
	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-35-2025
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ACADEMIC POLICY

Almaty, 2025

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PREFACE


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| 1. DEVELOPED AND SUBMITTED | by the Academic Affairs Department of the 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 November 27, 2025, Protocol No. 4 |
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«Approved»
 by the decision of the Academic Council
 of the «Temirbek Zhurgenov Kazakh National
 Academy of Arts» on 27 November 2025,
 Protocol No. 4
 Chairman of the Academic Council
 A.A. Zhudebayev



1. GENERAL PROVISIONS

1. This Academic Policy (hereinafter referred to as the «Policy») has been developed and is implemented in accordance with the current legislation of the Republic of Kazakhstan, regulatory documents of the Ministry of Science and Higher Education and the Ministry of Culture and Information of the Republic of Kazakhstan, as well as internal documents of the Republican State Institution «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK (hereinafter referred to as the «Academy»). The Policy defines a system of measures, rules and procedures for organizing and managing educational activities aimed at the implementation of student-centered learning and improving the quality of education, taking into account the priorities and objectives of the Academy.
2. The Academic Policy is the main document on the basis of which the educational activities of HPEO are carried out.
3. The purpose of Academic Policy is to ensure the implementation of student-oriented learning and the improvement of the quality of education through a well-thought-out system of measures, rules and procedures for planning and managing educational activities and the effective organization of the educational process.
4. The Academy has the right to review the policy based on the results of the audit of educational activities and the assessment of specially invited external experts. The policy may also be revised in the event of changes in the regulations governing educational activities in the Republic of Kazakhstan, changes in the Academy's Charter, Strategy, changes in the requirements for educational programs, as well as in the framework of recommendations based on the results of international institutional or programmatic accreditation.
5. The Policy is intended for students, faculty, heads of structural divisions of the Academy involved in the organization of the academic process, and other interested parties.
6. The academic policy of the Academy is aimed at the implementation of student-oriented learning and continuous improvement of the quality of education.


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7. The academic policy is posted on the Academy's official website and ensures its openness and accessibility to students, faculty, staff and other interested parties.

2. NORMATIVE REFERENCES

8. The Academy's academic policy has been developed in accordance with the following regulatory legal acts:


- 1) Law of the Republic of Kazakhstan «On Education» No. 319-III dated July 27, 2007;
- 2) Decree of the President of the Republic of Kazakhstan dated July 30, 2024 No. 611 «On approval of the National Development Plan of the Republic of Kazakhstan until 2029 and invalidation of Certain Decrees of the President of the Republic of Kazakhstan»;
- 3) Resolution of the Government of the Republic of Kazakhstan No. 248 dated March 28, 2023 «On Approval of the Concept for the Development of Higher Education and Science in the Republic of Kazakhstan for 2023-2029»;
- 4) Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116 «On approval of the Rules for the appointment, payment and size of state scholarships»;
- 5) Resolution of the Government of the Republic of Kazakhstan dated December 31, 2015 No. 1193 «On the remuneration system for civil servants, employees of organizations maintained at the expense of the State Budget, employees of State-owned enterprises»;
- 6) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 2 dated July 20, 2022 «On Approval of State Mandatory Standards of Higher and Postgraduate Education»;
- 7) Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018 «On Approval of Model Rules for the Activities of Educational Organizations of Relevant Types and Kinds»;
- 8) Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011 «On Approval of Rules for Organizing the Educational Process Using Credit-Based Learning Technology»;
- 9) Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 «On approval of the requirements for educational organizations to provide distance learning and the rules for organizing the educational process for distance learning and online learning in educational programs of higher and (or) postgraduate education»;
- 10) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 2, 2018 No. 530 «On approval of the List of training areas with

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- higher and postgraduate education, training in which in the form of external and online training is not allowed»;
- 11) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 «On approval of the Standard Rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education»;
- 12) Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated February 27, 2015 No. 77 «On approval of the Rules of activity of educational organizations in the field of culture and art»;
- 13) Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 No. 443 «On approval of the Rules for Awarding an Educational grant to pay for higher or postgraduate education with a «Bachelor's» or «Master's degree»;
- 14) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 27, 2023 No. 361 «On approval of the Rules for the organization of dual education in organizations of higher and (or) postgraduate education»;
- 15) Joint Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 24, 2023 No. 544 and the Minister of Education of the Republic of Kazakhstan dated October 24, 2023 No. 322 «On approval of the Rules for recognition of learning outcomes obtained through non-formal education, as well as the results of recognition of professional qualifications».
- 16) The Charter of the Republican State Institution «Temirbek Zhurgenov Kazakh National Academy of Arts» of the Ministry of Culture and Information of the Republic of Kazakhstan;
- 17) Development Strategy of the Temirbek Zhurgenov Kazakh National Academy of Arts for 2023-2029;
- 18) In case of amendments and (or) additions to the regulatory legal acts of the Republic of Kazakhstan specified in this section, the Academy is guided by their current versions without making changes to these Regulations.
- 19) The Academy also carries out its activities in accordance with internal regulatory documents (local acts) approved in accordance with the established procedure. If changes and/or additions are made to them, their current versions shall apply.

3. ABBREVIATIONS USED


MES RK	Ministry of Education and Science of the Republic of Kazakhstan
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan

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MCI RK	Ministry of Culture and Information of the Republic of Kazakhstan
GPA	Grade Point Average
EP	Educational program
Cur	Curriculum
WC	Working curriculum
IC	Individual curriculum
ISW	Independent Student Work
GISW	Guided Independent Student Work
OR	Office Registrar
AS	Academic staff
AC	Attestation Commission
OHPE	Organization of higher and (or) postgraduate education
AAS	Academic Affairs Service

4. BASIC CONCEPTS AND DEFINITIONS

- 1) Academic Freedom – a set of powers granted to the participants of the educational process, allowing them to independently determine the content of education in elective courses, additional types of learning, and the organization of educational activities, with the aim of creating conditions for the creative development of students and faculty, as well as the application of innovative technologies and teaching methods;
- 2) Academic period (Term) – the period of theoretical study, independently established by the Faculty in one of two forms: semester and trimester;
- 3) Academic Credit – a standardized unit of measurement of the volume of scientific and/or academic work (load) of a student and/or instructor (teacher), required to achieve the learning outcomes of an educational program;
- 4) Academic Calendar – a schedule of academic and assessment activities, professional practices throughout the academic year, indicating days off (holidays and breaks);
- 5) Academic hour – a unit of measurement for the volume of classroom instruction or other types of academic work. One academic hour equals 50 minutes and is used in the preparation of the academic calendar, class schedules, planning and recording of completed academic material, as well as for planning teaching workloads and accounting for instructor activity;
- 6) Academic Mobility – the movement of students, faculty-researchers, or instructors for study, internships, or research for a specific academic period (semester or academic year) to another OHPE (domestic or abroad), with mandatory recognition of the completed learning outcomes (modules), curricula,


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- and courses in the form of academic credits at their home OHPE, or for continuing studies at another OHPE;
- 7) active handouts - visual illustrative materials distributed in training sessions to motivate students to creatively successfully master the topic (lecture abstracts, links, slides, examples, glossary, tasks for independent work);
 - 8) educational achievements of students – the knowledge, skills, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development;
 - 9) Qualification Examination – a procedure conducted to determine the extent to which students have mastered the content of academic disciplines and/or modules and other types of academic activities provided by the educational program, in accordance with the state compulsory standard of higher and postgraduate education;
 - 10) Academic Rating (Rating) – a quantitative indicator of a student’s level of mastery of the curriculum of disciplines and/or modules and other types of academic activities, compiled based on the results of interim assessments;
 - 11) Independent Student Work (hereinafter – ISW) – work on a specified list of topics designated for independent study, supported by educational and methodological literature and recommendations; depending on the category of students, it is divided into Independent Student Work (ISW), Independent Master’s Work (IMW), and Independent Doctoral Work (IDW); the entire volume of ISW is confirmed by assignments that require daily independent work from the student;
 - 12) Dual-Degree Education – the opportunity to study under two educational programs and curricula in order to obtain two equivalent diplomas, or one primary and one additional diploma;
 - 13) The European Credit Transfer and Accumulation System (ECTS) is a method of transferring loans received by students abroad into loans that are credited for obtaining a degree upon their return to their educational organization, as well as accumulating loans within educational programs;
 - 14) Individual Study Plan – a curriculum created by a student for each academic year independently with the assistance of an advisor, based on the educational program (for TVET and Postgraduate Education organizations – based on the standard and working curriculum) and the catalog of elective courses and/or modules;
 - 15) Credit Mobility – the movement of students for a limited period of study or internship abroad, within the framework of ongoing studies at their home OHPE, with the purpose of accumulating academic credits (after the mobility period, students return to their home education organization to complete their studies);
 - 16) Additional educational program (minor) – a set of disciplines and (or) modules

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and other types of educational work, determined by the student to study in order to form additional competencies.

- 17) Module – an autonomous, complete structural element of an educational program in terms of learning outcomes, with clearly defined knowledge, skills, abilities, and competencies to be acquired by students, as well as appropriate assessment criteria;
- 18) Modular Learning – a method of organizing the educational process based on the modular structure of the educational program, curriculum, and academic courses;
- 19) basic educational program (Major) – an educational program defined by the student for study in order to form key competencies;
- 20) Grade Point Letter System of Academic Assessment – a system for evaluating the level of academic achievement in points, corresponding to the internationally accepted letter grading system with a numeric equivalent, which allows the determination of students' ranking;
- 21) Enrollment – a procedure for registering students in academic courses;
- 22) credit technology of learning – learning based on the choice and independent planning by the student of the sequence of study of disciplines and (or) modules with the accumulation of academic credits;
- 23) Guided Independent Student Work (hereinafter – GISW) – student work carried out under the supervision of an instructor according to a separate schedule determined by the OHPE or by the instructor themselves; depending on the category of students, it is divided into: Guided Independent Student Work (GISW), Guided Independent Master's Work (GIMW), and Guided Independent Doctoral Work (GIDW);
- 24) Postrequisite – disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, skills and competencies acquired upon completion of the study of this discipline and (or) modules;
- 25) Prerequisite – disciplines and (or) modules and other types of educational work containing knowledge, skills, skills and competencies necessary for mastering the studied discipline and (or) modules;
- 26) Transcript – a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the relevant period of study, indicating credits and grades;
- 27) Tutor – an instructor who acts as an academic advisor to a student in mastering a specific course and/or module;
- 28) Grade Point Average (GPA) – the weighted average assessment of the student's academic achievements over a certain period of time in the chosen program (the ratio of the sum of the products of credits to the digital equivalent of the final grade

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points for all types of academic work to the total number of credits for these types of work for a given period of study);

29) Advisor – a teacher who performs the functions of an academic mentor of a student in the relevant educational program, assisting in choosing a learning path (forming an individual curriculum) and mastering the educational program during the study period;

30) Elective subjects – academic courses included in the university component and the elective component within the established academic credits, introduced by the OHPE, reflecting the individual training of students, taking into account the specifics of socio-economic development and needs of a particular region, as well as established scientific schools.

5. ADMISSION POLICY

9. The admission procedure to the Academy is based on the principles of openness and transparency. The Academy strives to ensure that all applications are dealt with impartially, fairly and as conveniently as possible for all applicants.

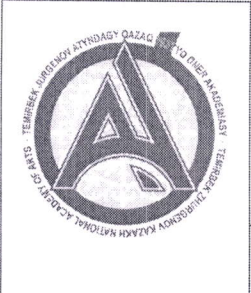
10. When conducting entrance creative exams, the examination board, determining the applicant's creative inclination towards one direction or another, recommends enrollment in a certain profile of the educational program, taking into account the applicant's performance.

11. For newly admitted students, as well as those accepted through transfer or reinstatement, there is an orientation period, the duration of which is indicated in the academic calendar. During the orientation period, students receive a general introduction to the Academy's educational system, presentations by faculty on elective courses from the Elective Courses Catalog (ECC), presentations of workshops and studios by the heads of workshops and studios, and meetings with representatives of the administration, deans, department heads, and advisor.

12. Registration for disciplines takes place during the orientation period. The student, together with the advisor, determines the list of subjects planned for study in the upcoming academic period.

13. The rules and procedure for admission, entrance requirements are implemented in accordance with the Standard Rules for Admission to study in educational organizations implementing educational programs of higher and postgraduate education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600.

14. Additional entrance requirements, the procedure and the procedure for passing creative exams are regulated by internal documents: The Rules of Admission to the Temirbek Zhurgenov Kazakh National Academy of Arts for higher education programs.

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Master's and doctoral studies.

15. Applicants for Master's and doctoral degree programs submit documents to the Academy's Admissions Committee in accordance with the Standard Admission Rules.

16. Citizens of the Republic of Kazakhstan, foreign citizens and stateless persons with higher and postgraduate education are accepted to study in postgraduate education programs at the Academy.

17. The contingent of master's students of the Academy is formed from persons who have passed the competition for training under the state educational order for the training of scientific and pedagogical personnel, as well as from persons whose tuition is paid at their own expense and other sources.

18. The contingent of PhD students is formed from students who have passed the competition for training at the expense of funds allocated within the framework of the state educational order for the training of scientific and pedagogical personnel and on a fee basis.

19. Educational documents issued by foreign educational organizations are subject to the recognition procedure for educational documents in accordance with the procedure established by the legislation of the Republic of Kazakhstan, after students enroll in the Academy, during the first academic period of study.


20. Admission to the Master's/doctoral PhD program is carried out annually within the time limits established by the authorized body in the field of higher and postgraduate education.

21. Admission to the master's degree in groups of educational programs requiring creative training is based on the results of CT and creative exams in the profile of the group of educational programs. Admission to the PhD program in groups of educational programs requiring creative training is based on the results of entrance exams.

22. Admission to the master's and doctoral PhD programs, indicating the degree of preparation, is announced through the media no later than fifteen days before the start date of the admission of document.

23. The entrance examination in the specialty for applicants to the Master's and PhD doctoral programs is conducted in accordance with the form approved in accordance with the Rules for admission to the Master's and PhD doctoral programs of the Academy.

24. An applicant who does not agree with the result of the entrance exam may submit a written appeal on the content of the examination materials and, for technical reasons, addressed to the chairman of the appeal commission, it is accepted until 13.00 hours the next day after the announcement of the results of the CT, entrance (creative) exams. Additional entrance requirements, the procedure

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and the procedure for passing creative exams are regulated by internal documents: Admission rules for Master's and PhD doctoral studies; Regulations on the Appeal Commission of the Kazakh National Academy of Arts named after T.K. Zhurgenov.

6. QUALITY ASSURANCE POLICY

25. In its activities, the Academy is guided by the understanding of education quality as a comprehensive characteristic of educational activities and student training, reflecting the degree of compliance with the State Compulsory Standard of Education of the Republic of Kazakhstan (SMSE RK), regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK), and the requirements and/or needs of the individual or legal entity for whom the educational activities are carried out, including the extent to which the intended learning outcomes of the educational program are achieved. Quality assurance should create an educational environment in which the program content, learning opportunities, and material and technical resources correspond to the established objectives.


26. The Academy's quality policy is based on a number of provisions:

The mission: Training of highly qualified personnel in the field of art, culture, education and the creative industry for the creation, preservation and development of spiritual and moral values of the peoples of Kazakhstan and the Central Asian region.

Vision: Temirbek Zhurgenov KazNAA is an innovative educational, scientific, creative, cultural and educational cluster that implements educational programs for high-quality multi-level training of creative personnel, contributing to the development of culture, art and the creative industry of the country and the Central Asian region.

27. The main objective of the educational policy of the Temirbek Zhurgenov Kazakh National Academy of Arts (KazNAI) in implementing educational programs is to train highly qualified specialists with advanced professional skills, competitive in both domestic and international labor markets. This entails the integration of research, creative activities, and learning within the educational process, as well as the implementation of the educational process using credit-based learning technology, where the programs of courses and modules in the cycles of CD and SD have an interdisciplinary and multidisciplinary character, ensuring the training of personnel at the intersection of multiple fields of knowledge.

28. Management is responsible for quality in all areas of the Academy's activities. The rector, vice-rectors, heads of departments, deans of faculties and heads of departments are responsible for the quality of specialist training, research, as well

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as for financial, economic and other activities. Everyone's personal responsibility for the quality of work is ensured by a clear regulation of the duties and powers of management, teachers, staff and other categories of employees.

29. The Academy supports the initiatives of teachers by taking into account the results of their activities in the ranking of teaching staff and applying incentive measures based on the results of the performance assessment.

30. The Academy's management constantly supports scientists and researchers and creates conditions for the organization, implementation and implementation of research results.

31. The Academy achieves its goals through the implementation and improvement of a quality management system based on international standards ISO 9001 series. Quality monitoring is the basis for achieving your goals. Management systematically analyzes the results of its activities to ensure that the quality policy is being implemented.

32. The internal quality system of education at the Academy is formed taking into account the following principles:

1) consistency. The elements of the overall system should be interconnected and complement each other, which allows the system to move to a higher level of improvement; ensure transparency of the university's processes; involve staff, faculty, and university management in the general processes of the educational organization; systematize the university's activities in the field of improving its activities, and develop a policy on the quality of education;

2) comprehensiveness. The quality assurance system should cover all levels and meet the requirements of all stakeholders (students, university management, employers, government, society);

3) adaptability. The intra-university quality assurance system should be clear, understandable, convenient and easy to implement; it is easy enough to adapt to new requirements put forward by stakeholders.

33. *Modernization of the educational process:*

1) Development of new educational programs;


2) Development and implementation of new educational technologies and learning systems;

3) Development of international cooperation, enhancement of the international reputation of the Academy;

4) Using the principles of the Bologna process while preserving national traditions in personnel training;

5) Increasing the role of the department as a crucial link in ensuring the quality of teaching and the organization of the educational process;

6) Modernization of the educational content, consideration and satisfaction of the

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needs and expectations of external and internal consumers;

7) Development of mutually beneficial cooperation with partners.

34. *Modernization of the scientific research process and innovation activities:*

1) Creation of world-class research generation points and expert support;

2) Development of innovation activities;

3) Creation of conditions and infrastructure conducive to conducting effective scientific research and promoting its results.

35. *Strengthening the human resources, the contingent of students and graduates of the Academy:*

1) Personnel renewal and involvement of the best domestic and foreign teachers, researchers and practitioners;

2) Support and promotion of professional growth of teaching staff;

3) Creation of a system for working with talented youth and the Academy's alumni community;

4) Stimulating the creative activity of each employee and students and increasing their personal responsibility for the results of their work;

5) Increasing the competitiveness of students and graduates of the Academy in the Kazakh and international labor and employment markets, improving the process of employment and career development;

6) Improving the mechanism of interaction with employers and graduates;

7) Ensuring the unity of education and upbringing.

36. *Modernization of infrastructure:*

1) Development of supporting infrastructure;

2) Development of dormitories.

37. *Organizational structure improvement and management efficiency improvement:*

1) Improvement of the organizational structure;

2) Development and control of the implementation of the strategic plan;


3) Involvement in the process of ensuring effective management of all participants in the educational process: teachers, students, administrative staff;

4) Ensuring clear regulation of the powers and responsibilities of employees at all levels of management, as well as the development of corporate culture, an atmosphere of trust and benevolence;

5) Continuous monitoring of the effectiveness of QMS processes according to established indicators, the results of internal audits and the results of sociological research;

6) Continuous improvement of QMS performance.

The Academy periodically undergoes external quality assurance procedures in various forms, which makes it possible to evaluate the effectiveness of quality assurance

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processes and provide information to the public about the quality of the Academy's activities.

7. PRINCIPLES AND MECHANISMS FOR THE IMPLEMENTATION OF STUDENT-CENTERED LEARNING

38. Student-centered learning is the fundamental principle of the organization of the educational process at the Academy and is aimed at the formation of students' independence, the development of their critical thinking, professional and universal competencies.

39. The Academy provides equal opportunities for obtaining quality education and does not discriminate against students based on gender, age, nationality, language, social status, health status, religious beliefs and other grounds provided for by the legislation of the Republic of Kazakhstan.

40. The student-centered approach involves building an educational process based on partnerships between students and teachers, transparency of learning outcomes requirements and assessment procedures, and effective feedback mechanisms.

Basic principles

41. The implementation of student-centered learning is based on the following principles:

- 1) consideration of individual educational needs of students;
- 2) formation of an individual educational trajectory;
- 3) the choice of disciplines and teachers within the educational program;
- 4) application of various pedagogical methods and educational technologies;
- 5) Transparency of evaluation criteria and procedures;
- 6) development of academic autonomy of students with proper academic support;
- 7) observance of the principles of academic honesty and mutual respect of participants in the educational process.


Implementation mechanisms

42. Student-centered learning is implemented through:

- 1) participation of students in the discussion and improvement of educational programs;
- 2) students' participation in internal quality assurance procedures;
- 3) formation of an individual curriculum together with an adviser;
- 4) regular student surveys and analysis of teaching quality assessment results;
- 5) the functioning of established procedures for reviewing academic applications and complaints;
- 6) representation of students in the collegial governing bodies of the Academy.

Consideration of academic applications

43. The Academy ensures the functioning of a transparent procedure for reviewing

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academic applications and complaints from students regarding the organization of the educational process, assessment and compliance with academic rights.

44. The procedure for submitting and reviewing applications is determined by the Academy's internal regulations.

Responsibility of the parties

45. Students are required to comply with the requirements of the educational program, the principles of academic integrity and actively participate in shaping their own educational trajectory.

46. Teachers are required to ensure transparency of requirements, objectivity of assessment, and timely feedback to students.

47. The Academy provides the necessary conditions, resources and organizational mechanisms for the implementation of the principles of student-centered learning.

8. ORGANIZATION OF THE EDUCATIONAL PROCESS

48. For the purpose of international recognition of national educational programs, ensuring academic mobility of students and teachers of the Academy, improving the quality of education, as well as ensuring continuity of all levels of education, the Academy implements a unified credit technology of education in accordance with the *Rules of the educational process on credit technology of education* of the Academy.

49. The academic year begins and ends according to the academic calendar approved by the decision of the Academic Council.


50. The academic year consists of academic periods (semester – 15 weeks), intermediate certification periods, professional practices, vacations, and the final certification period (in the final year). The main dates of training and control events, professional practices during the academic year, with indication of rest days (vacations and holidays) are indicated in the academic calendar.

51. The summer semester is organized for students who require additional instruction, the elimination of academic debt, or to address differences in curricula, as well as for the study of courses and accumulation of credits at other OHPEs, with mandatory recognition of these credits at their home OHPE and for improving their Grade Point Average (GPA).

52. Each academic period ends with an examination session of students, the duration of which should be at least one week.

53. Vacations are provided to students at least twice during the academic year, the total duration of which must be at least seven weeks, with the exception of the final year.

54. The duration of study in an EP at all levels of education is determined by the number of academic credits completed. The main criterion for completion of

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studies is:

- bachelor's degree – the acquisition by the student of at least 240/300 academic credits with a period of study of 4 years / 5 years, respectively (on the basis of technical and vocational education – 3 years; on the basis of higher education – the term is determined by the commission), including all types of educational activities of the student;
- scientific and pedagogical master's degree – the acquisition by students of at least 120 academic credits for the entire period of study, including all types of educational and research activities;
- specialized master's degree – students acquire at least 60 academic credits with a 1-year study period, including all types of educational and experimental research activities;
- doctoral studies – the acquisition by students of at least 180 academic credits, including all types of educational and research activities.

9. DUAL TRAINING

55. The educational process at the Academy includes both theoretical and industrial training and industrial practice, carried out under the guidance of a mentor, a master of industrial training and a head of practice at enterprises (organizations).

56. The forms, content and scope of industrial training and professional practice are determined on the basis of existing educational programs in the relevant field.

57. The organization of the educational process is carried out in accordance with the developed guidelines approved by the Academy and agreed with the enterprise (organization).


58. The Academy, together with the enterprise, organizes a procedure for assessing the general and professional competencies of students who have mastered them in the process of dual training in their chosen profile in accordance with the work programs of academic disciplines and professional modules.

10. TRILINGUAL EDUCATION

59. The Academy implements trilingual educational programs. The Academy independently determines the percentage of courses taught in the language of instruction, the second language, and English, which is reviewed and approved annually at the meeting of the Academic and Methodological Council.

11. INDIVIDUAL, SMALL-GROUP AND GROUP CLASSES

60. When implementing bachelor's degree programs (Acting, Pop Arts, Traditional Musical Arts), in order to strengthen a student-centered approach to organizing the educational process, individual, small-group (in groups of three students), and

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group classes (in groups of two or more students) are provided.

12. INFORMATION SYSTEMS AND COMMUNICATION TOOLS

61. The Academy has modern information systems for faculty and students that support the educational process, manage academic activities, and communicate effectively between participants in the educational process.

62. In the Platonus 6.0 automated information System (AIS), each student and teacher is provided with an individual virtual office with access rights differentiated according to their functional responsibilities.

63. The system is used for:

- registration of students for disciplines;
- Maintaining a log of academic performance and attendance;
- creating and viewing an individual curriculum;
- access to the transcript and information about academic debts;
- administration of the educational process by employees.

64. AIS Platonus is used to keep records of academic achievements, form individual curricula and monitor the implementation of the educational program.

65. LMS MOODLE – the system is used for the organization of distance learning and exchange of educational materials.

66. Functionality for the staff of the Academy:

- placement of documents in the electronic dean's office (Department documents, Curricula, Orders).

67. Functionality for the teaching staff of the Academy:

- The Teaching Staff Rating a system in which faculty achievements are converted into points. Based on this rating, the university decides which staff members will receive a bonus


68. Functionality for the student:

- It is being tested during the exam session (offline-online tests in disciplines);

13. ORGANIZATION OF TRAINING USING DLT

69. In addition to the traditional form of education, the Academy uses distance learning technologies (DLT) and blended learning in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 137. Online education as an independent form of educational program implementation in the direction 6B021 – Art is not allowed in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 530.

70. In emergency situations, the Academy applies distance learning technologies and blended learning without changing the form of education. There is no complete transfer of the educational program in the direction of 6B021 – Art to the online

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learning format.

71. The organization of the educational process using DLT in the Academy is based on the following fundamental principles:

- the unity of the educational and developmental functions of learning;
- the use of collective and individual forms of education;
- consistency and consistency in learning;
- availability of educational resources;
- creating the most favorable conditions for students to acquire knowledge;
- development and manifestation of creative individuality;
- creating conditions for students to be active in classes using DLT;
- security, which includes a wide range of measures related to the protection of classified information, the dissemination of false information, the exclusion of dishonesty and falsification of education, etc.

72. The Academy allows the use of DLT and mixed education within the framework of full-time education. The implementation of educational programs in the direction 6B021 – Art in the form of online learning (100% digital format without mandatory full-time component) is not allowed.

73. Admission to study using distance learning technologies at the Academy is carried out on the basis of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 «On approval of the Standard Rules for admission to study in educational organizations implementing educational programs of higher and postgraduate education».

74. Persons who have expressed a desire to study using DLT, write an application in any form addressed to the head of the educational organization for permission to study using DLT, on the basis of which the rector's order is issued.

75. The following documents are attached to the order:


- 1) Student's statement;
- 2) the individual curriculum of the student.

76. The requirements and criteria for applicants to study using distance learning technologies are determined by the heads of educational programs and approved by the Academic Council of the Academy.

77. The Academy provides students with an individual schedule for mastering the educational program.

78. The academic year at the Academy is organized according to the academic calendar, consists of academic periods (two semesters) and ends according to the established deadlines. After enrolling in distance learning technologies, students are given introductory classes to explain the principles of the learning management System (LMS Moodle) and provided with a user's guide.

79. The educational process using DLT includes distance learning and blended

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learning:

1) the distance format implies from 80% or more of the electronic or remote components of the course in off-line and on-line mode;

2) Blended learning involves from 30 to 80% of the electronic or distance learning components of the course in offline and on-line mode.

80. Blended learning is advisable for EP whose learning outcomes require special equipment, workshops, expensive software, specially equipped facilities, and materials. All EP of the Academy fall into this category.

81. DLT is implemented with the provision of distance learning in the «on-line», «off-line» mode.

82. On-line training sessions provide for the process of educational interaction in real time using digital technologies (webinars, videoconference, through messaging on the Internet).


83. Training sessions in the «off-line» mode provide for the process of educational interaction, in which communication between the teacher and the student is carried out asynchronously (video lectures, assignments in the learning management system, e-mail, the student's work with the textbook on the teacher's assignment, followed by passing the boundary and /or final control).

84. The student's independent work under the guidance of a tutor teacher includes interactive consultations on all teaching materials of the discipline (via chat, forum, online classes) and independent study of theoretical material by students.

85. Online courses may be completed subject to prior agreement with the academic director of the educational program and subsequent recalculation of the learning outcomes in accordance with the established procedure. Students are provided with information about courses and active links to online course resources, as well as an algorithm for connecting to the platform (for example, online art courses www.udemy.com).

86. During the organization and conduct of the DOT, the student's attendance is taken into account by the teacher based on the video stream broadcast from each student's account, as well as data on the actions of participants in the online session, regardless of the platform and service used. The student is required to attend all synchronous classes strictly according to the schedule and attend them from beginning to end. The student must attend asynchronous classes at any convenient time, but within the strictly set deadlines set by the teacher in LMS Moodle. In the absence of constant visual contact with the student through the means of the platform or service used, the teacher records the student's skipping class for a disrespectful reason.

87. In the event of missed classes (synchronous, asynchronous, or GISW consultations), a procedure for expulsion may be initiated in accordance with the

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Academy's internal regulations. In cases of technical issues preventing the streaming of video, confirmation of the student's actual participation in the class is the responsibility of the instructor (e.g., periodic oral questioning, content engagement surveys, written attendance reports, etc.).

88. Learning using distance learning technologies involves students learning academic disciplines independently under the guidance of Academy teachers. The student is required to complete all the tasks and discipline requirements provided for in the curriculum within the prescribed time frame.

89. Teachers involved in the implementation of distance learning technologies are required to promptly post educational materials and other components of the discipline provided by the educational program in the learning management system (LMS Moodle).

90. During the organization of synchronous learning using distance education technologies, instructors are required to conduct lectures, practical (seminar) sessions, and individual classes in accordance with the approved schedule. When implementing asynchronous learning, instructors must check the Learning Management System (LMS Moodle) at least once or twice a week, moderate forums and chats, review students' independent work assignments (ISW), provide consultations within the framework of guided independent student work (GISW), and assign grades in a timely and justified manner. Instructors are also required to monitor student attendance and academic activity using the analytical tools of the LMS and videoconferencing system.

Organization of distance learning

91. The organization of the educational process using distance learning technologies is carried out through the learning management system (LMS Moodle), which contains educational, methodological and administrative materials for students and teachers. Access to digital educational materials is provided around the clock.


92. The development of educational programs using distance learning technologies is carried out in accordance with the academic calendar.

93. The content of courses in the compulsory component of the general education disciplines cycle is determined by standard curricula in accordance with the requirements of the State Mandatory Standard of Education (SMSE).

94. The workload of a course is determined by the educational program and curriculum, expressed in academic credits, and must comply with the requirements of the SMSE.

95. The duration of the academic period is 15 weeks, unless otherwise stipulated in the academic calendar.

96. The weekly academic load of a student is determined by the curriculum and

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should not exceed the standards established by the SMSE.

97. Applied distance learning technologies should ensure the achievement of learning outcomes while maintaining the mandatory forms of academic work provided for in the educational program.

98. When organizing distance learning, the main types of educational work provided for in the educational program are preserved. Additionally, webinars, video lectures, and other digital formats can be used.

99. Students independently ensure the availability of the minimum technical equipment necessary to participate in distance learning (personal computer or laptop with Internet access, audio and video devices).

100. In the absence of the necessary equipment, the Academy has the right to provide it to students for temporary use in accordance with the established procedure.

101. The Academy provides students with round-the-clock access to the electronic library through the «ИРБИС64+» system. The educational process uses electronic resources and databases, including Clarivate Analytics, Springer, Elsevier, Scopus, as well as materials from the Republican Scientific and Technical Library.

102. Professional practice in teaching using distance learning technologies is organized in accordance with the internal regulatory documents of the Academy and the requirements of the educational program.

103. The Academy provides students with the opportunity to complete all types of professional practice provided for by the state mandatory standard of education.


104. A student's work in a specialized organization can be counted as an internship, provided that the functions performed meet the requirements of the educational program and the set amount of hours.

105. The organization of professional practice is carried out on the basis of contracts concluded by the Academy with specialized organizations, regardless of their organizational and legal form.

Quality assurance and assessment system for distance learning

106. The Academy independently determines and organizes a system of ongoing monitoring of academic performance, intermediate and final attestation of students, ensuring an objective assessment of the achievement of planned learning outcomes and protection against forgery and falsification. For these purposes, electronic methods of access restriction, independent forms of assessment (including «blind» assessment and coding of written works), as well as public defenses of works in attestation commissions are used.

107. The current monitoring of academic performance and intermediate certification in teaching using distance learning technologies are carried out by:
 - synchronous interaction of the student and the teacher using telecommunication

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means;

- automated testing systems;

- verification of written and practical individual assignments.

108. In order to ensure academic integrity during exams, proctoring may be used – a procedure for monitoring and identifying the student's identity during online attestation. Proctoring technologies allow for identity verification, monitoring of student actions, and recording of the exam process.

109. The forms of current control and intermediate certification are determined by the teacher in accordance with the content of the discipline. The level of complexity of assessment tasks should correspond to the studied material and ensure the achievement of learning outcomes. The responsibility for the development of assessment materials lies with the teacher leading the discipline.

110. Students who have scored a positive admission rating based on the results of border control (at least 50 percent) are allowed to attend the examination session. The final assessment of the discipline is formed from the assessment of the admission rating and the results of the final control.

111. Students' academic achievements are assessed according to a letter-based point-rating system of knowledge assessment.

112. In case of academic debt, the student is obliged to liquidate it in accordance with the procedure established by the Academy, including during the summer semester.

113. The results of the disciplines mastered during the summer semester are taken into account when calculating the average academic achievement score (GPA) and are reflected in the transcript.


114. Final certification is carried out within the time limits established by the academic calendar, in accordance with the Standard Rules of Educational Organizations, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595, and internal regulatory documents of the Academy.

115. The format of the final certification (with the use of distance learning technologies or with the mandatory full-time presence of the student) is determined by the educational program and approved by the Academic Council of the Academy in compliance with the requirements of the legislation.

116. Assessment methods are aimed at stimulating the active participation of students and the formation of academic integrity.

117. Assessment approaches may vary depending on the specifics of the discipline and the educational technologies used.

118. Students who have mastered the educational program in accordance with the individual curriculum and have successfully passed the final certification, are

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issued a document of their own sample education.

Visual etiquette in distance learning

119. Teachers and students of the Academy, when conducting online classes (video streaming) using distance learning technologies, are required to comply with the norms of business behavior and speech etiquette.

During the classes are not allowed:

- appearance that does not meet the generally accepted standards of business style;
- demonstration of images, symbols or actions contrary to the legislation of the Republic of Kazakhstan;
- the presence of unauthorized persons in the frame who are not participants in the educational process in this discipline;
- actions that interfere with the classroom or distract participants in the educational process.

120. In case of violation of the established requirements, the teacher or a person with appropriate academic authority has the right to temporarily restrict the violator's access to the lesson and record the violation in accordance with the established procedure.

121. Depending on the nature and severity of the violation, the matter may be referred to the Disciplinary Council of the Academy for disciplinary action in accordance with internal regulatory documents.

14. PROFESSIONAL PRACTICE

Professional practice at the Bachelor's degree.


122. Professional practice is a mandatory component of the educational program and is aimed at the formation and development of professional competencies of students.

123. The organization and conduct of professional practice, as well as the procedure for designating organizations as practice bases, are carried out in accordance with the *Rules for the Organization and Conduct of Professional Practice and the Designation of Organizations as Practice Bases*, approved by the Academy.

124. The types, scope, timing and content of professional practice are determined by the educational program and curriculum.

125. The Bachelor's degree provides for the following types of professional practice:

- educational;
- production;
- pedagogical;
- pre-graduation.

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126. Professional practice can be conducted both during the period free from theoretical training, and in parallel with the academic period in accordance with the curriculum.

127. The terms of professional practice are set by the academic calendar.

Practice in Master's and Doctoral Studies

128. The educational program of the scientific and pedagogical master's degree includes two types of practical training, which are conducted in parallel with theoretical training or in a separate period:

- 1) pedagogical in the cycle of basic disciplines – in KazNAA;
- 2) research in the cycle of major disciplines – at the place of completion of the dissertation.

129. Pedagogical practice is conducted with the aim of developing practical skills in teaching and learning methods. At the same time, master's students are involved in conducting undergraduate classes as a teaching assistant at KazNAA.

130. The research practice of a graduate student is conducted in order to familiarize himself with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data.

131. The educational program of the profile master's degree includes industrial practice in a cycle of profile disciplines.


132. Industrial practice in the cycle of profile disciplines is carried out in order to consolidate the theoretical knowledge gained in the learning process, acquire practical skills, competencies and professional experience in the master's degree program being taught, as well as to master best practices.

133. The management of scientific internships, research practices of master's students and doctoral students is carried out by teachers who have the degree of Doctor of Sciences and (or) Candidate of Sciences and (or) Doctor of Philosophy (PhD) and doctor in profile, academic titles (associate professor (associate professor), professor) and (or) actively engaged in scientific research, and (or) researchers, practitioners who have scientific publications corresponding to the profile of these types of educational activities of the student.

134. The program, the base, the deadlines and the form of reporting on the practice are included in the individual work plan of the graduate student, which is drawn up under the supervision of the supervisor.

135. Educational programs for doctoral studies in terms of professional training are developed based on the study of the experience of foreign universities and research centers that implement accredited training programs for PhD or doctoral candidates.

136. The practice is conducted with the aim of developing practical skills in

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scientific, scientific, pedagogical and professional activities.

137. The educational program of the doctoral program includes pedagogical and research practice for students of the PhD program.

138. During the period of pedagogical practice, doctoral students are involved in conducting undergraduate and graduate studies, including for teaching the course in full.

139. The doctoral student's research practice is conducted with the aim of studying the latest theoretical, methodological and technological achievements of domestic and foreign science, as well as consolidating practical skills, applying modern research methods, processing and interpreting experimental data in dissertation research.

140. The content of the research practice is determined by the topic of the doctoral thesis. The program, the base, the deadlines and the form of reporting on the practice are included in the individual doctoral student's work plan, which is drawn up for the entire period of study.

15. ASSESSMENT OF STUDENTS' ACADEMIC ACHIEVEMENTS


141. Students' academic achievements (knowledge, skills, abilities, and competencies) are assessed on a 100-point scale, corresponding to the internationally accepted letter grading system with a numeric equivalent (passing grades, in descending order, from «A» to «D» and failing grades – «FX», «F»), as well as according to the traditional grading system.

142. Students' academic achievements in all types of academic assignments are evaluated according to a point-rating letter-based knowledge assessment system, which is translated into the traditional assessment scale according to Table.

Table 2.

A point-rating letter-based assessment system for accounting for students' academic achievements with their transfer to the traditional assessment scale

Letter system assessment	The digital equivalent	Scores %	Assessment in the traditional system	General description of the evaluation criteria
A	4.0	95-100	Excellent	The student demonstrates mastery of the subject at a high level. This assessment is an indicator of a high level of critical thinking development.
A-	3.67	90-94		
B+	3.33	85-89	Good	The student shows a very good level of academic performance. These grades indicate good indicators of critical
B	3.0	80-84		
B-	2.67	75-79		

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C+	2.33	70-74	Satisfactory	thinking development.
C	2.0	65-69		The student demonstrates a low level of academic achievement. These grades indicate partial mastery of critical thinking skills.
C-	1.67	60-64		
D+	1.33	55-59		
D	1.0	50-54		
FX	0.5	25-49	Unsatisfactory	
F	0	0-24		The student demonstrates a very low level of academic achievement. These assessments indicate extremely unsatisfactory indicators of the development of critical thinking.

16. THE PROCEDURE FOR CONDUCTING ONGOING ACADEMIC PERFORMANCE MONITORING AND INTERIM ASSESSMENT

143. The current monitoring of academic performance and intermediate certification of students are aimed at monitoring the achievement of planned learning outcomes and the level of competence formation in disciplines over a certain period of time, as well as creating high dynamics of the educational process, creating the optimal level of stress necessary for the formation of complex complexes of cognitive and psychophysiological, emotional, aesthetic, and moral-volitional neoplasms. The procedure for conducting ongoing academic performance monitoring and intermediate certification of students is regulated by the Standard Rules of Educational Organizations implementing Educational programs of Higher and (or) Postgraduate education, Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018; Rules for Organizing the educational process on Credit Technology of Education, Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 20, 2018. April 2011 No. 152; Regulations on the ongoing monitoring of academic performance and intermediate certification of students.

144. The basic principles of the organization of all types of control are:

- scientific (reliability and validity);
- systematicity and consistency;
- the principle of combining exactingness and respect for the student's personality;
- compliance of forms and methods of control with the planned results, methods and content of training;
- transparency of procedures for conducting and evaluating control activities of students;
- the principle of fairness and objectivity of assessment;

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- the principle of efficiency and comprehensiveness;
- the principle of academic integrity in all its forms.

145. All types of control at the Academy are carried out using criteria assessment technology. This technology assumes:

- the student's educational activity is evaluated exclusively, not his personality.;
- the student's academic work is checked on the basis of assessment criteria, communicated to the students in advance.;
- assessment is carried out only according to those types of educational activities and teaching materials that were provided for in the educational program and studied by students.

The student knows a clear algorithm for deducing grades, according to which he himself can determine the level of success of his studies.

17. THE PROCEDURE FOR CONDUCTING THE STATE EXAM IN THE DISCIPLINE «HISTORY OF KAZAKHSTAN»

146. Students of the Academy of all bachelor's degree programs take the state exam in the discipline «History of Kazakhstan» upon completion of its study, in the same academic period.

147. The organization and conduct of the state examination are carried out by the Department of «History of Kazakhstan and Social Sciences» in cooperation with the faculty deans' offices and the Academy Registrar's Office.

148. The state examination in the discipline «History of Kazakhstan» is conducted in accordance with the working curriculum of the discipline.


149. The State Examination Commission (hereinafter referred to as the SEC) is formed for the relevant academic year to take the state exam on the recommendation of the Head of the Department of History of Kazakhstan and Social Sciences.

150. The Chairman and the composition of the State Examination Commission (SEC) are approved by the order of the Rector of the Academy on the basis of the decision of the Academic Council of the Academy.

18. THE PROCEDURE FOR THE FINAL CERTIFICATION OF STUDENTS

151. The final certification is 12 academic credits of the total volume of the educational program of higher education and is carried out in the form of writing and defending a thesis (project) for students enrolled in 2022. For students enrolled in 2023, the final certification is at least 8 academic credits in the total volume of the higher education program and is carried out in the form of writing and defending a thesis or thesis /creative project.

152. The duration and timing of its implementation are determined by the academic

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calendar and work curricula of educational programs in accordance with the *Regulations on the final certification of students*.

Students have the right to take two comprehensive exams instead of completing a thesis (project) if there are the following grounds:

- 1) long-term hospital treatment for health reasons;
- 2) the presence of special educational needs, including group I disability or disability since childhood;
- 3) pregnancy or raising a child under the age of two;
- 4) taking into account the specifics of the educational programs of the Faculty of Choreography, which provide for the possibility of passing the final certification in the form of passing two comprehensive exams.

153. At the same time, the student writes an application addressed to the rector of the Academy and submits the relevant documents. Other cases of replacing a thesis (project) with additional comprehensive exams are not allowed.

154. The defense of the thesis (project) includes the writing of the thesis (project) and the defense procedure. At the same time, the thesis (project) is aimed at identifying and evaluating the analytical and research abilities of the graduate.

155. Theses (projects) are checked by the department for plagiarism.

19. THE PROCEDURE FOR ORGANIZING AND CONDUCTING THE FINAL CERTIFICATION OF POSTGRADUATE EDUCATION


156. The final attestation of students of master's and doctoral studies is carried out within the time limits stipulated by the academic calendar and curricula of educational programs in the form of dissertation (project) defense.

157. The purpose of the final qualification assessment is to evaluate the scientific-theoretical and research-analytical level of students in HPE, the development of professional and managerial competencies, readiness for independent performance of professional tasks, and the compliance of their training with the requirements of the professional standard and the educational program.

158. The final qualification assessment of students is conducted in the forms established by the State Mandatory Standard of Education (SMSE). For postgraduate EP, it is carried out in accordance with the *Regulations on the Final qualification assessment of postgraduate education students*.

20. THE PROCEDURE FOR CHOOSING THE EDUCATIONAL TRAJECTORY OF STUDENTS

159. Online registration of students for academic subjects is carried out in AIS Platonus. Prior to registration, advisors and department heads conduct a presentation of disciplines based on the Catalog of Elective Subjects (CES).

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160. Prior to registration, the heads of graduate departments, together with the coordinators of educational programs and advisors, organize preliminary methodological and consulting work on the choice of disciplines. Students are provided with information about the short content of the disciplines, expected learning outcomes, prerequisites and post-requirements.

161. Introductory meetings with teachers are held, including demonstration sessions: one demonstration lecture and one master class.

162. All events are conducted in accordance with the Academic Calendar.

163. The student, together with the advisor, determines the list of subjects planned for study in the upcoming academic period.

164. The basis for access to registration is to complete all the prerequisites required to study a particular discipline.

165. The student's individual curriculum is approved by the advisor and approved by the Dean, within the time limits specified in the academic calendar. The student's individual curriculum is stored in electronic format in AIS Platonus and is available to the student.

166. Academic groups are formed based on the principle of a sufficient number of students enrolled in a given discipline and on the principle of the specifics and methods of preparing certain workshops and classes.

167. Academic streams and groups are formed according to the principle of a sufficient number of students enrolled in a given discipline and teacher, and achieving a sufficient level of profitability, as well as depending on language proficiency, the student can choose an educational program based on one language of instruction (Kazakh, Russian, English) or two (three) languages at the same time.

168. The academic stream and group occupancy rate are determined by the Academy.


For individuals with special educational needs, the organization of the educational process is carried out in accordance with the *Regulations on Inclusive Education in the Arts*, approved in the prescribed manner. The minimum required number of students in an academic group is determined by the AAS.

169. If the number of students in an academic group is less than the minimum established or more than the maximum allowable, the dean must decide during the period of re-registration to reduce the group or open an additional stream.

170. The final schedule of academic classes for the academic period is approved by the Vice-Rector for Academic and Methodological Work. Academies 2 weeks before the start of classes.

171. After approval of the timetable, all changes are made with the written permission of the Vice-Rector for Academic and Methodological Work.

172. In the AIS Platonus system, students can receive information about the

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presence of academic debt, as well as about the need to appear for registration for the next academic period, a repeat course of study or a repeat study of the discipline.

Collaboration between the advisor and the student

173. The adviser must:


- know the requirements of the educational program, policies and procedures of the Academy and faculty;
- to assist in the formation of the student's future professional orientation and competencies in his educational program, to discuss the relationship between academic training and the student's life goals, his future work;
- provide students with up-to-date and necessary information about the requirements of the Academy and faculty;
- to assist students in planning their educational profile for each semester of the academic year, making decisions when choosing disciplines, taking into account the specifics of creative universities both upon admission and during their stay at the Academy;
- provide assistance in orientation and adaptation to the learning process;
- provide assistance to students in planning study time;
- represent the academic interests of students before the Academy administration;
- track the progress of the students assigned to it;
- be accessible to students by maintaining sufficient office hours;
- be attentive to the individual needs of individual students.

174. The student must:

- know the policies and other regulatory documents of the Academy, faculty and department related to his/her education;
- plan your study program to fulfill the conditions for obtaining an academic degree;
- know your learning outcomes, credits earned, and grades received;
- monitor and receive timely up-to-date information regarding his/her learning process and stay at the Academy, posted on the Academy's official sources (website, AIS Platonus, LMS MOODLE, etc.);
- understand your own responsibility for making decisions regarding personal goals and objectives in the field of education, as well as to meet the requirements of graduation from the Academy;
- take personal initiative and actively participate in consultations and planning of your learning process.

21. THE PROCEDURE FOR ORGANIZING ACADEMIC MOBILITY OF STUDENTS AND TEACHING STAFF

175. Academic mobility of students, faculty, administrative and managerial staff

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and academic staff of the Academy is carried out in order to expand educational and professional opportunities, improve the quality of training and integration into the international educational space.

176. The organization, conditions of participation, forms of academic mobility, as well as mechanisms for recognizing and crediting academic mobility results are regulated by the *Regulations on Academic Mobility of the Temirbek Zhurgenov Kazakh National Academy of Arts*.

22. ECTS AND STUDY LOAD

177. ECTS is a student-centered credit accumulation and transfer system based on the principle of transparency in the processes of study, teaching and assessment. ECTS credits express the amount of study based on certain learning outcomes and the associated learning load.

178. The student's workload in ECTS is the real time required to complete all planned learning activities.

179. The full academic load of one academic year is at least 60 academic credits or at least 1800 academic hours. During the summer period, students can study no more than 16 ECTS. Credits are awarded to the student only if he has mastered the planned learning outcomes.

180. Within the framework of the main educational program, the student can choose to study one or more additional educational programs (minor).


181. Additional educational program (minor):

- has entrance requirements: GPA, the presence of studied disciplines, prerequisites, etc.;
- consists of several disciplines studied sequentially;
- it can be offered as a separate certification program (for different categories of students);
- disciplines can be studied gradually in different academic periods («cumulative system»), but consistently to obtain a certificate;
- selected by the student independently from the CAD;
- can be studied as part of an educational program (credits for minor subjects are included in the 240/300 ECTS of the main program) and/or in addition to the main educational program.

Within the framework of the main educational program, it is allowed to study disciplines of no more than two minors in accordance with the Regulations on the Development and Implementation of Additional Educational programs (MINOR).

ECTS Credit Recognition Policy

182. Credit transfer is the process of recognizing loans received in one context (program, educational institution) in another official context for the purpose of

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obtaining qualifications. ECTS credits awarded to students in one program can be transferred to another program run by the same or a different educational institution.

183. Credit recognition is based on learning outcomes, that is, on what the student knows and knows how to do, rather than on formal procedures that led to the completion of the qualification or its components.

184. Recognition means that the number of credits received for the achieved learning outcomes of the appropriate level, in another context, will replace the number of credits that are determined for these learning outcomes in the educational institution that awards credits.

185. For example, in practice, 4 ECTS per element in an educational institution where a person is enrolled in an academic mobility program can replace 5 ECTS per element in an Academy if the learning outcomes are equivalent.

186. When transferring completed credits in academic subjects, the difference in the forms of final control is not taken into account. The credit is equivalent to a letter-based system for evaluating student's academic achievements, corresponding to the digital equivalent of a four-point system in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%).

187. The decision on the recognition and transfer of ECTS credits in disciplines is made by the relevant commission based on a comparison of educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills and competencies, achieved learning outcomes and assessment results.


188. The decision of the relevant commission is formalized by the protocol. In some cases, the commission may recommend re-studying a discipline, studying another elective discipline, or taking an exam in the discipline when determining the difference in content. The representative of the HR department, based on the decision of the relevant commission, corrects the difference in disciplines according to curricula.

189. According to the decision of the relevant commission, credits may be transferred:

- students who graduate from the Bachelor's degree program;
- students with technical professional education in related specialties;
- master's students who have studied the disciplines of the Master's degree program during their undergraduate studies;

190. The list of disciplines and the requirements for credit transfer are specified in the *Academy's compliance table*.

23. TRANSFER AND REINSTATEMENT OF STUDENTS AT THE ACADEMY

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191. In accordance with the *Academy's Rules for Student Transfer and Reinstatement*, student transfers are carried out from one educational program to another, from another OHPE to the Academy, from one form of study to another, from one language division to another, and from one specialization to another within the same EP.

192. Transfer of a student from one EP to another, from one form of study to another is carried out only on a fee basis. At the same time, transfer and reinstatement of students is carried out during the summer and winter holidays according to the academic calendar of the Academy.

193. A student of the Academy is transferred or reinstated after being expelled, if they have fully completed the first academic period of the program they are studying according to the individual curriculum, regardless of the time of expulsion.

194. The transfer of a student from a fee-based basis to training under a state educational order is carried out by awarding educational grants that were released during the training process.

195. Students' applications for transfer and reinstatement are reviewed by the profile commission, which is approved by the Rector of the Academy, to determine the academic difference.

196. The order on transfer and reinstatement of students is prepared by the Department of work with the student body and the Department of scientific personnel training and approved by the head of the Academy in accordance with the academic calendar prior to the start of the relevant academic period.


197. When transferring or reinstalling students, the academic difference in the disciplines of the curricula is determined, taking into account the prerequisites they have studied in previous academic periods.

198. Academic differences are completed on a paid basis, in accordance with the cost of one academic credit of the EP, as per the Academy's order «On Approving the Cost of One Academic Credit» for the current academic year.

The procedure for transfer or reinstatement from a foreign higher education institution

199. When transferring or reinstalling from a foreign higher education institution, the following is necessary:

- 1) a document on completed educational programs (academic certificate or transcript);
- 2) a document confirming the completion of the previous level of education; educational documents issued by foreign educational organizations are subject to the recognition procedure in accordance with the procedure established by the legislation of the Republic of Kazakhstan after the student is enrolled during the first

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academic period of study.

3) the results of entrance examinations for admission to foreign educational institutions.

The order of transfer from another OHPE

200. In order to transfer a student from another secondary vocational school to the Academy, the following documents are submitted:

- 1) an application for transfer in the prescribed form addressed to the Rector of the Academy;
- 2) a copy of the transcript;
- 3) certificate of unified national Testing (UNT) or CT in form, as well as the results of creative exams;
- 4) written consent to the transfer, issued by the Higher educational institution in which the applicant studies, issued on official letterhead and stamped (if any).


201. The transfer of a student from another OHPE to the Academy is carried out in the following order:

- 1) The Academy's administrative office receives and registers the submitted documents and forwards them to the relevant structural unit for review.
- 2) The Registrar's Office, based on the decision of the relevant commission and the submitted documents, determines the academic differences in courses, establishes the study plan taking into account completed prerequisites, recognizes previously earned credits in accordance with the educational program, and approves the student's individual study plan.
- 3) Based on the approvals of department heads, faculty deans, the head of the AAS, the head of the Research Staff Training Department, the Registrar's Office, the Vice-Rector for Academic and Methodological Work, and the Vice-Rector for Research, the Rector of the Academy issues the order for the student's transfer.
- 4) Within three working days from the date of issuance of the order, the Academy sends an official request to the OHPE where the student previously studied, requesting the transfer of their personal file. A copy of the transfer order is attached to the request.

The procedure for transferring from a paid basis of study to a state educational order

202. The transfer of a student from a paid basis of education to training under a state educational order is carried out:

- 1) Vacant educational places under the state order, released during the course of higher education, are awarded on a competitive basis to students on a tuition-paying basis according to groups of educational programs. The competition is conducted based on the results of interim assessments and the student's Grade Point Average (GPA) for the entire period of study.

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2) Announcements of the open competition are posted on the Academy's website (educational portal), indicating the number of vacant state-funded places by specialty and year of study.

3) In the case of identical GPA results, priority is given to students with grades exclusively of A or A- («Excellent»), followed by those with grades from A, A- («Excellent») to B+, B, B-, C+ («Good»), and then mixed grades for the entire study period. Consideration is also given to orphans, students from low-income families, participation in research competitions (Scientific Research Work of Students MSHE RK), annual national subject Olympiads (MSHE RK), victories in national and international creative competitions, and other creative and scientific achievements. All else being equal, priority is given to students actively participating in the Academy's social and creative life and student self-governance.

203. The award of vacant budgetary places, released in the process of obtaining higher and (or) postgraduate education, is carried out during the summer and winter holidays (according to the approved academic calendar for the current year).


204. A commission consisting of the deans of faculties, vice-rectors and structural divisions of the Academy is created to review the application of students for transfer from paid education to state-commissioned education. The chairman of the commission is the Rector of the Academy.

205. The procedure for transferring from a paid form of education to government-commissioned education, released in the process of obtaining education, at the Academy is carried out in the following order:

- 1) the student submits an application addressed to the Rector of the Academy;
- 2) at the request of the student, the Department of office registrars of the Academy determines the average GPA based on the results of the interim assessment for the entire period of study.
- 3) the applications received are considered at a meeting of the commission and approved by the Academic Council of the Academy.

206. Based on the decision of the Academic Council of the Academy, by August 5 and January 25 of the current year, the Registrar's office department sends to the MCI RK a list of applicants for the award of a state order. The following documents are attached to the list:

- 1) a copy of the student's application;
- 2) the decision of the Academic Council of the Academy;
- 3) a student's transcript containing a list of mastered disciplines and (or) modules and other types of academic work for the relevant period of study, indicating credits and grades;
- 4) an extract from the student's enrollment order;
- 5) a copy of the identity document of the applicant for the state order;

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- 6) certificate of the holder of the state order (original) of the expelled student;
 7) an extract from the order of expulsion from the Academy.

207. In the absence of applicants for a specific GEP, vacant positions, released by state order in the process of obtaining higher education, are transferred on a competitive basis within the training area based on the results of the summer and winter examination sessions;

208. Upon a positive decision, the MSHE RK issues an order for the transfer. Based on this order, the Rector of the Academy issues an order for the continuation of studies under the state-funded quota.

209. A copy of the order for further education under a state order is sent to the legal department of the Academy for the conclusion of an educational services contract with an indication of working for at least three years after graduation on the basis of a state educational order.

24. PROVISION OF ACADEMIC LEAVE

210. Granting academic leave to students is carried out in accordance with the procedure established by the *Rules on Granting Academic Leave to Students, which constitute an internal regulatory document of the Academy.*

211. To apply for academic leave, the student submits an application in the approved form.

212. Academic leave is granted to students on the basis of:

- 1) conclusions of the medical advisory commission at an outpatient clinic organization lasting from 6 to 12 months due to illness;
- 2) summons for military service;
- 3) the birth, adoption (adoption) of a child before he reaches the age of three years.

213. Based on the submitted documents, the Department of work with the student body prepares a draft order for granting academic leave to the student within 3 (three) working days.


214. The Rector of the Academy issues an order on granting academic leave to the student, indicating the dates of its beginning and end.

215. After leaving the academic leave, the student submits an application in the approved form.

216. A student who has been on academic leave due to illness submits an opinion of the medical advisory commission on the state of health with a conclusion on the possibility of continuing education in the relevant educational program.

217. Based on the submitted documents, the Department of work with the student body of the Academy prepares a draft order for the student to leave academic leave within 2 /two/ working days, indicating the EP and the course.

218. The Rector of the Academy issues an order for the student to leave the

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academic leave.

219. Upon returning from academic leave, the student continues his studies from the course (and academic period) from which he applied for this leave.

220. The student performs all academic tasks according to an individual schedule and scores the points necessary for the admission rating, or enrolls in the summer semester in the disciplines in which the difference has formed.

221. Academic difference is paid for, regardless of the form of study.

222. In order to eliminate the difference, the student, in parallel with the current training sessions, attends all types of training sessions during the academic period, performs training tasks of a certain module, passes all types of current and boundary control provided for in the work curriculum for these disciplines (modules), receives admission and passes final control during the interim certification of students according to the academic the calendar.

223. After the end of the academic leave, upon the expiration of the academic leave period, the student who has not submitted the documents on leaving the academic leave on time is expelled for loss of connection with the Academy.

224. The Department of Work with the student body of the Academy provides a copy of the order to leave academic leave and a copy of the student's identity card to the legal department of the Academy for the conclusion of an agreement on the provision of educational services.


225. Legally, the department of the Academy concludes an agreement on the provision of educational services with the student in 2 copies and registers. One copy of the agreement on the provision of educational services is transferred to the student, the second copy is transferred to the department for work with the student body of the Academy.

25. APPOINTMENT OF A SCHOLARSHIP

226. The state scholarship is awarded to students, master's students studying under a state educational order, as well as those who have been transferred to study under a state educational order, who have received the equivalent of «good» and «excellent» grades based on the results of an examination session or intermediate certification of students.

227. The scholarship is paid monthly from the first day of the month following the examination session or intermediate certification of students, inclusive, until the end of the month in which the semester ends according to the academic calendar. If the student's grades are only «excellent» at the end of the session, they will receive a 15% increased scholarship next semester.

228. Master's students enrolled in the first year (first year of study) on the basis of a state educational order in the first semester are awarded a state scholarship and

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are paid monthly during the first semester according to the academic calendar. In the following semesters, state scholarships are awarded to students and master's students based on the results of the examination session or intermediate certification of students for the previous semester.

229. Visually and hearing impaired persons, orphans and children left without parental care and under guardianship (guardianship), studying under a state educational order, are paid a state scholarship in the absence of academic debt based on the results of the examination session or unsatisfactory grades based on the results of the intermediate certification of students.

230. Students and master's students who did not pass the exams on time for valid reasons (illness, family circumstances, natural disasters), after submitting supporting documents, the rector of the Academy sets individual deadlines for exams. The appointment of a state scholarship is carried out in accordance with the procedure established by the *Rules for awarding scholarships to students of the Academy*.


231. During the period when students and master's students are on academic leave, no state scholarship is paid, with the exception of academic leave granted on the basis of a medical opinion (opinion of the medical advisory commission).

232. For students and master's students who have returned from academic leave, the appointment and payment of state scholarships is carried out in accordance with the procedure established by the *Rules for awarding Scholarships to students of the Academy*, based on the results of the upcoming (regular) examination session or intermediate attestation of students and provided there is no academic difference.

233. For students, master's students, and doctoral students who are on academic leave on the basis of a medical report, the state scholarship is set at 50 (fifty) percent (for persons with disabilities – 75 (seventy-five) percent), respectively, of the amount of the state scholarship for doctoral students, master's students, and graduate students.

The size of the increase in state scholarships

№ п/п	List of fellows	The amount of increase in percentage
1	Persons with visual and hearing disabilities who study in educational institutions that implement educational programs for higher and postgraduate education;	75
2	Students, master's students studying in educational organizations implementing educational programs of higher and postgraduate education, equated in accordance with the Law of the Republic of Kazakhstan «On Veterans» on benefits to persons with disabilities due to injury, contusion, mutilation or disease sustained during the	50

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	Great Patriotic War.;	
3	Students, master's students studying in educational organizations that implement educational programs of higher and postgraduate education, from among orphans and children left without parental care and under the care (guardianship) of citizens;	30
4	Students and master's students students enrolled in educational institutions implementing higher and postgraduate educational programs who have received only «Excellent» grades in their examination session	15

The procedure for the appointment and payment of scholarships established by the President of the Republic of Kazakhstan

234. The scholarship established by the President of the Republic of Kazakhstan is awarded to the most gifted full-time students and master's students based on the decision of the Academic Council of the Academy.

235. The Ministry of Culture and Information of the Republic of Kazakhstan annually distributes the number of scholarships between art universities.

236. The scholarship is aimed at:

- 1) stimulation of research and academic (learning) activities of students and master's students;
- 2) support for the most talented and gifted students and master's students;
- 3) promotion of the development of intellectual potential.


237. The scholarship is awarded to full-time students from the 3rd year and to master's students from the 2nd year of study who have only «Excellent» grades (A, A-), both those studying under the state educational order and on a fee-paying basis.

238. The scholarship is awarded to the following categories of students:

- 1) winners of national and international Olympiads, creative competitions, sports events, festivals, or authors of discoveries and inventions;
- 2) individuals with publications in collections of scientific papers, as well as in national and international academic journals;
- 3) those actively engaged in research activities, whose achievements are confirmed by diplomas, certificates, and awards;
- 4) those actively participating in the social, cultural, and sports life of the OHPE

239. Scholarships are awarded by order of the Rector of the Academy on the basis of a decision of the Academic Council, in accordance with the order of the MCI RK «On the distribution of scholarships of the President of the Republic of Kazakhstan to higher education institutions» for the current year.

240. Following the results of the winter and summer examination sessions, the deans of the faculties submit memos on the appointment of a scholarship to the President of the Republic of Kazakhstan on the basis of the minutes of the Faculty

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Council with a transcript, copies of diplomas and a student's questionnaire attached.
241. The Head of the Academic Affairs Service (AAS) submits the matter for consideration to the Academic Council in accordance with the order of the MCI RK «On the Distribution of the Scholarship of the President of the Republic of Kazakhstan among Higher Education Institutions» for the current year.

242. The Rector appoints scholarships established by the President of the Republic of Kazakhstan based on the decision of the Academic Council.

243. The scholarship is awarded after the approval of the number of scholarships by the authorized body, by order of the rector.

244. Scholarships may be awarded repeatedly to the same person in accordance with the decision of the Academic Council of the Academy.

245. When awarding scholarships, applicants are selected according to the criteria. Under equal conditions, the following have an advantage:

- 1) orphans and children left without parental care;
- 2) persons with disabilities since childhood, children with disabilities.


246. Scholarships are paid monthly within the limits of the funds provided in the republican budget for the relevant financial year.

26. ACADEMIC INTEGRITY

247. The basis of the learning process is academic integrity, the implementation of which is ensured by the Academy.

248. The basic principles of academic integrity are:

- 1) ensuring academic integrity as the main institutional value that forms honesty and mutual respect in academic work;
- 2) the establishment of fair and objective rules of academic integrity aimed at the formation of high ethical values;
- 3) ensuring a consistent and continuous learning trajectory of the student by defining a clear mechanism and procedure for transferring student loans based on verifiable transcripts from other educational organizations;
- 4) the teacher's respect for his students as a mentor who contributes to the formation of academic culture;
- 5) encouraging and stimulating participants in the educational process to promote and protect academic integrity;
- 6) the teacher's definition of a clear discipline policy and expected requirements from the student;
- 7) the teacher's definition of a policy of clear parameters for evaluating students' academic achievements;
- 8) taking measures in accordance with the legislation of the Republic of Kazakhstan for violating the principles of academic integrity;

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9) creating an academic environment that provides educational, social and psychological support to students and prevents the manifestation of academic dishonesty.

249. The Academy considers academic integrity as a set of values and principles that develop personal integrity in teaching and evaluating each participant in the academic process. This is also reflected in decent behavior when performing written tests, exams, essays, research, presentations.


250. The Academy adheres to high ethical principles in relation to all academic work, both students and teachers. This means that cheating, plagiarism, and other forms of unethical behavior are unacceptable. The following actions are considered to be a manifestation of academic dishonesty:

- 1) Plagiarism – the appropriation or reproduction of other people's ideas, statements, research results without appropriate reference to the sources of borrowing;
- 2) Deception – providing deliberately false information to colleagues, teachers, students;
- 3) Sabotage – an attempt to prevent other people or the entire team from doing their job or completely blocking processes or procedures (for example, improper performance of functions and tasks at their own stage, which led to the shutdown of other departments or groups; tearing pages out of library literature, preventing other students from obtaining the necessary information, not completing their part of the research in the overall project, which resulted in the failure of the deadlines for the execution of the project or assignments, etc.);
- 4) Fabrication – falsification of any data, officially submitted information in the framework of requests, assignments related to the academic and/or research process;
- 5) Cheating – any attempt to use cheat sheets, mobile phones and other prohibited technical means.

251. In order to control the independent performance of written works by students and teaching staff, the Academy uses the Anti-Plagiarism Open Access system (<http://www.strikeplagiarism.com>), which makes it possible to identify the degree of borrowing of information.

252. The general management of the work on the organization of verification of the independence of written work by students and teaching staff at the Academy is carried out by the Vice-rector for Scientific Wor.

253. If any of the above facts are revealed, disciplinary measures are taken, including the expulsion of a student, dismissal of a teacher or employee. However, preventive measures are a priority, and regular events are held to explain the basic principles of academic integrity and the consequences of violating it. These principles and consequences are also described in the curricula of the disciplines and brought to the attention of each participant in the educational process.

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27. THE NORM OF TIME

254. The time limit for calculating the teaching load of the teaching staff according to the types of work of the Academy is the basis for organizing the work of teaching staff and is put into effect at the beginning of the academic year.

255. The main purpose of the time limit for calculating the teaching load of the teaching staff is to allocate various types of work among the teaching staff in order to make rational use of teachers' work and ensure high-quality educational, teaching, research, creative, organizational, methodological and educational work.

256. The time standards for calculating the teaching load of the teaching staff are the basis for the formation of the volume of work of teaching staff and the performance of all types of activities defined by the work curriculum, taking into account the position held.

257. The working hours of the academic staff of the Academy are regulated by the Labor Code of the Republic of Kazakhstan, the professional standard of the teacher, the Charter of the Academy, the employment contract, and the internal regulations.

258. The average annual workload of teaching staff is determined based on the number of students and the annual amount of academic work of the Academy. The ratio of the quantitative composition of the contingent of students at the Academy per teacher corresponds to the following standards:

- in bachelor's degree – 3.5:1;
- in the master's degree – 6:1;
- in the doctoral degree – 4:1.

259. The staff of the department is determined based on the volume of work and the average annual teaching load of teaching staff and is approved by the Academic Council of the Academy.

260. Heads of departments are responsible for the accuracy of calculations and their compliance with the initial data (working curriculum, student body, approved forms).


261. For the period of long-term illness, business trip, referral for advanced training, the teacher is exempt from all types of teaching load.

Planning the learning load

262. The planning of the teaching staff's workload is carried out in credits and (or) hours, which represent the time of the teacher's contact work with students according to a schedule in classroom training sessions or according to a separately approved schedule for other types of academic work.

263. Based on the number of students, the Planning and Economic Department determines the number of full-time teaching staff for the academic year.

264. Within the установленный срок, department heads distribute the total

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teaching workload among the faculty of the department and submit it to the AAS for approval of the overall teaching workload, indicating positions in accordance with the staffing schedule.

265. The volume of the department's teaching workload is approved by the signatures of the Head of the Department, the Dean of the Faculty, the Head of the Academic Affairs Service AAS, and the Vice-Rector for Academic and Academic Methodological Work.

266. The agreed document is submitted to the AAS for approval by the Academic Council of the Academy.

Supervision of Theses

267. Students' graduation papers (projects) are supervised by teachers of the relevant profile and (or) specialists engaged in professional activity in the field of training, with at least 10 (ten) years of work experience.

268. The artistic director belongs to the category of managers.


269. The activities of a personal creative workshop are managed by a scientific and creative supervisor from among the leading scientists and masters of art of the Academy, usually professors, associate professors, senior teachers with extensive experience in scientific, pedagogical and creative work.

270. The management of the student's theses (projects) is planned in accordance with the Working curriculum (WC);

271. Scientific supervision of master's students is carried out by an instructor holding an academic degree of Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor in the relevant field, corresponding to the profile of the training program, with at least three years of research and teaching experience. The supervisor must be the author of at least five scientific articles published in journals included in the List of Scientific Publications Recommended for Publishing Main Research Results, approved by the authorized body in the field of education and science (hereinafter – the List of Publications), and at least one scientific article in an international peer-reviewed journal with an impact factor according to JCR or indexed in one of the databases: Science Citation Index Expanded, Social Sciences Citation Index, or Arts and Humanities Citation Index in the Web of Science Core Collection, or with a CiteScore percentile of at least 25 in the Scopus database.

272. As part of the master's student's research (experimental research) work (hereinafter – MRW / ERW), the individual work plan of the master's student includes, for familiarization with innovative technologies and new types of production, a mandatory scientific internship in research organizations and/or organizations of the relevant industries or fields of activity.

273. Doctoral supervision is carried out by an instructor holding an academic

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degree of Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor in the relevant field, corresponding to the profile of the training program, with at least three years of research and teaching experience, and who is the author of:

- 5 scientific articles in profile publications included in the list of publications recommended for publishing scientific results and 1 scientific article in an international peer-reviewed scientific journal with an impact factor according to JCR (JSR) data or indexed in one of the databases Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index in the Web of Science Core Collection (Web of Science Core Collection) or having a CiteScore percentile index of at least 35 in the Scopus database;

274. The management of the teaching and research practice of a master's/doctoral student is planned for the head of the master's/doctoral thesis;

275. When planning the workload of teaching staff, the department ensures an even distribution of the annual workload across semesters.

Individual classes by profile

276. Due to the peculiarities of the core and specialized disciplines in the educational programs «Acting», «Pop Art», «Traditional Musical Art» and «Audio Production», the inclusion of 1 or 2 credit courses within integrated disciplines is permitted to facilitate mastery of the educational material.

The procedure for planning and accounting for the hourly training load

277. The source of remuneration is the hourly wage fund, calculated as a percentage of the wage fund in the amount of 7%.

1) The volume of teaching workload planned by the Academy for hourly-paid work for the upcoming academic year is approved by the Rector of the Academy together with the staffing schedule of the teaching staff.


2) The fulfillment of the teaching workload by instructors on an hourly-paid basis is carried out in accordance with current legislation and must not exceed 225 hours per academic year.

3) Payment for the chairpersons of Examination Commissions, invited from other OHPEs, as well as for specialists engaged from industry on an hourly basis, is made in accordance with Resolution No. 1193 dated 31.12.2015 under a contract.

4) For the teaching of disciplines and elective courses by invited specialists, as well as by current heads and employees of relevant organizations, enterprises, and institutions, payment is made under a contract in accordance with the volume of services provided.

5) Work related to conducting entrance examinations independently administered by the Academy for applicants to the main educational programs.

6) Additional teaching workload for departments in case of production necessity,

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associated with adjustments to the teaching workload, changes in the staffing of units during the academic year, or substitution of instructors absent due to illness or other valid reasons for more than one working week (6 working days) but not exceeding two months.

278. The number of teaching hours allocated to departments on an hourly-paid basis is determined by the AAS based on the submissions of the department heads, within the total departmental workload, and is approved by the Vice-Rector for Academic and Academic-Methodological Work.

279. The performance of educational work on an hourly basis during the period of temporary disability of the employee, maternity leave is not allowed.

280. For the EP «Pop Art» and «Traditional Musical Art» concert and performance practice includes accompaniment by the pop-jazz orchestra and the folk instrument ensemble. To staff these ensembles, individual performers/instrumentalists (illustrators) are invited externally on an hourly-paid basis.

28. THE PROCEDURE FOR MAKING CHANGES

281. Amendments to the Academic Policy are made in accordance with DP 017-7.06-2023 Documented Procedure «Procedure for the management of Documented information».

282. Amendments to this Academic Policy are made by the developer in the same manner as the development and approval of the Academic Policy.

283. Changes to the Academic Policy should be made in the following cases:
 - when making changes and additions to the documents specified in the «Regulatory references» section. The changes are valid until the document is revised or cancelled.

29. APPROVAL, STORAGE AND DISTRIBUTION


284. The approval of this Academic Policy is coordinated with the Vice-Rector for Academic and Academic-Methodological Work, the Vice-Rector for Research, the Vice-Rector for Educational Work and Social Affairs, the Head of Creative Work, the Head of the Legal Department, the Head of the Human Resources Department, and the Head of the Department of Strategic Development, Analysis, and Risk Assessment. The coordination is documented in a separate «Approval Sheet», which is kept together with the original document.

285. The responsibility for storing the original of this Academic Policy is assigned to the Academic Affairs Service in accordance with the established procedure for maintaining and storing documentation.



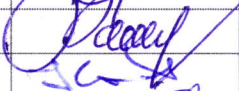
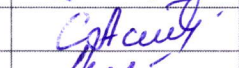






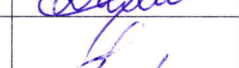
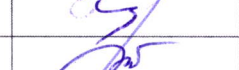
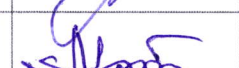
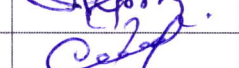
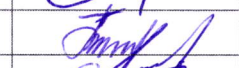




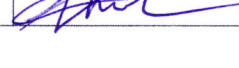

Head of the Academic Affairs Department



G.B. Abdirakhman

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APPROVAL SHEET

Prepared by:		
Head of the Academic Affairs Department		G. Abdirakhman
Agreed:		
Vice-Rector for Academic and Methodological Work		Sh. Yergobek
Vice-Rector for Scientific Work		K. Khalykov
Chief accountant		G. Kasymova
Head of the HR Department		A. Sydykova
Head of the Scientific Personnel Training Department		A. Kulshanova
Head of the Department of analysis and development of the content of educational programs		A. Vyrakhmanova
Head of the Department of Advanced Training and Additional Education		U. Nazimkhan
Head of the Strategic Development, Risk Analysis and Assessment Department		A. Moldabayeva
Head of the International Cooperation Department		Zh. Daliyeva
Head of the Internship, Employment, and Career Guidance Department		A. Tokeyeva
Head of the Creative Department		A. Ayazbayeva
Head of the Social and Educational Work and Youth Policy Department		A. Kudaybergenov
Chief Administrator for Anti-Corruption		S. Kanatov
Head of the Legal Department		O. Tlegenova
Dean of the Faculty of Theater Arts		M. Sarybay
Dean of the Faculty of Cinema and Television		M. Bakeyeva
Dean of the Faculty of Art History		D. Matkerim
Dean of the Faculty of Choreography		I. Aukhadiyev
Dean of the Faculty of Painting, Sculpture and Design		B. Baidilda
Dean of the Faculty of Musical Arts		V. Alpysbayeva

