

**Educational program in the specialty  
Jurisprudence 7M04217"  
(SGUGSRK 6307) Improving Public Administration  
and public service of the Republic of Kazakhstan  
Syllabus  
Fall semester, 2020 - 2021 academic year**

Discipline's code	Discipline's title	Independent work of students (IWS)	No. of hours per week			Number of credits	Independent work of student with teacher (IWST)
			Lectures (L)	Practical training (PT)	Laboratory (Lab)		
SGUGSRK 6307	Improving Public Administration and public service of the Republic of Kazakhstan	98	15	30	0	5	7

**Academic course information**

Form of education	Type of course	Types of lectures	Types of practical training	Number of IWS	Form of final control
Online education	Elective component (EC) – analytical, applied course	Theoretical, analytical, Problematic, applied lecture	Discussion, tesr, debate	98	Oral exam in the small groups in ZOOM
Lecturer	Baimakhanova D.M., Doctor of Law, Professor of the Department of Theory and History of State and Law, Constitutional and Administrative Law				
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**Academic presentation of the course**

Aim of course	Expected Learning Outcomes (LO) As a result of studying the discipline the undergraduate will be able to:	Indicators of LO achievement (ID) (for each LO at least 2 indicators)
To form in undergraduates the ability to reveal and understand the problems and main trends in creating an	<b>LO1.</b> Demonstrate the knowledge gained in the field of theoretical and methodological foundations of studying the theory and practice of public administration and civil service in the Republic of Kazakhstan	<b>ID 1.1</b> Determine the basic and specific principles and methods of scientific knowledge in the development of the theory of public administration and public service of the Republic of Kazakhstan <b>ID 1.2</b> Argument the historical method of understanding the

<p>effective modern civil service and an actual management structure, as well as the problems of forming a compact and professional administration, concentrated on performing the most important functions of public administration in all spheres of society.</p>		<p>development of public administration and public service in Soviet Kazakhstan and in the sovereign Republic</p>
	<p><b>LO2.</b> To highlight the essence and meaning of the concept and the specifics of the formation and development of public administration in the Republic of Kazakhstan, to analyze the problems and prospects for the development of the newest republican legislation in this area</p>	<p><b>ID 2.1</b> Apply conceptual provisions of the theory of public administration as an employee of a state body  <b>ID 2.2</b> Interpret the provisions of the republican legislation in the field of public administration in specific areas  <b>ID 2.3</b> Analyze the system and methods of legal regulation of public administration in the Republic of Kazakhstan and foreign countries</p>
	<p><b>LO3.</b> Demonstrate an understanding of the specifics and determine the features, concept, theory, legal foundations of the organization, the main trends in the development of civil service in the Republic of Kazakhstan until 2030</p>	<p><b>ID 3.1</b> Classify the main provisions of the theory of civil service, its latest legal foundations and development trends until 2030  <b>ID 3.2</b> To compare the features of the development of legislation on civil service and the practice of its application at different stages of the formation of the institution of civil service in the Republic of Kazakhstan  <b>ID 3.3</b> Differentiate the importance of the principle of meritocracy and integrity for the development of civil service in the Republic of Kazakhstan and foreign countries</p>
	<p><b>LO4.</b> Apply an analysis of the specifics and characteristics, the main trends in the development of the personnel service of state bodies, the problems existing in this area, and the trends in their solution analyze the procedure for entering the civil service, its passage, its termination</p>	<p><b>ID 4.1</b> Illustrate knowledge of the specifics of the activities of the authorized body for civil service affairs in the Republic of Kazakhstan and the personnel service of state bodies  <b>ID 4.2</b> To identify the main problems of entering the civil service, its passage and the development of an official career  <b>ID 4.3</b> Assess the main reasons for the termination of civil service by employees</p>
	<p><b>LO5.</b> Assess the main trends in the implementation in practice of legislative provisions on the legal responsibility of civil servants and problems in this area</p>	<p><b>ID 5.1</b> Develop analytical studies of legislation on the legal responsibility of civil servants  <b>ID 5.2</b> Explain the grounds for legal liability of civil servants  <b>ID 5.3</b> Analyze the relationship between the legal responsibility of civil servants and such a</p>

	<p>phenomenon as corruption</p> <p><b>LO6.</b> Demonstrate the ability to prepare an overview of the results of the course, summarize them in the form of a scientific essay, presentation, review, scientific research and present argumentation</p>	<p><b>ID 6.1</b> Assess the problems and prospects for the development of public administration and civil service in the Republic of Kazakhstan</p> <p><b>ID 6.2</b> Justify proposals for solving specific problems</p> <p><b>ID 6.3</b> To assess the ongoing research in this area in the Republic of Kazakhstan and foreign countries</p>
<b>Prerequisites</b>	<p>TGP 1201 Theory of State and Law</p> <p>KPRK 1202 Constitutional law of the Republic of Kazakhstan</p> <p>PCRCKRK 5207 Problems of formation and development of system of constitutionals in the Republic of Kazakhstan</p> <p>APOVNP 5208 Administrative legal relations: questions of the theory and practice</p>	
<b>Post requisites</b>	<p>UKTPA 7301 Legal conflictology: theoretical and practical aspects</p> <p>PPSSKK 7303 Problems and prospects of the improving the system of the constitutional control</p> <p>PSGURKTA 7304 Problems of improving public administration in the Republic of Kazakhstan: a theoretical analysis</p>	
<b>Information resources</b>	<p><b>Normative acts:</b></p> <ol style="list-style-type: none"> <li>1.The Constitution of the Republic of Kazakhstan 1995</li> <li>2. The Law of the Republic of Kazakhstan “On Civil Service” dated 23.11.2015.</li> </ol> <p><b>Literature:</b></p> <ol style="list-style-type: none"> <li>1. Turisbek A. State service in the Republic of Kazakhstan. - Astana: Academy of Public Administration under the President of the Republic of Kazakhstan, 2017.</li> <li>2. Anti-corruption policy, under. ed. Satarova. University textbook, 2nd ed. per. and additional, 2020</li> <li>3. Demin A.A. State and municipal service. Textbook. 2nd ed. per. and add., 2020;</li> <li>4. Prokofiev S.E., Bogatyrev E.D., Eremin S.G. State and municipal service. Textbook and workshop. 2nd ed. per. and add., 2020;</li> <li>5. Borshchevsky G.A. Public service. Textbook and workshop for universities. 3rd ed. add. and rev., 2020</li> </ol> <p><b>Internet resources:</b></p> <p>Mass educational online course "Constitutional Law of the Republic of Kazakhstan" <a href="http://open.kaznu.kz/courses/KazNU/LAW300/2016_C1/about">http:// open.kaznu.kz/courses/KazNU/LAW300/2016_C1/about</a></p>	

<b>Academic policy of the course in the context of university moral and ethical values</b>	<p><b>Academic Behavior Rules:</b></p> <p>All students have to register at the MOOC. The deadlines for completing the modules of the online course must be strictly observed in accordance with the discipline study schedule.</p> <p>ATTENTION! Non-compliance with deadlines leads to loss of points! The deadline of each task is indicated in the calendar (schedule) of implementation of the content of the curriculum, as well as in the MOOC.</p> <p>If, due to technical problems, a master's student cannot upload answers to assignments into the Univer system (distance courses) in time, he can send them to the teacher's email address <a href="mailto:dina_405@mail.ru">dina_405@mail.ru</a></p> <p><b>Academic values:</b></p> <ul style="list-style-type: none"> <li>- Practical trainings/laboratories, IWS should be independent, creative.</li> <li>- Plagiarism, forgery, cheating at all stages of control are unacceptable.</li> <li>- Students with disabilities can receive counseling at e-mail <a href="mailto:dina_405@mail.ru">dina_405@mail.ru</a></li> </ul>
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<b>Evaluation and attestation policy</b>	<p><b>Criteria-based evaluation:</b> assessment of learning outcomes in relation to descriptors (verification of the formation of competencies in midterm control and exams).</p> <p><b>Summative evaluation:</b> assessment of work activity in an audience (at a webinar); assessment of the completed task.</p>
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**CALENDAR (SCHEDULE) THE IMPLEMENTATION OF THE COURSE CONTENT:**

weeks	Topic name	LO	ID	amount of hours	Maximum score	Form of Knowledge Assessment	The Form of the lesson / platform
<b>Module 1 Theory, legal foundations, problems and trends in the development of public administration in the Republic of Kazakhstan.</b>							
1	<b>L1 – theoretical.</b> Theoretical and methodological foundations for studying the theory and practice of public administration and public service in the Republic of Kazakhstan.	LO1	ID 1.1	1			Video lecture in ZOOM
1	<b>PT1 – theoretical.</b> Define the principles and methods of scientific knowledge in the development of the theory and practice of public administration and public service in the Republic of Kazakhstan.	LO1	ID 1.1	2	10	Discussion	Webinar in ZOOM
2	<b>L2 – theoretical.</b> The history of the formation of the practice of public administration and public service in Kazakhstan during the Soviet period and in a sovereign state.	LO1	ID 1.1 ID 1.2	1			Video lecture in ZOOM
2	<b>PT2 – theoretical.</b> Illustrate the formation of public administration and civil service in the Republic of Kazakhstan in the 70s - 2000s.	LO1	ID 1.1 ID 1.2	2	10	Test	Webinar in ZOOM
3	<b>L3 – analytical.</b> The concept of public administration: theory, legal foundations, problems and development trends in the Republic of Kazakhstan.	LO2	ID 2.1 ID 2.2	1			Video lecture in ZOOM
3	<b>PT3 – analytical.</b> Justify public administration in the RK: theoretical and legal foundations.	LO2	ID 2.1 ID 2.2	2	10	Debate	Webinar in ZOOM
3	<b>IWSP1 Consultation on the implementation of IWS1</b>						Webinar in ZOOM
3	<b>IWS1 – analytical.</b> Functional and organizational structure of public administration in the Republic of Kazakhstan: the main trends in the development of legislation.	LO2 LO6	ID 2.2 ID 6.1 ID 6.2		25	Logic task	Webinar in ZOOM
4	<b>L4 – analytical.</b> System and legal regulation of public administration in the Republic of Kazakhstan.	LO2	ID 2.2 ID 2.3	1			Video lecture in ZOOM

4	<b>PT4 – analytical.</b> Compare the elements of the public administration system in Kazakhstan.	LO2	ID 2.2 ID 2.3	2	10	Discussion	Webinar in ZOOM
5	<b>L5 – applied.</b> Public administration system in foreign countries: experience, problems, development trends.	LO2	ID 2.2 ID 2.3	1			Video lecture in ZOOM
5	<b>PT5 – applied.</b> Compare the main models of public administration in foreign countries	LO2	ID 2.2 ID 2.3	2	10	Test	Webinar in ZOOM
5	<b>IWSP 2 Consultation on the implementation of IWS2</b>						Webinar in ZOOM
5	<b>IWS 2 – analytical</b> The system of public administration in the Russian Federation: experience and influence on the development of public administration in other post-Soviet states.	LO2 LO6	ID 2.3 ID 6.1 ID 6.3		25	Logic task	Webinar in ZOOM
5	<b>MT 1</b>				100		
<b>Module 2 Theory, legal foundations, problems and trends in the development of public service in the Republic of Kazakhstan.</b>							
6	<b>L6 – theoretical.</b> The concept of civil service: theory, legal foundations of organization in the Republic of Kazakhstan, main development trends until 2030.	LO3	ID 3.1 ID 3.3	1			Video lecture in ZOOM
6	<b>PT6 – theoretical.</b> Analyze the theoretical and legal foundations and development trends until 2030 of the civil service in the Republic of Kazakhstan.	LO3	ID 3.1 ID 3.3	2	10	Debate	Webinar in ZOOM
7	<b>L7 – analytical.</b> The main stages of the formation and development of legislation on public service in the Republic of Kazakhstan.	LO3	ID 3.2 ID 3.3	1			Video lecture in ZOOM
7	<b>PT7 – analytical.</b> Interpret the development of civil service legislation in the Republic of Kazakhstan since 2000.	LO3	ID 3.2 ID 3.3	2	10	Discussion	Webinar in ZOOM
8	<b>L8 – analytical.</b> The principles and specifics of the development of the institution of civil service in the Republic of Kazakhstan in the modern period.	LO3	ID 3.2 ID 3.3	1			Video lecture in ZOOM
8	<b>PT8 – analytical.</b> Give an assessment of the development of the institution of civil service in the Republic of Kazakhstan in the modern period: features and prospects.	LO3	ID 3.2 ID 3.3	2	10	Test	Webinar in ZOOM
8	<b>IWSP 3 Consultation on the implementation of IWS3</b>						Webinar in ZOOM
8	<b>IWS 3 – analytical</b> Foreign experience of the functioning of the civil service and its impact on the development of the relevant institution in the Republic of	LO3 LO6	ID 3.3 ID 6.2 ID 6.3		20	Logic task	Webinar in ZOOM

	Kazakhstan.						
9	<b>L9 – applied.</b> The authorized body for civil service in the Republic of Kazakhstan, the system of the authorized body.	LO4	ID 4.1	1			Video lecture in ZOOM
9	<b>PT9 – applied.</b> Determine the further direction of development of the agency for civil service affairs in the Republic of Kazakhstan.	LO4	ID 4.1	2	10	Debate	Webinar in ZOOM
10	<b>L10 – problematic.</b> Personnel service of state bodies, the main development trends in the modern period.	LO4	ID 4.1	1			Video lecture in ZOOM
10	<b>PT10 – problematic.</b> Demonstrate the procedure for the formation of the personnel service of state bodies.	LO4	ID 4.1	2	10	Discussion	Webinar in ZOOM
10	<b>IWSP 4 Consultation on the implementation of IWS4</b>						Webinar in ZOOM
10	<b>IWS 4 – analytical</b> The main criteria for the classification of government positions: trends in the development of legislation.	LO4 LO6	ID 4.1 ID 6.1 ID 6.3		20	Problem task	Webinar in ZOOM
10	<b>IWSP 5 MT consultation</b>				10		Webinar in ZOOM
10	<b>MT (Midterm Exam)</b>				100		
11	<b>L11 – applied.</b> The concept of a public office as a structural unit of a state body: legal foundations and problems in this area.	LO4	ID 4.1	1			Video lecture in ZOOM
11	<b>PT11 – applied.</b> Compare the problems and prospects for the development of public office as a structural unit of a public body.	LO4	ID 4.1	2	10	Test	Webinar in ZOOM
12	<b>L12 – applied.</b> The procedure for entering the civil service.	LO4	ID 4.2	1			Video lecture in ZOOM
12	<b>PT12 – applied.</b> Analyze the formation of human resources in the civil service.	LO4	ID 4.2	2	10	Debate	Webinar in ZOOM
12	<b>IWSP 6 Consultation on the implementation of IWS5</b>						Webinar in ZOOM
12	<b>IWS 5 – analytical</b> Problems of legal regulation of civil service in the Republic of Kazakhstan at the present stage of development of sovereign Kazakhstan.	LO4 LO6	ID 4.2 ID 6.2 ID 6.3		25	Problem task	Webinar in ZOOM
13	<b>L13 – applied.</b> Public service and career.	LO4	ID 4.2	1			Video lecture in ZOOM
13	<b>PT13 – applied.</b> Interpret public service and career development.	LO4	ID 4.2	2	10	Discussion	Webinar in ZOOM
14	<b>L14 – applied.</b> Termination of civil service by civil servants: problems and main trends in modern conditions.	LO4	ID 4.3	1			Video lecture in ZOOM

14	<b>PT14 – applied.</b> Demonstrate separation from public service and basic guarantees of employee rights.	LO4	ID 4.3	2	10	Test	Webinar in ZOOM
15	<b>L15 – problematic.</b> Legal responsibility of civil servants: legal regulation, problems and development trends.	LO5	ID 5.1 ID 5.2 ID 5.3	1			Video lecture in ZOOM
15	<b>PT15 – problematic.</b> Classify the types of legal liability of civil servants.	LO5	ID 5.1 ID 5.2 ID 5.3	2	10	Debate	Webinar in ZOOM
15	<b>IWSP 7 Consultation on the implementation of IWS6</b>						Webinar in ZOOM
15	<b>IWS 6 – analytical</b> Actual problems of improvement and development trends of the civil service in the Republic of Kazakhstan until 2020.	LO3 LO6	ID 3.1 ID 6.1 ID 6.3		25	Problem task	Webinar in ZOOM
	<b>MT2</b>				100		
	<b>Exam</b>				100		

Dean

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