

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

ҚЫЗМЕТ  
ЕРЕЖЕСІ

REGULATION  
OF ACTIVITIES

april 30, 2025.

дата

Алматы қ.

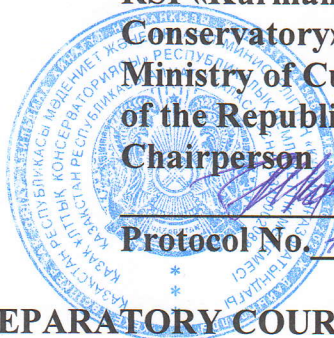
№ П-14-25

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. 10 «30» april 2025

PREPARATORY COURSES

|                                                                                                                  |           |                |          |
|------------------------------------------------------------------------------------------------------------------|-----------|----------------|----------|
| Developed by:                                                                                                    |           |                |          |
| Executive Secretary of the Admissions Committee                                                                  |           | Imanbayev A.   | 30.04.25 |
| Approved by:                                                                                                     |           |                |          |
| Vice-Rector for Academic Affairs                                                                                 |           | Abdirakhman G. | 30.04.25 |
| Acting Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation |           | Nussupova A.   | 30.04.25 |
| Vice-Rector for Educational and Social Affairs                                                                   |           | Kuldanov N.    | 30.04.25 |
| Head of the Project Office for Quality Management, Internal Audit, and Strategic Planning                        |           | Sarymsakova A. | 30.04.25 |
| Head of the Financial and Economic Department                                                                    |           | Mazbayeva A.   | 30.04.25 |
| Head of the Legal Sector                                                                                         |           | Mamedova J.    | 30.04.25 |
| Position                                                                                                         | Signature | Full name      | Date     |

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## 1. GENERAL PROVISIONS

1. This Regulation governs the organization of the preparatory courses for admission to the Kurmangazy Kazakh National Conservatory (hereinafter referred to as the Conservatory).

2. The Regulation has been developed based on the following regulatory documents of the Republic of Kazakhstan:

- Rules for the organization of preparatory departments at higher education institutions of the Republic of Kazakhstan (Approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated December 30, 2011, No. 554);

- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 368 dated May 19, 2001, «On the Preparatory Department of the Kurmangazy Kazakh State Conservatory».

3. In accordance with the Decree of the President of the Republic of Kazakhstan No. 648 dated July 5, 2011, «On granting special status to certain state higher education institutions» and the Resolution of the Government of the Republic of Kazakhstan No. 66 dated February 14, 2017, «On approving the Model Regulations for state higher education institutions with special status», the Conservatory has the right to:

- attract additional sources of financial and material resources through educational and other activities not prohibited by the legislation of the Republic of Kazakhstan;

- develop, test, and implement key conceptual provisions in the educational, scientific, and methodological areas of training specialists with higher professional education;

- determine new areas for the training of specialists under the multi-level system of higher professional education, establish the duration and forms of their education.

4. These preparatory courses are offered on a paid basis and are necessary for the systematic preparation of individuals without secondary vocational education in the chosen specialty for studying at higher music educational institutions.

## 2. ADMISSION RULES FOR THE PREPARATORY COURSES OF THE CONSERVATORY

5. Admission of citizens of the Republic of Kazakhstan to the preparatory department of the Conservatory for the purpose of enhancing their **specialized music education** is conducted on a competitive basis based on the results of entrance exams (specialty and music theory).

6. To apply for the preparatory department of the Conservatory, citizens of the Republic of Kazakhstan must submit the following documents to the admissions committee:

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- 1) An application for taking creative exams in the prescribed form;
- 2) The original document of general secondary education (secondary general), initial vocational (technical and professional), secondary vocational (post-secondary education), and its annexes;
- 3) A copy of the identity document;
- 4) 6 passport-sized photos (3x4 cm);
- 5) Medical documents:
  - A medical certificate in form 075-U;
  - A vaccination card in form 063;
  - A fluorography report with the radiologist's stamp.
- 6) A copy of the conscription certificate (for residents of the Republic of Kazakhstan).

7. To apply for the preparatory department of the Conservatory, foreigners and stateless persons must submit the following documents:

- 1) An application for taking creative exams in the prescribed form;
- 2) A notarized (or certified by a diplomatic mission of the Republic of Kazakhstan) translation of the education document and its annexes into the state and/or Russian language;
- 3) A copy of the identity document of the holder of the education document;
- 4) 6 passport-sized photos (3x4 cm);
- 5) A medical certificate in form 075-U;
- 6) A vaccination card in form 063;
- 7) A fluorography report with the radiologist's stamp;
- 8) A certificate from the city Center for the Prevention and Control of AIDS;
- 9) A blood test for malaria.

8. Education documents issued by foreign educational organizations undergo the procedure of nostrification in accordance with the rules for the recognition and nostrification of education documents, approved by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 12, 2023, No. 268.

9. The acceptance of applications is carried out by the admissions committee of the Conservatory from August 18 to August 23.

10. The entrance exams are held from August 27 to August 28.

11. The results of the entrance exams are announced on the day of the exam. Retakes of the entrance exam are not allowed.

12. A citizen arriving for the entrance exam must present an identity document (passport).

13. A citizen who disagrees with the exam results may submit a petition for an appeal. The appeal committee is established at least one month before the entrance exams.

14. The results of the entrance exam are reviewed by the Commission, the composition of which is approved by the Rector of the Conservatory.

15.The Commission is formed from among the faculty members of the Conservatory by areas of study.

16.Enrollment of students into the preparatory departments is carried out by the admissions committee of the Conservatory from September 1 to September 5.

17.The start of classes is according to the approved academic calendar.

18.The admissions committee of the Conservatory, within 3 working days from the date of enrollment, submits the enrollment orders to the Registrar's Office (hereinafter referred to as the RO).

19.An individual wishing to enroll in the preparatory courses must sign a contract before the start of the academic process, in which the terms of study and payment procedure are specified.

20.The contract may be signed with the parents or legal representatives of the student.

21.The contract is signed in two copies, one of which is provided to the client and the other is submitted to the Registrar's Office of the Conservatory.

### **3. THE PROCEDURE FOR ORGANIZING THE ACTIVITIES OF THE PREPARATORY DEPARTMENTS OF THE CONSERVATORY**

22.The training at the preparatory departments is conducted in the full-time format. Classes begin according to the approved academic calendar.

23.The duration of the training:

– two academic years for citizens who have no musical training or have basic music education (Music School), in the specialties: «Vocal Art», «Traditional Music Art»;

– one academic year for individuals with a secondary specialized music education (music college, pop and circus college, college of arts, specialized music school, etc.), in the specialties: «Vocal Art», «Traditional Music Art», «Instrumental Performance», «Composition».

24.The organization of the educational process at the preparatory department is carried out in accordance with the working curricula and working academic programs based on the credit system of education.

25.The assessment of the students' knowledge level is carried out in accordance with the Standard Rules for conducting current performance monitoring, intermediate, and final certification of students, approved by the authorized body in the field of education.

26.The grounds for expelling students from the preparatory departments of the Conservatory are as follows:

- 1) A written request for expulsion from the student at their own request;
- 2) Violation of the internal regulations of the Conservatory.

27.Expulsion of a student from the Conservatory is formalized by an order of the Rector.

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28. The statistical and passport records of the students of the preparatory departments are maintained by the Registrar's Office (RO).

29. The courses are organized and discontinued by an order of the Rector based on the decision of the Academic Council of the Conservatory.

30. Upon completion of their studies, students take final exams and receive a certificate that includes the registration and serial number of the document, the name of the organization, the specialty, the duration of study, and the full name of the student as per their identity document, as well as the signature and seal of the Rector of the Conservatory. This certificate grants students the right to apply to music higher education institutions.

31. The training is conducted in full-time courses.

32. The training program must include subjects that are part of the list of creative exams and the Unified National Testing (UNT) for admission to the Conservatory.

33. Considering the specifics of education in the field of music and the need for continuous practice, part-time education is excluded from these preparatory courses.

34. The content of the training, types of classes, and forms of assessment are determined by the curriculum approved by the Academic Council and the Rector of the Conservatory.

35. The training is conducted in groups of no more than 20 people.

36. Teaching on the courses is carried out by Conservatory faculty members, as well as highly qualified part-time instructors and individuals with the relevant qualifications.

37. Students are required to adhere to the internal regulations of the Conservatory.

#### **4. ORGANIZATION OF THE ADMISSION COMMISSION'S WORK**

38. The composition of the admission committee is approved by the Rector's order for the acceptance of documents and organization of the entrance creative exams.

39. Before the start of document submission and during its operation, the admission committee determines and announces, in accordance with regulatory documents:

- The list of educational programs and fields of study for which the Conservatory announces the acceptance of documents in accordance with the current license;

- The conditions for admission to the Conservatory on a contractual basis.

40. The acceptance of documents is carried out within the deadlines specified in the Admissions Rules of the Conservatory.

41. For conducting the entrance creative exams, examination commissions are approved by the Rector's order.

42. The examination commissions prepare the exam tasks one month before the start of the entrance creative exams, which are approved by the chairman of the Conservatory's admission committee.

43. The schedule for the entrance creative exams is approved by the chairman of the Conservatory's admission committee and is communicated to the applicants.

44. The results of the creative exam are documented in a grade sheet and a commission protocol in any format, and are submitted to the responsible secretary of the admission committee (or their deputy) for announcing the results. The protocol is signed by the chairperson of the subject commission and all the present members of the commission.

45. A personal file is created for each applicant, which contains all submitted documents, exam papers, and documents confirming individual achievements.

46. Decisions of the subject commission are made by a majority vote of its members and are recorded in protocols, which are signed by the chairperson.

47. The work of the subject commission is documented in protocols, which are signed by the chairman and the responsible secretary of the admissions committee.

48. The work of the admissions committee is concluded with a report on the admission results at the Academic Council of the Conservatory.

## **5. FINANCIAL ACTIVITY**

49. The tuition fee is paid annually through a bank transfer, either broken down by year or for the entire period of study.

50. The payment procedure is detailed in the contract for the provision of paid educational services for specialist training in accordance with the legislation of the Republic of Kazakhstan. The contract is issued by the Legal Department of the Conservatory and specifies that the initial payment must be no less than 30% of the total amount before the start of the academic process.

51. Financial control over the activities of the courses is carried out by the financial and economic service of the Conservatory.

52. The remuneration of instructors involved in the courses is based on reports for the actual hours worked, in accordance with the hourly wage rates at the Conservatory. Payment for the work of instructors is made in accordance with the time norms established for the Conservatory's faculty.

53. The funds from the courses are used to pay the salaries of instructors and support staff, as well as to improve the conditions of material and technical equipment by acquiring fixed assets and intangible assets in accordance with the approved plan for the income and expenditure of money from the provision of services.

## **6. COURSE MANAGEMENT**

54. The management of the courses is carried out by the deans of the faculties, heads of departments, and the academic affairs service.

## **7. RIGHTS AND DUTIES OF STUDENTS OF THE PREPARATORY COURSE**

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55. The student of the preparatory course is required to meet the examination requirements of the subject commission, in accordance with the approved program for the creative exam (specialty and music theory).

56. Students who disagree with the results of the creative exams have the right to submit an appeal application to the chairman of the appeal commission by 13:00 on the day following the announcement of the exam results. The appeal will be considered by the appeal commission within one day.

57. The results of the appeal commission's work on the creative exams will be announced after the meeting of the appeal commission.

58. Students of the preparatory course who have been admitted to the Conservatory are required to attend all academic disciplines of the course, pass the midterm assessments (MA), and complete exams in full.

59. Students who do not attend the courses or fail to obtain passing scores on the exams will be expelled by an order from the rector of the Conservatory.

## **8. RIGHTS AND DUTIES OF THE SUBJECT COMMISSION**

60. Admission to the course is based on the results of creative or special exams.

61. To organize and conduct creative exams, an examination commission is established for the duration of the exams by the decision of the rector of the Conservatory or the person acting on their behalf. The commission is formed according to specialties (educational programs). The commissions for creative exams in the field of «Art» also include individuals with relevant qualifications in the profile and who are recommended by the local authorized body in the field of culture.

62. The commission consists of an odd number of members (at least three). The decision of the commission is considered valid if at least two-thirds of its members are present at the meeting. The commission's decision is made by a majority vote of those present at the exam. In case of a tie, the chairman's vote is decisive.

63. The results of the creative exam are documented in a grade sheet, while the results of the special exam are recorded in an admission list, along with a protocol of the commission in any form. These documents are submitted to the responsible secretary of the admissions committee (or their deputy) for announcing the results. The protocol of the commission is signed by the chairman and all present commission members.

64. The chairpersons of the subject commissions, after the completion of the entrance exams, must provide the responsible secretary with the Report of the Chairperson of the Subject Commission in the prescribed form, signed.

## **9. RIGHTS AND DUTIES OF THE APPEAL COMMISSION**

65. During the exam period, in order to ensure compliance with the requirements for the creative exam, resolve disputed issues, and protect the rights of individuals

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taking the exams, an appeal commission is established by the order of the head of the Conservatory or the person acting on their behalf. The commission consists of an odd number of members (at least three), including its chairperson.

66. An appeal commission is created for each educational program or one commission for several related educational programs, which includes a representative from each educational program among the teaching staff of the Conservatory.

67. An appeal application must be submitted personally to the chairperson of the appeal commission by the individual who took the special or creative exam. The application is accepted until 13:00 on the day following the announcement of the results of the special or creative exam and is considered by the appeal commission within one day.

68. The appeal commission has the right to request video/audio recordings of the applicants' performances, protocols, video recordings of the discussion process, and other necessary documents to make an objective decision regarding the submitted appeals.

69. The decision of the appeal commission is considered valid if at least two-thirds of its members are present at the meeting. The decision on the appeal regarding disagreement with the results of the special or creative exam is made by a majority vote of the commission members present. In case of a tie, the chairman's vote is decisive. The work of the appeal commission is documented in a protocol, which is signed by the chairman and all present commission members.

70. The chairpersons of the appeal commissions, after the completion of the entrance exams, must provide the responsible secretary with the Report of the Chairperson of the Appeal Commission in the prescribed form, signed.

71. Following the review of the appeal, the commission notifies the applicant who submitted the appeal of the decision made no later than 18:00 on the following day.

## **10. CRITERIA FOR EVALUATION**

72. Individuals applying for a group of higher education programs that require creative preparation must take creative exams at the universities of their choice.

73. Creative exams for applicants are evaluated on a 50-point scale according to the approved evaluation criteria, which are published on the Conservatory's website under the «Bachelor's Degree» section

## **11. STORAGE**

74. The original of this regulation is kept in the academic affairs service.

75. The report documents of the admissions committee are transferred to the Conservatory's archive for storage in accordance with the list and timelines specified in the file nomenclature.

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76. The personal files of admitted applicants are transferred to the Registrar's Office (RO) of the Conservatory by a transfer act.

77. The personal files (with copies of documents) of applicants who were not admitted are stored in the admissions committee for 6 months, after which they are destroyed in accordance with the established procedure.

## **12. PROCEDURE FOR MAKING CHANGES**

78. Proposals for changes to this Regulation are discussed at the meeting of the Academic Council and are either accepted or rejected by a majority vote.

79. Amendments to the Regulation are made by the decision of the Academic Council of the Conservatory.

80. The regulation is subject to revision in the event of amendments and additions to this document regarding the admission process.

81. Amendments to the Regulation are made in accordance with the requirements of the quality management project office, internal audit, and strategic planning, with mandatory notation in the «Change Registration Sheet».

82. Notices of changes to the Regulation are sent to all departments and responsible structural divisions of the Conservatory.

## **13. FINAL PROVISIONS**

83. This Regulation, as well as any amendments and additions made to it, are approved by the rector of the Conservatory and come into effect after their approval.

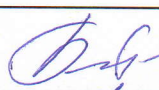
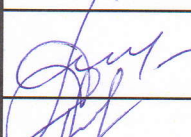
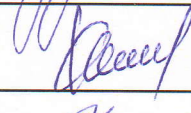
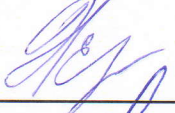
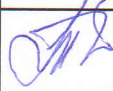
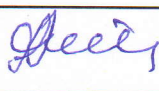
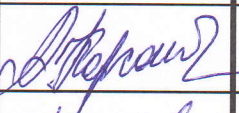
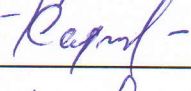
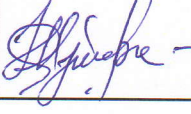
84. The provisions of the Regulation are mandatory for execution and may be amended or supplemented in connection with changes in regulatory documents, the emergence of new additional expenses not accounted for in this document.

85. Other issues arising in the implementation of the provisions of the Regulation are resolved in accordance with the Charter of the Conservatory or the current legislation of the Republic of Kazakhstan.

## CHANGES SHEET

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### FAMILIARIZATION SHEET

| Item No. | Full name of the person familiarized with the document | Position                                                                                  | Signature                                                                             | Date     |
|----------|--------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------|
| 1        | 2                                                      | 3                                                                                         | 4                                                                                     | 5        |
| 1.       | Gulmira Mussagulova                                    | Dean of the Faculty of Musicology, Art Management and Social and Humanitarian Disciplines |    | 30.04.25 |
| 2.       | Aizhan Bekenova                                        | Dean of the Faculty of Instrumental Performance                                           |    | 30.04.25 |
| 3.       | Aizada Bultbayeva                                      | Dean of the Faculty of Vocal and Conducting                                               |    | 30.04.25 |
| 4.       | Gaziza Gabdrakhimova                                   | Dean of the Faculty of Folk Music                                                         |    | 30.04.25 |
| 5.       | Marlena Koilybayeva                                    | Head of Department of Musicology and Composition                                          |    | 30.04.25 |
| 6.       | Dinara Keshubayeva                                     | Head of Department of Art Management                                                      |   | 30.04.25 |
| 7.       | Irina Gavrilenko                                       | Head of Department of Special Piano                                                       |  | 30.04.25 |
| 8.       | Korlan Khalilova                                       | Head of Department of String Instruments                                                  |  | 30.04.25 |
| 9.       | Zhannat Yermanov                                       | Head of Department of Wind and Percussion Instruments                                     |  | 30.04.25 |
| 10.      | Galymzhan Berekeshev                                   | Head of Department of Conducting                                                          |  | 30.04.25 |
| 11.      | Tanagul Beknazarova                                    | Head of Department of Vocal Arts                                                          |  | 30.04.25 |
| 12.      | Altynai Jumagaliyeva                                   | Head of Department of Dombra                                                              |  | 30.04.25 |
| 13.      | Aigerim Karsakbayeva                                   | Head of Department of Kobyz and Bayan                                                     |  | 30.04.25 |
| 14.      | Venera Karzhaubayeva                                   | Head of Department of Folk Singing                                                        |  | 30.04.25 |
| 15.      | Zamzagul Izmuratova                                    | Head of Department of Ancient Musical Instruments                                         |  | 30.04.25 |