
	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document	Page 1-29


**REGULATIONS**  
**On time standards for calculating the teaching load of academic staff and**  
**educational support personnel by type of work**  
**of the Temirbek Zhurgenov Kazakh national academy of arts**  
**of the MCI of the RK**

Almaty, 2026

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document	Page 2-29


## PREFACE

- 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 April 30, 2026, Protocol No. 10, Edition No. 9
- 3. MAKING AMENDMENTS AND ADDITIONS** Replacing Edition No. 8 dated 28 March, 2024
- 4. CONDUCTING AN INSPECTION** 3 years

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document	Page 3-29

## CONTENTS

1. FIELD OF APPLICATION.....	4
2. NORMATIVE REFERENCES.....	4
3. ABBREVIATIONS USED.....	5
4. GENERAL PROVISIONS.....	6
5. PLANNING THE LEARNING LOAD.....	7
6. TYPES OF EDUCATIONAL WORK.....	7
7. THE ORDER OF LOAD DISTRIBUTION BY TYPE OF WORK.....	8
8. LESSON PLANNING POLICY.....	9
9. EXTRACURRICULAR ACTIVITIES AND PLANNING.....	10
10. SUPERVISION OF DIPLOMA THESES.....	12
11. PROFESSIONAL PRACTICE.....	13
12. PLANNING OF THE FINAL ASSESSMENT.....	14
13. PHYSICAL EDUCATION PLANNING.....	15
14. INDIVIDUAL EP CLASSES.....	15
15. CONCERTMASTER HOURS.....	15
16. ILLUSTRATOR HOURS.....	18
17. THE PROCEDURE FOR PLANNING AND ACCOUNTING FOR THE HOURLY TRAINING LOAD.....	18
18. INDIVIDUAL TEACHING STAFF PLAN.....	19
19. MONITORING THE FULFILLMENT OF THE TEACHING WORKLOAD OF ACADEMIC STAFF.....	20
20. APPENDIX 1.....	21
21. APPENDIX 2.....	22
22. APPENDIX 3.....	22
23. TABLE 1.....	24
24. TABLE 2.....	27
25. APPROVAL SHEET.....	28
26. FAMILIARIZATION SHEET.....	29

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 4-29


«Approved»  
 by the decision of the Academic Council  
 of the «Temirbek Zhurgenov Kazakh National  
 Academy of Arts» on 30 April 2026,  
 Protocol No. 10  
 Deputy Chairman of the Academic Council  
 Sh. Yergobek

### 1. FIELD OF APPLICATION

1. This Regulation On Time Standards for calculating the teaching load of the Teaching staff and Teaching and Support Staff by Type of Work (hereinafter referred to as the Regulation) The Temirbek Zhurgenov Kazakh National Academy of Arts of the Moscow Art Institute of the Republic of Kazakhstan (hereinafter referred to as the Academy) describes the types of educational work and the procedure for calculating the teaching load in the organization and planning of the educational process.
2. These Regulations may also be used for internal and external (audit) activities of the Academy and are not subject to submission to other persons.

### 2. NORMATIVE REFERENCES


3. This Regulation has been developed in accordance with the legislation of the Republic of Kazakhstan in the field of education and regulatory legal acts regulating educational activities.
4. The following regulatory legal acts and documents were used in the development of the Regulation:
  - 1) Law of the Republic of Kazakhstan «On Education» dated 27 July 2007 No. 319-III;
  - 2) Code of the Republic of Kazakhstan «Labour Code of the Republic of Kazakhstan» dated 23 November 2015 No. 414-V ZRK;
  - 3) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022 No. 2 «On Approval of the State Mandatory Standards of Higher and Postgraduate Education»;
  - 4) Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018 No. 595 «On Approval of the Model Rules for the Activities of Educational Organizations of Relevant Types and Forms»;
  - 5) Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011 No. 152 «On Approval of the Rules for the Organization of the Educational Process under the Credit-Based Learning Technology»;

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 5-29

- 6) Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 27 February 2015 No. 77 «On Approval of the Rules for the Activities of Educational Organizations in the Field of Culture and Arts»;
- 7) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 5 January 2024 No. 4 «On Approval of Qualification Requirements for Educational Activities of Organizations Providing Higher and (or) Postgraduate Education, and the List of Documents Confirming Compliance Therewith»;
- 8) Resolution of the Government of the Republic of Kazakhstan dated 31 December 2015 No. 1193 «On the Remuneration System for Civil Servants, Employees of Organizations Financed from the State Budget, and Employees of State-Owned Enterprises»;
- 9) Joint Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 1 December 2022 No. 166 and the Minister of National Economy of the Republic of Kazakhstan dated 2 December 2022 No. 116 «On Approval of Risk Assessment Criteria and Inspection Checklists for the Education System in the Field of Higher and Postgraduate Education»;
- 10) Internal regulatory documents of the Republican State Institution «Temirbek Zhurgenov Kazakh National Academy of Arts» governing academic activities, development, and implementation of educational programs;
- 11) In the event of amendments and/or additions to the regulatory legal acts of the Republic of Kazakhstan specified in this section, the Academy shall be guided by their updated versions without making changes to this Regulation.

### 3. ABBREVIATIONS USED

5. The following abbreviations are used in this Regulation:
- MSHE RK – Ministry of Science and Higher Education of the Republic of Kazakhstan
  - MCI RK – Ministry of Culture and Information of the Republic of Kazakhstan
  - SMSE – State Mandatory Standard of Higher and Postgraduate Education
  - EP – Educational Program
  - WC – Working curriculum
  - IC – Individual curriculum
  - AS – Academic Staff
  - ESP – Educational Support Personnel
  - FA – Final Assessment
  - AC – Attestation Commission
  - CE – Comprehensive examination
  - AAS – Academic Affairs Service
  - SIWS – Supervised Independent Work of Students
  - SIW – Students' Independent Work

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026
		30.04.2026
<u>Regulation</u> <u>type of normative document</u>		Page 6-29

DSPT – Department of Scientific Personnel Training

#### 4. GENERAL PROVISIONS

6. This Regulation serves as the basis for organizing the work of the Academic Staff and Educational support personnel (concertmasters, illustrators) of the Academy.

7. The main purpose of establishing time norms for calculating the teaching workload of the Academic Staff and Educational Support Personnel is the rational distribution of types of teaching activities among the Academic Staff, the efficient use of teachers' working time, and ensuring the quality of the educational process.

8. Time norms for calculating the teaching workload of the Academic Staff are used to determine the actual scope of instructors' work in implementing educational programmes and are taken into account when fulfilling duties defined by working curricula, in accordance with the occupied position.

9. When planning the teaching workload, the participation of Academic Staff holding academic degrees in the implementation of bachelor's degree programmes is ensured in order to guarantee the quality of student training.

10. The working time of the Academic Staff of the Academy is regulated by the Labour Code of the Republic of Kazakhstan, the professional standard for teachers of higher and (or) postgraduate education organizations, the Charter of the Academy, the employment contract, and the internal labour regulations.


11. The average annual teaching workload of the Academic Staff is determined based on the student population and the annual volume of the Academy's academic work. The ratio of the student population to one instructor in the Academy shall comply with the following standards:

- Bachelor's degree programme – 3,5:1;
- Master's degree programme – 4:1;
- Doctoral programme – 3:1.

12. The staffing size of the department is determined based on the volume of academic work and the standards of the teaching workload of the Academic Staff and is approved in the established procedure.

13. Responsibility for the accuracy of teaching workload calculations and their compliance with the approved input data (working curricula, student population, and approved forms of accounting documentation) is assigned to the heads of departments.

14. For the period of long-term temporary incapacity, business trip, professional development training, or other duly documented grounds, the instructor is relieved from performing the teaching workload while retaining labour rights in accordance with the legislation of the Republic of Kazakhstan. The unfulfilled volume of teaching workload shall be redistributed in the established procedure.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document	Page 7-29

## 5. PLANNING THE LEARNING LOAD

15. The planning of the teaching workload of the Academic Staff is carried out in academic hours, reflecting the actual time spent by the instructor on contact and other regulated academic activities with students according to the timetable or an approved schedule. Academic credits of educational programmes are used to determine the workload of studies and serve as a basis for calculating the hourly volume of teaching workload, but are not used as an independent unit for recording the instructor's working time.

16. Based on the student population, the working curricula of educational programmes, and the annual volume of academic work, the Planning and Economic Department determines the number of staff units of the Academic Staff and Educational Support Personnel for the relevant academic year.

17. Within the prescribed period, the heads of departments distribute the total amount of teaching load among the teachers of the department, indicating the positions, according to the staffing table, and provide it to the Academic Affairs Service.

18. The volume of the department's teaching workload is signed by the Head of Department, the Dean of the Faculty, the Head of the AAS and the DSPT.

19. When planning the teaching workload of the Academic Staff, the department ensures an even distribution of the annual workload across semesters. Planning of the teaching workload that provides for the absence of teaching activities in any separate semester, as well as the formation of the workload exclusively from out-of-class activities, is not permitted.


20. The agreed document is submitted by the Academic Affairs Service for approval by the Academic Council of the Academy.

## 6. TYPES OF EDUCATIONAL WORK

21. When planning the teaching load, the types of educational work directly performed by the teacher and subject to accounting in academic hours are established, including:

- lectures;
- seminars and practical exercises;
- private lessons;
- management of term papers and theses (projects);
- guiding practitioners with receiving reports;
- management of master's and doctoral theses (projects);
- other types of educational work provided by educational programs

22. Students' independent work performed without the direct participation of the instructor is not included in the teaching workload of the Academic Staff and is considered as part of the student's learning workload.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document	Page 8-29

23. Assessment activities include current assessment, midterm (intermediate) assessment, control works, defence of course and other projects, interim assessment (in the form of examinations and other forms), and final assessment.

24. Examinations in general education disciplines (except for the discipline «History of Kazakhstan»), as well as in theoretical disciplines, are generally conducted in test form using information systems. Other forms of examination may be permitted by the decision of the department, taking into account the specifics of the discipline and the educational programme.

25. When planning the educational process, it is assumed that one academic credit is equal to 30 academic hours of student labor intensity.

One academic hour for all types of academic work is equal to 50 minutes. The volume of classroom work in the discipline is at least 30% of the total volume of the discipline. The specific ratio of classroom and extracurricular work is determined by the working curricula of educational programs.

The distribution of these hours by type of academic activity is used to determine the amount of contact work of the teacher, which is taken into account in the teaching load of the teaching staff in academic hours. At the same time, when forming the teaching load, it is ensured that the volume of classroom (contact) work is at least 50% of the total teaching load.

The amount of discipline in academic credits	1	2	3	4	5	6	7	8	9
The amount of discipline in academic hours	30	60	90	120	150	180	210	240	270
The amount of classroom workload in academic hours	10	20	30	40	50	60	70	80	90


## 7. THE ORDER OF LOAD DISTRIBUTION BY TYPE OF WORK

26. The formation of academic streams, study groups and subgroups is carried out according to educational programs, courses and language departments in accordance with the working curricula and the approved lesson planning policy.

27. The distribution of the teaching load by types of academic work is carried out by departments in academic hours, taking into account:

- structures of educational programs;
- types and forms of training sessions;
- the occupancy of study groups and subgroups;
- qualifications, positions and work experience of teachers.

28. Researchers, honored cultural and artistic figures, members of creative unions, or experienced specialists with practical experience in the field of culture and art may be involved in giving lectures and/or conducting other types of educational activities.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 9-29

## 8. LESSON PLANNING POLICY

29. The policy of planning training sessions at the Academy is determined taking into account the specifics of the implemented educational programs, forms of education, types of training sessions and the creative orientation of students' training.

Classes are planned in academic hours and are aimed at ensuring the quality of the educational process and the efficient use of the working time of the Academic Staff.

30. Training sessions on bachelor's, master's and doctoral degree programs are planned in the following forms and taking into account the regulatory content of study groups:

Type of academic activities	Bachelor's Degree	Master's Degree	Doctoral degree
Lectures (general education disciplines and other stream lectures)	30-60 people	at least 30	at least 3
Lectures on the profile	at least 6	1 or more	1 or more
Seminars	15-20	15-20	3 or more
Profile Seminars	at least 6	1 or more	1 or more
Practical exercises	8	1 or more	–
Practical exercises (small-group)	2 / 4 / 6	–	–
Practical classes (language disciplines, ICT)	12-13	at least 15	–
Physical Culture	15-20	–	–
Individual classes	1	–	–


31. Lectures are planned for academic streams with a capacity of 30 to 60 people or more in bachelor's degree programs, at least 30 people in master's degree programs, and at least 3 people in doctoral programs.

32. Lectures on core subjects are planned for bachelor's degree programs with at least 6 students, and for master's and doctoral degree programs – 1 or more students.

In exceptional cases related to the specifics of admission and the number of students, it is allowed to plan lectures on the core disciplines of bachelor's degree programs if the occupancy rate is less than the established standard on the basis of justification by the EP and in consultation with the management.

33. Seminar classes are planned for study groups with 15 to 20 students enrolled in bachelor's and master's degree programs, and 3 or more students enrolled in doctoral programs.

34. In the case of small groups in bachelor's EPs, it is permitted to combine students from different EPs and/or years of study into one academic group, provided that the content of the disciplines and working curricula are identical. For

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026
		30.04.2026
<u>Regulation</u> <u>type of normative document</u>		Page 10-29

creative disciplines of bachelor's EPs, the formation of small groups consisting of 2 to 6 students is allowed, as well as the formation of groups for ensemble disciplines.

35. Practical classes in the disciplines «Foreign Language», «Kazakh (Russian) Language» and «Information and Communication Technologies» in bachelor's EPs are planned in subgroups of 12-13 students, while in master's EP, language disciplines are delivered in groups of at least 15 students.

36. For disciplines requiring enhanced safety requirements («Fencing», «Stage Combat»), the formation of small academic groups of up to 6 students is permitted.

37. For the EP «Variety Arts» (profile «Variety Orchestra Artist») and «Traditional Musical Art» (profile «Folk Instruments»), in case of a shortage of specific orchestra (ensemble) instruments, the involvement of illustrators is permitted (for the disciplines «Orchestra Class», «Instrumental Ensemble», «Folk Ensemble»).

38. The admission of boundary controls in disciplines is taken into account as part of the teacher's contact educational work within the one-hour scope of the discipline.

39. The admission of boundary controls and exams in the disciplines of the curriculum is taken into account as part of the contact academic work of the teacher within the hours provided for the discipline.

40. For the management of educational, pedagogical, industrial and pre-graduate practice with the acceptance of reports to the teacher, the pedagogical load is planned based on the hourly volume of pedagogical work determined by the work curriculum.

41. The teacher's participation in the work of the appeals commission for the final certification is taken into account in the teaching load in the amount of 0.5 academic hours per student.


## 9. EXTRACURRICULAR ACTIVITIES AND PLANNING

42. Extracurricular work of students is an independent work of students (SIW) aimed at mastering the content of disciplines and the formation of professional competencies. Students' independent work is divided into:

- supervised Independent Work of Students (SIWS);
- students' Independent Work (SIW).

43. The amount of independent work of students is determined by the work curricula and reflects the student's labor intensity within the framework of mastering the discipline.

Students' independent work performed without the participation of the instructor (SIW) is not included in the teaching workload of the Academic Staff.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 11-29

**Table of the distribution of labor intensity of the discipline by credits and academic hours**

Number of credits	Classroom hours by discipline		Student's independent work (B, M, D)	
	Total hours	Lectures, seminars, practical, individual academic hours)	SIWS (25 % academic hours)	SIW (academic hours)
1	30	10	5	10
2	60	20	10	30
3	90	30	15	45
4	120	40	20	60
5	150	50	25	75
6	180	60	30	90
7	210	70	35	105
8	240	80	40	120
9	270	90	45	135

The table of the distribution of labor intensity of the discipline by credits and academic hours is used:


- to determine the structure of the discipline;
- for planning the learning process;
- for calculating the volume of contact hours and supervised independent work of students (SIWS) under the guidance of the instructor, which are included in the teaching workload of the Academic Staff in academic hours.

44. Supervised independent work of students (SIWS) is organized and conducted in accordance with the approved schedule and provides for consultations, assignment checking, and other forms of academic interaction between the instructor and students. The volume of SIWS to be included in the teaching workload of the Academic Staff is calculated in academic hours and is determined on the basis of working curricula.

45. The ratio of time between the student's contact work with the teacher and the independent work of students in the disciplines is established by the Academy in accordance with the requirements of the credit technology of education. At the same time:

- The volume of classroom (contact) work shall be not less than 30% of the total volume of the discipline;
- The volume of SIWS is determined within the limits established by the working curricula;
- The remaining part of independent work is classified as SIW and is not included in the teaching workload of the Academic Staff.

46. SIWS for a single discipline is generally assigned to one instructor, which ensures the integrity of the teaching and methodological support of the discipline.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 12-29

## 10. SUPERVISION OF DIPLOMA THESES

47. The teaching load for the management of graduation papers, graduation projects and creative (practical) performances (plays, musical performances, solo performances, etc.) of undergraduate students is taken into account in academic hours, taking into account the form of graduation work and the nature of its performance (individual or group).

Supervision of individual diploma theses and projects is calculated at 25 academic hours per student.

Supervision of diploma projects carried out in small groups is calculated at 18 academic hours per student.

Supervision of creative (practical) presentations is calculated at 90 academic hours for each EP.

48. Taking into account the creative specifics of the Academy's educational programmes in the field of training "Acting", the creative (practical) presentation is collective in nature, and the defence is carried out by a group of students from the same year of study.

In this regard, the management of the diploma project can be carried out:

- artistic director (master of the course);
- the second teacher in the relevant disciplines.

The artistic director (course master) is classified as managerial staff.

49. 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 significant experience in scientific, pedagogical and creative activities. The teaching load of the creative workshop management is taken into account in academic hours.


50. The standard for the management of theses and projects (individual) in the bachelor's degree is established:

- in the amount of up to five theses per teacher of the relevant profile and (or) a specialist engaged in professional activity in the field of training with at least 10 (ten) years of work experience;
- up to six diploma projects carried out in small groups per teacher of the relevant profile and (or) a specialist engaged in professional activity in the field of training with at least 10 (ten) years of work experience.

In some cases, if the specified norm is reasonably exceeded, it is allowed to manage theses (projects) on an hourly basis, in accordance with the established procedure.

There are no more than 5 undergraduates in the master's program.

There are no more than three doctoral students in the doctoral program.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document	Page 13-29

51. Supervision of research and (or) experimental research work of master's and doctoral students (RWMS/ERWMS/RWDS/ERWDS) is assigned to academic supervisors and is included in the teaching workload in academic hours.

52. The remuneration of leading scientists and specialists from outside organizations engaged as consultants for dissertation research is 50 hours per year per doctoral student;

53. The leadership of the research practice of undergraduates and doctoral students is planned for the scientific supervisors of dissertations and is taken into account in the teaching load.


### 11. PROFESSIONAL PRACTICE

54. Professional practice is an obligatory component of educational programs and provides for the performance by teachers of organizational, methodological and control functions, the scope of which must be taken into account in the teaching load of the teaching staff in accordance with these Regulations.

55. The workload of students' professional practice is determined in academic credits in accordance with the working curricula of educational programmes. The teaching workload of the Academic Staff for the organization, supervision, and monitoring of professional practice is determined separately from the students' workload and is calculated in academic hours. The standard teaching workload for professional practice is 10 academic hours per academic group.

56. The duration and scope of professional practice of undergraduate students, including the types of practices, the number of academic credits and the calendar parameters of their implementation, are determined in accordance with the curricula and Regulations on the organization of professional practice of students of the Academy. The teaching load of teachers in professional practice is planned for the study group and is taken into account in academic hours in accordance with these Regulations.

Types of practices	Number of credits	In academic hours	Courses	Term	Number of weeks
Educational practice	3	90	1,2	2	In the faculties of «Art History», «Choreography», «Musical Art», «Theatrical art», «Cinema and TV» (Directing, Animation directing, Producing film and TV projects) -15 (during the semester); Faculties of Painting, Sculpture and Design, Cinema and TV (Cinematography, Audio Production), Department of Art Management,

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN				II 017-1.11-2026
					30.04.2026
<u>Regulation</u> type of normative document					Page 14-29
					Production - 2 (outside the educational process); In the faculties of «Choreography» and «Musical Art» - 15 (during the semester)
Pedagogical Practice	3	90	3	6	
Production practice	3	90	3,4	6,8	In the faculties of «Art History», «Choreography» (Choreography), «Theatrical Art», «Cinema and TV» (Animation directing, Media Journalism, Media and game Technology) - 15 (during the semester); Faculties of Painting, Sculpture and Design, Cinema and TV (Directing, Cinematography, Audio Production), Department of Art Management, Production - 2 (outside the educational process);
Pre-graduate practice	3	90	4,5	8, 10	In all faculties - 2 (outside the educational process);

#### Master's and doctoral studies:

Types of practices	Number of credits	In academic hours	Courses	Term	Number of weeks
<b>Scientific and pedagogical Master's degree</b>					
Pedagogical Practice	5	150	1	2	6
Research Practice	6	180	2	4	6
<b>Professional Master's Programme</b>					
Production practice	6	180	1	2	6
<b>Doctoral studies</b>					
Pedagogical Practice	10	300	2	4	6
Research Practice	10	300	3	5	6

## 12. PLANNING OF THE FINAL ASSESSMENT


57. An attestation commission is formed to conduct the final attestation. The quantitative composition of the attestation commission is set at least five people.

58. The duration of the work of the attestation commission should not exceed 6 academic hours per day.

59. When defending theses (graduation projects, creative projects), the standard working time of the attestation commission is no more than 50 minutes per student.

60. The total duration of the work of the attestation commission for one day should not exceed 8 hours. The number of defenses is determined based on the established time limit per student.

61. For students enrolled in the EP «Acting», the duration of final assessment in the form of a creative (practical) presentation within one day shall not exceed 8 academic hours.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document	Page 15-29

62. When defending master's theses, the number of students submitted for defense within one day is no more than 8-10 people, based on the standards of the attestation commission's working hours.

63. Participation in the work of the Attestation Commission is planned and accounted for within no more than 8 academic hours per day. The Chairman of the Attestation Commission is additionally assigned 1 academic hour per day for organizing the work of the commission, coordinating the attestation procedure and making final decisions.

In the Master's program, the chairman of the Attestation Commission is additionally scheduled to spend 1 academic hour on each master's thesis for preliminary review of the work, its analysis and preparation for the defense.

The quantitative composition of the Attestation Commission is set in the number from 3 to 5 people. When planning the work of the commission, it is allowed to conduct final attestation for no more than 12 undergraduate, 8 graduate and 6 doctoral students within one day.

### 13. PHYSICAL EDUCATION PLANNING

64. When planning the teaching load in the discipline «Physical Culture», the full amount of contact hours is taken into account, due to the practice-oriented nature of the discipline.


65. The specifics of calculating the teaching workload for the discipline «Physical Culture» are determined by the professionally oriented nature of students' training in accordance with the requirements of the SMSE and the Model Curriculum.

The teaching workload for specific types of academic classes may be assigned to instructors of core disciplines responsible for the development of students' physical qualities, motor skills, and functional fitness, provided that the content, structure, and learning outcomes comply with the requirements of the SMSE and the Model Curriculum, and that methodological support and supervision are ensured by the Department of «Stage Movement and Physical Education».

### 14. INDIVIDUAL EP CLASSES

66. Taking into account the specifics of creative educational programs (Acting, Pop art, Traditional musical art), individual forms of training are provided in the educational process. Individual classes are planned in disciplines requiring personalized training of students: solo singing, vocals, piano, specialty (by type of instruments), pop vocals, and are taken into account in the teaching load of teachers.

### 15. CONCERTMASTER HOURS

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026
		30.04.2026
<u>Regulation</u> type of normative document		Page 16-29

67. When implementing bachelor's degree programmes in the fields of «Acting», «Variety Arts», «Traditional Musical Art», «Directing», «Choreographic Art Direction» and «Choreography», accompanists are assigned to individual and group classes requiring musical accompaniment.

68. The workload of accompanists is not equated with the teaching workload of the Academic Staff.

69. The concertmaster's working hours include:

- work according to the approved schedule of classes;
- individual work with students;
- rehearsal preparation;
- support of control, boundary and final forms of certification;
- participation in academic concerts, tests, exams and other educational events

70. The following types of work are considered as part of the concertmaster's training load:

a) Classroom work

Scheduled musical accompaniment of classes.

б) Individual work with students

Off-schedule work related to the preparation of educational materials, programs, and performance forms.

в) Rehearsal preparation

The time spent on preparing students for control events, milestone attestations, tests, exams and performances.

г) Support of certification activities

Work within the framework of technical exams, boundary attestations, final performances, academic concerts.


71. The burden of the concertmaster may be uneven during the semester due to the stages of the educational process.

To account for the variable intensity of work, the load distribution coefficient is applied over the study periods.

**Concertmaster's load distribution table**

<b>Study period</b>	<b>The nature of the load</b>	<b>Time tracking factor</b>
Before the first midterm assessment	Mostly classroom work, limited need for individual lessons	0.5 – 0.7
After the first midterm assessment	The growth of individual and rehearsal work	1.0
Prior to the final assessment / performances	Peak intensity of rehearsal preparation	1.2 – 1.5

72. The concertmaster is given a time limit for individual and rehearsal training of students in the amount of up to 50% of the classroom load of the subjects being followed.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026
		30.04.2026
<u>Regulation</u> type of normative document		Page 17-29

73. Support of technical exams, boundary attestations, tests, exams, academic concerts is included in the academic load of the concertmaster. The time limit is determined at the rate of 3 hours per event.

74. Due to the specifics of the concertmaster's activities, flexible working hours are allowed. The presence of the concertmaster is determined by:

- Class schedule;
- schedule of individual work;
- A rehearsal plan;
- schedule of educational events of the department.


75. According to the educational programs «The Art of variety/Variety orchestra Artist» for students of 1-4 courses in the disciplines «Specialty instrumentalists I», «Specialty instrumentalists II», «Specialty instrumentalists III», «Specialty instrumentalists IV», «Specialty instrumentalists V», «Specialty instrumentalists VI», «Specialty instrumentalists VII», «Specialty instrumentalists VIII» in saxophone classes, trumpets, bass guitars the load of concertmasters is 50% of the teacher's teaching load (1 hour per week for individual lessons).

76. For students of 1-4 courses of the educational programs 6B02101, 6B02179 «Traditional musical art» in the disciplines «Special instrument I», «Special instrument II», «Traditional instrumental performance I», «Traditional instrumental performance II», «Mastery of instrumental performance I», «Mastery of instrumental performance II», «Concert instrumental performance I», «Concert instrumental performance II» (dombra, kobyz, zhetigen, sybyzgy) the academic load of the concertmaster is 50% of the teacher's teaching load (1 hour per week for individual lessons).

77. According to the educational program «Acting», profile «Actor of drama theater and cinema», in the discipline «Fundamentals of acting I» for 1st-year students in the 1st semester, the concertmaster's workload is set in accordance with the workload of the teacher's practical training. There are no concert hours in the 2nd semester.

- According to the educational program «Acting», profiles «Actor of drama theater and cinema» and «Actor of Musical Theater», for 3rd-year students, the need for an accompanist is determined after the approval of the performances of the course leaders and is established on October 1 of the academic year based on a certain workload. The concertmaster's workload is set according to the teacher's workload and is 2 hours per week.

- According to the educational program «Acting», profiles «Actor of Drama Theater and Cinema» and «Actor of Musical Theater», for 4th-year students, the need for an accompanist is determined after the graduation performances of the course leaders are approved and is established on October 1 of the academic year based on a certain workload. The concertmaster's workload is set according to the teacher's workload and is 2 hours per week.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026
		30.04.2026
<u>Regulation</u> <u>type of normative document</u>		Page 18-29

78. According to the educational program «Acting», profiles «Dramatic theater and cinema artist», «Musical theater artist» and «Spoken genre artist», as well as according to the educational program «Theater Directing» for students of 1-3 courses in the prescribed disciplines of the department «Scenic plasticity and physical education», the load of the concertmaster is set in the amount of up to 100% of the contact hours of disciplines providing musical accompaniment for practical training sessions (see Table 2 for a list of disciplines).

79. In the disciplines «Fundamentals of vocal performance I, II», «Vocal I, II, III, IV», «Technique of vocal performance I, II», «Art of singing I, II», «Embodiment of an image in vocal parts I, II» and Acting, the concertmaster's workload is up to 100 % of the classroom load of the supported disciplines.

80. According to educational programs of the choreographic profile, the concertmaster's workload is set at up to 100% of the contact hours of disciplines providing musical accompaniment for training sessions, including disciplines of practical, performing, methodological and staging orientation (see the list of disciplines in Table 1). The additional work of the concertmaster related to consultations, rehearsals and preparation of students for exams, which is not provided for in the curriculum, may be paid additionally by the hour if there is an appropriate justification and documentation. The actual time worked by the concertmaster during the exams is subject to full accounting and payment in accordance with the established procedure.

## 16. ILLUSTRATOR HOURS


81. To provide training sessions, rehearsals and concert activities provided for in educational programs, departments may involve professional musicians and illustrators with appropriate qualifications (EP «Pop Art», «Traditional Musical art»).

82. When implementing the EP «Choreographic Art Direction», illustrators may be involved in academic classes and the defence of graduation projects, provided that they hold professional qualifications of «Ballet Artist» or «Ensemble Artist».

83. The illustrator's workload is determined by the amount of actual academic work performed within the framework of the discipline provided for in the work curricula of educational programs (participation in classes, rehearsals, concerts and other educational activities).

## 17. THE PROCEDURE FOR PLANNING AND ACCOUNTING FOR THE HOURLY TRAINING LOAD

84. The source of remuneration for teaching workload performed on an hourly basis is the hourly wage fund, which is formed at the level of 7% of the Academic Staff payroll fund.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026
		30.04.2026
<u>Regulation</u> <u>type of normative document</u>		Page 19-29

1) The volume of teaching workload planned for execution on an hourly basis for the upcoming academic year is approved by the Rector of the Academy simultaneously with the staffing schedule of the Academic Staff.

2) The performance of teaching workload by instructors on an hourly basis is carried out in accordance with the current legislation of the Republic of Kazakhstan and shall not exceed 225 academic hours per academic year.

3) Remuneration of chairpersons of Attestation Commissions invited from other higher and/or postgraduate education organizations, as well as specialists invited from профиль organizations, is carried out under contracts in accordance with hourly rates established by the Resolution of the Government of the Republic of Kazakhstan dated 31 December 2015 No. 1193.

4) Remuneration of invited specialists, managers, and employees of профиль organizations, enterprises, and institutions engaged to deliver elective disciplines and courses is carried out under contracts in accordance with the actual volume of work performed.

5) Hourly payment applies to the work of conducting entrance examinations held by the Academy for applicants to educational programmes.

6) Additional educational workload arising from production needs is subject to hourly payment, including:

- adjusting the learning load;
- Changes in the staffing of divisions;
- replacement of absent teachers due to temporary disability and other valid reasons for a period of more than one week (6 working days), but not exceeding two months.

85. The volume of teaching workload performed on an hourly basis is distributed among departments within the established teaching workload and is calculated in academic hours.


86. The recording of the actual teaching work performed by instructors working on an hourly basis is carried out in academic hours based on data provided by the departments.

87. The performance of teaching work on an hourly basis during periods of temporary incapacity, maternity leave, or childbirth leave is not permitted.

### **18. INDIVIDUAL TEACHING STAFF PLAN**

88. All types of teaching, teaching-methodological, research, creative, and organizational-methodological activities of the Academic Staff subject to standardization are included in the individual plans of instructors and are accounted for in the teaching workload in accordance with this Regulation.

89. At the end of the semester and/or academic year, the instructor's individual report reflects the actual performance of all types of work.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	II 017-1.11-2026
		30.04.2026
	<u>Regulation</u> type of normative document	Page 20-29

90. Teaching workload performed in excess of the approved volume without proper authorization in the established procedure is not subject to payment.

91. Monitoring of the annual teaching workload of the Academic Staff is carried out at the end of each semester in accordance with instructors' individual plans.

92. In case of operational necessity, adjustments to instructors' individual plans during the academic year are permitted within the established teaching workload.

93. Teaching workload performed as a temporary replacement for absent instructors shall be recorded in accounting documentation and is subject to payment, provided that proper documentation is completed.

94. Late completion of documentation for recording teaching workload is considered improper performance of official duties. Failure to fulfil teaching workload without valid reasons is considered a breach of labour discipline and entails the application of liability measures in accordance with the labour legislation of the Republic of Kazakhstan, the Charter of the Academy, and the Internal Regulations.

### **19. MONITORING THE FULFILLMENT OF THE TEACHING WORKLOAD OF ACADEMIC STAFF**

95. Heads of departments and deans are responsible for ensuring compliance with the established norms of teaching workload of the Academic Staff.

96. The fulfilment of the teaching workload by the Academic Staff is discussed at department meetings and is reflected in individual plans no later than 24 June of the current academic year.


97. The distribution of teaching workload for the next academic year and the completion of individual plans shall be carried out no later than March–April of the current academic year.

98. Monitoring of the fulfilment of the teaching workload of the Academic Staff and the maintenance of individual plans is carried out by heads of departments.

**Head of the Academic Affairs Department**



**G.B. Abdirakhman**

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 21-29

Appendix 1


**Norms for classroom teaching activities of the Academic Staff**

Post/Bet	Number of hours for theoretical disciplines						Number of hours for practical and individual disciplines						Head's teaching load (0.5 rates)	
	0,25	0,5	0,75	1	1,25	1,5	0,25	0,5	0,75	1	1,25	1,5		tsr
Professor	105-117,5	225-250	345-382,5	<b>450-500</b>	555-617,5	675-750	120-132,5	240-265	360-397,5	<b>480-530</b>	600-662,5	720-795		<b>330</b>
Docent	120-132,5	255-280	390-427,5	<b>510-560</b>	630-692,5	765-840	135-147,5	270-295	405-442,5	<b>540-590</b>	675-737,5	810-885		<b>380</b>
Senior Lecture	135-147,5	285-310	435-472,5	<b>570-620</b>	705-767,5	855-930	150-162,5	300-325	450-487,5	<b>600-650</b>	750-812,5	900-975		<b>420</b>
Teacher	150-162,5	300-325	450-487,5	<b>600-650</b>	750-812,5	900-975	165-177,5	315-340	480-517,5	<b>630-680</b>	795-857,5	945-1020	225	<b>450</b>

Notes:

1. The position of «Dean of the Faculty» is equivalent to 1 (one) teaching workload unit. An additional teaching workload of 0.5 (half) of a workload unit is permitted.
2. For performing the duties of Deputy Dean, a teaching workload is established and taken into account when planning the annual teaching workload of the Academic Staff. For a faculty student population of up to 300 students, the specified workload amounts to 0.25 of a teaching workload unit. For a faculty student population of 300 students or more, the specified workload amounts to 0.5 of a teaching workload unit.
3. For Heads of Departments, the teaching workload is set at 0.5 of a teaching workload unit and is determined in accordance with the norms of classroom workload specified in the table.

For performing the duties of the Head of the Physical Culture Section related to the organization of the educational process, coordination of instructors' work, and methodological support, an additional teaching workload of 90 academic hours per year is established, which is taken into account when planning the annual teaching workload.

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document	Page 22-29

Appendix 2

### Number of classroom hours for concertmasters and illustrators


Post	Number of hours for individual disciplines						Number of hours for practical disciplines					
	0,25	0,5	0,75	1,0	1,25	1,5	0,25	0,5	0,75	1,0	1,25	1,5
Concermaster	135	270	450	540	675	810	165	315	480	630	795	945
Illustrator	165	315	480	630	795	945	-	-	-	-	-	-

Appendix 3

### Time Norms for Calculating the Teaching Workload of the Academic Staff

#### 1. Educational work

№	Types of work	The norm of teaching load
1	<b>Administration of State Examinations in the History of Kazakhstan (SE)</b>	
1.1	Administration of State Examinations in the History of Kazakhstan (SE)	0.5 acad. hours per student + 1 hour to the Chairman of the SEB/day
1.2	Participation in the work of the Appeal Commission on the History of Kazakhstan	Participation in the work of the appeals commission on the History of Kazakhstan is carried out on an hourly basis and is taken into account based on the actual time worked
2	<b>Final Assessment:</b>	
2.1	Participation in the work of the Attestation Commission for final assessment	6 academic hours for the Chair of the Attestation Commission (AC).
2.2	Reviewing bachelor's diploma theses and diploma projects (creative projects)	3 academic hours per student.
2.3	Checking diploma theses and diploma projects (creative), listening to and viewing works, etc.	0.5 academic hour for the Chair of the AC per examinee
2.4	Participation in the work of the Appeals Commission for conducting final assessment	0.5 academic hour per student
3.	<b>Master's degree</b>	
3.1	Participation in the work of the Attestation Commission for final assessment	6 academic hours for the Chair of the Attestation Commission (AC).
3.2	Participation in the work of the Attestation Commission for final assessment	5 academic hours for members of the Commission / Academic Staff.
3.3	Supervision of master's students' research work, including the completion of the master's dissertation (RWM) Supervision of teaching practice	40 academic hours per Master's student (1st year) per academic year.
		40 academic hours per Master's student (2nd year) per academic year.
3.4	Supervision of research practice	10 academic hours per Master's student (1st year).
3.5	Preparation and defence of the master's dissertation (P&DMD)	10 academic hours per Master's student (2nd year).
3.6	For reviewing the written work of one master's student	10 academic hours per Master's student.
3.7	Participation in the work of the Attestation Commission for final assessment	2 academic hours for reviewing the written work of one Master's student.
4	<b>Master's degree /specialized field/</b>	

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN		II 017-1.11-2026 30.04.2026
	<u>Regulation</u> type of normative document		Page 23-29
4.1	Supervision of master's students' experimental research work, including the completion of the master's project (ERWM)	for each master's student	40 hours per academic year
4.2	Production practice	for each master's student	15 hours
4.3	Preparation and defence of the master's project (P&DMP)	10 hours per master's student	
5	<b>Doctoral studies</b>		
5.1	Supervision of doctoral students' research work, including the completion of the doctoral dissertation (RWD/ERWD)	for each doctoral student	1st course - 40 hours The 2nd course is 60 hours. The 3rd course is 80 hours
5.2	pedagogical practice	20 hours per doctoral student	
5.3	research practice	20 hours per doctoral student	
5.4	Participation in the work of the dissertation Council	Per doctoral student:	1. Chairman – 25 hours. 2. The members of the commission and the Deputy Chairman have 18 hours each. 3. Secretary – 35 hours
6	<b>Admission of entrance exams:</b>		
6.1	<b>Bachelor's degree</b>	Payment for admission to the entrance exams is carried out on an hourly basis based on the actual time worked in accordance with the work schedule of the examination boards, but not more than 8 hours of working time per day	
6.2	Participation in the work of the Appeals Commission (entrance exam)	Work in the appeals commission and entrance exams is carried out on an hourly basis and is calculated based on the time actually worked.	
7	<b>Master's degree</b>		
7.1	To check the written work of a graduate student	<b>1 academic hour (50 min)</b>	
7.2	Passing prerequisites for admission to master's and doctoral studies	1 hour for 1 contact (50 minutes). I'm giving up on discipline	
8	<b>for doctoral studies</b>		
8.1	To check the written work of a doctoral student	3 ac.hours for 1 job	
8.2	Conducting interviews with applicants with the second higher education	0.2 academic hours for each member of the commission for each applicant	


	<p>REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN</p>	<p>П 017-1.11-2026 30.04.2026</p>
	<p>Regulation type of normative document</p>	<p>Page 24-29</p>

Table 1

**List of choreographic disciplines with the participation of concertmasters**


<b>Name of the GEP/EP</b>	<b>Course</b>	<b>Name of the discipline</b>
B028 Choreography, 6B02178 Choreography Pedagogy	1	Methodological foundations of classical dance I
B028 Choreography, 6B02178 Choreography Pedagogy	1	Methodological foundations of classical dance II
B028 Choreography, 6B02178 Choreography Pedagogy	1	Methodological foundations of folk stage dance I
B028 Choreography, 6B02178 Choreography Pedagogy	1	Methodological foundations of folk stage dance II
B028 Choreography, 6B02178 Choreography Pedagogy	1	Musical and Rhythmic Education
B028 Choreography, 6B02178 Choreography Pedagogy	1	Physical Education / Classical Dance Technique (BI, PH, PSH, PSBT)
B028 Choreography, 6B02178 Choreography Pedagogy	2	Pedagogical Foundations of Teaching Classical Dance I
B028 Choreography, 6B02178 Choreography Pedagogy	2	Classical dance performance technique
B028 Choreography, 6B02178 Choreography Pedagogy	2	Pedagogical foundations of teaching classical dance II
B028 Choreography, 6B02178 Choreography Pedagogy	2	Pedagogical foundations of teaching folk stage dance I
B028 Choreography, 6B02178 Choreography Pedagogy	2	Pedagogical foundations of teaching folk stage dance II
B028 Choreography, 6B02178 Choreography Pedagogy	2	Theory and methodology of teaching historical and everyday dance I
B028 Choreography, 6B02178 Choreography Pedagogy	2	Theory and Methodology of Teaching Historical and Social Dance II
B028 Choreography, 6B02178 Choreography Pedagogy	2	Physical Education / Classical Dance Technique (PH, PSH, PSBT)
B028 Choreography, 6B02178 Choreography Pedagogy	3	Methods of teaching classical dance I
B028 Choreography, 6B02178 Choreography Pedagogy	3	Methods of teaching classical dance II
B028 Choreography, 6B02178 Choreography Pedagogy	3	Methods of teaching folk stage dance I
B028 Choreography, 6B02178 Choreography Pedagogy	3	Methods of teaching folk stage dance II
B028 Choreography, 6B02178 Choreography Pedagogy	3	Theory and methodology of teaching duet-classical dance I
B028 Choreography, 6B02178 Choreography Pedagogy	3	Theory and methodology of teaching duet-classical dance II




REPUBLICAN STATE INSTITUTION  
 TEMIRBEK ZHURGENOV KAZAKH NATIONAL  
 ACADEMY OF ARTS  
 OF THE MINISTRY OF CULTURE AND  
 INFORMATION OF THE REPUBLIC OF KAZAKHSTAN

II 017-1.11-2026  
 30.04.2026  
 Page 25-29

<u>Regulation</u> type of normative document			
B028 Choreography, 6B02178 Choreography Pedagogy		3	Methodological foundations of Kazakh dance I
B028 Choreography, 6B02178 Choreography Pedagogy		3	Methodological foundations of Kazakh dance II
B028 Choreography, 6B02178 Choreography Pedagogy		3	Kazakh Dance Teaching Workshop
B028 Choreography, 6B02178 Choreography Pedagogy		4	Classical dance training
B028 Choreography, 6B02178 Choreography Pedagogy		4	Pedagogy of classical dance
B028 Choreography, 6B02178 Choreography Pedagogy		4	Pedagogy of folk stage dance
B028 Choreography, 6B02178 Choreography Pedagogy		4	Theory and methodology of teaching classical dance
B028 Choreography, 6B02178 Choreography Pedagogy		4	Theory and methodology of teaching folk stage dance
B028 Choreography, 6B02178 Choreography Pedagogy		4	Pedagogy of Kazakh dance
B028 Choreography, 6B02178 Choreography Pedagogy		4	Theory and methodology of teaching Kazakh dance
B028 Choreography, 6B02178 Choreography Pedagogy		4	Performing skills
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of sports ballroom dancing		3	Methodological foundations of teaching classical dance I
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of sports ballroom dancing		3	Methodological foundations of teaching classical dance II
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of sports ballroom dancing		3	Methodological foundations of teaching Kazakh dance I
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of sports ballroom dancing		3	Methodological foundations of teaching Kazakh dance II
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of sports ballroom dancing		4	Fundamentals of teaching historical and everyday dance
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of sports ballroom dancing		4	The stage embodiment of dance
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of sports ballroom dancing		4	Methodological foundations of teaching Kazakh dance I
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of sports ballroom dancing		4	Methodological foundations of teaching Kazakh dance II
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography		2	Fundamentals of classical dance I

		REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN		II 017-1.11-2026 30.04.2026	
<u>Regulation</u> type of normative document		Page 26-29			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	2	Fundamentals of classical dance II			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	2	Fundamentals of folk stage dance I			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	2	Fundamentals of Folk Stage Dance II			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	3	Classical Dance Practicum			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	3	Fundamentals of Classical Pas de Deux I			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	3	Fundamentals of Classical Pas de Deux II			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	3	Fundamentals of Teaching Kazakh Dance I			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	3	Fundamentals of Teaching Kazakh Dance II			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	3	The Art of Dance Composition			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	4	Fundamentals of Historical and Social Dance			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	4	Fundamentals of Teaching Kazakh Dance			
B028 Choreography, 6B02178 Choreography Pedagogy/ Pedagogy of modern choreography	4	The Art of the Ballet Master in Contemporary Choreography			
B028 Choreography, 6B02165 Ballet Mastery	1	Fundamentals of choreography I			
B028 Choreography, 6B02165 Ballet Mastery	1	Fundamentals of choreographic art II			
B028 Choreography, 6B02165 Ballet Mastery	1	Fundamentals of classical dance composition I			
B028 Choreography, 6B02165 Ballet Mastery	1	Fundamentals of classical dance composition II			
B028 Choreography, 6B02165 Ballet Mastery	1	Composition of historical and everyday dance I			
B028 Choreography, 6B02165 Ballet Mastery	1	Composition of historical and everyday dance II			


	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	Regulation type of normative document	Page 27-29

B028 Choreography, 6B02165 Ballet Mastery	1	The basics of the composition of folk stage dance
B028 Choreography, 6B02165 Ballet Mastery	2	The skill of the choreographer I
B028 Choreography, 6B02165 Ballet Mastery	2	Ballet Master's skill II
B028 Choreography, 6B02165 Ballet Mastery	2	Classical dance Composition I
B028 Choreography, 6B02165 Ballet Mastery	2	Composition of classical II
B028 Choreography, 6B02165 Ballet Mastery	2	Performing skills
B028 Choreography, 6B02165 Ballet Mastery	2	Composition of folk stage dance I
B028 Choreography, 6B02165 Ballet Mastery	2	Composition of folk-Stage Dance II
B028 Choreography, 6B02165 Ballet Mastery	4	Executive mastery
B028 Choreography, 6B02165 Ballet Mastery	4	Choreographer's work with performers and directors-postman group
B028 Choreography, 6B02165 Ballet Mastery	4	Master of Arts
B028 Choreography, 6B02165 Ballet Mastery	4	Ballet master's studies
B028 Choreography, 6B02165 Ballet Mastery	4	Victory of the people's stage dance
B028 Choreography, 6B02165 Ballet Mastery	4	Composition of the Kazakh dance
B028 Choreography, 6B02165 Ballet Mastery	4	Composition of Kazakh Dance II / composition of Kazakh Dance II

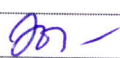

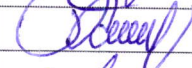


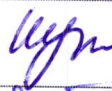


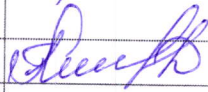

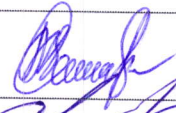
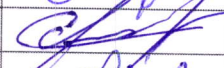

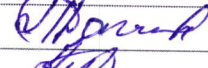

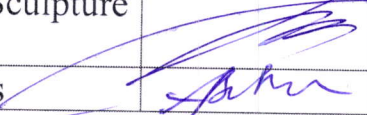

Table 2

## The list of disciplines involving the plastic training of actors with the participation of concertmasters

Name of the GEP/EP	Course	Name of the discipline
<b>B027 Theatrical art</b> , 6B02192 - Acting art, including trajectories: «Actor of drama and cinema», «Artist of musical theater», «Artist of conversational genre» etc. developed trajectories; <b>B023</b> Directing, art management, 6B02106 - Theater directing; <b>B104</b> Directing of performing arts and circus, 6B02114 - Directing of theater	1	The basics of classical dance
	1	The basics of historical and everyday dance
	1	Physical education (Fundamentals of stage movement I, II)
	2	The basics of folk stage dance
	2	The basics of Kazakh dance
	2	Physical education (Technique of stage movement III, IV)
	3	Plastic surgery in the play I
	3	Plastic surgery in performance II
	3	Fencing
	3	Stage fight

	REPUBLICAN STATE INSTITUTION TEMIRBEK ZHURGENOV KAZAKH NATIONAL ACADEMY OF ARTS OF THE MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN	П 017-1.11-2026 30.04.2026
	<u>Regulation</u> <u>type of normative document</u>	Page 28-29

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