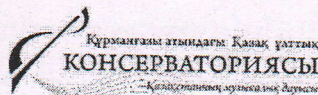


Қазақстан Республикасы
Мәдениет және ақпарат министрлігі
«Құрманғазы атындағы Қазақ
ұлттық консерваториясы»
республикалық мемлекеттік
мекемесі



Republic State Institution
“Kurmangazy Kazakh National
Conservatory”
Ministry of Culture and Information
of the Republic of Kazakhstan

**ҚҰРЫЛЫМ
ТУРАЛЫ ЕРЕЖЕ**

**THE REGULATION
OF THE DEPARTMENT**

26 February, 2025
күн / дата

No. 170-18-2025

Алматы қ.

Almaty

Approved by
the decision of the Academic Council
RSI “Kurmangazy Kazakh National
Conservatory”

Ministry of Culture and Information
of the Republic of Kazakhstan
Chairman



G. Tasbergenova
Protocol No. 8 dated “26” February 2025

EDITORIAL DEPARTMENT

Developed:			
Head of the Editorial Department		G. Begembetova	<u>24.01.25</u>
Agreed:			
Acting Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation		A. Nussupova	<u>24.01.25</u>
Head of the International Programs and Cooperation Department		D. Urazymbetov	<u>24.01.25</u>
Head of the Project Office for Quality Management, Internal Audit, and Strategic Planning		A. Sarymssakova	<u>24.02.25</u>
Head of the Human Resources Department		G. Karabalayeva	<u>24.01.25</u>
Compliance Officer		G. Jaguparova	<u>24.01.25</u>
Head of the Legal Department		D. Mamedova	<u>21.01.25</u>
Position	Signature	Full name	Date

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1. GENERAL PROVISIONS

1. This Regulation has been developed in accordance with the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III (as amended on 11.01.2025), the Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015 No. 410-V (as amended on 01.01.2025), the Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (as amended on 01.01.2025) and the Order The Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated December 30, 2020 No. 553 "On approval of the Qualification Directory of positions of managers, specialists and other employees (with amendments and additions as of 06/20/2024).

2. Editorial Department (hereinafter – ED) is created, reorganized and liquidated by order of the Rector on the basis of a decision of the Academic Council of the Conservatory.

3. ED employees are appointed and dismissed on the basis of an order from the Rector of the Conservatory in coordination with the head of the scientific and editorial department and the Vice-rector for Scientific and Innovative Activities, Creative Development and International Cooperation.

4. In its work, the ED reports to the Vice-rector for Scientific and Innovative Activities, Creative Development and International Cooperation, who coordinates the activities of the structural unit.

5. The official rights and duties of ED employees are determined by job descriptions.

6. The full-time number of ED employees is determined by the staff schedule of the Conservatory.

7. The ED is guided in its work by:

1) The Constitution of the Republic of Kazakhstan, legislative and other normative legal acts of the Republic of Kazakhstan in the field of education and science;

2) Orders and letters of instruction from the Ministry of Culture and Information of the Republic of Kazakhstan and the Ministry of Science and Higher Education of the Republic of Kazakhstan related to the activities of the ED;

3) Current regulatory and methodological documents in the field of organizing the activities of organizations of higher and postgraduate education;

4) The Charter of the Conservatory;

5) The Conservatory's internal quality management assurance policy;

6) Objectives in the field of quality management of the Conservatory;

7) Program and development plan of the Conservatory for 2023-2029;

8) Internal regulatory documents regulating the activities of the Conservatory;

9) This Regulation.

8. The documentation of the ED is determined by the general requirements for the nomenclature of the structural unit of the Conservatory and is coordinated

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with the Documentation and Archive Department.

9. The department consists of the Head of the Department and three Managers.

10. The working conditions of ED employees are determined by employment contracts and additional agreements concluded with each employee.

11. The official duties of ED employees are determined by job descriptions developed by the Head of the Department and approved by the Academic Council.

12. The regulations on the ED, additions and amendments are approved by the Academic Council of the Conservatory.

13. The functional responsibilities of the Head of the Department are the overall management of the ED's activities, the definition of its plans and control over their implementation, the distribution of tasks to all ED employees, and interaction with external organizations.

14. During the absence of the Head of the ED, his duties are performed by the manager (with the appropriate qualifications availability), who acquires the relevant rights and is responsible for improper performance or non-fulfillment of the duties assigned to him in accordance with the act of the employer.

2. TASKS

15. The ED was created for the purpose of organizational, publication and informational support of the activities of the international peer-reviewed scientific journal Saryn, which implements publication projects in the Internet space and print issues.

16. Based on the objectives of the creation, the main objectives of the ED are:

1) preparation for publication (collection of articles, work with authors, work with reviewers, editing, layout, design, content of the sarynjournal.kz and other types of works) of the international peer-reviewed scientific journal Saryn;

2) publication of the international peer-reviewed scientific journal Saryn on the Internet on the official website of sarynjournal.kz;

3) publication of the international peer-reviewed scientific journal Saryn in printed (paper) format;

4) external representation of the Conservatory on issues related to the activities of the Saryn university scientific publication in data bases, scientific representations, supervising ministries and other organizations whose activities are focused on scientific research and scientific publishing development;

5) coordination of the technical support of the official website sarynjournal.kz;

6) coordination of Saryn magazine's cooperation with educational, research and cultural organizations from near and far abroad, as well as in the Republic of Kazakhstan;

7) involvement of interested parties (authors, reviewers, editors) from near and far abroad in the development of Saryn's activities;

8) consulting support for authors and reviewers within the framework of

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editorial policy, review policy and guidelines for authors, as well as members of the editorial board on publication issues in Saryn;

9) implementation of the legislation of the Republic of Kazakhstan related to periodicals.

3. FUNCTIONS

17. In accordance with the tasks assigned to it, the ED performs the following functions:

1) development of work plans for the calendar year (annually), participation in their implementation, preparation of a work report;

2) record keeping in accordance with the nomenclature of the Conservatory;

3) correspondence with scientific research and scientific publishing organizations regarding the publication of Saryn;

4) systematic study and analysis of global trends in the field of scientific publications;

5) organization of the work of the international Editorial Board and the Editorial Board of Saryn;

6) preparation of information certificates, reports and other documents related to the activities of Saryn journal, at the request of the supervising ministries and other bodies;

7) activities related to the content of the Saryn journal website (sarynjournal.kz);

8) monitoring the content of the journal for compliance with the Requirements for scientific publications in order to include them in the List of publications recommended for publishing the results of scientific activities of the Committee for Quality Assurance in Education and Science, as well as for compliance with international scientific standards, including the scientometric databases Scopus, Web of Science and others;

9) work to promote Saryn to the global international scientific information databases Scopus, Web of Science Core Collection, etc.;

10) replenishment of the Saryn reviewer database;

11) coverage of the results of the Saryn magazine's activities on the Conservatory's website (conservatoire.edu.kz).

4. RIGHTS

18. In order to carry out its functions, the ED has the right to:

1) prepare documents in the field of scientific and editorial work of Saryn within their competence;

2) request and receive information from the structural divisions of the Conservatory necessary to perform the functions assigned to the ED for planning, implementing and reporting on Saryn projects;

3) request and receive information from the structural divisions of the Conservatory: statistical and operational data; reporting and reference materials on

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issues within the competence of the department, necessary for employees to perform their official duties;

4) submit proposals for the development or support of Saryn's activities and functioning to the Rector;

5) use local information networks and document management systems, as well as international telephone communication to perform the functions assigned to the ED.

5. RESPONSIBILITY

19. The Department is responsible for meeting the requirements of the laws of the Republic of Kazakhstan, resolutions and regulations of the Ministry of Culture and Information of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, as well as orders of the Rector of the Conservatory within its competence.

20. The degree of responsibility of ED employees is established by the relevant job descriptions.

21. Each ED employee is fully responsible for the safety and non-disclosure of confidential information that they have access to in the performance of their official duties.

22. All ED employees are required to comply with the rules and regulations of occupational safety and health, information security, fire and seismic safety regulations, as well as to ensure the safety of property managed by the ED.

6. INTERACTION

23. The relationship of ED's with other structural units is determined by the tasks and functions defined by this Regulation.

24. The ED may cooperate or advise other structural divisions of the Conservatory on scientific and editorial work on the Saryn edition.

7. PROCEDURE FOR AMENDMENTS

25. Proposals to amend these Regulations are made by the Head of the Department and coordinated with the supervising Vice-rector.

26. Amendments to the Regulations are made only based on the results of a decision of the Academic Council on the basis of an official letter from the Head of the Department, agreed with the Vice-Rector for Scientific and Innovative Activities, Creative Development and International Cooperation.

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

28. The original Regulation is kept in the Human Resources Department.

8. FINAL PROVISIONS

29. This Regulation, as well as amendments and additions to it, are approved

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by the Charter of the Conservatory and come into force after their approval.

30. The clauses of the Regulation are binding and may be amended or supplemented due to changes in regulatory documents that are not taken into account by this document.

31. Other issues arising in the implementation of the provisions of the Regulations are resolved in accordance with the Charter of the Conservatory or the current legislation of the Republic of Kazakhstan.

CHANGE REGISTRATION SHEET

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FAMILIARIZATION SHEET

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