

Қазақстан Республикасы
Мәдениет және ақпарат министрлігі

"Құрманғазы атындағы Қазақ
ұлттық консерваториясы" РММ



Republican State Institution "Kazakh
National Conservatory named after
Kurmangazy" of the
Ministry of Culture and Information of the
Republic of Kazakhstan

**ҚЫЗМЕТ
ЕРЕЖЕСІ**

**REGULATION ON
ACTIVITIES**

27 February 2025

дата

Алматы қ.

№ П-05-25

с. Almaty

Approved by Resolution of the
Academic Council dated 26 February
2025, Minutes No. 08

EXPERT COORDINATION COUNCIL

Developed by:			
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Position	Signature	Full name	Date

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1. GENERAL PROVISIONS

1. This Regulation on the Expert Coordination Council (hereinafter – ECC) has been developed on the basis of the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, “On the Approval of State Compulsory Standards of Higher and Postgraduate Education. Master’s degree. Doctoral studies.”

2. This Regulation applies to individuals involved in the implementation of master’s and PhD doctoral educational programs at the Kurmangazy Kazakh National Conservatory (hereinafter – KKNC).

3. In its activities, the ECC shall be guided by the legislation of the Republic of Kazakhstan, this Regulation, and the requirements for master’s and doctoral dissertations approved by the Ministry of Science and Higher Education of the Republic of Kazakhstan.

4. The main principles of the ECC’s activities are competence, independence, objectivity, openness, and adherence to professional ethics.

2. COMPOSITION OF THE EXPERT COORDINATION COUNCIL

5. The Expert Coordination Council (ECC) consists of a Chairperson, a Deputy Chairperson, a Secretary, and members of the Expert Council.

6. The ECC includes the Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation, the Vice-Rector for Academic Affairs, and leading representatives of the faculty of the Conservatory.

7. The main criterion for including scholars – professors and PhD holders – in the ECC is the presence of published monographs, as well as scientific and scientific-analytical articles published in journals recommended by the Committee for Quality Assurance in the Field of Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter – the Committee), as well as in high-ranking international journals indexed in Scopus and Web of Science databases.\

8. The Chairperson of the ECC is the Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation. The Chairperson oversees the work of the Expert Coordination Council and ensures its activities are conducted in accordance with this Regulation.

9. The Chairperson, Deputy Chairperson, and members of the Expert Coordination Council must hold an academic degree of Doctor of Sciences, Candidate of Sciences, or Doctor of Philosophy (PhD).

10. If necessary, individual changes may be made to the composition of the Expert Coordination Council.

3. FUNCTIONS OF THE EXPERT COORDINATION COUNCIL

11. The Expert Coordination Council (ECC) is a coordinating and advisory body established by the order of the Rector with the purpose of:

- 1) Supporting a high scientific-theoretical and scientific-methodological level in conducting research and preparing master’s and PhD doctoral dissertations;
- 2) Conducting expertise to ensure that dissertations meet the requirements for the academic degree of Master of Arts / Master of Arts in Art Studies, and Doctor of Philosophy (PhD).

12. In its activities, the Expert Coordination Council (ECC) collegially determines the compliance of a master’s or PhD doctoral dissertation topic and the course of research work with the following requirements:

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- 1) Contemporary trends in the development of scientific knowledge;
- 2) Current methodological and philosophical issues in science;
- 3) Methodology of scientific inquiry;
- 4) Competence in the methodology of research within the specialty, including the ability to apply scientific methods in professional activities; critically analyze existing concepts, theories, and approaches to the study of processes and phenomena; integrate knowledge across different disciplines and apply it to solving research problems.

13. Upon a positive decision of the Expert and Coordination Council (ECC), a resolution is adopted to recommend the dissertation topics to the Academic Council of the Kurmangazy Kazakh National Conservatory;

14. ECC meetings are held at the end of each semester (January and June of the current year), during which students present their interim reports. At these meetings, a decision is made regarding the attestation or non-attestation of the students."

15. For graduates, after successfully completing the reporting and pre-defense procedures by master's and PhD students at their respective departments, a special ECC meeting is held at the end of the academic year. At this meeting, the following are submitted to the Expert and Coordination Council:

- 1) The manuscript of the dissertation (for the purpose of review);
- 2) An extract from the protocol of the department meeting approving the dissertation topic;
- 3) A list of scientific publications in Form No. 3 and copies thereof.

16. For the ECC meeting for graduates, a written review must be submitted for each dissertation (at least two reviews).

17. The decision to recommend (or to deny) a master's student / PhD doctoral student for the defense of the dissertation is made at the meeting of the Expert and Coordination Council by open voting of the council members present, following the discussion of the dissertation and the candidate's report.

18. In the case of a negative decision by the Expert and Coordination Council, based on the report of the Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation, the master's student / PhD doctoral student is expelled by order of the Rector of the Kurmangazy Kazakh National Conservatory.

19. The decisions of the Expert and Coordination Council, namely:

- 1) to recommend the dissertation for public defense;
- 2) to recommend the dissertation for public defense subject to the correction of remarks;
- 3) not to recommend the dissertation for defense, are formalized in the form of minutes signed by the Chair of the Expert and Coordination Council.

20. In the concluding part of the report based on the results of the examination by the Expert and Coordination Council, one of the following decisions shall be presented:

21. In the event that the Expert and Coordination Council issues a negative conclusion with the wording "not recommended for defense," the master's student / PhD doctoral student is not admitted to the dissertation defense.

4. PROCEDURE OF THE EXPERT AND COORDINATION COUNCIL

22. The meeting of the Expert Council is conducted under the chairmanship of the Chair, and in his/her absence – by the Deputy.

23. The organization of the work on the timely submission of master's theses to the Expert and Coordination Council is carried out by the Postgraduate Education Sector of the Conservatory.

24. The control over the preparation of the examination of master's dissertations and the conduct of the meeting is carried out by the Secretary of the Expert and Coordination Council.

25. The conclusions of the Expert and Coordination Council are signed by the Chair and all members of the Council.

26. Based on the results of the meeting of the Expert and Coordination Council, minutes are drawn up, which are kept for 3 (three) years after the defense of master's dissertations. Upon the expiration of the established period, the minutes are submitted to the Conservatory's archive.

5. PROCEDURE FOR INTRODUCING AMENDMENTS

27. Proposals for amendments to these Regulations are discussed at the meeting of the Academic Council and are either adopted or rejected by a majority vote (no less than 2/3 of the members of the Academic Council present at the meeting).

28. Amendments to the Regulations are made only by decision of the Academic Council of the Conservatory, based on an official memorandum from the Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation.

29. Amendments to the Regulations are made in accordance with the requirements of the QMS, with a mandatory note in the "Record of Amendments Sheet."

30. The original of the Regulations is kept in the Postgraduate Education Sector of the Conservatory, and its scanned copy is posted on the official website of the Conservatory.

6. FINAL PROVISIONS

31. These Regulations, as well as any amendments and additions thereto, are approved by the Rector of the Conservatory and enter into force after their approval.

32. In the event of failure or improper performance by a member of the Expert and Coordination Council of the duties assigned to him/her, the management of the Conservatory has the right to remove him/her from the membership of the Expert and Coordination Council.

List
of research (experimental research) works of the master's student of the
scientific-pedagogical / professional track
EP 7M02102 / 8D02102 – Instrumental Performance
Full name of the master's student / doctoral student
for the years _____

<i>№</i> <i>№</i> <i>n/n</i>	<i>Title of the</i> <i>Dissertation</i>	<i>Handwritten</i> <i>or Printed</i>	<i>Name of the publishing</i> <i>house, journal (No., year) or</i> <i>patent certificate number</i>	<i>Number of</i> <i>printed sheets</i>	<i>Full name of</i> <i>the co-author</i> <i>of the works</i>
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Master's student _____

Scientific Secretary _____

RECORD OF AMENDMENTS SHEET

[illegible]

ACKNOWLEDGEMENT SHEET

[illegible]