

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 1-11

**REGULATIONS
ON THE EDUCATIONAL AND METHODOLOGICAL COUNCIL**

Almaty, 2025

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 2-11

PREFACE

- 1. DEVELOPED AND SUBMITTED** By the Department of analysis and development of educational program content RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK
- 2. APPROVED AND PUT INTO EFFECT** By the Academic Council of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK, dated September 26, 2025, Protocol No. 2
- 3. MAKING AMENDMENTS AND ADDITIONS**
- 4. CONDUCTING AN INSPECTION** 3 years

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 3-11

CONTENTS

1.	SCOPE OF APPLICATION.....	4
2.	GENERAL PROVISIONS.....	4
3.	GOALS AND OBJECTIVES OF THE ACADEMIC-METHODOLOGICAL COUNCIL.....	5
4.	POWERS OF THE ACADEMIC-METHODOLOGICAL COUNCIL.....	6
5.	COMPOSITION OF THE ACADEMIC-METHODOLOGICAL COUNCIL AND PROCEDURE FOR ITS FORMATION.....	6
6.	ORGANIZATION OF THE ACTIVITIES OF THE ACADEMIC-METHODOLOGICAL COUNCIL.....	7
7.	PROCEDURE FOR CONDUCTING MEETINGS AND ADOPTING DECISIONS OF THE ACADEMIC-METHODOLOGICAL COUNCIL.....	7
8.	FINAL PROVISIONS.....	8
9.	APPROVAL SHEET.....	9
10.	INTRODUCTION SHEET.....	10

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 4-11

«Approved»
 by the Decision of the Academic Council
 of the RSI «T. Zhurgenov Kazakh National
 Academy of Arts» of the MCI RK
 Chairman of the Academic Council
 A. Zhudebayev
 Protocol No. 2 September 26, 2025



1. Scope of Application

1. This Regulation on the Academic-Methodological Council of the Republican State Institution «Temirbek Zhurgenov Kazakh National Academy of Arts» subordinate to the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter – the Regulation), establishes the procedure for the administrative and legal consolidation of the status, organizational structure, powers (rights), and responsibilities of the Academic-Methodological Council within the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» (hereinafter – the Academy).
2. The requirements of this Regulation are mandatory for all members of the Academic-Methodological Council within the scope of their activities.
3. This Regulation is part of the system of internal normative documents of the Academy.

2. General Provisions

4. The Academic-Methodological Council of the Academy (hereinafter – AMC) is a collegial advisory and consultative body of the Academy, responsible for coordinating and providing methodological support for educational activities, as well as reviewing academic and methodological documentation within the framework of implemented educational programs.
5. The Academic-Methodological Council is established to ensure a unified methodological policy of the Academy, to improve the quality of the educational process, and to enhance the content, forms, and technologies of teaching in accordance with the legislation of the Republic of Kazakhstan in the field of education and the internal normative documents of the Academy.
6. In its activities, the AMC is guided by the legislation of the Republic of Kazakhstan in the field of education, normative legal acts of the Ministry of Culture and Information of the Republic of Kazakhstan, the Charter of the Academy, the

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 5-11

Academic Policy of the Academy, this Regulation, and other internal normative documents of the Academy.

7. The Academic-Methodological Council conducts its activities in interaction with the Academic Council of the Academy, academic committees, structural subdivisions of the Academy, and other collegial and consultative bodies within its competence.

8. Decisions of the AMC are of a recommendatory nature and are subject to implementation in the manner established by the Academy, including through consideration and approval by the relevant authorized bodies of the Academy.

9. The organizational, technical, and documentation support of the AMC's activities is carried out in the manner determined by the Academy's administration.

10. This Regulation is approved by the order of the Rector of the Academy and enters into force on the date of its approval, unless otherwise specified by the Rector's order.

3. Goals and Objectives of the Academic-Methodological Council

11. The goal of the Academic-Methodological Council is to provide methodological support for the Academy's educational process, aimed at improving the quality of student training and enhancing the implementation of educational programs.

12. The main objectives of the AMC are:

- to develop and implement a unified academic-methodological policy of the Academy;
- to provide methodological support for the activities of the Academy's structural subdivisions in the implementation of educational programs;
- to review academic and methodological materials prepared by academic committees, academic quality councils, faculty councils, and other structural subdivisions of the Academy, within the methodological competence of the AMC;
- to provide methodological support for the introduction of modern educational technologies, digital learning tools, inclusive and internationalized approaches in the educational process;
- to analyze the results of the academic-methodological activities of the Academy's structural subdivisions;
- to develop recommendations for improving the content, forms, and methods of teaching;
- to initiate and participate in the preparation of draft internal normative documents of the Academy concerning academic-methodological activities;

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 6-11

- to assist in ensuring the continuity of educational programs and their compliance with the legislation of the Republic of Kazakhstan and the internal normative documents of the Academy.

4. Powers of the Academic-Methodological Council

13. The powers of the Academic-Methodological Council:

Within its competence, the AMC:

- coordinates the Academy's academic-methodological activities and develops recommendations for improving the educational process;
- reviews academic and methodological materials and proposals prepared by academic committees, academic quality councils, faculty councils, and other structural subdivisions of the Academy, in terms of their compliance with the Academy's Academic Policy, unified methodological requirements, and internal normative documents of the Academy;
- analyzes the summarized results of the implementation of educational programs and the academic-methodological work of the Academy's structural subdivisions without intervening in the substantive development of educational programs;
- considers the introduction of modern educational technologies, digital learning tools, and inclusive and internationalized approaches at the level of methodological principles and recommendations;
- initiates and participates in the preparation of draft internal normative documents of the Academy concerning academic-methodological activities;
- develops recommendations for improving the academic-methodological support of the educational process;
- submits recommendations to the Rector, Vice-Rectors, and the Academic Council of the Academy on matters within the AMC's competence;
- initiates discussions on methodological issues of general academic significance;
- requests, in the prescribed manner, information and materials necessary for the exercise of its activities.

5. Composition of the Academic-Methodological Council and Procedure for Its Formation

14. The Academic-Methodological Council is formed from among the administrative and teaching staff of the Academy, student and public organizations of the Academy, employers, as well as other specialists with experience in academic-methodological and organizational-methodological activities.

15. The composition of the Academic-Methodological Council is determined by a commission established by the Academy in accordance with its objectives.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 7-11

16. The chairperson of the Academic-Methodological Council is the Vice-Rector of the Academy overseeing academic and methodological activities.

17. The deputy chairperson of the Academic-Methodological Council is the Head of the Academic Affairs Department.

18. The Academic-Methodological Council includes:

- representatives of the Academy's academic-methodological and academic structural subdivisions;
- representatives of faculties;
- other persons as determined by the Academy's administration.

19. The personal composition of the Academic-Methodological Council, including the chairperson, deputy chairperson, and secretary, is approved by the order of the Academy's Rector.

20. The chairperson of the Academic-Methodological Council is elected by a majority vote of the Council members and approved by the order of the Academy's Rector. In the absence of the chairperson, their duties are performed by the deputy chairperson.

21. The secretary is elected by the Academic-Methodological Council and is responsible for managing the Council's documentation.

22. The composition of the Academic-Methodological Council is formed taking into account the need to ensure inter-faculty representation and methodological expertise.

23. One month before the expiration of the Council's term, the Rector of the Academy issues an order to establish a commission for the selection of the new Academic-Methodological Council.

24. From the moment the newly elected Academic-Methodological Council begins its work, the powers of the previous Council are terminated.

25. Members of the Academic-Methodological Council perform their duties on a voluntary basis within the scope of their official responsibilities.

26. Changes to the personal composition of the Academic-Methodological Council are made by the order of the Rector of the Academy in the prescribed manner.

6. Organization of the Activities of the Academic-Methodological Council

27. The Academic-Methodological Council carries out its work based on the approved annual work plan.

28. Meetings of the Academic-Methodological Council are held as necessary, but at least five times per academic year.

29. A meeting of the Academic-Methodological Council is considered quorate if at least half of the approved members of the AMC are present.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 8-11

30. Meetings of the Academic-Methodological Council are convened by the Chair of the AMC, or in their absence, by the Deputy Chair.

31. The preparation of materials for the meetings of the Academic-Methodological Council, as well as the organizational and technical support of its activities, is ensured by the secretary of the Council, who is a representative of the Department of analysis and development of educational program content.

32. Invited persons, representatives of the Academy's structural subdivisions, academic committees, and the Academic Quality Council may participate in AMC meetings without the right to vote.

33. Decisions of the Academic-Methodological Council are made by open voting, by a simple majority of the AMC members present.

7. Procedure for Conducting Meetings and Adopting Decisions of the Academic-Methodological Council

34. AMC meetings are conducted in accordance with an approved agenda, which is prepared by the Chair or Deputy Chair of the AMC based on the AMC work plan, directives from the Academy administration, proposals from AMC members, and previously adopted decisions.

35. The preparation of materials for AMC meetings is carried out by the structural subdivisions and officials of the Academy responsible for the relevant matters and is coordinated by the AMC Secretary.

36. Materials submitted for consideration by the AMC include reference materials, draft decisions, and, if necessary, attachments, and are submitted to the AMC Secretary within the established deadlines prior to the meeting.

37. To prepare specific issues for consideration at an AMC meeting, temporary working groups and commissions may be established in accordance with the established procedure, based on a decision of the Academy administration or the AMC.

38. In exceptional cases requiring urgent consideration, AMC decisions may be adopted in absentia, in the manner determined by the Chair of the AMC.

39. The course of the AMC meeting and the decisions adopted are recorded in the minutes.

40. The minutes of the meeting are prepared by the secretary of the Academic-Methodological Council within 3 working days after the meeting.

41. The minutes of the Academic-Methodological Council meeting are signed by the chairperson of the Council, or in their absence, by the deputy chairperson, and the secretary of the Council.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 9-11

42. The minutes of the Academic-Methodological Council meetings are to be stored in the Department of Analysis and Development of Educational Program Content of the Academy in accordance with the file classification and archival storage requirements.

43. The decisions of the Academic-Methodological Council are communicated to the relevant structural units of the Academy in the prescribed manner and are to be implemented within the competence of the respective units and officials.

8. Final Provisions

44. This Regulation shall enter into force on the date of its approval by order of the Rector of the Academy and shall remain in effect until a new Regulation is adopted or amendments and additions are made.

45. Amendments and additions to this Regulation shall be made in accordance with the procedure established by the Academy and shall be approved by order of the Rector of the Academy.

46. Matters not regulated by this Regulation shall be resolved in accordance with the legislation of the Republic of Kazakhstan and the internal normative documents of the Academy.

47. Control over compliance with the requirements of this Regulation shall be exercised within the authority of the Academy's administration.

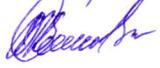
**Head of the Department of analysis and
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A. Vyrakhmanova

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.65-2025 26.09.2025 y.
	<u>Regulations</u> Type of regulatory document	Page 10-11

APPROVAL SHEET

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