

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

**ҚЫЗМЕТ
ЕРЕЖЕСІ**

**REGULATION
OF ACTIVITIES**

30 april 2025

дата

Алматы қ.

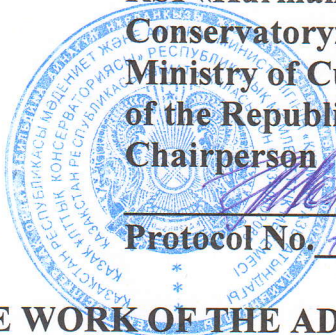
№ П-13-25

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. 10 « 30 » april 2025

REGULATIONS ON THE WORK OF THE ADMISSIONS COMMITTEE

Developed by:			
Executive Secretary of the Admissions Committee		Imanbayev A.	30.04.25
Approved by:			
Vice-Rector for Academic Affairs		Abdirakhman G.	30.04.25
Acting Vice-Rector for Scientific and Innovative Activities, Creative Development, and International Cooperation		Nussupova A.	30.04.25
Vice-Rector for Educational and Social Affairs		Kuldanov N.	30.04.25
Head of the Project Office for Quality Management, Internal Audit, and Strategic Planning		Sarymsakova A.	30.04.25
Head of the Financial and Economic Department		Mazbayeva A.	30.04.25
Head of the Legal Sector		Mamedova J.	30.04.25
Position	Signature	Full name	Date

CONTENT

1. GENERAL PROVISIONS	3
2. STRUCTURE AND COMPOSITION OF THE ADMISSIONS COMMITTEE	3
3. FUNCTIONS OF THE ADMISSIONS COMMITTEE	4
4. JOB RESPONSIBILITIES OF MEMBERS OF THE ADMISSIONS COMMITTEE	5
5. ORGANIZATION OF THE WORK OF THE ADMISSIONS COMMITTEE	9
6. ADMISSION COMMITTEE RIGHTS	10
7. ADMISSIONS COMMITTEE REPORTING	10
8. KEEPING	11
9. PROCEDURE FOR MAKING CHANGES	11
10. FINAL PROVISIONS	11
CHANGES SHEET	13
FAMILIARIZATION SHEET.....	14

1. GENERAL PROVISIONS

1. This Regulation regulates the work procedure of the admission committee of the Kurmangazy Kazakh National Conservatory (hereinafter – the Conservatory).
2. The Admissions Committee is guided by its work:
 - The Law of the Republic of Kazakhstan «On Education»;
 - The Charter of the Conservatory;
 - Regulatory legal acts of the Republic of Kazakhstan, Regulations on the special status of organizations of higher and (or) postgraduate education of the Republic of Kazakhstan, orders, orders and instructional letters of the Ministry of Culture and Information, the Ministry of Education and Science of the Republic of Kazakhstan, directive and instructional materials of the NTC (National testing centre).
 - By this Regulation.
3. This Regulation is valid until the adoption of a new Regulation.
4. The admission committee is created annually to organize the reception of documents entering a higher educational institution, conduct entrance exams and enrolment in students, the admission committee of the Conservatory is organized annually.
5. The main tasks of the admissions committee are the organization of student recruitment, admission, registration and processing of documents, enrolment on a competitive basis in the composition of students under the bachelor's degree program.
6. Persons included in the admissions committee may not be on vacation during the entrance exams to the Conservatory.

2. STRUCTURE AND COMPOSITION OF THE ADMISSIONS COMMITTEE

7. For organizational and methodological support, organization of document receptions and conducting entrance creative exams, by order of the rector of the Conservatory are created:
 - the composition of the admissions committee;
 - the composition of the subject examination commission;
 - the composition of the appeal commission;
 - the composition of concertmasters and consultants.
8. The composition of the admissions committee is approved by the order of the Rector of the Conservatory. The quantitative composition of the admissions committee consists of an odd number of members.
9. In order to ensure the work of the admissions committee before the start of receiving documents, the rector's order approves the technical composition of the admissions committee from among the teaching staff and the teaching and support staff of the Conservatory.

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	Page 3 of 14

10. The chairman of the admissions Committee is the Rector of the Conservatory.
11. The executive secretary of the admissions Committee is appointed by order of the rector from among the administrative and teaching staff of the Conservatory with at least 3 years of experience in the Conservatory.
12. The admissions committee consists of:
 - Chairman – Rector of the Conservatory;
 - Deputy Chairman;
 - members of the admissions committee (vice-rectors, deans of faculties, heads of structural departments);
 - executive secretary of the admissions committee.
13. Technical staff of the admissions Committee:
 - deputy Executive Secretary;
 - programmer of the admissions committee;
 - technical secretaries.
14. The composition of the consultants is approved by the order of the Rector of the Conservatory.
15. The consultants include the faculty of the Conservatory.
16. The composition of the subject commission is approved by the order of the Rector of the Conservatory. The subject examination commission consists of:
 - chairman – head of the department;
 - members of the subject commission (representatives from among the teaching staff who are specialists in the relevant subject area);
 - representatives of public organizations, mass media;
 - persons with appropriate education in the profile and recommended by the local authorized agency in the field of culture.
17. The Commission consists of an odd number of teachers. The decision of the commission is considered competent if at least two thirds of its members are present at the meeting. The decision of the commission is made by a majority vote of the number of those present at the exam. In case of equality of votes, the vote of the chairman of the commission is decisive.
18. The composition of the appeal commission is approved by the order of the Rector of the Conservatory. The appeal commission consists of:
 - the chairman;
 - members of the commission (representatives from among the most experienced and qualified scientific and pedagogical workers who are specialists in the relevant subject area).

3. FUNCTIONS OF THE ADMISSIONS COMMITTEE

19. Develops rules for admission to the Conservatory.
20. Provides consultations to applicants on admission to study at the Conservatory on educational programs of higher education during the year, including in a special

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	
Page 4 of 14	

section of the official website of the Conservatory, as well as on the official pages of the Conservatory in social networks;

21. Monitors the reliability of information and documents provided by persons entering the Conservatory.

22. The admission Committee, during the period of acceptance of documents, monitors the availability of information for applicants on the official website of the Conservatory.

23. Organizes the reception of documents from persons entering the Conservatory for higher education programs.

24. Carries out the registration of the application, the entry of information about them into the electronic database of the Admissions Committee provided for by the internal documents of the Conservatory, the registration of the applicant's personal file, the issuance of a receipt for the acceptance of documents;

25. Publication of the rector's orders on enrolment and their publication on the official website of the Conservatory and the information stand of the Admissions Committee.

26. Supervises the work of the examination commission, reviews and approves all the results of the work of the appeals commission.

27. When performing the functions, the Admissions Committee is obliged to:

- ensure the observance of the rights of citizens in the field of education, established by the legislation of the Republic of Kazakhstan;
- to perform the tasks and functions assigned by this Regulation efficiently and in a timely manner;
- be guided by the regulatory documents specified in the Admission Rule and other internal documents of the Conservatory;
- comply with the requirements of occupational safety, general and fire safety for employees and applicants.

4. JOB RESPONSIBILITIES OF MEMBERS ADMISSIONS COMMITTEE

28. The Admission Committee of the Conservatory is authorized to carry out the following activities:

- organization of admission of applicants' documents;
- organization of entrance exams;
- organization of informing applicants in accordance with the current Admission Rules;
- preparation of lists of persons for admission to the Conservatory students;
- development and discussion of documents regulating the admission of citizens to the Conservatory;
- control over the work of examination and appeal commissions.
- examination of the results of entrance exams.

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	Page 5 of 14

29. **The Chairman of the Admissions Committee** directs all the activities of the Admissions Committee, determines the duties of its members and is responsible for the implementation of the established admission control figures and compliance with legislative acts and other regulatory documents on the formation of the contingent of students. The Chairman of the Admissions Committee, and in case of his absence, the Deputy Chairman, approves separate documents regulating the activities of the Admissions Committee, appoints the dates of meetings of the Admissions Committee.

30. **Deputy Chairman of the Admissions Committee:**

- performs the duties of the chairman of the admissions committee in his absence;
- fulfil the instructions of the chairman of the admissions committee and, by his decision, may use the same rights as the chairman;
- organizes the study by members of the admission committee of the Admission Rules at the Conservatory and other regulatory documents on the organization of admission, according to the legislation of the Republic of Kazakhstan in the field of education and science;
- coordinates the activities of the employees of the admissions committee, monitors the conscientious performance of their duties;
- distributes responsibilities among members of the admissions committee;
- determines the list of premises for conducting entrance tests, as well as their necessary equipment;
- manages the organization of «Open Days» at the Conservatory for applicants;
- organizes the work of the executive secretary of the admissions committee, the examination commission, the appeal commission, the procedure of entrance creative exams.

31. **Members of the admissions Committee:**

- organize professional orientation work in the following specialties;
- participate in the meetings of the commission;
- participate in conducting interviews with applicants to the Conservatory;
- prepare proposals for improving the reception and record keeping procedures;
- conduct consultations with applicants according to the order and rules of admission;
- consider the documents of applicants, recommend applicants for admission to the Conservatory;
- control the organization and conduct of entrance exams.

32. **Deans of faculties**, who are part of the Admissions Committee:

- provide information materials for advertising stands of faculties; information about structural changes within faculties;
- consultants are allocated for the period of the admission campaign to inform applicants about the peculiarities of preparing in the specialties and areas of preparing of the faculty;

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	
Page 6 of 14	

- organize and manage career guidance work at the faculty and departments (design of advertising stands and materials, preparation for the event «Open Day», etc.).

33. **Executive Secretary** (Deputy Executive Secretary) of the Admissions Committee:

- submits for approval to the Rector of the Conservatory the composition of the examination and appeal commissions;
- conducts reception of citizens on admission to the Conservatory;
- coordinates the career guidance work of the Conservatory;
- instructs exam boards in order to clearly define responsibilities and increase personal responsibility;
- is responsible for correspondence on admission issues, prepares responses to letters in a timely manner, issues notifications on the results of consideration of documents;
- participates in the development of regulatory documents regulating admission to the Conservatory, and ensures compliance with the requirements specified in them;
- provides direct supervision of the work of the examination commissions on the organization and conduct of admission of applicants, general guidance in the preparation of materials for enrolment of applicants to the Conservatory;
- coordinates the work of the receiving departments on the preparation of examination assignments, evaluation criteria for creative exams, requirements for applicants;
- prepares draft orders concerning the organization and conduct of admission to training, materials for the meetings of the Admissions Committee;
- compiles reports on the work of the Admission Committee of the Conservatory;
- directs work on career guidance for graduates of secondary general education and vocational educational institutions, work on preparing for publication of materials for incoming and other information materials;
- controls the correctness of the registration of personal files received;
- provides daily preparation of information about the course of the admission campaign, its presentation to the rector and vice-rectors, as well as posting on the official website of the Conservatory;
- draws up the protocol of the Admissions Committee meetings;
- prepares reports on the work of the Admissions Committee;
- monitors and takes all necessary measures to protect the labour of subordinates, their compliance with safety regulations, industrial sanitation, fire-fighting measures in the workplace, maintaining labour discipline and compliance with the internal regulations of the Conservatory;
- conducts the reception of citizens, gives timely answers to written requests of citizens on admission to the Conservatory.

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	
Page 7 of 14	

34. Deputy Executive Secretary of the Admissions Committee:

- performs the duties of the executive secretary of the Admissions Committee in his absence;
- participates in the preparation of documents of the Admissions committee, including draft orders concerning the organization and conduct of admission to the Conservatory, regulating the work of the Admissions committee;
- is responsible for the accurate and timely processing of documentation, maintains contact with the testing centre during the admission campaign;
- provides technical secretaries and programmers with the necessary stationery and equipment;
- controls the correctness of incoming documents and the maintenance of registration logs;
- responsible for the exam schedule, organizes consultations, entrance creative exams and appeals, transfer of the results of entrance creative exams to the faculty commissions;
- participates in the encryption and decryption of incoming examination materials;
- responsible for the introduction of data by technical secretaries into the subsystem «Admission Committee» AIS (Automated information system) Platonus of the Conservatory;
- provides preparation and delivery of personal files of students of the Conservatory enrolled in the first year of the academic part;
- provides preparation and submission of personal files of applicants who have not been admitted to the archive of the Conservatory.

35. Technical secretaries of the Admissions Committee:

- accepts incoming documents and forms them into personal files;
- issues receipts for incoming documents;
- participates in the preparation of premises and equipment necessary for the work of the commission;
- participates in conducting entrance creative exams and appeals;
- is responsible for the formation of the draft order on enrolment in the number of students (for the correctness of the data entered in the project: surname, first name, patronymic according to the identity card; the name of the faculty, educational program; language of instruction; points indicated in the certificate, preferential benefits, etc.);
- is responsible for the data entered into the NTC systems, AIS Platonus in the subsystem «Admission Committee». Provides applicants with assistance in the preparation of documents;
- performs registration of personal files of students enrolled in the first year;
- performs assignments of the executive secretary/deputy executive secretary of the admissions committee;

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	Page 8 of 14

- responsible for the safety of personal files of incoming/enrolled applicants before they are transferred to the academic part/ archive of the Conservatory;
- transfers personal files according to the act of transfer to the Educational Part/ archive of the Conservatory.

5. ORGANIZATION OF THE WORK OF THE ADMISSIONS COMMITTEE

36. For the reception of documents and the organization of entrance creative exams, the rector's order approves the composition of the admissions committee.

37. Before the start of accepting documents and during the period of functioning in accordance with regulatory documents, the admissions committee determines and announces:

- a list of educational programs and training areas for which the Conservatory announces the acceptance of documents in accordance with the current license;
- conditions of admission to the Conservatory for places funded from the state budget (according to the information of the Ministry of Education and Science of the Republic of Kazakhstan) and on a contractual basis.

38. Documents are accepted within the time limits determined by the Ministry of Science and Higher Education of the Republic of Kazakhstan and the Rules of Admission to the Conservatory for the next academic year.

39. For conducting entrance creative examinations, the rector's order approves the composition of the examination commissions.

40. The examination Commission, two months before the start of the entrance creative examinations, shall make up the examination tasks approved by the chairman of the admission committee of the Conservatory.

41. The schedule of entrance creative exams is approved by the chairman of the admission committee of the Conservatory and is brought to the attention of applicants.

42. The results of the creative exam are drawn up by a statement of assessments, the protocol of the commission in any form and are transmitted to the executive secretary of the admissions committee (his deputy) to announce the results. The minutes of the commission are signed by the Chairman and all the members of the commission present.

43. A personal file is opened for each applicant, in which all the documents and examination papers submitted to the applicant, documents confirming individual achievements are stored.

44. Decisions of the admissions committee are made by a majority of votes of its members, are drawn up by protocols.

45. The work of the admissions committee is formalized by protocols, which are signed by the chairman and the executive secretary of the admissions committee.

46. The work of the admissions committee ends with a report on the results of admission to the Academic Council of the Conservatory.

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	
Page 9 of 14	

6. ADMISSION COMMITTEE RIGHTS

47. To achieve its goals and objectives, the Admissions Committee has the right to:

- Make proposals to the Conservatory's management on improving the forms and methods of the Admissions Committee's work;
- Involve employees of the Conservatory's structural divisions, students, and external organizations in the implementation of the admission campaign;
- Request and receive documents and information from employees of the Conservatory's structural divisions necessary for carrying out the tasks assigned to the Admissions Committee.

48. The Admissions Committee may decide to annul the results of the creative exams if applicants are found using prohibited items during the creative exams (such as informational materials, electronic notebooks, mobile phones, and other communication devices), with the documentation of the decision.

49. The Admissions Committee has the right not to accept documents from applicants for the following reasons:

- Establishment of falsified documents submitted by the applicant to obtain a state service and/or the data (information) contained in them;
- The applicant has submitted an incomplete set of documents to obtain a state service;
- The applicant submitted the document package after the established deadlines.

50. The Admissions Committee has the right to deny admission to the creative exams for an applicant if they do not appear without a valid reason and/or are more than 30 minutes late.

51. The competence of the Admissions Committee includes the interpretation, addition, and modification of the admission rules to the Conservatory, as well as resolving issues related to admission to the Conservatory that go beyond the scope of the admission rules.

7. ADMISSIONS COMMITTEE REPORTING

52. Based on the results of the work of the Admissions Committee, the executive Secretary and his deputies prepare a report on the results of admission this year. The report is heard and approved at a meeting of the Academic Council of the Conservatory.

53. As accounting documents when checking the work of the admissions committee are:

- admission rules;
- regulations on the admissions committee;
- admission plan for the next academic year;
- orders to approve the composition of the admissions committee, examination and appeal commissions;

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	
Page 10 of 14	

- logs of registration of incoming applications;
- materials and evaluation criteria for entrance creative exams;
- requirements for applicants;
- creative examination programs;
- schedule of entrance creative exams, consultations and appeals;
- protocol of the meeting of the admissions committee and appeal commissions;
- examination sheets;
- personal files of applicants;
- orders on enrolment in the number of students of the Conservatory.

8. KEEPING

54. The original of this regulation is kept in the Academic Affairs Department.

55. The accounting documents of the admissions committee are deposited in the archive of the Conservatory in accordance with the list and deadlines determined by the nomenclature of cases.

56. The personal files of enrolled applicants are transferred to the educational part of the Conservatory according to the transfer act.

57. Personal files (with copies of documents) of non-enrolled applicants are stored in the admissions office for 6 months, and then destroyed in accordance with the established procedure.

9. PROCEDURE FOR MAKING CHANGES

58. Proposals to amend this Regulation are discussed at the meeting of the Academic Council and are adopted or canceled by a majority vote.

59. Amendments to the Regulation are made by decision of the Academic Council of the Conservatory based on an official letter from the head of the Planning and Educational Process Organization Department, approved by the Vice Rector for Academic Affairs.

60. The Regulation is subject to review if changes and additions are made to this document regarding admission.

61. Amendments to the Regulation are made in accordance with the requirements of the Quality Management Project Office, Internal Audit, and Strategic Planning, with mandatory notation in the «Change Registration Sheet».

62. Notifications about changes to the Regulation are sent to all departments and responsible structural units of the Conservatory.

10. FINAL PROVISIONS

63. This Regulation, as well as amendments and additions to it, are approved by the Rector of the Conservatory and come into force after their approval.

Regulation of activities	Regulations on the work of the admissions committee
Kurmangazy Kazakh National Conservatory	
Page 11 of 14	






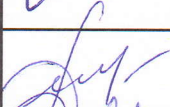
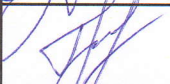
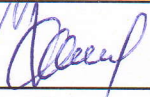

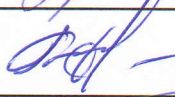

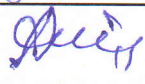
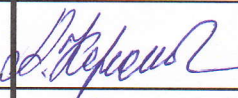
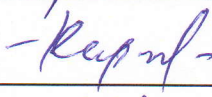
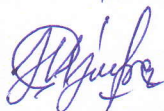
64. The provisions of the Regulation are binding and may be amended or supplemented in connection with changes in regulatory documents.

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

CHANGES SHEET

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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.	Gulmira Mussagulova	Dean of the Faculty of Musicology, Art Management and Social and Humanitarian Disciplines		30.04.25
2.	Aizhan Bekenova	Dean of the Faculty of Instrumental Performance		30.04.25
3.	Aizada Bultbayeva	Dean of the Faculty of Vocal and Conducting		30.04.25
4.	Gaziza Gabdrakhimova	Dean of the Faculty of Folk Music		30.04.25
5.	Marlena Koilybayeva	Head of Department of Musicology and Composition		30.04.25
6.	Dinara Keshubayeva	Head of Department of Art Management		30.04.25
7.	Irina Gavrilenko	Head of Department of Special Piano		30.04.25
8.	Korlan Khalilova	Head of Department of String Instruments		30.04.25
9.	Zhannat Yermanov	Head of Department of Wind and Percussion Instruments		30.04.25
10.	Galymzhan Berekeshev	Head of Department of Conducting		30.04.25
11.	Tanagul Beknazarova	Head of Department of Vocal Arts		30.04.25
12.	Altynai Jumagaliyeva	Head of Department of Dombra		30.04.25
13.	Aigerim Karsakbayeva	Head of Department of Kobyz and Bayan		30.04.25
14.	Venera Karzhaubayeva	Head of Department of Folk Singing		30.04.25
15.	Zamzagul Izmuratova	Head of Department of Ancient Musical Instruments		30.04.25