

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

дата

Алматы қ.

No. 170-19-2025

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

INTERNATIONAL PROGRAMS AND COOPERATION DEPARTMENT

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

CONTENT

1.	GENERAL REGULATIONS	3
2.	OBJECTIVES	4
3.	FUNCTIONS	5
4.	RIGHTS	6
5.	RESPONSIBILITY	6
6.	INTERACTION	7
7.	PROCEDURE FOR AMENDMENTS	7
8.	FINAL PROVISIONS	7
	CHANGE REGISTRATION SHEET	8
	FAMILIARIZATION SHEET	9

1. GENERAL REGULATIONS

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 and supplemented on 11.01.2025), the Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015, No. 410-V (as amended and supplemented on 01.01.2025), the Labor Code of the Republic of Kazakhstan dated November 23, 2015, No. 414-V (as amended and supplemented on 01.01.2025), and the Order of 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" (as amended and supplemented as of 20.06.2024).

2. This Regulation defines and establishes the requirements for the activities of the International Programs and Cooperation Department (hereinafter referred to as the Department), which is a structural subdivision of the republican state institution "Kurmangazy Kazakh National Conservatory" of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter referred to as the Conservatory).

3. The Department is created, reorganized and liquidated by Order of the Rector on the basis of the decision of the Academic Council of the Conservatory.

4. Employees of the Department are appointed and dismissed from their positions based on the order of the Rector of the Conservatory, in coordination with the Head of the International Programs and Cooperation Department or the Acting Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation.

5. The Department operates under the authority of the Acting Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation, who coordinates the activities of the structural department.

6. The job rights and responsibilities of Department employees are determined by job descriptions.

7. The staffing level of Department employees is determined by the staffing table of the Conservatory.

8. The Department operates in accordance with:

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

2) orders, directives, and instructions of the Ministry of Culture and Information of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, related to the activities of the Department;

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

4) the Charter of the Conservatory;

Regulation of the Department	International Programs and Cooperation Department	
Kurmangazy Kazakh National Conservatory		Page 3 of 9

- 5) the Conservatory's internal quality management policy;
 - 6) objectives in the field of quality management of the Conservatory;
 - 7) the development program and plan of the Kurmangazy Kazakh National Conservatory for 2023–2029;
 - 8) internal regulatory documents regulating the activities of the Conservatory as a whole;
 - 9) This Regulation.
9. The documentation of the Department is determined by the general requirements for the nomenclature of the structural unit of the Conservatory and is coordinated with the documentation support department.
10. The structure of the Department consists of the Department Head, Senior International Relations Manager, and International Relations Managers.
11. The working conditions of the Department employees are determined by employment contracts concluded with each employee.
12. The job duties of Department employees are determined by job descriptions developed by the Department Head and approved by the Rector.
13. The Department's Regulation, additions, and amendments are approved by the Rector of the Conservatory.
14. The functional duties of the Department Head include general management of the Department's activities, defining its plans, and monitoring their implementation, assigning tasks to all Department employees, and interacting with all structural units of the Conservatory.
15. In the absence of the Department Head, the Senior International Relations Manager assumes their duties (if qualified), acquiring corresponding rights and responsibilities for improper execution or non-execution of duties assigned to them in accordance with the employer's act.

2. OBJECTIVES

16. The Department is established with the aim of providing organizational and informational support for the international cooperation of the structural units of the Conservatory, implementing projects and programs in the field of academic exchange, research activities, and other directions and forms of international activities.
17. Based on the goals of its establishment, the main tasks of the Department are:
- 1) Participation in the development and implementation of activities related to the international activities of the Conservatory;
 - 2) Expansion of academic mobility through the activation of international student and academic staff exchanges;
 - 3) Conducting analytical work to assess and forecast the development prospects of international cooperation;
 - 4) External representation of the Conservatory on international cooperation

Regulation of the Department	International Programs and Cooperation Department
Kurmangazy Kazakh National Conservatory	Page 4 of 9

issues;

5) Coordination of work on international cooperation with educational, scientific, creative, and cultural organizations from both near and distant foreign countries, as well as within the republic;

6) Involvement of interested enterprises and organizations from near and distant foreign countries in the development of the Conservatory's international relations;

7) Consultation support for foreign students on matters related to compliance with the legislation of the Republic of Kazakhstan during their stay in the country, related to the educational process at the Conservatory;

8) Regulation of advisory support to the departments of the Conservatory on matters of international cooperation.

3. FUNCTIONS

18. In accordance with the tasks assigned to it, the Department performs the following functions:

1) Development of annual work plans, participation in their implementation, and preparation of annual work reports.

2) Preparation of cooperation agreements, memorandums of understanding, and contracts with foreign educational institutions and companies.

3) Assistance in the preparation of international agreements, correspondence with universities, foundations, associations, and other organizations.

4) Regulation of advisory assistance in the proper preparation of documents for the departure of Conservatory students abroad within the framework of academic mobility.

5) Keeping records of trips of Conservatory students and faculty abroad within the framework of academic mobility.

6) Participation in the creation and maintenance of an information database on the Conservatory's website regarding international activities in collaboration with the Conservatory's information policy department.

7) Registration and storage of cooperation contracts, memorandums, agreements, incoming and outgoing correspondence, and monitoring their implementation.

8) Monitoring the implementation of agreements and contracts of the Conservatory with foreign educational institutions, organizations, and companies.

9) Introduction of document management in accordance with the nomenclature of the Conservatory.

10) Preparation and submission of reporting data for planned and annual reports of the Conservatory in the field of international cooperation, as well as upon the request of the Rector or the supervising Vice-Rector.

11) Coverage of the results of international cooperation on the Conservatory's website.

Regulation of the Department	International Programs and Cooperation Department
Kurmangazy Kazakh National Conservatory	Page 5 of 9

12) Systematic study and analysis of international and informational materials, and development of recommendations and proposals for the development of international cooperation based on them.

13) Study of the experience of other universities (including foreign ones), enterprises, and organizations in the field of international cooperation and preparation of proposals for improving the Department's work.

14) Analysis of external relations of the Conservatory.

15) Providing information to Conservatory students and teaching staff about current competitions and programs.

16) Consultation of students, doctoral students, employees, and teaching staff of the Conservatory on the preparation of applications, forms, grants, and other documents for the development of international cooperation.

17) Providing organizational support to international students on issues of cooperation with the Migration police Department of the Department of Internal Affairs of Almalinsky district of Almaty city.

4. RIGHTS

19. The department, in order to fulfill its functions, has the right to:

1) Prepare documents in the field of international cooperation within its competence;

2) Request and obtain necessary information from the structural units of the Conservatory, necessary for the implementation of the department's functions in planning, implementation, and reporting on international cooperation projects and programs;

3) Request and obtain from the structural units of the Conservatory: statistical and operational data; reporting and reference materials on issues related to the competence of the international department, necessary for the employees of the international department to fulfill their duties;

4) Submit proposals to the Rector for the development of international cooperation;

5) Make proposals for the participation of Conservatory departments in educational, scientific, and creative international projects;

6) Upon assignment and coordination with the rector, involve the relevant structural units of the Conservatory in solving the main tasks of the department;

7) Use local information networks and document management systems, as well as international telecommunication, to perform the functions assigned to the department.

5. RESPONSIBILITY

20. The department is responsible for complying with 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

Regulation of the Department	International Programs and Cooperation Department
Kurmangazy Kazakh National Conservatory	Page 6 of 9

Higher Education of the Republic of Kazakhstan, as well as orders of the rector of the Conservatory within its competence.

21. The degree of responsibility of department employees is established by the corresponding job descriptions.

22. Each employee of the department is fully responsible for the preservation and non-disclosure of confidential information to which they have access in the performance of their duties.

23. All department employees are required to adhere to the rules and norms of occupational safety and health, fire safety, and seismic safety, information security rules, as well as ensure the safety of property under the department's responsibility.

6. INTERACTION

24. The department's relations with other structural units are determined by the tasks and functions defined by this Regulation.

25. The department may collaborate or provide consultation to other structural units of the Conservatory on matters related to international activities.

7. PROCEDURE FOR AMENDMENTS

26. Suggestions for amending this Regulation are submitted by the department head and coordinated with the supervising Vice-Rector.

27. Changes to the Regulation are made only by the order of the Rector based on a formal letter from the Department Head, approved by the Vice-rector for Scientific and Innovative Activities, Creative Development and International Cooperation.

28. Changes to the Regulation are made in accordance with the requirements of the Quality Management System (QMS) with mandatory annotation on the "List of Change Registration".

29. The original copy of the Regulation is kept in the Human Resources Department.

8. FINAL PROVISIONS

30. The current Regulation, as well as any amendments and additions made to it, are approved by the Academic Council of the Conservatory and come into effect upon their approval.

31. The provisions of the Regulation are mandatory and must be adhered to, and they may be amended or supplemented in connection with changes to regulatory documents not accounted for in this document.

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

Regulation of the Department	International Programs and Cooperation Department	
Kurmangazy Kazakh National Conservatory		Page 7 of 9

CHANGE REGISTRATION SHEET

[illegible]

Regulation of the Department	International Programs and Cooperation Department	
Kurmangazy Kazakh National Conservatory		Page 8 of 9

FAMILIARIZATION SHEET

[illegible]

Regulation of the Department	International Programs and Cooperation Department	
Kurmangazy Kazakh National Conservatory		Page 9 of 9