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By the decision of the Academic Council
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Conservatory»

Ministry of Culture and Information
of the Republic of Kazakhstan
Chairperson



G. Tasbergenova

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RULES FOR THE ORGANIZATION AND CONDUCT OF PROFESSIONAL PRACTICE AND RULES FOR DEFINING ORGANIZATIONS AS PRACTICE BASES

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1. GENERAL PROVISIONS

1. The Rules for organizing and conducting internships for students of higher and Postgraduate education (hereinafter referred to as the Rules) regulate the organization of educational, pedagogical, industrial, pre-graduate and research internships for bachelors, undergraduates and doctoral students of the Kurmangazy Kazakh National Conservatory (hereinafter referred to as the KNC).

2. These Rules should be adopted for the guidance of the practice, employment and career sector, the Vice-rector for Academic Affairs, the Vice-rector for Research and Innovation, Creative Development and International Cooperation, the deans of faculties, the software sector, the heads of graduate departments responsible for practice in departments, bachelors, undergraduates and doctoral students.

3. The Rules have been developed in accordance with the requirements of the following regulatory documents:

1) The Constitution of the Republic of Kazakhstan;

2) The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007;

3) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 «On approval of Standard Rules for the activities of educational organizations implementing educational programs of higher and postgraduate education»;

4) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 «On approval of State mandatory standards of higher and postgraduate education»;

5) Rules for the organization of the educational process on credit technology of education, approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011;

4. Professional practice of students is a mandatory component of the educational program. The purpose of professional practice for students of KNC is to consolidate and apply the theoretical knowledge acquired during the course of their studies, gain practical skills, and develop competencies that complement and support the performance of professional functions.

5. Professional practice (by types) is conducted concurrently with theoretical training. The types of professional practice, their total duration, and content are determined by the working curriculum of the educational program (by type) and the practice programs.

6. The practical training of undergraduates and doctoral students includes various types of practices, scientific and professional internships and is a mandatory component of master's and doctoral programs aimed at consolidating the results of theoretical training, acquiring practical skills and competencies.

7. The purpose of the practice for students of the KNC. Kurmangazy is the consolidation and implementation of theoretical knowledge gained in the learning process, the acquisition of practical skills and the formation of competencies that complement and accompany the development of professional functions.

8. The referral of students to all types of practical training is issued by the order of the rector of the KNC. Kurmangazy in accordance with the curriculum for educational

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programs and the academic calendar, the bases of practice and the head of practice from the Conservatory.

9. To conduct the practice of the KNC named after Kurmangazy approves the program and calendar schedules agreed with the practice base.

10. A practice logbook-report is issued to the student for the completion of the practice according to specific forms. For each type of practice, students are assigned supervisors from the Kurmangazy Kazakh National Conservatory. As practice supervisors from the Conservatory, professors, associate professors, and experienced instructors who are well-versed in the specifics of the profession and the activities of the practice bases are appointed.

2. TYPES OF PRACTICE

11. The professional practice of undergraduate students includes the following types of practices:

1) for the educational program 6B02123 – «Art Management»: academic, industrial and postgraduate;

2) for the educational program 6B02103/6B02120 – «Vocal art»: educational, pedagogical, industrial;

3) for the educational program 6B02111 – «Composition»: educational, pedagogical, industrial and postgraduate;

4) for the educational program 6B02114 – «Musicology» (by type): educational, pedagogical, industrial and pre-graduate;

5) for the educational program 6B02115/6B02119 – «Instrumental performance» (by type): educational, pedagogical, industrial and pre-graduate;

6) for the educational program 6B02116/6B02121 – «Traditional musical art» (by type): educational, pedagogical, industrial and pre-graduate;

7) for the educational program 6B02117 – «Conducting» (by type): educational, pedagogical, industrial, and pre-graduate programs.

8) for the joint educational program 6B02118 – «Conducting a military brass band»: educational and production.

12. The professional practice of students in the Master's program includes the following types of practices:

1) for the educational program 7M02101 – «Musicology»: pedagogical, research;

2) for the educational program 7M02102 – «Instrumental performance»: pedagogical, research;

3) for the educational program 7M02103 – «Vocal art»: pedagogical, research;

4) for the educational program 7M02104 – «Traditional musical art»: pedagogical;

5) for the educational program 7M02154 – «Traditional musical art (Prof. for example)»: production;

6) for the educational program 7M02105 – «Conducting»: pedagogical, research;

7) for the educational program 7M02111 – «Composition»: pedagogical, research;

8) for the educational program 7M02123 – «Art Management»: pedagogical, research;

9) for the educational program 7M02152 – «Instrumental performance»: production;

10) for the educational program 7M02155 – «Conducting»: production;

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11) for the educational program 7M02153 – «Vocal art»: production;
 12) for the educational program 7M02163 – «Art Management»: production;
 13. The professional practice of students in the doctoral program includes the following types of practice:

1) for the educational program 8D02101 – «Musicology»: pedagogical, research;
 2) for the educational program 8D02123 – «Art Management»: pedagogical, research;
 3) for the educational program 8D02102 – «Instrumental performance»: pedagogical, research;
 4) for the educational program 8D02103 – «Vocal art»: pedagogical, research;
 5) for the educational program 8D02104 – «Traditional musical art»: pedagogical, research;

6) for the educational program 8D02111 – «Composition»: pedagogical, research;
 7) for the educational program 8D02105 – «Conducting»: pedagogical, research;
 14. Educational practice. Academic practice for all bachelor's degree programs is conducted in the 1st year in the 2nd semester.

The purpose of the training practice is to familiarize the student with the university's activities, educational programs implemented by the KNC, the specialty being studied, the types of functions and tasks of future professional activity.

The main objectives of educational practice are:

1) general acquaintance with educational organizations and cultural institutions, including the structure and management system, as objects of the future profession;
 2) general acquaintance with creative teams;
 3) familiarization with the specifics of teaching activities at school (teaching methods, innovative teaching technologies, documentation);
 4) the study of the types, functions and tasks of future professional activity.

15. Pedagogical practice. Pedagogical practice is conducted in the 3rd year (5th, 6th semester) with 6 credits in each semester.

The purpose of pedagogical practice is to consolidate and deepen knowledge in general scientific, methodological and special disciplines, to organize and conduct the educational process using modern educational technologies, to develop pedagogical skills and rhetorical skills, and to raise professional standards.

16. Production practice. Practical training is conducted in the 2nd, 3rd and 4th courses. (4, 5, 6, 7, 8 semester (according to the OP)) for 4 credits in each semester.

The purpose of production (performance) practice is to improve performance skills, improve professional skills, acquire skills of stage behavior, and reveal the image, form, and style of a work.

The internship program is developed in accordance with the requirements of the educational program of the specialty and is aimed at developing professionally significant skills among students and developing special competencies in accordance with the requirements of professional standards.

The industrial practice of the student is considered completed, provided there are solo performances at general concerts, participation in competitions, festivals, and olympiads.

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17. Pre-diploma practice. For the preparation and writing of the thesis (project), the educational and professional program includes pre-diploma practice.

Pre-diploma practice is conducted in the final year (4th year, 8th semester (according to the educational program)) for students of all educational programs at the Kurmangazy Kazakh National Conservatory who, according to the working curriculum, are completing a thesis/project.

The content of the pre-diploma practice is determined by the topic of the thesis (project).

The main objectives of pre-diploma practice are:

- collecting material for writing a thesis;
- mastering the skills of conducting scientific work;
- mastering the skills of writing a scientific text.

The management of the pre-graduate practice is carried out, as a rule, by the head of the thesis (project).

The results of the pre-graduate internship are summarized at the preliminary defense of the thesis (project), organized by the graduating department. The preliminary defense of the thesis (project) is conducted at a meeting of the department.

18. The educational program of the scientific and pedagogical master's degree includes two types of practice, which are conducted concurrently with theoretical training or during a separate period:

- 1) pedagogical in the DB cycle – in the OHPE;
- 2) research in the PD cycle – at the place of completion of the dissertation.

19. The educational program of the specialized master's degree includes industrial practice in the PD cycle.

20. PhD practice is conducted with the aim of developing practical skills in scientific, scientific, pedagogical and professional activities.

21. The educational program of the doctoral program includes:

- 1) pedagogical and research practice – for students of the PhD program;
- 2) industrial practice – for students of the specialized doctoral program.

22. Each type of practice has its own goals, objectives and program, based on which the relevant practice base is determined.

23. One of the members of the teaching department is appointed as the head of the teaching practice. The internship program is developed and approved at the department.

24. The program of pedagogical practice is developed in accordance with the requirements of the educational program and is aimed at developing professionally significant skills among students and the formation of pedagogical competencies of a teacher.

25. Following the results of the internship, students submit a report to the department, which is reviewed by the head of the internship and defended before the commission established by the order of the head of the department.

26. *The research practice* of undergraduates and doctoral students is conducted in order to familiarize themselves with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data.

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1) Research practice is carried out in scientific, pedagogical and specialized master's degree programs, doctoral studies throughout the entire course;

2) The supervisor of the master's and doctoral dissertations is appointed as the head of the research practice. The internship program is developed and approved by the supervisor of the undergraduate and doctoral student.

27. Collection of materials, description and analysis on the topic under study, expansion and deepening of knowledge gained in the learning process, acquisition of practical research experience, including the experimental section of the master's thesis, the formation of a research culture.

28. The content of the research practice is determined by the topic of the master's thesis.

29. The results of the practice are used for writing the dissertation and are designed accordingly.

30. Industrial practice in the PD cycle is carried out in order to consolidate the theoretical knowledge gained in the learning process, acquire practical skills, competencies and professional experience in the master's degree program being taught, as well as to master best practices.

3. RULES FOR DEFINING ORGANIZATIONS AS PRACTICE BASES

31. Organizations whose statutory activities correspond to the profile of specialist training and the requirements of the educational program, which have qualified personnel to manage professional practice and a material and technical base, are defined as the basis for conducting professional practice for students.

32. For students of the KNC, the practice bases are secondary professional and higher educational institutions (music and specialized schools, colleges), educational and auxiliary units of the university (research folklore laboratory, student orchestra, department of professional retraining and advanced training, and various institutions and organizations in the field of education and culture (theaters, philharmonic, Kazakh Concert, museums, mass media, orchestras, etc.), cultural institutions of state and local government.

33. Archives, libraries, etc. may be the basis of research practice.;

34. Pedagogical practice is conducted with the aim of developing practical skills in teaching and learning methods. At the same time, undergraduates and doctoral students are involved in conducting undergraduate and graduate studies.

35. For doctors in the field of KNK, the base of industrial practice can be organizations and enterprises of culture and art of all forms of ownership; cultural bodies of state and local government; technical organizations implementing higher and postgraduate education programs, professional and higher educational institutions;

36. The practice can also be organized and conducted on the basis of structural divisions of the Conservatory.

37. The relationship between the KNC and the practice base organizations is regulated by mutually agreed agreements.

38. Contracts with practice bases are concluded prior to the start of the internship and are recorded in the contract registration log by the Practice Manager in the Practice, Employment and career sector.

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4. PRACTICE PROGRAMS

39. Internship programs are the main documents defining their content, sequence, and methods of mastering practical skills necessary for students to continue their professional and organizational work.

40. Bachelor's degree programs are developed taking into account the profile of the educational program, the nature of the enterprise, institution, organization – the object of practice and are approved by the Vice-Rector for Academic Affairs. (Appendix 1).

41. Master's and doctoral degree programs are developed taking into account the profile of the educational program, the nature of the enterprise, institution, organization – the object of practice and are approved by the Vice-Rector for Scientific and Innovative Activities, Creative Development and International Cooperation. (Appendix 2).

42. The internship program is developed and approved by the graduating department.

43. The internship program should include:

- 1) the content and deadlines for completing individual assignments by students;
- 2) participation of students in the methodological, teaching and scientific work of enterprises, institutions, organizations;
- 3) the procedure and deadlines for the protection of reports by students in practice;
- 4) giving lectures and conducting conversations to help trainee students.

5. ORGANIZATION OF PRACTICE

44. The Practice, Employment, and Career Sector, along with the Postgraduate Education Sector, assigns students to practice bases based on existing agreements before the start of the practice. They prepare a draft order for each type of practice, listing students and practice supervisors from KNC by name. The draft order, approved by the dean, is then coordinated with the Vice-Rector for Academic Affairs and/or the Vice-Rector for Research and Innovation, Creative Development, and International Cooperation, and is subsequently sent for approval to the Rector before the start of the practice.

45. In order to conduct professional practice, the graduate department approves the program and calendar schedules consistent with the practice base.

46. In order to complete professional practice, a student is given a referral for professional practice and/or a certificate, a work plan-a schedule of professional practice, a diary-a report on professional practice in accordance with the established forms (Appendix 3, 4, 5, 6, 7).

47. The referral of students to all types of bachelor's degree internships is issued by the Vice-rector for AB, and the certificate for Master's and doctoral studies is issued by the Vice-rector for Scientific and Innovative Activities, Creative Development and International Cooperation of the KNC, indicating the duration of the internship and the practice base.

48. The costs of professional practice are planned by the educational institution and the enterprise (institution, organization), which is the base of practice, and are determined by the contract for professional practice.

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49. The general results of the practice are summarized at the Faculty Council and reported to the KNC Educational and Methodological Council.

50. During the internship period, regardless of whether students receive salaries at their place of practice (if they are hired for vacant positions), they retain the right to receive scholarships on a general basis.

6. PRACTICE GUIDANCE

51. Direct organizational and educational guidance of the practice is provided by the department responsible for conducting the practice, as well as the heads of practice from the department appointed by the heads of departments.

52. Professors, associate professors, and experienced teachers who are well aware of the specifics of the profession and the activities of the practice bases are appointed as heads of the practice.

53. The permanent functions and responsibilities of structural units and officials in matters of organization and conduct of practice are defined as follows:

Practice Supervisor:

1) provides planning, organization and accounting of the results of practice at the department, draws up a schedule for its implementation;

2) organizes and conducts the installation and final conferences at the department, presents demonstration material;

3) makes suggestions for improving the practice, participates in the discussion of issues of its organization at meetings of departments and the Faculty Council;

4) attends lessons and concert performances conducted by undergraduates and doctoral students, takes measures to eliminate shortcomings in the organization of practice;

5) organizes the summary of the practice;

6) ensures timely completion of practice documents;

7) draws up a report on the results of the internships of undergraduates and doctoral students;

8) during the internship, supervisors provide undergraduates and doctoral students with the necessary methodological assistance and monitor its completion, compliance with the terms and content of the internship;

9) internship records are kept by the undergraduate/ doctoral student personally in the practice diary, where the supervisor puts his signature.

The practice supervisor from the department is obligated to:

1) establish contact with the head of the practice from the company, coordinate with him the program of practice, based on the specifics of the company;

2) develop the subject of individual assignments for students;

3) ensure that all organizational arrangements are carried out before students start their internship;

4) conduct a conversation with students going to practice in order to familiarize themselves with the safety regulations at the enterprise;

5) to ensure control of the timely start of practice, arrival and work of students at the enterprise;

6) ensure control over compliance with the terms of practice and its content;

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- 7) provide methodological assistance to students in completing individual assignments and collecting materials for their final qualifying work;
- 8) monitor the implementation of the practice program, keeping diaries;
- 9) check the practice report and organize its defense;
- 10) draw up professional characteristics for the student trainees;
- 11) participate in summarizing the practice results;
- 12) provide the head of the department with a written report on the practice, including comments and suggestions on improving the practical training of students;
- 13) all work should be carried out in close contact with the head of the practice from the company.

Head of the Department:

- 1) annually, prior to the start of the internship, coordinates the conditions of the internship with the company-practice base;
- 2) organizes at least once a year the consideration of issues of organization and conduct of practice at a meeting of the department;
- 3) identifies experienced teachers as the head of the practice;
- 4) carries out general control over the organization and conduct of practice, over compliance with the terms of practice, its content directly at the enterprise, and the quality of its management.

Departments:

- 1) develop and, as necessary (at least once every five years), review the practice programs;
- 2) carry out the selection of practice managers from the CNC;
- 3) define the bases of practices and conclude contracts;
- 4) develop the topics of individual practice assignments;
- 5) submit to the dean's offices lists of teachers appointed by the heads of the practice, and information about the practice bases (including details of contracts, agreements, letters of guarantee) on which students will take it.;
- 6) organize student practice meetings with the participation of practice supervisors and consultations during practice;
- 7) provide guidance and control over the students' practical training;
- 8) draw up the work schedule of the teachers of the department to guide the practice and organize the protection of students' reports at the end of the internship;
- 9) analyze the implementation of practice programs at department meetings, discuss the results;
- 10) submit to the Dean's office of the faculty reports on the practice with proposals for improving its organization.

Deans of faculties:

- 1) draft student practice orders are being prepared;
- 2) inform students about the dates of the internship and exams.;
- 3) monitor the organization and conduct of students' practice by departments;
- 4) monitor the timeliness of exams and reporting documents based on the results of the internship.

Responsible for the organization of practice on the basis of practice:

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1) the responsibility for the organization of the internship on the basis of the internship lies with one of the leading teachers or a highly qualified specialist with higher education.

2) studies the internship program and organizes its implementation in the workplace;

3) introduces students to the rules of the internal order;

4) conducts mandatory occupational safety briefings with interns, monitors compliance with the work and recreation regime and sanitary services for students;

5) provides the necessary information to ensure the fulfillment of individual assignments and internship programs (topics of final qualifying work), the ability to use various documentation, library, etc. in the company's departments;

6) creates conditions for students to obtain the necessary knowledge and skills in their specialty during their internship;

7) bears full responsibility for accidents involving students undergoing internship at this company;

8) at the end of the internship, he gives a description of the work of each student intern;

9) checks and signs the diary and the practice report.

1) Practice guidance. The production practice is conducted under the guidance of 2 supervisors: from the university and from the company. A teacher of the graduating department is appointed head of the production practice from the Kurmangaza KNK. The head of the internship from the enterprise (organization) is appointed by the administration of the enterprise, on the basis of which the graduate student is interning.

2) The purpose of the internship (specialized master's degree) is to consolidate the theoretical knowledge gained in the learning process; to acquire practical experience in managerial, industrial and scientific work in the specialty.

54. The duration and labor intensity of the practice in credits are determined by the work curriculum, and the dates of the academic calendar.

55. The content of the research practice is determined by the topic of the master's thesis.

56. The results of the practice are used for writing the dissertation and are designed accordingly.

57. The results of the practice are presented at the final conference, which is organized by the graduating department.

7. RIGHTS AND DUTIES

58. During the internship, students have the right to:

1) get the necessary information to complete the practice assignment;

2) use the library of the practice base and, with the permission of the heads of departments, their information collections and archives.;

3) receive competent advice from the company's specialists on the issues stipulated in the practice assignment;

4) with the permission of the practice manager from the company and the heads of departments, use computing and office equipment to process information related to the performance of the practice assignment;

5) use the services of non-production infrastructure units (canteens, cafes, etc.);

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- 6) take a direct part in the professional activities of the company;
- 7) if there are vacancies, be employed at the enterprise for paid jobs (positions) corresponding to the profile of the specialty.

59. During the internship, students are required to:

- 1) arrive at the place of practice in a timely manner with a referral for an internship;
 - 2) observe and comply with all the requirements in force at the enterprise, the rules of internal labor regulations and labor protection;
 - 3) fully and independently perform the tasks stipulated by the program, the calendar plan (schedule) of practice;
 - 4) to collect, systematize, process and analyze the necessary information in accordance with the assignment;
 - 5) systematically provide managers with information about the work performed, and be consulted by the head of the KNC at the appointed time.;
 - 6) keep regular notes in the practice diary about the nature of the work performed and submit it to the practice managers in a timely manner.;
 - 7) submit a written report and practice diary signed by the head of the practice from the company on the completion of all assignments to the head of the practice from the CNC within the established time frame and protect it;
 - 8) comply with the internal labor regulations in force on the basis of practice;
 - 9) study and strictly observe the rules of occupational health, safety and industrial sanitation;
 - 10) participate in the methodological, teaching and scientific work of the organization, work on the assignment provided by the internship program;
60. A Master's/doctoral student must:
- 1) comply with the internal regulations in force on the relevant practice base;
 - 2) fully complete the internship program, keep a practice diary in accordance with the form established by the higher educational institution;
 - 3) during the internship period, prove yourself as a novice specialist with a deep interest in work, love and respect the future profession;
 - 4) be an example of organization, discipline and diligence;
 - 5) study and strictly observe the rules of occupational health, safety and industrial sanitation;
 - 6) submit to the head of the practice, in accordance with the prescribed form, a written diary signed by the head of the practice base on the completion of all tasks.;
 - 7) be accepted, if there are vacancies, for paid positions in the specialty profile.

8. SUMMARIZING THE PRACTICE

61. Upon completion of all types of internship, the student (bachelor's degree) submits a report to the head of the internship from the KNC and the commission created by the order of the dean simultaneously with a diary signed directly by the head of the internship from the enterprise, within 3 days after arrival from the internship at the end of the semester. The internship report should contain information about the specific work performed by the student during the internship, as well as a brief description of the company (music school, college, orchestra, ensemble, etc.), the organization of its activities during the internship, conclusions and suggestions. The report and diary are

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reviewed by the head of the practice and defended before the commission. The results of the report protection are evaluated according to the established point-rating and letter rating system (Appendix 8).

62. The student is given 2-3 days to complete the report at the end of the internship.

63. The content of the report is determined by the internship program and individual assignment.

64. The head of the KNC practice sets the deadline for submitting the practice report (Appendix 9).

65. Based on the results of the report to the commission appointed by the department. The commission usually consists of 3 people: the head of the department, the head of the practice from the KNC and, if possible, from the practice base and the leading teachers of the department.

66. Students who have not completed their internship, have not completed their internship program, have received negative feedback about their work or an unsatisfactory assessment when defending their report, are sent back to practice in the next academic period in parallel with theoretical studies or during the summer semester on a paid basis.

67. No later than 10 days after the end of the internship, the undergraduate/doctoral student draws up a written report reflecting the completion of the program and individual special assignment and submits it to his supervisor. (Appendix 10).

68. The results of the internship are evaluated according to a point-rating system, recorded in the examination sheet, taken into account when compiling the average academic achievement score (GPA) of the undergraduate/doctoral student and entered into the transcript.

69. An undergraduate/doctoral student receiving an unsatisfactory assessment for practice is an academic debt.

70. The liquidation of academic debts on practice is carried out by re-working them according to a specially developed schedule, with additional payment.

9. PROCEDURE FOR AMENDMENTS

71. Proposals for amendments to these Rules are discussed at a meeting of the Academic Council and are adopted or canceled by a majority vote (at least 2/3 of the votes of the members of the Scientific Council present at the meeting).

72. Amendments to the Rules are made only by decision of the Academic Council of the Conservatory on the basis of an official letter from the head of the Practice, Employment and Career Sector, agreed with the Vice-Rector for Academic Affairs and the Vice-Rector for Scientific Innovation, Creative Development and International Cooperation.

73. Amendments to the Rules are made in accordance with the requirements of the QMS with a mandatory mark in the "Change Registration Sheet".

74. Notices of changes in procedures are sent to all departments and responsible structural units of the Conservatory.

75. The original of the Rule is kept in the department of documentation support and archive. The distribution of copies of the procedure to the structural divisions of the Conservatory is carried out by the practice, employment and Career sector.

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10. FINAL RULES

76. These Rules, as well as amendments and additions to them, are approved by the Rector of the Conservatory and come into force after their approval.

77. The paragraphs of the Rule are mandatory and may be amended or supplemented due to changes in regulatory documents, the appearance of new additional costs that are not taken into account by this document.

78. Other issues arising in the implementation of the points of the Rule are resolved in accordance with the Charter of the Conservatory or the current legislation of the Republic of Kazakhstan.

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Мәдениет және ақпарат министрлігі

«Құрманғазы атындағы Қазақ
ұлттық консерваториясы» РММ



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

БАҒДАРЛАМА

PROGRAM

дата

Алматы қ.

№ _____

с. Almaty

APPROVED

Vice-Rector for Academic Affairs
Kazakh National Conservatory
named after Kurmangazy

Abdirakhman G.B.
«__» _____ 2025 y.

PROFESSIONAL PRACTICE PROGRAM

Faculty: Instrumental performance			
Department: «Stringed Instruments»			
Developed by:			
Professor		Zhusupova S.S.	
Approved by:			
Head of the Academic Affairs service		Yertayeva N.A.	
Head of the Practice, Employment and Career sector		Abdikadyr A.E.	
Dean of the faculty		Bekenova A.S.	
Head of the Department		Khalilova K.M.	
Position	Signature	Full name	Date

Rules	Rules for the organization and conduct of professional practice and rules for defining organizations as practice bases	
RSI «Kurmangazy Kazakh National Conservatory»		Page 15 of 32

Қазақстан Республикасы
Мәдениет және ақпарат министрлігі

«Құрманғазы атындағы Қазақ
ұлттық консерваториясы» РММ



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

БАҒДАРЛАМА

PROGRAM

Дата

№ _____

Алматы қ.

с. Almaty

APPROVED

Vice-Rector for Scientific and Creative
Activities and International Cooperation
Kazakh National Conservatory
named after Kurmangazy

_____ A. Nussupova
« ____ » _____ 2025 y.

PROFESSIONAL PRACTICE PROGRAM

Faculty: Instrumental performance			
Department: «Stringed Instruments»			
Developed by:			
Professor		Zhusupova S.S.	
Approved by:			
Head of the Postgraduate education sector		Musayeva Zh.S.	
Dean of the faculty		Bekenova A.S.	
Head of the Department		Khalilova K.M.	
Position	Signature	Full name	Date

Rules	Rules for the organization and conduct of professional practice and rules for defining organizations as practice bases
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Direction*Remains at the practice base*

Based on the agreement № _____

From « _____ » _____ 20 ____ y.

№ _____ order from « _____ » _____ 20 ____ y.

Student _____
*last name, first name, patronymic*Specialization _____
They are being sent for professional practice. __________
(company name)

Internship start date _____ 20 ____ y.

The deadline for completing the internship _____ 20 ____ y.

Vice-Rector for Academic Affairs
of the Kurmangazy Kazakh National Conservatory
G. Abdirakhman _____ P.P.*(signature)***Returns to the educational institution***Arrival and departure mark*Student _____
*last name, first name, patronymic*for professional practice _____
(name of professional practice)

Specialization _____

Arrived at the internship base from
Kurmangazy Kazakh National Conservatory

« _____ » _____ 20 ____ y.

P.P. _____
*(signature)*Departed from the internship base to
Kurmangazy Kazakh National Conservatory

« _____ » _____ 20 ____ y.

P.P. _____
(signature)

Work plan-schedule of professional practice

By profession _____

The student _____ course _____

last name, first name, patronymic (if any) _____

(name of the educational institution) _____

No. p/p _____

The list of works to be performed (studied) in accordance with the professional practice program

Terms of the professional practice program Note beginning completion

1. 2. 3.

Signature _____

(head of professional practice from an educational institution)

« _____ » _____ 20 ____ y.

Diary-professional practice report

Student

last name, first name, patronymic (if any)

No. p/p

The name of the completed (studied) works in accordance with the professional practice program for each day

Deadlines for individual topics and professional practice work

Signature of the head of professional practice from production beginning completion

1. 2. 3.

1. Description of the studied structures, equipment, technological processes, mechanization, automation of production and advanced labor methods, etc.

Student's signature _____ « _____ » _____ 20 ____ y.

(the direct head of the professional practice)

« _____ » _____ 20 ____ y.

2. Encouragement and punishment of a student intern.

3. Conclusions of the head of professional practice (from the organization, enterprise, institution).

Signature of the head of the professional practice (from the organization, company, institution) _____

« _____ » _____ 20 ____ y.

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APPROVED

**Vice-Rector for Scientific and Creative
Activities and International Cooperation
Kazakh National Conservatory
named after Kurmangazy**

_____ **A. Nussupova**
« _____ » **2025 y.**

SCHEDULE
pedagogical/industrial practice in Master's/doctoral degree programs
for the 2024-2025 academic year

№	Name of the educational program	Course and semester of internship	
		Course	semester
Master's			
1	7M02101- Musicology	1	2
2	7M02102- Instrumental performance	1	2
3	7M02103- Vocal Art	1	2
4	7M02104/7M02154- Traditional Musical Art	1	2
6	7M02105- Conducting	1	2
7	7M02111- Composition	1	2
Doctoral studies			
1	8D02101- Musicology	1, 2	2, 3
2	8D02102- Instrumental performance	1, 2	2, 3
3	8D02103- Vocal Art	1, 2	2, 3
4	8D02104- Traditional Musical Art	1, 2	2, 3
5	8D02105- Conducting	1, 2	2, 3
6	8D02111- Composition	1, 2	2, 3
7	8D02123- Art Management	1, 2	2, 3

Internship period: Spring-summer semester – 20.01.2025- 03.05. 2025y.
(In addition to theoretical training)

Reporting period: 28.04.2025-03.05.2025

Type of practice: Pedagogical/Production

Head of the Postgraduate education sector

Zh. Musayeva

Rules	Rules for the organization and conduct of professional practice and rules for defining organizations as practice bases
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ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ
ЖӘНЕ АҚПАРАТ МИНИСТРЛІГІНІҢ
«ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ
КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ
МЕМЛЕКЕТТІК МЕКЕМЕСІ



РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ
УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ
КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНҒАЗЫ»

МИНИСТЕРСТВА КУЛЬТУРЫ И
ИНФОРМАЦИИ РЕСПУБЛИКИ
КАЗАХСТАН

050000, Алматы қаласы, Абылай хан даңғылы, 86
тел.: 8 (727) 261-76-40; факс: 8 (727) 272-72-19
e-mail: info@conservatoire.kz

050000, город Алматы, проспект Абылай хана, 86
тел.: 8 (727) 261-76-40; факс: 8 (727) 272-72-19
e-mail: info@conservatoire.kz

(Name of the organization being sent)

Dear _____!

RSI «Kurmangazy Kazakh National Conservatory» MCI RK
« _____ » Master's/doctoral student __ of the specialty
Specialty Name, code
course _____ « _____ »
Full Name *Dissertation topic*
on the topic of the dissertation _____
Name of the organization
asks You to allow the search and accumulation of necessary information.

**Vice-Rector for Scientific and Creative
Activities and International Cooperation**

A. Nussupova

Executor:

Contact phone number:

Rules	Rules for the organization and conduct of professional practice and rules for defining organizations as practice bases
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**The system of assessment of academic achievements
in credit technology of education**

Letter system assessment	The digital equivalent of points	% content	Assessment according to the traditional system
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	
C	2.0	65-69	Satisfactory
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	
FX	0.5	25-49	Unsatisfactory
F	0	0-24	

For students:

Kurmangazy Kazakh National Conservatory
Department _____

Educational Practice Report

The student _____ (Full name)
Specialization _____
Course _____
Practice start date: _____
Internship end date: _____
Organization of internship: _____
The student _____ (signature)
Head of practice from the department: (Full name) _____
Academic degree, academic title _____ (signature)

Almaty, 2025

1. Calendar schedule of the internship

No. p/p	Names of stages (sections) and practices	Calendar dates (dates of completion)
1	Familiarization with the program of educational practice with its goals and objectives. Preparation of a calendar thematic internship plan	
2	Attending a practice. Filling out a diary	
3	Creating a report	
	Submission of the training practice report, practice diary and other documents	
4	Protection of the report at the department	

2. Introduction (goals and objectives of the practice)

3. General characteristics of the organization

1. The exact name of the organization in accordance with the constituent documents, a brief description.
2. Analysis of the main regulatory legal documents on the basis of which the organization's activities are carried out; analysis of the main directions (types) of the organization's activities.
3. Administration, methodologist, senior tutor, music director of preschool educational institution (Full name)

4. The thematic plan of the educational practice

No. p/p	Practice content	Number of hours
1	For example: Getting to know the structure of an educational organization, the regulatory framework, and the rules of conduct. Safety briefing. Practice content planning.	
2		
3		

5. The content of the practice (observation, analysis, planning, preparation of notes)

6. Self-analysis based on the results of practice

1. Full name
2. The MS where the practice was conducted.
3. Dates of the event.
4. Full name Acting methodologist for practice from the educational institution, music director.
5. What is the program of the music school (music director)
6. What types of work were performed during the practice.
7. In which classes were held trial classes, entertainment, musical and didactic games.
8. Difficulties encountered in practice (conducting trial music lessons, entertainment, musical and didactic games; during observation and discussion).
9. To what extent were used: musical and methodological literature, computer technology manuals, and other visual aids.

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10. Has it been possible, by influencing children through music, to achieve an emotional response, understanding of its content, and showing interest? What exactly was it expressed in.
11. Which of the classes you conducted turned out to be the most successful and why.
12. How do you assess the overall results of the practice? Whether the set goals and objectives have been achieved.
13. What practice has given you. What kind of experience have you gained.
14. Your suggestions on the organization and conduct of practice.

7. **Conclusion** (the results of the work done are described, the problems that have arisen during the organization and internship are noted)

8. **A list of references** (reviewed during practice and used to write the report).

9. **Recommendations and comments** of the head of the internship from the department during the student's internship

Grade « _____ »

Head of Practice on behalf of the Kurmangaza KNC _____ Signed Full name

APPLICATIONS

1. Direction
2. Practice Diary
3. Supervisor's feedback from the practice base

Report on teaching practice

The student _____ (Full name)

Specialization _____

Course _____

Practice start date: _____

Internship end date: _____

Organization of internship _____

The student _____ (signature)

Head of practice from the department: (Full name) _____

Academic degree, academic title _____ (signature)

Almaty, 2025

2. Calendar schedule for teaching practice

№ p/p	Names of stages (sections) and practices	Calendar deadlines (due dates)
1	Familiarization with the program of educational practice with its goals and objectives. Drawing up a calendar thematic plan for completing the practice	
2	Attending practice. Filling out the diary	
3	Making a report	
	Submission of a report on educational practice, practice diary and other documents	
4	Defense of the report at the department	

2. Introduction (goal and objectives of the practice).**3. Main part**

3.1 Type of individual work: Attending lessons, conducting lessons, conducting open lessons, etc.

Attendance at lessons, open lessons – (quantity);

Conducting lessons – (quantity);

Conducting open lessons – (quantity).

№	Practice form	Study group / individual group (specialty, class, full name of the student)	Lesson topic	Date and time	Number of hours	Brief analysis of the lesson
1	Attending classes					
2						
3						
4	Conducting lessons					
5						
6						
7	Conducting open lessons					
8						
9						
10						

*Completed in one semester (from the beginning to the end of the internship)***3.2 Analysis of an open lesson** (Each student must conduct 1-2 open lessons)**I. General information**

1. Date of the open lesson (date, month, year);

2. Full name of the teacher who is conducting the lesson;

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3. Name of the MS, class (by year of study), specialties of students;
4. The name of the subject on which the lesson is conducted. The topic of the lesson, designated by the teacher;
5. Type of lesson depending on the content of the work proposed by the teacher: a/explanation of new material; b/consolidation of the material covered; in/test lesson (indicating its written or oral form).

Depending on the specific type of open lesson, indicate the types of assignments proposed by the teacher for students. r/ «рабочий» a lesson with careful study of one form (for example, musical dictation, auditory analysis, sight reading, performance of a piece, etc.) d/thematic open lesson (indicating the audience for whom it is planned and carried out)

II. Questions to answer during lesson analysis

1. Does the teacher distribute the time allocated for the lesson as a whole rationally? (in accordance with the type of lesson and its topic);
 2. The persuasiveness of the selected forms of work (in their combinations) for the specific lesson under consideration;
 3. The overall microclimate of the lesson. The teacher's relationship with students;
 4. Students' activity in the lesson (or lack thereof with an explanation of the apparent reasons);
 5. The persuasiveness of the choice of musical material offered by the teacher for the forms of work with students practiced in the lesson;
 6. The credibility of the assessment criteria given to students;
 7. Whether or not a holistic feeling is formed from the lesson in accordance with the plan and its actual implementation?
- 4. Conclusion** (describes the results of the work done, notes the problems that arose during the organization and completion of the internship).
- 5. List of literature (reviewed during the internship and used to write the report).**
- 6. Recommendations and comments from the internship supervisor from the department during the student's internship**

Grade « _____ »

Head of practice from KNC named after Kurmangazy _____ Signature Full name

APPLICATIONS

4. Direction
5. Practice diary.
6. Feedback from the head of the practice base.

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Industrial Internship Report

Student _____ (Full name)

Specialty _____

Course _____

Practice start date: _____

Practice end date: _____

Organization of practice: _____

Student _____ (signature)

Practice supervisor from the department: (Full name)

Academic degree, academic title _____ (signature)

Almaty, 2025

3. Calendar schedule of production graphics

№ p/p	Names of the stages (sections) of practice	Deadlines Calendar (Due Date)
1	Familiarization with the industrial practice program with its goals and objectives. Drawing up a calendar thematic plan for completing the practice	
2	Attending practice. Filling out diaries	
3	Making a report	
4	Submission of a report on industrial practice, practice diary and other documents	
5	Defense of the report at the department	

2. Introduction (goal and objectives of the practice)**3. Main part**

The exact name of the organization in accordance with the constituent documents, Brief description.

4. Schedule of industrial practice

№ p/p	Types of educational work in practice, including independent work of students	Reporting form	Completion deadlines	Number of hours
1				
2				
3				
4				
5				

5. Conclusion (describes the results of the work done, notes the problems that arose during the organization and completion of the internship)**6. List of literature** (reviewed during the internship and used to write the report).**7. Recommendations and comments** from the internship supervisor from the department during the student's internship

Grade «_____»

Head of practice from KNC named after Kurmangazy _____ Signature Full name

APPLICATIONS

7. Direction

8. Practice diary

9. Feedback from the head of the practice base

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Report on pre-graduation practice

Student _____ (Full name)

Specialty _____

Group _____

Practice start date: _____

Practice end date: _____

Student _____ (signature)

Head of Department Internship: (Full name)

Academic Degree, Academic Title _____ (signature)

Almaty, 2025

1. The purpose and objectives of pre-graduation practice**2. Calendar schedule for pre-graduation practice**

№ p/p	Completed individual tasks	Completion deadlines	Reporting form
1			
2			
3			
4			
5			

3. Thesis plan*INTRODUCTION**Chapter I*

1.1

1.2

Chapter II

2.1

2.2

CONCLUSION**LIST OF USED LITERATURE**

4. Main results of the practice, compliance with the individual plan:

5. Self-assessment of the work done (meeting expectations, achievements, difficulties)

6. Suggestions for conducting internships

Grade « _____ »

Head of Practice _____ Signature Full name

APPLICATIONS

1. (Auxiliary materials: texts, notes, drawings, etc.)
2. Feedback from the internship supervisor

RSI «Kurmangazy Kazakh National Conservatory»
Department _____

**Practice head report
for the 2024-2025 academic year**

Head _____ (Full name)
Academic degree, academic title _____ (signature)
Specialization _____

Almaty, 2025

Type of practice: (Who has any practices? Remove unnecessary ones)

1. Educational and familiarization practice

Course _____
Practice start date: _____
Internship end date: _____
Organization of internship: _____
Total number of students: _____
Number of students who completed their internship _____
Number of students who did not complete their internship _____ reason _____
Student grades: 5 _____, 4 _____, 3 _____.

2. Pedagogical practice

Course _____
Practice start date: _____
Internship end date: _____
Organization of internship: _____
Total number of students: _____
Number of students who completed their internship _____
Number of students who did not complete their internship _____ reason _____
Student grades: 5 _____, 4 _____, 3 _____.

3. Production practice

Course _____
Practice start date: _____
Internship end date: _____
Organization of internship: _____
Total number of students: _____
Number of students who completed their internship _____
Number of students who did not complete their internship _____ reason _____
Student grades: 5 _____, 4 _____, 3 _____.

4. Pre-graduate practice

Course _____
Practice start date: _____
Internship end date: _____
Organization of internship: _____
Total number of students: _____
Number of students who completed their internship _____
Number of students who did not complete their internship _____ reason _____
Student grades: 5 _____, 4 _____, 3 _____.

Practice results

Comments and suggestions on practical exercises

Signature of the head of the practice

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REPORT
on the implementation of pedagogical practice
for the period from « _____ - _____ » 20_____ y.

1. Doctoral student:
2. Faculty:
3. Department:
4. Scientific consultant:
5. The period of doctoral studies:
6. Educational program:
7. Name of the educational program (specialization):

Almaty 20_____ y.

**Report on the performance of research work and the implementation of
doctoral dissertation**

The purpose of pedagogical practice –

Tasks of pedagogical practice –

During the scientific and pedagogical practice, according to the tasks set

The following tasks were performed (See Table 1):

p/p	Themes	The direction of practice	Reporting form	Accomplishment
1	List of acquired pedagogical skills			
2	Writing the chapters of a doctoral thesis			
	Additional work			
3	Dissertation design	Theoretical	Dissertation	Writing and formatting of the dissertation text
4	Preparation of a research practice report	Theoretical	Report	The present report

Full name of the doctoral student

educational program

(signature)

Full name of the head of the pedagogical practice

(signature)

CHANGES SHEET

[illegible]

Rules	Rules for the organization and conduct of professional practice and rules for defining organizations as practice bases
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FAMILIARIZATION SHEET

Item No.	Full name of the person familiarized with the document	Position	Signature	Date
1	2	3	4	5
1	Nussupova A.	V-r SIACDIC	Ally	26.03.25
2	Abdirachman G	V-r for academic affairs	Don -	26.03.25
3	Yertayeva N.	Head of the Affairs service	Spmm	26.03.25
4	Karsakbayeva A.	Head of department, Kolyz - ²⁴ Dikopceob		26.03.25
5	Kaldayeva A.	Head of department HD	Kalday	26.03.25
6	Mussagulova G. Sh	Dean of the Faculty of musicology Art management and HD	Ally	26.03.25
7	Koylibaeva M. T.	Department of Musicology and Composition	Ally	26.03.25
8	Sumapaliyeva A.	Head of department Domera	Ally	26.03.25
9	Bekenova A. S.	Dean of the faculty IP	By G	26.03.25
10	Erenov N. P.	Gov. Karyagor	Ally	26.03.25
11	Khalilova K. M.	Head of dep. S. i	Khalil	26.03.25
12	Bultayeva A. 2	Dean of the faculty Vocal & Conducting	Ally	26.03.25
13	Keshubayeva D. Ye	Head of department Art management	Ally	26.03.25
14	Berekeshev G. K.	Head of the conductor	Ally -	26.03.25
15	Gabdrazhimova G.	Dean of the faculty F. M.	Faspp	26.03.25
16	Beknazarova T. K.	Department of Vocal Arts	Ally	26.03.25
17	Karzhambayeva V. K.	Head of the department of "folk folklore"	Karzhambayeva	26.03.25
18	Izmutatova Z. Sh.	Head of the department of "R. M. A"	Ally -	26.03.25