

Қазақстан Республикасы
Мәдениет және ақпарат
министрлігі
«Құрманғазы атындағы Қазақ
ұлттық консерваториясы» РММ



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

**ҚЫЗМЕТ
ТУРАЛЫ ЕРЕЖЕ**

30 June 2025 year
күні / дата

Алматы қ.

REGULATION

№ *P-21-25*

Almaty c.

APPROVED

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

Ministry of Culture and Information
of the Republic of Kazakhstan
Chairperson



G. Tasbergenova

Protocol No. *«30» June* 2025

REGULATIONS ON THE FACULTY COUNCIL

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Approved by:			
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1. GENERAL PROVISIONS

1. These regulations define the goals and objectives, organizational structure, as well as the main functions, rights and responsibilities of the Faculty Council, created with the purpose of improving the organization of methodological, scientific, social and educational work and improving documentation in accordance with modern tasks of high-quality training of specialists.

2. In its activities, the Faculty Council (hereinafter – the Council) is guided by the Law of the Republic of Kazakhstan "On Education"; 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 Art"; Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated April 1, 2025 No. 157 "On Approval of the Model Rules for the Organization of Work of Collegial Governing Bodies of Higher and/or Postgraduate Education Institutions"; regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK); the Charter of the Republican State Enterprise "Kazakh National Kurmangazy Conservatory" under the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter – the Conservatory); the Regulation on the Collegial Body of the Kazakh National Kurmangazy Conservatory dated April 30, 2025; and the Academic Policy of the Kazakh National Kurmangazy Conservatory dated April 30, 2025.

3. The activities of the Faculty Council are managed by the Chairman of the Faculty Council, appointed by order of the Rector, as a rule, from among the most experienced academic or associate professors and professors.

4. The Faculty Council organizes its work through meetings of the Faculty Council, conferences, methodological seminars, as well as the implementation of individual assignments from the rector.

2. OBJECTIVES

5. The main areas of activity of the Faculty of Social Sciences are:

1) organization of monitoring the quality of the Council for the provision of the educational, scientific, social and educational process;

2) planning, organization of examination and recommendation for publication of methodological and scientific-methodological literature, manuals and other materials published by the university;

3) improvement and methodological support of the educational process;

4) generalization and dissemination of best practices in organizing and improving work and introducing new teaching technologies;

5) improvement of the system of advanced training, retraining and certification of teaching and research personnel, analysis of the content of the

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educational process;

6) development of recommendations for the improvement of the quality management system and the integration of methodological and scientific research results into the educational process;

7) organization and holding of conferences, seminars, and round tables on issues related to the organization and quality assurance of the educational process;

8) coordination of methodological and scientific work, social and educational activities, and concert and creative events in educational institutions;

9) organization of work on the implementation of new and improvement of existing technologies, methods, and teaching tools in educational institutions;

10) organization of the activities of creative (permanent and temporary) centers of teachers' methodological associations;

11) coordination of activities aimed at improving the Council for the Development of the Pedagogical Staff's Potential;

12) development of proposals on education development issues and the formation of priority directions for its implementation;

13) review of reports on the implementation of research and development (R&D) in the educational process, submitted by the Conservatory departments;

14) participation in the certification (attestation) of education staff;

15) development of recommendations for improving the organization of the educational process and enhancing the effectiveness of teaching, educational-methodological, scientific, socio-educational, and creative activities of teachers and students;

16) study, generalization, and dissemination of experience from the university and other educational institutions of the Republic of Kazakhstan, as well as from foreign countries, regarding the organization of the educational process and teaching methods that ensure the training of highly professional and competitive specialists;

17) involvement of employers, experts, and stakeholders in the development of educational and methodological documentation;

18) establishing communication and coordinating the activities of educational institutions offering training in related specialties (educational programs);

19) preparation of recommendations for improving state mandatory standards and updating the content of higher and postgraduate educational programs;

20) conducting monitoring of the provision of textbooks and teaching aids for the educational process;

21) conducting peer reviews of manuscripts for textbooks and teaching aids;

22) studying the innovative practices of other higher education institutions.

23) preparation of recommendations for the implementation of modern educational technologies.

24) recommendations for improving the educational process, dissemination of best practices, and participation in organizing conferences, seminars, and meetings on issues of higher education.

25) supporting the implementation of the program for the development and

promotion of the state language in accordance with the legislative acts of the Republic of Kazakhstan.

3. PROCEDURES FOR FORMATION AND OPERATION

6. The Faculty Council may include representatives of departments, teaching-methodology instructors, heads of structural units, students, master's and doctoral students.

7. The composition of the Faculty Council is approved by order of the Rector.

8. The activities of the Faculty Council are overseen by the Chairperson – the Dean.

9. The Chairperson of the Faculty Council – the Dean – reports once a year on the Council's activities to the Conservatory's Rectorate.

10. The Secretary is elected by open vote from among the members of the Faculty Council.

11. The work of the Faculty Council is carried out in accordance with the annual work plan, which is adopted at a Rectorate meeting and approved by the Rector of the Conservatory

12. Faculty Council meetings are held at least once every two months.

13. Based on the issues discussed at Faculty Council meetings, recommendations are adopted by a majority vote of the members present and are recorded in the minutes. The minutes and decisions of the Faculty Council are signed by the Chairperson and the Secretary.

14. The Faculty Council is considered valid (has a quorum) if at least two-thirds of its members are present

15. Each member of the Faculty Council must attend all meetings, actively participate in its work, and carry out assigned tasks promptly and accurately.

4. FUNCTIONS

16. Management of activities related to the methodological support of the educational process and its improvement.

17. Development of recommendations for the design of curricula and programs, updating their content, integrating disciplines, and preparing methodological guidelines and teaching manuals.

18. Participation in the organization of scientific and methodological conferences, exhibitions, seminars, and meetings.

19. Formation of author teams to participate in tenders for the development of state educational standards (SES), textbooks, teaching aids, and other materials.

20. Development of annual long-term plans for the publication and reissue of methodological literature.

21. Ongoing monitoring of the tasks outlined in individual plans and administrative orders.

22. Conducting current scientific, creative, social-educational, and organizational work.
23. Holding meetings of the Faculty Council.
24. Preparing reports on the activities of the Faculty Council.
25. Organizing the development of State Educational Standards for higher and postgraduate education, standard curricula, and educational programs.
26. Reviewing and approving working curricula and course syllabi.
27. Organizing and implementing activities to provide methodological support for academic disciplines.
28. Developing the faculty's research strategy.
29. Facilitating the participation of faculty and students in grants, competitions, and conferences.
30. Organizing faculty-level scientific events (conferences, seminars, student research competitions).
31. Assessing the effectiveness of research activities within departments.
32. Conducting expert reviews of scientific publications and projects upon request.
33. Supporting young researchers and student research initiatives.
34. Developing and implementing the faculty's educational and mentoring work plan.
35. Coordinating the activities of academic group advisors (curators).
36. Organizing activities aimed at fostering civic engagement, patriotism, and academic integrity.
37. Cooperating with departments responsible for educational work and youth policy.
38. Preventing disciplinary violations and addressing academic underperformance.
39. Supporting the adaptation of first-year students.
40. Engaging with alumni, employers, and internship partners.

5. REGULATION OF ACTIVITIES

41. The Faculty Council operates in accordance with an annually developed plan approved by the Rector.
42. The plans and reports of the Faculty Councils' work are coordinated and signed by the Chairperson of the Faculty Council.
43. The powers of the Faculty Council are terminated and reinstated by order of the Rector.

6. AMENDMENT PROCEDURE

44. Proposals for amendments to this Regulation are discussed at a meeting of the Academic Council and are adopted or rejected by a majority vote (no less than

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two-thirds of the members present at the meeting).

45. Amendments to the Regulation are made solely by decision of the Conservatory's Academic Council, based on an official memorandum from the Head of the Department of Academic and Methodological Work and Inclusive Education, coordinated with the Vice-Rector for Academic Affairs, the Vice-Rector for Scientific, Innovative Activities, Creative Development and International Cooperation, and the Vice-Rector for Educational and Social Work.

46. The Regulation is subject to revision in case of amendments and additions to this document concerning the functions of the sector.

47. Amendments to the Regulation are made in accordance with the requirements of the Quality Management System (QMS), with mandatory notation in the "Amendment Registration Sheet."

48. Notifications about amendments to the Regulation are sent to all departments and responsible structural units of the Conservatory.

49. The original copy of the Regulation is kept in the Documentation Support Department. Distribution of copies of the Regulation to the Conservatory's structural units is carried out by the Department of Academic and Methodological Work and Inclusive Education.

7. FINAL PROVISIONS

50. This Regulation is part of the organizational framework for personnel management at the Conservatory.

51. This Regulation outlines the main provisions governing the legal status of the Faculty Council within the overall structure of the Conservatory and defines the scope of its activities. These provisions may be amended, clarified, or supplemented in the course of the Conservatory's operational and administrative activities through internal regulatory documents and administrative acts issued by the Conservatory's administration in accordance with established procedures.

52. Responsibility for ensuring compliance with this Regulation lies with the Chairperson of the Faculty Council, who is tasked with communicating its contents to Council members and relevant Conservatory officials, overseeing its implementation, and ensuring timely updates.

53. Amendments and additions to this Regulation are introduced by issuing a revised version of the "Regulation on the Faculty Council," based on an order from the Rector or another authorized official of the Conservatory, and communicated to all relevant Conservatory staff.

54. This Regulation enters into force on the date of its approval and remains in effect until officially repealed by the Rector or another authorized official of the Conservatory.

55. In the event that the Faculty Council is dissolved or a new version of the "Regulation on the Faculty Council" is approved, this Regulation shall lose its legal force and become void.

CHANGES SHEET

[illegible]

FAMILIARIZATION SHEET

[illegible]