

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

ЕРЕЖЕ

26 september 2024y

күні

Алматы қ.

REGULATION

№ П-10/2-24

с. Almaty

APPROVED

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

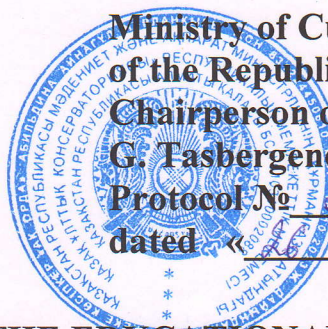
Ministry of Culture and Information
of the Republic of Kazakhstan

Chairperson of the AC

G. Tasbergenova

Protocol №

dated «26» september 2024



REGULATIONS ON THE EDUCATIONAL PROGRAMS OF PROFESSIONAL DEVELOPMENT COURSES FOR EDUCATORS OF THE KAZAKH NATIONAL CONSERVATORY NAMED AFTER KURMANGAZY

Developed by:			
Head of the Department of Professional Development and Continuing Education		Baimukanova A.	24.09.24y.
Approved by:			
Vice-Rector for Academic and Educational-Methodological Affairs		Abdirakhman G.	24.09.24y.
Head of the Quality Management Sector		Sarymsakova A.	24.09.24y.
Chief Administrator for Anti-Corruption		Omaruly O.	24.09.24y.
Head of the Legal Sector		Mamedova J.	24.09.24y.
Position	Signature	Full name	Date

CONTENTS

1. General Provisions	3
2. Objectives of the Professional Development Programs	3
3. Development of Professional Development Course Programs for Educators	4
4. Structure of Educational Programs	4
5. Procedure for Approval of Educational Programs	5
6. Procedure for Coordination of Professional Development Course Programs for Educators	6
7. Analysis and Updating of Educational Programs for Professional Development Courses	7
8. Procedure for Making Amendments	8
9. Final Provisions	8
10. Change Registration Sheet	9
11. Acknowledgement Sheet	10

1. GENERAL PROVISIONS

1.1 This Regulation on the educational programs for professional development courses for educators (hereinafter referred to as the Regulation) defines the rules for the development, coordination, and approval of educational programs for professional development courses at the Republican State Institution "Kazakh National Conservatory named after Kurmangazy" of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter referred to as the Conservatory), designed for educators in the field of arts and culture.

1.2 The Regulation is developed in accordance with the following legal and regulatory documents:

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319-III (with amendments and additions as of January 11, 2025);
- The Law of the Republic of Kazakhstan "On Countering Corruption" dated November 18, 2015, No. 410-V (with amendments and additions as of January 1, 2025);
- Rules for organizing and conducting professional development courses for educators, as well as post-course support of educators' activities, approved by the Minister of Education and Science of the Republic of Kazakhstan on January 28, 2016, No. 95;
- Rules for the development, coordination, and approval of educational programs for professional development courses for educators, approved by the Minister of Education and Science of the Republic of Kazakhstan on May 4, 2020, No. 175.

1.3 This Regulation is developed for the purpose of methodological support for the developers of educational programs for professional development courses.

1.4 The responsibility for coordinating, developing, coordinating, and implementing professional development programs lies with the Department of Professional Development (hereinafter referred to as the Department) of the Conservatory.

2. GOALS OF PROFESSIONAL DEVELOPMENT EDUCATIONAL PROGRAMS

2.1 The professional development (PD) educational programs are aimed at:

- Updating and expanding professional knowledge;
- Development of professional skills and competencies;
- Preparation for changes in the educational environment;
- Improving the level of pedagogical ethics and culture;
- Supporting the individual needs of educators;
- Strengthening the scientific and methodological foundation of education.

2.2 The programs are designed to foster the following competencies, knowledge, and skills:

«Kurmangazy Kazakh National Conservatory»	
Regulation on Educational Programs for Teacher Professional Development Courses	Page 3 of 10

- Effective performance of professional and/or pedagogical activities;
- Mastery of innovative methods and technologies, modern approaches to teaching;
- Development of innovative thinking and creative approaches to solving professional tasks;
- Continuous improvement of knowledge in their professional field.

3. DEVELOPMENT OF EDUCATIONAL PROGRAMS FOR PROFESSIONAL DEVELOPMENT COURSES FOR EDUCATORS

3.1 The Conservatory's PD programs are developed based on an analysis of the needs of educators from children's music and art schools, creative studios, schools of arts, music and art colleges, as well as higher education institutions (HEIs) and other educational establishments focused on the arts.

3.2 To collect the necessary qualitative and quantitative data, the Department conducts surveys and interviews with educators, allowing the determination of the content for the Programs.

3.3 The results of the needs analysis of educators are documented in the form of a protocol decision, which is signed by the specialists who conducted the analysis and the rector of the Conservatory.

3.4 Based on the protocol and the memo from the Vice-Rector for Academic Affairs or the Head of the Department, the rector of the Conservatory issues an order specifying the deadlines for the development of the Programs, their names, duration, and form of education.

3.5 The PD educational program is developed, updated, and implemented by the Conservatory's faculty in accordance with the requirements of the authorized body in the field of education, considering the characteristics of the target audience, labor market demands, and professional standards.

4. STRUCTURE OF THE EDUCATIONAL PROGRAM

4.1 The program includes the following sections:

1. general provisions;
2. glossary;
3. topics of the program;
4. goals, objectives, and expected outcomes of the program;
5. structure and content of the program;
6. organization of the educational process;
7. educational and methodological support of the program;
8. assessment of learning outcomes;
9. post-course support;
10. list of core and additional literature.

4.2 The "General Provisions" section outlines the relevance of the program and its connection with national priorities in the field of culture and the arts, as well as global trends in the training of professional creative personnel.

«Kurmangazy Kazakh National Conservatory»	
Regulation on Educational Programs for Teacher Professional Development Courses	Page 4 of 10

4.3 The "Glossary" section includes terms used in the program, their relevance, and clarity.

4.4 The "Topics of the Program" section describes the novelty of the program, and analyzes the presence or absence of analogs in the educational system.

4.5 The "Goals, Objectives, and Expected Outcomes of the Program" section describes the practical significance of the program and the impact of learning outcomes on the practice of educators.

4.6 The "Structure and Content of the Program" section includes the program plan, describing the relationship between the expected outcomes, goals, and objectives of the program.

4.7 The "Organization of the Educational Process" section describes the format of the educational process, the number of hours, and forms of learning.

4.8 The "Educational and Methodological Support" section outlines the didactic approach to implementing the program, including theoretical material, tasks for mastering the study material, and criteria for self-assessment.

4.9 The "Assessment of Learning Outcomes" section presents effective methods for evaluating learning outcomes according to the specifics of the subject area.

4.10 The "Post-Course Support" section describes the format, forms, and methods of post-course support.

4.11 The "List of Core and Additional Literature" section includes relevant domestic and foreign publications from the last five years.

4.12 The program is formalized with a title page, which includes the date of the meeting of the Educational and Methodological Council (EMC) of the Conservatory, at which the document was approved/recommended for approval. The document is signed by the Vice-Rector for Academic Affairs of the Kurmangazy National Conservatory (KNC) and stamped.

4.13 The title page (appendix) contains the following information:

- full name of the conservatory;
- name of the program;
- details of the developer (full name, degree, academic and/or honorary title, and/or qualification category).

4.14 The text of the program is printed according to the following parameters:

- font: "Times New Roman", size 14;
- line spacing: single;
- paragraph indentation (first line): 1.25 cm;
- margins: left – 2.5 cm, right – 1.5 cm, top and bottom – 2.5 cm.

5. PROCEDURE FOR APPROVAL OF THE EDUCATIONAL PROGRAM

5.1 The developed program is discussed at the department meeting and submitted for approval by the Educational and Methodological Council (EMC).

5.2 The text of the program draft, as well as the extract from the department

«Kurmangazy Kazakh National Conservatory»	
Regulation on Educational Programs for Teacher Professional Development Courses	Page 5 of 10

meeting, are forwarded to the Department.

5.3 The program must undergo an expert review, organized by the Department.

5.4 For conducting the expert review, an Expert Commission is formed by the rector's order of the Conservatory for a term of three years.

5.5 The Expert Commission consists of three to five professors from the Conservatory who hold academic degrees and titles.

5.6 The chairman of the Expert Commission is the Vice-Rector for Academic Affairs, and the secretary is an employee of the Department. The secretary may not be a member of the commission.

5.7 The decision of the Expert Commission is formalized in the form of a protocol, which is signed by all commission members.

5.8 Based on the decision of the Expert Commission, the program may be:

- recommended for approval;
- sent back for revision;
- not recommended for approval.

5.9 The revised program, which has received the Expert Commission's recommendation for approval, is published on the official website of the Conservatory for public discussion. The public discussion period is ten business days from the date of posting the draft on the website.

5.10 Conservatory staff can leave their comments and suggestions in the website's comment section or send them to the Department's corporate email.

5.11 After the discussion, the program developer provides a response indicating which comments and suggestions were taken into account and which were rejected, with appropriate justifications. The response is published on the Conservatory's website.

5.12 After public discussion, the program is submitted for approval by the EMC or recommended for EMC approval to be coordinated with the Ministry of Education and Science of the Republic of Kazakhstan (MES RK) to be included in the Register of Educational Programs for Teacher Professional Development Courses (hereinafter referred to as the Register).

5.13 The program approved by the EMC is included in the list of implemented educational programs of the Conservatory.

6. PROCEDURE FOR COORDINATING EDUCATIONAL PROGRAMS FOR TEACHER PROFESSIONAL DEVELOPMENT COURSES

6.1 To include the program in the Register of Educational Programs for Teacher Professional Development Courses, formed by the Ministry of Education and Science of the Republic of Kazakhstan (MES RK), the program draft is sent to the Ministry of Education and Science of the Republic of Kazakhstan for coordination.

6.2 The following documents are sent in electronic form to the Ministry of Education and Science of the Republic of Kazakhstan for coordination:

1. cover letter on the official letterhead of the Conservatory;

«Kurmangazy Kazakh National Conservatory»	
Regulation on Educational Programs for Teacher Professional Development Courses	Page 6 of 10

2. program draft;
3. copy of the protocol according to paragraph 3.3 of this Regulation;
4. copy of the rector's order in accordance with paragraph 3.4 of the Regulation;
5. active link to the program draft posted on the official website of the Conservatory for public discussion.

6.3 The Ministry of Education and Science of the Republic of Kazakhstan, within three business days of receiving the documents, sends them for review to the Expert Council of the Ministry of Education and Science of the Republic of Kazakhstan, established to review educational programs for teacher professional development courses.

6.4 The Expert Council of the Ministry of Education and Science of the Republic of Kazakhstan has 15 business days to review the program draft.

6.5 Following the review of the program draft, the Expert Council of the Ministry of Education and Science of the Republic of Kazakhstan prepares an expert opinion and sends it to the Ministry of Education and Science of the Republic of Kazakhstan and the Conservatory.

6.6 The expert opinion must include one of the following decisions:

- approve the program;
- return for revision;
- refuse to approve the program.

6.7 The Conservatory makes changes to the program returned for revision and resubmits the documents for coordination with the Ministry of Education and Science of the Republic of Kazakhstan within 15 business days from the official receipt of the expert opinion.

6.8 In case of receiving an expert opinion refusing approval, the program draft must be developed anew, taking into account the requirements of this Regulation.

6.9 The program is approved by the rector's order of the Conservatory within three business days after receiving the Expert Council's decision on approval.

6.10 The program approved by the Expert Council of the Ministry of Education and Science of the Republic of Kazakhstan is included in the Register.

6.11 The Register is published on the Ministry of Education and Science of the Republic of Kazakhstan's website and includes the names of the educational programs, the name of the organization that developed the programs (the Conservatory), as well as the date of approval of the educational programs.

7. ANALYSIS AND UPDATING OF EDUCATIONAL PROGRAMS FOR TEACHER PROFESSIONAL DEVELOPMENT COURSES

7.1 The approved programs are reviewed at least once every three years.

7.2 For the review of approved programs aimed at improving their effectiveness and relevance, the Conservatory:

- analyzes the legislation of the Republic of Kazakhstan and regulatory legal acts;

«Kurmangazy Kazakh National Conservatory»	
Regulation on Educational Programs for Teacher Professional Development Courses	Page 7 of 10

- evaluates the results of monitoring the effectiveness of educational programs, documenting them in the form of a protocol;
- makes a decision on the need for review (updating or cancellation) of the program and formalizes this decision through the order of the Vice-Rector for Academic and Educational Methodological Affairs.

7.3 A program for which a decision on review (update) has been made undergoes the approval and coordination procedure in accordance with this Regulation.

8. PROCEDURE FOR MAKING CHANGES

8.1 Proposals for changes to these Rules are discussed at the meeting of the Academic Council and are adopted or rejected by a majority vote (at least 2/3 of the members present at the meeting of the Academic Council).

8.2 Changes to the Rules are made only by the decision of the Academic Council of the Conservatory, based on a memo from the head of the Department of Professional Development and Continuing Education, agreed with the Vice-Rector for Academic and Educational Methodological Affairs.

8.3 Changes to the Rules are made in accordance with the requirements of the Quality Management System, with a mandatory entry in the "Change Registration Sheet."

8.4 Notifications about changes in the Rules are sent to all departments and responsible structural units of the Conservatory.

8.5 These Rules are written in both Kazakh and Russian languages.

8.6 The original copy of the Rules is stored in the Department of Document Support, and its scanned copy is posted on the official website of the Conservatory in the relevant section of the work sector.

8.7 The distribution of copies of the Rules to the structural units of the Conservatory is carried out by the Department of Professional Development and Continuing Education.

9. FINAL PROVISIONS

9.1 This regulation comes into effect on the day of its approval and remains in force until replaced by a new one.

9.2 Amendments and additions to the regulation may be made by the Academic Council based on proposals from the structural units of the Conservatory.

Change Registration Sheet

[illegible]

Acknowledgment Form

№	Full Name of the person who acknowledged the document	Position	Signature	Date
1	2	3	4	5