

STATE BUDGETARY EDUCATIONAL INSTITUTION of PRIMARY PROFESSIONAL
EDUCATION VOCATIONAL SCHOOL №21 г.ИШИМБАЙ

<p>Adopted</p> <p>at the session of</p> <p>teaching staff</p> <p>Protocol № <u>6</u></p>	<p>« Affirm»</p> <p>Director ГБОУ НГОУ ПУ№21</p> <p> Khalimov V.S.</p> <p>«<u>д</u>» <u>сентября</u> 2013 г.</p>
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Rules of reception of citizens in having the state accreditation
state budgetary educational institution of primary professional education
Of the Republic of Bashkortostan vocational school № 21 grams. Ishimbai.

I. General rules

1.1. These rules regulate the admission of citizens of the Russian Federation, foreign citizens and persons without citizenship (further - citizens, the applicants) in having the state accreditation of educational institution of primary professional education of the Republic of Bashkortostan (hereinafter - the educational institution) for training on the basic professional educational programs of primary professional education at the expense of the budget of the Republic of Bashkortostan. Education, training and improvement of qualification of foreign citizens in the institution of primary professional education is carried out by direct the contracts, concluded by the educational authorities, educational institutions, associations, other legal entities and natural persons in accordance with international treaties of the Russian Federation.

1.2. Rules of reception of citizens in educational institutions for training on educational programs are developed in accordance with the Standard provision on educational institution, approved by the Decree of the Government of the Russian Federation of March 19, 2001. no 196.

1.3. Reception in educational institution for training on the basic professional educational programs of primary professional education is carried out in accordance with the Order of reception in having the state accreditation of educational institutions of primary professional education from 15 January 2009. № 3 on the applications of persons having the basic General and (or) secondary (complete) General education.

1.4. Citizens have the right to receive primary vocational education and training on accessible to the public and free of charge in state educational institutions, if the given level of education are for the first time.

1.5. Volume and structure of the employment of persons in the educational institution shall be determined in accordance with the estimated figures of reception, established annually by the Ministry of education of the Republic of Bashkortostan.

1.6. In the educational institution for vocational training may be taken by a person not having the basic General education.

In this case the volume of General education of the applicants for training should be recognized masters degree sufficient for mastering of the chosen profession (specialty).

II. Organization of reception of citizens in educational institution

2.1. Organization of reception of citizens for training on development of the basic professional educational programs of primary professional education is carried out of the admission Commission of the educational institution (hereinafter - the admissions Committee).

2.2. The order of formation, composition, powers and activity of the admission Commission is regulated by the regulations approved by the Director of the educational institution.

2.3. The work of the admission Commission and office management, as well as personal reception of applicants and their parents (lawful representatives) organizes the Executive Secretary, appointed by the Director of the educational institution.

2.4. At a reception in the educational institution of the Director of the educational institution ensures the observance of the rights of citizens in the sphere of education, established by the legislation of the Russian Federation and the Republic of Bashkortostan, publicity and an openness of work of acceptance Commission.

Reception Commission shall exercise control over the accuracy of the information in the documents submitted by the applicants.

III. The organization of applicants informing

3.1. Educational institution announces the admission of citizens for training on the basic professional educational programs only in the presence of the license for the right of conducting educational activity in these educational programs.

3.2. With the purpose of acquaintance of the applicant and his / her parents (legal representatives) with the Charter of the educational institution, the licence for the right of conducting educational activity, with the certificate on the state accreditation of an educational institution for each of the professions, which gives the right to issue the document of the state sample of the primary professional education, primary professional educational programs, implemented by the educational institution, and other documents regulating the organization of the educational process and the work of the admission Commission, the educational institution places the specified documents on its official website: www.ishpu21.narod.ru

3.3. Prior to the reception of documents reception, the Commission declares:

3.3.1. Not later than February 1 of the current year:

- annual rules of admission to the educational institution;
- the list of trades, on which the educational institution announces the reception of the documents in accordance with the license for the right of conducting educational activity.

3.3.2. Not later than June 1 of the current year:

- the number of places for the reception of each profession;
- the presence of a hostel and the number of places in the dormitory, allocated for non-resident students.

3.4. The information referred to in paragraph 3.3. of these Rules, as well as the copy of the license for the right of conducting educational activities and the certificate on the state accreditation of an educational institution with the applications will be placed on the information stand of the admission Commission and on the official website of the educational institution.

In the period of reception of documents to the admission Committee of the places daily on the information stand information about the number of submitted applications for each profession, organizes the functioning of special telephone lines.

IV. Reception of documents from applicants

4.1. Reception in educational institutions of primary professional educational programs of primary professional education is done at the personal request of the citizens.

Reception of applications in the educational institutions of the full-time form of education is carried out prior to 30 August, and if there are vacant places in the educational institution of the reception of the documents is extended until 25 December of the current year.

In the presence of the competition must be provided by the enrolment of the most capable and prepared the applicants.

4.2. When applying for admission to educational institution on the basic vocational programme of initial vocational education applicant shall submit documents, proving his identity, the document of the state sample about education or its duly attested copy of a medical certificate of the established sample, the certificate of vaccination, the necessary number of photos.

Other documents can be submitted by applicants, if he claims the privileges established by the legislation of the Russian Federation.

4.3. Reception on training is carried out with the consideration of the list of medical contra-indications to work and job training for specific occupations (specialities) and age (not less than 15 years and not older than 20 years). Medical selection of applicants for training in the institution of primary professional education is carried out on the basis of the reference of medical institutions of the established sample with the conclusion of the doctor of professional qualification.

4.4. Institution of primary professional education provides the obligatory reception on training of military personnel and citizens discharged from military service and aimed territorial employment services and military formations with a view to their professional training, retraining and raising of qualification in professions (specialities).

4.5. The application for admission, as well as other necessary documents shall be submitted by the entrant personally, in the presence of their parents (or legal representatives).

When a personal view original documents applicants are allowed certify their copies of the educational institution.

4.6 In the statement applicants fixes the fact of acquaintance with the Charter, licence for the right of conducting educational activity of educational institutions and the certificate on the state accreditation of an educational institution with the applications chosen for entering the profession and shall be certified by the signature of the applicant approves the provision of primary professional education for the first time.

4.7. While personal submission of documents is given a receipt of acceptance of documents.

4.8. Applicants who submitted to the selection Commission of the educational institution of obviously false documents, shall bear responsibility established by the legislation of the Russian Federation.

V. Receipt in educational institution

5.1. An applicant submits the originals of the documents of the state sample to conduct the interview for 7 days.

5.2. On the expiry of the submission of the originals of the documents of the state sample about education and interviewing the Director of the educational institution issues the order on enrollment of the persons recommended by the selection Committee to enroll and submitted the originals of the relevant documents. The Appendix to the order of acceptance is the list of surnames of the specified persons. The order with the application resides on the information stand of the admission Commission and on the official website of the educational institution.

5.3. Enrollment in the educational institution if there are vacant places in the educational institution in coordination with the Ministry of education of the Republic of Bashkortostan can be carried out till 31 December of the current year.

5.4. According to the written application of candidates the originals of the documents of the state sample about education and other documents submitted by the applicants, may be returned to the educational institution. For the delay, as well as the delay in issuing the original of the document of the state sample on formation the Director of the educational institution, and also the Executive Secretary of the admission Commission shall be liable for nonperformance or improper performance of the obligations in the order established by the legislation of the Russian Federation.