

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

ҚҰРЫЛЫМ ТУРАЛЫ ЕРЕЖЕ

REGULATION OF THE DIVISION

26.02.2025

дата

Алматы қ.

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с. Almaty

APPROVED

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

Ministry of Culture and Information
of the Republic of Kazakhstan
Chairperson



G. Tasbergenova

Protocol No. 08 «26» February 2025

DEPARTMENT OF EDUCATIONAL AND METHODOLOGICAL WORK AND INCLUSIVE EDUCATION

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1. GENERAL PROVISIONS

1. This regulation defines and establishes the requirements for the activities of the Department of Educational and Methodological Work and Inclusive Education (hereinafter – the DEMWIE), which is a structural subdivision of the Republican State Institution “Kazakh National Conservatory named after Kurmangazy” under the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter – the Conservatory)

2. The Head of the Department of Educational and Methodological Work and Inclusive Education reports directly to the Head of the Academic Affairs Office.

3. The department is guided in its activities by the following regulatory legal acts:

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 effective from January 1, 2025);

3) Order No. 4 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 5, 2024, "On the approval of qualification requirements for educational activities of organizations providing higher and (or) postgraduate education, and the list of documents confirming their compliance";

4) The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III (with amendments and additions that entered into force on January 11, 2025);

5) Order No. 196 of the Minister of Culture and Sports of the Republic of Kazakhstan dated July 1, 2017, "On the approval of the Rules for organizing and carrying out educational-methodological and scientific-methodological work in educational organizations in the field of culture";

6) The Law of the Republic of Kazakhstan "On Social Protection of Disabled People in the Republic of Kazakhstan" dated April 13, 2005, No. 39-III;

7) Recommendations of the Ministry of Education and Science of the Republic of Kazakhstan dated March 16, 2009, No. 4-02-4/450 on the organization of integrated (inclusive) education for children with developmental disabilities;

8) The Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015, No. 410-V (with amendments and additions that entered into force on January 1, 2025);

9) Other legislative and regulatory legal acts of the Republic of Kazakhstan, national, departmental, and industry standards, and requirements of higher-level bodies;

10) International ISO standards in the field of quality management, anti-corruption management systems, and other systems implemented in the Conservatory;

11) The Charter of the Kazakh National Conservatory named after Kurmangazy;

12) Internal regulatory, procedural, and instructional acts regulating the activities of the Conservatory as a whole;

13) "Regulation on the procedure for implementing educational programs for individuals with disabilities and special educational needs at the Kazakh National Conservatory named after Kurmangazy" dated March 27, 2024;

14) "Program of Socio-Psychological Support for Students with Disabilities and Special Educational Needs at the Kazakh National Conservatory named after Kurmangazy" dated March 27, 2024;

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15) This Regulation.

4. This Regulation sets out the requirements for the administrative and legal consolidation of the department's status, organizational structure, responsibility, and powers.

2. TASKS

5. The organization and implementation of educational and methodological developments aimed at improving educational, educational-methodological, and inclusive work.

6. Quality control of the educational-methodological and inclusive educational documents developed at the conservatory, as well as their compliance with the regulatory and methodological documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK).

7. Providing support for the educational process with educational-methodological, regulatory, informational, and organizational-consultative assistance.

8. The implementation of innovative educational technologies and promising forms of education in the educational process.

9. Organizing interaction between the conservatory's departments to improve the quality of training specialists, modernize the educational process in accordance with current requirements, and implement the Conservatory's Educational Development Strategy.

10. Creating conditions for the introduction of new information technologies and modern teaching tools into the educational process for effective management and organization of academic activities.

11. Timely receipt of information regarding the content of orders, instructions, and directives from the Academic Council and the Rectorate related to the department's professional activities.

12. Conducting monitoring and regular checks on the implementation of educational and inclusive programs, and preparing reports for stakeholders (conservatory management, Ministry of Culture and Information of the Republic of Kazakhstan, etc.).

13. Establishing and maintaining partnerships with other educational institutions, cultural organizations, and international bodies for the exchange of experience in the field of inclusive education and educational technologies.

14. Participating in the development of the conservatory's internal educational policy and regulatory documents, including strategic plans and projects aimed at the development of inclusive education.

3. FUNCTIONS

15. Preparation, regulation, and maintenance of a portfolio of documents reflecting the content, organization, and methodology of the educational-methodological process.

16. Responsibility for preparing the department's documents for certification, accreditation, and licensing.

17. Organization and control of educational-methodological work aimed at improving the quality of the educational process.

18. Organization and control of the preparation of documents related to inclusive education.

19. Maintaining communication with external organizations on matters of educational-methodological and inclusive education.

20. Preparation of the annual work plan for the Educational-Methodological Council for approval by the Academic Council of the Conservatory.

21. Analysis of the activities of the Department of Educational-Methodological Work and Inclusive Education, development of measures to improve quality.

22. Preparation of information about the department's activities upon request from the Ministry of Science and Higher Education of the Republic of Kazakhstan, the Ministry of Culture and Information of the Republic of Kazakhstan, departments, and other authorities.

23. Establishing correspondence and maintaining regular contacts with the of creative universities on matters of educational-methodological and inclusive educational work.

24. Collection and preparation of documentary materials for participation in university rankings.

25. Participation in the preparation of documentation for certification and in the work of various commissions.

26. Organization and monitoring of National subject student Olympiads, small Olympiads, competitions and other events.

27. Organization of the intra-university stage of the competition "Best university teacher".

28. Advising advisors on determining the learning path of students.

29. Supervision, monitoring and consulting of open classes held by the Conservatory's faculty.

30. Organizing participation in meetings of the Academic and Methodological Association of the Ministry of Science and Higher Education of the Republic of Kazakhstan for the group of specialties 'Arts'.

31. Organization and implementation of work on holding meetings of the Educational and Methodological Council of the Conservatory.

32. Organization and participation in conducting training seminars, trainings for teaching staff on methodological issues.

33. Organization of a commission for checking and analyzing the quality of teaching and methodological complexes of the teaching staff, monitoring their verification and preparing a general report.

34. Quality control of state exam programs, tickets, collection of reports.

35. Monitoring and analysis of the management system within the competence of the department for the requirements of ISO standards in the field of quality management and anti-corruption, providing data to the management of the Conservatory.

36. Implementation of the management policy in the field of quality management, anti-corruption and other effective management systems.

37. Formation of a corporate culture of anti-corruption in the framework of educational, methodical and inclusive work.

38. Achieving the goals of improving the department's work in the field of quality management systems of management, anti-corruption management system and other systems implemented in the Conservatory.

39. Organization of the "Teacher through the eyes of students" survey to assess the quality of teaching and identify problematic aspects in teaching.

40. Educational and methodological support of the educational process for students with disabilities and special educational needs, including the development of adapted materials and methods.

41. Monitoring the process of professional development of teaching staff working with students with disabilities and special educational needs.

42. Organization of methodological seminars and trainings for teaching staff on educational programs aimed at working with students with disabilities and special educational needs.

43. Providing methodological advice and individual support to students with disabilities and special educational needs.

44. Evaluation of the effectiveness of educational programs for students with special educational needs and organization of adjustments if necessary.

45. Development of educational and methodological relations with external organizations working with students with disabilities and special educational needs.

46. Development and implementation of quality standards of educational processes to improve the level and compliance with modern requirements.

4. RIGHTS

47. The Department, in order to solve the tasks assigned to it, has the right to:

1) request from structural divisions (necessary data, documents, reports, statistics, and other information) that is necessary for performing assigned tasks;

2) require and receive from all structural divisions of the organization information necessary to perform the tasks assigned to the department, including information on educational processes, inclusive education and reporting;

3) independently conduct correspondence on all issues that fall within the competence of the department and do not require coordination with the head of the Conservatory, including with external organizations;

4) represent the organization in accordance with the established procedure on issues within the competence of the department, on behalf of the Conservatory, including participation in working groups, commissions and external conferences;

5) provide explanations, recommendations and instructions on issues falling within the competence of the department, as well as monitor their implementation, including consultations for employees and students;

6) hold meetings and participate in meetings held in the organization on issues related to the competence of the department, as well as organize working meetings with other departments;

7) make suggestions for improving the organizational structure and work processes of the Conservatory related to educational, methodological and inclusive activities;

8) monitor compliance with regulations and quality standards in the field of education, including participation in the preparation of reports on the results of monitoring;

9) initiate projects and activities aimed at improving the quality of educational processes, innovations in teaching methods and inclusive education;

10) use modern information technologies, including programs for automating the educational process and managing educational documentation, in order to improve the efficiency of the department.

5. RESPONSIBILITY

48. The Head of the Department of Academic and Methodological Work and Inclusive Education bears full responsibility for the quality and timely execution of the tasks and functions assigned to the Department of Academic and Methodological Work and Inclusive Education in accordance with these Regulations, as well as for creating conditions for the effective work of the employees under their supervision.

49. Employees of the Department of Academic and Methodological Work and Inclusive Education are responsible for:

1) proper performance or non-performance of their official duties as stipulated by these Regulations, within the limits defined by the current labor legislation of the Republic of Kazakhstan;

2) offenses committed in the course of their professional activities, within the limits defined by the current administrative, criminal, and civil legislation of the Republic of Kazakhstan;

3) causing material damage, within the limits defined by the current labor and civil legislation of the Republic of Kazakhstan;

4) violations of information security rules, fire safety, labor protection, sanitary and hygiene standards, and office record-keeping rules, in the manner defined by the legislation of the Republic of Kazakhstan;

5) compliance with deadlines for tasks related to the preparation of academic and methodological documentation, reporting, and other key departmental processes;

6) compliance with quality standards of academic and methodological materials and educational programs, including their relevance and compliance with the legislation and internal regulatory acts of the Conservatory;

7) organization and monitoring of activities related to inclusive education, including the timeliness and completeness of the implementation of recommendations and clarifications for students with special educational needs.

6. INTERACTION

50. In its activities, the Department of Academic and Methodological Work and Inclusive Education interacts with all structural subdivisions of the Conservatory, as well as with external organizations and institutions:

1) with departments, faculties, and other subdivisions – on matters related to the organization and planning of the academic and methodological process, implementation of State Compulsory Standards for higher and postgraduate education, as well as the implementation of educational programs, development of new courses

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and their integration into curricula, and for the purpose of exchanging experience in teaching methods and implementing best practices;

2) with the Human Resources Department – on matters related to obtaining copies of orders relevant to work, provision of forms for issuing orders, staffing arrangements including recruitment of lecturers for inclusive educational programs and professional development courses, and organizing professional training and certification events for department staff;

3) with the Situational Monitoring and IT Support Sector – on matters related to software and technical support of educational processes, introduction of innovative educational technologies, and ensuring access to learning materials for students with special educational needs through information and communication technologies, as well as supporting online platforms for distance learning and work with inclusive educational resources;

4) with the Department of Administrative Infrastructure and Building Maintenance – on matters concerning the operation of life support systems that ensure accessibility and inclusivity of the educational environment for students with disabilities, the organization of specialized learning and working spaces for people with disabilities, the creation and maintenance of a barrier-free environment, and monitoring infrastructure facilities for compliance with safety regulations;

5) with external organizations and institutions – on matters related to the Republican Student Olympiad, Junior Olympiad, organization of academic and methodological seminars, development of joint educational programs, organization of cultural and scientific events, and coordination of educational and research activities with other educational institutions and organizations both within the country and abroad;

6) with the Ministry of Education and Science of the Republic of Kazakhstan (MES RK) – on matters concerning regulatory support for educational activities, development and implementation of quality education standards, participation in state certifications and accreditations, and interaction with various government oversight bodies;

7) with public organizations working in the field of inclusive education – on matters of experience exchange, development of methodological guidelines and educational materials, organization of trainings and seminars for lecturers, and integration of best international practices in inclusive education into the academic process.

7. PROCEDURE FOR MAKING CHANGES

51. Proposals for amendments to these Regulations may be submitted by the Head of the Department or any interested structural subdivision; however, they must be approved by the supervising Vice-Rector and other responsible officials, if necessary.

52. Amendments to the Regulations may only be made based on the decision of the Academic Council. Following such a decision, an official letter from the Head of the Department containing the proposed amendments must be approved by the Vice-Rector for Academic Affairs.

53. All changes made to the Regulations shall be recorded in accordance with the requirements of the Quality Management System (QMS), with a mandatory entry in the “Change Registration Sheet” and the attachment of the approved documents. All

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amendments must be analyzed for compliance with current legislative and regulatory requirements.

54. The original copy of the Regulations, including all amendments, shall be kept in the Human Resources Department or in another designated subdivision responsible for documentation within the organization. The Department must, when necessary, ensure access to the updated versions of the Regulations for all interested employees and structural subdivisions.

8. FINAL PROVISIONS

55. These Regulations come into effect upon approval by the Conservatory's administration, from the moment they are signed by the Head or an authorized person, with the approval date recorded in the official minutes.

56. These Regulations are an internal normative document of the Conservatory and are mandatory for implementation by all structural subdivisions. Copying, reproduction, or distribution of this document, in whole or in part, without written permission from the Conservatory's administration is not permitted.

57. The composition, review, distribution, storage, revision, and reissuance of this document are carried out in accordance with the documented procedure "Management of Documented Information," which regulates the handling of the Conservatory's internal regulatory acts.

58. The electronic version of this document may be provided to external parties or supervisory authorities only in a copy-protected format, such as a PDF with restrictions on editing or copying, to prevent unauthorized distribution.

59. In the event that these Regulations need to be revised or amended, all changes must be approved by the supervising and responsible officials, and must be formalized in accordance with established procedures and registered in accordance with the internal documentation requirements of the Conservatory.

60. If any provisions of this document conflict with the current legislation of the Republic of Kazakhstan or the Conservatory's internal regulations, such provisions are subject to immediate review and alignment with the relevant legal acts, and employees of the department must be duly notified of the changes made.

CHANGE REGISTRATION SHEET

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INTRODUCTION SHEET

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