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Мәдениет және ақпарат министрлігі

"Құрманғазы атындағы Қазақ
ұлттық консерваториясы"
Республикалық мемлекеттік
мекемесі



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

**ҚҰРЫЛЫМ
ТУРАЛЫ ЕРЕЖЕ**

**REGULATION OF THE
DIVISION**

26 February, 2025

дата

Алматы қ.

№ DU-20-2025

c. Almaty

APPROVED

By the decision of the Academic
Council

RSI «Kurmang zy Kazakh National
Conservatory»

Ministry of Culture and Information
of the Republic of Kazakhstan

Chairperson



G. Tasbergenova

Protocol № 08 «26» 02 2025

POSTGRADUATE EDUCATION SECTOR

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1. GENERAL PROVISIONS

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1. GENERAL PROVISIONS

1. This Regulation defines and establishes the requirements for the activities of the postgraduate education Sector (hereinafter referred to as the Sector), which is a structural subdivision of the Republican State Institution "Kazakh National Conservatory named after Kurmangazy", the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter referred to as the Conservatory).
2. The Sector was established in accordance with the organizational structure of the Conservatory, approved by the Academic Council of the Conservatory.
3. Employees of the Sector are appointed and dismissed on the basis of an order from the Rector of the Conservatory on the recommendation of the Head of the Sector.
4. The Sector reports directly to the Vice-Rector for Scientific and Innovative Activities, Creative Development and International Cooperation;
5. The Sector plans its activities for one academic year. The work plan for the year is approved by the Vice-Rector for Scientific and Innovative Activities, Creative Development and International Cooperation;
6. The Sector submits a written report for 1.2 semesters, for the academic year to the Vice-Rector for Academic Affairs;
7. The Sector is guided in its work by:
 - 1) The Constitution of the Republic of Kazakhstan;
 - 2) The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V; (with amendments and additions as of 01.01.2025);
 - 3) The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319 – III; (as amended on 01/11/2025);
 - 4) The Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015 No. 410-V; (with amendments and additions dated 01.01.2025)
 - 5) Other legislative and regulatory legal acts of the Republic of Kazakhstan, national, departmental and industry standards, requirements of higher authorities;
 - 6) Standard admission rules for educational organizations that implement educational programs of higher and postgraduate education;
 - 7) By Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600;
 - 8) By Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 "On approval of State mandatory standards of education at all levels of education;
 - 9) The rules for awarding an educational grant to pay for higher or postgraduate education with the award of a bachelor's or Master's degree are Resolution No. 58 of the Government of the Republic of Kazakhstan dated January 23, 2008;

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10) "Rules for the appointment, payment and size of state scholarships to students in educational institutions" with reference to the Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116;

11) The rules for awarding scholarships to the First President of the Republic of Kazakhstan - Elbasy in the field of education, approved by the Decree of the President of the Republic of Kazakhstan dated April 1, 2011 No. 470;

12) By 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 of the appropriate type and type" when organizing the issuance of their own sample documents;

13) International standards ISO (International Organization for Standardization) in the field of quality management, anti-corruption management system and other systems implemented at the Conservatory;

14) internal regulatory, administrative, and instructional documents regulating the activities of the Conservatory as a whole;

15) by these Regulations.

8. This Regulation establishes the requirements for the administrative and legal consolidation of the Sector's status, organizational structure, responsibilities and powers, as well as the requirements for organizing the educational process in Master's and Doctoral degree programs and their implementation.

2. TASKS

9. Coordination and control of the implementation of the educational process of master's and doctoral studies at the Conservatory level.

10. Tasks of Master's and doctoral studies:

1) training of specialists with postgraduate education and practical orientation to work in educational organizations providing higher professional education, scientific and creative organizations, senior management bodies, as well as management activities in organizations of various forms of ownership;

2) deepening the theoretical and practical individual training of undergraduates and doctoral students in their chosen field of science and teaching;

3) developing students' self-improvement abilities, needs and skills for independent creative acquisition of new knowledge;

4) training of specialists with a high level of professional culture, including a culture of professional communication, capable of successfully carrying out scientific, pedagogical and managerial activities;

5) providing students with fundamental knowledge at the intersection of sciences, ensuring their relevance and professional growth.

11. Achieving key performance indicators for your processes.

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12. Monitoring and analysis of the management system within the competence of its processes according to the requirements of ISO standards on management, and provision of this data to the management of the Conservatory;

13. Implementation of the management's policy in the field of quality management, anti-corruption and other effective management systems;

14. Formation of a corporate culture of anti-corruption.

15. Achieving the goals of improving the work of the Sector, in the field of quality management systems, anti-corruption management system and other systems implemented at the Conservatory.

3. STRUCTURE

16. The structure and staff of the Sector is approved by the Rector of the Conservatory in coordination with the Ministry of Culture and Information of the Republic of Kazakhstan in accordance with the structure of the management staff and the standards for the number of specialists and employees, taking into account the scope of work and the specifics of the Conservatory's activities.

17. The Sector is managed by the Head of the Sector.

18. The official duties of the head of the Sector are determined by these Regulations and job descriptions.

19. Appointment to the position of head of the Sector and dismissal from it is made by order of the Rector of the Conservatory, on the recommendation of the Vice-rector for Scientific and Innovative activities, Creative Development and International cooperation.

20. The structure of the Sector includes a head, a senior manager, and job responsibilities, which are determined by these Regulations and job descriptions.

21. Admission and dismissal of specialists from the Sector is carried out by order of the Rector of the Conservatory, on the recommendation of the head of the Sector.

22. The number of staff units in the Sector is determined by the staff schedule of the Conservatory.

4. FUNCTIONS

23. Registration and management of students' portfolios and personal files with their subsequent transfer to the archive:

1) Portfolio;

2) Personal matters;

3) The act of transfer to the archive.

24. Preparation of draft orders in the areas of postgraduate education;

25. Organization of work on strengthening and developing the material and technical base according to the direction of the unit (Application);

26. Planning of work in the direction of the department (Work plan of the Sector);

27. Operational management and control in the areas of the unit:

- 1) Organization, control, and database formation in AIS Platonus for Master's and doctoral studies;
- 2) Monitoring of the academic calendar and timetable;
- 3) Organization of the preparation of materials for the entrance exams for master's and doctoral studies;
- 4) Organization and control over the organization of the IGA for master's and doctoral programs;
- 5) Organization and control of timely approval of the topics of master's and doctoral dissertations/projects and appointment of scientific supervisors;
- 6) Control over tuition fees for students;
28. Preparation of draft orders for postgraduate education;
29. Participation in the development of accounting documents on the work of the Air defense, submission of statistical data on the work of the air defense to higher structures of the Conservatory (Reports, Statistical Report 1-NK);
30. Monitoring the scientific internship and collecting reports and certificates on the internship;
31. Monitoring the individual work plan of undergraduates and doctoral students;
32. Accounting of the history of academic achievements of undergraduates and doctoral students, which is reflected in their transcript of the established form;
33. Schedule of NIRM control measures/AIRM, NIRD/AIRD (Reports);
34. Preparation and holding of meetings of the expert coordinating council (preparation of all accounting documents on the research activities of undergraduates and doctoral students, printing out handouts for council members, keeping minutes, recording those present in the attendance list);
35. Preparation of duplicate diplomas and applications;
36. Organization and conduct of graduation (control of the final state certification of graduates, registration and awarding of diplomas);
37. Admission to the final attestation of undergraduates and doctoral students, defense of master's theses – is issued by order of the rector of the Conservatory, according to the list (graduation, internship, expulsion, transfer.).

5. RIGHTS

38. The Sector, in order to solve the tasks assigned to it, has the right:
 - 1) request the necessary data from the structural divisions;
 - 2) require and receive from all structural divisions of the organization the information necessary to fulfill the tasks assigned to the Sector.
 - 3) independently conduct correspondence on all issues within the competence of the Sector and not requiring coordination with the head of the Conservatory.

4) represent, in accordance with the established procedure, on behalf of the organization, on issues within the competence of the Sector.

5) provide explanations, recommendations and instructions on issues within the competence of the Sector.

6) hold meetings and participate in meetings held in the organization.

6. RESPONSIBILITY

39. The Head of the Sector bears full responsibility for the quality and timeliness of the tasks and functions assigned to the Sector by this Regulation.

40. The degree of responsibility of other Sector employees is established by job descriptions.

41. Undergraduates and doctoral students are required to perform all types of work provided for in an individual work plan in a timely and high-quality manner.

42. Undergraduates and doctoral students are required to:

1) at the end of each stage of the work provided for in individual plans, submit all necessary written materials in a timely manner;

2) keep records of comments and feedback received from their supervisors/consultants;

3) comply with the established deadlines for submitting reports (on completed training and research, on visiting foreign internships, etc.);

4) timely inform about the change of surname, address of residence and contact information.

43. All controversial issues arising in the process of implementing master's and doctoral educational programs are resolved in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

44. Employees of the Sector are responsible for compliance with obligations in the field of quality management, the anti-corruption management system, and the requirements of internal regulatory documentation, in terms of responsibilities assigned to the Sector for processes, ensuring information security and the safety of Department documentation on paper and electronic media, including work files and programs;

45. The head of the Sector and other employees of the Sector are personally responsible for the correctness of the documents they draw up and their compliance with the legislation of the Republic of Kazakhstan;

46. All employees of the Sector are required to comply with the rules and regulations of occupational safety and health.

7. INTERACTION

47. The Sector works with graduate departments;

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48. The Sector interacts with the HR department on issues of labor discipline;
49. All structural divisions of the Conservatory are responsible for collecting and providing information related to their activities in the field of postgraduate education.

8. FINAL PROVISIONS

50. The Sector ceases to operate in the event of:
- 1) the absence of students in licensed master's and doctoral degrees;
 - 2) the presence of an order from the Rector of the Conservatory;
 - 3) legislative decision of the authorized body.
51. This Regulation is put into effect after approval by the management of the Conservatory, from the date of approval.
52. This Provision is an internal regulatory document of the Conservatory. It is not allowed to copy, reproduce or transmit all or part of this document without the written permission of the Conservatory management.
53. The composition of this document, its review, distribution, storage, revision and republication are carried out in accordance with the documented procedure "Management of documented information".
54. The electronic version of this document may be provided to external parties or regulatory authorities only in a copy-protected format.

CHANGE REGISTRATION SHEET

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INTRODUCTION SHEET

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