

**On approval of the Standard Rules for the activities of educational organizations of the respective types**

***Unofficial translation***

Order of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018 No. 595. Registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 No. 17657.

      In accordance with subparagraph 11-1) of Article 5 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" **I hereby ORDER**:

      1. To approve the attached:

      1) Standard Rules for the activities of pre-school organizations in accordance with Annex 1 to this order;

      2) Standard Rules for the activities of secondary education organizations (primary, basic secondary and general secondary) in accordance with Annex 2 to this order;

      3) Standard Rules for the activities of educational organizations implementing educational programs of technical and vocational education in accordance with Annex 3 to this order;

      4) Standard Rules for the activities of educational organizations implementing educational programs of post-secondary education in accordance with Annex 4 to this order;

      5) Standard Rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education in accordance with Annex 5 to this order;

      6) Standard Rules for the activities of specialized educational organizations in accordance with Annex 6 to this order;

      7) Standard Rules for the activities of special educational organizations in accordance with Annex 7 to this order;

      8) Standard Rules for the activities of educational organizations for orphans and children left without parental care in accordance with Annex 8 to this order;

      9) Standard Rules for the activities of organizations of additional education for children in accordance with Annex 9 to this order;

      10) Standard Rules for the activities of organizations of additional education for adults in accordance with Annex 10 to this order.

      2. The Department of Preschool and Secondary Education of the Ministry of Education and Science of the Republic of Kazakhstan in accordance with the procedure established by the Legislation of the Republic of Kazakhstan shall provide:

      1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

      2) within ten calendar days from the date of state registration of this order, sending its copy in paper and electronic form in Kazakh and Russian languages ​​to the Republican State Enterprise on the Right of Economic Management "Republican Center for Legal Information" for official publication and inclusion into the Reference Control Standard Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

      3) placement of this order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan after its official publication;

      4) within ten working days after the state registration of this order, submission of the information on implementation of measures provided for in subparagraphs 1), 2) and 3) of this paragraph to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan.

      3. Control over execution of this order shall be entrusted to the Vice-Minister of Education and Science of the Republic of Kazakhstan, E. Sukhanberdiyeva.

      4. This order shall enter into force upon the expiry of ten calendar days after the day of its first official publication.

|  |
| --- |
| *Minister of Education and Science* |
| *of the Republic of Kazakhstan* | *Y. Sagadiyev* |
|  | Annex 1 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, | |

**Standard Rules for the activities of preschool organizations**  
**Chapter1. General provisions**

      1. Standard Rules for the activities of preschool organizations (hereinafter referred to as the Rules) were developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education” (hereinafter referred to as the Law “On Education”) and determine the order of activities of pre-school educational organizations (hereinafter referred to as the pre-school organizations), regardless of types, forms of ownership and departmental subordination, with the exception of pre-school organizations of the Autonomous Educational Organization "Nazarbayev Intellectual Schools".

      2. The tasks of pre-school organizations shall be:

      1) protection of life and health of children;

      2) creation of optimal conditions for physical, intellectual and personal development of pupils, including for pupils with special educational needs and individual abilities;

      3) ensuring the quality of pre-school preparation;

      4) interaction with the family to ensure the full development of the child;

      5) provision of advisory and methodological assistance to parents on the issues of upbringing, education, child development and health protection.

      3. The main structural unit of pre-school organization shall be a group. Groups shall be completed according to the same age or mixed-age principle.

      The preschool organization groups shall be formed in accordance with order No. 615 of the Minister of Health of the Republic of Kazakhstan of August 17, 2017 "On Approval of Sanitary Rules "Sanitary and Epidemiological Requirements for Pre-School Organizations and Infant Orphanage "(registered in the Register of State Registration of Regulatory Legal Acts under No. 15893) (hereinafter referred to as - the Sanitary Rules).

      Video surveillance cameras shall be installed in the groups in accordance with order No. 70 of the Minister of Education and Science of the Republic of Kazakhstan dated January 22, 2016 "On Approval of Equipment and Furniture Standards for Organizations of Preschool and Secondary Education, as well as Special Education Organizations" (registered in the Register of State Registration of Regulatory Legal Acts under number 13272).

      The age groups of general developmental preschool organizations shall envisage education and upbringing of children with special educational needs in the amount of not more than 3 people. If there are children with special educational needs in the group, grouping shall be carried out on the basis of reducing the total number of children by three for each such child.

      4. Preschool organizations shall differ in the time of stay of their pupils and function in the mode of

      1) full stay;

      2) incomplete stay;

      3) 24 hours stay.

      5. Pre-school organizations in their activities shall be guided by the Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan, these Rules, the charter of the pre-school organization and other regulatory legal acts of the Republic of Kazakhstan governing the sphere of pre-school education and upbringing .

      6. Pre-school organizations shall ensure the fulfillment of the state educational order, the state-funded volume of services for upbringing, upbringing , correction of developmental disorders and social adaptation, development and medical supervision, as well as supervision, care and rehabilitation of pupils, including implementation of inclusive education for children aged from one year to school age.  
 7. Admission of children to pre-school organizations shall be carried out in accordance with order No. 172 of the Minister of Education and Science of the Republic of Kazakhstan dated April 7, 2015 "On Approval of Standards of Public Services Provided by Local Executive Bodies in the Field of Pre-School Education and Upbringing " (registered in the Register of State Registration of Regulatory Legal acts under the number 10981).  
 Admission of children for permanent or temporary stay shall be carried out throughout the year, subject to availability of places.

      The exchange of places from one pre-school organization to another within one settlement shall be carried out at the places of permanent residence with the approval of the parents and the heads of the pre-school organization, in compliance with the age group and the language of instruction.

      8. The pre-school organization shall organize its activities in the following periods:

      1) from September 1 to May 30 - the academic year (the period of mastering the content of the program, approved by Order No. 499 of the Acting Minister of Education and Science of the Republic of Kazakhstan dated August 12, 2016 "On Approval of the Standard StandardProgram of Preschool Education and Upbringing " (registered in the Register of State Registration of Regulatory Legal Acts under No. 14235) (hereinafter referred to as the Standard Standard Program);

      2) from June 1 to August 31 - summer wellness period;

      3) graduating from the preschool organization of children who have reached school age shall be carried out before August 1 annually;

      4) relocation of children from one age group to another shall be carried out from August 1 to August 31 of the current year.

      In the classes of preschool preparation the educational process shall be carried out from September 1 of the current year to May 25 of the next year. The holiday time shall be set during the school year.

      9. A child shall retain his/her place in a pre-school organization in the following cases:

      1) illness, treatment, health improvement, correction and rehabilitation of the child in the health care organizations, educational and other organizations (providing medical certificates, conclusions);  
 2) granting of annual leave to legal representatives of a child (when submitting a written application).

      10. Expulsion of children from pre-school organizations shall be made in the following cases:

      1) violation of requirements of the contract between preschool organization and a parent or other legal representative of the child;

      2) child’s absence for more than one month without valid reasons and warning the administration;

      3) presence of medical contraindications that prevent his/her stay on the basis of certificate of medical consulting commission.

      11. The amount of monthly fee charged to legal representatives:

      1) in state pre-school organizations created in the organizational-legal form of communal state-owned state enterprises, is 100 percent of the food cost, regardless of age;

      2) in sanatorium kindergartens, pre-school organizations for children with special educational needs, maintenance of children is provided free of charge;

      3) in private pre-school organizations, the founder establish the monthly fee, with the exception of those where the state educational order is placed.

      12. Preschool organizations, regardless of type, departmental subordination, including newly created ones, as well as the heads of state pre-school organizations and pedagogical workers shall undergo certification in the manner established by the Legislation of the Republic of Kazakhstan.

**Chapter 2. The order of the activities of preschool organizations**

      13. Preschool organizations shall develop their charter on the basis of Article 41 of the Law “On Education” and these Rules.

      14. Preschool organizations shall provide:

      1) performance of functions determined by the charter;

      2) full implementation of the State Compulsory Standard of Pre-School Education and Upbringing (hereinafter referred to as the Standard), developed by the authorized educational authority in accordance with subparagraph 5-1 of Article 5 of the Law on Education, Standard Standard Plan for Pre-School Education and Upbringing (hereinafter referred to as the Standard Standard Plan), approved by Order No. 557 of the Minister of Education and Science of the Republic of Kazakhstan dated December 20, 2012 (registered in the Register of State Registration of Regulatory Legal Acts under No. 8275) and the Standard Standard Program;

      3) compliance of the applied forms, methods and means for organizing the educational process with the age, psycho-physiological characteristics, abilities, interests and needs of children.

      4) children with current medical supervision, immunization and organization of preventive examinations in conjunction with the territorial medical organizations of primary health care, which are carried out by medical staff of the pre-school organization;

      5) drawing up a ten-day menu, which is approved by the head of pre-school organization;

      6) balanced nutrition of children is carried out taking into account age-related features, mode of operation; its multiplicity is determined in accordance with the regulatory legal acts in the field of sanitary and epidemiological well-being of population of the Republic of Kazakhstan and the Charter;

      7) formation of nutritional culture among children, including through the promotion of a balanced healthy diet and consumption of natural and fresh products;

      8) automated information exchange and updating of data with the information system of the authorized body in the field of education;

      9) approval of the regulation of information interaction with the information system of the authorized body in the field of education.

      15. In state pre-school organizations, the staff number shall be established according to the Standard staffing of the organizations of pre-school education and upbringing, approved by Decree No. 77 of the Government of the Republic of Kazakhstan of January 30, 2008 "On Approval of the Standard Staffing of the State Educational Organizations and the List of Teacher Positions and persons Equated to Them".

      16. Persons who have pedagogical or vocational education, supported by state documents on the appropriate level of education and qualification, except for persons specified in subparagraphs 1), 2), 3) paragraph 1 of article 51 of the Law "On Education", shall be allowed to be engaged in teaching activities.

      17. Pedagogical workers of preschool organizations shall undergo annual medical examinations in accordance with order No. 128 of the Acting Minister of National Economy of the Republic of Kazakhstan dated February 24, 2015 "On Approving the Rules for Mandatory Medical Examinations" (registered in the Register of State Registration of Regulatory Legal Acts under No. 10634).

      18. Preschool organizations shall provide additional paid educational and recreational services on weekdays and weekends for children enrolled and not covered by this preschool organization. Funds received from paid services shall be directed for payroll accounting of professionals, the acquisition of tools, the creation of an appropriate environment for development.

      19. Consultancy centers shall be created within pre-school organizations in order to provide social and pedagogical support for families and children for parents whose children are not covered by pre-school education and upbringing.

      20. The management of pre-school organizations shall be based on the principles of unity of command and collegial management. Pedagogical, methodical and trustee councils shall be the forms of collegial management.

      21. The direct management of pre-school organization shall be carried out by its head. The head of pre-school organization shall:

      1) act on behalf of a pre-school organization, represent it before all public and private organizations;

      2) be a manager of funds, conclude contracts, issue powers of attorney, open settlement and other accounts with banks;

      3) issue orders and instructions, within his/her competence, that are obligatory for execution by the employees of the pre-school organization, impose penalties;

      4) carry out a selection and placement of personnel, enjoy the right to accept and dismiss workers in accordance with the current legislation of the Republic of Kazakhstan;

      5) create conditions for the implementation of the educational process in a pre-school organization in accordance with the requirements of the Standard and Sanitary Rules;

      6) organize additional services aimed at meeting the interests of children, the needs of the family;

      7) acquaint legal representatives with the statute, documents governing the procedure for receiving and organizing the educational process and medical care, conclude an agreement with legal representatives when taking a child to a preschool organization;

      8) ensure the safety and effective use of the property assigned to the preschool organization.

      22. The relationship between the pre-school organization and legal representatives shall be governed by the contract, which is concluded when the child is enrolled in the pre-school organization.

      23. Participants in the educational process shall be children, legal representatives of children and teaching staff.

      The educational process in a pre-school organization shall be carried out in accordance with the Standard Standard Plans and the Standard Standard Program, developed on the basis of the Standard, and shall also be determined by the Charter of the pre-school organization.

      24. Relationships of a pupil, parents and employees of a pre-school organization shall be built on the basis of cooperation, mutual respect of the participants in the educational process and taking into account the granting to the pupil of freedom to develop in accordance with their individual characteristics.

|  |  |
| --- | --- |
|  | Annex 2 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, |

**Standard Rules for the activities of secondary education organizations**  
**(primary, basic secondary and general secondary)**  
**Chapter1. General provisions**

      1. These Standard Rules for the Activities of Secondary Education Organizations (primary, basic secondary and general secondary) (hereinafter referred to as the Rules) were developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education” (hereinafter the “Law on Education”) the order of activity of organizations implementing general education curricula of primary, basic secondary and general secondary education, regardless of the forms of their ownership and departmental subordination (hereinafter referred to as the educational organization), excluding the Autonomous Education Organization "Nazarbayev Intellectual Schools".

      2. Educational organizations in their activities shall be guided by the Constitution of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan, these Rules and the Charter of the educational organization.

      3. The objectives of educational organizations shall be:

      1) creating conditions for development of students functional literacy through the standard Standard curricula learning aimed at formation and development of a competent person;

      2) ensuring that the students receive the basic fundamentals of sciences stipulated by the relevant State Compulsory Education Standard (hereinafter referred to as the SCES), developed in accordance with subparagraph 5-2) of Article 5 of the Law "On Education":

      3) development of creative, spiritual and physical capabilities of the individual, formation of strong foundations of morality and a healthy lifestyle;

      4) education of citizenship and patriotism, love for their homeland - the Republic of Kazakhstan, respect for state symbols and Kazakh language, respect for folk traditions, intolerance for any anti-constitutional and anti-social manifestations;

      5) education of the individual with an active civic position, formation of the needs to participate in the socio-political, economic and cultural life of the Republic, the conscious attitude of the individual to his/her rights and duties;

      6) exposure to the achievements of national and world culture, studying of the history, customs and traditions of the Kazakh people and other nationalities living in the Republic of Kazakhstan.  
4. Educational organizations shall carry out their activities on the basis of the license issued in accordance with subparagraph 8) of Article 5 of the Law "On Education".

      5. Depending on the content of curricula, taking into account the needs and capabilities of the individual, creating conditions for access to education at all levels, upbringing shall be carried out in the form of full-time, evening, correspondence, school of external studies and distance learning for individuals (children) with special educational needs.

      6. The state, realizing the goals of inclusive education, shall provide special conditions to the citizens with special educational needs for their education, correction of developmental disorders and social adaptation at all levels of education.

      7. For citizens who, due to their state of health, do not attend educational organizations for a long time, there shall be an individual free tuition organized at home or in organizations providing inpatient care in accordance with the relevant standard Standard curricula, as well as rehabilitation treatment and medical rehabilitation.

      8. The admission of children to educational organizations shall be established in accordance with the Standard Rules for Admission to Educational Organizations that implement curricula for primary, basic secondary and general secondary education, approved by subparagraph 11) of Article 5 of the Law "On Education".

      9. The transfer from one organization of secondary education to another, implementing educational programs of primary, basic secondary education, shall be made by the order of the head of the education organization on the basis of supporting documents.

      Dropout from the educational organization shall provide a ticket for arrival at another educational organization, which indicates his/her last name, first name, patronymic (if available), date of birth, class of education, school with the address, after which he/she shall be given an absentee ballot for leaving, indicating the last name, name, patronymic (if any), date of birth, class of education, school with the address and his/her personal business.

      An absentee ballot shall be issued for presentation to organization of education for the student arrival and collecting his/her personal data file.

      10. Students who previously studied in foreign schools, upon arrival in the Republic of Kazakhstan, shall continue to study at schools of the Republic of Kazakhstan. School administrations, jointly with local education departments, shall set up Commissions to determine their level of knowledge, the outcome of which is a decision to admit a student to the appropriate class of a Kazakhstani school.

      11. In educational institutions, the relationship of the student and legal representatives shall be governed by the agreement defining the rights and obligations of the parties, the terms of upbringing , the amount of tuition fees in private educational organizations.

      12. Exclusion from educational organizations of children up to the age of sixteen shall be allowed in exceptional cases by decision of the state administration body of the educational organization for committing unlawful acts, rude and repeated violation of the charter of the educational organization.

      The decision to exclude orphans and children left without parental care shall be made with the consent of the tutorship and guardianship authorities.

      Obtaining of general secondary education of minors excluded from educational organizations shall be continued by the decision of the local executive body.

      13. The educational process shall be carried out from September 1 of the current year to May 25 of the following year. Holidays shall be set during the school year.

      14. The duration of a lesson in educational institutions shall be equal to 40 minutes.

      15. Labor relations of an employee and an organization of education shall be regulated by the Labor Legislation of the Republic of Kazakhstan.

**Chapter 2. Standard operating procedures for educational organizations**

      16. The performers of the educational process shall be students, teachers, legal representatives of students.

      17. State education documents shall be issued to students who have passed the final attestation of the educational organizations that are licensed to engage in educational activities under standard educational programs of basic secondary and general secondary education.

      18. Persons who have diplomas of pedagogical or vocational education in the relevant fields shall be allowed to engage in teaching activities.

      Persons referred to in Article 51 of the Law "On Education" shall not be allowed to work in educational organizations.

      19. The working hours of educational organizations employees shall be established in accordance with the Labor Legislation of the Republic of Kazakhstan.

      20. Pedagogical workers of educational organizations shall undergo an annual medical examination in accordance with order No. 128 of the Acting Minister of National Economy of the Republic of Kazakhstan dated February 24, 2015 "On Approval of the Rules for Mandatory Medical Examinations" (registered in the Register of State Registration of Regulatory Legal Acts under No. 10634) .

      21. Educational organizations shall carry out the educational process in accordance with Order No. 500 of the Minister of Education and Science of the Republic of Kazakhstan of November 8, 2012 "On Approval of the Standard Standard Curricula for Primary, Basic Secondary and General Secondary Education of the Republic of Kazakhstan" (registered in the Register of State Registration of Regulatory Legal Acts under number 8170).

      Educational organizations, regardless of the type and form of ownership, shall independently choose standard curricula, including those with reduced curriculum ones, for which the learning process shall be carried out.

      22. Standard Standard curricula for primary education shall be aimed at shaping the child’s personality, developing his/her individual abilities, positive motivation and skills in learning activities: strong skills of reading, writing, counting, communication skills, creative self-realization, behavioral culture for further mastering of the basic school educational programs.

      23. The standard Standard curricula of basic secondary education shall be aimed at mastering the basic fundamentals of science system by students, forming a high culture of interpersonal and inter-ethnic communication, personal self-determination, and vocational guidance.

      The standard curriculum shall include pre-profile training of students.

      Studying the content of each academic subject shall be completed at the level of basic secondary education.

      24. Standard Standard curricula for general secondary education have been developed on the basis of differentiation, integration and vocational guidance of educational content with the introduction of specialized education.

      25. Taking into account the interests of legal representatives of students studying in educational institutions, it shall be envisaged to teach children with special educational needs in an inclusive education (no more than two children with special educational needs shall be allowed in one class) and (or) opening of special classes according to the types of disorders in development.

      Children with special educational needs studying under the conditions of inclusive education based on the findings and recommendations of psychological, medical and pedagogical counseling, shall be taught according to the standard educational or individual curriculum.

      For children with special educational needs, studying in conditions of inclusive education and (or) special classes, correctional classes shall be held by special teachers (defectologist - teacher of mentally handicapped children, teacher of children with hearing impairment, teacher of children with visual impairment, speech therapist).

      26. Upbringing and educational process in educational organizations shall be carried out in accordance with the standard Standard curricula and working curricula.

      27. Educational institutions shall implement typical curricula for additional education.

      28. The learning process in educational organizations shall be based on the standard curriculum, governed by the annual calendar training schedule and class schedule.

      29. All educational organizations, regardless of their form of ownership, shall provide students with the knowledge of Kazakh language as the state language, as well as study of Russian and one of foreign languages in accordance with the SСES of appropriate level of education.

      30. Educational organizations shall spend hours of the invariant and variable components of the standard curriculum outside of school (cultural institutions, sports facilities, military facilities, research laboratories, industrial enterprises, and outdoor lessons).

      31. The study load, the mode of study for students shall be determined by the Provisions approved by educational organizations and prepared on the basis of the SCES, the Sanitary Rules, the standard Standard curricula and recommendations of the health and education authorities in the field of education.

      32. Organizations of education shall organise medical provision of children and adolescents in accordance with Order No. 611 of the Minister of Health of the Republic of Kazakhstan of August 16, 2017 "On Approval of Sanitary Rules" Sanitary and Epidemiological Requirements for Educational Facilities "(registered in the Register of State Registration of Regulatory Legal Acts under No. 15681).

      33. The schedule of classes in the organization of education shall be approved by its Head or by a person replacing him/her.

      34. The schedule of classes shall indicate the daily amount, duration and sequence of training sessions.

      The schedule of classes in educational institutions shall provide for a break of sufficient duration for food and recreation for students and pupils.

      35. In order to monitor students' mastering of standard curricula for primary, basic secondary and general secondary education, educational organizations shall monitor the progress and final certification of students in accordance with Order No. 125 of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008 "On Approval of Standard Rules for Ongoing Monitoring of Progress, Intermediate and Final Certification of Students "(registered in the Register of State Registration of Regulatory Legal Acts under № 5191)

      36. Educational organizations shall be independent in determining the maximum academic load per day, the choice of forms, means and methods of education, determined by their Charters.

      37. All educational organizations, regardless of their form of ownership, shall ensure the development of students' patriotic education, tolerant attitude towards others, anti-corruption culture, business communication skills, nutrition culture, including through the promotion of a balanced healthy diet and the consumption of natural and fresh products.

      38. The organization of education shall ensure the automated exchange of information and the updating of data with the information system of the authorized body in the field of education.

      The organization of education shall ensure the approval of the rules for the information interaction with information system of the authorized body in the field of education.

      39. The head of the educational organization shall be appointed and dismissed in accordance with subparagraph 3) of Article 44 of the Law "On Education".

      40. The responsibility of the organization head of education shall be carried out in accordance with subparagraph 3) of Article 45 of the Law "On Education".

      41. Collective management bodies shall be created in educational organizations. Pedagogical, trustee and methodological councils shall be the forms of collegial management of the organization of education.

|  |  |
| --- | --- |
|  | Annex 3 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, |

**Standard Rules for the activities of educational organizations implementing educational**  
**programs of technical and vocational education**  
**Chapter 1. General Provisions**

      1. These Standard Rules for the activities of educational organizations implementing educational Programs of Technical and Vocational Education, (hereinafter referred to as the Rules) were developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" (hereinafter - the Law "On Education") and determine the procedure activities of educational organizations implementing educational programs of technical and vocational education (hereinafter - the VET organization), regardless of the form of ownership and departmental subordination.

      2. Technical and vocational education shall be acquired at schools, colleges and higher colleges on the basis of basic secondary and (or) general secondary education diplomas in accordance with Article 32 of the Law "On Education".

      3. The objectives of the VET organizations shall be :

      1) creation of the necessary conditions for obtaining quality education aimed at the formation, development and professional development of the individual based on national and universal values, achievements of science and practice;

      2) provision of vocational orientation work with students;

      3) development of training systems that ensure relationship between theoretical training, on-job training and the needs of the labor market, and helping everyone to maximize their personal potential in a society based on knowledge;

      4) introduction and effective use of new learning technologies that facilitate the timely adaptation of vocational education to the changing needs of society and the labor market;

      5) integration of educational programs for technical and vocational education and production.

      4. The VET organizations shall conduct their activities in accordance with the Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan, these Rules and the Charters of educational organizations developed on their basis.

      5. The VET organizations shall be legal entities that implement one or more educational programs and provide education and upbringing of students.

**Chapter 2. Standard operating procedures for educational organizations implementing**  
**educational programs of technical and vocational education**

      6. The VET organizations shall be independent in organizing the educational process, recruitment and placement of personnel, educational and methodical, financial and economic activities within the limits established by the Law "On Education", these Rules and the statutes of educational organizations implementing educational programs of VET.

      7. The VET organizations, regardless of departmental subordination and forms of ownership, implementing VET educational programs, shall operate on the basis of the license issued in accordance with the current Law “On Education”.

      8. The basis for the educational process organization shall be planning and accounting of education-learning work carried out by the educational organization that implements educational programs of VET.

      9. Planning of education-learning work shall ensure timely and quality implementation of curricula and programs in full.

      Planning of education-learning work in educational organizations implementing programs of technical and vocational education shall be carried out on the basis of the approved schedule of the educational process for the academic year and the schedule of theoretical and practical classes.

      Accounting for educational work in educational institutions that implement educational programs of VET shall be carried out by maintaining paper journals of theoretical and industrial training and time sheets for the implementation of educational programs in school hours.

      10. Working curricula shall be developed by organizations implementing VET educational programs on the basis of the standard Standard curricula approved by Order No. 553 of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2017 (registered in the Register of State Registration of Regulatory Legal Acts of the Republic of Kazakhstan under the number 16013).

      Standard Standard curricula and standard VET curricula shall be developed on the basis of the state compulsory VET standard.

      11. Depending on the content of educational programs, taking into account the needs and capabilities of the individual, creating conditions for accessing education in technical and vocational education organizations, training shall be carried out in the following forms: full-time, evening, and correspondence courses (except for certain qualifications of specialties, when correspondence and evening forms shall not be allowed).

      12. The procedure for admission to the educational organizations of technical and vocational education shall be established in accordance with the Standard Rules for admission to studies in educational organizations that implement VET educational programs, in accordance with subparagraph 11) of Article 5 of the Law "On Education".

      Admission to studies in educational organizations implementing educational programs of technical and vocational education for military specialties shall be carried out in accordance with the Rules of enrollment for military, special educational institutions implementing educational programs of the appropriate level.

      13. The transfer of students shall be carried out in accordance with the Rules of transfer and readmission of students by types of educational organizations, approved by Order No. 19 of the Minister of Education and Science of the Republic of Kazakhstan dated January 20, 2015 (registered in the Register of State Registration of Regulatory Legal Acts under No. 10297).

      The procedure for transfer and readmission of students for military specialties shall be carried out pursuant to the Rules for admission to military schools under the Ministry of Defense of the Republic of Kazakhstan, implementing educational programs of the appropriate level, approved by order No. 37 of the Minister of Defense of the Republic of Kazakhstan dated January 22, 2016 (registered in the Register of State Registration of Regulatory Legal Acts under the number 13239).

      14. The granting of academic leave to students in educational institutions implementing VET educational programs shall be carried out in accordance with the Rules for granting academic leave to students in educational institutions, approved by Order No. 124 of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008 (registered in the Register of State Registration of Regulatory Legal Acts under the number 5192).  
 15. Current monitoring of progress, intermediate and final certification of students shall be carried out in accordance with the Standard Rules for ongoing monitoring of progress, intermediate and final certification of students, approved by Order No. 125 of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008 (registered in the Register of State Registration of Regulatory Legal Acts under No. 5191).

      16. The language policy in educational institutions implementing educational programs of VET shall be carried out in accordance with the Constitution of the Republic of Kazakhstan and the Law of the Republic of Kazakhstan of July 11, 1997 "On Languages ​​in the Republic of Kazakhstan".

      17. The school year in educational institutions implementing educational programs of VET, shall be started and ended according to the schedule of the educational process, regardless of their form of ownership and departmental subordination. ,

      At least two times during the full academic year, students shall be given vacations with total duration of no more than 11 weeks per year, including at least 2 weeks during the winter period.

      The schedule of classes in organizations implementing educational programs of technical and vocational education shall be drawn up in accordance with the schedule of the educational process and working curricula.

      For all types of classroom classes, an academic hour shall be equal to 45 minutes with a break of 5 minutes, paired classes shall be allowed with a break of 10 minutes after 2 academic hours.

      After 2 coupled classes a break of at least 15 minutes shall be provided to students for food and recreation..

      In educational institutions implementing educational programs of VET for military specialties, an academic hour of at least 40 minutes shall be set for all types of classroom lessons.

      18. Educational organizations that implement educational programs of VET, regardless of their form of ownership and departmental subordination, shall ensure the development of a nutrition culture among students, including promotion of a balanced healthy diet.

      19. Organization of educational process under credit technology of education shall be carried out in accordance with the Rules for the organization of educational process under credit technology of education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 of April 20, 2011 (registered in the Register of State Registration of Regulatory Legal Acts under No. 6976).

      20. In educational institutions implementing educational programs of VET, training sessions shall be conducted in the form of lessons, lectures, seminars, workshops, laboratory, control and independent work, consultations, conversations, elective classes, course and diploma projects (term papers and dissertations) and practices.

      21. Participants of the educational process of educational organizations implementing educational programs of VET shall be students, teachers and legal representatives of minor students.

      22. Students of the educational institutions implementing educational programs of VET, shall be students, cadets, trainees, attendees.

      23. Pedagogical workers in educational institutions that implement educational programs of VET shall include persons engaged in educational activities related to the upbringing and education of students in educational institutions that implement educational programs of VET.

      24. The number of teaching staff and the list of teaching staff positions in educational organizations implementing educational programs of the VET shall be determined on the basis of Standard Staffing of the state educational organizations and the list of teaching staff positions and persons equated to them, approved by Decree of the Government of the Republic of Kazakhstan No.77 of January 30, 2008 "On Approval of the Standard Staffing of the State Educational Organizations and the List of Teaching Staff Positions and Persons Equated to Them."

      25. Replacing the positions of teachers of educational organizations implementing educational programs of VET, regardless of the form of ownership and departmental subordination, shall be carried out in the manner established by the Legislation of the Republic of Kazakhstan.

      26. In order to manage the teaching and educational process, depending on the profile of specialties training in educational institutions that implement educational programs of vocational education and upbringing , departments and other structural units shall be created by the groups for specialties (professions), by the form and languages ​​of instruction.

      27. The department shall be managed by the supervisor appointed by the head of the educational organization implementing the VET educational programs.

      The supervisor of the department shall provide:

      1) organization and direct management of studies and educational work in the department;

      2) implementation of curricula and programs;

      3) organization of the accounting of student performance;

      4) control over the discipline of students;

      5) control over the work of students during the course and diploma projects;

      6) participation in the work of the scholarship commission (full-time);

      7) accounting of the department work and reporting.

      28. Departments in the educational institutions that implement educational programs of VET (full-time, part-time, evening) shall be created during the training of students in one or several specialties.

      29. Educational process of the educational institutions implementing educational programs of VET shall include theoretical training, as well as industrial training and professional practice, carried out under the guidance of the master of industrial training, the head of internship at training workshops, educational farms and on training grounds, under the guidance of a mentor, a master of industrial training, and a head of practice on the basis of enterprises (organizations);

      The implementation of training and production work in accordance with the curricula of industrial education and professional practice, shall also envisage the organization of production (goods, works and services).

      Educational organizations that implement educational programs of VET shall sell products of their own production, produced in training workshops, training farms and at training grounds.

      30. The organization and conducting of professional practice shall be carried out on the basis of the Rules for organizing and conducting professional practice and the Rules for identifying enterprises (organizations) as bases of the practice approved by Order No. 107 of the Minister of Education and Science of the Republic of Kazakhstan dated January 29, 2016 (registered in the Register of State Registration of Regulatory Legal Acts under the number 13395).

      31. Training workshops, training facilities, training grounds shall be structural units of vocational education organizations created to ensure the implementation of the content of work curricula for industrial training and professional practice in accordance with the requirements of state educational standards, depending on the profile of training in specialties.

      Training and production workshops shall eb educational and industrial base, providing:

      1) combination of theoretical training with industrial labor;

      2) professional skills obtaining by students in accordance with the working curricula and programs;

      3) organization of production, the manufacture of tools and accessories for workshops, visual aids and instruments for classrooms and laboratories, as well as the repair of equipment, machines and mechanisms;

      4) provision of paid services to enterprises, organizations and general public.

      In the educational farms various types of agricultural work shall be carried out on crop production and animal husbandry (in the fields and farms of the educational farm).

      At the training grounds, students shall be taught driving cars, tractors, various self-propelled machines, maintenance and operation of various equipment and mechanisms.32. The list, content and requirements for the implementation of training and production work in training workshops, training farms shall be determined directly by the organization of education that implements the educational programs of VET, in consultation with employers for whom training is carried out.

      33. Management in the educational institutions implementing educational programs of VET shall be carried out in accordance with the Laws of the Republic of Kazakhstan, these Rules and the Charter of the educational institution.

      34. The responsibility of the Head of an educational organization implementing educational programs of VET shall be carried out in accordance with subparagraph 3) of article 45 of the Law "On Education".

      35. State certification of educational organizations implementing educational programs of technical and vocational education, regardless of departmental subordination, shall be carried out once every five years as a planned procedure, by the state educational authorities according to their competence.

      For educational organizations that implement educational programs of technical and vocational education, state certification shall be carried out by the specialties.

      Educational organizations that have passed institutional and specialized accreditation in the accreditation bodies, entered in the register of accreditation bodies, accredited educational organizations and educational programs shall be exempted from the state certification procedure by the accredited educational programs (specialties) for the term of accreditation, but not more than 5 years.

      The state certification of organizations of medical and pharmaceutical education shall be carried out by the authorized body in the field of public health.

      The first state attestation shall be carried out in the newly created educational organizations implementing educational programs of VET, not later than the year of the first graduation of specialists.

      36. Pedagogical workers of educational organizations implementing educational programs of VET shall undergo annual medical examinations in accordance with Order No. 128 of the Minister of National Economy of the Republic of Kazakhstan dated February 24, 2015 “On Approving Rules for Mandatory Medical Examinations” under number 10634).

      37. Collective management bodies shall be created in VET. Forms of collegial management of VET shall be pedagogical, educational-methodical, and trustee Councils.

      38. The library fund shall be formed in relation to the contingent of students for the full period of study in accordance with the StandardStandard curricula, and the VET educational programs.

      39. Depending on the content of educational programs, taking into account the needs and capabilities of the individual, creating conditions for accessibility of education in educational institutions implementing educational programs of the VET, training shall be carried out in the form of full-time, evening, correspondence, external and distance learning for individuals (children) with special educational needs.

      40. Educational organizations implementing educational and technical programs shall provide automatic exchange of information and update data with the information system of the authorized educational authority.

      Educational organizations implementing educational and technical programs shall provide the approval of regulations for information interaction with the information system of the authorized body in the field of education.

      41. The organization of education, implementing educational programs of the VET shall assign working qualifications, qualifications of "middle ranking specialist", "applied bachelor" to the students.

|  |  |
| --- | --- |
|  | Annex 4 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, |

**Standard Rules for the activities of educational organizations implementing educational**  
**programs of post-secondary education**  
**Chapter 1. General Provisions**

      1. These Standard Rules for the Activities of Educational Organizations Implementing Educational Programs of Post-Secondary Education, (hereinafter referred to as the Rules) were developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" (hereinafter - the Law "On Education") and determine the standard operating procedures for organizations of education, implementing educational programs of post-secondary education (hereinafter - PS organization), regardless the form of incorporation.

      2. PS (post-secondary) educational programs shall be aimed at preparing applied bachelors from among citizens with secondary education (general secondary or technical and vocational).

      3. The objectives of PS organizations shall be:

      1) creation of the necessary conditions for obtaining quality education aimed at the formation, development and professional development of the individual based on national and universal values, achievements of science and practice;

      2) ensuring the professional orientation of students;

      3) development of lifelong learning systems that ensure the relationship between general learning, on-job training and the labor market needs, helping everyone to maximize their personal potential in a knowledge-based society;

      4) formation of a nutritional culture among students, including through the promotion of a balanced healthy diet.

      4. Educational organizations that implement PS educational programs, shall carry out their activities in accordance with the Constitution of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan, as well as these Rules and developed on their basis the Charters of educational organizations.

      5. Educational organizations that implement PS educational programs, regardless of departmental affiliation and forms of incorporation shall operate on the basis of the license issued in accordance with the Law "On Education".

**Chapter 2. Standard operating procedures for educational organizations**  
**implementing educational programs of post-secondary education**

      6. PS educational programs shall be implemented in colleges and tertiary colleges.

      7. Educational organizations implementing PS educational programs shall be independent in implementation of upbringing and educational process, personnel selection and placement, teaching, financial, economic and other activities within the limits established by the Legislation of the Republic of Kazakhstan, these Rules and the Charters of the PS organization.

      8. The basis of the organization of study and educational process shall be planning and accounting of the study, educational and methodical and pedagogical work carried out by the organization of education implementing the PS educational programs.

      9. Planning of the study and educational work in educational organizations implementing PS educational programs shall be carried out by approving the schedule of educational process for academic year and the schedule of theoretical and practical classes.

      The schedule of the educational process and the schedule of studies shall be approved by the head of the educational organization that implements PS educational programs.

      Accounting of training and educational work in educational organizations shall be carried out by maintaining paper logbooks of theoretical and industrial training and time sheets for the implementation of curricula in academic hours.

      10. Working plans and working curricula shall be developed by educational organizations implementing PS educational programs on the basis of the corresponding Standard study plans and standard curricula and they shall be coordinated with employers.

      Standard Standard study plans and standard Standard curricula shall be developed in accordance with the requirements of the state compulsory educational standard.

      11. Depending on the content of educational programs, taking into account the needs and capabilities of the individual, creating conditions for access to education in educational institutions implementing PS educational programs, training shall be carried out in the form of full-time, evening, and correspondence form.

      12. The procedure for admission to study in the PS organization shall be established in accordance with the Standard Rules for admission to study in educational organizations that implement PS educational programs, in accordance with subparagraph 11) of the Article 5 of the Law "On Education".

      13. The transfer of students shall be carried out in accordance with the Rules for transfer and readmission of students by types of educational organizations, approved by Order No. 19 of the Minister of Education and Science of the Republic of Kazakhstan dated January 20, 2015 (registered in the Register of State Registration of Regulatory Legal Acts under No. 10297).

      14. The provision of academic leave to students in educational institutions implementing the PS educational programs shall be carried out in accordance with the Rules for granting academic leave to students in educational institutions, approved by order No. 124 of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008 (registered in the Register of State Registration of Regulatory Legal Acts under the number 5192).

      15. The language policy in educational organizations implementing PS educational programs shall be carried out in accordance with the Constitution of the Republic of Kazakhstan and the Law of the Republic of Kazakhstan dated July 11, 1997 "On Languages ​​in the Republic of Kazakhstan".

      16. In educational institutions implementing PS educational programs, regardless of the form of incorporation and departmental subordination, the school year shall be started and ended according to the schedule of the educational process.

      At least two times during the full academic year, students shall be given vacations for a total duration of not more than 11 weeks per year, including at least 2 weeks during the winter period.

      The schedule of classes in educational institutions implementing educational software programs shall be compiled in accordance with the schedule of the educational process and curricula.

      For all types of classroom classes, an academic hour shall be set at 45 minutes with a break of 5 minutes, a break of 10 minutes shall be allowed for paired classes.

      17. Organization of educational process on credit technology of education shall be carried out in accordance with the Rules for organization of educational process on credit technology, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan of April 20, 2011 (registered in the Register of State Registration of Regulatory Legal acts under No. 6976).

      18. In educational institutions implementing PS educational programs, training sessions shall be held in the form of lessons, lectures, seminars, practical classes, laboratory, control and independent work, consultations, conversations, elective classes, course and diploma projects, and other forms of training sessions.

      19. Participants in the educational process of educational organizations implementing PS educational programs shall be students and parents and other legal representatives of minors.

      21. Pedagogical workers in educational institutions, that implement PS educational programs, shall be the persons engaged in educational activities related to the upbringing and education of students in educational institutions that implement PS educational programs.

      22. The number of teaching staff and the list of teaching staff positions in educational organizations implementing PS educational programs shall be determined on the basis of Standard Standard list of staff of the state educational organizations and the list of teaching staff positions and persons equated to them, approved by Decree No. 77 of the Government of the Republic of Kazakhstan on January 30, 2008 "On approval of the Standard staffing Standardof the state educational organizations and the list of positions of pedagogical workers and persons equated to them. "

      23. Replacing the positions of pedagogical workers of educational organizations implementing PS educational programs, regardless of the form of incorporation and departmental subordination, shall be carried out in the manner established by the Legislation of the Republic of Kazakhstan.

      24. In order to manage the teaching and educational process, depending on the profile of specialties training in educational institutions that implement PS educational programs, departments and other structural units shall be created pursuant to the groups of specialties (professions).

      Departments (full-time, part-time, evening) shall be created during the training of students in one or several related specialties and professions.

      25. The department shall be managed by the supervisor appointed by the head of the educational organization implementing the PS educational programs.

      The head of the department shall provide:

      1) organization and direct management of study and educational work in the department;

      2) implementation of curricula and programs;

      3) organization of the accounting of student performance;

      4) control over the discipline of students;

      5) control over the work of students during the course and diploma projects;

      6) participation in the work of the scholarship commission (full-time);

      7) accounting of the department work and reporting.

      26. Departments in educational institutions that implement PS educational programs (full-time, part-time, evening) shall be created during the training of students in one or several specialties.

      27. To conduct professional practice of the education organization, implementing PS educational programs, on a contractual basis (except for the educational organization of the Ministry of Defense of the Republic of Kazakhstan) shall identify enterprises (organizations) as bases of practice, shall approve working curricula agreed with them and calendar schedules of professional practice.

      28. Training workshops, training facilities, training grounds - structural units of vocational education organizations created to ensure the implementation of the content of work curricula of industrial training and professional practice in accordance with the requirements of state educational standards, depending on the profile of training in specialties.

      Training production workshops shall be educational and industrial base, providing:

      1) combination of theoretical training with industrial labor;

      2) obtaining by students of professional skills in accordance with the curriculum and programs;

      3) organization of production, the manufacture of tools and accessories for workshops, visual aids and instruments for classrooms and laboratories, as well as the repair of equipment, machines and mechanisms;

      4) provision of paid services to enterprises, organizations and general public.

      Various types of laboratory and practical classes and agricultural work on crop production and animal husbandry (on the fields and farms of the training farm) shall be conducted at training farms.

      At training grounds, training students shall be taught driving cars, tractors, various self-propelled machines, maintenance and operation of various equipment and mechanisms.

      29. The list, content and requirements for training and production work implementation in the training workshops, training farms shall be determined directly by the educational organization that implements educational software programs, in consultation with employers for whom training is carried out.

      30. Professional practice and vocational training of students shall be carried out in training workshops, laboratories, on landfills, in educational establishments of educational organizations, as well as directly at work and in organizations of the corresponding profile.

      31. Management in educational institutions implementing PS educational programs shall be carried out in accordance with the Laws of the Republic of Kazakhstan, these Rules and the educational institution’s Charter on the principles of unity of command and collegiality.

      32. The responsibility of the head of an educational organization implementing PS educational programs shall be carried out in accordance with subparagraph 3) of article 45 of the Law "On Education".

      33. The head of an educational organization that implements PS educational programs shall be appointed and dismissed in accordance with the procedure provided for by subparagraph 3) of Article 44 of the Law "On Education".

      34. Pedagogical workers of educational organizations implementing PS educational programs shall undergo annual medical examinations in accordance with order of the Minister of National Economy of the Republic of Kazakhstan No. 128 dated February 24, 2015 "On Approving the Rules for Mandatory Medical Examinations" (registered in the Register of State Registration of Regulatory Legal Acts under No. 10634).

      35. Pedagogical, educational and methodological, and trustee Councils shall be the forms of collegial management of an organization of education that implements PS educational programs.

      36. State certification of educational organizations implementing PS educational programs, regardless of departmental subordination, shall be carried out once every five years in a planned manner by state education administration authorities in accordance with their competence.

      For educational organizations implementing PS educational programs, state certification shall be carried out by specialties.

      Educational organizations implementing PS educational programs that have passed institutional and specialized accreditation in the accreditation bodies, entered in the register of accreditation bodies, accredited educational organizations and educational programs shall be exempt from the state certification procedure by the accredited educational programs (specialties) for the term of accreditation, but not more than 5 years.

      The first state attestation shall be carried out in the newly created educational organizations implementing PS educational programs, no later than the year of the first graduation of specialists.

      37. The library fund shall be formed in relation to the enrolment for the full period of study in accordance with the standard Standard curricula, educational programs.

      38. Educational organizations implementing PS educational programs shall provide automated information exchange and updating of data with the information system of the authorized educational body.

      Educational organizations that implement PS educational programs shall ensure the approval of regulations for information interaction with the information system of the authorized body in the field of education.

|  |  |
| --- | --- |
|  | Annex 5 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, |

**Standard Rules for the activities of educational organizations implementing educational**  
**programs of higher and (or) postgraduate education**  
**Chapter 1. General Provisions**

      1. These Standard Rules for the activities of the organizations of higher and (or) postgraduate education (hereinafter referred to as the Rules) are developed in accordance with subparagraph 11-1) of Article 5 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" (hereinafter - the Law "On Education" ) and determine the standard operating procedures for educational organizations that implement educational programs of higher and (or) postgraduate education, regardless of their form of incorporation and departmental subordination.

      2. Higher and (or) postgraduate education shall be provided by organizations of higher and (or) postgraduate education (hereinafter - the HEI (higher educational institution) of the following types: national research universities, national organizations of higher and (or) postgraduate education, research universities, universities, academies, institutes and equated to them (conservatory).

      3. The objective of the HEI shall be to train personnel with higher and postgraduate education by creating the necessary conditions for the development of educational programs aimed at the professional development and development of the individual based on the achievements of science and practice.

      4. Higher educational institutions shall operate in accordance with the Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan "On Education" dated July 27, 2007, "On Science" dated February 18, 2011, "On the commercialization of academic and (or) scientific and technical activities" of October 31, 2015 and other normative legal acts of the Republic of Kazakhstan, regulating educational and scientific activities, as well as these Rules and the Charter.

      Military, special educational institutions (hereinafter referred to as the MSEI) shall carry out their activities taking into account the peculiarities of regulatory legal acts approved in accordance with Article 5-1 of the Law "On Education".

**Chapter 2. Standard operating procedures for educational organizations implementing**  
**educational programs of higher and (or) postgraduate education**

      5. The HEI shall be managed in accordance with the Legislation of the Republic of Kazakhstan, these Rules and the university Charter on the principles of unity of command and collegiality.

      The management of the MSEI shall be carried out in accordance with the Legislation of the Republic of Kazakhstan, the Rules for the activities of the MSEI and the Charter of the MSEI.

      6. Management bodies of the higher education institutions, depending on their organizational and legal form and form of incorporation , shall be supervisory boards or boards of directors, or other governing bodies, the creation of which does not contradict the Legislation of the Republic of Kazakhstan.

      Forms of collegial management of an organization of education shall be the Councils (academic council), the board of trustees, methodological (educational and methodical, scientific and methodical) councils and forms which creation of which does not contradict the Legislation of the Republic of Kazakhstan.

      The activity of the HEI governing bodies shall be regulated by the Legislation of the Republic of Kazakhstan and the internal regulations of the HEI.

      7. The HEIs shall develop their development strategies and (or) development programs and (or) development plans.

      8. The direct management of the HEI shall be carried out by the rector (head) of the HEI, appointed (elected) for the position and dismissed from the position in accordance with the current Legislation of the Republic of Kazakhstan.

      9. In the HEI of the organizational-legal form of a state enterprise on the right of economic management, supervisory boards shall coordinate the proposals of the authorized body of the relevant industry on the appointment of the rector and termination of the employment contract with him/her.

      10. The appointment of vice-rectors of HEI, their number and official powers depending on the organizational and legal form and form of incorporation of the university shall be determined by the current Legislation of the Republic of Kazakhstan.

      In MSEI the head shall have deputies who are appointed in accordance with the current Legislation of the Republic of Kazakhstan in the field of defense and security.

      11. The rector of the HEI (the head) shall act without a power of attorney on behalf of the university, shall represent its interests in all bodies, disposed the university’s property in the manner prescribed by the Law, shall conclude contracts, shall issue powers of attorney, shall open bank accounts and makes other transactions, shall issue orders and orders which are obligatory for all employees.

      12. The rector of the HEI (head) shall exercise the leadership of the HEI on the principles of collegiality, shall ensure the quality of training of students, shall comply with the requirements of state mandatory standards of higher and (or) postgraduate education, approved in accordance with subparagraph 5-1) of Article 5 of the Law On Education discipline, labor rights of employees and students, stipulated by the terms of the contract and other powers that do not contradict the current legislation.

      13. The rector of the HEI shall pass attestation in accordance with the Legislation of the Republic of Kazakhstan. In higher educational institutions, the head shall pass attestation in the manner prescribed by the Legislation of the Republic of Kazakhstan in the field of defense and security.

      14. The rector of HEI shall annually report to the governance board on the implementation of a strategic plan and a development plan.

      The financial report of the university shall be pre-agreed with the governance board.

      15. The management of staff (employees) of the higher education institution shall be carried out by its personnel policy, which is based on the principles of human resource development, meritocracy, including recruitment, training and advanced training of leading personnel, pedagogical and scientific workers of the university in the manner established by the current Legislation.

      16. The HEI shall establish the requirements for candidates for employees when applying for a job by defining the qualification characteristics of employee positions in accordance with sub-paragraph 2) of paragraph 2 of Article 43-1 of the Law "On Education".

      The HEI shall provide lectures by the teachers with doctoral degree and / or degree of candidate of sciences, Ph.D. degree and / or a doctor degree by the profile, academic titles (associated professor (associate professor), professor), as well as academic degrees of the master of relevant sciences and (or) senior teachers.

      Scientists, honored workers of culture, art, sports, members of creative unions or experienced specialists shall also be involved in reading lectures and / or conducting other types of studies.

      At the same time, the compliance of basic education or scientific degrees or academic degrees with the profile of subjects taught shall not be compulsory and shall be regulated by the university.

      The management of theses (projects) and professional practice shall be carried out by teachers, practitioners who have higher and / or postgraduate education corresponding to these types of work.

      The management of the master's theses (projects), doctoral theses, scientific internships, research practices shall be carried out by teachers who have doctoral degree and (or) degree of candidate of sciences and (or) PhD degree and doctoral degree by the profile, academic titles (associate professor ( docent), professor) and (or) actively engaged in scientific research, and (or) researchers, practitioners who have scientific publications that correspond to the profile of these types of learning activities of the students, with the exception of MSEI.

      Specialists of the military specialized educational institutions (MSEI) determined by the Qualifications characteristics of pedagogical positions and persons equated to them, approved in accordance with subparagraph 13) of the Article 5-1 of the Law "On Education" shall be allowed to conduct lectures, be heads of diploma works (projects), and research work of students.

      17. The HEI shall develop and approve the Rules for the competitive replacement of teaching staff and researchers..

      The procedure for appointing to the faculty positions of MSEI shall be determined in accordance with subparagraph 14) of Article 5-1 of the Law "On Education".

      18. The HEI shall form and approve its structure. At the same time, structural divisions shall cover the fields and type of activities of the HEI.

      In the HEI which were established in the form of a non-commercial joint-stock company (hereinafter referred to as the NCJSC), making decisions on the establishment and liquidation of academic structural divisions shall fall within the exclusive competence of the board of directors.

      The structure of MSEI shall be determined in accordance with subparagraph 3) of paragraph 2 of Article 22 of the Law of the Republic of Kazakhstan "On Defense and the Armed Forces of the Republic of Kazakhstan", subparagraph 3) of paragraph 16 of Article 4 of the Regulations on the National Security Committee of the Republic of Kazakhstan, approved by the Decree of the President of the Republic of Kazakhstan, subparagraph 2) of paragraph 2 of Article 9 of the Law of the Republic of Kazakhstan "On Internal Affairs Bodies of the Republic of Kazakhstan", subparagraph 5) of Article 11 of the Law of the Republic of Kazakhstan "On Prosecutor's Office".

      19. The HEI shall develop and approve the regulations on structural divisions.

      20. The staffing shall be determined by the HEI and shall be approved annually by its rector.

      In universities which were created in the form of the NCJSC, the approval of the staffing table shall belong to the exclusive competence of the board.

      In the MSEI, the staffing schedule shall be determined by the appropriate authorized state body.

      21. Norms of study load, forms and amounts of remuneration of employees shall be determined by the HEI.

      In the MSEI, the norms of study load, the forms and amounts of remuneration of employees shall be established in accordance with the current Legislation in the field of defense and security.

      22. The educational activities of a HEI shall be based on its academic policy, which is a system of measures, Rules and procedures for planning and managing educational activities and efficiently organizing the educational process aimed at implementing student-oriented education and improving the quality of education.

      23. Academic policy shall be developed on the basis of current legislation in the field of education, taking into account the priorities and objectives of the HEI.

      The structure and directions of academic policy shall be determined by the HEI.

      24. The academic year in the HEI shall be started on the first of September and shall be ended according to the academic calendar.

      The dates of the beginning and end of the academic year in MSEI shall be determined by the relevant authorized state bodies.

      25. To implement the admission of students, the HEI shall develop and approve the Rules for admission, developed on the basis of the Standard Rules for Admission to Educational Organizations, implementing educational programs of higher and postgraduate education, approved in accordance with subparagraph 11) of Article 5 of the Law "On Education".

      Admission of students to the MSEI shall be carried out in accordance with the Rules for admission to military, special educational institutions that implement educational programs of the appropriate level, approved in accordance with subparagraph 9) of Article 5-1 of the Law "On Education".

      After completion of the admission of students and the issuance of education documents, the HEI shall send information to the authorized educational authority within a month and (or) add this data into the unified educational information system of the authorized educational authority.

      The HEI shall ensure the functioning of the electronic system for the issued documents on education and shall create an electronic database (archive) of documents on education, including those previously issued.

      The standards specified in this paragraph shall not apply to educational organizations under the President of the Republic of Kazakhstan.

      26. For effective organization of educational process, rational use of tangible assets and resources involved in educational activities, the minimum number of full-time students at universities shall be at least 3,000; in academies, institutes and equated to them universities (conservatories) - no less than 1000 people, with the exception of MSEI, medical universities, universities in the field of culture and art, as well as higher educational institutions, where the number of students is determined by the state educational order.

      27. The amount of tuition fees for educational programs of higher and (or) postgraduate education and the form of the contract for the provision of educational services shall be approved by the HEI.

      In the HEI created in the form of the NCJSC, approval of the amount of tuition fees for educational programs of higher and (or) postgraduate education shall belong to the exclusive competence of the board of directors.

      28. Educational activities of HEI shall be carried out in accordance with the Rules for organization the educational process on credit technology of education, approved by order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 (registered in the Register of State Registration of Regulatory Legal Acts under No. 6976).

      The educational activities of military special educational institutions shall be carried out in accordance with the Rules for military, special educational institutions, approved in accordance with subparagraph 3) of Article 5-1 of the Law "On Education".

      29. The university shall introduce new learning technologies, including distance learning technologies (hereinafter - DLT) in accordance with the Rules for organization of educational process on distance learning technologies, approved by order No. 137 of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 (registered in the Register of State Registration of Regulatory Legal Acts under No. 10768).

      30. The HEI shall determine the standards of time by type of educational work in planning and organizing the educational process, the ratio of the amount of hours between types of educational work, educational technology, including using DLT.

      31. All types of written work of students shall be reviewed for plagiarism. The Rules and procedure for conducting checkout for plagiarism shall be determined by the HEI.

      32. A teacher of HEI shall choose the teaching methods, ways and forms of organizing and conducting training sessions by himself/herself on the basis of the educational program and work syllabi (syllabus).

      33. The HEI shall develop and approve the Rules for transfer and readmission of students in accordance with the norms of these Rules.

      At the same time, the transfer and readmission of students from one educational program to another, from one HEI to another shall be carried out during the summer and winter holidays.

      The student shall be transferred or readmitted to any HEI regardless of the expulsion terms during the readmission with exception of educational organizations under the President of the Republic of Kazakhstan and Military special education institutions.

      HEI student shall be transferred or readmitted after expulsion if they completed the first academic period of the program being mastered according to the individual curriculum.

      The transfer of a student from a paid basis for training under a state educational order shall be carried out in the manner approved in accordance with subparagraph 5) of Article 4 of the Law "On Education".

      A student studied on an educational grant basis may be optionally transferred with the preservation of an educational grant to another university.

      When transferring a student, the host university shall take into account the direction of training and the profile of the educational program, as well as the student’s academic achievements.

      Students enrolled in educational grants approved for individual universities, as well as for pedagogical specialties within the allocated quota, shall be transferred to another university only on the paid basis.

      Transfer of students, undergraduates, residents and doctoral students from other universities to a national university shall be provided if the students pay the difference in the cost of an educational grant.

      The transfer of a student from groups of higher education educational programs that require creative training to other groups of educational programs shall be carried out if there is a certificate of a unified national test with a score not lower than the established threshold score in accordance with the Standard Rules for Admission to the educational institutions implementing educational programs of higher and postgraduate education approved in accordance with subparagraph 11) of Article 5 of the Law "On Education".

      In MSEI, the Rules for transferring and readmission of students shall be approved in accordance with subparagraph 12) of Article 5-1 of the Law "On Education".".

      34. Academic leave shall be granted to students on the basis of conclusion of the medical advisory commission for an outpatient organization with a duration of 6 to 12 months due to illness, the agenda for military service, birth, adoption of a child until he/she reaches the age of three years.

      The procedure for granting academic leave to students shall be determined by the HEI.

      35. Study and methodical work of the HEI shall be organized in accordance with the Rules for organization and implementation of educational, methodical, scientific and methodological work, approved by Order No. 583 of the Minister of Education and Science of the Republic of Kazakhstan dated November 29, 2007 (registered in the Register of State Registration of Regulatory Legal Acts under 5036).

      The educational and methodological work of the MSEI shall be organized in accordance with the Rules for organizing and carrying out the educational process, educational, scientific and methodological activities in military and special educational institutions, approved in accordance with subparagraph 4) of Article 5-1 of the Law "On Education".

      36. In order to improve the quality of educational activities, the HEI shall create a system of internal quality assurance based on international standards and guidelines to ensure the quality of higher and postgraduate education in the European Higher Education Area (ESG), which includes:

      1) quality policy;

      2) development and approval of programs;

      3) student-oriented learning, teaching and assessment;

      4) admission of students, performance, recognition and certification;

      5) academic staff;

      6) educational resources and student support system;

      7) information management;

      8) informing the public;

      9) continuous monitoring and periodic evaluation of programs;

      10) periodic external provision of quality .

      37. The principle of the learning process shall be academic integrity, the implementation of which shall be ensured by the HEI.

      The principles of academic integrity shall be:

      1) conscientiousness is honest, decent performance by students of assessed and un-gradable types of training work;

      2) implementation of protection the rights of the author and his/her successors - the recognition of authorship and protection of works that are subject to copyright, through the correct transmission of someone else's speech, thoughts and indication of sources of information in the evaluated works;

      3) openness - transparency, mutual trust, open exchange of information and ideas between students and teachers;

      4) respect for the rights and freedoms of students - the right to free expression of opinions and ideas;

      5) equality - each student ensures compliance with the Rules of academic integrity and equal responsibility for their violation.

      38. For persons with special educational needs, special conditions shall be created for learning.

      39. Professional practice shall be a mandatory component of the educational training program.

      Professional practice shall be divided into educational, pedagogical, industrial and pre-diploma practice.

      The HEI shall develop and approve the Rules for organizing and conducting professional practice and the Rules for defining organizations as the practices bases.

      The form of a contract for professional practice shall be determined by the educational program.

      The types, terms, scope and content of professional practice shall be determined by standards, work plans and curricula.

      Organizations shall be defined as bases for professional practice of students, if their statutory activities correspond to the profile of personnel training and the requirements of the educational program, if they have qualified personnel to manage professional practice and the material-technical base.

      The procedure for developing and approving a program for all types of professional practice and internships in the Military special educational institutions shall be determined by the Rules for organizing and passing professional practice and internships for students of military and special educational institutions, approved in accordance with subparagraph 11) of Article 5-1 of the Law "On Education".

      40. Recognition of learning outcomes obtained by adults through non-formal education shall be carried out in accordance with the Rules for Recognizing Learning Results obtained by adults through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education approved in accordance with subparagraph 38-3) of Article 5 Law "On Education".

      41. In order to register students for academic disciplines, to account for mastered credits, to organize intermediate and final attestation and maintain the entire history of educational achievements of students in HEI, an office of the Registrar shall be created.

      A division for monitoring and control (evaluation) of the quality of education shall be created in MSEI for the academic disciplines registration, accounting of mastered credits, the organization of intermediate and final attestation, as well as keeping the entire history of students' educational achievements.

      42. The procedure for conducting current monitoring of progress, intermediate and final certification of students shall be determined by the HEI in accordance with its academic policy and the established point-rating letter system for evaluating students ’academic achievements with their transfer to the traditional grading scale and ECTS according to Annex 1 to these Rules.

      Academic achievements of students in languages ​​(Kazakh, foreign, Russian) shall be assessed in accordance with the point-rating letter system for assessing educational achievements of students in foreign languages in accordance with the level Standard and translation into ECTS and the traditional scale in accordance with Annex 2 to these Rules.

      The level and description of the language proficiency shall correspond to the common European competence (hereinafter - CEP) of foreign language proficiency (A1, A2, B1, B2, C1, C2).

      43. The student shall be expelled from the HEI in the following cases:

      1) for academic failure;

      2) for violation of the principles of academic integrity;

      3) for violation of the Internal Regulations and the Charter of the HEI;

      4) for violation of the terms of the contract on the provision of educational services, including non-payment of tuition fees;

      5) by his/her own free will.

      44. In the period of intermediate certification of a student, it shall be allowed to retake the exam in the academic discipline (module) no more than two times.

      In the case of receiving evaluation of FX or F for the third time, corresponding to the equivalent assessment of "unsatisfactory", the student shall be expelled from the university regardless of the number of received assessments "unsatisfactory" and shall lose the opportunity to enroll in this discipline again.

      Herewith, the student shall be optionally transferred to another HEI and (or) to another program. The student at his/her own will shall be transferred to another educational program, in which there is no academic discipline, according to which he/she has already received an “unsatisfactory” grade, with the exception of general educational disciplines.

      A student who is dismissed from the HEI shall be issued a transcript signed by the first head of the university and sealed.

      All educational disciplines and (or) modules that the student mastered with all the marks for the final control (exam), including marks FX and F, corresponding to the "unsatisfactory" equivalent, shall be recorded in the transcript.

      45. An attestation commission shall be created to conduct final attestation of students by a higher education institution, under educational programs or areas of training, the rules of procedure and the composition of which shall be determined by the higher institution.

      In accordance with the Rules for ongoing monitoring of progress, intermediate and final attestation of students, approved in accordance with subparagraph 5) of Article 5-1 of the Law "On Education”, the State Attestation Commission shall be established in military special educational institutions for conducting final attestation of students.

      46. ​​The competence of the attestation commission shall include:

      1) checking the level of compliance with the theoretical and practical training of graduates, the established requirements of educational programs;

      2) awarding bachelor’s degree, master’s degree to graduates in a relevant educational program;

      3) development of proposals aimed at further improving the quality of training.

      47. Retake of a comprehensive exam or defense of a thesis (project), master's thesis (project) in order to increase a positive assessment shall be prohibited.

      48. Retake of a comprehensive exam, as well as re-defense of the thesis (project), master's thesis to persons who received a rating of "unsatisfactory", shall be prohibited in the period of final attestation.

      49. A student who has received an “unsatisfactory” grade according to final attestation shall be expelled from the university by the order of the first head as “not fulfilling the requirements of the educational program” and “not having defended thesis (project), or master's thesis (project)” or “not having passed a comprehensive exam”.

      In MSEI, a student who has received an “unsatisfactory” grade for final attestation shall be expelled from the HEI as “not fulfilling the requirements of the educational program” and “not having defended a thesis (project), or master's thesis (project)” or “not having passed a comprehensive exam” in accordance with Laws of the Republic of Kazakhstan "On Military Service and Status of Military Personnel" dated February 16, 2012, "On Special State Bodies of the Republic of Kazakhstan" dated February 13, 2012, "On Internal Affairs Bodies of the Republic of Kazakhstan" dated April 23, 2014.

      50. A student who passes the final attestation and confirms that he/she has mastered the educational program of higher and (or) postgraduate education, by the decision of the attestation commission shall be awarded the degree of "bachelor" or "master" or shall be given the qualification of the corresponding educational program and shall be given free of charge a diploma with a diploma supplement for five days from the date of issuance of the order on graduation.

      The Diploma Supplement (transcript) shall contain the latest grades pursuant to the point-rating alphabetic grading system for all academic disciplines, completed coursework (projects), research or experimental research, types of professional practices, final attestation with an indication of their amount in academic credits and hours.

      51. HEI shall approve the forms and requirements for filling out the documents on the formation of their own sample.

      In universities, created in the form of the NCJSC, approval of the form and requirements for filling out documents on the formation of its own sample shall belong to the exclusive competence of the Board of Directors.

      52. A student who has passed the exams with grades A, A- “excellent”, B-, B, B +, C + “good” and having an average grade point achievement (GPA) of not less than 3.5, as well as those, who passed a comprehensive exam or defended a thesis (project) with grades A, A- "excellent"; shall be issued a diploma with honors (without taking into account the grades for additional types of studies).

      53. The organization and conduct of doctoral dissertation defense shall be carried out in accordance with the Rules for the award of scientific degrees approved by Order No. 127 of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 (registered in the Register of State Registration of Regulatory Legal Acts under No. 6951).

      54. The list of graduates who have completed higher education programs and (or) postgraduate education, indicating their last name, first name and patronymic (if any), educational programs and graduation numbers, signed by the first head of the educational organization, shall be submitted to the authorized educational authority, within a month after the publication of the relevant order, and shall also be posted on the website of the university.

      55. The university shall provide employment to at least 50% of graduates in terms of direction of the personnel training during the calendar year.

      56. The educational activities of the university shall be an integral part of the educational process and shall be aimed at the formation of patriotism, citizenship, internationalism, conscience and morality, legal culture, interfaith tolerance, as well as the development of diverse interests and abilities of students.

      Educational work in the MSCI shall include additional types of work, defined by the Rules for military, special educational institutions, approved in accordance with subparagraph 3) of Article 5-1 of the Law "On Education".

      57. Educational activities shall be carried out on the basis of mutual respect for the human dignity of students and faculty members.

      Educational work in the HEI shall be carried out on the basis of the values ​​of Kazakhstani identity and unity, spiritual and moral values of the "Ruhani Zhangyru" social consciousness modernization program, the formation of a healthy lifestyle culture and "zero tolerance" to the corruption.

      The HEI shall ensure the functioning of student government bodies created by students on a voluntary basis. Student self-government bodies shall elect from among the students a chairperson and a vice-chairperson and shall be allowed to participate in meetings of the collegial management bodies of the university when discussing issues relating to students' interests.

      58. Research work in HEI in accordance with their types of activity shall include:

      1) conducting fundamental, applied, search (initiative) research, development, including in innovative areas;

      2) implementation of research pursuant to the order, contract with the third-party organizations;

      3) organization of research work of students, undergraduates and doctoral students;

      4) development and implementation of innovative learning technologies and research results in the educational process and production;

      5) formation of an innovative research infrastructure, creation and implementation of a mechanism for the commercialization of scientific research, with the exception of a higher educational institution;

      6) protection of intellectual property and copyright of researchers and developers.

      59. International cooperation of the HEI shall be carried out on the basis of the Legislation of the Republic of Kazakhstan and international treaties of the Republic of Kazakhstan.

      Higher educational institutions shall establish direct relations with foreign organizations of education, science and culture, international organizations and foundations, shall conclude bilateral and multilateral cooperation agreements, shall participate in the international exchange programs for students, teaching and research workers, train foreign citizens, shall join the international non-governmental organizations (associations) in the field of education.

      At the same time, the HEI shall coordinate the issue of opening foreign structural units (institutes, centers, departments), which activities are aimed at familiarizing with the culture, customs, traditions and learning the language of a foreign state with the authorized body in the field of education.

      Upon the request of the authorized body in the field of education, the HEI shall send reports on implementation of international cooperation and the activities of foreign structural divisions (institutes, centers, departments) established under it.

      The MSEI shall conclude bilateral and multilateral cooperation agreements with foreign organizations, shall participate in international exchange programs for students, teachers and researchers, shall join the international non-governmental organizations (associations) in the field of education in consultation with the appropriate authorized state body.

      60. The MSEI in accordance with international treaties and contracts shall carry out training of specialists from among foreign citizens.

      61. Provision of the HEI with information resources shall be a prerequisite for the implementation of educational activities.

      62. Library fund shall be an integral part of information resources and shall include educational, methodological and scientific literature.

      HEI shall provide students with educational and methodological literature and (or) electronic resources in accordance with educational programs.

      63. A high-tech information and educational environment shall be created at HEI, including a website, an information and educational portal, an automated system for providing credit technology for education, a set of information and educational resources located in the local networks of the university, and an extensive computer network with broadband and high-speed access to the Internet.

      64. A prerequisite shall be the availability of an appropriate classroom and laboratory base, classrooms, production workshops, polygons, sports halls and premises that provide for the educational activities of the university and its ownership, economic management or operational management.

      65. The sources of financial resources shall be budgetary and extra-budgetary funds received from implementation of activities in accordance with the current legislation of the Republic of Kazakhstan.

      66. The university shall spend budget funds allocated in the volume of the state educational order, and extrabudgetary funds in the manner prescribed by the current Law.

|  |  |
| --- | --- |
|  | Annex 1 to Standard Rules for the activities of the organizations of highest and (or) postgraduate education |

**Grade-rating letter system for assessing the students educational achievements with**  
**their transfer to the traditional grading scale and ECTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade by the letter system | Numeric equivalent | Grades(in %) | Evaluation by the traditional system | |
| А | 4.0 | 95-100 | Excellent | |
| А- | 3.67 | 90-94 |
| В+ | 3.33 | 85-89 | Good | |
| В | 3.0 | 80-84 |
| В- | 2.67 | 75-79 |
| С+ | 2.33 | 70-74 |
| С | 2.0 | 65-69 | Satisfactory | |
| С- | 1.67 | 60-64 |
| D+ | 1.33 | 55-59 |
| D- | 1.0 | 50-54 |
| FX | 0.5 | 25-49 | Unsatisfactory | |
| F | 0 | 0-24 |
|  | | | | Annex 2 to Standard Rules for the activities of the organizations of the highest | |
|  | | | | and (or) postgraduate education | |

**Grade -rating alphabetic system for educational achievements evaluation of students in**  
**foreign languages in accordance with the level Standard and transfer to the ECC and the**  
**traditional grading scale**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Level and description of language proficiency in Common European Framework of Reference (hereinafter - CEFR) | Grade by the letter system | ECTS grade | | Numeric equivalent | Grades(in %) | Traditional scale grading system |
| А1 | А | А | | 4.0 | 95-100 | Excellent |
| А- | 3.67 | 90-94 |
| В+ | В | | 3.33 | 85-89 | Good |
| В | С | | 3.0 | 80-84 | Good |
| В- | 2.67 | 75-79 |
| С+ | 2.33 | 70-74 |
| С | D | | 2.0 | 65-69 | Satisfactory |
| С- | 1.67 | 60-64 |
| D+ | 1.33 | 55-59 |
| D | E | | 1.0 | 50-54 | Satisfactory |
| F | FX, F | | 0 | 0-49 | Unsatisfactory |
| Level and description of language proficiency in Common European Framework of Reference (hereinafter - CEFR) | Grade by the letter system | ECTS grade | | Numeric equivalent | Grades(in %) | Traditional scale grading system |
| А2 | А | А | | 4.0 | 95-100 | Excellent |
| А- | 3.67 | 90-94 |
| В+ | В | | 3.33 | 85-89 | Good |
| В | С | | 3.0 | 80-84 | Good |
| В- | 2.67 | 75-79 |
| С+ | 2.33 | 70-74 |
| С | D | | 2.0 | 65-69 | Satisfactory |
| С- | 1.67 | 60-64 |
| D+ | 1.33 | 55-59 |
| D | E | | 1.0 | 50-54 | Satisfactory |
| F | FX, F | | 0 | 0-49 | Unsatisfactory |
| Level and description of language proficiency in Common European Framework of Reference (hereinafter - CEFR) | Grade by the letter system | ECTS grade | | Numeric equivalent of grades | Grades(in %) | Traditional scale grading system |
| В1 | А | А | | 4.0 | 95-100 | Excellent |
| А- | 3.67 | 90-94 |
| В+ | В | | 3.33 | 85-89 | Good |
| В | С | | 3.0 | 80-84 | Good |
| В- | 2.67 | 75-79 |
| С+ | 2.33 | 70-74 |
| С | D | | 2.0 | 65-69 | Satisfactory |
| С- | 1.67 | 60-64 |
| D+ | 1.33 | 55-59 |
| D | E | | 1.0 | 50-54 | Satisfactory |
| F | FX, F | | 0 | 0-49 | Unsatisfactory |
| Level and description of language proficiency in Common European Framework of Reference (hereinafter - CEFR) | Grade by the letter system | ECTS grade | | Numeric equivalent of grades | Grades(in %) | Traditional scale grading system |
| В2 | А | А | | 4.0 | 95-100 | Excellent |
| А- | 3.67 | 90-94 |
| В+ | В | | 3.33 | 85-89 | Good |
| В | С | | 3.0 | 80-84 | Good |
| В- | 2.67 | 75-79 |
| С+ | 2.33 | 70-74 |
| С | D | | 2.0 | 65-69 | Satisfactory |
| С- | 1.67 | 60-64 |
| D+ | 1.33 | 55-59 |
| D | E | | 1.0 | 50-54 | Satisfactory |
| F | FX, F | | 0 | 0-49 | Unsatisfactory |
| Level and description of language proficiency in Common European Framework of Reference (hereinafter – CEFR) | Grade by the letter system | ECTS grade | | Numeric equivalent | Grades(in %) | Traditional scale grading system |
| С1 | А | А | | 4.0 | 95-100 | Excellent |
| А- | 3.67 | 90-94 |
| В+ | В | | 3.33 | 85-89 | Good |
| В | С | | 3.0 | 80-84 | Good |
| В- | 2.67 | 75-79 |
| С+ | 2.33 | 70-74 |
| С | D | | 2.0 | 65-69 | Satisfactory |
| С- | 1.67 | 60-64 |
| D+ | 1.33 | 55-59 |
| D | E | | 1.0 | 50-54 | Satisfactory |
| F | FX, F | | 0 | 0-49 | Unsatisfactory |
| Level and description of language proficiency in Common European Framework of Reference (hereinafter - CEFR) | Grade by the letter system | ECTS grade | | Numeric equivalent | Grades(in %) | Traditional scale grading system |
| С2 | А | А | | 4.0 | 95-100 | Excellent |
| А- | 3.67 | 90-94 |
| В+ | В | | 3.33 | 85-89 | Good |
| В | С | | 3.0 | 80-84 | Good |
| В- | 2.67 | 75-79 |
| С+ | 2.33 | 70-74 |
| С | D | | 2.0 | 65-69 | Satisfactory |
| С- | 1.67 | 60-64 |
| D+ | 1.33 | 55-59 |
| D | E | | 1.0 | 50-54 | Satisfactory |
| F | FX, F | | 0 | 0-49 | Unsatisfactory |
|  | | | Annex 6 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, | | | | |

**Standard Rules for the activities of specialized educational organizations**  
**Chapter 1. General Provisions**

      1. These Standard Rules for the activities of specialized educational organizations (hereinafter referred to as the Rules) are developed in accordance with sub-paragraph 11-1) of Article 5 with the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" (hereinafter - the Law "On Education") and determine the procedure for the activities of specialized educational organizations, regardless of their form of incorporation and departmental subordination.

      2. A specialized organization of education shall implement the education by the Standard Standard curricula of specialized type.

      3. The specialized education organization shall carry out its activities in accordance with the Constitution of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan, as well as these Rules and the Charter developed on their basis. The charter shall be developed by a specialized education organization.

      4. The purpose of specialized educational organizations shall be to provide conditions for development of a competitive personality and functional literacy of gifted children who are ready to be self-actualized in the dynamically developing environment.

      5. The objectives of specialized educational organizations shall be:

      1) implementation of advanced education;

      2) preservation and enhancement of the intellectual potential of the country;

      3) ensuring the individualized nature of gifted children education and the qualitative mastering by students the specialized Standard curricula;

      4) improving the skills of independent, project and research activities of gifted children;

      5) formation of socially active personality of a citizen and patriot, possessing a sense of national pride, civic dignity, love for the Fatherland, and his/her nation.

      6. A specialized educational organization shall have the following areas: natural-mathematical, social-humanitarian, economic, technological, musical, choreographic, artistic and aesthetic, military, sports.

**Chapter 2. Standard operating rocedures for the activities of specialized**  
**educational organizations**

      7. The creation of specialized educational organizations shall be carried out in accordance with subparagraph 6) of Article 6 of the Law "On Education".

      8. Educational organizations that implement specialized Standard curricula, regardless of departmental affiliation and forms of ownership, shall operate on the basis of the license issued in accordance with Article 57 of the Law "On Education".

      9. For implementation of the activities of specialized educational organizations, it shall be necessary to have highly qualified personnel, the necessary material and technical base and corresponding educational and methodological support, and scientific support of the educational process. For education of children with special educational needs, the necessary conditions shall be created according to their individual needs.

      10. The procedure for admission to specialized educational organizations shall be established in accordance with the Standard Rules for admission to educational institutions implementing curricula for primary, basic secondary and general secondary education approved by subparagraph 11) of Article 5 of the Law "On Education".

      11. Organization of the educational process in a specialized educational organization shall be carried out according to standard curricula, developed on the basis of standard curricula for specialized educational organizations.

      12. The specialized educational organization shall carry out the development of a working curriculum and specialized standard Standard curricula independently.

      13. The specialized educational organization shall determine the areas of knowledge within the core subjects, as well as applied courses and electives in accordance with the needs of students and capabilities of human resources.

      14. The number of classes-sets of specialized educational organizations at each level and students in classes shall be formed under appropriate conditions.

      15. When studying Kazakh (for classes with Russian language of instruction) and Russian (for classes with Kazakh language of instruction) languages, the basics of computer technology, rhythmics, choreography, music, physical education, technology, artistic disciplines, as well as conducting laboratory, practical work on specialized subjects, a division of classes into 2 groups shall be allowed, when studying foreign languages ​​and subjects in a foreign language - into 3 groups.

      16. At the level of general secondary education, when studying elective subjects (advanced level) in a foreign language, the division of classes shall be allowed into 2-3 subgroups.

      17. The implementation of profile differentiation at the level of general secondary education through the system of additional class division, flexible variable timetable, system of division into levels, consultations and electives shall require the work of the specialized educational organization in full-day mode.

      18. The schedule of classes in the specialized educational organizations shall provide a break of sufficient duration for the nutrition and active recreation of students and pupils.

      19. Educational organizations, regardless of departmental subordination and form of incorporation , implementing specialized standard Standard curricula, shall provide development of patriotic education, tolerance of others, business communication skills, food culture, including promotion of balanced healthy eating and consumption natural and fresh products.

      20. The specialized educational organization shall provide automated exchange of information and updating of data with the information system of the authorized body in the field of education.

      The specialized organization of education shall ensure the approval of the regulation of information interaction with the information system of the authorized body in the field of education.

      21. The management of a specialized educational organization shall be carried out in accordance with the Legislation of the Republic of Kazakhstan, these Rules, the Charter and the constituent documents of the specialized educational organization.

      22. The forms of collegial management of a specialized educational organization shall be pedagogical, educational and methodological, and trustee Councils.

      23. The direct management shall be carried out by the head appointed in accordance with subparagraph 3) of Article 44 of the Law "On Education" and in consultation with the board of trustees.

      24. The responsibility of the head of the specialized educational organization shall be carried out in accordance with subparagraph 3) of Article 45 of the Law "On Education".

      25. The head of the specialized educational organization shall pass attestation in accordance with subparagraph 5) of Article 44 of the Law "On Education".

      26. On the issues of the organization of material and technical support and staffing, the educational process, the specialized educational organization shall interact with higher educational organizations and scientific institutions on a contractual basis, which correspond to its field of activities.

      27. Financing of specialized educational organizations shall be carried out in accordance with Article 62 of the Law "On Education".

      28. Financing of the activities of the specialized educational organization shall be carried out by:

      1) state budget funds - local and republican;

      2) funds received from the provision of paid educational services and other activities in accordance with Article 63 of the Law "On Education".

      29. The specialized education organization shall participate in international activities through the authorized and local executive bodies in the field of education, as well as upon its own initiative at the expense of extra-budgetary funds.

      30. The specialized education organization shall carry out international training, internship, exchange of experience, participation in seminars, conferences, olympiads, competitions.

      31. The reorganization and liquidation of the specialized educational organization shall be carried out in accordance with subparagraph 6) of Article 6 of the Law "On Education".

|  |  |
| --- | --- |
|  | Annex 7 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, |

**Standard Rules for the activities of special educational organizations**  
**Chapter 1. General Provisions**

      1. These Standard Rules for the activities of special education organizations (hereinafter referred to as the Rules) are developed in accordance with Sub-paragraph 11-1) of Article 5 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" (hereinafter - the Law "On Education"), dated July 11, 2002 of the year "On Social and Medical-Pedagogical Correctional Support for Children with Disabilities" and determine the standard operating procedures for special educational organizations, regardless of their form of incorporation.

      2. Special educational organizations in their activities shall be guided by the Constitution of the Republic of Kazakhstan, the Law "On Education", these Rules, and other regulatory legal acts.

      The State shall provide special conditions for persons with special educational needs for their education, correction of developmental disorders and social adaptation.

      3. Special educational institutions shall include:

      1) educational organizations implementing special educational programs developed on the basis of general educational curricula of pre-school education and upbringing, primary, basic secondary, general secondary education, technical and vocational educational programs, post-secondary education in accordance with the state compulsory education standard (hereinafter - SCES) in accordance with subparagraph 5-1) of Article 5 of the Law "On Education";

      2) organizations implementing special training programs aimed at conducting correctional, individual, group and subgroup developmental occupations (rooms for psychological and pedagogical correction, rehabilitation centers);

      3) organizations implementing special educational diagnostic programs in order to determine special educational needs for the development of educational programs, as well as to determine the type of special educational curricula and referrals to educational organization (psychological-medical-and pedagogical consultations (hereinafter referred to as PMPC).

      4. Special organizations of education, solving tasks jointly with general education organizations, at the same time shall carry out specific, aimed at restoring lost functions, correcting primary and secondary disorders, developing functions of safe analyzers.

      5. The special organization of education shall ensure the automated exchange of information and the updating of data with the information system of the authorized body in the field of education.

      The special organization of education shall ensure the approval of the regulation of information interaction with the information system of the authorized body in the field of education.

**Chapter 2. Standard operating procedures for the activities of special**  
**educational organizations**

      6. A special educational organization shall be an independent legal entity and shall be created in accordance with subparagraph 6) of Article 6 of the Law "On Education".

      7. In the classes of special organizations of secondary education, where children are taught with intact intellect, educational activities shall be implemented by teachers who have diplomas of pedagogical education pursuant to profile.

      Teachers who have special pedagogical education diplomas shall implement educational activities in classes where children are taught with intellectual disabilities.

      All classes of the correctional component shall be conducted by teachers who have special pedagogical education diplomas and shall be certified in accordance with subparagraph 6) of paragraph 3) of Article 51 of the Law "On Education".

      Teachers of special boarding schools shall have a pedagogical education.

      8. Educational activities of special educational organizations (groups) shall be implemented on the basis of typical special educational programs and standard educational plans for special educational organizations.

      9. On the basis of typical special educational programs and curricula, each organization shall develop work plans and programs taking into account the specifics of the work of the special educational organization, as well as the features of students and pupils development, determined by the recommendations of the PMPC in accordance with order of the Minister of Education and Science of the Republic of Kazakhstan No. 500 dated November 8, 2012 "On Approval of Standard Curricula for Primary, Basic Secondary, General Secondary Education of the Republic of Kazakhstan" (registered in the Register of State Registration of Normative Legal Acts under the number 8170).

      Working, training, individual plans and programs shall be reviewed at the pedagogical council and approved by the head of the organization in coordination with the education management body.

      10. The organization of the educational process shall be carried out according to the curriculum, special educational programs and shall be governed by the annual calendar curriculum and the schedule of classes.

      Taking into account the needs and abilities of the student, special and general educational curricula shall be mastered in special organizations and organizations of secondary education in the form of distance learning, as well as external studies with permission issued by the local executive body of the region, the city of republican significance, the capital.

      The combination of education at home, free attendance, individual forms of education shall be allowed as well.

      11. If necessary, teachers of special educational organizations, shall hold consultations for legal representatives on the issues of organization of correctional classes for children during holidays.

      12. When conducting optional classes on social and household orientation, the class shall be divided into two groups.

      When organizing socially useful productive work, starting from the 5th grade, the class shall be divided into groups according to the profiles of the labor preparation of students.

      Students shall be divided into two groups for classes on professional-labor training from the fifth grade, and for mentally retarded children - from the fourth grade.

      The recruitment of groups by type of work shall be carried out on the basis of the recommendations of the doctor, taking into account the psychophysical state and possibilities of the students.

      13. The schedule of classes shall be developed by the administration and approved by the head of the special educational organization.

      14. The schedule of lessons and classes shall indicate the daily number, duration and sequence of training and individual remedial classes.

      The duration of classes and lessons shall correspond to the established norms and shall be started not earlier than 8 a.m.

      15. The educational process shall be carried out on the basis of principles of differentiated and individual approach, determined by the data of the psychological, medical, pedagogical and clinical study of the child.

      A systematic study of the features of speech, attention, children's performance, the dynamics of their development, the identification of actual knowledge of students, the possibilities and characteristics of their learning of educational material shall be carried out to determine the prospects for the development of the student and the choice of means of remedial work.

      16. The duration of the school week shall be set by the pedagogical council upon consultation with the relevant education management body and shall be enshrined in the Charter.

      17. Group and individual correctional classes shall be held in a special organization (by defectologist, teacher of mentally handicapped children, teacher of children with hearing impairment, teacher of children with visual impairment, speech therapist) in order to overcome the existing developmental abnormalities of students (pupils).

      18. The pedagogical council of the special educational organization, which implements special curricula developed on the basis of general educational curricula of pre-school education and upbringing, primary, basic secondary, general secondary education, technical and vocational educational programs, post-secondary education, shall approve individual training programs and curricula as for students who have learning difficulties, and for the most capable children in the framework of GOSO (State Compulsory Educational Standard).

      19. Labor training in a special organization of education that implements special educational programs, developed on the basis of general educational curricula of pre-school education and upbringing , primary, basic secondary, general secondary education, technical and vocational, post-secondary educational programs in accordance with GOSO, shall be carried according to the regional, local conditions, focused on the need for workers, and taking into account the individual characteristics of psychophysical development, health, opportunities of pupils, as well as the interests of their legal representatives on the basis of choice of the profile of work, which includes the training of a pupil for individual labor activity.

      20. Sending children to special educational organizations shall be carried out only with the consent of legal representatives and according to the opinion of the PMPC.

      Transfer of the student (pupils) to the special class (group) of the special pre-school and special education organization shall be provided with the consent of their legal representatives on the basis of the conclusion of the PMPC only after the first year of study and upbringing in the special education organization.

      Classes (groups) for students (pupils) with a complex defect structure shall be compiled in a special educational organization as such pupils are identified in the course of psychological, medical and pedagogical observation in the context of educational process.

      21. The transfer of students (pupil) from a special educational organization to another educational organization shall be carried out by educational authorities on the basis of the opinion of the primary school with the consent of the legal representatives of the child.

      22. Graduates of special educational organizations implementing special curricula developed on the basis of general educational curricula of primary, basic secondary, general secondary education, who have achieved particular success in mastering curricula shall receive certificates of education with distinction.

      Graduates with intellectual disabilities shall be issued a document on education of an appropriate level of education in accordance with the types and forms of state-issued education documents and the Rules for issuing them, approved by order No. 39 of the Minister of Education and Science dated January 28, 2015 On Approving Types and Forms of Academic State Recognized Certificates and the Rules for Their Issuance"(registered in the Register of State Registration of Regulatory Legal Acts under the number 10348).

      23. The procedure for recruiting the staff of a special educational organization shall be governed by its Charter and in accordance with Decree of the Government of the Republic of Kazakhstan No. 77 of 30 January 2008 “On Approval of the Standard Staffing of Employees of State Educational Organizations and the List of Teaching Staff Positions and Persons Equated to Them”

      24. Regulatory workload for teachers of special educational organizations:

      primary, basic and general secondary education levels shall be 18 hours per week, for nurturer - 25 hours;

      preschool organizations and preschool classes - 24 hours per week.

      psychological and pedagogical correction rooms, rehabilitation centers - 18 hours;

      pre-school organizations and pre-school classes of PMPC - 24 hours a week; for managers and medical statisticians of PMPC - 30 hours.

      For teachers, the volume of study load established for the current year shall not be changed until the end of this year upon the initiative of the administration.

      25. Medical support in a special educational organization shall be carried out by medical workers who are responsible for protecting the health of students (pupils) and strengthening their psychophysical condition, screening, taking preventive measures and monitoring the observance of sanitary and anti-epidemic regime, organizing physical education and hardening, nutrition, including diet together with the administration of the special organization.  
 26. Medical workers shall assist teachers in organizing an individual and differentiated approach to students (pupils) taking into account the health and characteristics of their development, shall give recommendations on medical and pedagogical correction, selection of a profile of occupational training, vocational guidance, employment, to the legal representatives on the need to observe protective regimen at home for disease prevention.

      27. Medical and physiotherapeutic treatment, climate therapy and hardening, therapeutic physical training, massage and psychotherapy shall be carried out in special educational institutions.

      28. The head of the educational organization shall be appointed and dismissed in accordance with subparagraph 3) of Article 44 of the Law "On Education".

      29. The responsibility of the head of the educational organization shall be carried out in accordance with subparagraph 3) of Article 45 of the Law "On Education".

      30. Collective management bodies shall be created in educational organizations. Forms of collegial management of the organization of education shall be pedagogical, trustee and methodological Councils.

      31. Special educational organizations shall be independent in implementation of the educational process, selection and placement of personnel, scientific, financial, economic and other activities within the standards established in Article 43 of the Law "On Education".

      32. Financing of special educational organizations shall be carried out in accordance with Article 62 of the Law "On Education".

      33. Special educational organizations, depending on the local conditions, shall create subsidiary farms, educational and experimental areas, and training workshops.

      34. The creation, reorganization and liquidation of a special educational organization shall be carried out in accordance with subparagraph 6) of Article 6 of the Law "On Education".

|  |  |
| --- | --- |
|  | Annex 8 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan |
|  | of October 30, 2018, |

**Standard Rules for the activities of educational organizations for orphans and children**  
**left without parental care**  
**Chapter 1. General Provisions**

      1. These Standard Rules for the activities of educational organizations for orphans and children left without parental care (legal representatives) (hereinafter - the Rules) are developed in accordance with subparagraph 11-1) of Article 5 by the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education "(hereinafter - the Law" On Education ") and regulate the activities of educational organizations for orphans and children left without parental care (legal representatives), regardless of the form of ownership and departmental subordination.

      2. Educational organizations for orphans and children left without parental care (legal representatives), (hereinafter referred to as educational organization) shall be organizations of the educational system, where favorable conditions are created for upbringing, education with provision of accommodation for orphans and children left without parental care.

      3. Orphans and children left without parental care, studying and (or) brought up in the state educational organizations, shall be kept in full state support.

      4. The educational organization shall carry out its activities in accordance with the Constitution of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan "On Education", dated August 8, 2002 "On the Rights of the Child in the Republic of Kazakhstan" (hereinafter - the Law "On the Rights of the Child"), these Rules and the Charter of the educational organization, other regulatory legal acts.

      5 The organization of education shall be a legal entity, shall have separate property, and the forms of established sample.

      The organization of education shall independently develop an educational program in accordance with the psycho-physiological characteristics of pupils, the requirements of health protection, and the protection of the rights and interests of orphans and children left without parental care.

      The educational organization shall work to form nutrition culture among students, including through promotion of a balanced healthy diet and consumption of natural and fresh foods.

      6. Organizations of education shall be created depending on the specific tasks and requirements for the features of maintenance, upbringing and education of children, mode of activities:

      1) for children of preschool age;

      2) for children of school age;

      3) for children of early, preschool and school age.

      7. In educational organizations, there shall be mixed-aged and even-aged educational groups.

      8. Medical services in the organization of education shall be carried out by the medical personnel who ensure the health of children, strengthen their psychophysical condition, provided preventive measures, comply with the requirements of the legislation of the Republic of Kazakhstan in the field of sanitary and epidemiological well-being of the population jointly with administration of the organization and territorial organizations of the health care system.

      9. Control over the activities of educational organizations shall be carried out in accordance with the Code of the Republic of Kazakhstan of December 26, 2011 "On Marriage (Matrimony) and Family", the Entrepreneurship Code of the Republic of Kazakhstan of October 29, 2015, the laws of the Republic of Kazakhstan "On Education", "On the Rights of the Child ", by order No. 611 of the Minister of Health of the Republic of Kazakhstan dated August 16, 2017 " On Approval of the Sanitary Rules "Sanitary and Epidemiological Requirements for Educational Facilities" (registered in the Register of State Registration of Regulatory Legal Acts under No. 15681).

**Chapter 2. Standard operating procedures for the activities of educational organizations**  
**for orphans and children left without parental care**

      10. The organization of education shall accept children from birth to 18 years of age (to the youth centers - graduates of orphanages, children's villages and boarding schools for orphans and children left without parental care, and up to 23 years old) throughout the entire calendar year. :

      1) orphans;

      2) children who were left without care of the sole or both parents due to restriction or deprivation of their parental rights, recognition of parents as missing, declaring them dead, declaring incompetent (partially capable), serving the sentence by parents in places of deprivation of liberty, evading parents from upbringing their children or protection of their rights and interests, including the refusal of parents to take their child from an educational or medical institution, as well as in other cases of lack of parental care.

      11. Children - members of one family or who are related to each other shall be sent to the same educational organization, except for cases when, for medical reasons or for other reasons, the upbringing and education of these children are carried out separately in accordance with the Law “On the Rights of the Child”.

      12. The following documents shall be provided for each child sent to the organization of education by the bodies performing guardianship or trusteeship functions:

      1) the decision of local executive bodies to send to the organization of education;

      2) birth certificate (ID);

      3) medical records on the state of health and vaccinations;

      4) educational documents (for school-age children);

      5) the act of examining the child’s living conditions;

      6) information about parents (copies of parents' death certificates, court decision (about restricting or depriving parents of parental rights, recognizing parents as missing, declaring them dead or declaring them incapable (partially capable)), certificate of illness, certificate for search of parents and other documents confirming the absence of parents or impossibility of raising children by them);

      7) certificate of availability and residence of close relatives;

      8) an inventory of property remaining after the parents death, information about the persons responsible for its safety;

      9) documents confirming the living space for minors;

      10) a copy of the agreement on opening a personal account in the name of the child receiving social benefits, a copy of the court decision on recovery of alimony (when the parent or the person replacing them receive them).

      13. The educational process in general education schools shall be carried out in accordance with order No. 500 of the Minister of Education and Science of the Republic of Kazakhstan dated November 8, 2012 "On Approval of Standard Standard Curricula for Primary, Basic Secondary and General Secondary Education of the Republic of Kazakhstan" (registered in the Register of State Registration of Regulatory Legal Acts under number 8170).

      Educational work in the organization of education shall be carried out taking into account the interests, aptitudes and psychophysical characteristics of pupils on the principles of cooperation between children and adults.

      Local executive bodies shall provide training pupils of schooling age in educational organization, which does not have a school, in a general education school of the respective settlements.

      14. Various clubs, sections, circles, studios shall be created in the organization of education, aimed at the formation of patriotism, citizenship, internationalism, high morality and ethics, as well as the development of diverse interests and abilities of pupils.

      The organization of education shall ensure that pupils attend study groups, sections in a comprehensive school, palaces and homes of schoolchildren, stations of young technicians and young naturalists, sports and music schools, and out-of-school organizations.

      15. The pre-school department (group) shall be created in the organization of education in order to preserve kinship relations of children of preschool and school age.

      16. The pre-school department (groups) in its activities shall be guided by the Standard Rules for the activities of pre-school organizations and these Rules.

      17. Upbringing, training and the day regimen of pupils of pre-school age shall be carried out in accordance with the state compulsory standard of pre-school education and upbringing in accordance with subparagraph 5-1) of Article 5 of the Law "On Education".

      18. During their stay in the educational organization each pupil shall be guaranteed:

      1) protection of his/her life and health;

      2) protection of his/her dignity;

      3) protection against all forms of physical, moral or mental violence;

      4) development of his/her creative abilities and interests;

      5) obtaining qualified assistance in correcting existing deficiencies in development;

      6) obtaining additional educational and health services according to his/her inclinations, abilities, desires and state of health.

      19. When transferring from one educational organization to another or graduating, the following shall be issued to a graduate:

      1) birth certificate (ID);

      2) certificate of stay in the organization of education;

      3) health and vaccination certificate;

      4) education certificate;

      5) document containing information about parents or relatives;

      6) documents confirming his/her rights to property, cash, living space, previously occupied by him/her or his/her parents, a copy of the contract for opening a personal account, a writ of execution for collecting alimony and other documents, if any, were in the personal file.

      20. Class of graduates of educational organizations shall be carried out by decision of the pedagogical council of the organization, in its absence - by decision of the organization administration.

      21. Forms of collegial management of an educational organization shall be pedagogical, methodological and trustee Councils.

      22. The responsibility of the head of the educational organization for orphans and children left without parental care shall be carried out in accordance with paragraph 3 of Article 45 of the Law "On Education".

      23. Professional development of managers, teachers of educational organizations shall be carried out at least once every five years in accordance with subparagraph 6) paragraph 2) of Article 51 of the Law "On Education".

      24. Recruitment of personnel of educational organizations shall be regulated in accordance with Decree of the Government of the Republic of Kazakhstan No. 77 of January 30, 2008 "On Approval of the Standard Staffing of State Educational Organizations and the List of Positions of Teaching Staff and Persons Equated to Them".

      25. The organization of education, depending on local conditions, shall create educational facilities, training and experimental sites, training workshops.

      26. The state educational organization for orphans and children left without parental care shall be funded from the local budget.

      27. The organization of education shall provide an automated exchange of information and updating of data with the information system of the authorized body in the field of education.

      The organization of education ensures the approval of the Rules of information interaction with the information system of the authorized body in the field of education.

      28. The creation, reorganization and liquidation of educational organizations shall be carried out in accordance with subparagraph 6) of Article 6 of the Law "On Education".

|  |  |
| --- | --- |
|  | Annex 9 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, |

**Standard Standard Rules for the activities of the organizations of**  
**additional education for children**  
**1. General Provisions**

      1. These Standard Rules for the activities of organizations of additional education for children (hereinafter referred to as the Rules) are developed in accordance with subparagraph 11-1) of Article 5 by the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" (hereinafter - the Law "On Education"), determine the standard operating procedures for the organizations of additional education for children.

      2. Educational organizations that implement educational programs of additional education for children (hereinafter - the organization of additional education for children), in their activities shall be guided by the Legislation in the field of education, these Rules, the Charter of the organization of additional education for children, the Legislation of the Republic of Kazakhstan in the field of sanitary and epidemiological well-being of population, as well as other regulatory legal acts.

      3. In the organizations of additional education for children, educational programs of additional education shall be implemented in order to meet all the educational and cultural needs of students in accordance with Article 37 of the Law "On Education".

      4. The State shall ensure an accessibility of educational services of the organizations of additional education for children, and special conditions for them in order to receive additional education.

      5. The objectives of the organization of additional education for children shall be:

      1) creation of conditions for obtaining quality additional education, aimed at formation, development and professional development of the individual on the basis of universal human values;

      2) development of intellectual, creative, physical capabilities of the individual, and his/her self-actualization;

      3) formation of principles of morality, healthy lifestyle, ecological culture;

      4) education of citizenship and patriotism, love for their motherland, respect for state symbols and state language, and national traditions;

      5) organization of meaningful leisure.

      6. Educational programs of additional education for children shall be implemented in organizations of secondary education.

**2. Standard operating procedures for the activities of organizations of additional**  
**education for children**

      7. Organization of additional education for children shall be independent in implementation of educational process, selection and placement of personnel, scientific, financial, economic and other activities within the limits established in accordance with Article 43 of the Law "On Education".

      8. The organization of additional education for children shall independently develop educational programs of additional education taking into account the needs of children, the needs of the family, educational organizations, public organizations (including children’s and youth’s), features of the socio-economic development of the region, national-cultural traditions.

      9. Educational activities in the organizations of additional education for children shall be carried out by teachers, methodologists, teachers-organisators and persons equated to them (hereinafter referred to as pedagogical workers), specialists of the corresponding profile.

      10. Professional development of managers and teachers, as well as specialists of the relevant profile of the state organization of additional education for children, shall be carried out at least once every five years.

      11. Forms of collegial management of the organization of additional education for children shall be pedagogical, trustee, methodological Councils. The direct management of the organization of additional education for children shall be carried out by its Head.

      12. Attestation of pedagogical workers of organizations of additional education for children shall be carried out in accordance with subparagraph 6) of paragraph 3) of Article 51 of the Law "On Education".

      13. The state attestation of organizations of additional education for children, regardless of departmental subordination, shall be carried out once every five years in a planned manner by state education authorities in accordance with their competence.

      The first state certification shall be carried out in the newly created organizations of additional education after three years.

      14. The organization of additional education for children provides educational and other services on a paid basis, and manages the income from these activities independently under Article 62 of the Law "On Education".

      15. The educational process during implementation of the educational program of additional education shall be carried out in groups (club, studio, team, circle, theater) according to the interests (hereinafter - associations) of additional education for children.

      16. Children’s activities in the additional education organizations shall be carried out in groups of the same age and mixed- aged according to their interests. The formation of interest associations shall be based on the voluntary choice of children.

|  |  |
| --- | --- |
|  | Annex 10 to Order № 595 of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018, |

**Standard Rules for the activities of organizations of additional education for adults**  
**Chapter 1. General Provisions**

      1. These Standard Rules for the activities of organizations of additional education for adults (hereinafter referred to as the Standard Rules) are developed in accordance with subparagraph 11-1) of Article 5 by the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" (hereinafter - the Law "On Education") and determine the order of activities of educational organizations implementing educational programs for additional education for adults, regardless of their form of ownership.

      2. Additional education for adults shall be carried out by educational organizations, as well as legal entities with structural divisions that implement additional educational programs (hereinafter referred to as educational organizations).

      3. Educational organizations shall carry out their activities in accordance with the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan dated November 23, 2015 (hereinafter referred to as the Labor Code), the Laws of the Republic of Kazakhstan "On Education", dated November 18, 2015 "On Combating Corruption", other regulatory legal acts of the Republic of Kazakhstan regulating educational activities, as well as these Standard Rules and the Charter of the educational organization developed on their basis.

      4. The objectives of educational organizations shall be:

      1) advanced training and retraining of workers, employees, specialists, taking into account the continuous increase in requirements for them due to changes in technology and production;

      2) the deepening and improvement of previously acquired professional knowledge and skills;

      3) expansion of professional opportunities by obtaining additional qualifications due to changes in the structure of the labor market.

**2. Standard operating procedures for the activities of organizations of additional**  
**education for adults**

      5. Educational organizations shall be independent in organizing the educational process, recruitment and placement of personnel, educational and methodical, financial and economic activities, in accordance with Article 43 of the Law "On Education", these Standard Rules and the Charters of organizations.

      6. The basis for the study-educational process shall be planning and accounting of educational, methodical-educational work carried out by the organization.

      7. The educational process of educational organizations shall be carried out in accordance with the curricula and programs. Curricula, programs, and schedules of the educational process shall be approved by the organizations. When teaching persons with disabilities, conditions shall be created according to their individual needs.

      8. The final assessment of the knowledge level of students who have undergone advanced training by the educational programs of additional education for adults shall be carried out by examination boards, the composition of which is approved by the head of the educational organization.

      9. If a student fails to comply with the curriculum requirements and violates the organization’s Charter, he/she shall be expelled by the order of the head of the educational organization.

      10. Professional development and retraining of personnel shall be carried out on the basis of contracts concluded with enterprises (associations), educational organizations, employment agencies, as well as other legal entities and individuals.

      11. Persons who have received additional education for adults shall be issued a certificate of qualifications in the established standard form.

      12. The frequency of professional development by specialists shall be set by the customer, except the cases provided for by the Law.

      13. The pedagogical workers of educational organizations shall include persons engaged in educational activities related to the training and education of students and pupils in educational organizations, as well as other organizations implementing educational programs.

      14. Additional education for adults shall be carried out at the expense of employers or other means not prohibited by the Legislation of the Republic of Kazakhstan, in accordance with the training contract.

      Forms, content, volume of additional education for adults shall be determined by the employer on the basis of existing additional educational programs for the relevant profession.

      Enrollment shall be made by the order of the head of the organization.

      A student shall be given a certificate confirming the duration of his/her stay in this organization for the time of his/her studying.

      15. The procedure for obtaining additional education for adults by the citizens of foreign countries shall be determined by international agreements in accordance with Article 65 of the Law "On Education".

      16. Additional education for adults shall be carried out as at the expense of budget funds and on a fee basis.

      The cost of training on a fee basis shall be determined by the organization of education in accordance with subparagraph 4) of Article 63 of the Law "On Education".

      Additional education of medical and pharmaceutical workers at the expense of budget funds shall be carried out in training organizations that have passed institutional accreditation in the accreditation bodies entered in the register of accreditation bodies.

      17. Trainees of the educational organizations shall:

      1) participate in determining the content of educational programs;

      2) use the existing regulatory and instructive documents, educational and teaching materials necessary for development of additional educational programs, as well as use library and information fund, the services of other units;

      3) take part in conferences and scientific seminars, publish essays, papers and other materials in publications of educational organizations.

      18. Employees undergoing advanced training and retraining shall be provided the guarantees envisaged in the Labor Code, collective and labor contracts.

      19. For employees who attend a refresher course, , an employer shall create conditions for combining work with training, as provided for by the Labor Code, agreements, collective and labor contracts.

      20. The need and volume of advanced training for the functioning and development of an educational organization shall be determined by the employer.

      21. The direct management of the organization of education shall be exercised by its head. The head of the educational organization shall be appointed and dismissed in accordance with subparagraph 3 of article 44 of the Law "On Education".

      22. The head of the organization of additional education for adults shall be responsible in accordance with subparagraph 3 of article 45 of the Law "On Education".

      23. The creation, reorganization and liquidation of educational organizations shall be carried out in accordance with Article 42 of the Law "On Education ".

      24. The organization of additional education for adults shall provide the automatic exchange of information and data updating with the information system of the authorized body in the field of education.

      The organization of additional education for adults shall ensure the approval of these Rules of information interaction with the information system of the authorized body in the field of education.

© 2012. «Institute of legislation and legal information of the Republic of Kazakhstan» of the Ministry of Justice of the Republic of Kazakhstan