

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017.O.4-13-2026 05.01.2026 y.
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**REGULATIONS ON THE ACADEMIC AND METHODOLOGICAL
DEPARTMENT**

Almaty, 2026

«Approved»
Rector of the RSI «T.K. Zhurgenov
Kazakh National Academy of Arts»
of the Ministry of Culture and Information
of the Republic of Kazakhstan

« 25 » January 2026 y.

REGULATIONS ON THE ACADEMIC AND METHODOLOGICAL DEPARTMENT

1. GENERAL PROVISIONS

1. The Academic and Methodological Department is a structural subdivision of the Academic Affairs Service within the T.K. Zhurgenov Kazakh National Academy of Arts (hereinafter referred to as the Academy).
2. The Academic and Methodological Department is established, reorganized, and liquidated by order of the Rector based on a decision of the Academic Council of the Academy. In the event of liquidation of the subdivision, general staff redundancy regulations shall apply in accordance with the Labor Code of the Republic of Kazakhstan.
3. In its activities, the Academic and Methodological Department shall be guided by the Constitution of the Republic of Kazakhstan; decrees of the President of the Republic of Kazakhstan; the Labor Code of the Republic of Kazakhstan; the Law of the Republic of Kazakhstan «On Education»; the Concept of State Policy in the Field of Education; and other regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan, the Ministry of Culture and Information of the Republic of Kazakhstan, and other state authorities governing the functioning and development of the higher education system; the State Compulsory Educational Standards of the Republic of Kazakhstan; the State Program for the Development of Education of Kazakhstan; the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG); the National Qualifications Framework; the Charter of the RSI «T.K. Zhurgenov Kazakh National Academy of Arts» of the Ministry of Culture and Information of the Republic of Kazakhstan; as well as the internal labor regulations, this Regulation, and orders and directives of the Rector of the Academy.
4. The staffing level of the Academic and Methodological Department shall be determined by the staffing schedule of the Academy.
5. The activities of the Academic and Methodological Department shall be regulated by this Regulation and by its functional responsibilities.
6. The Head of the Academic and Methodological Department shall be appointed and dismissed by order of the Rector upon the recommendation of the Vice-Rector for Academic and Academic-Methodological Affairs, on the basis of an employment contract, and shall report directly to the Head of the Academic Affairs Service.

7. Employees of the Academic and Methodological Department shall be appointed and dismissed by order of the Rector on the basis of an employment contract and shall report directly to the Head of the Academic and Methodological Department.
8. The working conditions, rights, and responsibilities of the employees of the Academic and Methodological Department shall be determined by individual employment contracts and job descriptions approved by the Rector of the Academy.

2. MAIN TASKS AND FUNCTIONS OF THE DEPARTMENT

9. The main tasks of the Academic and Methodological Department are:
 - 1) Management and control of the content of the educational process in accordance with the state educational standard for all educational programs;
 - 2) Development of regulatory and administrative documents governing the academic and methodological support of the educational process at the Academy;
 - 3) Design, development, and implementation of new educational services.
10. The functions of the Academic and Methodological Department are:
 - 1) Analysis and evaluation of the work of departments and other academic units of the Academy;
 - 2) Preparation of documents related to methodological work;
 - 3) Planning methodological work to improve the efficiency and quality of all types of educational activities;
 - 4) Organizational support for the introduction and use of modern teaching technologies in the educational process;
 - 5) Coordination of methodological work within the departments;
 - 6) Coordination of pedagogical (methodological) experiments and the implementation of their positive results in the educational process;
 - 7) Monitoring the implementation of individual plans of branch faculty in terms of academic and methodological work;
 - 8) Participation in the preparation plans for textbooks, teaching aids, and other methodological literature for educational programs and directions implemented by the Academy;
 - 9) Oversight of the work of the Faculty Academic Quality Council, collection and dissemination of best practices among the Academy's faculty;
 - 10) Monitoring the quality of open classes conducted by academic staff;
 - 11) Preparation and organization of methodological events (conferences, seminars, competitions, exhibitions, etc.);
 - 12) Organization of quality checks of educational programs, teaching and methodological complexes, and academic documentation;
 - 13) Interaction with the Academy's structural units in developing proposals to improve the organization and methodological support of the educational process;
 - 14) Establishing and maintaining contacts with other higher education institutions on methodological work issues.

3. RIGHTS

11. The Academic and Methodological Department has the right to:

- 1) Familiarize itself with decisions of the Academy's leadership concerning its official activities;
- 2) Within its competence, submit proposals to the leadership to improve the Academy's activities and enhance methodological work;
- 3) Request, personally or by the assignment of the Academy's leadership, information and documents from employees of structural units and specialists necessary for the performance of its official duties;
- 4) Participate in events organized by the Academy that are related to the Department's activities;
- 5) Conduct inspections of the activities of the Academy's structural units in areas related to the work of the Academic and Methodological Department and communicate the results to the heads of the structural units for the implementation of appropriate measures;
- 6) Return documents prepared in violation of established requirements to the responsible performers for revision;
- 7) Participate in the development of instructions, regulations, and other normative documents concerning the Department's activities.

4. RESPONSIBILITY

12. Responsibility for the proper and timely performance of the functions of the Academic and Methodological Department, as provided by this Regulation, rests with the Head of the Academic and Methodological Department.

13. The Head of the Academic and Methodological Department bears personal responsibility for:

- 1) Organizing the activities of the Academic and Methodological Department to fulfill the tasks and functions assigned to the Department;
- 2) Ensuring the prompt and high-quality preparation and execution of documents within the Department, and maintaining record-keeping in accordance with current rules and instructions;
- 3) Ensuring that employees of the Academic and Methodological Department comply with labor discipline;
- 4) Ensuring the preservation of property within the Academic and Methodological Department and compliance by employees with fire safety regulations;
- 5) Accuracy and timeliness in analyzing information and providing data to the Academy's structural units, higher government authorities, and other organizations in the fields of education and culture;
- 6) Ensuring that the drafts of orders, instructions, regulations, and other documents that are signed or approved comply with current legislation.

14. Each employee of the Academic and Methodological Department bears full responsibility for safeguarding and not disclosing confidential information and personal data of Academy employees accessed in the course of performing their official duties.

15. The responsibility of the employees of the Academic and Methodological Department is defined by their job descriptions.

5. RELATIONSHIPS

16. The Educational and Methodological Department works in close cooperation with all structural units of the Academy.

Division name	Receiving	Provision
MCI RK and MSHE RK Rector	Resolutions, orders, orders, information letters Orders, orders, requests	Information about the methodological activities of the Academy - reports on completed work; - information on inquiries; - department work plans;
Vice-Rector for Academic and Methodological Work	Orders, requests	- reports on completed work; - references, information on requests; - the Academy's work plans; - final internal audit report; - official memos;
Vice-Rector for Scientific Work	Orders, requests	Help for inquiries. Information on requests
Vice-Rector for Social Work	Orders, requests	Help for inquiries. Information on requests
Deans of faculties	Reports on the results of the academic year; Indicators of the quality of the unit's activities for the year; Information for the annual monitoring of the Academy's activities;	- recommendations; - forms of developed documents on methodological work; - official memos;
Departments	Information necessary for the Department's activities; Information, as needed, on the implementation of the strategic plan indicators.	- recommendations; - forms of developed documents on methodological work; - official memos;
Academic Affairs Service	Information necessary for the operation of the service; Information about the performance of indicators as needed;	Information on the results of monitoring the quality of educational activities and the quality of processes;
Documentation Support Department	Information necessary for the department's activities; Forms of letters and orders; Mail (external and internal); The nomenclature of cases; Registration of incoming and outgoing documentation.	Help information on requests; Memos and letters for registration.
With other divisions of the Academy	Reports on the results of the academic (calendar) year; Information about the performance of indicators as needed;	- information about the internal audit; - assistance in the organization of methodological work;

6. FINAL PROVISIONS

17. These Regulations, as well as amendments and additions to them, are approved by the Rector of the Temirbek Zhurgenov Kazakh National Academy of Arts of the

Moscow Art Institute of the Republic of Kazakhstan and come into force after their approval.

18. Job descriptions of employees of the educational and methodological department are subject to revision in the event of changes and additions to this Regulation regarding the functions of the service.

Head of the Educational and Methodological Department

A. Vyrakhmanova

Agreed:

Vice-Rector for
Academic and Methodological Work

Sh. Yergobek

Head of the Academic Affairs Department

G. Abdirakhman

Head of the Human Resources Department

A. Sydykova

Head of the Legal Department

O. Tlegenova

Head of Strategic
Planning and Quality Assurance Department

A. Moldabayeva

