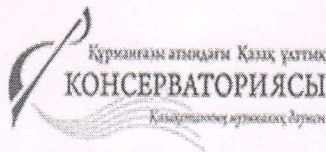


Қазақстан Республикасы
Мәдениет және ақпарат министрлігі

"Құрманғазы атындағы Қазақ
ұлттық консерваториясы"
Республикалық мемлекеттік
мекемесі



Republican State Institution
«Kurmangazy Kazakh National
Conservatory»

Ministry of Culture and
Information of the Republic of
Kazakhstan

САЯСАТ

April 30, 2025

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Алматы қ.

POLICY

№ 25-01-25

Almaty c.

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

ACADEMIC POLICY

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USED ABBREVIATIONS:

KNC – Kurmangazy Kazakh National Conservatory
RSI – Republican State Institution
MES RK – Ministry of Education and Science of the Republic of Kazakhstan
MSHE RK – Ministry of Science and Higher Education of the Republic of Kazakhstan
MCI RK – Ministry of Culture and Information of the Republic of Kazakhstan
QMS – Quality Management System
MEP – Modular Educational Program
EP – Educational Program
EMC – Educational and Methodological Council
MC – Methodological Council
PTS – Professorial and teaching staff
EMCD – Educational and Methodological Complex of the Discipline
EMCS – Educational and Methodological Complex of the Specialty
NQF – National Qualifications Framework
SCSE RK – State Compulsory Standards of Education of the Republic of Kazakhstan
SC – Standard Curriculum
WC – Working Curriculum
AEC – Association Européenne des Conservatoires / European Association of Conservatoires
DAP – Department of Academic Planning
Vice-Rector for Academic Affairs – No abbreviation
AAO – Academic Affairs Office
DEMWE – Department of Educational-Methodical Work and Inclusive Education
RO – Registrar's Office
ISC – Intra-semester Control
SAC – State Attestation Commission
DET – Distance Educational Technologies
DL – Distance Learning
MM – Mass Media
JSC – Joint Stock Company

1. GENERAL PROVISIONS

1. The «Kurmangazy Kazakh National Conservatory» of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter referred to as KNC) trains specialists using a three-stage model of professional education (bachelor's degree – master's degree – PhD), based on credit technology of education.

2. The academic policy of KNC is determined by the university's mission, which is to provide opportunities for the harmonious development of a competitive individual in the field of professional musical art and education—someone capable of realizing their creative potential both within the country and abroad. The university envisions itself as a modern creative higher education institution that, by 2029, will be training in-demand professional musicians-performers, composers, musicologists, conductors, and art managers. These specialists will possess performance, educational, and pedagogical skills relevant to their area of study, will apply achievements in science, as well as the creative and digital industries in their work, and will be capable of integrating into the global process of society's spiritual development.

3. The academic policy of the Conservatory is a system of measures, rules and procedures for planning and managing educational activities, as well as the effective organization of the educational process in the educational programs of higher and postgraduate education implemented at the Conservatory. The academic policy is aimed at ensuring student-oriented education and improving the quality of education, which allows for the most effective achievement of high educational, scientific and creative results in the training of highly qualified and competitive specialists in the field of culture and art.

4. Strategic goals (target requirements) of the academic policy of the KNC:

1) Modernization of educational activities aimed at increasing the attractiveness of music education through the creation of a system for monitoring the quality of specialist training, based on the analysis of the demand for the Conservatory's educational programs. This includes the implementation of inclusive education principles that ensure accessibility and equal opportunities for all categories of students, including those with disabilities. At the same time, the organization of the educational process and assessment of students' achievements are carried out in accordance with current legislation, academic policy and the scoring and rating system using traditional assessment scales and ECTS;

2) Introduction of innovative, new information (musical and information) and educational technologies into the educational process, including the development of inclusive educational technologies aimed at creating an accessible and flexible educational environment, providing equal opportunities for students with special educational needs. At the same time, timely recording of educational achievements, attendance and results of midterm and final assessment of students in the information systems of authorized bodies is ensured, which contributes to the transparency and objectivity of quality control of education;

3) Developing a base for scientific research required by the field of culture and art, including research in the field of inclusive education, aimed at developing methods and

approaches that ensure the participation of students with different educational needs in the field of music.

5. Objectives of the academic policy of the KNC:

- 1) providing personnel for the needs of the country's socio-cultural development;
- 2) training of highly qualified scientific and scientific-pedagogical personnel in the field of art;
- 3) ensuring the integration of education, science and production;
- 4) ensuring integration into the European Higher Education Area;
- 5) student-centred learning, teaching and assessment, carried out on the basis of a system of measures, rules and procedures for planning and managing educational activities aimed at the effective organization of the educational process and improving the quality of education;
- 6) implementation of innovative teaching technologies;
- 7) creation of a system of internal quality assurance of education;
- 8) external quality assurance of education;
- 9) development of inclusive education aimed at ensuring equal opportunities for students with different educational needs, including students with disabilities.
- 10) strengthening international cooperation in the field of musical and cultural education, including participation in international projects and exchange of experience with foreign universities and conservatories.

6. Value guidelines of the academic policy of the KNC:

- 1) spirituality;
- 2) cult of knowledge;
- 3) professionalism, competitiveness;
- 4) patriotism;
- 5) academic honesty and freedom;
- 6) creativity;
- 7) innovative activity;
- 8) inclusiveness and accessibility of education.

7. The academic policy of the KNC is developed in accordance with the following fundamental regulatory and legal documents:

- 1) Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III «On Education».
- 2) Resolution of the President of the Republic of Kazakhstan dated March 5, 1993 No. 1134 «On the establishment of the scholarship of the President of the Republic of Kazakhstan».
- 3) Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116 «On approval of the Rules for the appointment, payment and amounts of state scholarships for students in educational organizations».
- 4) Resolution of the Government of the Republic of Kazakhstan dated March 12, 2012 No. 320 «On approval of the amounts, sources, types and Rules for the provision of social assistance to citizens who receive social assistance».
- 5) «Rules for organizing the educational process using credit technology of education», approved by order of the Minister of Education and Science of the

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Republic of Kazakhstan dated April 20, 2011 No. 152.

6) «Model rules for the activities of higher and postgraduate education organizations», approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595.

7) «Standard rules for admission to study in educational organizations implementing higher education programs», approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600.

8) «List of areas of training for personnel with higher education, training in which in the forms of external and correspondence studies is not allowed», approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 2, 2018 No. 530.

9) «Rules for referral for study abroad, including within the framework of academic mobility», approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 No. 613

10) «State Compulsory Standards of Higher and Postgraduate Education», approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2.

11) «Rules for organizing dual education in organizations of higher and (or) postgraduate education», approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 27, 2023 No. 361.

12) «Rules for the recognition of learning outcomes obtained through non-formal education, as well as the results of recognition of professional qualifications», approved by the joint order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 24, 2023 No. 544 and the Minister of Education of the Republic of Kazakhstan dated October 24, 2023 No. 322.

13) «Rules for the recognition of educational documents», approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 12, 2023 No. 268.

14) «Model rules for organizing the work of collegial governing bodies of higher and (or) postgraduate education organizations», approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated April 1, 2025 No. 157.

15) «Professional standards in the field of culture», approved by the order of the Acting Minister of Culture and Information of the Republic of Kazakhstan dated April 17, 2024 No. 150.

16) «Professional standards in the field of culture», approved by the order of the Acting Minister of Culture and Information of the Republic of Kazakhstan dated April 17, 2024 No. 151.

17) «Rules for the activities of educational organizations in the field of culture and art», approved by order of the Minister of Culture and Sports of the Republic of Kazakhstan dated February 27, 2015 No. 77.

18) «Rules for the organization and implementation of educational-methodological and scientific-methodological work in educational organizations in the field of culture», approved by order of the Minister of Culture and Information of the

Republic of Kazakhstan dated April 7, 2025 No. 145-HK.

19) Charter of the RSU «Kurmangazy Kazakh National Conservatory» of the Ministry of Culture and Information of the Republic of Kazakhstan.

2. EDUCATION QUALITY ASSURANCE POLICY

8. In the National Development Plan of the Republic of Kazakhstan until 2029, approved by the Decree of the President of the Republic of Kazakhstan dated July 30, 2024 No. 611, the development of human capital with modern and in-demand skills of the 21st century is designated among the key priorities for the sustainable development of the country. To achieve these goals, Kazakhstan will have to move from a local approach in the education system to its strategic reorientation to international standards, which will increase the competitiveness of domestic education in foreign markets. In this context, the KNC needs to ensure the harmonization of the educational process with foreign systems and actively integrate into the pan-European educational space. This, in turn, requires the national quality assurance system to comply with international requirements, which is a fundamental condition for the recognition of a university both in the academic environment and in the global labor market.

9. In its educational activities, the KNC relies on the provisions of the «Standards and Guidelines for Quality Assurance in Higher Education in the European Area» (ESG), defined by the Bologna Agreement on quality assurance systems in education, as well as the requirements of documents recognized in the European educational area in the field of musical arts and professional music education (AEC Learning Outcomes, Polifonia/Dublin Descriptors).

10. By the quality of education, the KNC implies a comprehensive characteristic of educational activities and training of students, expressing the degree of compliance with the regulatory documents of the ICI RK and the MNVO RK, the requirements of all subjects of the educational process (students, teachers, employers), as well as the degree of achievement of the planned results of the educational program. Quality assurance should create an educational environment in which the content of programmes, learning opportunities and facilities are fit for purpose.

11. Ensuring a guarantee of high-quality education is the most important priority of the KNC's activities, determining the need and ability for continuous development, including through innovative processes to maintain competitive advantages on a sustainable basis and the principle of information openness.

12. The main mechanisms of openness include:

- 1) disclosure of information on the official website;
- 2) use of the open data mode (publication of data in machine-readable form, links for further automatic processing);
- 3) processing of requests from citizens and public organizations, as well as responding to these requests;
- 4) work of public councils;
- 5) interaction with the media;
- 6) independent anti-corruption expertise and public control over compliance with laws;

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- 7) adoption of an activity plan and annual public declaration of goals and objectives, their public discussion and expert support;
- 8) public performance report;
- 9) ensuring the clarity of plans, decisions, programs, policies and regulations (clarification of their necessity and planned results).
- 10) informing all members (teachers, employees, students): publication of news, socially significant information, photo and video reports;
- 11) involvement of all members (teachers, employees, students): organization of discussions, collection of proposals, opinions and comments on documents and initiatives of the department, published reports, measures to combat corruption, etc.;
- 12) ensuring protection for personnel who report integrity violations.

3. BASIC PROVISIONS OF ACADEMIC POLICY IN THE FIELD OF QUALITY

13. The Kurmangazy Kazakh National Conservatory takes into account the requirements and expectations of consumers and customers to the greatest extent possible in order to increase the trust of applicants, students and their parents, government agencies and other stakeholders.

14. Academic policy supports academic integrity, freedom and vigilance against academic dishonesty; protection against any kind of intolerance or discrimination against students or staff.

15. Achieving a new level of quality in the training of KNC specialists is ensured on the basis of:

- 1) creation of an internal system for ensuring the quality of education;
- 2) implementation of a quality management system in accordance with the requirements of the national standard ST RK ISO 9001-2016;
- 3) implementation of the anti-corruption standard for ensuring openness and transparency in institutions of higher and/or postgraduate education, approved by Order No. 182 of the Ministry of Education and Science of the Republic of Kazakhstan dated May 4, 2020;
- 4) implementation of an anti-corruption standard to ensure openness and transparency in higher and (or) postgraduate education organizations, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan No. 182 dated May 4, 2020;
- 5) continuous improvement of the educational content in all educational programs based on the study of the opinions and requests of employers, students and international experience;
- 6) systematic analysis of shortcomings and problems in the organization of the academic process and their solutions;
- 7) creating conditions for the continuous development of students' performance skills;
- 8) systematic improvement of the qualifications of teaching staff;
- 9) implementation of the results of scientific and methodological research of teaching staff in the educational process;

- 10) development of the institution of mentoring and transfer of experience to young teachers;
 - 11) automation of key academic issues;
 - 12) introduction of information and communication technologies into the educational process;
 - 13) improving the level of creative, scientific, organizational, entrepreneurial and computer training of students;
 - 14) introducing trilingual education;
 - 15) introducing dual-degree educational programs;
 - 16) individual training of students;
 - 17) developing academic mobility of students and teachers;
 - 18) providing opportunities for study and internships in foreign conservatories and universities;
 - 19) continuous interaction with employers;
 - 20) strengthening creative ties with domestic and foreign educational and scientific institutions, cultural and artistic organizations;
 - 21) periodic external evaluation of educational programs;
 - 22) encouragement of creative initiative of teachers and staff to improve the quality of the educational process and scientific research, to introduce new teaching technologies;
 - 23) support for scientists and researchers, creation of conditions for the organization, implementation, implementation and commercialization of the results of scientific research;
 - 24) systematic analysis of the results of activities for the implementation of quality policy.
16. The internal quality assurance system of education is formed taking into account the following principles:
- 1) Systematic Approach. The quality assurance system must reflect various types of activities and include not only planning and management processes, but also processes of evaluation, improvement, and quality assurance. The elements of the overall system should be interconnected, complement each other, ensure transparency of university processes; involve staff, faculty, and administration in the common processes of the educational organization; and systematize the university's activities aimed at continuous improvement.
 - 2) Comprehensiveness. The quality assurance system should cover all levels and meet the requirements of all stakeholders (students, university administration, employers, the state, and society).
 - 3) Adaptability. The internal university quality assurance system should be clear, convenient, and accessible for implementation; and should be able to adapt easily to new requirements set by stakeholders.
17. The KNC policy in the field of quality education includes:
- 1) quality assurance policy;
 - 2) quality assurance of educational programs;
 - 3) student – centered learning;

- 4) quality assurance of educational resources and the student support system;
- 5) quality assurance of the teaching staff;
- 6) evaluation of the implementation of quality policy;
- 7) information transparency.

4. STUDENT-CENTERED LEARNING

18. KNC provides all students with equal opportunities to receive high-quality and accessible education. The Conservatory does not permit discrimination against students with special needs, on the basis of race, nationality, ethnicity, religion, gender, as well as on the basis of social status, physical abilities, age or other subjective criteria.

19. Student-centered learning through individual learning, content of educational programs, competency-based approach, choice of discipline and teachers, use of interactive, progressive methods of technology for all categories of students.

20. Student-centered learning is a process of qualitative transformation in the learning environment aimed at increasing the independence of learners and their critical ability through a results-oriented approach.

21. The ECTS Users' Guide (European Union, 2015) states that student-centered learning requires dialogue and feedback between students, teachers, and relevant administrators, through which their needs and aspirations can be expressed and discussed. All stakeholders should be involved in constructive discussions regarding the design and implementation of programs. It is essential to provide students with options that meet diverse needs – for example, opportunities to develop individual learning paths, flexible organization of learning, teaching, and assessment activities that accommodate different learning styles. This helps broaden the range of choices in learning materials and activities and creates opportunities for students with different backgrounds or needs.

22. The academic policy of the Conservatory is based on the understanding that a student-centered approach to managing the educational process involves building a partnership with students. These relationships should be characterized by clarity and transparency of requirements – both regarding academic performance standards and assessment procedures—as well as by the presence of feedback mechanisms, and the accessibility of results and their analysis for all stakeholders. This approach emphasizes learning outcomes, which become the primary result of the educational process for the student in terms of knowledge, understanding, and skills, rather than focusing on the means and methods used by instructors to achieve these outcomes.

23. The implementation of student-centered learning and teaching takes into account:

- 1) Showing respect and sensitivity to different groups of students and their needs, which allows for more flexible learning opportunities;
- 2) Consideration and use of various forms of training delivery (where applicable);
- 3) Flexible use of diverse teaching methods;
- 4) Regular evaluation and adaptation of knowledge delivery approaches and teaching methods;

5) Encouragement of learner autonomy while providing appropriate guidance and support from the instructor;

6) Strengthening mutual respect between students and the instructor;

7) Availability of necessary procedures for handling student complaints.

24. At KNC, the implementation of the student-centered learning principle is carried out through the design and organization of the educational process, in which:

1) the curricula are developed in accordance with international standards;

2) learners act as full participants in subject-subject relationships, in which they share responsibility for their learning, engage in discussion and interaction with each other and with the instructor when choosing goals and ways to achieve them, while simultaneously exploring the best ways to utilize and enhance their existing skills and knowledge;

3) an individual learning path is established – an organization of the educational process in which a personalized approach and individual learning format are prioritized. In this model, the learner has the freedom to choose courses and bears full responsibility for themselves and their educational trajectory.

4) assessment accurately reflects the learner's achievements;

5) the instructor acts as a pedagogical manager rather than merely a transmitter of academic information

6) information is used as a tool for organizing activities, not as the ultimate goal of learning;

7) educational programs and technologies are developed based on the requirements of the future profession and the learner's capabilities

8) learners' achievements and feedback are taken into account when evaluating the performance of the teaching staff.

9) the professional development of the teaching staff is focused on learners' needs and improving the quality of their achievements;

10) learner participation in the development of educational programs and quality assurance activities is mandatory;

11) the main emphasis is placed on organizing various types of learner activities, among others.

25. expected outcomes for learners:

1) shared responsibility, together with other internal stakeholders, for implementing quality assurance;

2) development of self-monitoring and self-learning capabilities;

3) clear learning objectives and the development of a learning strategy that includes both in-class and extracurricular activities, along with monitoring the achievement of these objectives.

26. For instructors:

1) shared responsibility for implementing internal quality assurance;

2) working in partnership with learners, strengthening mutual respect between instructors and learners;

3) improvement of teaching formats and pedagogical methods;

4) regular feedback on the techniques and methods used to assess and adjust teaching practices;

5) professional and personal development.

27. For the Conservatory:

1) encouragement of an institutional culture that places special emphasis on a student-centered learning environment;

2) guarantee of funding for educational resources and support services for both instructors and learners;

3) recognition of excellent teaching and learning, as well as innovations in pedagogy;

4) establishment of clear procedures for handling student complaints;

5) creation of strict internal structures and procedures for quality assurance (program evaluations, course assessments);

6) strengthening academic integrity and commitment to ethical standards in the educational process.

28. The main principles of openness and transparency are

1) integrity – honest and conscientious completion of both assessed and non-assessed academic work by learners;

2) protection of author's rights and those of their successors — recognition of authorship and safeguarding of works protected by copyright through proper attribution, accurate representation of others' words and ideas, and citing sources in assessed work;

3) openness – transparency, mutual trust, and open exchange of information and ideas between learners and instructors;

4) respect for learners' rights and freedoms – the right to freely express opinions and ideas;

5) equality – every learner ensures adherence to academic honesty rules and shares equal responsibility for violations.

5. ACADEMIC CALENDAR

29. The organization of the educational process within an academic year is based on the academic calendar, which is approved by the Academic Council of the Conservatory.

30. The academic year consists of academic periods (semesters), periods of intermediate assessment, holidays, and internships. For the final year, the academic year includes a period of final assessment.

31. An academic period (semester) lasts 15 weeks.

32. Each academic period ends with a period of intermediate assessment for learners. The intermediate assessment period lasts at least 1 week.

33. Holidays are granted to learners after each academic period, with a total holiday duration of at least 7 weeks per year.

34. The introduction of a summer semester (except for the final year) lasting at least 6 weeks is permitted for the elimination of academic debts or gaps, improvement

of the Grade Point Average (GPA), or mastering related or additional educational programs.

35. Due to force majeure circumstances, the academic calendar may be modified by decision of the Academic Council.

6. PROCEDURE FOR CONDUCTING CURRENT PROGRESS MONITORING, INTERIM AND FINAL CERTIFICATION OF STUDENTS

36. The level of academic achievement for each discipline is determined by the final grade, which is composed of the admission rating and the exam grade. Their sum forms the final assessment grade. The admission rating consists of the current academic performance grade and the midterm assessment grade. The admission rating accounts for 60% of the final grade in the discipline.

37. The results of current academic performance are recorded by the instructor in accordance with the syllabus, as students complete and submit various types of assignments. The completion of assignments is recorded in the student attendance and performance log, as well as in the electronic academic performance register within the information system.

38. Midterm assessments missed by students for valid reasons (illness, family circumstances, natural disasters, academic mobility programs) may be rescheduled to individual dates upon submission of supporting documents.

39. The extension of deadlines for midterm assessments is granted by order of the faculty deans with the approval of the Vice-Rector for Academic Affairs.

40. Final assessment is conducted during the intermediate assessment period. The final assessment grade constitutes 40% of the final grade in the discipline.

41. The final grade is calculated only if the student has received passing grades for the midterm assessment, the admission rating, and the final assessment.

42. Students who are unable to complete the intermediate assessment (exam session) within the timeframe specified by the academic calendar for valid reasons (illness, family circumstances, natural disasters, academic mobility programs) are granted individual deadlines for the exam session by order of the Rector of KNC upon submission of supporting documents.

43. Learners' academic achievements (knowledge, skills, abilities, and competencies) are assessed on a 100-point scale, which corresponds to the internationally recognized letter grading system with numerical equivalents (positive grades in descending order from «A» to «D», and failing grades as «FX» and «F»), as well as the traditional grading scale.

44. If a student receives an «FX» (fail), a retake of the final assessment (exam) is allowed in accordance with the academic calendar of the Conservatory without repeating the course content, but only once.

45. In the case of an «F» (fail), the student must re-enroll in the course/module, complete the full program again, fulfill all assignments, receive permission for final assessment in the prescribed manner, and retake the final exam. Re-enrollment in a course/module is only possible on a paid basis.

46. The total number of exam retakes for a single course must not exceed three attempts: 1) First retake after receiving an «FX» grade; 2) Second attempt after retaking the course (Retake); 3) Third attempt after the second retake. If the student fails the exam on the third attempt (receives «FX» or «F»), they are expelled from the Conservatory due to academic failure.

47. The student has the right to be reinstated during a subsequent vacation period into an educational program that does not include the failed course. This requirement does not apply to courses from the General Education Cycle (GE). That is, if the third «FX» or «F» occurs in a GE course, the student may transfer to another educational program regardless of the presence of that course, or remain in the current program.

48. To improve the quality of educational program delivery and ensure the objectivity of assessment, the processes of instruction and final assessment are separated.

49. The Registrar's Office is responsible for organizing both intermediate and final assessments of students.

50. The Registrar's Office continuously monitors and analyzes the results of students' intermediate assessments using an evaluation table that reflects the actual percentage distribution of passing grades within student groups.

51. Academic credits for courses (modules) and other types of academic work, as well as for completion of the entire educational program, are awarded only if the student receives a passing grade for the achieved learning outcomes.

52. Learning outcomes and passing grades obtained by a student at previous levels of education and in other formal education institutions are recognized by the Conservatory, with the transfer of academic credits.

53. In the case of transfer or reinstatement, previously achieved learning outcomes and passing grades are recognized, with academic credits transferred from one program to another or from one institution to another.

54. All academic credits and learning outcomes earned by the student through formal and non-formal education are accumulated throughout their lifetime.

1) GENERAL PROVISIONS ON FINAL ATTESTATION

55. The defense of bachelor's graduation projects (theses) and master's dissertations (projects) is conducted at a meeting of the Attestation Commission (AC), while doctoral dissertations are defended at a meeting of the Dissertation Council.

56. The schedule for the defense of bachelor's theses, master's dissertations (projects), and doctoral dissertations is approved in accordance with the academic calendar. No more than 12 undergraduate students, 8 master's students, and 6 doctoral students may defend on the same day.

57. Admission to final attestation for undergraduate students is issued by order of the faculty deans. Admission for master's and doctoral students is granted by order of the Rector of the Conservatory no later than 5 days before the start of the final attestation and is submitted to the Attestation Commission.

58. A student who misses the final attestation for a valid reason must submit a written request to the Chair of the Attestation Commission, along with a document

confirming the reason. Upon approval, the student is allowed to undergo the final attestation on another date set by the Commission.

59. For individuals with special educational needs, the final attestation is conducted in an environment that eliminates negative health impacts and is adapted to their physiological characteristics and health condition.

2) FINAL ATTESTATION IN THE BACHELOR'S PROGRAM

60. KNC determines the timing, format, and procedure for conducting the final attestation, which are reflected in the academic calendar and the Working Curriculum, approved at a meeting of the Academic Council.

61. Students take all state examinations and defend their graduation thesis (project) in accordance with the Working Curriculum.

62. Students who have fully completed the theoretical part of their studies in accordance with the requirements of the working and individual study plans, as well as the course syllabi, are admitted to the final attestation

63. The purpose of the final attestation is to assess the knowledge, skills, abilities, and competencies acquired by the student during the course of the relevant educational program.

64. State examinations in the educational program and major disciplines are conducted in oral, written, written-creative, performance formats, or as tests (comprehensive testing), based on the scope of their professional study programs.

65. The state examination program for the educational program is approved by the decision of the Academic Council of the Conservatory.

66. Orders regarding the assignment of thesis topics, appointment of academic supervisors, and placement for pre-graduation internships are issued in accordance with the academic calendar.

67. At the end of September, by order of the Rector of KNC, an appeals commission is formed to oversee the final attestation process.

68. In order to ensure the quality preparation of the graduation thesis (project) for defense, faculty dean's offices prepare the following documents:

1) Assignment for the graduation project (thesis) indicating the full name of the student, the educational program, the title of the graduation project (thesis), the order number approving the topic and supervisor, and the initial data (if applicable). In case of changes or clarifications to the topic, a note is made in the comments section with the date and order number of the topic reapproval.

2) Calendar plan for the stages of the graduation project (thesis), indicating the dates of state examinations in the major, control events (pre-defense), deadlines for submitting the project for review and plagiarism check, and the final defense date.

3) All graduation projects (theses) must undergo a plagiarism check in accordance with the internal regulation «Anti-Plagiarism», approved by the KNC Educational and methodological council on April 23, 2019, Protocol No. 5.

69. No later than five days before the graduation project (thesis) defense, the following documents must be submitted to the Attestation Commission:

1) Supervisor's review of the graduation project (thesis), providing a well-reasoned conclusion of either «approved for defense» or «not approved for defense»;

2) Reviewer's report on the graduation project (thesis), providing a comprehensive evaluation of the submitted work and a well-grounded conclusion that includes a grade based on the point-rating letter grading system, as well as a recommendation on whether to award the academic degree of «Bachelor» or the appropriate professional qualification

70. A student may defend their graduation thesis (project) only if a positive review from the academic supervisor is provided.

71. A student is allowed to defend their graduation thesis (project) regardless of whether the reviewer's conclusion is positive or negative.

72. In place of defending a graduation thesis (project), it is permitted to take two state examinations in core disciplines of the specialty (educational program).

73. A student in a higher education program is awarded a diploma with honors if they have received final grades of A, A– («excellent») and B–, B, B+, C+ («good») in academic subjects and other types of coursework (excluding final attestation), have a Grade Point Average (GPA) of at least 3.5, and have passed the final attestation with grades of A or A– («excellent»). Grades received for additional types of learning are not considered.

74. A student who has completed the full theoretical course of the bachelor's educational program but has not defended their graduation thesis (project) within the established timeframe is granted the opportunity to retake the final attestation credits and defend the thesis (project) in the next academic year on a paid basis.

3) FINAL ATTESTATION IN THE MASTER'S PROGRAM

75. The final attestation accounts for no less than 8 academic credits within the total volume of the master's degree educational program in both scientific-pedagogical and professional tracks. It is conducted in the form of preparation and defense of a master's dissertation (project).

76. At the end of September, by order of the Rector of KNC, an appeals commission is established to oversee the final attestation process for master's students. No later than two weeks before the start of final attestation, an order is issued regarding the admission of master's students to the final attestation. Admission to dissertation defense is granted based on a memorandum submitted by the head of the postgraduate education sector.

77. Master's theses are subject to plagiarism checks to identify any instances of borrowing without proper citation of the author and source. This is conducted in accordance with the State Compulsory Standards of Master's Education and the «Regulation on the Procedure for Plagiarism Checks of Graduation Works».

78. The defense of the master's thesis is carried out upon availability of the following:

1) a positive review from the scientific supervisor;

2) at least one publication (for students of the professional track) and two publications (for students of the scientific-pedagogical track) on the thesis topic in scientific publications or presentations at international or republican scientific conferences;

3) a written conclusion of the expert commission recommending the thesis for public defense;

4) a decision of the Faculty Council recommending the thesis for defense («excerpt from the minutes of the Faculty Council meeting»);

5) one review by a reviewer whose qualification (academic or scientific degree) corresponds to the profile of the defended thesis, providing a comprehensive evaluation of the thesis and a well-reasoned conclusion on the possibility of awarding the academic degree of Master in the relevant specialty.

79. If the scientific supervisor and/or the graduating department issues a negative conclusion such as «not allowed for defense» or «not recommended for defense», the master's student shall not defend the master's thesis.

4) FINAL ATTESTATION IN DOCTORAL STUDIES

80. The final attestation accounts for 12 academic credits within the total volume of the doctoral educational program and is conducted in the form of writing and defending a doctoral dissertation.

81. At the end of September, by order of the Rector of KNC, an appeal commission is established for conducting the comprehensive examination of doctoral students. No later than two weeks before the start of the final attestation, an order is issued on the admission of doctoral students to the final attestation.

82. The doctoral dissertation undergoes a plagiarism check to detect borrowed content from other authors. This check is carried out by the National Center for State Scientific and Technical Expertise.

83. After the plagiarism check, the doctoral dissertations are subject to an expert evaluation. For this purpose, an expert is appointed from among the members of the Dissertation Council, whose qualification (academic or scientific degree) corresponds to the profile of the defended dissertation.

84. The defense of the doctoral dissertation is conducted upon availability of the following:

1) positive reviews from the scientific advisors;

2) at least three publications on the dissertation topic in scientific journals recommended by the Committee, including one in an international scientific journal indexed in the Thomson Reuters (ISI Web of Knowledge) database with a non-zero impact factor, and three conference papers, including at least one in the proceedings of a foreign scientific conference;

3) a decision of the Faculty Council recommending the dissertation for defense («excerpt from the minutes of the Faculty Council meeting»);

4) two reviews by official reviewers, one of whom is not affiliated with KNC, whose qualifications (academic or scientific degree) match the profile of the defended dissertation, each providing a comprehensive evaluation of the dissertation and a well-reasoned conclusion with an assigned grade («excellent», «good», «satisfactory», «unsatisfactory») and an opinion on the possibility of awarding the doctoral (PhD or profile) academic degree in the relevant educational program.

85. If a negative conclusion such as «not allowed for defense» or «not recommended for defense» is given by the scientific advisors and/or the expert commission, the doctoral candidate shall not defend the doctoral dissertation.

7. SUMMER SEMESTER

86. The summer semester is an integral part of the educational process at the Conservatory and is organized for the purpose of:

- retaking academic disciplines for which students received a grade of «unsatisfactory»;
- improving the Grade Point Average (GPA) if it is insufficient for promotion to the next academic year;
- eliminating academic differences when reinstated, transferred from other universities or specialties, or returning from academic leave.

87. If a student receives a grade of «unsatisfactory» on the state examination in the discipline «History of Kazakhstan», they must re-register for the same discipline on a paid basis, attend all types of academic classes in the following academic period or in the summer semester, fulfill current control requirements, receive admission, and retake the state exam.

88. The right to retake individual disciplines on a paid basis during the summer semester is granted only to non-graduating students. Graduating students with academic debts or insufficient GPA must address them during a repeated academic year.

89. Before the start of the summer examination session, a student must submit a motivated application to the Academic Department expressing the intention to participate in the summer semester. A student may register for no more than 20 academic credits.

90. Based on the order regarding the summer semester, the Department of Academic Planning prepares the schedule of academic classes and examinations.

91. The Dean's Office must inform students in advance about the conditions of the summer semester. Students with academic debts based on the results of the session must be notified of the necessity of participating in the summer semester, its importance for continuing their studies, specific rules and features of the summer semester, and the consequences of non-compliance.

92. The conduct of academic classes aimed at eliminating academic debts, improving GPA, and covering academic differences due to reinstatement, transfer, or return from academic leave must be implemented in full accordance with the academic curriculum.

93. A separate examination session at the end of the summer semester is not provided. Examination control is carried out upon completion of each individual discipline during the summer semester.

94. Examination results must be announced to students on the same day of the exam or the following day.

95. If the repeated examination is passed successfully, the final grade is recalculated and entered into the examination record and the transcript.

96. At the end of the academic year, based on the results of the examination sessions, students are promoted to the next course in accordance with the established GPA threshold approved by the Academic Council of the Conservatory.

Transfer GPA thresholds for Bachelor's level:

- From 1st to 2nd year – 2.00;
- From 2nd to 3rd year – 2.20;
- From 3rd to 4th year – 2.40.

Transfer GPA threshold for Master's level:

- From 1st to 2nd year – 2.50.

97. Students who have academic debts after the summer semester but have achieved the required GPA threshold are promoted to the next academic year with academic debts.

98. A student who has not achieved the required GPA by the end of the academic year, including the summer semester, shall repeat the academic year.

99. A student studying under the state educational grant who is required to repeat the academic year loses the right to government funding for the subsequent period of study.

100. Based on the approved tuition fee and the academic curriculum, the average cost of one academic credit for the current academic year is calculated. The payment amount is determined and approved by the Academic Council.

101. The Dean's Offices monitor the timely payment for the summer semester by students.

102. Students are required to pay the approved tuition fee for the courses before the beginning of the summer semester.

103. Students who fail to pay the tuition within the established deadlines are not allowed to attend classes during the summer semester.

8. PROCEDURE FOR TRANSFER, REINSTATEMENT, AND EXPULSION OF STUDENTS

104. A student is expelled from a Higher Education University (HEU) in the following cases:

- 1) for academic failure;
- 2) for violation of academic integrity principles;
- 3) for violation of internal regulations and the Charter of the HEU;
- 4) for violation of the terms of the education service agreement, including non-payment of tuition fees;
- 5) upon personal request.

An expelled student is issued a transcript signed by the head of the HEU and sealed.

The transcript must include all academic disciplines and/or modules studied by the student, indicating final grades, including grades «FX» and «F».

105. A student of an HEU may be transferred or reinstated after expulsion only if they have fully completed the first academic period of the educational program according to their individual study plan.

106. The transfer and reinstatement of students to the Conservatory are carried out within the educational programs of the field «Art».

107. Applications for transfer or reinstatement submitted by students are considered by the Rector of the Conservatory during summer and winter academic breaks.

108. In case of a state of emergency, social, natural, or man-made emergencies, wartime, or armed military conflict in the country of study, the transfer and reinstatement of citizens of the Republic of Kazakhstan and repatriates (kandas) from foreign HEUs are allowed during the academic year.

109. When transferring a student to the Conservatory, the field of study, the profile of the educational program, academic performance, and any violations of academic integrity are taken into account.

110. During transfer or reinstatement, the student's year of study is determined based on prerequisites and the presence or absence of academic differences in the curriculum disciplines studied in previous academic periods. Academic differences must not exceed 20 academic credits.

111. For transfer or reinstatement, a special commission is formed to revalidate academic achievements. This commission includes the Head of Department, the Dean, the Head of the Academic Planning Office, the Head of the Academic Affairs Service, and the Vice-Rector for Academic Affairs.

112. Academic differences in the curriculum are determined by the Dean's Office in coordination with the Academic Planning Office based on the list of previously studied disciplines, their content and volume (in academic hours or credits) reflected in the transcript or academic certificate issued to those who have not completed their education. This process follows the «Methodology for Calculating Curriculum Differences at Kurmangazy Kazakh National Conservatory», approved by the Academic Council of the Conservatory.

113. Revalidation of acquired credits is carried out by comparing the educational programs, the content of the previously studied disciplines, their volume, acquired knowledge, skills, competencies, and learning outcomes.

114. To eliminate academic differences in the curriculum, the student must register for the required disciplines, attend all types of academic classes during the academic period, complete all forms of ongoing assessment, and obtain admission to final assessment.

115. If the academic difference disciplines are not included in the current academic period's class schedule, the student must register for them during the summer semester.

116. The academic difference in the discipline «History of Kazakhstan» (state examination) is eliminated in accordance with the approved schedule during the next interim assessment (exam session).

117. Academic differences in curriculum disciplines not eliminated during the summer semester will be considered as academic debts in subsequent periods.

118. When transferring or reinstating a student from a foreign educational organization, a document confirming completed academic programs (academic certificate or transcript) must be submitted, along with a document confirming the

completion of the previous level of education, which is subject to recognition in the Republic of Kazakhstan in accordance with the «Rules for the Recognition 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.

119. The university must update the information system of the authorized body in the field of science and higher education within three working days from the date of issuing the order on the student's transfer, expulsion, admission, or enrollment.

9. PROCEDURE FOR AWARDING A VACANT EDUCATIONAL GRANT

120. A student enrolled on a paid basis has the right to transfer to a vacant educational grant.

121. The awarding of a vacant educational grant is carried out in accordance with the «Rules for Awarding an Educational Grant for Higher or Postgraduate Education with the Conferral of the Degree of Bachelor or Master», approved by the Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023, No. 443.

122. Vacant educational grants are awarded on a competitive basis to paid students within groups of educational programs.

123. An announcement about the open competition is published on the website of the Conservatory, indicating the number of available vacant grants by educational program groups and academic years.

124. The awarding of educational grants that become vacant during the process of obtaining higher or postgraduate education is conducted during summer or winter academic breaks.

125. The procedure for awarding educational grants that become vacant during the course of higher or postgraduate education includes the following steps:

126. Applicants must submit an application addressed to the Rector of the Conservatory requesting transfer to further study under a state educational grant, attaching a copy of their identification document and a transcript for the entire period of study.

127. Vacant educational grants are awarded to students within the same group of educational programs and academic year as the original grant holder. In the absence of candidates in that specific group, the grants may be redistributed within the field of study or educational domain.

128. In the case of identical Grade Point Averages (GPA), priority is given to students who have received only grades of A and A- («excellent»); next, to those with grades from A, A- («excellent») to B+, B, B-, C+ («good»); and lastly, to students with mixed grades over the entire period of study.

129. The candidates for receiving vacant educational grants are submitted for consideration to the Academic Council. The list of candidates approved by the Academic Council is sent to the Ministry of Culture and Information of the Republic of Kazakhstan.

130. A folder is compiled for each applicant, containing: the original application addressed to the Minister of Science and Higher Education of the Republic of

Kazakhstan and the Minister of Culture and Information of the Republic of Kazakhstan, an excerpt from the minutes of the Academic Council meeting, the applicant's transcript, and copies of identification documents.

131. Based on the certificate of grant award, an order is issued by the Rector of the Conservatory on the transfer of the students to further study under the state educational order.

10. SCHOLARSHIPS

132. A state scholarship is awarded and paid to undergraduate and graduate students studying under the state educational order who have received results equivalent to the grades «excellent» and «good» during the interim assessment.

133. Doctoral students are awarded a state scholarship for the entire duration of their studies, regardless of the results of the interim assessment (examination session), throughout the full period of study.

134. The state scholarship for the first academic period is awarded to all first-year undergraduate and graduate students enrolled under the state educational order, starting from September 1 until the end of the first academic period and the vacation period, inclusive, up to the end of the month in which the academic period and vacations conclude.

135. In subsequent academic periods, the state scholarship is awarded to undergraduate and graduate students based on the results of the interim assessment (examination session) for the preceding academic period in accordance with paragraph 111.

136. Students who, for valid reasons (such as illness, family circumstances, or natural disasters), are unable to pass the interim assessment (examination session) within the timeframes established by the academic calendar may be granted individual assessment deadlines upon submission of supporting documents to the Dean's Office of the relevant faculty. The Dean's Office forwards the submitted documents to the Rector for appropriate decision-making. Based on the Rector's decision, the Academic Department issues an order granting the student permission to pass the interim assessment (examination session) within the approved individual timeframe. Upon passing the assessment, the state scholarship is awarded in accordance with the procedures established by this Policy.

137. Students returning from academic leave are granted and paid the state scholarship in accordance with the procedures established by this Policy, after eliminating any academic differences in the curriculum.

138. During maternity or childcare leave until the child reaches the age of three, the state scholarship is not awarded.

139. The payment of the state scholarship is terminated in the following cases:

- 1) expulsion of the student from the University, regardless of the reason;
- 2) death of the student;
- 3) completion of studies, starting from the date of the expulsion order.

140. The state scholarship is paid monthly starting from the first day of the month following the interim assessment (examination session) and vacation period, inclusive

until the end of the month in which the academic period, interim assessment, and vacations conclude. Final-year students receive the scholarship until the date of expulsion due to graduation from the Conservatory.

141. Students eligible for the state scholarship receive a lump-sum payment for the summer vacation period covering two months (July and August).

142. During the academic leave of students, undergraduates, and doctoral students, the state scholarship is not paid, except in cases where the academic leave is granted on the basis of a medical report (issued by the Medical Advisory Commission).

143. Students, undergraduates, and doctoral students who are on academic leave based on a medical report (Medical Advisory Commission conclusion) are entitled to a state scholarship during the leave period in the amount of 50 (fifty) percent (and 75 (seventy-five) percent for persons with disabilities), respectively, of the standard state scholarship amount for doctoral students, students, and undergraduates.

144. The awarding of scholarships is formalized by an order of the Rector based on the submission from the Head of the Academic Department.

11. AUTOMATION OF THE CREDIT SYSTEM AND DISTANCE LEARNING TECHNOLOGY PROCESSES

145. The Conservatory uses a unified educational platform, «Platonus» – an automated information system that comprehensively automates the processes of the credit system and distance learning technology.

146. The system contains a centralized database that reflects all real events and processes within the university.

147. Each student and staff member has a personal account (web page), allowing staff to automate their main tasks, students to access necessary information, and distance learners to instantly access learning materials and knowledge control tools, as well as communicate with teachers in real time via the internet or the internal university network.

148. Each student can use their personal virtual account:

- 1) to register for elective disciplines and form their individual study plan;
- 2) to review course syllabi;
- 3) to view transcripts and class schedules;
- 4) to access virtual classrooms.

149. The use of the automated information system «Platonus» facilitates effective and optimal organization of the educational process at the Conservatory.

150. For the «Arts» field of study, online learning is not permitted, according to the list approved by Order No. 44 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 13.09.2022.

151. 100% distance or blended learning is implemented at the Conservatory, as a creative university, only in exceptional cases determined by the authorized body in the field of education.

152. Within the framework of academic autonomy, the Conservatory conducts no more than 30% of classes in traditional format under blended learning. Traditional formats may include individual, practical, or seminar sessions.

153. In case of emergencies or other force majeure circumstances hindering in-person education, the Conservatory organizes the educational process in the following formats:

- 1) distance learning;
- 2) blended learning;
- 3) traditional in-person learning.

154. The educational process during the transition to distance or blended learning is carried out in accordance with the Conservatory's internal regulations, observing requirements for organizing the learning process, online courses, teacher qualifications, and ensuring accessibility, including for students with special educational needs.

155. On the Conservatory's website, under the «Platonus» option, are published the «Instructor's Guide to DL in Platonus at Kurmangazy Conservatory» (step-by-step instructions) and the «Student Guide for Working in Platonus» (step-by-step instructions). Video seminars on installing and using various digital tools and platforms are also posted.

156. Faculty and students of the Conservatory must have a personal virtual account in the AIS «Platonus» system.

157. For the implementation of DET in social-humanitarian and other theoretical disciplines, the main platform is «Platonus».

158. DET for practical small group and individual disciplines is conducted via Skype, Zoom, Google, WhatsApp, Instagram, flat.io, email, etc. These tools may also be used for notifications and communication with students.

159. Faculty are recommended to use tools for creating interactive drawings, videos, multimedia, video lectures, and knowledge assessment content. Suggested tools include: Thinglink, Buncee, EdPuzzle, Kaltura, Nearpod, PearDeck, Squigl, Trello, Canva, WeTransfer, Edmodo, ClassDojo, Kahoot! Teach Learn Lead.

160. All standards, policies, procedures, the academic calendar, and other regulatory documents are published on the official website (www.conservatoire.kz).

161. Students are recommended to check their emails and system messages daily. Messages posted by the administration or instructors are considered received and read.

162. Faculty, students, and administrators must follow ethical communication guidelines in information systems, dress neatly, and maintain a professional background during interactions.

163. The Conservatory monitors faculty compliance with information system requirements and provides ICT competency training:

- 1) pedagogical: knowledge of developing electronic learning content/resources;
- 2) methodological: skills in innovative teaching methods (project-based learning, gamification, flipped classrooms, blended learning, etc.), developing online courses, research competencies, effective self-study organization, and student motivation;
- 3) IT skills: ICT competencies, ability to develop online courses, use simulators, virtual labs, VR systems, video conferencing platforms (e.g., BigBlueButton), and learning management systems (LMS) like Blackboard, Docebo Learn, Google Classroom.

164. Attendance by students and teaching of classes by instructors during DL must strictly follow the approved schedule.

165. The Conservatory conducts online exam proctoring with human proctors appointed by rector's order.

Requirements for Attending Online Classes

166. The student is required to be present in all types of online classes and to complete all assignments of instructors on time and in full accordance with the requirements specified in the syllabus of the academic discipline.

167. Attendance in academic classes is recorded by the instructor in the «Journal» module of the AIS «Platonus».

168. In exceptional cases (personal illness or illness of a minor child, death of close relatives (father, mother, grandmother, grandfather, sibling, child, spouse), or the student's participation in educational or scientific events organized by the Conservatory), the student has the right to contact the Dean's Office or the Academic Affairs Office (AAO) to obtain permission to make up missed assessments.

Requirements for instructors in the context of implementation (DET)

169. The instructor is obliged to conduct all online classes according to the approved schedule.

170. The instructor must upload all academic materials and assignments for students in full compliance with the requirements outlined in the syllabus (EMCD) of the academic discipline in the AIS «Platonus».

171. Attendance in academic classes is recorded by the instructor in the Journal" module of the AIS «Platonus».

172. Classes conducted outside the AIS «Platonus» must be documented by the instructor (screenshots, videos, etc.) and collected in separate folders until requested by the head of the department or administration.

173. In the event of three unexcused absences from a single discipline within an academic period, the instructor must submit a written explanation, and the issue is reviewed by the Disciplinary Council.

174. The main requirements for examination tasks and brief guidelines for conducting examinations in the online learning format are outlined in the supplements to the Regulation on Academic, Methodological Work and Internship of the Kurmangazy Kazakh National Conservatory.

12. PROCEDURE OF THE CONSERVATORY'S ACTIVITIES IMPLEMENTING HIGHER AND POSTGRADUATE EDUCATIONAL PROGRAMS

175. The content and structure of the educational programs implemented at the Kurmangazy Kazakh National Conservatory (KNC) comply with the State Compulsory Educational Standards (SCES) of higher and postgraduate education and are realized through working curricula and syllabi, unified for all forms of study, based on the educational-methodological complexes of the specialty and disciplines.

176. The educational programs of the KNC are based on the modular principle and include the following components:

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1) theoretical training, which includes the study of general education, basic, and major disciplines (for bachelor's programs), and basic and major disciplines (for master's and doctoral programs);

2) practical training: various types of professional internships and research internships (for master's and doctoral programs);

3) scientific-research (experimental-research) work, including the preparation of a thesis (for master's and doctoral programs);

4) interim and final assessments.

177. The content of educational programs at all levels is oriented toward student-centered learning, implemented through a competency-based approach, elective courses and instructors, interactive teaching methods, etc. Learning outcomes are linked with credits and competencies and are based on the Dublin Descriptors, taking into account ECTS, the national, and the European qualifications frameworks. The educational programs are aligned with learning outcomes as correlated with the learning outcomes of the Kazakh National Qualifications Framework (NQF).

178. The university conducts monitoring and periodic evaluation of educational programs to ensure the achievement of intended goals and compliance with the needs of students and other relevant stakeholders.

179. The quality assurance of educational resources and student support systems is ensured through the provision of:

1) material and technical resources;

2) access to modern library, information, and electronic educational resources;

3) a social infrastructure that ensures access to quality education for students of diverse abilities and age groups;

4) a highly professional teaching staff and educational program leaders;

5) necessary conditions for independent creative and research work.

180. The academic policy of the KNC is implemented through the activities of the following structural units and collegial governing bodies of the university:

1) Educational and Methodological Council;

2) Academic Committees;

3) Faculty Councils;

4) Academic Affairs Service;

5) Registrar's Office;

6) Academic Planning Department;

7) Department of Educational and Methodological Work and Inclusive Education;

8) Internship, Employment, and Career Sector;

9) Postgraduate Education Sector.

13. EDUCATIONAL AND METHODOLOGICAL COUNCIL

181. The Educational and methodological council is one of the collegial governance bodies of the Kurmangazy Kazakh National Conservatory (KNC), established with the purpose of enhancing the organization of methodological work and improving academic and methodological documentation in accordance with modern tasks of high-quality professional training at KNC.

182. The activities of the Educational and methodological council (EMC) are managed by the Chairperson of the EMC – the Vice-Rector for Academic Affairs.

183. The current work of the AMC is organized through official meetings, planning sessions, seminars, and conferences dedicated to academic and methodological matters, as well as regular EMC meetings held at least once every two months. The Council's results are summarized annually through a report submitted to the KNC Academic Council.

184. The main areas of the EMC's activity include:

1) developing recommendations for improving the organization of the educational process, its methodological support and intensification, and increasing the effectiveness of teaching and methodological work of faculty and students;

2) organizing and coordinating the work of Faculty Methodological Councils and Academic Committees; coordinating, studying, generalizing, and disseminating the experience of the Conservatory and other educational institutions in Kazakhstan and abroad in organizing the educational process and teaching methods aimed at training highly professional and competitive specialists;

3) involving employers, experts, and stakeholders in the development of academic and methodological documentation;

4) establishing cooperation and coordination of academic and methodological activities with other educational organizations offering related specialties;

5) preparing recommendations for improving state educational standards and updating the content of higher and postgraduate educational programs;

6) monitoring the provision of the educational process with textbooks and learning materials;

7) reviewing manuscripts of textbooks and teaching materials;

8) studying innovative practices from other higher education institutions;

9) preparing recommendations for the introduction of modern educational technologies;

10) preparing recommendations for improving the educational process, promoting best practices, and participating in the organization of conferences, seminars, and meetings on higher education issues;

11) supporting the implementation and development of the state language in accordance with the legislative acts of the Republic of Kazakhstan.

185. The composition of the Educational and methodological council is approved by order of the KNC Rector.

186. The EMC includes:

1) Chairperson of the EMC;

2) Chairpersons of the Faculty Methodological Councils;

3) Deans;

4) Heads of Departments;

5) Head of the Academic Affairs Service;

6) Head of the Department for Academic and Methodological Work and Inclusive Education;

7) Leading Professors;

8) One student representative;

9) One master's student.

187. The main functions of the EMC are:

1) participating in the preparation and expert evaluation of documents related to the development of higher education;

2) supervising the academic and methodological support of the educational process and its improvement;

3) developing recommendations for the preparation of curricula and syllabi, updating their content and integrating disciplines, and providing methodological guidelines for conducting classes;

4) organizing methodological conferences, exhibitions, seminars, and meetings;

5) forming author teams to participate in tenders for the development of SCES, textbooks, teaching materials, etc.;

6) preparing annual prospective plans for the publication and re-publication of educational and methodological literature;

7) performing ongoing monitoring of the academic and methodological work specified in individual faculty plans and official assignments;

8) conducting regular organizational work;

9) holding EMC meetings;

10) preparing reports on EMC activities;

11) organizing the development of State Educational Standards and programs in the field of musical art and education;

12) analyzing and summarizing the pedagogical experience of leading instructors and preparing recommendations for the introduction of new teaching technologies, improving the methodology of conducting all types of classes, the use of computers and other technical teaching aids, and analyzing their effectiveness;

13) reviewing and approving working curricula and syllabi (discipline syllabuses);

14) organizing and conducting events to ensure the academic and methodological support of educational disciplines.

188. The Educational and methodological council of the KNC operates in accordance with the approved Regulation «On the Educational and methodological council» and an annually developed work plan approved by the Academic Council of KNC.

14. ACADEMIC COMMITTEES

189. The Academic Committees of the RSE «Kurmangazy Kazakh National Conservatory» (hereinafter – Committees) are established for each educational program and include faculty members, employers, alumni, and students.

190. The objectives, responsibilities, composition, and procedures of the Academic Committees of KNC are defined in accordance with the Regulation «On the Academic Committee» approved by the Academic Council.

191. The main responsibilities of the Academic Committee include:

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1) contributing to the optimization of the educational process and ensuring the competitiveness of KNC in domestic and international education markets by preparing proposals for the implementation of new approaches to the organizational structure of the educational process, and introducing educational and organizational innovations;

2) planning and developing educational programs based on competencies and aimed at increasing the competitiveness of KNC graduates;

3) responding promptly to changes in the external environment;

4) monitoring the content of academic courses, the list and sequence of disciplines;

5) participating in the development of topics for final qualification works.

192. The Academic Committee plans and develops educational programs based on the interests of stakeholders in accordance with the principles of system approach, competence-based learning, structured learning outcomes, integrative and student-centered learning.

193. The activities of the Academic Committees in the development of educational programs include: identifying the relevance of the educational program; formulating the goals of the program, its key parameters, general and professional competencies; and developing program-level learning outcomes that are understandable to employers and ensure the employability of graduates in both domestic and international labor markets (knowledge and understanding). Academic Committees are responsible for determining the content of the educational program (modules designed to achieve learning outcomes) in accordance with current requirements and ensuring integration (including interdisciplinary courses in the educational program).

15. FACULTY COUNCIL

194. The Faculty Council is established to organize, coordinate, and monitor the academic, methodological, scientific, creative, and socio-educational activities of the departments within the faculty.

195. Academic, methodological, scientific, creative, and socio-educational work of the faculties is supervised by the Chairs of the Faculty Councils – experienced faculty members holding academic degrees, titles and/or having extensive practical experience in the field of professional music education.

196. Work plans of the Faculty Councils are coordinated with department heads, deans, and the Chair of the Faculty Council and are approved by the Vice-Rector for Academic Affairs.

197. The functional responsibilities of the Chair of the Faculty Council include:

1) organizing and monitoring the implementation of the individual teaching plan of faculty members (academic-methodological aspect);

2) analyzing and summarizing the pedagogical experience of leading faculty members, developing recommendations for the implementation of new teaching technologies, improving the methodology of conducting all types of academic classes, using computers and other teaching aids, and evaluating their effectiveness;

3) discussing and recommending for publication textbooks, teaching and scientific literature developed within the faculties, and materials for improving students' independent work;

- 4) monitoring the formation and updating of EMCDs and submitting them to the Faculty Council;
 - 5) monitoring the timely maintenance and updating of methodological support maps for academic disciplines;
 - 6) conducting a comprehensive analysis of academic course content in accordance with current state educational standards of the Republic of Kazakhstan;
 - 7) discussing and approving academic curricula and course syllabi;
 - 8) organizing and conducting activities for the academic and methodological support of faculty disciplines;
 - 9) promoting the professional development of the faculty's teaching and research staff;
 - 10) conducting Faculty Council meetings;
 - 11) organizing open lessons by faculty with follow-up discussions in the EMC and Faculty Council;
 - 12) coordinating methodological, scientific, socio-educational, and creative activities within educational institutions;
 - 13) developing the faculty's scientific activity strategy;
 - 14) promoting the participation of faculty and students in grants, competitions, and conferences;
 - 15) organizing faculty scientific events (conferences, seminars, research competitions);
 - 16) evaluating the effectiveness of departments' scientific activities;
 - 17) reviewing scientific publications and projects upon request;
 - 18) supporting young researchers and student research activities;
 - 19) developing and implementing the faculty's educational work plan;
 - 20) coordinating the activities of academic group advisors;
 - 21) organizing events aimed at fostering civic responsibility, patriotism, and academic integrity;
 - 22) interacting with departments for educational work and youth policy;
 - 23) preventing disciplinary violations and academic failure;
 - 24) supporting the adaptation of first-year students;
 - 25) interacting with alumni, employers, and internship bases;
 - 26) organizing and conducting conferences, seminars, and roundtables on the issues of organizing and ensuring the quality of the educational process;
 - 27) organizing the implementation of new and improvement of existing technologies, methods, and tools of education in educational institutions.
198. The documentation of the Faculty Councils includes:
- 1) copies of state compulsory standards of higher and postgraduate education;
 - 2) educational programs and academic curricula of bachelor's, master's, and doctoral programs;
 - 3) plans and reports on the academic-methodological, scientific, creative, and socio-educational work of the faculty;
 - 4) minutes of Faculty Council meetings;

5) publishing and re-publishing plans for educational, scientific, and methodological literature by the faculty;

6) materials on the discussion and recommendation for publication of scientific, educational, and methodological literature developed within the faculty;

7) materials on the discussion and approval of academic curricula and course syllabi;

8) information on the provision of disciplines at all levels of training with academic-methodological literature and measures taken to ensure this provision.

199. The reporting of the Faculty Councils includes the following documents:

1) annual work plan of the Faculty Council and its implementation;

2) report on the availability of standard (general education cycle) and working curricula of faculty disciplines;

3) academic-methodological support maps of academic disciplines (updated and supplemented twice – in May and August);

4) information on the provision of disciplines with academic-methodological literature and measures taken to ensure this provision (September, May);

5) discussion and recommendation for publication of textbooks, teaching, and scientific literature developed by the faculty's academic staff, as well as materials for improving students' independent work;

6) discussion and approval of academic curricula and syllabi of disciplines.

16. ACADEMIC AFFAIRS OFFICE

200. The «Academic Affairs Office» (AAO) is a structural subdivision of the Kurmangazy Kazakh National Conservatory (KNC), responsible for planning and organizing the educational process, monitoring academic activities, and coordinating the work of faculties and departments to ensure the implementation of educational programs in accordance with the State Compulsory Education Standards (SCES) of the Republic of Kazakhstan. The Office reports to the Vice-Rector for Academic Affairs.

201. The structure of the AAO includes:

1) «Registrar's Office»;

2) «Department of Academic Planning»;

3) «Department of Academic and Methodological Work and Inclusive Education»;

4) «Sector for Internships, Employment and Career».

202. The main functions of the AAO are:

1) Planning and organizing the educational process;

2) Coordination of academic work within the university;

3) Organizing and monitoring the development of educational programs in accordance with the requirements of SCES, regulatory acts of the MIC RK, MES RK, and the university's internal regulations;

4) Planning and developing the academic calendar (academic process schedule) for the academic year;

5) Assigning academic disciplines to departments according to the approved curricula;

6) Approving the consolidated academic workload of the Conservatory;

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- 7) Monitoring and evaluating the effective distribution of academic workload and hourly funds of departments;
- 8) Compiling consolidated reports on the fulfillment of the academic workload;
- 9) Developing proposals for improving the educational process and submitting them to the Academic Council, Rectorate, and Methodological Council;
- 10) Working with regulatory documents from the MES RK and MIC RK;
- 11) Developing and updating internal regulations governing the educational process;
- 12) Collecting reports from the Academic Committees (AC) and State Attestation Commissions (SAC);
- 13) Preparing information and methodological documents for licensing, state attestation, and international accreditation of educational programs within the AAO's competence;
- 14) Monitoring and analyzing the management system within the scope of its processes according to ISO, ESG standards, and providing data to the university administration;
- 15) Implementing leadership policies on quality management, anti-corruption, and other effective management systems;
- 16) Forming a corporate culture of anti-corruption;
- 17) Achieving the objectives for improving the department's work related to quality management systems, anti-corruption management, and other systems implemented at the Conservatory.

17. REGISTRAR'S OFFICE

203. The Registrar's Office is responsible for registering students for academic disciplines, recording earned credits, organizing interim and final attestations, and maintaining the complete academic record of students.

204. The main functions of the Registrar's Office are:

- 1) Formation and determination of academic flows, groups, and subgroups;
- 2) Issuance of orders for student transfers, reinstatements, admissions, withdrawals, and academic leaves;
- 3) Organization and monitoring of final attestation, and providing statistical reports on SAC results;
- 4) Planning and organizing the summer semester;
- 5) Maintaining documentation, registering academic achievements, and generating student transcripts;
- 6) Preparing documentation for interim and final attestations;
- 7) Preparing and issuing state standard diploma duplicates and their attachments;
- 8) Preparing and issuing institutional format diplomas with attachments;
- 9) Providing consultations for instructors and students on filling out academic records in the AIS «Platonus».

18. DEPARTMENT OF ACADEMIC PLANNING

205. The Department of Academic Planning is a structural unit of the Academic Affairs Service.

206. The responsibilities of the department include:

1) Organizing and controlling the development of planning documentation (working curricula), monitoring the implementation of individual curricula in accordance with the requirements of the «State Compulsory Standards of Education of the Republic of Kazakhstan» (SCSE), and the instructions of the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK), Ministry of Culture and Information (MCI);

2) Monitoring and controlling the scheduling of individual lessons;

3) Preparing the schedule of academic classes for full-time education;

4) Providing methodological support to departments and academic committees in the development of working curricula;

5) Monitoring the conduct of academic classes by instructors according to the approved schedule, identifying disruptions or unauthorized changes in the schedule;

6) Preparing the academic class schedule, SRSP schedule, examination sessions, meetings of the Attestation Committee (AC) and State Examination Commission (SEC), and monitoring and controlling their implementation;

7) Ensuring optimal classroom utilization, monitoring and controlling the use of the Conservatory's classroom resources;

8) Organizing the work of the Expert Council on elective disciplines;

9) Organizing the formation of the catalog of elective disciplines by specialty for bachelor's, master's, and doctoral programs;

10) Organizing internal academic mobility (correspondence with partner universities, conclusion of agreements, comparison of disciplines and hours to develop an individual study plan, completion of student forms, etc.);

11) Consulting departments and the International Office on external academic mobility regarding the transfer and recognition of ECTS credits;

12) Monitoring and reviewing the effective distribution of academic load and hourly payment of Conservatory faculty members;

13) Compiling a consolidated report on the academic workload of the Conservatory.

19. DEPARTMENT OF EDUCATIONAL-METHODOICAL WORK AND INCLUSIVE EDUCATION

207. The Department of Educational – Methodical Work and Inclusive Education (DEMWE) is a structural unit of the Academic Affairs Service.

208. The main activities of the department include:

1) Preparing documents for attestation, accreditation, and licensing of the Conservatory;

2) Preparing the annual work plan of the Educational and Methodological Council (EMC) for approval by the Academic Council;

- 3) Analyzing the status of educational-methodological support for the educational process at the Conservatory;
- 4) Preparing data related to the activities of the Educational and Methodological Association (EMA) upon request from the MSHE RK, MCI RK, departments, and other bodies;
- 5) Participating in the preparation of documentation during attestations and commission inspections;
- 6) Organizing and monitoring the conduct of Republican subject student Olympiads, competitions, and other events;
- 7) Organizing the internal stage of the «Best University Teacher» competition;
- 8) Organizing and implementing the work of the EMA RUMS MSHE RK for the «Art» specialty group;
- 9) Organizing and conducting the work of the EMC of the Conservatory;
- 10) Maintaining correspondence and communication with the EMA of other creative universities on methodological work issues;
- 11) Organizing training seminars and workshops for teaching staff on methodological issues;
- 12) Organizing and monitoring all types of professional practice for students, undergraduates, and doctoral students (educational, pedagogical, industrial, pre-graduation);
- 13) Signing agreements with internship bases and preparing supplementary agreements;
- 14) Organizing commissions for the review and quality analysis of EMCs and EMCDs;
- 15) Developing internal regulatory documents on methodological support of the educational process;
- 16) Monitoring the quality of state exam programs;
- 17) Organizing work on the approval and recommendation for publication of educational and methodological literature;
- 18) Monitoring the quality of class load journals by departments according to the schedule;
- 19) Monitoring the quality of class attendance journals by faculty members.

20. SECTOR FOR PRACTICE, EMPLOYMENT AND CAREER

209. The Sector for Practice, Employment and Career is a structural unit of the Academic Affairs Service.

210. The main activities of the sector include:

- 1) Participating in the preparation of documentation during attestations and commission inspections;
- 2) Organizing and monitoring internships, employment, and career activities;
- 3) Maintaining relationships with external organizations regarding employment;
- 4) Developing initiatives to improve quality;
- 5) Preparing information regarding the Sector's activities upon request from the MSHE RK, MCI RK, and other authorities;

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- 6) Collecting and preparing documentary materials for university rankings;
- 7) Organizing and monitoring all types of professional practice for students (educational, pedagogical, industrial, pre-graduation);
- 8) Signing agreements with internship bases and preparing supplementary agreements;
- 9) Monitoring and analyzing the management system within the sector's processes in accordance with ISO management standards, and submitting data to the Conservatory leadership;
- 10) Implementing leadership policies in quality management, anti-corruption, and other effective systems;
- 11) Regularly updating databases and maintaining communication with employers;
- 12) Developing a corporate anti-corruption culture;
- 13) Signing cooperation agreements with cultural institutions, musical theaters, philharmonic halls, and other organizations;
- 14) Contributing to the academic calendar project in the internship section together with program leaders;
- 15) Developing the annual practice schedule;
- 16) Collecting schedules of practice activities from practice bases;
- 17) Establishing cooperation and formal agreements with companies and organizations serving as internship bases for students of the Conservatory;
- 18) Creating a unified practice database for departments of the Conservatory;
- 19) Maintaining up-to-date information on employer vacancies;
- 20) Providing students with information on labor market trends, requirements for job seekers;
- 21) Organizing events (job fairs, Career Days, employer presentations, thematic exhibitions, seminars, trainings, etc.) to support graduate employment;
- 22) Conducting awareness-raising among graduates regarding grant obligations and rules for employment placement;
- 23) Preparing documents to issue an order for the establishment of the graduate placement commission;
- 24) Organizing the work of the graduate placement commission for grant recipients;
- 25) Preparing documents for the distribution of grant graduates (job assignment/CSEC, obligations);
- 26) Verifying the list of expected grant graduates with the admission order and the data exported from the «Young Specialists Registry» information system of the Financial Center JSC (process HEI.1 – Student Enrollment);
- 27) Sending information on expected grant graduates and related budget expenditures to the «Young Specialists Registry» (March–April);
- 28) Sending data on expelled/transferred grant students from the expected graduate list along with supporting documents and expenses, and entering information into the «Young Specialists Registry»;
- 29) Preparing a dossier for each young specialist (ID, educational services agreement, grant certificate in PDF) for submission to the Financial Center JSC;

30) Entering data on graduates by grant type in the «Young Specialists Registry» system;

31) process HEI.6 – Final graduation report for the Financial Center (by July 1);

32) process HEI.7 – Issuance of graduation order (by August 1);

33) Submitting placement protocols and all related documents to the Financial Center JSC;

34) Entering employment data of each graduate into the AIS «Platonus» system;

35) Analyzing graduate employment outcomes for the previous academic year;

36) Submitting graduate employment data to higher authorities (MSHE RK) and other interested organizations (Akimats, etc.).

21. SECTOR OF POSTGRADUATE EDUCATION

211. The Sector of Postgraduate Education is a structural subdivision of the Kurmangazy Kazakh National Conservatory and reports to the Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation.

212. The activities of the Sector include:

1) planning and organizing the educational process in the master's and doctoral programs of the Conservatory;

2) organizing and monitoring the development of educational programs for the master's and doctoral programs in accordance with the requirements of the «State Compulsory Standards of Education of the Republic of Kazakhstan» (SCSE), regulatory acts of the Ministry of Culture and Information (MCI RK), the Ministry of Science and Higher Education (MSHE RK), and the internal regulations of the university;

3) working with the working curricula of the master's and doctoral educational programs, conducting their expert reviews and approvals;

4) compiling and maintaining student portfolios and personal files, with subsequent transfer to the archive («Portfolio», «Personal files», «Transfer to archive act», etc.);

5) monitoring the scientific internship process and collecting reports and certificates for internships;

6) planning and organizing educational and methodological activities for master's and doctoral programs;

7) developing the academic calendar (academic schedule) for the master's and doctoral programs for the academic year;

8) monitoring and controlling the conduct of academic classes, SRSP schedules, examination sessions, and meetings of the Attestation Committees for master's and doctoral programs;

9) monitoring the implementation of individual work plans of master's and doctoral students;

10) maintaining academic records of master's and doctoral students as reflected in official transcripts;

11) monitoring the final attestation process for master's and doctoral programs;

12) participating in the preparation of reporting documents on the activities of the master's and doctoral programs and submitting statistical data to higher bodies of the Conservatory;

13) preparing and conducting meetings of the Expert and Coordination Council;

14) preparing duplicate diplomas and transcripts for master's and doctoral students;

15) issuing orders on transfer, reinstatement, enrollment, dismissal, and academic leave for master's and doctoral students;

16) planning and organizing the summer semester for postgraduate education students;

17) preparing assessment sheets for midterm control, interim, and final attestation for master's and doctoral students;

18) preparing and issuing diplomas of the Conservatory's own design with supplements to graduates;

19) processing approvals for final attestation of master's and doctoral students and the defense of master's theses – formalized by order of the Rector of the Conservatory, based on the list (graduation, internship, dismissal, transfer).

22. RESPONSIBILITY AND IMPLEMENTATION

213. The implementation of the academic policy of the Conservatory is ensured by all participants of the educational process: the administration, teaching staff, structural units, as well as the students themselves, each of whom is responsible for complying with the established academic norms and procedures.

214. Control over the implementation and updating of the academic policy is carried out by the Academic Affairs Service.

215. The key processes related to the activities of the Conservatory, including educational-methodological work, the educational process, and the organization of all types of student internships, must be included in the «Regulation on Educational and Methodological Work» of the Kurmangazy Kazakh National Conservatory.

CHANGES SHEET

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FAMILIARIZATION SHEET

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