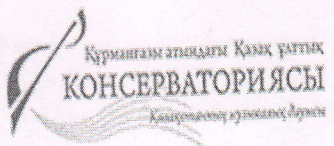


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Мәдениет және ақпарат министрлігі

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Ұлттық консерваториясы» РММ



Republican State Institution
«Kurmangazy Kazakh National
Conservatory»

Ministry of Culture and Information of
the Republic of Kazakhstan

ҚАҒИДА

REGULATION

30.04.2025

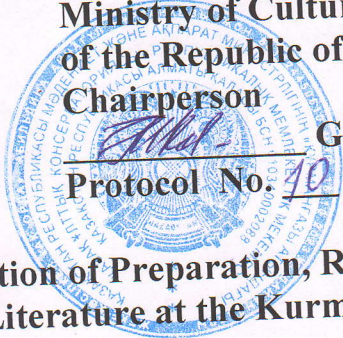
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APPROVED
By the decision of the Academic Council
RSI «Kurmangazy Kazakh National
Conservatory»
Ministry of Culture and Information
of the Republic of Kazakhstan
Chairperson



G. Tasbergenova

Protocol No. 10 « 30 » 04 2025

Regulations for the Organization of Preparation, Review, Publication, and
Reproduction of Educational Literature at the Kurmangazy Kazakh National
Conservatory

Developed by:			
Vice-Rector for Academic Affairs		G. Abdirakhman	30.04.2025
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Approved by:			
Head of the Project Office for Quality Management, Internal Audit, and Strategic Planning		A. Sarymsakova	30.04.25
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Position	Signature	Full name	Date

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1. GENERAL PROVISIONS

1. These Regulations on the organization of work related to the preparation, expert review, publication, and reproduction of textbooks and educational-methodical manuals at the Kurmangazy Kazakh National Conservatory (hereinafter referred to as the "Regulations") define the procedure for organizing work on the preparation, expert review, and publication of textbooks and educational-methodical manuals at the Kurmangazy Kazakh National Conservatory (hereinafter referred to as the "Conservatory");

2. These Regulations on the organization of work for the preparation, expert review, publication, and reproduction of textbooks, educational, and educational-methodical manuals (hereinafter – the “Regulations”) have been developed in accordance with subparagraph 11 of paragraph 4, Chapter 2 of the Rules for the Organization and Implementation of Educational-Methodological and Scientific-Methodological Work in Educational Institutions in the Field of Culture, approved by Order of the Minister of Culture and Information of the Republic of Kazakhstan No. 145-NLA dated April 7, 2025 (NLA – Normative Legal Act), as well as based on Order of the Minister of Education and Science of the Republic of Kazakhstan No. 211 dated May 19, 2020 On Amendments to Order No. 344 of the Minister of Education and Science of the Republic of Kazakhstan dated July 24, 2012 «On the Approval of the Rules for Organizing the Work on the Preparation, Expert Review, Pilot Testing, Monitoring, and Publication of Textbooks, Educational-Methodical Complexes, and Educational-Methodical Manuals».

3. Key terms used in these Regulations:

1) Author – an individual whose creative work results in the production of scientific, literary, or artistic works, including textbooks and/or methodological materials;

2) Authoring team – a group of individuals acting as co-authors;

3) Methodologist – a specialist in the methodology of teaching a specific academic subject (discipline);

4) Developer – an individual responsible for designing, composing, and formatting the content of educational literature;

5) Employer – a natural or legal person with whom the employee has an employment relationship;

6) Electronic version of a printed textbook – an electronic publication identical in structure, content, and visual design to the printed textbook;

7) Expert review of textbooks and educational-methodical manuals – the process of assessing the compliance of their content with the State Compulsory Education Standards of the Republic of Kazakhstan (SCES RK), standard academic plans (General Education Cycle), and curricula, as well as the relevance of the methodological content to the goals of teaching, upbringing, and development of learners, to contemporary scientific knowledge, and to the requirements for training specialists in the field of «Art»;

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8) Textbook – a type of educational publication that presents a systematic exposition of an academic discipline, in accordance with SCES RK, the standard academic plan, and the model curriculum, and officially approved as such;

9) Educational literature – printed materials intended to achieve educational objectives, including all officially recognized types of educational publications either individually or collectively;

10) Educational publication – a publication intended for use in the educational process within a specific academic program;

11) Educational-methodical manual (hereinafter – EMM) – a type of educational publication that includes materials on the methodology of teaching or studying a subject, its section, part, or educational aspect;

12) Electronic supplement to a textbook (hereinafter – ES) – an interactive electronic educational material that extends and/or complements the content of the textbook through multimedia elements, practice tasks, and assessments;

13) Practicing teacher – an education professional with pedagogical qualifications, proficient in instructional and educational methodologies, and who has consistently achieved high professional results over a number of years;

14) Expert – an individual with appropriate qualifications and at least five years of professional experience in education, science, technology, or other relevant fields, engaged to conduct expert evaluations;

15) Final layout – the completed version of a book’s layout, fully designed in its structure and appearance, where each page exactly corresponds to the page in the final printed edition;

16) Educational publication on electronic media – a publication comprising digital, textual, graphical, audio, video, and other forms of information, intended for automated learning and aligned with the academic course. It may exist on an electronic storage device and/or be hosted online as an electronic textbook, educational manual, educational-methodical complex, video or audio material, digital educational resource, virtual laboratory, etc.

Academic and Theoretical Publications

Textbook – a type of educational publication that presents a systematic exposition of an academic discipline (subject), in accordance with the State Compulsory Education Standards of the Republic of Kazakhstan (SCES RK), standard academic plans, and model curricula, and is officially approved as such.

A university-level textbook, in terms of the nature of its content, is close to a scientific monograph. However, unlike the latter, it includes not original, but tested and didactically verified material.

Study guide – an academic-theoretical publication that partially replaces or supplements the textbook and is officially approved as such by the expert commission under the Methodological Council of the Conservatory.

Most often, a study guide is prepared as a supplement to a textbook. However, if a textbook for a particular discipline has not yet been published (for example, in the case of a newly introduced subject or specialization), a study guide is issued instead.

A study guide may contain material not for the entire discipline, but only for a part of it, and may include updated information compared to what is available in the textbook.

Since study guides are published more quickly than textbooks, they generally contain more up-to-date information, new perspectives on problem-solving, and discussions of controversial issues.

Study guides are published to support students' independent work on a discipline, to deepen, expand, and facilitate the understanding of material presented in the textbook.

Lecture course – an academic-theoretical publication that comprehensively presents the content of an academic discipline, reflects the lecture material of the course instructor, and is prepared to support the independent work of students.

A lecture course serves as a supplement to the textbook and represents the author's original work, in which controversial issues may be considered from the author's personal perspective.

Lecture notes – an academic-theoretical publication that presents the course material delivered by a specific instructor in a concise format.

Lecture notes summarize the content of a discipline in a generalized form, providing students with the most essential information. Unlike a full lecture course, they do not contain extensive or in-depth analysis of the material, examples, or illustrative content. Lecture notes prepared for a new discipline or as a supplement to a textbook may introduce new problems, alternative solutions, or original development directions in the field.

In this type of publication, it is especially important to guide students toward independent study using the recommended literature.

Practical Educational Publications

Description of laboratory (creative) work – a practical educational publication containing the topic of the laboratory (practical/creative) work, tasks, and the procedure for its execution, along with methodological recommendations for its completion. It may include a small amount of theoretical information.

Practicum – a practical educational publication containing practical tasks and exercises designed to facilitate the mastery of the studied material. The compilers of the practicum may include collections of problems, exercises, textual and musical materials requiring analysis, anthological materials, musical scores, and other educational resources.

The content of the practicum is divided into sections representing various forms of material presentation. It includes series of practical assignments for a particular subject: exercises, problems, didactic materials, trainings, educational, role-playing and developmental games, practical situations requiring analysis and solutions, etc.

Explanations, comments, and practical advice are provided for each type of task to offer methodological support in their completion and to develop students' skills in independent work.

The practicum may include both original materials by the authors and borrowed content from other sources, which are specified by the compilers. These may include texts, technologies, models, methodologies, developed curricula, and others.

Collection of foreign language texts – a practical educational publication containing texts for foreign language learning, which may also include methodological recommendations to facilitate independent student work and the development of their skills and abilities. It may be classified as a practicum.

Problem book – a practicum containing educational problems prepared to assess the quality of knowledge and skills across a set of academic disciplines or a specific discipline (section).

Anthology – a practical educational publication containing literary, historical, and other works or excerpts necessary for studying a particular academic discipline.

Workbook – a practical educational publication featuring a special didactic apparatus aimed at organizing and monitoring the independent mastery of an academic discipline (tables for calculations, assignments for independent work, control questions, space for writing conclusions, etc.).

Collection of didactic materials – contains developmental assignments related to a given discipline or section.

Educational and Methodological Publications

Educational-methodical manual – a type of educational publication that includes materials on the methodology of teaching and studying an academic discipline, its section, part, or related educational aspects.

Methodical manual – a subtype of the educational manual. It contains methodological information and recommendations on how to organize student learning and carry out various types of assignments. When selecting methodological content, special attention is given to effective methods and techniques of active learning, as well as to the achievements of modern methodologies, information technologies, educational presentations, and software tools, including approaches to practical, problem-based, communicative, intensive learning, and modeling.

Methodical manuals may include sample solutions or examples of how to complete assignments (e.g., the first task in the manual).

Methodological recommendations – an educational-methodological publication that provides guidance on the independent or practical study of an academic discipline by students, as well as on preparing for knowledge assessment.

These are developed as supplements to existing academic-theoretical and academic-practical publications and are intended to improve the effectiveness of students' independent work. Their main purpose is to outline the scope and procedure of students' independent activities, methods for working with literature, common challenges and ways to overcome them, formats for reporting completed work, content and features of preparation for exams (credits, midterm assessments), control questions for self-checks, the list of technical tools, and recommendations for using them, etc.

Methodological guidelines – an educational-methodological publication that provides explanations regarding the types of actions students should take when performing specific academic (practical) tasks.

Educational Reference Publications

Educational terminological dictionary – an educational reference publication that contains terms from a specific academic discipline or field of knowledge along with their definitions.

Educational explanatory dictionary – an educational reference publication that provides explanations of word meanings in a particular language, including grammatical and stylistic characteristics, usage examples, and other relevant information. It is compiled for the purpose of studying the lexical structure of the language.

Educational handbook – an educational reference publication that contains information on a specific academic discipline or a set of related disciplines, necessary for mastering the subject. It includes a collection of practically oriented, applied knowledge.

Educational Visual Publications

Album – an educational visual publication in book or loose-leaf format, usually accompanied by explanatory text, prepared to support the study and comprehension of an academic discipline.

Atlas – an educational visual publication in which the content is presented primarily through visual means (such as maps, diagrams, drawings, etc.), aimed at facilitating the learning of an academic discipline.

Educational Bibliographic Publications

Bibliographic guide – a recommended bibliographic resource intended to support educational activities, enabling learners to expand and deepen their knowledge through the study of the listed sources.

Bibliographic reference book – contains bibliographic information about specific individuals, lists of their works, and literature covering their life and professional activities. It is created to broaden students' knowledge within a particular academic discipline.

Electronic Educational Publications

Electronic educational publications represent digital recordings of instructional (educational) content stored on magnetic or optical media or made available through computer networks (local, regional, or global).

Electronic educational publications must have a printed copy.

Depending on the completeness of the educational content presented, electronic educational publications are classified as electronic textbooks and electronic study guides.

Electronic textbook – a primary educational digital publication for a specific academic discipline, developed at a high scientific, methodological, and technical level. It fully complies with the State Compulsory Education Standards of the Republic of Kazakhstan (SCES RK), the standard academic plan, and the model curriculum. An electronic textbook is used in the educational process and serves as a substitute for the traditional printed textbook. It is a complex software-based product that, in addition to text and illustrations, includes educational multimedia content and interactive knowledge assessment modules.

Electronic study guide – a digital educational publication developed at a high scientific, methodological, and technical level that partially or fully replaces or supplements the electronic textbook.

Electronic copies of authors' lecture courses, textbooks, reference books, and study guides are exact digital replicas of the respective printed editions.

Electronic collections of problems and electronic educational-methodical manuals are also exact digital copies of their corresponding printed versions.

Electronic tests are digital tools for testing and assessing students' knowledge in specific subjects or sections, with the capability to provide statistical evaluation of knowledge quality.

Electronic laboratory works are computer-based models of real laboratory setups, developed using specialized hardware and software tools.

Electronic didactic demonstration materials intended to accompany lessons include electronic content such as images, diagrams, videos, audio recordings, etc., designed using authoring tools (e.g., PowerPoint) and presented via multimedia projectors during lectures.

Electronic reference book is a database of reference information with a built-in tool environment for interactive access and user navigation in dialogue mode.

The procedures and requirements for the preparation of textbooks, educational-methodological manuals, and anthologies are provided in the appendices.

2. PROCEDURE FOR SUBMITTING TEXTBOOKS AND TEACHING AIDS FOR REVIEW BY THE ACADEMIC AND METHODOLOGICAL COUNCIL

4. To obtain a recommendation from the Educational and Methodological Council (hereinafter – EMC) of the Conservatory for publication, the author or group of authors must submit the following materials to the Department of Educational and Methodological Work and Inclusive Education (hereinafter – DEMWIE) no later than 15 days prior to the next scheduled EMC meeting:

1) The manuscript of the textbook or TMM must be submitted in two printed copies and one electronic version (in PDF format). One printed copy along with the electronic version is sent to the members of the Educational and Methodological Council (EMC) for review; the second printed copy is submitted for expert evaluation;

2) An excerpt from the minutes of the department meeting, containing a detailed description of the discussion process of the teaching materials and the decision of the

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department and the Faculty Methodological Council, including a recommendation for its use in the educational process;

3) An excerpt from the minutes of the Faculty Methodological Council meeting, describing the procedure for discussing the teaching materials and the resulting recommendation for their use in the educational process;

4) Two officially certified reviews — one internal (by a specialist from the Conservatory) and one external (by a specialist from outside the institution);

5. Reviewers may include scholars, subject-specific methodologists, experienced educators, and other professionals relevant to the discipline of the submitted material;

6. The reviews must include a description of the publication's intended purpose, a justification of its relevance and methodological foundation, an assessment of its alignment with the goals and objectives of the educational process for the discipline, and a final conclusion with a recommendation for its use in the educational process;

7. The Department of Educational and Methodological Work and Inclusive Education appoints an independent expert to review the textbook and/or TMM prior to its submission to the EMC;

8. Experts are selected from among faculty members of the Conservatory who are specialists in the subject area of the submitted materials and have relevant academic or practical experience;

9. The expert review is conducted to assess the compliance of the content of the educational publication with the educational program, curricula, and course syllabi, as well as the alignment of the methodological framework with the objectives of teaching, upbringing, and student development, current scientific understanding, and the educational requirements of the «Art» field.

10. The expert review must be completed within 7 to 10 days from the date of submission of the textbook and/or TMM;

11. The expert opinion must contain one of the following conclusions:

1) If the review is positive: «Recommended for use in the educational process»;

2) If revisions are required: «Requires revision»;

3) If the review is negative: «Not recommended for use in the educational process.»

3. PROCEDURE FOR REVIEWING TEXTBOOK AND/OR TEACHING AID MANUSCRIPTS AT THE MEETING OF THE ACADEMIC AND METHODOLOGICAL COUNCIL

12. The presentation of a textbook and/or teaching and methodological aid (hereinafter – *teaching aid*) at a meeting of the Academic and Methodological Council (hereinafter – *AMC*) is conducted by the dean of the faculty and/or the head of the department representing the author or author team. During the meeting, reviews are read aloud, and the opinion of the expert is heard.

13. Based on the discussion, the AMC adopts a resolution containing one of the following conclusions:

1) in the case of a positive review – «Recommended for use in the educational process»;

2) if comments are identified that require revision – «Requires revision»;

3) if the outcome of the discussion is negative – «not recommended for use in the educational process».

14. The decision is recorded in the minutes and may be provided to the author or author team as an official excerpt from the AMC decision, signed by the AMC secretary (upon request).

15. If the AMC issues the decision «requires revision», the author or author team may resubmit the revised textbook and/or teaching aid along with the full package of supporting documents specified in Clause 7 of these Regulations for consideration at the next AMC meeting. A second expert review is appointed to assess the quality of the revisions.

16. If the AMC issues the decision «not recommended for use in the educational process», a new review of the textbook and/or teaching aid at an AMC meeting may be initiated no earlier than one year after the previous discussion.

4. PROCEDURE FOR THE REPRODUCTION OF TEXTBOOKS AND TEACHING AIDS AT THE CONSERVATORY

17. Annually, by October 25, department heads submit the plan for printed publications to the Academic and Methodological Work and Innovation Department using the following format:

No.	Аты – жөні/ Full Name of Author	Жұмыс түрі/ Type of Work	Шамаланған көлемі (б.т.)/ Estimated Volume (printed sheets)	Қай тілде/ Language	Орындалу мерзімі/ Deadline
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The general thematic plan for the reproduction of teaching and methodological literature is reviewed and approved by the Academic and Methodological Council of the Conservatory.

18. The reproduction of textbooks and teaching aids bearing the mark "Recommended for use in the educational process by the Academic and Methodological Council of the Kurmangazy Kazakh National Conservatory" may be carried out at the Conservatory's printing unit or at the expense of the developers.

19. When reproduction of teaching materials is funded by the Conservatory, the author or author team must submit an official request note to the Rector, asking for the textbook and/or teaching aid to be reproduced at the printing unit.

20. The request note must be accompanied by a copy of the Academic and Methodological Council's recommendation for use in the educational process. The request note must be endorsed by the department head, dean, and vice-rector for academic affairs.

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21. The reproduction of teaching literature at the Conservatory's printing unit is conducted according to the order established by the printing unit, with a maximum print run of 15 copies.

22. 10 copies of the publication produced at the Conservatory's expense are provided to the university library, three copies to the author, and two copies to the department.

23. When the teaching literature recommended by the Academic and Methodological Council is published at the expense of the author or author team, at least 3 to 5 copies of the publication must be provided to the Conservatory library.

5. PROCEDURE AND REQUIREMENTS FOR THE PREPARATION OF TEACHING AIDS

24. The preparation of textbooks and teaching aids is organized by the author or author team with the mandatory involvement of representatives from the Conservatory's academic staff.

25. The preparation of textbooks and teaching aids is carried out in accordance with the State Compulsory Educational Standards of the Republic of Kazakhstan (GOSO RK) and the educational programs for the disciplines of the curriculum.

26. The author or author team conducts their work on preparing textbooks and teaching aids taking into account the following requirements:

- 1) inclusion of the most up-to-date knowledge on the academic discipline;
- 2) accuracy and reliability of the presented educational and methodological material;
- 3) consideration of the levels of study (bachelor's, master's, doctoral) and the associated age-related, psychological, and physiological characteristics and capabilities of the students;
- 4) professional orientation of the content of the educational material.

Appendix 1

STRUCTURE AND CONTENT OF A TEXTBOOK

27. A textbook, which is the main instructional book for a specific discipline, must meet the following requirements:

- 1) It should contain a systematic presentation of the academic discipline (or its part or section) that corresponds to the curriculum and is officially approved as this type of publication;
- 2) It must reflect the foundational knowledge defined by the competencies of the educational program, which establish the main directions and aspects of the subject, as well as the sequence of material presentation;
- 3) The content of the textbook should include an overview of the methodological foundations of the basic laws and regularities governing the functioning and development of the knowledge area or field of activity covered, key problems, and major trends in the development of the discipline;

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4) An essential component of the textbook must be didactic materials, such as assignments for independent work, self-study questions, exercises and problems, topics for reports, essays, presentations, term papers and theses, and comprehensive lists of mandatory and additional literature;

5) The volume should be no less than 5 printed sheets.

Appendix 2

STRUCTURE AND CONTENT OF A TEACHING AID

28. A teaching aid follows a defined structure for presenting material, which is traditionally accepted in publications of this type. Its structural components include:

- title page;
- table of contents;
- introduction (foreword);
- names of chapters and main sections (the main content of the teaching aid typically constitutes 92–95% of the total volume);
- conclusion;
- list of references;
- glossary and appendices (optional).

29. The introduction provides a general overview of the teaching aid, defines its role and purpose within the system of academic disciplines, and explains the logic behind the structure of the course. It outlines the sequencing of topics (e.g., history of the subject, its components, the relationship between theory and practice, control questions, exercises for reinforcement, the purpose of the recommended literature and other resources, etc.).

30. The foreword is recommended to cover the following essential points: the specifics of studying the teaching aid; the course's target objectives and main tasks; the methodology for working through the topics; key and most challenging sections of the material, along with guidance on how to approach them.

31. Each chapter of the teaching aid is divided into instructional sections. For example, a chapter from a teaching aid titled *Methodological Foundations of Psychology* may be structured as follows:

Chapter 1. General Concepts of Scientific Methodology

1.1. The Concept of Method in a Narrow and Broad Sense.

1.2. Correlation of the Concepts «Science, » «Philosophy, » and «Worldview» and so on.

32. Each chapter is followed by control questions and self-assessment tasks. These are designed to encourage students to more thoroughly and deeply study the theoretical concepts and frameworks presented in a given academic field. A second set of questions and tasks may be included to assess student knowledge and skills, and to support the consolidation of learning.

STRUCTURE AND CONTENT OF A CHRESTOMATHY

33. A chrestomathy is an educational and practical publication that contains a systematically selected collection of literary, artistic, historical, scientific, or other works—or excerpts from them—which serve as study material for an academic discipline.

34. A chrestomathy typically reflects a specific national literature or a literary period within its historical development.

35. A chrestomathy is a type of collective anthology. It is intended for a specific readership, determined by the requirements of the academic curriculum.

36. The term "chrestomathy" is also used to refer to a collection of short articles or excerpts from works by prominent writers, musicians, or composers.

37. A chrestomathy helps students to absorb and reinforce the studied material, while also supplementing and expanding their knowledge.

38. The primary field of application for educational publications of the chrestomathy type is instructional activity.

39. The texts, musical works, and sheet music included in a chrestomathy are used to supplement the core didactic and methodological materials employed in student instruction. This provides a more comprehensive understanding of the subject and reinforces what is taught in the main part of the course.

40. Chrestomathies are most commonly used in undergraduate education as supplementary learning resources.

CHANGES SHEET

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FAMILIARIZATION SHEET

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