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Republican State Institution
«Kurmangazy Kazakh National
Conservatory» of the
Ministry of Culture and Information of the
Republic of Kazakhstan

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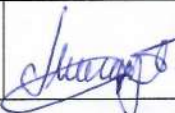
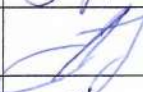
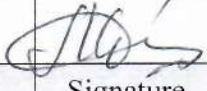
By the decision of the Academic Council
RSI «Kurmangazy Kazakh National
Conservatory»

Ministry of Culture and Information
of the Republic of Kazakhstan
Chairperson

 G. Tasbergenova
Protocol No. 08 «26» February 2025

RULES OF INTERNAL REGULATIONS FOR STUDENTS OF THE KURMANGAZY KAZAKH NATIONAL CONSERVATORY

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1 GENERAL PROVISIONS

1. The Rules of Internal Regulations (hereinafter – the Rules) establish the rights and obligations of students of the Republican State Institution “Kurmangazy Kazakh National Conservatory” (hereinafter – the Conservatory), regulate the procedure for their conduct within the premises and on the territory of the Conservatory, as well as define the requirements for compliance with the established academic schedule and the measures of responsibility for its violation.

2. These Rules of Internal Regulations for students of the Conservatory have been developed on the basis of the following regulatory documents:

1) The Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319-III;

2) The Charter of the Republican State Institution “Kurmangazy Kazakh National Conservatory”;

3) In accordance with the legislative and regulatory legal acts of the Republic of Kazakhstan, national departmental and sectoral standards, as well as the requirements of higher authorities;

4) In accordance with international ISO (International Organization for Standardization) standards in the field of quality management, anti-corruption management systems, and other systems implemented at the Conservatory;

5) In accordance with internal regulatory documents governing the overall activities of the Conservatory.

3. These Rules have been developed for the purpose of:

1) Strengthening academic discipline;

2) Ensuring the effective use of students’ academic time;

3) Increasing the effectiveness of the educational process;

4) Fostering in students a conscious and responsible attitude toward study and work.

4. The internal regulations include the procedure for conducting all types of academic classes, extracurricular, educational, and other activities, as well as requirements for compliance with the established order in the buildings and on the territory of the Conservatory.

5. Academic discipline is defined as the mandatory compliance by all students with the established procedures for fulfilling individual and working study plans, educational programs, attending classes, as well as the requirements of the Academic Integrity Code.

2 RIGHTS AND OBLIGATIONS OF STUDENTS

6. A student of the Conservatory, in accordance with their status, has the following rights:

1) The right to education in accordance with the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan “On Education,” the regulatory and legal acts of the Ministry of Culture and Information of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, and the Charter of the Kurmangazy Kazakh National Conservatory;

2) To use the educational, scientific, creative, and other resources of the Conservatory, including libraries, studios, concert halls, and musical instruments;

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3) To have access to the educational and material base, library collections, teaching aids, developments, and programs of the Conservatory in the prescribed manner;

4) To receive consultations and assistance from teachers, mentors, and advisors;

5) To choose academic disciplines within the framework of the curriculum and their individual learning trajectory;

6) To receive scholarships, grants, and other types of financial support in the prescribed manner;

7) To exercise the rights provided by the legislation on the rights of students, including academic freedom, protection from discrimination, and respect for personal dignity;

8) To participate in concert, competition, touring, and scientific activities, representing the Conservatory at various events;

9) To address the management of the Conservatory on matters related to the educational process and social and living conditions;

10) To submit proposals and initiatives to the administration of the Conservatory for the improvement of the educational process;

11) To participate in the governance of the Conservatory through student self-government bodies;

12) To exercise the rights provided by the legislation on the rights of students, including academic freedom, protection from discrimination, and respect for personal dignity;

13) To receive incentives and awards for achievements in academic, scientific, creative, and public activities;

14) To transfer from one educational program to another in accordance with the procedure established by the regulatory acts of the state body in the field of higher education and the internal documents of the Conservatory.

7. Obligations of Students

A student of the Conservatory is obliged to:

1) Comply with the Charter, the Rules of Internal Regulations, and other local acts of the Conservatory regulating the educational process and disciplinary norms;

2) Conscientiously master the educational program, fulfill the curriculum, attend classes, rehearsals, master classes, and other mandatory forms of training;

3) Acquire the knowledge, skills, and competencies provided for by the chosen educational program;

4) Systematically work on their professional development, participate in creative and scientific events, competitions, and concerts organized by the Conservatory;

5) Observe academic discipline and ethical norms, treat teachers, staff, and other students with respect;

6) Handle the property of the Conservatory with care, including musical instruments, equipment, educational materials, concert halls, libraries, and other resources;

7) Comply with public order and safety rules, and refrain from actions that threaten the life and health of others;

8) Take care of their health, strive for spiritual and physical self-improvement;

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- 9) Fulfill the requirements for passing interim and final assessments, take tests, exams, and other forms of knowledge control within the established deadlines;
- 10) Respect copyright and the norms of academic integrity, avoiding plagiarism, cheating, and other violations when preparing creative and scientific works;
- 11) Participate in rehearsals, concerts, and events provided for by the educational program and the Conservatory's educational work plan;
- 12) Immediately inform the administration about circumstances preventing them from continuing their studies (illness, family circumstances, etc.);
- 13) Comply with occupational safety and health requirements, especially when working with musical instruments, equipment, and stage facilities;
- 14) Show loyalty to the Conservatory, refraining from actions that cause financial, intellectual, or other damage to its interests and business reputation;
- 15) Uphold the dignity of a Conservatory student through their behavior and attitude toward learning, take care to preserve and enhance the Conservatory's best traditions, and contribute to raising its prestige;
- 16) Conscientiously fulfill the terms of the educational services contract and other agreements and contracts;
- 17) Comply with the requirements of the Charter, these Rules, the Academic Integrity Code, and other internal regulatory documents of the Conservatory governing educational and upbringing processes;
- 18) Properly follow the orders and instructions of the Conservatory administration, faculties, and departments related to the student's academic and creative activities;
- 19) Regularly review announcements and information posted on the Conservatory's website, faculty notice boards, and in the library;
- 20) Refrain from actions damaging the Conservatory's reputation, including in public statements and on social media;
- 21) Participate in activities aimed at fostering humane attitudes in society and promoting national values;
- 22) Attend lectures and seminars on the prevention of drug addiction, alcoholism, crime, suicide, immoral behavior, and other negative phenomena;
- 23) Attend meetings with figures from the fields of culture, science, and education, as well as opinion leaders;
- 24) Attend and participate in programs implemented in schools, hospitals, and other social institutions;
- 25) Take part in activities promoting a healthy lifestyle;
- 26) Attend lectures and seminars on legal liability, anti-corruption activities, and financial literacy;
- 27) Participate in events promoting moral and ethical values, religious education, and the strengthening of interethnic harmony;
- 28) Undergo training on the prevention of extremism, gambling addiction, and other negative phenomena;
- 29) Actively participate in organized public initiatives of the Conservatory aimed at enhancing civic responsibility and patriotism;
- 30) Take part in volunteer campaigns and social projects.

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3 RULES OF CONDUCT FOR STUDENTS

8. A student of the Kurmangazy Kazakh National Conservatory is obliged to comply with the following Rules both within the Conservatory and dormitory buildings and beyond their premises:

1) Comply with the Constitution and laws of the Republic of Kazakhstan, respect the state symbols, anthem, state language, national culture, the history of Kazakhstan, and its statehood;

2) Contribute to strengthening interethnic harmony, show respect for the languages, traditions, and customs of other peoples;

3) Comply with the "Academic Code of Students," the "Dormitory Rules," the "Rules of Internal Regulations," and other regulatory acts of the Conservatory;

4) Respect the Conservatory's anthem, logo, and flag, and refrain from actions that damage its reputation and image;

5) Respect the traditions of the Kurmangazy Kazakh National Conservatory, maintain and strengthen public trust in the Conservatory and its community;

6) Respect the honor and dignity of individuals regardless of their social, official, or financial status, gender, race, nationality, language, religion, place of residence, or worldview;

7) Demonstrate politeness, tact, and respect toward elders, teachers, staff, administration, students, and other persons;

8) Observe subordination in relations with teachers and administration, stand when representatives of the administration, lecturers, or teachers enter the classroom;

9) Not obstruct the performance of official duties by authorized personnel;

10) Not engage in actions that interfere with the educational process, concerts, or other events, and refrain from using mobile phones or other devices during classes (in case of violation, the administration has the right to temporarily confiscate such devices);

11) Strive for polite and respectful communication, avoiding insults, rudeness, or inappropriate language;

12) Comply with the established internal rules, schedules of work and rest, and generally accepted norms of conduct in public places. Maintain a neat appearance, wear clean clothes, avoid overly revealing outfits, excessively short trousers, skirts, or dresses, clothing with slits, untidy items, or footwear such as flip-flops;

13) Outside the Conservatory premises, refrain from actions subject to administrative or criminal liability under the laws of the Republic of Kazakhstan;

14) Not hinder others from performing their duties, treat teachers with respect, listen attentively during classes, and follow all teacher instructions;

15) Comply with occupational safety, fire safety, sanitation, and personal hygiene rules, and maintain cleanliness and order on the Conservatory's premises. In the event of a threat to human life, health, or property, immediately inform the administration;

16) Follow the Conservatory's entry procedures, present an electronic pass or student ID upon request of authorized personnel. It is prohibited to give your pass to others or use someone else's documents;

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17) Handle personal documents (student ID, student ID card, etc.) with care, and in case of loss, immediately notify the Academic Affairs Office and your faculty/department;

18) Undergo the mandatory annual medical examination on time, providing a certificate confirming a chest X-ray;

19) Timely register your place of residence at the Public Service Center;

20) In case of a change of surname, place of residence, phone number, or other personal data provided at admission, promptly notify the Academic Affairs Office and your faculty/department;

21) Appear at the Conservatory upon request of the administration or faculty/department without delay.

9. The following is prohibited on the territory of the conservatory and the dormitory:

1) Being on the premises of the educational institution in a state of alcoholic, narcotic, or toxic intoxication;

2) Bringing in, storing, or consuming alcoholic or low-alcohol beverages, including beer, is strictly prohibited;

3) Storing, distributing, or consuming narcotic, psychotropic, or other intoxicating substances is not permitted;

4) Storing, distributing, or using weapons (cold, firearms, gas), explosives, flammable substances, pyrotechnics, or other items posing a threat to the life and health of others is prohibited;

5) Storing or distributing religious literature, as well as other informational materials of religious content, is not permitted;

6) Performing religious rites, rituals, or any actions related to religious propaganda within the walls of the educational institution is prohibited;

7) Organizing or participating in any forms of gambling, including card games for money and betting, is prohibited;

8) Smoking tobacco products, electronic cigarettes, vapes, hookahs, and other nicotine-containing products on the territory of the educational institution is strictly prohibited;

9) Posting announcements, making inscriptions, or displaying other information in unauthorized places without official permission from the conservatory administration is not permitted;

10) Engaging in any actions promoting drug addiction, alcoholism, crime, suicide, or an immoral lifestyle is prohibited;

11) Committing extremist or provocative acts: manifestations of extremism, incitement of interethnic, interreligious, or social discord are not permitted;

12) Any forms of public statements or actions aimed at discrimination, humiliation of human dignity, or insulting a person are prohibited;

13) All students, staff, and visitors must observe the principles of ethics, respect others, and avoid actions that violate moral standards;

14) Participation in corruption schemes, extortion, blackmail, and other forms of illegal activity is prohibited;

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15) Any activity violating moral and ethical norms and principles, including the provision of sexual services, their promotion, as well as the dissemination of information aimed at their popularization, is prohibited on the territory of the conservatory;

16) Removing property, musical instruments, equipment, and materials from the conservatory premises, as well as bringing large-sized items and equipment into the building without prior approval from the administration, is prohibited;

17) Using educational equipment, musical instruments, and computers for personal purposes unrelated to the educational process is prohibited.

10. Students are allowed to use free classrooms for independent study and to hold extracurricular activities in accordance with established procedures. Computer and interactive classrooms are provided according to the schedule.

11. In the event of expulsion, the student must:

1) Return the student ID card, ID card, and other documents to the Academic Affairs Office;

2) Fully settle all financial obligations to the conservatory;

3) Put the dormitory room in proper order, return material assets, and vacate the premises (for dormitory residents);

4) Complete and submit the clearance sheet, approved by the Academic Affairs Office, in the prescribed manner.

4 STUDENTS' RESPONSIBILITY

12. Failure to comply with or violation of the established Rules entails the application of the following disciplinary measures:

1) verbal warning;

2) reprimand recorded in the student's personal file;

3) strict reprimand with the establishment of a probationary period for a specified time;

4) expulsion from the Conservatory.

13. Only one disciplinary measure may be applied for each disciplinary offense.

14. When selecting a disciplinary measure, the following factors are taken into account:

1) the degree of severity of the committed offense;

2) the reasons and circumstances of its commission;

3) the student's previous behavior;

4) their psychophysical and emotional state.

15. Disciplinary measures may not be applied to students who are on sick leave, on leave, on academic leave, or on maternity leave or childcare leave.

16. Before the application of a disciplinary measure, the student must provide a written explanation. If no explanatory note is submitted within three academic days, an appropriate act is drawn up.

17. Refusal or evasion of providing an explanatory note is not a basis for refusing to apply a disciplinary measure.

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18. A disciplinary measure is formalized by an order of the Rector of the Conservatory or an authorized official and must be applied no later than one month from the date the disciplinary offense was identified.

19. If a student causes damage to the property of the Conservatory or to third parties for whom the Conservatory is responsible, they bear full material liability. The damage must be compensated either voluntarily or on the basis of a court decision in accordance with the legislation of the Republic of Kazakhstan. Exemption from material liability is possible only in cases of force majeure or extreme necessity.

20. Termination of the educational services agreement between the Conservatory and the student after the damage has been caused does not release the student from material liability.

21. All disciplinary offenses of students are subject to review by the Social and Disciplinary Commission. The meeting of the commission is formalized by an appropriate protocol, which records the circumstances of the offense, the presented evidence, the student's explanations, and the decision made by the commission.

22. The protocol of the commission meeting with the adopted decision is submitted to the Rector of the Conservatory. The final decision of the commission is approved by the Rector's order, which is mandatory for execution.

5 MOTIVATIONAL MEASURES

23. For achievements in academic, sports and mass, social, scientific, and creative activities, students may be granted the following incentives:

- 1) expression of gratitude;
- 2) awarding of certificates of honor;
- 3) granting of a monetary reward;
- 4) awarding of a valuable gift.

24. Incentives are announced by order of the Rector of the Conservatory.

25. Departments, faculties, and the Social, Educational, and Youth Policy Service assist in the announcement of incentives.

6 FINAL PROVISIONS

26. The Rules come into force on the date of their approval and remain in effect until they are replaced by new ones.

27. Amendments and additions to the Rules are made by decision of the Academic Council based on proposals submitted by the structural units of the Conservatory.

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CHANGES SHEET

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FAMILIARIZATION SHEET

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