

ОБРАЗОВАНИЕ ДЛЯ РОСТА И ЛИЧНОСТНОГО РАЗВИТИЯ

education for growth and personal development

reference book - student's guide

2018-2019 УЧЕБНЫЙ ГОД



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Dear student!

You made the right choice by enrolling in Atyrau agrarian-technical College.

Our College enjoys a well-deserved reputation not only in the Atyrau region, but also throughout the country.

In order for you to be able to meet colleges and take full advantage of the opportunities was developed this Handbook.



18.07.1948 in the industrial center Eskene Makat district was opened veterinarian College. The College was prepared by livestock specialists and veterinarians. In 1953 the College was transferred to the regional center.

In 1954 the correspondence Department was opened. 14.07.1962 was converted to agricultural College. In addition to the existing specialties, departments for training mechanical technicians, agronomists, accountants were opened. In may 1997 (decision of the akim of Atyrau region №437 of may 30, 1997) the merger of Guryev sea-fishing and agricultural technical college was established Atyrau agrarian technical College. Both of these College had its own rich history. The staff of the United College continues all the best traditions of the oldest colleges of Atyrau.

STATE SYMBOLS

Republic of Kazakhstan



The state emblem of the Republic of Kazakhstan-Stan is an image of Sha-nyrak (the upper vaulted part of the Yurt) on a high background, from which in all directions in the form of sunlight diverge uyks (supports) framed by the wings of mythical horses-Tul - vapors. In the upper part of the emblem there is a star, in the lower part - the inscription "Kazakhstan".

The color image of the state emblem of the Republic of Kazakhstan consists of two colors: gold and blue.

The reproduced image of the state emblem of the Republic of Kazakhstan, regardless of its size, must exactly correspond to the color or black-and-white images of the standard of the state emblem of the Republic of Kazakhstan, stored in the Residence of the President of the Republic of Kazakhstan. The state emblem of the Republic of Kazakhstan-Stan is an image of Sha-nyrak (the upper vaulted part of the Yurt) on a high background, from which in all directions in the form of sunlight diverge uyks (supports) framed by the wings of mythical horses-Tul - vapors. In the upper part of the emblem there is a star, in the lower part - the inscription "Kazakhstan".

The national flag of the Republic of Kazakhstan-Stan is a rectangular lot of blue color with the image of the sun with rays in its center (the symbol of peace), under which is a soaring eagle (the symbol of freedom). At a shaft-a vertical strip with on-

a zonal ornament. The image of the sun, rays, eagle and ornament-the color of the lot. The ratio of width to length is 1:2.

The national flag of the Republic of Kazakhstan and its image, regardless of the size, must exactly match the color and schematic images of the standard of the national flag of the Republic of Kazakhstan, stored in the Residence of the President of the Republic of Kazakhstan.

Republic of Kazakhstan

national anthem

Алтынкүнаспаны
Алтындәндаласы
Ерліктіңдастаны
Елімеқарашы!
Ежелденердеген
Даңқымызшықтығой
Намысынбермеген
Қазағыммықтығой!

Қайырмасы:

Меніңелім, меніңелім,
Гүліңболыпегілемін,
Жырыңболыптөгілемін, елім!
Туғанжерімменің,
Қазақстаным!

Ұрпаққажолашқан,
Кеңбайтақжерімбар.
Бірлігіжарасқан,
Тәуелсізелімбар.
Қарсылғануақытты,
Мәңгілікдосындай.
Біздіңелбақытты,
Біздіңелосындай!

Қайырмасы:

Aatc student honor code

Student honor code

Community of students of Atyrau agrarian and technical College

- aware of its responsibility for the implementation of the mission and strategic development plan of the College until 2020,**
- considering its duty to maintain and develop the corporate culture and image of AATK as a leading center of training of professional personnel of the Republic of Kazakhstan and the leader of agricultural education,**
- aiming to the formation of AATK of a system of originally democratic relations between students employees and administration of the College, adopts the present Code of honor of the student AATK and undertakes to follow it strictly.**

Article 1

AATK student undertakes to comply with the Constitution and laws of the Republic of Kazakhstan, the Charter of the AATK, internal regulations, rules of residence in the hostel and other regulations governing the educational process.

Article 2

AATK student should know and honor the state symbols of the Republic of Kazakhstan, national values and culture, history of statehood of Kazakhstan, carefully preserve and enhance the traditions of the College.

Article 3

AATK student shows politeness, correctness and attentiveness in communication with other students, teachers and employees, AATK administration.

Article 4

AATK student respects any person regardless of their origin and nationality, social status, religious or ideological beliefs, promotes the ideas and principles of the Kazakh model of interethnic tolerance and social harmony, does not accept any form of religious alienation.

Article 5

AATK student is conscientious about learning and all forms of knowledge control, does not tolerate ethical, academic and legal violations, including:

- plagiarism;
- forgery;
- use of cheat sheets, cheating and tips at all stages of different forms of knowledge control;
- use of related or office communications for receiving higher marks;
- bribes;
- deception of a teacher and disrespectful relation to him;
- truancy and tardiness for no good reason.

Article 6

AATK student promotes the idea of obtaining high-quality and competitive education worthy of the future economic, political and managerial elite of Kazakhstan.

Article 7

AATK student takes care of the safety of property and suppresses the manifestations of the offense on its territory.

Article 8

AATK student takes care of library and information resources of the College, not allowing careless or harmful attitude to them.

Article 9

AATK student looks neat, his appearance corresponds to the generally accepted ethical standards of secular society.

Article 10

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

Article 11

Aatc student should not allow illegal actions, both in College and abroad.

Article 12

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

Article 13

Aatc student shall refrain from conduct contrary to the interests of the College, damaging the image and reputation of the aatc.

Article 14

AATK student creates a sense of corporate community, pride in belonging to the student community.

Article 15

Student AATK, who discovered the violation of the provisions of the Code, trying to prevent his own forces or notify the student government or College administration.

Structure College

AATC has:

- hostel
- point catering point health services
- sports complex
- workshops

AATC has its own Assembly hall, universal library with multimedia classes, information and educational center.

The management structure of aatc includes: - 4 departments:

- study department;
- educational Department;
- monitoring and distance learning Department;
- personnel department

3 departments:

- agrarian;
- socio-economic;
- technical operation;
- faculty of distance learning;

Our address: Atyrau, Baimukhanov st. 45B. Travel

buses: № 8, 53,54,55,59 . Fixed-route taxi: №10



College administration

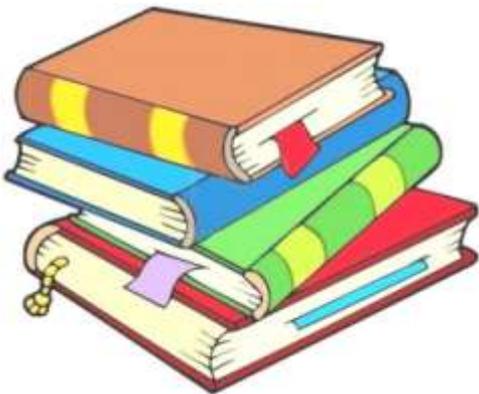
College administration

College administration

No		Phone number
1	Director of college Djanzakov Islam Isagalievich	87015221391
2	Deputy Director for academic Affairs Lapidenova Marjane Sisekenovna	87016724656
3	Deputy Director for scientific and educational work Iskalieva Assiya Sagidjanovna	87014471791
4	Deputy director for educational work Kabdulov Kanat Tarikhovich	87013346555
5	Deputy Director for Practical Training Ergazieva Aigul Alpysbayevna	87023357694
6	Deputy Director of Information Technology Kenzhebaev Abzal Baydyldaevich	87785359333
7	Deputy Director for Economic Activity Mukhambetaliev Esenzhol Tazhigalievich	87075300981
8	HR Manager Tynybaeva Zhanyl Tuleushovna	87016632860
9	Human resources department inspector Bauyrzhankyzy Gylim	87755949525
10	Head of the agricultural department Udirova Anar Samatovna	87784060302
11	Chief Accountant	87074291999

	Magazova Gulnar Maksutovna	
12	Accountant	87017600480
	Artykova Aigul Zholsharinovna	

college library



The library includes scientific, educational, reference literature, regulatory documents, information materials, periodicals, videos, textbooks on CD-ROM in all branches of knowledge. The library collection over 73 thousand copies, the Fund of electronic editions of over 360 titles. Annual receipt of periodicals - more than 200 items.

at your service:

subscription of educational and methodical literature, where you can get literature at home;

subscription of fiction and literature on art, where you can get: fiction - at home (for the period specified by the librarian); literature on art - in the reading room.

specialized reading rooms:

reading room of economic literature;

reading room of legal and humanitarian literature;

- reading room of periodicals;

bibliographic sector, where you will be assisted in the selection of literature, will be given reference and normative literature.

To services users:

1. Electronic catalogue
2. Audio and video cassettes with educational materials (lectures of the teaching staff); textbooks and manuals on electronic media (compact discs, CD ROM)-viewing and recording of materials on personal diskettes, video and audio cassettes.
3. Scan documents and print texts.
4. Work on the Internet .

The library is open:

Daily - from 9.00 to 19.00

Saturday-day off



Sports clubs and tvorcheskii merging College

Kind of sport	Monday	Tuesday
Basketball(young men)	18.00-19.10	
Basketball (girls)		18.00-19.10
Volleyball		15.00-16.30
Mini football	15.00-18.00	
Desktop tennis	15.00-17.00	
Athletics		15.10-17.00
gymnastics	15.10-17.00	
therapeutic physical culture	15.10-17.00	

For questions about the functioning of the creative associations of the college and your participation in them, please contact the chairman of the youth committee:



**Chairman of the Youth Committee Abizhanov
Isatay, ph. 363810, ext. 104**

how to control and assess knowledge



Комплекс контроля и оценки знаний студентов предполагает проведение **текущего, рубежного, итогового контроля и**

итоговой государственной аттестации.

Score for all forms of controls is set for each discipline on a five-point knowledge assessment system.

Criteria for assessing your knowledge:

“5” (“excellent”) - if you have deeply and firmly mastered all the program material, exhaustively, consistently, competently and logically coherently present it, do not hesitate to respond when modifying the task, freely cope with the tasks set, show knowledge of graphic material, correctly justifying the decisions made, possessing diverse skills and techniques for performing practical work, discovering the ability to independently generalize and present the material without making mistakes;

“4” (“well”) - if you firmly know the program material, competently and essentially state it, do not allow significant inaccuracies in answering a question, you can correctly apply theoretical principles and have the necessary skills to perform practical tasks;

“3” (“satisfactorily”) - if you have learned only the basic material, but do not know the individual details, admit inaccuracies, insufficiently correct formulations, disrupt the sequence in the presentation of the program material and experience difficulties in performing practical tasks;

“2” (“unsatisfactorily”) - if you do not know a significant part of the program material, make significant mistakes, do practical work with great difficulty.

Ongoing monitoring is a systematic examination of students' knowledge conducted by a teacher in current classes.

When studying the discipline, various types of current control of students' knowledge can be provided for: oral questioning, written questionnaire, combined questionnaire, defense and presentation of homework, discussion, training, round tables, case studies, tests.

Current control is carried out in the framework of seminars, practical, laboratory classes and independent work of the student under the guidance of a teacher (SRSP).

The boundary (rating) control of students' knowledge is carried out on each discipline 1 time in 2 months.

The form of carrying out the midterm control are: written control or laboratory work, testing or oral hearing - a colloquium, a speech at a conference, etc.

Moreover, if you have not defended coursework, you are not allowed to take the exam.

The final control of students' knowledge (exam).

For the final exam are allowed students with no academic debt.

The final control of students' knowledge is carried out at the examination session according to the schedule. The form of the exam (test, written, oral) is determined by the standards. Exam - "automatic" is not allowed.

If you did not attend the exam due to objective reasons, if you have the relevant documents and submitted to the dean's office within 3 days, you have the right to pass the exam with the permission of the deputy director.

Retake of the examination mark, both positive (for the purpose of improvement) and unsatisfactory, is not allowed in the current academic period.

You have the right to appeal the exam results. Appeal procedure involves re-reviewing Your answer. As a result of the appeal, the score may be raised or left unchanged.

Applications for appeal based on the results of the final control of students' knowledge are accepted by the training department within one day after the announcement of the exam results.

A second year of study is provided for students who are not succeeding - those who have not scored a transfer point or have not passed their academic debts.

Automatically for the second year of study without the right to hand over debts in the summer semester there are students having on the results of a semester or a year more than 4 arrears.

Payment for the second year is carried out in full in the amount established for the full year of study for the new academic year.

In order not to stay for the second year of study, you should

It is time to pass exams in all disciplines in the main semester, or to eliminate debts on them during the summer semester.



*Chairman of the monitoring and evaluation of Lapidenova Marzhan
Sisekenovna*

Ph. 361388, int. 102

about state exams and red diploma!



Final certification is held

in terms stipulated by the curriculum of the specialty. Duration is set for a period of not less than 2 weeks. You have the right to familiarize yourself with the rules for writing final work and, if necessary, to consult with your supervisor in the chosen field of study.

AATK graduates who have received excellent marks for all disciplines for the entire period of study (at least 75%) receive an honors diploma.



**FOR WHAT YOU CAN
FIND OUT OF COLLEGE**

In case of unwillingness to continue your studies, you have the right to deduct on your own will, for medical reasons or in connection with transfer to another UZ.

For violation of the duties stipulated by the College Charter, the Internal Regulations, violation of academic discipline, violation of the contract on payment, the administration of the educational institution has the right to dismiss you from the college.

For issues of deductions and recovery, contact the training department: In case of unwillingness to continue your studies, you have the right to deduct on your own will, for medical reasons or in connection with transfer to another UZ.

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Sisekenovna*

Ph. 361388, int. 102



Which cases it is possible to lose a state grant

Students enrolled in a state educational grant left for a second course are deprived of a grant for a further period of study.

When can I get an academic leave



A student can take an academic leave, i.e. to temporarily interrupt their studies for health reasons, including pregnancy and childbirth.

Academic leave is granted only on the basis of the findings of the medical advisory commission (WCC) of the city student polyclinics lasting 6 to 12 months.

The student submits an application for registration of academic leave before the start of the examination session.

When granting academic leave to students enrolled on the basis of the state educational order, the right to further training on the state educational order is retained. Financing of his studies is interrupted for the period of the granted academic leave, which is resumed after its completion.

After returning from academic leave, students must provide an opinion of the medical advisory commission (CWC) that a student can begin training sessions. Upon leaving the academic leave, it is necessary to eliminate the difference in the working curricula (if there is a need for it) within the estabA student can take an academic leave, i.e. to temporarily interrupt their studies for health reasons, including pregnancy and childbirth.

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in which a scholarship is appointed?

The right to receive scholarships are students studying on the basis of the state educational grant. Following the session, a scholarship is awarded to such students on condition that they pass all exams with “good” and “excellent” marks. In the case of passing the session to "excellent" they are entitled to receive increased scholarships. For questions about obtaining scholarships, contact the head of the departments:

Head of the college department

Sabyrly Sanat

Ryskaliyev Zhasulan Tarikhovich

Udirova Anar Samatovna

Ph. 36-13-88 ext. 104, office - 36-13-88Head of



Applications for restoration are considered by the rector during the summer and winter holidays.

The student, who is expelled from a higher educational institution, is issued an academic certificate of established form.

The recovery procedure is as follows:

- 1) the student submits an application for reinstatement to the director of the educational institution in which he wishes to continue his studies. An academic transcript is attached to the application;
- 2) the Deputy Director for Academic Affairs on the basis of the submitted documents determines the course of study, the difference in the curricula;
- 3) the director issues an order for restoration.

The procedure for transferring a teacher from one school to another performed as follows:

- 1) the student submits an application for transfer in the name of the director of the educational institution where he is studying, and, having received written consent, sealed, appeals to the director of the college to which he wants to transfer; A copy of the record book is attached to the application;
- 2) the head of the department determines the course of study and the difference in curricula;
- 3) then the director issues an order to transfer the student;



Head of the college department
Sabyrly Sanat
Ryskaliyev Zhasulan Tarikhovich
Udirova Anar Samatovna
Ph. 36-13-88 ext. 104, office - 36-13-88

The college has an AATK Alumni Association, which promotes interaction between alumni and supports their cultural, creative, and business ties with the university. After graduating from college, we invite you to join the numerous ranks of AATC members.

For more information on employment issues, membership in AATK.

Parting words

Dear student! The knowledge gained at AATC will help you in your future work and career. However, you highly support the image of your Alma-mater! Do not waste time and persistently master knowledge. To become a high-class specialist, you will need a lot and actively participate.

in the scientific and public life of the university. It will be a difficult, but very interesting way