AL-FARABI KAZAKH NATIONAL UNIVERSITY

FACULTY OF INTERNATIONAL RELATIONS

DEPARTMENT OF INTERNATIONAL LAW

Program of the final exam for the Discipline

PPGS 5302 - Legal problems of public service

Educational Program “International Law”

ALMATY 2023

Designed by associate professor Yesbol Omirzhanov

Approved by the Council of the Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_

«\_\_\_ » \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023, protocol №

Chairman of the Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sairambayeva Zh. T.

**The main rules of the examination**

The exam form is oral. Oral examination: the traditional answers to the questions. Oral exam-the student contacts the teacher or representatives of the exam Board according to the exam schedule offline.

To organize the offline exam, the teacher will come to the classroom in advance to prepare the classroom for the exam. Also place the tickets and answer sheets on the table. Teacher should has list of students with him.

Preparation time is decided by the examiner or the exam Board. Response time is decided by the examiner or the exam Board. It is recommended that 15-20 on the answer to all ticket questions.

EXAM schedule. The exam is conducted according to a schedule that must be known in advance to students and teachers. This is the responsibility of departments and faculty.

The exam format is synchronous. Synchronous format – the student takes the exam in real time "here and now".

The duration of the exam is from 60 minutes to several weeks, depending on the form.

IMPORTANT. It is forbidden to publish exam questions. Only the final exam program is presented.

The Teacher, without fail, informs students where the rules of the final exam are placed after setting the exam date in the schedule.

 The Teacher writes the questions spoken by the student, for subsequent survey. A student passes ticket and answer sheet.

Also, TEACHER gives time to prepare a response:

 preparation time determined by the teacher and/or members of the Commission;

 the Comission members and the teacher will control all students in the classroom;

 making comments if necessary or stopping the student's response (in the case of gross violations of the rules of conduct on the exam, with the drawing up of an act of violation);

students are allowed to use the draft to make a summary of the response. At the same time, the student must show the draft sheet to the comission before and after working with it.

Interviews the student about the ticket.

after completing the student's response, the exam taker can ask student leave the classroom.

TEACHER

Before starting the oral exam, should check:

* the classroom;
* tickets;
* presence of all students;
* presence of examination commission members;
* presence of duty teacher or secretary;
* another necessary materials (papers, pen, pencil etc.)

ATTENTION. THE STUDENT IS NOT ALLOWED TO OPEN A TICKET BEFORE THE INDIVIDUAL INVITATION BY THE COMMISSION FOR THE EXAM. ONLY AT THE REQUEST OF THE COMMISSION, THE STUDENT OPENS TICKET.

When the exam starts, the student who is called by the Commission shows his / her identity card to the teacher.

The student takes the ticket and reads number of it loud.

After that, the student should keep silence and prepare.

If student is ready, he or she should tell to the teacher.

At the end of his answer, he leaves the classroom.

IMPORTANT. It is forbidden to publish exam tickets before the start of the exam on any platform and send them to students.

BASED ON THE RESULTS OF THE EXAM:

* the Exam Board and the teacher evaluate the exam participants.

The time for putting points in the assessment sheet for the oral exam is 48 hours.

So:

1. The exam is scheduled.

2. Students and the teacher must know the date and time of the exam in advance.

3. come to the exact classroom.

4. The Chairman of the examination Committee greets students in the classroom.

5. student get ticket and register it.

6. the Student summoned by the Commission members confirms his / her identity, shows his / her ticket to the teacher or the Commission, answers the ticket questions.

7. during the student's response, other group members keep silence in the classroom.

8. After the Commission accepts the student's response, the student can leave the classroom.

9. within 48 hours, the points scored by students are displayed in the certification sheet.

 Evaluation policy. Criteria-based assessment: evaluation of learning outcomes in accordance with descriptors (checking the formation of competence in intermediate control and exams).

**The questions will be related to the following tasks:**

1. Legislation of the Republic of Kazakhstan in the field of public service

2. Basic principles of public service

3. Legal status of civil servants

4. Status of civil servants and their legal guarantees

5. Restrictions associated with being in public service

6. Conditions for entering the civil service

7. Restrictions accepted when entering the public service

8. Features of occupying an administrative government position in Corps “B”

9. Public service

10. Working hours

11. Training of civil servants

12. Rotation of administrative civil servants

13. Responsibility of civil servants

14. Disciplinary offenses and penalties. Deadlines for imposing disciplinary sanctions. Guarantees of the rights of civil servants when bringing them to disciplinary liability

15. Liability of civil servants for causing damage

16. Conflict of interest. Anti-corruption behavior of civil servants

17. Social protection measures for civil servants

18. Termination of civil service by administrative civil servants. Reinstatement in civil service

19. Attracting foreign workers to government bodies

20. International cooperation in the field of public service

**Sources:**

1. Law of the Republic of Kazakhstan dated November 23, 2015 No. 416-V “On the civil service of the Republic of Kazakhstan” (as amended on September 1, 2023)
2. Regulations on the Agency of the Republic of Kazakhstan for Civil Service Affairs dated July 22, 2019.
3. CONCEPT for the development of public administration in the Republic of Kazakhstan until 2030: building a “human-centric” model - “People First” APPROVED by the Decree of the President of the Republic of Kazakhstan dated February 26, 2021 No. 522
4. Дуйсенов, Э. Э. Государственная служба Республики Казахстан: учебник для студ. вузов, обучающихся по напр. "Право" / Э. Э. Дуйсенов, А. Ж. Шпекбаев. - Алматы: Асыл кітап, 2021. - 488 с.
5. Баянов Е.Б. Государственная служба в Республике Казахстан , 2018 г.
6. Дуйсенов, Э. Э. Комментарий к закону Республики Казахстан "О государственной службе Республики Казахстан" (постатейный) [Текст] : официальное издание / Э. Э. Дуйсенов. - Изд. 2-е, доп. - Алматы : Асыл кітап, 2016. - 359 с.
7. ТурисбекА.З. -Государственная служба в Республике Казахстан(проблемы теории и практики) -Автореферат диссертации на соискание степени д.ю.н. –Москва , 2012 -521 с.

**Internet resources**

1. <http://elibrary.kaznu.kz/ru>

2. https://adilet.zan.kz/eng/docs

3. https://www.gov.kz/memleket/entities/qyzmet?lang=ru