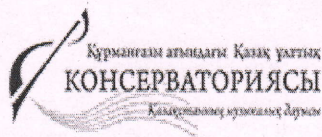


Қазақстан Республикасы
Мәдениет және ақпарат министрлігі

«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

№ 1717-15-2025

Алматы қ.

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

Chairperson

G. Tasbergenova

Protocol No. 08 «26» 02 2025



DEPARTMENT OF OFFICE REGISTRAR'S

Developed by:			
Head of the Office Registrar's		Sakhova K.	<u>24.02.2025</u>
Approved by:			
Vice-Rector for Academic Affairs		Abdirakhman 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 Academic Affairs Service		Yertayeva N.A.	<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 Legal Sector		Mamedova J.	<u>26.02.2025</u>
Position	Signature	Full name	Date

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1. GENERAL PROVISIONS

1. The present regulations define and establish the requirements for the activities of the Office of the Registrar, which is a structural unit of the Kazakh National Conservatory named after Kurmangazy (hereinafter referred to as the Conservatory) and operates under the guidance of the Head of the Academic Affairs Department.

2. The Office of the Registrar (hereinafter referred to as OR) is responsible for registering students for academic courses, accounting for earned credits, organizing interim and final assessments, and maintaining a complete history of students' academic achievements.

3. The reorganization/liquidation of the OR department is carried out based on a decision by the Academic Council with the issuance of an order by the Rector of the Conservatory.

4. Employees of the OR department are appointed and dismissed based on an order from the Rector of the Conservatory upon the recommendation of the Head of the Academic Affairs Department.

5. The rights and duties of employees in the OR department are defined by job descriptions.

6. The distribution of responsibilities among employees in the OR department is carried out by the Head of the OR department in accordance with job descriptions.

7. The OR department conducts its work in accordance with the following regulatory legal acts 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 present regulations establish the requirements for the administrative and legal consolidation of the department's status, organizational structure, responsibilities, and powers, as well as the requirements for organizing the educational process for bachelor's degree programs and their implementation.

9. The structure and staffing of the OR department are approved by the Academic Council and are subordinate to the Head of the Academic Affairs Department.

10. The management of the OR department is carried out by the Head of the department.

11. The job responsibilities of the Head of the OR department are defined by these regulations and job descriptions.

12. Appointment to and dismissal from the position of Head of the OR department is carried out by an order from the Rector of the Conservatory, based on a recommendation from the Vice-Rector for Academic Affairs.

13. The structure of the OR department includes a Head, a Senior Registrar Statistician, and a Registrar Statistician, whose job responsibilities are defined by these regulations and job descriptions.

14. Appointment to and dismissal from positions are carried out by an order from the Rector of the Conservatory, based on a recommendation from the Head of the department.

15. The number of staff positions in the department is determined by the staffing schedule of the Conservatory.

2. TASKS

16. Coordination and control of the implementation of the bachelor's educational process at the level of the Conservatory.

17. Formation and determination of the number of streams, groups, and subgroups.

18. Work with regulatory legal acts of the Republic of Kazakhstan.

19. Development and improvement of regulatory documentation governing the educational process.

20. Issuance of orders for transfer, reinstatement, enrollment, expulsion of students, and for academic leave.

21. Organization and control of final assessments, presentation of statistical data on the results of the State Attestation Commission.

22. Preparation of information and methodological documents for licensing, state accreditation, and international accreditation of educational programs at the Conservatory on issues related to the competence of the OR department.

23. Planning and organization of the summer semester.

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24. Maintenance of documentation, registration of academic achievements, and formation of student transcripts.
25. Preparation of reports for interim and final assessments.
26. Preparation and issuance of diplomas with attachments to graduates in a proprietary format.
27. Registration and accounting for the issuance of strict reporting forms.
28. Achievement of key performance indicators for its processes.
29. Monitoring and analysis of the management system within the competence of its processes according to ISO management standards, and providing this data to the Conservatory's management.
30. Implementation of management policies in quality management, anti-corruption measures, and other effective management systems.
31. Formation of a corporate culture against corruption.
32. Achievement of goals to improve the work of the OR department in quality management systems, anti-corruption management systems, and other systems implemented at the Conservatory.

3. FUNCTIONS

33. In accordance with the assigned tasks, the OR department is entrusted with the following functions:
 - 1) Improvement of regulatory documentation governing the educational process;
 - 2) Control over the execution of the academic schedule, class schedules, examination schedules, and state accreditation;
 - 3) Participation in the work of departments to organize educational, production (performance), pedagogical, pre-diploma, and research practices in accordance with the academic calendar and control over their implementation;
 - 4) Monitoring the formation of the State Attestation Commission, progress of diploma defense, and state examinations, as well as the preparation of reporting documentation;
 - 5) Organization and conduct of graduation (control over the final state attestation of graduates, preparation and issuance of diplomas);
 - 6) Participation in the work of the Academic Council, Educational and Methodological Council, Rectorate, etc., on issues related to the academic process;
 - 7) Preparation of draft orders from the Rector regarding the educational process;
 - 8) Organization of meetings, seminars, instruction, and consultation for staff and faculty members on issues related to educational work;
 - 9) Preparation of informational analytical and statistical materials upon request from the Rector, Vice-Rector for Academic Affairs, Ministry of Science and Higher Education of the Republic of Kazakhstan, Ministry of Culture and Information of the Republic of Kazakhstan, etc.;
 - 10) Preparation of duplicates of diplomas and attachments.

4. RIGHTS

34. The OR department has the right to:

- 1) Request necessary data from structural subdivisions;
- 2) Demand and receive information from all structural subdivisions of the organization that is necessary for fulfilling the tasks assigned to the department;
- 3) Independently conduct correspondence on all issues within the competence of the OR department that do not require approval from the head of the Conservatory;
- 4) Represent the organization in an established manner on issues related to the competence of the department;
- 5) Provide explanations, recommendations, and instructions on matters within the department's competence;
- 6) Hold meetings and participate in meetings conducted within the organization.

5. RESPONSIBILITIES

35. The Head of the OR department bears full responsibility for the quality and timeliness of the tasks and functions assigned to the department by this Regulation.

36. The degree of responsibility of other employees in the OR department is established by job descriptions.

37. Employees of the OR department are responsible for adhering to commitments in the areas of quality management, anti-corruption management systems, and requirements of internal regulatory documentation, particularly concerning the responsibilities assigned to the department for processes, ensuring information security, and safeguarding documentation of the OR department in both paper and electronic formats, including working files and programs.

38. The Head of the OR department and other employees are personally responsible for the accuracy of the documents they prepare and their compliance with the legislation of the Republic of Kazakhstan.

39. All employees of the OR department are required to comply with rules and norms of professional safety and health.

6. INTERACTION

40. In its activities, the OR department interacts with all structural subdivisions of the Conservatory and external organizations and institutions:

41. With departments, faculties, and other subdivisions - on issues related to the organization and planning of the educational process, implementation of State Mandatory Educational Standards for the relevant levels of education (bachelor's degree);

42. With the Human Resources Department - on issues related to obtaining copies of orders relevant to the work profile of the OR department and providing forms for issuing orders;

43. With the Situational Monitoring and IT Support Sector - on issues related to software and technical maintenance;

44. With the Department of Administrative and Economic Infrastructure and Building Operations - on issues concerning the functioning of life support systems;
45. With the Practice, Employment, and Career Sector - on issues related to filling out and updating contact information about students;
46. With external organizations and institutions - on issues related to providing informational analytical and statistical materials;
47. The OR department interacts with the Public Council for Anti-Corruption within the framework of the anti-corruption management system, according to the criteria established by this system at the Conservatory.

7. PROCEDURE FOR AMENDMENTS

48. Proposals for amendments to this Regulation are considered at a meeting of the Academic Council and are accepted or rejected by a majority vote (at least 2/3 of the votes from the members present at the meeting of the Academic Council).

49. Amendments to the Regulation are made only by decision of the Academic Council of the Conservatory based on a memorandum from the Head of the OR department, approved by the Rector.

50. Job descriptions for employees of the OR department are subject to revision in case of amendments and additions to this Regulation concerning the functions of the department.

51. Amendments to this Regulation are made in accordance with the requirements of the OR department, with mandatory notation in the "Change Registration Sheet."

52. Notifications about changes to this Regulation are sent to all departments and responsible structural subdivisions of the Conservatory.

53. A copy of the Regulation is kept in the OR department. Distribution of copies of the Regulation to structural subdivisions of the Conservatory is carried out by the OR department (if necessary).

8. FINAL REGULATIONS

54. The OR department ceases its activities in the event of:

- 1) The absence of students in licensed bachelor's degree programs;
- 2) An order from the Rector of the Conservatory;
- 3) A legislative decision by the authorized body.

55. This regulation comes into effect after approval by the management of the Conservatory, from the date of approval.

56. This regulation is an internal regulatory document of the Conservatory. Copying, reproducing, and transferring this document in whole or in part without written permission from the management of the Conservatory is not permitted.

57. The composition of this document, its review, distribution, storage, revision, and reissuance are carried out in accordance with the documented procedure "Management of Documented Information."

58. The electronic version of this document may be provided to external parties or regulatory bodies only in a copy-protected format.

CHANGES SHEET

[illegible]

FAMILIARIZATION SHEET

[illegible]