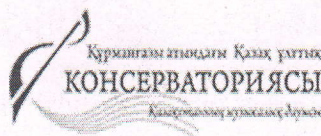


Қазақстан Республикасы
Мәдениет және ақпарат министрлігі

«Құрманғазы атындағы Қазақ
ұлттық консерваториясы» РММ



Republican State Institution
«Kurmangazy Kazakh National
Conservatory» of the
Ministry of Culture and Information of
the Republic of Kazakhstan

ҚҰРЫЛЫМ
ТУРАЛЫ ЕРЕЖЕ

REGULATION OF THE
DIVISION

26 February, 2025
дата

№ 111-13-2025

Алматы қ.

c. Almaty

APPROVED

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

Ministry of Culture and Information
of the Republic of Kazakhstan

Chairperson

G. Tasbergenova

Protocol No. 08 «26» 02 2025



ACADEMIC AFFAIRS SERVICE

Developed by:			
Head of the Academic Affairs service		Yertayeva N.	<u>24.02.2025</u>
Approved by:			
Vice-Rector for Academic Affairs	<u>085 -</u>	Abdirakhman G.	<u>26.02.2025</u>
Compliance officer		Jaguparova G.	<u>26.02.2025</u>
Head of the Human Resources Department		Karabalaeva G.	<u>26.02.2025</u>
Head of the Project Office for Quality Management, Internal Audit, and Strategic Planning		Sarymsakova A.	<u>26.02.2025</u>
Head of the Legal Sector		Mamedova J.	<u>26.02.2025</u>
Position	Signature	Full name	Date

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1. GENERAL PROVISIONS

1. The Academic Affairs Service (hereinafter referred to as the Service) is a structural unit of the Kazakh National Conservatory named after Kurmangazy (hereinafter referred to as the Conservatory) and operates under the supervision of the Vice-Rector for Academic Affairs.

2. The reorganization/liquidation of the Service is carried out based on a decision by the Academic Council, followed by the issuance of an order by the Rector of the Conservatory.

3. The employees of the Service are appointed and dismissed by order of the Rector of the Conservatory, upon the recommendation of the Vice-Rector for Academic Affairs.

4. The rights and duties of the Service employees are defined by their job descriptions.

5. The distribution of duties among the Service employees is carried out by the Head of the Service in accordance with the job descriptions.

6. The operating regulations of the Service are defined in accordance with the labor legislation of the Republic of Kazakhstan and internal regulatory documents that govern labor activities.

7. In its work, the Service is guided by the following regulatory legal acts of the Republic of Kazakhstan:

1) the Constitution of the Republic of Kazakhstan;

2) the laws of the Republic of Kazakhstan "On Education", "On Science", "On Languages", "On Combating Corruption", "On Public Services", "On Personal Data and Their Protection", and "On Culture";

3) the Model Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and (or) Postgraduate Education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, No. 595;

4) the State Compulsory Standards of Higher and Postgraduate Education (hereinafter referred to as SCES), approved by the Orders of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as MSHE) dated July 20, 2022, No. 2;

5) the Rules for the Organization of the Educational Process under the Credit-Based Learning Technology, approved by the Orders of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152;

6) orders and directives of the MSHE of the Republic of Kazakhstan;

7) legislative and other regulatory legal acts of the Republic of Kazakhstan and methodological materials for working with students;

8) international standards of ISO (International Organization for Standardization) in the field of quality management, anti-corruption management systems, and other systems implemented in the Conservatory;

9) the Charter of the Conservatory;

10) internal regulatory documents governing the activities of the Conservatory as a whole;

11) orders and directives of the Rector of the Conservatory and the Vice-Rector for Academic Affairs;

12) this Regulation.

8. The main goal of the Service's activities is to create organizational, regulatory, and methodological conditions for the implementation of higher, postgraduate, and additional (preparatory) professional education programs, as well as the effective organization of student internships, supporting their employment, and career development of graduates at the Conservatory.

9. The Service ensures the planning and organization of the educational process, monitors its implementation at the Conservatory, coordinates the work of faculties and departments to create conditions that ensure the compliance with the State Mandatory Standards of Higher and Postgraduate Education, and also supports the organization of student internships, graduate employment, and career support.

10. The structure of the Service is approved by the Academic Council and is subordinate to the Vice-Rector for Academic Affairs.

11. The service's structural divisions consist of:

1) Department of Educational Planning;

2) Department of the Registrar's office;

3) Department of Educational and Methodical Work and Inclusive Education;

4) Practice, Employment and Career sector.

2. TASKS

12. Organization and control over the formation of educational programs at the Conservatory and their compliance with the requirements of the State Mandatory Standard of Higher and Postgraduate Education, regulatory acts of the Ministry of Culture and Information of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, and internal regulatory documents of the Conservatory;

13. Work with curricula and working curricula of educational programs, conducting expert evaluations, and approving them;

14. Planning and development of the academic calendar (schedule of the educational process) for the academic period;

15. Approval of the calculation of the consolidated academic load at the Conservatory;

16. Formation and determination of the number of cohorts, groups, and subgroups;

17. Monitoring and examination of the effective distribution of academic load and hourly fund at the Conservatory's departments;

18. Preparation of a summary report on the performance of academic load at the Conservatory;

19. Forming proposals for the improvement of the educational process and submitting them for discussion by the Academic Council, the Rectorate, and the Educational and Methodological Council;

20. Working with regulatory acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan and the Ministry of Culture and Information of the Republic of Kazakhstan;

21. Development and improvement of regulatory documentation governing the educational process;

22. Organization and issuance of orders on student transfer, reinstatement, enrollment, expulsion, academic leave, as well as sending students for professional practice;

23. Organization and control of final certification;

24. Preparation of informational and methodological documents for licensing, state certification, institutional and specialized accreditation of the Conservatory's educational programs on matters within the competence of the Service;

25. Providing methodological assistance to departments in drawing up curricula and working curricula;

26. Preparing the schedule of academic sessions, the independent work of a student with a teacher schedule, the examination session, meetings of the SAC (State Attestation Commission), the GEC (State Examination Commission), and monitoring and controlling their implementation;

27. Preparing the schedule for individual classes, monitoring and controlling their implementation;

28. Planning and organizing the summer semester;

29. Monitoring and controlling the use of the Conservatory's classroom resources;

30. Maintaining documentation, registering academic achievements, and preparing student transcripts;

31. Organizing the preparation of statements for interim and final certification;

32. Preparing and issuing diplomas with annexes for graduates;

33. Registration and accounting of the issuance of strict reporting forms;

34. Preparation and issuance of duplicate educational certificates;

35. Organizing employment events: job fairs, meetings with employers;

36. Coordinating the organization of student internships, graduate employment, and establishing communication with alumni of the Conservatory;

37. Organizing consulting and informational support for graduates in their job search:

1) interaction with employers to expand social partnerships on the organization and conduct of all types of internships and graduate employment;

2) monitoring of graduates' employment.

3. FUNCTIONS

38. In accordance with the assigned tasks, the Service is responsible for the following functions:

1) Supporting and controlling the planning of the educational process at the departments and faculties of the Conservatory that implement the main educational programs;

- 2) Controlling the compliance of the Conservatory's structural divisions with the requirements of the State Educational Standards (GOSE) in terms of curriculum development;
- 3) Improving the regulatory documentation governing the educational process;
- 4) Organizing the interaction of the Conservatory's structural divisions when developing educational and working curricula;
- 5) Controlling the adherence to the schedule of the educational process, class schedules, exams, and state certification;
- 6) Planning and controlling the annual teaching workload of departments and hourly budget, as well as monitoring the teaching load fulfillment by full-time faculty, part-time employees, and adjuncts;
- 7) Participating in the work of departments in organizing academic, production (pedagogical performance, pre-diploma, research) practice in accordance with the academic calendar, and controlling their implementation;
- 8) Planning the distribution of classroom space and controlling the use of spaces allocated for educational purposes;
- 9) Controlling the formation of the State Attestation Commission (SAC), the progress of diploma defense, the completion of state exams, and the preparation of reporting documentation;
- 10) Participating in the work of the Academic Council, the Educational and Methodological Council, the Rectorate, and others on issues related to the academic process;
- 11) Preparing draft rector's orders concerning the educational process;
- 12) Organizing meetings, seminars, training sessions, providing instructions, and consulting staff and faculty on educational work, as well as on issues related to inclusive education;
- 13) Preparing informational, analytical, and statistical materials at the request of the rector, vice-rector for academic affairs, the Ministry of Culture and Information of the Republic of Kazakhstan, and the Ministry of Science and Higher Education of the Republic of Kazakhstan;
- 14) Monitoring the educational and methodological support of the educational process for students with disabilities and special educational needs;
- 15) Monitoring the professional development process for faculty and staff in working with students with disabilities and special educational needs;
- 16) Organizing methodological seminars and training sessions on inclusive education;
- 17) Providing methodological consultations and individual support to students with special educational needs;
- 18) Analyzing and evaluating the effectiveness of educational programs for students with special needs, and organizing efforts to improve them;
- 19) Developing educational and methodological links with external organizations in working with students with disabilities and special educational needs.

4. RIGHTS

39. The Service has the right to:

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1) Be informed about draft decisions of the Conservatory's management concerning the activities of the Service;

2) Submit proposals to the management for the improvement and enhancement of the educational process;

3) Receive the necessary information for carrying out its functions from all departments and services, regardless of their subordination;

4) Require timely submission of documents from departments and faculties that determine the planning of educational and methodological work at the Conservatory, ensuring their quality execution;

5) Independently determine the timing of control over classes and exams.

40. Duties of the Service:

1) Take measures to ensure the fulfillment of tasks assigned to the Service;

2) Distribute duties among the Service employees in accordance with this Regulation and job descriptions;

3) Monitor compliance with the regulatory, legislative, and instructional-legal documentation of the Ministry of Education and Science of the Republic of Kazakhstan (MES RK) and the Ministry of Culture and Information of the Republic of Kazakhstan (MCI RK) regarding the implementation of educational and methodological documentation at the Conservatory;

4) Comply with the internal regulations and labor discipline established at the Conservatory.

5. RESPONSIBILITY

41. The Service is responsible for improper performance or non-performance of the functions provided for in these Regulations, within the limits determined by the current labor legislation of the Republic of Kazakhstan.

42. The specialists of the Service are responsible for complying with the obligations in the field of quality management, the anti-corruption management system, and the requirements of internal regulatory documentation, in the part related to the responsibilities assigned to the Service for processes, ensuring information security, and safeguarding the Service's documentation in both paper and electronic formats, including working files and software.

43. The head of the Service is fully responsible for the high-quality and timely performance of the tasks and functions assigned to the Service by this Regulation.

44. The degree of responsibility of other employees is determined by their job descriptions.

6. INTERACTION

45. In its activities, the Service interacts with all structural divisions of the Conservatory and third-party organizations and institutions:

1) with departments, faculties, and other divisions — on the organization and planning of the educational process, implementation of State mandatory standards of higher and postgraduate education;

2) with the Department of Accounting and Economic Planning — on the distribution of budget funds for students studying under the state order;

3) with the HR Department — on receiving copies of orders for the work profile and providing forms for issuing orders;

4) with the Sector of Situational Monitoring and IT Services — on issues of software and technical support;

5) with the Department of Administrative and Economic Infrastructure and Building Management — on the functioning of life support systems that ensure accessibility and inclusiveness of the educational environment for students with disabilities;

6) with the Postgraduate Education Sector — on the organization and planning of the educational process, implementation of State mandatory standards of higher and postgraduate education;

7) with external organizations and institutions — on issues of employment of graduates, organization of student internships, and development of educational programs that meet modern requirements and standards.

7. PROCEDURE FOR AMENDMENTS

46. Proposals for amendments to this Regulation shall be reviewed at a meeting of the Academic Council and adopted or rejected by a majority vote (at least 2/3 of the votes of the Academic Council members present at the meeting).

47. Amendments to this Regulation shall be made only by decision of the Academic Council of the Conservatory, based on an official letter from the Head of the Service, approved by the Vice-Rector.

48. The job descriptions of the Service employees are subject to revision in the event of amendments and additions to this Regulation concerning the functions of the Service.

49. Amendments to this Regulation shall be made in accordance with the requirements of the legislation of the Republic of Kazakhstan with a mandatory entry in the “Amendment Registration Sheet.”

50. Notifications of amendments to this Regulation shall be distributed to all departments and responsible structural units of the Conservatory.

51. The original copy of this Regulation is kept in the Human Resources Department. A copy is kept in the Service. Distribution of the Regulation copies to the structural units of the Conservatory shall be carried out by the Service (if necessary), and a scanned copy of the Regulation shall be posted on the Conservatory’s website.

8. FINAL PROVISIONS

52. This regulation comes into effect after approval by the Conservatory's management, starting from the date of approval.

53. This application is an internal regulatory document of the Conservatory. Copying, reproduction and transmission of all or part of this document without the written permission of the Conservatory management is not allowed.

54. The electronic version of this document can only be provided to external parties or regulatory authorities in a copy-protected format.

CHANGE REGISTRATION SHEET

[illegible]

INTRODUCTION SHEET

[illegible]