**GUIDE**

You entered the institution "Kostanay Humanitarian College". You have a promising career ahead of you, leadership positions, big business. All of this to much obliges. We, in turn, will tell you how to behave within the walls of our College.

Entering the building, the boys must immediately remove hats-any, from fur to baseball caps. Outerwear made to take in the wardrobe. Watch your speech, not to mention the inadmissibility of obscene language. Before you go into the classroom, shut off all means of mobile communication.

Keep in mind that the teacher has the right to remove a student from classes for any violation of discipline.

You have to come to class on time. Students should be in the classroom before the teacher, whose appearance is customary to get up

**DOCUMENTATION**

You can prove your belonging to the students only with the help of a student card, which will be given to you in October. It must be carried with you constantly, because the entrance to the educational building-only upon presentation of a student card. Not less significant is it for use in the reading room of the library of the College where you will be able to replenish their scientific and cultural knowledge.

Record book-this is your main training document, which reflects the results of the session efforts in the form of exams evaluated by teachers, coursework, practice, passed reports, tests.

In case of loss of documents (student card) contact your curator!

**SESSION**

The academic year is divided into two semesters: autumn and spring.

1) curriculum schedule posted in the lobby on the 1st floor. The schedule specifies the dates of the session, holidays, practice on the profile of the specialty, the state final certification.

2) at the end of the semester, you must report on the materials of the courses, passing tests, exams. There are holidays between semesters.

3) during the semester you must complete all the tasks provided by the curriculum (homework, coursework, etc.) and get all the credits.

The differentiated test, exam may bear a rating of "excellent", "good", "satisfactory", test – "pass".

In case of receiving unsatisfactory assessment on discipline by the decision of the head. full-time student is allowed to re-delivery of academic debt (retake).

Obtaining unsatisfactory grades in the discipline and two retakes is the basis for the expulsion of the student from the College (for academic failure).

**LIBRARY**

Dear freshman! You went to College to get trained in your chosen specialty. And even if you have a computer in your personal use, the ability to obtain information through the Internet your College without acquaintance with the library is impossible.

Working with the library and in the library is a part of the educational process, as well as attending lectures and practical classes. The library is your information base for self-training, during which you will use a variety of textbooks, monographs, manuals and reference materials.

To get books in the library you need a student card, which you will present to the librarian. A student card is the only document that gives the right to receive books in the library of the College.

After the end of the semester, all the books on the studied subjects must be passed, and the literature necessary for the next semester must be re-registered. Until the books are returned, you lose the right to use the library, as well as deprive other students who need books that you have not handed over.

We kindly ask you to take care and in time to hand over the received literature. Do not force the library to apply to you sanctions (including economic) for the loss, damage or delay of literature.

**STUDENT GROUP**

In each group the class teacher (curator) offers to choose the head from among the most successful, disciplined students. The head of the group reports directly to the class teacher (curator) of the group and performs in his group all his orders, instructions, suggestions.

At a general meeting of the group was elected Deputy warden, educational sector, cultorg , sports organizer, photographer,

responsible for carrying out different tasks in the group.

**THE CLASS TEACHER (CURATOR) OF**

**STUDENT GROUP**

To assist students for each group assigned class teacher (curator). It will help to solve problems with teachers, with progress, and you can always contact him on educational and extracurricular activities.

Class teacher (curator) will help you to adapt in our college, to join the team. With it, you will always be aware of the events taking place within the walls of the College. He will acquaint you with the Charter of the institution "Kostanay Humanitarian College", rules and duties of the student, internal regulations.

**RESPONSIBILITIES OF STUDENTS**

A student is a citizen who is enrolled in the prescribed manner by the order of the Director for training in college under the educational program of Vet. The student is given a student card and a record book of the established sample.

**Students are required to:**

- fulfill the requirements of the charter of the organization engaged in educational activities, internal regulations, and other local regulations on the organization and implementation of educational activities;

- take care of the preservation and strengthening of their health, strive for moral, spiritual and physical development and self-improvement;

- to respect the honor and dignity of other students and employees of the organization engaged in educational activities, not to create obstacles to the education of other students;

- take care of the property of the organization engaged in educational activities.

**In the premises of the college is prohibited:**

- walking in hats, sports trousers and outerwear;

- loud conversations, noise, walking the corridors during classes;

- Smoking is strictly prohibited in the premises of the college and on its territory;

- the use of alcohol and drugs, playing cards and other gambling.

For violation of discipline college administration may apply the following disciplinary sanctions: remark, reprimand, severe reprimand and expulsion.

Deduction as a disciplinary penalty may be applied for systematic failure by the student without good reason of their duties: non-attendance, failure to comply with the rules of the internal regulations of the college, the appearance at school drunk.

**Freshman tips**

In the first days and even weeks of study, you may feel confused, caused by uncertainty and novelty. This unpleasant, but completely natural state, associated with adaptation to the new environment, will soon pass. Know that you are not alone. Next to the curator, teaching staff, classmates who took you to a large and friendly student "family". Be sure to read the tips addressed to you, they will tell you how to act to feel comfortable in our school.

**Tip one**

While you are not familiar with the numbering of offices, make it a rule to come 10-15 minutes earlier. You will not be late for the first lesson, you will not violate the internal rules common to all students.

**Second tip**

Curator need to know in face. This is the person who will help to solve various issues quickly. At the first meeting write down his name, first name, middle name, contact phone number. Tell the curator about your achievements, what you can do, what you can do, share your thoughts with him about what you want to prove yourself.

**Third tip**

On the first day, find on the information Board the schedule of your group (remember the code of the specialty and course) and rewrite it. We do not advise to use for this purpose the first turned up under the arm notebook. Create a diary (of any format) to record important information. The college schedule is subject to change, so please double-check it.

**Tip four**

With a notebook in your hand, go around the college building. Find out what time the dining room and wardrobe are open. Create a group chat with fellow students, write down phone numbers and email addresses. Do not hesitate to call them to clarify the schedule, to warn about the absence of the lesson.

**Tip five**

The library of the College has educational literature that will help you to prepare for classes. There is an electronic reading room. The library serves upon presentation of a student card.

**Tip six**

You should have a separate notebook for each subject. On the reverse side of the cover write down the name of the teacher leading the subject. Keep your notes neat and on time. Remember that the notebook characterizes the student. Also "in reserve" put it in the bag handles. It is useful to carry colored markers to highlight important information.

**Tip seven**

Remember that the preparation for the session begins with the first lesson. Systematically study the subjects regularly learn the notes independently, read supplementary material, make the most complex issues.

**Tip eight**

In the classroom work actively: speak with additions, clarifications, ask questions. In case of difficulties, contact your teacher. Do your homework every time.

**Tip nine**

Don't miss class! Remember that there is a strict record of present and absent. If you missed the school day for a good or disrespectful reason, you have to work every class. In case of illness every day independently study the missed subjects to receive an individual task on an exit and to execute it successfully.

**Tip ten**

Live and think positive. Do not waste your strength on unnecessary experiences. Prove yourself in student life! Show your talents! Remember to combine academic and community work. Be an active participant in events, competitions, and shows.

**Frequently asked question:**

***Are students part of any youth organization?***

Student years is a time of special fellowship. In October, you will have a big holiday - "Dedication to students". This event finally assigns you a social status-a student. You will be given a student card, which is an official document.

***Who is eligible for the scholarship***?

Academic scholarships (i.e. based on the results of studies) in the first semester are awarded to all first-year students of groups with state orders. In the second semester, the scholarship is awarded according to the results of 1 semester. Those who have satisfactory grades are deprived of it for the upcoming semester, but after studying in the new semester, the student can again become the owner of an academic scholarship.

***How long does the first semester last? Is there a break?***

First-year students of all specialties start classes on September 1. The first semester (for students enrolled after grade 9). Holidays last 2 weeks. Details about how many weeks of study in each semester, when the practice, you can learn from the schedule of the educational process, which is located on the information stand of the first floor.

***Are freshmen supposed to have practice?***

Vocational training at the College is practical. The schedule of the educational process reflects all types of practices.

***Can a freshman do sports professionally?***

In our College work throughout the school year sports sections: volleyball, tennis, checkers, togyz kumalak. A gym is open for those who like a healthy lifestyle.

***How to organize your leisure time?***

If you do not have sports talent, look for yourself in other activities. The system of additional education of students represented different clubs: Library club "Kitap Alemi" for young writers "Zhas Kalamger" circle of expressive reading "Til talimi", applied art connoisseurs should visit the little crafts "City of masters", the theatre "Zhas Orken", radio-newspaper "Zhanalyktar", tv-newspaper "Zhana gasyr plus". Initiative is waiting for the pedagogical team "Zhastar". Lovers jokes or reasoned argument invited clubs "KVN" in Russian "organized crime groups" and the Kazakh language "Oremet", debates in the Kazakh and Russian languages "Talshyn" (on state language.), "Amanat" (in Russian.lang.). Military-Patriotic club "Sarbaz". First step for you! Take your pick and go for it!

***If you have health problems…***

According to the curriculum in all specialties of the College in the list of subjects there is a discipline "physical culture". If you have any health problems, please, collect all the necessary documents in advance (before the beginning of the school year) and get a certificate of HCC.

If you feel unwell, be sure to contact the medical officer of the College, who will examine you and decide where to send you for further examination and treatment. Do not hesitate to talk about ill health, malaise, disease - a nurse will give you first aid.

**If something happened…**

Everyone can be in trouble. Don't despair. In the first minutes it is necessary to cope with panic and seek help, advice from an adult. First of all, tell the curator about your problem. If the situation is such that you are afraid of a Frank conversation with an adult, then the College has a "box of trust", which is located on the first floor. Below in the sign you will find the contacts of those people who will help you.

**Useful information**

If you need to solve any problem, you should look at these signs!

|  |  |
| --- | --- |
| Act.Directors of UPR | Reception |
| Act. Director of OIA | CAB. One hundred seventeen 117 |
| Teacher-psychologist | CAB. Two hundred eighteen 208 |
| Medical worker | Medical center |
| Training part | Reception |

|  |  |  |
| --- | --- | --- |
| Director | 54 54 02 | 101 |
| Human resources Department | 54 54 02 | 102 |
| Act.Directors of NMR | 54 54 02 | 103 |
| Bookkeeping | 54 54 02 | 104 |
| Act.Directors of UPR | 54 54 02 | 105 |
| Act. Directors of OIA | 54 57 66 |  |
| Watch (College building) | 54 54 02 | 107 |
| Reception | 54 54 02 | 108 |
| Correspondence Department | 54 54 02 | 109 |
| Library | 54 54 02 | 110 |
| Dining room | 54 54 02 | 111 |
| Medical unit | 54 54 02 | 112 |
| Educational psychologist | 54 54 02 | 113 |

**ABBREVIATION SPECIALTIES**

**AND GROUPS**

To find your group in the schedule, you need to know the abbreviation. Lettering is a specialty.

The first digit - course (1st, 2nd, 3rd, 4th)

**Our specialties**

**Specialty: 0101000 " pre-school education and training»**

MDT-training in the state language of instruction.

DV-training in Russian language of training.

**Specialty: 0111000 " Basic secondary education”**

NOB - training in the state language.

**Specialty: 0201000 "Law”**

Candidate of pedagogical Sciences, training in state language learning.

PR-training in Russian language of training.

**Specialty: 0512000 " Translation studies”**

AI-training in the state language of instruction.

PD-training in the Russian language.

**Specialty: 0518000 " Accounting and audit”**

AAA-training in the Russian language of instruction.

**Specialty: 0401000 " Library science”**

DB-training in the Russian language of training.

**The procedure for the preparation and conduct of the final certification**

1. By the final certification allowed College students who have fulfilled the requirements of the curriculum and standards of vocational education of the Republic of Kazakhstan.

2. Questions to the final certification are brought to the attention of students three months before the exam.

3. To prepare a response, the student is given 30 minutes. The duration of the oral final exam should not exceed 15 minutes per student.

4. Before the exam student must inform the members of the Commission information: name, surname, patronymic, ticket number.

5. Students who have received an "unsatisfactory" grade in one of the subjects are not deprived of the right to take exams in other subjects.

6. When students receive unsatisfactory grades re-examination is allowed by the decision of the examination Committee and allowed a year later.

7. Students who received an unsatisfactory grade at the final certification are expelled from the College. A student who has received an assessment of "unsatisfactory" in the re-defense of the diploma project or the final exams, issued a certificate of the established sample of the completion of a full course of study in the specialty (profession).

8. Students who have not passed the final certification in due time for valid reasons, confirmed by the relevant documents, are allowed to take exams by order of the Director of the College during the work of the Commission on the final certification.

**Glossary of a first-year student**

Library - a structural unit of the College, providing literature and information educational process, as well as a center of knowledge of spiritual and intellectual communication, culture.

Credit is a form of control of knowledge of College students. Usually tests are held in the final classes of the relevant discipline before the examination session.

**Record book** — record book) - a document that contains records of the student passing tests, exams, protection of course, final qualifying works.

**College**-an independent educational institution of a higher type, implementing in-depth professional educational programs of secondary vocational education for individual training plans, providing an advanced level of qualification.

**Abstrac**t-a summary of the content of any written, audio or video source. At creative work on the abstract there is "understanding of questions to yourself". Note-taking brings up a critical attitude to reading, develops memory, helps to develop your own style of presentation.

Consultation is a form of extracurricular work, in which the student has the opportunity to ask detailed questions to the teacher.

Curator (from lat. curator, from cura-care) - an employee of the College, which is entrusted to supervise (control) or some kind of activity of students, or General issues of study and life of the student group.

Course work (project) – written work on the approved topic under the guidance of a specialist, drawn up in accordance with the requirements of the College.

Lecture - a form of theoretical training associated with the presentation of the teacher material on the topic; common mistake – the idea of the lecture as a kind of "dictation";

lecture involves the active work of the student.

Laboratory work is an independent group of practical methods that combine practical actions with organized observations of students.

Student scientific society (NSO) is a public organization that unites on a voluntary basis College students who show a tendency to scientific activity.

Practice-a type of extracurricular work of the student, provided by the professional educational program; practice is a mandatory type of work, the lack of her certification is an academic debt.

Practical training is one of the forms of organization of educational activities; it is used in the study of disciplines of the natural science cycle, as well as in the process of labor and vocational training .

"Portfolio" -a set of documents confirming the individual achievements of the student in various areas of activity, allowing to take into account the results achieved by the student in a variety of activities (educational, research, sports, creative, social) during College.

Student (from lat. studens, studentis genitive — hard working (dedicated) studying higher or vocational education.

Student card-a document certifying the fact of training a person in College. Student card is a book, consisting of a hard cover, which indicates the name of the College, information about the owner and his training.

Seminar-a form of classroom work, in which there is an in-depth study of a certain topic of the course program in a dialogue with the teacher; within the framework of the seminar, knowledge control can be carried out.

Session-set training schedule period of the final control of the studied disciplines.

Council of legal education of students (SPV) - the body for the prevention of offenses of students.

Headman is an important body of student self-government in the implementation of educational activities of students, subordinated to the Supreme body of student self –government – Deputy Director for educational work.

Scholarship-a regular cash allowance issued to students of educational institutions.

Semester (comes from lat. sēmestris (\*secsmestris) "six months"; six from "six" + mensis "month"; the Russian term is borrowed through the French. semestre) - designation of the half-year in higher and secondary special educational institutions.

SRS - independent work of the student. Type of extracurricular activities.

Exam (lat. examen; Latin word, denoting, first of all, the tongue, the arrow at the scales, in a figurative sense - evaluation, test) — the final form of knowledge assessment.