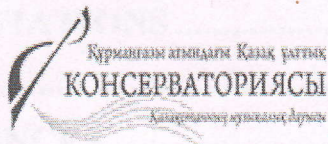


Қазақстан Республикасы
Мәдениет және ақпарат министрлігі

"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

ҚЫЗМЕТ
ЕРЕЖЕСІ

REGULATION
OF ACTIVITIES

April 30, 2025

күні

№ П-19-26

Алматы қ.

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



REGULATIONS ON THE COMPOSITION AND WORK
THE STATE EXAMINATION COMMISSION
IN THE DISCIPLINE "HISTORY OF KAZAKHSTAN"

Developed by:

Head of the Academic Affairs Service		N. Yertayeva	<u>30.04.2025.</u>
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Approved by:

Head of the Department of Social and Humanitarian Disciplines		B. Kaldayeva	<u>30.04.2025</u>
Vice-Rector for Academic Affairs		G. Abdirakhman	<u>30.04.2025</u>
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Position	Signature	Full name	Date

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ACRONYMS AND ABBREVIATIONS

RSI Kurmangazy KNC – Republican State Institution «Kurmangazy Kazakh National Conservatory»;

SCSE – The State compulsory standard for higher and postgraduate education;

SE – State exams;

SEC - State Examination Commission;

Vice-Rector for AA – Vice-Rector for Academic Affairs

RO – Registrar's office

EP – Educational program

AAS – Academic Affairs Service

Department of SHD – Department of Social and Humanitarian Disciplines

AS – Academic staff

1. GENERAL PROVISIONS

1. This Regulation regulates the procedure for organizing and conducting the state exam in the discipline "History of Kazakhstan" for students of all educational programs and areas of study at the bachelor's degree level at the Kurmangazy Kazakh National Conservatory.

2. The SE in the discipline "History of Kazakhstan" is conducted in accordance with the requirements of the State Compulsory Standards of Education of the Republic of Kazakhstan.

3. The procedure for conducting the state examination, the composition and powers of the examination commission, as well as the requirements for examinees and documentation are determined by these Regulations.

2. REGULATORY REFERENCES

4. References to the following regulatory documents are used in this Regulation:

1) The Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 no. 319-III

2) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 «On approval of State compulsory standards for higher and postgraduate education»;

3) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 «Model rules for the activities of educational organizations implementing of higher and (or) postgraduate education programs»;

4) Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 «Rules for organizing the educational process using credit technology»;

5) Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated February 27, 2015 No. 77 «On approval of the Rules for the activities of educational organizations in the field of culture and arts».

3. COMPOSITION AND ORGANIZATION OF THE STATE EXAMINATION COMMITTEE

5. A state examination commission is being established to conduct the State examination. The State examination commission consists of leading teachers of the SHD department: professors, doctors of sciences, associate professors, candidates of sciences.

6. The quantitative composition of the State Examination Commission is determined in accordance with the contingent of students and includes, as its members, the head of the department and an odd number of members (3.5 people excluding the secretary).

7. The chairman and composition of the State Examination Commission shall be approved by order of the rector based on the decision of the Academic Council of the Conservatory no later than November 10 of the current academic year and are valid for the duration of the current academic year.

Regulation of activities	Regulations on the composition and work of the State Examination Commission for the discipline "History of Kazakhstan"
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8. A doctor of science, candidate of science, or associate professor who does not work at the conservatory may be elected as the chairman of the state commission.

The same person may be elected to the post of Chairman of the State Commission for no more than three consecutive years.

9. The Secretary of the State Examination Committee is appointed from the faculty of the department and has no voting rights.

10. The following documents are provided to the Chairman and members of the State Examination Commission:

- A copy of the order on the composition of the SEC;
- Program on the discipline "History of Kazakhstan";
- Examination tickets for the discipline "History of Kazakhstan";
- A copy of the schedule of the State Examination in the discipline "History of Kazakhstan".

4. THE PROCEDURE FOR CONDUCTING THE SE IN THE DISCIPLINE «HISTORY OF KAZAKHSTAN»

11. The duration and timing of the state examination are determined by the academic calendar and working curricula of educational programs. The SE is held annually in winter and summer sessions in accordance with the approved schedule of the Kurmangazy Kazakh National Conservatory.

12. The duration of the State Examination Commission meeting should not exceed 8 academic hours per day.

13. The SE is conducted orally on tickets or in a test form, depending on the established procedure.

14. Prior to the examination, a list of questions is compiled, based on which 25-30 examination tickets are formulated. It is permitted to prepare sets of examination tickets with different combinations of questions in two languages: Kazakh and Russian.

15. Examination tickets are prepared by the instructor delivering the course, discussed at a meeting of the SHD department, signed by the head of the department and the dean of the faculty, and approved by the Vice-rector for AA. Both the teacher of the discipline and the head of the department are responsible for the accuracy and clarity of the questions included the examination tickets.

16. Each examination ticket includes 3 questions, taking into account their specificity and level of complexity. Each ticket must contain questions that cover different periods of the History of Kazakhstan. All tickets must have the same difficulty level and the same number of questions.

17. Exam tickets are stored in sealed envelopes in an inaccessible place at the SHD department.

18. The form of examination tickets for the state examination is provided in Appendix 1. On the day of the exam, the Chair of the State Examination Commission (SEC), in the presence of all SEC members and all students from the exam group, announces the composition of the SEC and opens the sealed envelope containing the exam tickets. The tickets are distributed publicly in random order.

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19. The student, upon selecting a ticket, presents it to the chair of the SEC, stating their full name, and the ticket number. The secretary of the SEC records the student's last name and the number of the examination ticket.

20. The main content of the student's answer is recorded on sheets of paper stamped with the official seal of the registrar's office (for bachelor's degree). These answer sheets, along with the examination ticket, are submitted to the secretary of the State Economic Commission upon completion of the answer.

21. The main points of the student's oral response and any additional questions asked are recorded in the protocol, which is conducted by the secretary of the SEC.

22. The members of the SEC assign grades based on the point-rating letter grading system for academic achievements, with conversion to the traditional grading scale and ECTS system. These grades are recorded in a supplemental grading sheet.

23. The final grade for the student's state exam is calculated as the arithmetic mean of the grades given by all SEC members.

24. The supplemental grading sheets filled in by the examiners are not submitted to the archive and are destroyed after the completion of the work of the SEC at the department without drawing up an act.

25. According to the results of the state examination in the discipline "History of Kazakhstan", students are given grades, which are entered into the electronic bulletin of AIS Platonus by a representative of the RO.

26. The protocols of the state examinations (Appendix 2) to be submitted to the RO are compiled in folders by the secretaries of the SEC within two weeks after the end of the SEC.

5. PROCEDURE FOR COMPILING THE INVENTORY AND SUBMITTING THE MEETING RECORDS TO THE EDUCATIONAL DEPARTMENT

27. The Secretary of the commission is responsible for the procedure of registration of the inventory and transfer of the SE protocols to the RO. The deadline for submitting to the RO is within two weeks after the end of the SE.

28. When submitting protocols (documentation) to the RO, the secretary of the commission should pay attention to the completion of all points of the protocol, the signatures of all members of the commission, and the compliance of the total exam score with the assessments of the commission members.

**Sample of the design of the State Examination Ticket
(Bachelor's degree)**

RSI «Kurmangazy Kazakh National Conservatory»
Department of Social and Humanitarian Disciplines
The State exam on the history of Kazakhstan

Approving
«__» _____ 2025
Vice-Rector for AA
_____ Full name

TICKET No. 1

1. The Stone Age in Kazakhstan
2. The internal politics of the Golden Horde
3. The Alash Party and the establishment of the Government of the Alash Horde

Approved at the meeting of the Department of Social and Humanitarian Disciplines
from «__» _____ 202__ Protocol No. ____

Head of the Department _____ B.S. Kaldayeva
Dean of the Faculty MAM and SHD _____ G. Mussagulova

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Protocol No. ____

**meetings of the State Examination Commission
on the discipline «History of Kazakhstan»**

« ____ » _____ 20__ from ____ h. ____ min. up to ____ h. ____ min.

Present: Chairman of the State Examination Committee

(full name, academic degree, academic title,_____
name of the organization, position held)

Members of the Commission:

About passing the state exam in the discipline "History of Kazakhstan"

1. The student _____
(full name, specialty)

_____ is being examined.

2. Questions: (when conducting the exam in the form of testing, a test assignment completed by the student is attached to the protocol)

1. _____

2. _____

3. The student _____
(last name, initials)has an admission rating _____
(admission rating according to the point-rating letter system)4. Acknowledge that the student _____ has passed
(last name, initials)
the state exam in the discipline «History of Kazakhstan» with an assessment_____
(the score is indicated according to the point-rating letter system)

5. The final assessment of the student

(last name, initials)

in the discipline «History of Kazakhstan» _____

(the score is indicated according to the point-rating letter system)

6. Dissenting opinions of the members of the State Examination Committee

Chairman: _____ (signature)

Members of the Commission _____ (signature)

(signature)

Secretary _____ (signature)

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6. CHANGES SHEET

[illegible]

7. FAMILIARIZATION SHEET

[illegible]

