and disciplined students. The headman keeps a personal record of the students' attendance at all types of training sessions.

Educational programs contain a component of general education, basic and major disciplines, each of which is divided into compulsory disciplines and optional disciplines. Educational programs provide for additional types of training (practice, defense of diploma projects or works).

Training sessions are conducted in the form of classroom, practical (simulation) classes and laboratory work.

Theory is a systematic presentation of educational material (any question, scientific problem) in accordance with the calendar-thematic plan in the form of a public speech with subsequent answers to questions from the audience.

Practical (simulation) lesson is a form of lesson, in the process of which students deepen and consolidate the knowledge gained in theoretical lessons and as a result of independent work, master the terminology, learn to freely operate with factual material, defend their point of view.

Student independent work (SIW) - work on a specific list of topics allocated for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, the entire scope of the SIW is confirmed by assignments that require the student to work independently on a daily basis;

Independent work of a student under the guidance of a teacher - (IWSGT) - the work of a student under the guidance of a teacher, carried out according to the approved schedule;

Consultation is a form of teacher assistance to students in the learning process. They can be in-line, group, individual. The main purpose of the consultations is educational and cognitive, but they also have a control function.

Practice is a type of educational work that provides for the consolidation of the knowledge gained by students in the process of theoretical training and the acquisition of skills for independent work in the chosen direction and specialty in production.

The content of the practice is determined by the characteristics of the profession being mastered.

Practice types: educational practice, clinical practice, industrial practice, professional practice.

9.2 Organization of control of students' knowledge.

Current monitoring of progress is a systematic test of students' knowledge, carried out by the teacher in the current classes in accordance with the curriculum of the discipline. Assessment of educational achievements of students depends on the form of control.

Mid-term control of academic performance - control of educational achievements of students upon completion of one section of the academic discipline. During the period of studying the discipline, at least 2 midterm controls are held. The time of midterm control is indicated in the working curriculum. The form of the midterm control is established by the decision of the CMC and the methodological council. For disciplines where contact hours are less than 24 hours, only 1 foreign control is carried out.

Final control - a check of the educational achievements of students, carried out after the completion of the study of academic disciplines, the form of the final control is an exam: oral, written, testing, etc.

Admission to intermediate certification (PA) of students (examination session):

Students who have fully completed all practical, laboratory, tests according to standard curricula for each discipline and do not have unsatisfactory marks based on the results of the current accounting of knowledge are allowed to intermediate certification.

By the order of the Deputy Director for Academic Affairs, students who do not have debts, are not on academic leave or on long-term treatment are admitted to the examination session;

Students who have not passed the intermediate certification due to illness or other valid reasons are assigned individual deadlines for their delivery, approved by order of the director.

An individual schedule is drawn up on the basis of providing the head of the department with supporting documents: about illness, in connection with the birth of a child, with the death of close relatives, in connection with an official or educational trip.

Intermediate certification (IC) (examination session)

Intermediate certification is conducted in all disciplines provided by the curriculum in the form of an oral, written exam or computer testing through the Platonus platform. The educational achievements of students are assessed in points on a 100 point scale corresponding to the letter system (positive marks, in descending order, from "A" to "D", "unsatisfactory" "F") with the corresponding digital equivalent on a 4-point scale, a scale of conversion of points.

If a student who has completed the discipline program in full, did not appear for the exam, in the examination sheet, a mark "did not appear" is made in front of his name. If there is a valid reason for failure to appear, the head of the department for the submission of documents to this student sets an individual schedule for passing the exam. If the student does not have a valid reason for not showing up for the exam, it is equated to the mark "unsatisfactory", a retake is carried out. Retaking the exam, when receiving the grade "unsatisfactory" (not passed), is allowed no more than once in the same discipline. Retaking the exam (credit) is allowed with the written permission of the head of the department, within the timeframe established by him for the same teacher (or in the absence of the leader teacher to another teacher in this discipline).

9.3 Order of transfer and restoration.

→ The procedure for transferring from course to course students who have fully met the requirements of the curriculum of a particular course, who have successfully passed all differentiated tests and intermediate certification exams, are transferred to the next course by order of the college director.

→ The procedure for transfer to another educational institution. Transfer from one educational institution to another from one specialty to another is allowed if the academic difference is not more than four academic disciplines. In the event that the parents or legal representatives of a minor student move to another place of residence, it is allowed to transfer him during the vacation period upon presentation of supporting documents.

→ Students' applications for transfer are considered only during the summer and winter holidays within five working days before the start of the next academic period. A copy of the student's record book (or progress book), certified by the signature of the head of the educational organization from

which he is transferred, must be attached to the application for transfer to the name of the college director.

- When deciding on the transfer, the head of the educational organization who accepts the student issues an order on his admission to studies, passing the difference in the curriculum, sends a written request to the educational organization where he previously studied, to send his personal file.
- The order on enrollment in the number of students of the educational organization is issued after receiving the student's personal file from the educational organization where he previously studied.
- The procedure for reinstating the number of students
- Persons who studied earlier in educational institutions can recover in the previous or another 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 application.
- The restoration of students is determined by the difference in the disciplines of the working curricula studied by them in previous academic periods. Recovery is carried out for the same course if the difference in the curriculum is no more than four academic disciplines of the compulsory component.
- To eliminate the difference in the disciplines of the working curriculum, the student during the academic period attends all types of training, passes all types of current control, intermediate certification provided for by the curriculum. The difference in the disciplines of the working curriculum, which is not eliminated in a timely manner, is further taken into account like academic debt.

10. RULES FOR GRANTING ACADEMIC LEAVES.

10.1 General Provisions.

Academic leave is a period during which students temporarily interrupt their studies in connection with the conscription of the Armed Forces of the Republic of Kazakhstan or for health reasons, including pregnancy and childbirth.

The student's application for an academic leave is considered in advance, before the start of the intermediate certification of the student. When granting academic leave to a student on a paid basis, tuition fees are suspended for the period of academic leave

10.2. Procedure and terms for granting academic leave.

Academic leave is provided to students only on the basis of a certificate from the military commissariat about the call to the student to the ranks of the Armed Forces of the Republic of Kazakhstan or the conclusion of a medical advisory commission lasting from 6 to 12 months, in case of natural disasters, earthquakes, and up to 2 years.

Academic leave is also provided for caring for a child up to three years old. To obtain an academic leave, the student submits an application addressed to the director of the College and provides a certificate or a certificate of the military enlistment office on conscription into the ranks of the Armed Forces of the Republic of Kazakhstan.

If the issue is positive, the director of the college, within three working days, issues an order on granting the student an academic leave with an indication of its start and end dates. Students with tuberculosis with bacterial secretion are granted an academic leave, depending on the outcome of treatment, for a period of 1 to 2 years at the conclusion of the certificate.

A student returning from academic leave must eliminate the difference in the disciplines of the working curriculum, if any. The student, in parallel with the current

training sessions, in order to eliminate the difference in the disciplines of the working curriculum during the academic period, attends all types of studies, passes all types of the current control, provided by the working curriculum, receives admission to intermediate certification.

11. RULES FOR USING THE LIBRARY.

The reader is a student or staff member (teacher) of the college who enrolled in the library.

When registering for the library, the reader should familiarize himself with the rules for using the library.

11.1. Readers have the right:

- Visit the reading room and use printed works and other materials from the library fund, use the electronic library and resources.
- Use the service of copying materials from the library fund
- Readers are required to:
 - Take good care of the materials provided to them from the library fund
 - Upon receipt of books or other materials, review their condition, if any defects are found in them, inform the librarian about it;
 - Observe public order, cleanliness and silence in the reading room of the library, promote the observance of order, take good care of the property of the library.
- Readers are not allowed to:
 - Enter the reading room in outerwear, with large bags, with food.
 - Transfer the literature received in the reading room to other persons, take out printed works and other materials from the reading room.

11.2 Responsibility of Readers:

- The reader who has lost other printed materials from the library fund, or who has caused irreparable harm to them, is obliged to compensate at the market value of the book or replace them with the same ones of equal value.
- For violation of the library rules (for taking out, attempting to take out, damage to the use of printed works), the reader may be deprived of the right to use the library fund for a period established by the college administration.

11.3 Order of Writing Readers to the Library

- A library card is a document that gives the right to use the library.
- Enrollment in the library is made on the basis of the list of students provided by the educational part. The student must provide two photographs of 3 * 4 cm in size.
- The student is issued a library card, the reader's form is filled in and a record is entered in the module "Readers' card index".
- The validity period of the library card is the entire study period. In this case, students are required to hand over the literature listed for him or extend the term of use.
- The design of library cards is regulated by the curators of the groups.
- Students of the college are fully provided with textbooks on paper or electronic media at will for the entire academic period.

11.4. Terms of use of the subscription.

- At the entrance to the subscription, students are required to present a library card to obtain the desired educational publication, as well as to work with computers, registration is made in the "Journal of the use of computer resources"

→ In the library, each new book undergoes certain processing.

→ The library is stamped, an inventory number is assigned, a pocket for the insert is glued and an insert (return sheet) is created for each book. The librarian, in the presence of the student, takes out the insert from the form, checks the inventory number with the book number and returns it to the book. Forms are in the reader's card index in groups.

On a subscription, literature is issued for the following periods:

- educational and methodological literature is issued for the period of study of the relevant subject with obligatory re-registration within the prescribed period;
- Scientific literature is issued for 30 days in the amount of up to three copies of books.
- fiction is issued for 30 days in the amount of up to three copies of books.
- The term of use of literature can be extended if there is no demand for it from the readers.
- For group lessons, literature is issued on a subscription according to the teacher's memo addressed to the head of the library and is issued in the registration journal against the teacher's receipt.
- The teacher is responsible for the literature received in group lessons.

11.5. Rules for using the reading room.

→ At the entrance to the reading room, students are required to present a library card for ordering and receiving publications.

→ Ordering literature is carried out according to the reader's request sheet, filled out by students in accordance with the rules established in the library.

→ Encyclopedia, reference books, current periodicals, rare and valuable books are issued only for use in the reading room.

→ The number of publications issued in the reading room, as a rule, is not limited.

→ It is not allowed to enter reading rooms with personal and library books, magazines, newspapers, clippings from print media and other printed materials.

→ It is strictly forbidden to take literature out of the reading room. In case of violation of this requirement, students are deprived of the right to use the reading room for up to one month.