

ЕРЕЖЕ

REGULATION

30 June

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Almaty city

Approved by
decision of the Academic Council
of the Republican state institution «Kazakh
National Conservatory named after
Kurmangazy» of the Ministry of Culture and
Information of the Republic of Kazakhstan
Chairman G. Tasbergenova
Protocol № 10 «30» April 2025 y.

REGULATIONS ON THE COLLEGIATE MANAGEMENT BODIES OF THE
KNC: SCIENTIFIC COUNCIL, EDUCATIONAL AND METHODOLOGICAL
COUNCIL, EXPERT AND COORDINATION COUNCIL

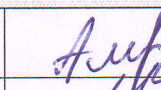
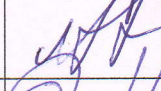
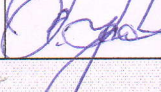
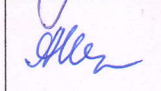
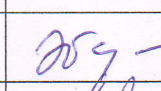
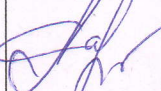
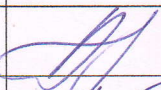
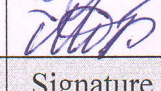
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1. GENERAL PROVISIONS

1. This Regulation defines the requirements and regulates the activities of the Collegiate Governing Body (hereinafter – CGB), and also applies to the collegiate governing bodies of the Republican State Institution "Kurmangazy Kazakh National Conservatory" (hereinafter – the Conservatory).

2. This Regulation has been developed in accordance with paragraph 9 of Article 44 of the Law of the Republic of Kazakhstan dated July 27, 2007 № 319-III «On Education» and guided by the «Model Rules for the Operation of Collegiate Governing Bodies in Organizations of Higher and (or) Postgraduate Education», approved by Order No. 157 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated April 1, 2025, regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan, and the Charter of the RSI «Kurmangazy Kazakh National Conservatory», which is subordinate to the Ministry of Culture and Information of the Republic of Kazakhstan.

3. The forms of collegiate governing bodies in the Kurmangazy Kazakh National Conservatory are: the Academic Council, the Educational-Methodological Council, and the Expert Coordination Council.

4. The Regulation on the CGB of the Conservatory defines their status, composition, procedure for election, term of office, procedure for work, competencies of the CGB, as well as the rights, obligations, and responsibilities of the members of the Academic and Educational-Methodological Councils.

5. The Academic Council (hereinafter – AC), the Educational-Methodological Council (hereinafter – EMC), and the Expert Coordination Council (hereinafter – ECC) are one of the collegiate forms of governance of a higher education institution.

6. The purpose of the CGB's work is to organize and improve the Conservatory.

7. In its activities, the CGB is guided by the following documents:

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

2) «Model Rules for the Operation of Collegiate Governing Bodies in Organizations of Higher and (or) Postgraduate Education», approved by Order № 157 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated April 1, 2025;

3) «Rules for the Organization and Implementation of Educational-Methodological and Scientific-Methodological Work in Educational Organizations in the Field of Culture», approved by Order № 145-NK of the Minister of Culture and Information of the Republic of Kazakhstan dated April 7, 2025;

4) External regulatory documents having the status of legislative and regulatory legal acts of the Republic of Kazakhstan, national, departmental, and sectoral standards, requirements of higher authorities;

5) The Quality Management System, the Anti-Corruption Management System, and other international ISO (International Organization for Standardization) standards implemented at the Conservatory;

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- 6) Internal regulatory documents governing the activities of the Conservatory;
 - 7) The Charter of the RSI «Kurmangazy Kazakh National Conservatory», which is subordinate to the Ministry of Culture and Information of the Republic of Kazakhstan;
 - 8) This Regulation.
8. In the process of carrying out its activities, the CGB interacts with the relevant structural divisions, faculties, and departments.

2. COMPETENCIES OF THE COLLEGIATE GOVERNING BODY

9. The following collegiate governing bodies operate in the Conservatory:

- 1) Academic Council;
- 2) Educational-Methodological Council;
- 3) Expert Coordination Council.

2.1. ACADEMIC COUNCIL

10. The purpose of the Academic Council is to ensure the collegiate decision-making on the main aspects of the activities of the organization of higher and postgraduate education (hereinafter – HEI), aimed at improving the quality of education and other types of activities.

11. The activity of the Academic Council is based on transparency and collective discussion of issues within its competence.

2.1.1 COMPOSITION OF THE ACADEMIC COUNCIL

12. The Academic Council is established by order of the Rector of the Conservatory.

13. The Academic Council may include Vice-Rectors of the HEI, heads of structural divisions, representatives of the teaching staff, and representatives from among the students of the Conservatory.

14. The composition of the Academic Council is elected for a term of 3 years and consists of an odd number of members. If necessary, individual changes may be made to its composition by decision of the general meeting.

15. The Rector of the Conservatory is the Chairman of the Academic Council (hereinafter – the Chairman). The Chairman appoints a Deputy Chairman. In the absence of the Chairman, his duties are performed by the Deputy. The Chairman organizes the work of the Academic Council and ensures its activities in accordance with the legislation of the Republic of Kazakhstan and this Regulation.

16. The composition of the Academic Council is approved by order of the Rector of the Conservatory.

17. The Secretary is elected by the Academic Council and is responsible for the record keeping of the Academic Council.

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2.1.2 FUNCTIONS AND POWERS OF THE ACADEMIC COUNCIL

18. The Academic Council has the authority to:
- 1) Approve the structure of the Conservatory;
 - 2) Introduce additions and amendments to the Charter of the HEI;
 - 3) Consider issues related to the implementation of the Strategic Development Plan of the Conservatory;
 - 4) Define the concept of development of the HEI;
 - 5) Create, reorganize and liquidate educational and scientific units of the HEI (laboratories, departments, faculties, etc.);
 - 6) Review and approve internal regulatory documents;
 - 7) Consider educational programs of higher and postgraduate education in accordance with state compulsory standards of education;
 - 8) Make decisions on all fundamental issues of the organization of educational, research and economic activities of the HEI;
 - 9) Hear annual reports of Vice-Rectors, heads of structural divisions on the forms and methods of conducting educational, research, educational, financial, economic, information and international activities;
 - 10) Review and recommend for publication monographs, textbooks, teaching aids and teaching materials (more than 3 printed sheets);
 - 11) Decide on the transfer of students from paid education to educational grants and to the externship form of education;
 - 12) Approve the topics of dissertation research of undergraduates and doctoral students and their scientific supervisors-consultants;
 - 13) Organize control over the financial and economic activities of organizations of higher and postgraduate education;
 - 14) Determine the procedure for investing income and using extra-budgetary funds through the provision of paid educational services in order to achieve the tasks facing the Conservatory;
 - 15) Determine the procedure for using extra-budgetary funds, as well as the directions for reinvesting income received by the HEI from the provision of paid educational services and the sale of manufactured products;
 - 16) Approve and award academic and honorary titles, personal scholarships and awards (appointed by the Committee for Quality Assurance in Education and Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan);
 - 17) Consider issues on the nomination of employees of the Conservatory, creative teams for government awards and honorary titles;
 - 18) Consider issues on the assignment of academic titles of Associate Professor (Academic Docent) and Professor (Academic Professor) of the Conservatory in accordance with the Rules for conducting a competition for filling positions of teaching staff and researchers;
 - 19) Approve regulations on structural divisions of the Conservatory;
 - 20) Consider other issues of the HEI's activities that require a collegial decision.

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19. The Academic Council organizes its work on the basis of the Work Plan approved for the academic year.

20. Meetings of the Academic Council are held monthly in accordance with the Work Plan approved for the corresponding academic year. Extraordinary meetings of the Academic Council may be held if necessary.

21. Meetings of the Academic Council are valid if at least 2/3 of its members participate in them. A member of the Academic Council is obliged to notify the Chairman in advance of the impossibility of participating in the meeting for valid reasons.

22. In accordance with the principle of priority, the Academic Council of the HEI may change the order of the issues considered at the meeting.

23. Three (3) days before the scheduled meeting, the speaker submits to the Secretary of the Academic Council the text of the report, the draft decision of the Academic Council (in the state and Russian languages) and other materials. In case of violation of the deadlines for submitting materials, the corresponding issue is postponed to the agenda of the next meeting with the permission of the Chairman of the Academic Council.

24. If necessary (in coordination with the Chairman of the Academic Council), additional issues may be included in the agenda. For this, the materials necessary for inclusion in the agenda must be submitted to the Secretary at least 3 calendar days before the day of the meeting at which the consideration of this issue is expected.

25. Decisions of the Academic Council are considered adopted if a majority of the members present at the meeting vote for them. In case of a tie, the Chairman's vote is decisive. Decisions of the Academic Council are formalized by a protocol signed by the Chairman and Secretary of the Academic Council.

26. Attendance at the meeting is mandatory for all members of the Academic Council.

27. This Regulation shall enter into force from the moment of its approval by the Rector of the Conservatory.

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2.2. EDUCATIONAL-METHODOLOGICAL COUNCIL

2.2.1 OBJECTIVES AND TASKS OF THE EDUCATIONAL AND METHODOLOGICAL COUNCIL

28. Organizing quality monitoring of the methodological support of the educational process.

29. Planning, organizing expertise and recommendations for publication of educational, teaching and scientific literature, manuals and other materials published at the university.

30. Methodological support and improvement of the educational process;

31. Summarizing and disseminating best practices in organizing and improving educational and methodological work and introducing new learning technologies.

32. Developing proposals for the implementation of the results of methodological developments in the educational process.

33. Organizing work on the introduction of new technologies and the improvement of existing technologies, methods, teaching aids;

34. Coordinating work to improve the scientific and methodological potential of the teaching staff.

35. Developing proposals for the preparation of curricula and programs to update their content and integrate disciplines, for methodological guidelines and manuals for conducting classes.

36. Approval of the previous and subsequent requisites.

37. Review and approval of the catalog of elective disciplines;

38. Forming a team of authors to develop draft regulatory documents of the educational and methodological direction, textbooks and teaching aids, etc.

39. Forming annual prospective plans for the publication and reprinting of educational and methodological literature.

40. Ongoing monitoring of the implementation of educational and methodological works provided for in the individual plans and orders of teachers.

41. Holding meetings of the EMC; preparing reports on the work of the EMC.

42. Organizing and implementing activities for the educational and methodological support of academic subjects.

2.2.2 FUNCTIONS OF THE EDUCATIONAL AND METHODOLOGICAL COUNCIL

43. Review and approval of the faculties' educational and methodological work plans.

44. Ensuring the discussion of the main directions of educational and methodological activities.

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45. Organization of expertise of working curricula and working programs of disciplines (syllabuses) taking into account the requirements of state compulsory educational standards (SCES).
46. Discussion and approval of working curricula and working programs of disciplines (syllabuses).
47. Consideration and submission for approval of rules relating to the educational process.
48. Participation in the development and expertise of draft documents on the development of higher and postgraduate education.
49. Discussion and submission of proposals for improving draft regulatory legal documents relating to the methodological support of educational organizations.
50. Organization of the development of textbooks, teaching aids, including electronic media, and didactic materials.
51. Consideration of issues of educational and methodological support of the educational process in the Conservatory.
52. Approval of the catalog of elective disciplines.
53. Discussion of forms of questionnaires and surveys to assess the quality of training; approval of programs of practice and internships for students; discussion of proposals to improve the list of specialties based on forecasting priority areas in production and science.
54. Consideration of issues of introducing various types of methodological work aimed at improving the educational process and providing methodological assistance to the teaching staff; discussion of topics of methodological works produced at the Academy, conducting expertise and preparing expert opinions.
55. Consideration of issues of developing and examining test tasks and other forms of knowledge control of students.
56. Consideration of issues of methodological support for students' independent work.
57. Organization of methodological conferences, exhibitions, seminars and meetings.

2.2.3 PROCEDURE FOR FORMATION AND OPERATION

58. The EMC includes the chairmen of the educational and methodological councils of the faculties, representatives of the departments, experienced methodologist teachers, heads of structural divisions, methodologist teachers, students and undergraduates.
59. The composition of the Educational and Methodological Council is approved by order of the Rector;
60. The Vice-Rector for Academic Affairs - the Chairman of the Council - manages the work of the EMC.
61. The Chairman of the EMC reports once a year on the results of the EMC's activities to the Academic Council of the Kurmangazy Kazakh National Conservatory.
62. The Secretary is elected by open vote of the EMC members.

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63. The EMC carries out its work in accordance with the annual work plan adopted at the meeting of the Academic Council and approved by the Rector of the Conservatory.

64. EMC meetings are held once every two months.

65. Based on the results of the consideration of the issue at the EMC meeting, a recommendation of the methodological council is adopted by a majority vote of the members present and is formalized by a protocol. The protocols of the EMC and the decisions of the methodological council are signed by the chairman and secretary of the council.

66. The EMC is valid if at least two thirds of its members are present at the meeting; Each member of the EMC is obliged to attend all meetings of the council, actively participate in its work, and perform the assigned tasks in a timely and accurate manner.

2.3 EXPERT COORDINATION COUNCIL

2.3.1 OBJECTIVES AND FUNCTIONS OF THE EXPERT COORDINATION COUNCIL

67. The Expert Coordination Council is a coordination and advisory body and is established by order of the Rector for:

1) maintaining high scientific, theoretical and scientific-methodological levels in conducting scientific work by undergraduates and PhD doctoral students and preparing their dissertations;

2) conducting an examination of dissertations for compliance to obtain an academic degree of Master of Arts / Master of Art History, Doctor of PhD.

68. In its activities, the Expert Coordination Council collectively determines the compliance of the dissertation topic and the progress of scientific work of the undergraduate, PhD doctoral student with the following requirements:

1) modern trends in the development of scientific knowledge;

2) topical methodological and philosophical problems of science;

3) methodology of scientific knowledge;

4) competencies in the field of research methodology in the specialty (including the ability to apply scientific methods of knowledge in professional activities; critical analysis of existing concepts, theories and approaches to the study of processes and phenomena: the ability to integrate knowledge within various disciplines and use them to solve scientific research problems).

69. If the ECC makes a positive decision, a decision is made to submit the topics of dissertation works to the Academic Council of the Kurmangazy KNC;

70. ECC meetings are held at the end of each semester (current January, June), in which intermediate reports of students are held. At the meetings, a decision is made on the certification or non-certification of students.

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71. For graduates, after successful completion of the preliminary defense procedure - a report at the graduating departments at the end of the academic year, a special meeting of the ECC is held. At the same time, the following are submitted to the expert coordination council:

- 1) a manuscript of the dissertation (for the purpose of examination);
- 2) an extract from the minutes of the department meeting on the approval of the dissertation topic;

- 3) a list of scientific publications in form No. 3 and copies thereof.

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

73. The decision to recommend (or not recommend) the dissertation of an undergraduate / PhD doctoral student for defense is made at a meeting of the ECC by open voting of the council members present after discussing the dissertation and the submitted report on the dissertation.

74. If the ECC makes a negative decision, the undergraduate / PhD doctoral student is expelled from the KNC by order of the Rector on the basis of a memorandum from the Vice-Rector for Research and Innovation, Creative Development and International Cooperation.

75. ECC decisions, in particular:

- 1) on the submission of the dissertation for public defense;

- 2) on the submission of the dissertation for public defense in case of elimination of comments;

- 3) on the non-submission of the dissertation for defense are formalized in the form of protocols signed by the Chairman of the ECC.

76. In the final part of the conclusion on the results of the examination, the ECC proposes one of the following decisions:

77. If the ECC issues a negative conclusion with the wording «recommended for defense – «no», the undergraduate / PhD doctoral student is not allowed to defend the dissertation.

2.3.2 PROCEDURE FOR THE EXPERT COORDINATION COUNCIL

78. The meeting of the Expert Council is held under the guidance of the Chairman, and in his absence - the Deputy Chairman.

79. The organization of work on the timely submission of master's theses to the ECC is carried out by the sector of postgraduate education of the Conservatory.

80. The expert secretary monitors the preparation of the examination of master's theses and the holding of the meeting.

81. The conclusions of the ECC are signed by the Chairman and all members of the Council.

82. Based on the results of the ECC meeting, a protocol is drawn up, which is stored for 3 (three) years after the defense of master's theses. After the expiration of the established period, the protocols are transferred to the archive of the Conservatory.

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3. RIGHTS OF THE COLLEGIATE GOVERNING BODY

83. The CGB has the right to:

1) make proposals to improve the educational process, educational, methodological, scientific, social, educational and other work of the structural divisions of the Conservatory;

2) within the competence of the CGB, monitor the implementation by the structural and educational divisions of the Conservatory of regulatory documents of the Ministry of Culture and Information of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, orders of the Rector, schedules of classroom and extracurricular activities of teachers;

3) hold meetings on issues within its competence;

4) request and receive the necessary information from all structural divisions of the Conservatory to carry out its tasks;

5) hear reports on the activities of the structural divisions of the Conservatory.

4. FINAL PROVISIONS

84. This Regulation shall enter into force from the moment it is approved by the management of the Conservatory, signed by the head or authorized person and the date of approval is registered in the minutes. This regulation is an internal regulatory document of the Conservatory.

85. Copying, reproduction and transmission of all or part of this document without the written permission of the management of the Conservatory is not allowed.

86. The structure of this document, its review, distribution, storage, revision and re-publication are carried out in accordance with the documentation procedure "Management of documented information".

87. The electronic version of the document may be presented to external parties or regulatory authorities only in a format protected from copying, for example, in PDF format with restrictions on editing or copying, which is done in order to prevent its unauthorized distribution.

88. If it is necessary to make changes or amendments to this Regulation, all changes must be agreed with the governing and responsible persons, formalized in the established manner and registered in accordance with the requirements of the internal documentation of the Conservatory.

89. If certain clauses of this regulation contradict the current legislation of the Republic of Kazakhstan or the internal acts of the Conservatory, such clauses shall be subject to immediate revision and alignment with regulatory acts, as well as mandatory notification of department employees about the changes made.

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RECORD OF AMENDMENTS

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FAMILIARIZATION SHEET

№ п/п	Full name of the person familiarized with the document	Position	Signature	Date
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