**«Affirm»**

**Director of organization «Kostanay Humanitarian College»**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bayeshev А.B**

**«\_\_\_\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018y**

**The rule of internal order**

**for students of Kostanay Humanitarian College**

**1. General provision**

1.1.The internal regulations apply to all students of the College.

1.2. This Rule is a local act of the College and is mandatory for employees, students and their parents (persons replacing them).

**2. Educational schedule:**

* Training sessions at the College are held according to the schedule drawn up for the semester according to the curriculum.
* The curriculum is approved by the Director and posted on the College premises in a prominent place no later than a week before the start of classes.
* A separate schedule is drawn up for the optional classes.
* The load of students with compulsory training sessions should not exceed 36 hours per week.
* Reduction of the duration of holidays established by the curriculum is not allowed.
* About the beginning and end of the lesson students are notified by calls.
* The duration of the training hour in College -90 minutes. The intervals between the pairs to 10 minutes. After the second pair, a break of -20 minutes is set.
* Proper cleanliness and order in all training facilities is ensured by technicians and self-service trainees.
* After the beginning of classes in all classrooms and adjacent areas should be provided with peace and order necessary for the normal course of classes.

2.10 it is Unacceptable to interrupt the training session. Entrance to the lesson after the call is allowed only to the Director of the College or his deputies, as well as the head of the Department.

2.11 the Structure of group of trained is established by the order of the Director.

2.12 in each educational group, taking into account the opinion of students, the head of the most disciplined and successful students is approved.

* To control the educational schedule in the College introduced access regime with the involvement of the duty of members of the administration and teachers.

**3.Rights and obligations of students:**

* College students have the right:
* Use classrooms, reading room, library, sports and Assembly hall, and other educational and training institutions, equipment and equipment of the College.
* To elect and be elected in governing bodies of the College.
* To participate in solving the most important issues of the College.
* To participate in the social life of the College: in the work of sports sections, Amateur clubs, competitions, conferences, etc.
* Disputes between students and employees of the College should be resolved taking into account the positions and interests of all parties. In case of difficulty in resolving disputes between students and teachers, students have the right to contact the members of the College administration.
* On encouragement for academic success and participation in public life of the College:

an announcement of gratitude

Rewarding with valuable gifts

College students are required to:

* Systematically and deeply acquire theoretical knowledge, practical skills and abilities in the chosen specialty.
* Visit the training and workshops.
* In a timely manner to perform all kinds of tasks provided by the curriculum and programs.
* To participate in the maintenance of cleanliness and order in the educational building on the basis of self-service, socially useful work.
* Take care of the property of the College.
* To take an active life position, to participate in the social life of the College.
* Be neat, disciplined both in the College premises and on the street, in public places, without disturbing public order.
* Comply with the internal regulations of the College and the requirements of the Charter of the College.
* For violation of discipline and internal regulations to students may be subject to the following disciplinary sanctions:
* Comments Reprimand severe reprimand Exclusion from educational institutions

**4.Uniform requirements for students**:

* In case of violation of discipline, late for the lesson the name of the student is entered by the teacher in the disciplinary journal. Measures of influence to the students, whose names were in the disciplinary journal, determined by the decision of the pedagogical Council of the College.
* Before the beginning of classes must be left in the cloakroom outerwear, to take their places in the classrooms and to prepare everything necessary for upcoming classes.
* Students have no right to be late for classes. The emergence in the classroom after the bell without a valid excuse is considered a breach of academic discipline.
* Students are required to come to class with the necessary teaching AIDS and writing materials. On the desktop of the student should not be foreign objects. The systematic lack of necessary educational supplies is considered as a violation of discipline.
* At the entrance to the classroom teachers, College head students greet them, getting up from their seats.
* Students must be in the workplace 15 minutes before the start of classes.
* During the training sessions, students are required to listen carefully to the explanation of teachers and friends ' answers, not to talk, not to engage in extraneous Affairs, to follow all the instructions of teachers.
* Without the permission of the teacher it is impossible to correct the answers of students.
* For questions and answers, students should get up and sit down only with the permission of the teacher.
* Students who want to ask a teacher something are required to raise their hand, and after the permission of the teacher to rise and ask a question.
* In a physical education lesson, students are required to wear sports uniform.
* During classes in laboratories, classrooms, during practical training, students should use only those tools, devices, equipment and other benefits that are specified by the head of classes. It is necessary to handle them carefully, observing safety rules. Students are prohibited to take out objects and equipment from the laboratory, educational and other premises without the permission of College workers.
* Students may enter and leave the classroom only with the permission of the teacher.
* If the teacher made a remark, the students should not come into conflict with him.
* If the student is not ready for classes for a good reason, he should warn the teacher before the class. The refusal to answer without reasonable excuse entails a failing grade.
* In case of failure to appear due to illness or other disrespectful reasons, the student is obliged to notify the head of the Department or the curator (not later than within three days). In case of illness, the student must provide a certificate of the medical institution. Students who do not have documentary evidence of the reasons for their absence are considered to be violators of the discipline and are subject to the measures provided by the internal regulations of the College and the contract for training.
* Students who miss classes, should during the next week to restore all the gaps in the classroom.
* The activity of students is evaluated by a five-point system. Each student has the right to timely, objective, reasonable assessment of their work.
* Students are required to attend curatorial hours provided by the College calendar plan.
* For the purpose of accurate coordination of activity of College, maintenance of discipline, observance of sanitary and hygienic norms in College the watch is organized.
* The College provides the following self-service work.
* General cleaning of classrooms
* Clean-up clean-up.
* The students have to fulfill in good faith its responsibilities set out. Only medical contraindications may be grounds for exemption from self-service duties. The measures provided by internal regulations of College can be applied to the trained who are systematically evading from duties on self-service.
* All students must unconditionally comply with the requirements of the duty of the group.
* Students should take care of educational equipment, inventory and all property of the College. In case of damage to the property of the College, its restoration is made at the expense of the parents of the student or the student himself.
* Students should not violate the norms of culture of behavior and show a negative attitude to the personality of teachers in dealing with them both in the classroom and after school hours.
* At recess students are not allowed to run, make noise.
* College students are required to wear classic clothes in the College premises: boys-casual classic jacket, straight pants, solid color shirt; girls – blouse and skirt of office length or classic straight pants. In the cold season is allowed to wear plain warm clothes. Sports suits are only allowed for physical education classes and sports sections. Students who came to classes in a sports suit, indecent clothes may not be allowed to classes.
* Students are not allowed to go to College in outerwear and headgear. Headgear is worn when leaving the College building.
* The inclusion of elements of clothing of religious affiliation of different denominations in the form is not allowed, otherwise the College has the right to terminate the contract for the provision of educational services to students who violate this paragraph.
* Students are prohibited from bringing seeds to the College, Smoking inside and on the adjacent territories to the College, on the porch of the main entrance and in the vestibule of the emergency exit.
* Students are strictly forbidden to use smartphones that adversely affect the educational process, distracts, there is uncontrolled access to the Internet, as well as increases the risk of theft, suicide. In case of violation of this paragraph, the College is forced to terminate the contract for the provision of educational services.
* Students should not make appointments with friends at College during class.
* Students should observe the norms of culture of behavior and communication in relation to other students, both in College and outside of it during extracurricular time.