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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

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3 сәуіртбет 24, 2025

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Алматы қ.

REGULATION

№ П-24-25

с. Алматы

APPROVED

Rector

RSE «Kurmangazy Kazakh National
Conservatory»

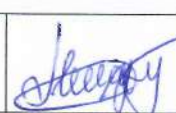





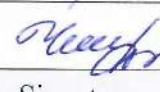
Ministry of Culture and Information
of the Republic of Kazakhstan

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REGULATIONS ON ADVISER - CURATOR

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REGULATIONS ON ADVISER - CURATOR

1. General Provisions

1. This Regulation defines the procedure for appointment, duties, rights, and responsibilities of teaching staff performing the functions of advisors–curators of student groups at the Republican State Institution “Kurmangazy Kazakh National Conservatory” (hereinafter – KNC).

2. This Regulation has been developed in accordance with the Constitution of the Republic of Kazakhstan, the Convention on the Rights of the Child, laws and regulatory legal acts of the President and the Government of the Republic of Kazakhstan, organizational and administrative documents of the Ministry of Education and Science of the Republic of Kazakhstan, as well as the Charter of the Conservatory and the Regulations on educational, methodological work and practice.

3. At the Conservatory, the functions of advisor and curator are combined and assigned to one person. In accordance with the current legislation of the Republic of Kazakhstan in the field of education, the status of curator at the RSE “Kurmangazy Kazakh National Conservatory” (hereinafter – Conservatory) is considered as an integral part of the professional activity of a teacher (or member of the teaching staff).

4. A curator is appointed from among the teaching staff who possess high moral values, a sense of responsibility, and the ability to engage in constructive communication with others.

5. The curator of an academic group is the organizer of the entire life of students within the group. The curator largely influences the formation of a positive moral and psychological climate in the group, students’ attitude toward study, research work, socially useful activities, and the development of cohesion and collectivism. The curator also contributes to creating conditions for the development and expression of the best individual qualities of students, their personal growth, as well as balancing and maintaining the individuality of the group among other student collectives of the Conservatory, while preserving student traditions.

6. To successfully fulfill their assigned duties, the curator of an academic group must possess such personal qualities as high culture, broad education, professionalism, academic authority, and extensive experience in organizational work. The curator must be attentive and tactful, showing both respect and reasonable demands toward students.

7. The requirements imposed on academic group curators, as well as their role in the implementation of the educational process, imply an adequate evaluation of their activities by the department, faculty, and Conservatory leadership.

2. BASIC TERMS, DEFINITIONS AND ABBREVIATIONS

8. Adviser – a faculty member who performs the functions of an academic mentor for students in the relevant specialty, provides assistance in choosing an educational trajectory (forming an individual study plan), and supports the mastering of the educational program during the study period.

9. Curator (from Latin curator, from cura — “care”) – appointed to assist students in forming the student group community, conducting individual educational work,

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maintaining communication with students' parents, identifying students' problems, providing possible support, monitoring the educational process, etc.

3. Goals and Objectives of the Advisor–Curator's Activities

10. The goal of the advisor–curator's activities is academic mentoring of students, fostering in them an active, creative, and conscious attitude toward learning.

11. The main objectives of the advisor–curator are:

- 1) Continuous advising of students in developing their educational trajectory;
- 2) Organizing and conducting activities to improve students' academic discipline and performance, to develop their independent study skills, and to manage their time effectively;
- 3) Facilitating students' involvement in research and creative activities;
- 4) Assisting in the formation and development of student self-governance;
- 5) Contributing to the development of students' organizational skills and participation in socially useful and creative activities;
- 6) Providing assistance to students in difficult life situations;
- 7) The purpose of appointing curators is to help 1st–4th year students adapt to the conditions of study at the Conservatory.

12. The objectives of the curator are:

- 1) Organizing student activities aimed at successful mastery of educational programs;
- 2) Involving students in cultural and creative activities of the Conservatory and the faculty;
- 3) Carrying out educational work within the student group.

4. Procedure for the Appointment of Advisors–Curators

13. An advisor–curator is appointed from among the teaching staff of the department who have at least three years of teaching experience at the Conservatory, possess high moral qualities, a sense of responsibility, and the ability to engage in constructive communication with others.

14. The appointment of an advisor–curator, assignment of student groups to them, and their release from assigned duties are carried out by order of the Dean of the Faculty.

15. The candidacy for appointment as an advisor–curator from among the teaching staff of the department is discussed and approved at a meeting of the department. The discussion of the candidacy is conducted simultaneously with the distribution of the teaching workload among the department's faculty members for the upcoming academic year. A copy of the department meeting decision must be submitted to the Faculty Dean's Office no later than September 10 of the current academic year.

16. The work of the curator in a student group is considered an integral part of teaching activity and is included in the individual work plan of the faculty member for the academic year in accordance with established workload norms.

17. The lists of advisors–curators approved by the Dean are submitted to the Registrar's Office.

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18. The curator of an academic group (hereinafter – Curator) is appointed by order of the Dean of the Faculty upon recommendation of the Head of the Department from among the department’s faculty. The release from curator duties is carried out in the same manner. Information about the appointment (or release) of a faculty member as curator is communicated to the Vice-Rector for Educational and Social Work.

19. A curator is generally assigned to one or two academic groups and directly reports to the Head of the Department where they work.

5. Areas of Activity of Advisors–Curators

20. The advisor–curator represents the academic interests of students and participates in the preparation of all necessary informational materials related to the organization of the educational process, provides them to students, and assists them in developing and adjusting their individual study plan.

21. The advisor–curator carries out organizational, methodological, and advisory work throughout the entire period of the student’s education.

22. The advisor–curator provides assistance to students in forming their individual educational trajectory and mastering the educational program.

23. The advisor–curator assists students not only in choosing their educational trajectory but also in determining their trajectory of personal development. In doing so, the advisor–curator helps students define their extracurricular interests, choose forms of social activity, and informs them of the opportunities available at the Conservatory for the realization of their creative abilities.

24. The advisor–curator may also assist students in addressing issues related to their future career, determining the direction of scientific research, selecting a research supervisor, choosing the topic of their final qualification work, and identifying a base for professional practice.

6. Procedure for Selecting the Educational Trajectory of Students

25. A student independently forms an individual educational trajectory on the basis of the main (standard) curriculum (for those admitted before 2018) for the specialty and the Catalog of Disciplines. The student selects the required number of compulsory and elective disciplines (modules), which are reflected in the Individual Study Plan (ISP). Thereafter, in accordance with the State Compulsory Educational Standard (SCES) and students’ ISPs, a working curriculum for the specialty is developed for the academic year.

26. The student is responsible for compiling the ISP and for the completeness of mastering the course of study in accordance with the requirements of the working curriculum of the specialty.

27. The maximum number of credits included in the student’s ISP must correspond to the number of credits established by the SCES for the current semester and academic year. Students studying on a contractual (fee-paying) basis may form their ISP with fewer disciplines than those provided for in the curriculum; however, in such cases, the duration of study increases.

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28. Information on disciplines, including their brief descriptions, is contained in the Catalog of Disciplines, which is made available to students by the graduating departments and advisors–curators, and is also published in the **Platonus** system and on the Conservatory’s website.

29. Teaching and methodological complexes for disciplines (TMCD), in accordance with the working curricula, are uploaded to the **Platonus** system no later than 10 working days before the start of the semester in which these disciplines (modules) are studied. Access to uploading TMCD after the specified deadline is automatically closed.

30. The selection of disciplines (modules) must take into account the required sequence of study. A student cannot be registered for a discipline if he or she has not previously mastered the prerequisites for that discipline in the preceding semester.

31. The head of the graduating department and advisors–curators are responsible for timely informing students who have academic debts about the possibilities of eliminating them in subsequent periods of theoretical study in order to comply with the principle of prerequisites.

32. The completed Individual Study Plan (ISP), in three copies, is signed by the student and submitted to the advisor–curator for approval.

33. The advisor–curator, if there are no comments, signs the ISP and approves it in the Registrar’s Office. After approval by the dean of the faculty, one copy remains with the student, the second copy is transferred by the advisor–curator to the Registrar’s Office for use during assessments, and the third is kept by the advisor–curator and serves as the basis for monitoring the implementation of the student’s study plan. The final deadline for submitting the ISP to the Registrar’s Office is the first week of the semester. The student’s ISP is registered under his/her personal identification number (ID). Individual planning of the education of master’s and doctoral students is carried out with the participation of their academic supervisors (consultants).

34. Based on the Main or Standard Curriculum and the students’ Individual Study Plans, the departments develop working curricula, which are approved by the Academic Council of the Conservatory after recommendation by the faculty councils and the Educational-Methodological Council of the Conservatory.

35. A student has the right to amend the ISP within the framework of the working curriculum of the specialty before the start of theoretical studies, during the registration period indicated in the Academic Calendar.

36. Credits earned by students, master’s, and doctoral students while studying at foreign higher education institutions under international exchange programs or partner programs of the Kurmangazy Kazakh National Conservatory within the framework of academic mobility may be transferred if they correspond to the approved curriculum of the Conservatory’s specialty. For the purpose of credit transfer, the graduating department establishes the equivalence of the content of courses studied abroad with the curriculum of the Kurmangazy Kazakh National Conservatory on the basis of course syllabi.

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7. Rights and Responsibilities of the Advisor–Curator

37. The functional responsibilities of the advisor–curator include developing a work plan that provides for collective and individual meetings with assigned students on issues of activity established by this Regulation and current normative and instructional documents.

38. Assisting students in selecting disciplines of the curriculum during registration and in compiling the Individual Study Plan (ISP).

39. Assisting, when necessary, in making amendments to the student’s ISP.

40. The advisor–curator is responsible for ensuring that students comply with the approved ISPs.

41. Monitoring the academic performance of assigned students and working in cooperation with the Registrar’s Office managers of their faculty.

42. Engaging students in the public life of the department, faculty, and conservatory.

43. Timely informing the head of the department, faculty leadership, and parents (relatives) of students regarding issues of students’ academic and extracurricular activities.

44. The advisory activities of advisors–curators include:

1) Familiarizing students with the rules of organizing the educational process. The curator bears responsibility for fulfilling the functions and duties assigned in accordance with current normative documents;

2) Identifying students’ priorities, inclinations, and capabilities;

3) Conducting individual work with students experiencing difficulties in adapting to study at the conservatory.

45. Studying students’ individual learning abilities, their learning motivation, identifying causes of academic failure, and providing assistance through fellow students of the group or faculty teaching staff.

46. Maintaining communication with faculty members teaching in the student group, with parents (legal representatives), and informing them about students’ academic progress.

47. Monitoring student attendance of classes and their discipline during educational activities.

48. The advisor–curator has the right to:

1) Verify compliance with rules for conducting current, midterm, and final assessments in all disciplines;

2) Participate in commissions (councils) addressing issues of academic performance and academic status of students;

3) Monitor the academic performance of assigned students;

4) Monitor the accuracy of information entered into the Platonus system for each assigned student;

5) Require departments to provide timely and complete information on the number and descriptions of elective courses to be delivered to students;

6) Participate in discussions of all issues related to supervised students;

7) Submit proposals for improving academic and extracurricular work;

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8) Request and obtain from the faculty dean's office (Registrar's Office of the Conservatory) information about students necessary for the timely and effective execution of their responsibilities;

9) Take part in discussions and decision-making related to the life and activities of the student group, and, where necessary, prepare information about the student group and/or individual students.

49. The curator must be knowledgeable of:

- 1) The Constitution of the Republic of Kazakhstan;
- 2) The Charter of the Conservatory;
- 3) The Law of the Republic of Kazakhstan "On Education";
- 4) State educational standards and other regulatory documents concerning their activities;
- 5) Internal rules and regulations;
- 6) Rules and regulations for residents of the Conservatory's dormitories;
- 7) Regulations on scholarships and other forms of social support for Conservatory students;

8) Other local regulatory documents defining the organization of the educational process, extracurricular and educational activities, social protection, and support.

50. The curator is obliged to familiarize students of their academic group with the above-mentioned documents.

51. The curator must know the basics of the organization of the educational process, the curriculum and academic schedule, the procedure for transferring from one specialty to another, to another faculty, or another university, the procedure for providing additional services, granting academic leave, repeated study, and provision of material assistance, and must communicate this information to the students of the academic group.

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CHANGES SHEET

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