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Republican State Institution
«Kurmangazy Kazakh National
Conservatory» of the

Ministry of Culture and Information of the
Republic of Kazakhstan

REGULATION

№ П-10-24

с. Almaty

APPROVED

By the decision of the Academic Council
RSI «Kurmangazy Kazakh National
Conservatory»

Ministry of Culture and Information
of the Republic of Kazakhstan

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PROGRAM FOR THE ADAPTATION OF FOREIGN STUDENTS

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1. GENERAL PROVISIONS

1.1. This Regulation defines the principles and procedure for organizing work with foreign students at the Republican State Institution “Kurmangazy Kazakh National Conservatory” (hereinafter – the Conservatory).

1.2. This Regulation has been developed based on the following laws of the Republic of Kazakhstan:

– The Law of the Republic of Kazakhstan “On Education” No. 319-III dated July 27, 2007 (with amendments and additions as of September 1, 2024);

– The Law of the Republic of Kazakhstan “On State Youth Policy” No. 285-V ZRK dated February 9, 2015 (with amendments and additions as of August 20, 2024);

– The Law of the Republic of Kazakhstan “On Combating Corruption” No. 410-V ZRK dated November 18, 2015 (with amendments and additions as of September 9, 2024);

1.3. The Regulation governs activities aimed at the adaptation of foreign students, which are directed toward the development of broad sociological and intercultural competencies, high civic culture, patriotism, inclination toward a healthy lifestyle, ability for creative self-realization, as well as ensuring social support for students.

2. ABBREVIATIONS AND SYMBOLS

Conservatory	– RSI «Kurmangazy Kazakh National Conservatory»
RoK	– Republic of Kazakhstan
RSI	– Republican State Institution
RoK MCI	– Ministry of Culture and Information of the Republic of Kazakhstan
RoK MSHE	– Ministry of Science and Higher Education of the Republic of Kazakhstan
ISP	– Individual Study Plan

3. MAIN DIRECTIONS OF ADAPTATION FOR INTERNATIONAL STUDENTS

3.1. The adaptation services for foreign students cover the following main directions:

3.1.1. Organizational-methodological and informational support of the educational process:

- Organizing and coordinating the activities of all structural units of the Conservatory related to planning, analyzing, and adjusting their work;

- updating information on the official website, creating and distributing informational materials that reflect the content, directions, and forms of life of the Conservatory’s student youth, publishing them on information stands, newspapers, bulletins, internet resources, and other platforms.;

- creating conditions for holding meetings, individual and group discussions, and providing consultations on various issues such as familiarizing students with the specifics of the educational process at the Conservatory, adherence to internal

regulations, organization of academic work, work and rest schedules, and other related matters.

3.1.2. Linguistic adaptation of foreign students:

- utilizing systems for teaching Kazakh and Russian as foreign languages;
- creating conditions for holding academic classes for foreign students;
- organizing the work of international volunteer groups composed of senior students in order to optimize interaction between students, faculty, and other participants in the educational process.

3.1.3. Social-pedagogical and psychological support for the adaptation of foreign students:

- providing social guarantees for foreign students;
- developing a system of moral and motivational support;
- preventing maladaptation;
- assisting in the professional adaptation of foreign students.

3.1.4. Cultural and leisure activities:

- creating opportunities for students to participate in the cultural life of the Conservatory;
- involving students in discussions on current issues of Conservatory life and engaging them in civic-patriotic, socially useful, creative, artistic, sports, and other activities.

3.1.5. Provision of dormitory accommodation:

- Foreign students from both near and far abroad are accommodated in the Conservatory's dormitory within the allocated space limits. To support their socio-cultural and psychological adaptation, they are placed in rooms together with other students;

- Upon moving into the dormitory, a specialist responsible for working with students and alumni issues the housing permit (order) and familiarizes the students with the dormitory's rules and regulations.

4. VISA SUPPORT FOR INTERNATIONAL STUDENTS

4.1. The organization of visa support for foreign students, preparation of invitation letters, as well as the timely updating of information regarding passport details, residential address, and contact information is carried out by the Conservatory's International office.

4.2. Foreign students may generally cross the border of the Republic of Kazakhstan only if they have a valid visa (for countries requiring a visa). The visa validity period must not exceed the duration specified in the invitation documents and must expire no less than 6 months before the expiration date of the foreign citizen's passport.

4.3. Visa support for foreign students is provided in accordance with the rules for issuing and processing invitations for the entry of foreigners and stateless persons into the Republic of Kazakhstan, as well as the issuance, cancellation, restoration, extension, and reduction of visas.

4.4. Foreign students must enter and leave the Republic of Kazakhstan through international border crossing points open for passenger traffic. Upon crossing the border, a relevant entry/exit stamp is placed in the passport of the foreign student.

4.5 Citizens of visa-free regime countries (Azerbaijan, Armenia, Belarus, Russia, Kyrgyzstan, Moldova, Tajikistan, Uzbekistan, Ukraine) may study in the Republic of Kazakhstan using their national foreign passports. A border control stamp is placed in the passport upon crossing the state border..

4.6. To apply for a visa invitation, foreign students of the Conservatory must submit the following documents to the International Office of the Conservatory no later than one month before the planned trip to the Republic of Kazakhstan:

- A copy of the document planned for entry into the Republic of Kazakhstan;
- The expected date of entry into the Republic of Kazakhstan;
- Full name, including patronymic (if applicable), written in Cyrillic and Latin letters;
- Date of birth and gender;
- Citizenship;
- Country and place of birth;
- Country (and region) of permanent residence and full residential address;
- The expected place of visa issuance (country and city where the foreign diplomatic mission of the Republic of Kazakhstan is located);
- A scanned application addressed to the Rector;
- A bilingual contract for the provision of educational services to foreign citizens (in case of applying for a one-year multiple-entry visa).

4.7. A foreign student who violates the legislation of the Republic of Kazakhstan shall be held liable in accordance with the procedure established by law.

5. REGISTRATION OF INTERNATIONAL STUDENTS WITH THE MIGRATION POLICE

5.1. In the city of Almaty, the registration of foreign students with the migration police is carried out through the Migration Service Department of the City Police Department. Foreign students studying at local educational institutions in Kazakhstan must register within the legally established period after arriving in the country. To do so, the following documents must be submitted:

- A visa or migration card;
- A certificate confirming enrollment from the educational institution.

5.2. The Conservatory generally assists in preparing the necessary documents and coordinating with the migration authorities. After submitting documents to the Migration Service Department, students receive temporary registration for their period of stay in the country. The Student and Alumni Affairs Department monitors timely registration to prevent violations of migration legislation.

5.3. Foreign students must comply with the laws of the Republic of Kazakhstan, including the provisions of migration legislation, and show respect for local customs, traditions, and national mentality. These aspects must be taken into account in communication with citizens of the Republic of Kazakhstan.

5.4. Deans and departments are obligated to inform the International Office, the Registration Office, and the Student and Alumni Affairs Department of any violations of migration laws by foreign students, as well as in cases of academic leave, completion or termination of studies, and cases of students leaving independently.

5.5. Foreign students expelled from the Conservatory, including those who have completed their studies, must leave the territory of the Republic of Kazakhstan within 14 days from the date of expulsion. The date of expulsion is considered the moment when all official procedures are completed (such as returning the student ID card, submitting clearance documents to the library, and other required university documents), which terminates all legal and administrative ties with the educational institution. The completion of studies is confirmed by the issuance of a diploma.

5.6. This period is provided to allow foreign citizens to perform additional actions such as purchasing transportation tickets to return to their home country, closing bank accounts in Kazakhstan, and completing other necessary procedures before departure.

5.7. After the specified period, all ties between the foreign student and the educational institution, as well as those related to education within the territory of the Republic of Kazakhstan, are terminated. During this period, foreign citizens are required to leave the territory of Kazakhstan. Those who plan to stay must apply for an appropriate visa or fulfill other requirements in accordance with the migration legislation of the Republic of Kazakhstan..

6. ORGANIZATION AND SUPPORT OF STUDENT LIFE

6.1. At the Kurmangazy Kazakh National Conservatory, the organization and support of student life - including for foreign students - is carried out by the Student and Alumni Affairs Department. This department coordinates students' academic and educational-cognitive activities. Its main areas of activity include the following:

6.1.1. Support for academic activities:

- Assisting in resolving issues related to the educational process and academic performance.

6.1.2. Adaptation to the academic environment:

- Providing information and consultations on adaptation issues, supporting students in integrating into the educational and social environment of the Conservatory.

6.1.3. Social and psychological support:

- Organizing activities aimed at improving students' psychological well-being and creating a favorable atmosphere for learning.

6.1.4. Curatorial hours:

- Conducting curatorial hours to enhance interaction between students and faculty and to discuss current issues and challenges of student life.

6.1.5. Interaction with external organizations:

- Cooperation with migration services and medical insurance agencies to ensure students' legal and social guarantees.

6.1.6. Alumni support:

- Providing services to support graduates in their professional careers, including assistance with employment and maintaining connections with the Conservatory after graduation.

6.2. «Corporate» responsibility lies with the host educational institution from the moment of admission of the foreign student, starting from entry into the country until the completion of studies and departure from Kazakhstan.

6.3. Staff members (coordinators) responsible for foreign students are appointed by the order of the Rector.

6.4. The coordinator must promptly inform the territorial Migration Service of the Police Department in cases where a foreign student is absent from studies for 10 consecutive days without valid or respectful reasons, is expelled early, or has completed their studies.

6.5. The coordinator is also responsible for carrying out preventive work to avoid any legal violations by foreign students during their stay in Kazakhstan, until they complete their studies and leave the country.

6.6. The Student and Alumni Affairs Department must take measures to support the integration of foreign students into Kazakhstani society and ensure their successful adaptation and social inclusion.

7. EDUCATIONAL PROCESS FOR INTERNATIONAL STUDENTS IN UNDERGRADUATE AND POSTGRADUATE PROGRAMS

7.1. During their stay in Kazakhstan, the primary mission of foreign students admitted for study is to obtain an education..

7.2. Education within undergraduate and postgraduate programs is carried out on the basis of an Individual Study Plan (ISP), which is developed with the participation of an academic advisor based on the selection of courses. Registration of foreign students takes place after orientation week and before the start of the first semester.

7.3. Academic classes at the Conservatory are conducted in accordance with approved curricula, course syllabi, and the academic calendar.

7.4. Foreign students are required to attend both core and elective classes and complete all tasks provided for in the curriculum in a timely and high-quality manner. In addition, they must comply with the principles of academic integrity as outlined in the internal regulations of the Conservatory.

7.5. The academic performance of foreign students is continuously monitored and assessed. Performance monitoring includes ongoing and interim assessments, conducted in accordance with the Rules for Conducting Current Performance Monitoring, Midterm and Final Attestation of Students of the Conservatory.

7.6. In case of outstanding tuition fees, students are not permitted to attend academic classes or take midterm and final assessments.

7.7. The final stage of study is the final attestation, which is designed to determine the graduate's professional qualification.

7.8. Based on the results of the final attestation, a foreign student is awarded a diploma of higher or postgraduate education, along with an academic transcript reflecting their academic performance during the period of study..

8. FINAL PROVISIONS

8.1. This Regulation enters into force from the moment it is approved by the Conservatory's administration.

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8.2. This Regulation is an internal normative document of the Conservatory. Printing, distribution, or partial/full transfer of this document is prohibited without the written permission of the Conservatory's administration.

8.3. The preparation, review, distribution, storage, revision, and reprinting of this document shall be carried out in accordance with the documented procedure "Management of Documented Information."

8.4. The electronic version of this document may be provided to external parties or supervisory authorities only in a format protected from copying.

CHANGES REGISTRATION SHEET

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ACKNOWLEDGEMENT SHEET

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