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«Құрманғазы атындағы Қазақ
ұлттық консерваториясы» РММ



RSI Kurmangazy Kazakh National
Conservatory
Committee on Culture
Ministry of Culture and Sports
of the Republic of Kazakhstan

**ҚЫЗМЕТ
ЕРЕЖЕ**

30.11.22

Алматы қ.

**ACTIVITIES
REGULATION**

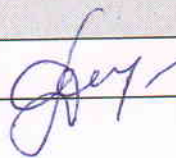
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Almaty

Approved by:

the Academic Council
of Kurmangazy Kazakh National
Conservatory
Protocol No. 04 of 30 November 2022

**Regulation on the Organization of Research Activities
at the Kurmangazy Kazakh National Conservatory**

Drafted by:			
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1. General Provisions

1. The scientific research work of the Republican State Institution "Kurmangazy Kazakh National Conservatory" of the Committee of Culture under the Ministry of Culture and Sports of the Republic of Kazakhstan (hereinafter referred to as the Conservatory) is aimed at implementing the strategic development plan of the higher education institution for 2019-2025, considering research as one of the important and mandatory directions of the university's activities.

(<http://www.conservatoire.edu.kz/ru/about/development-strategy/>).

2. The research activities of the Conservatory are conducted within the framework of the general university topic titled **“Values of Kazakhstan’s Musical Culture in the Global World – the Foundation for Sustainable Development”** (approved by the Academic Council Protocol No. 06 dated 26.01.2021) and include the following:

- 1) Conducting scientific research (hereinafter – SR) and publishing its results in the form of articles in scientific journals, monographs, and presentations at conferences;
- 2) Implementing the results of SR into production and the educational process;
- 3) Organizing and holding scientific forums of various levels (conferences, seminars, round tables, symposiums, etc.);
- 4) Establishing international cooperation in the field of science;
- 5) Participating in national and international competitions for scientific grants;
- 6) Participating in competitions for awards and prizes;
- 7) Reviewing and peer-reviewing scientific works;
- 8) Participating in editorial boards of scientific journals, as well as in councils and commissions related to scientific activities;
- 9) Patenting and registering rights to intellectual property objects;
- 10) Performing other scientific works.

3. The research activities of the Conservatory encompass fundamental and applied scientific studies in the fields of music and art management, as well as project design and expert analysis, and include the provision of scientific and methodological support for the educational process.

4. Scientific research constitutes an essential and integral component of the multifaceted activities of the Conservatory.

5. Research at the Conservatory is conducted by the faculty members and full-time research staff, involving doctoral students, master's students, and undergraduate students.

6. The organization of scientific research is carried out in close integration with the educational process.

7. To ensure systematic development of research activities, the departments prepare annual plans that include individual work plans of the faculty members.

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2. Normative References:

- 1) Law of the Republic of Kazakhstan "On Education" No. 319 dated July 27, 2007 (as amended and supplemented as of July 4, 2018);
- 2) Law of the Republic of Kazakhstan "On Science" dated February 18, 2011;;
- 3) State Program for the Development of Education and Science of the Republic of Kazakhstan for 2020–2025;
- 4) Order No. 420 of the Minister of Education and Science of the Republic of Kazakhstan dated October 16, 2013 "On the Approval of the Model Rules for the Activities of Higher and (or) Postgraduate Education Institutions" (as amended as of October 29, 2018);
- 5) Order No. 02 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 "On the Approval of State Compulsory Standards for Higher and Postgraduate Education";
- 6) State Compulsory Standard for Postgraduate Education — Appendices 7 and 8 to Order No. 604 of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018;
- 7) Supplemented by internal regulatory documents of the Republican State Institution "Kurmangazy Kazakh National Conservatory" of the Committee of Culture of the Ministry of Culture and Sports of the Republic of Kazakhstan (hereinafter referred to as the Conservatory).

3. Abbreviations Used

8. The following abbreviations are used in this Regulation:

- 1) **MC&S RK** – Ministry of Culture and Sports of the Republic of Kazakhstan;
- 2) **MSHE RK** – Ministry of Science and Higher Education of the Republic of Kazakhstan;
- 3) **SR** – Scientific Research;
- 4) **SSR** – Student Scientific Research;
- 5) **MSR** – Master's Scientific Research;
- 6) **DSR** – Doctoral Scientific Research;
- 7) **SRI** – Scientific Research Institutes;
- 8) **FRL** – Folklore Research Laboratory;
- 9) **ISP** – Individual Study Plan;
- 10) **Faculty** – Teaching and Academic Staff;
- 11) **AC** – Academic Council of the University;
- 12) **IDB** – International Databases;
- 13) **FPC** – Faculty of Professional Competency Development.

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4. Purpose and Objectives of Scientific Research

9. The primary objective of the Conservatory's scientific research activity is the implementation of Strategic Direction No. 2: "Scientific Research and Creative Development of Higher Education Institutions: Strategies and Mechanisms for Modernization in the Context of Contemporary Development in Kazakhstan. This strategic direction aims to enhance the next level of scientific training for specialists in the field of art and includes the following goals: identifying the most talented students with an aptitude for scientific activity for further integration into research work; training pedagogical staff for the Conservatory; preserving and strengthening the intellectual potential of the Conservatory; effectively utilizing the university's scientific capacity in addressing current issues in musicology and music education; improving the quality of training for graduates in higher education who are capable of creatively applying scientific achievements in practice and adapting quickly to modern conditions; developing and improving mechanisms for engaging young researchers in scientific activity; ensuring the integration of educational and research processes in order to enhance professional education and improve the academic preparedness of students.

10. Key Objectives in the Field of Scientific Research at the Conservatory:

1) To increase annually the proportion of teaching and academic staff involved in scientific research, reaching up to 85% by 2025;

2) To increase annually the proportion of students participating in scientific research from the total student body, reaching up to 18% by 2025;

3) To develop fundamental research at a contemporary level as a foundation for the formation of scientific schools capable of conducting research in the creation of new knowledge, development and adoption of new methodologies, and addressing issues in music, art management, and the history and methodology of performing arts;

4) To promote applied research and effectively implement its results into pedagogical, scientific, and creative work practices;

5) To develop cooperation with higher education institutions and research organizations in the field of scientific research;

6) To foster international cooperation in the main directions of the Conservatory's scientific research activities;

7) To create conditions for the protection of intellectual property;

8) To develop the material, technical, and financial base for research and development through the attraction of extrabudgetary funds;

9) To contribute to enhancing the image of the Republican State Institution.

11. Main types of scientific and scientific-methodological work at the Conservatory:

1) Publications of scientific research results (including electronic publications, scientific reports, and presentations at scientific forums, symposiums,

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- conferences, round tables, etc., as well as monographs and articles in both national and international journals);
- 2) Publications by teaching and academic staff in BGSBC, RINC indexed journals (aiming to increase to 83 publications annually by 2025), as well as in Scopus and Web of Science databases (aiming to increase to 34 publications annually by 2025);
 - 3) Writing and defending master's and doctoral theses;
 - 4) Organizing and conducting the Student Scientific Research Competition in the Arts Department;
 - 5) Organizing and conducting master's workshops;
 - 6) Organizing and holding scientific forums (conferences, seminars, round tables, etc.);
 - 7) Participation of teaching and academic staff in international scientific internships (aiming to increase the number of participants to 5 by 2025);
 - 8) Participation of teaching and academic staff and students in national and international scientific competitions;
 - 9) Organizing and conducting masterclasses and lectures by invited professors and figures of musical culture;
 - 10) Organizing and coordinating scientific publications in the *Saryn Art and Science Journal*;
 - 11) Checking scientific texts for plagiarism using the "AntiPlagiat.JOO" program (approved by the Academic Council Protocol No. 04 dated 04.12.2019, *Regulations on the Procedure for Checking Written Works for Plagiarism*);
 - 12) Reference to the approved Regulations on the Procedure for Checking Written Works for Plagiarism: <http://www.conservatoire.edu.kz/upload/08-2022/poryadok-provedeniya-proverki-pismennykh-rabot.pdf>
 - 13) Organizing and conducting the annual national Student Scientific Research Competition in the Arts Department, involving student groups and individuals from higher education institutions of the Republic of Kazakhstan. Completed independent scientific research works in the main directions of music and art management are submitted for the competition. The primary objectives of the competition are to stimulate students' scientific research and educational cognitive activity, to select and support the most talented and gifted students, and to contribute to the development of students' intellectual potential. The competition is held in three stages: Stage I – within higher education institutions; Stage II – at the base higher education institution; Stage III (final) – national level. Based on the results, the commission has the right to recommend awarding winners with diplomas of I, II, and III degrees. The decision of the competition commission is formalized by the corresponding protocol and published on the Conservatory's website.
 - 14) Organizing and conducting master's workshops. The main purpose of this event is to test master's research materials, scientifically understand the

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theoretical and practical results of the work, and exchange up-to-date scientific information. Certificates are issued to all participants. Speeches of participants are evaluated by a jury, with the best participants awarded special diplomas. A collection of materials is published based on the forum results. Young scientists in creative specialties from higher education institutions are invited to participate.

12. The fundamental principle of organizing scientific research at the Conservatory is its comprehensiveness, which entails the integration of educational and research processes, as well as the synthesis of theoretical and practical teaching in scientific research by achieving concrete results such as independent scientific and methodological works, articles, presentations, and so forth.
13. The primary entity responsible for organizing scientific research is the specific department of the Conservatory.
14. Teaching and academic staff perform scientific research as a mandatory component of their duties during regular working hours, in accordance with their individual work plans.
15. The scientific research plan is developed based on proposals from departments according to the established format for each calendar year and is approved by the Conservatory's Academic Council in January of the current year.
16. Proposals for amendments to the approved plan are introduced with the consent of the Rector of the Conservatory.
17. The scientific research system must ensure continuous involvement of students in research activities throughout their entire period of study.
18. The organization of scientific research at the Conservatory is ensured by the Vice-Rector for Scientific and Creative Activities and International Cooperation, the Scientific Department, and the heads of departments.

5. Incentive System for Scientific Research

19. The functioning and development of scientific work entail measures to motivate and encourage students. The main forms of recognition and incentives include:
 - 1) Taking into account the results obtained during the execution of scientific research work (SRW) when assessing knowledge in various subjects, coursework, and practical training at different stages of education;
 - 2) Nominating the most talented students for state and targeted scholarships established by various organizations and funds;
 - 3) Submitting the best scientific works of students to various competitions that involve awarding winners;
 - 4) Sending students on business trips to participate in various national and international scientific forums, conferences, and seminars;

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5) Providing recommendations for admission to master's and doctoral programs.

20. Instructors who actively engage in scientific research and prepare students who become prize-winners in scientific competitions are incentivized by being given the opportunity to attend international scientific forums at the expense of the higher education institution. They may also be nominated for state and targeted scholarships established by various organizations and funds, among other benefits, and receive additional points in the teaching staff rating system.

6. Monitoring, Recording, and Reporting of Scientific Research

21. The monitoring of the organization and conduct of scientific research work (SRW) is carried out within their authority by the Vice-Rector for Scientific-Creative Activities and International Cooperation, heads of departments, and leaders of author teams.

22. Heads of departments shall hold meetings at least once per semester to review the status of master's and doctoral dissertations, diploma projects, business trips, and the outcomes of training and scientific internships at the Faculty of Advanced Training, as well as the progress of the teaching staff in performing scientific research work.

23. Based on the results of scientific research activities, departments shall submit written reports to the Vice-Rector for Scientific-Creative Activities and International Cooperation within the deadlines set by the higher education institution (by December of the current year).

24. Written reports must include information on the following issues:

- 1) Organizational activities;
- 2) Progress, volume, and results of work performed in each section of the plan;
- 3) Official defenses of master's and doctoral dissertations;
- 4) Preparation of reviews for monographs, textbooks, articles, and dissertations;
- 5) Scientific publications of the teaching staff, including results of research work;
- 6) Training and professional development of scientific-pedagogical personnel, and preparation of dissertations;
- 7) Participation and organization of conferences, scientific seminars, etc., by department staff;
- 8) Fulfillment and effectiveness of scientific business trip plans;
- 9) Supervision of scientific work;
- 10) Reasons for non-fulfillment of any provisions of the department's scientific research work plan.

25. The report on the implementation of the scientific research work plan is prepared by the Vice-Rector for Scientific-Creative Activities and

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International Cooperation, reviewed by the Scientific Council, approved by the Conservatory Rector, and submitted in the prescribed manner to the Ministry of Culture and Sports of the Republic of Kazakhstan and the Committee for International Cooperation.

26. The performance indicators of scientific research work by students and teaching staff are taken into account when evaluating the activities of departments and instructors.

7. Procedure for Recording and Reporting of Scientific Research

27. Proposals to amend these Regulations shall be discussed at a meeting of the Academic Council and adopted or rejected by a majority vote (at least two-thirds of the members of the Academic Council participating in the meeting).
28. Amendments to the Regulations shall be made only based on an official letter from the Head of the Science Department, agreed upon with the Vice-Rector for Scientific and Creative Activities and International Cooperation, and by decision of the Conservatory's Academic Council.
29. Amendments to the Regulations shall be carried out in accordance with the requirements for the registration of normative legal documents, as indicated in the "Amendments Registration Sheet."
30. Notifications about changes to the Regulations shall be sent to all departments and relevant structural units of the Conservatory.
31. The original copy of the Regulations shall be kept in the Documentation Support Department. The Science Department, with the support of the Information Policy Department, shall be responsible for distributing copies of the Regulations to structural units and posting them on the Conservatory's website.

8. Final Provisions

32. These Regulations, as well as any amendments and additions thereto, shall be approved by the Rector of the Conservatory and shall come into force upon their approval.
33. The provisions of the Regulations are mandatory for execution and may be amended or supplemented due to changes in normative documents or the emergence of new additional expenses not covered in this document.
34. Other issues arising in the implementation of the provisions of these Regulations shall be resolved in accordance with the Charter of the Conservatory or the current legislation of the Republic of Kazakhstan.

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CHANGES SHEET

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FAMILIARIZATION SHEET

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