

Methodical complex KazNU named after al-Faraby

Direction: International law Ref : 5B030200

Subject: Administrative law and administrative process

Tasks for SIW

Schedule of SIW

Methodical recommendations for the organization and conduct of independent work of students

1. General conditions of independent work of students of the university

1.1 These Guidelines for the independent work of students at the Al-Farabi Kazakh National University are developed in accordance with:

p.35-36 of the Rules of the Organization of the Educational Process on Credit Technology of Education, approved by Order No. 152 of April 20, 2011, as amended on 02.06.2014 of Order No. 198.

35. The entire volume of the SRO is confirmed by assignments requiring the student daily self-employment.

p. 6 of the Academic Policy of the KazNU named after Al-Farabi

6.1. In the context of credit technology training for students to fully master the educational program, a large amount of independent work is carried out, which is divided into two parts: independent work performed under the supervision of the instructor (SRSP, SRMP, SRDP), and the part that is performed completely independently.

6.2. Independent work under the guidance of the teacher is an out-of-class activity of the students, which is performed by him in contact with the teacher on a separate schedule, approved by the dean of the faculty. This type of work includes consultations on the most complex issues of the curriculum, homework, course projects (works), control of semester works, reports and other types of tasks for independent work.

6.3. All types of independent work are necessarily described in the syllabus and the UMKD with the indication of specific tasks, evaluation criteria and the schedule for submitting tasks.

6.4. The trainee may not be present in the classroom according to the schedule of the SRSP / SRMP / SRF, if the fulfillment of the tasks is not difficult for the individual. The presence of the teacher in the classroom for the duration of the time specified in the schedule of the SRSP / RCP / SRPA is mandatory. It is not allowed to replace the SRSP / SRAP / SRDP with seminars, practical or laboratory exercises.

1.2. The methodical recommendations were developed by the Methodical Department of the Kazakh National University named after Al-Farabi and are designed to ensure the independent work of students

1.3. The independent work of the student is an important component of the educational process aimed at improving the quality, depth and strength of the acquired knowledge when studying a specific discipline of the curriculum, forming the student's need for self-education, self-development and self-improvement, including in subsequent professional activities.

1.4. Planning of independent work of students is carried out through the development of appropriate teaching and methodological documentation of the faculty, department, each teacher, including scheduling the SRSP, scheduling the load of the teacher, developing the schedules of the CDS.

1.5. The independent work of students is coordinated by the dean's office, the department, the teacher who is doing the classroom work in this academic group.

1.6. The goal of independent work of the students of the university is the formation of cognitive independence and application of knowledge in practice. Under independence, you can consider both the organizational and technical side of the process, as well as cognitive and practical activities.

1.7. The tasks of independent work of students of the university

Expansion and deepening of practical knowledge and skills in discipline;

formation of the creative personality of a university specialist;

self-development, self-education of university students;

bring the student from the passive consumer of knowledge to the active creator who knows how to formulate the problem, analyze the ways of solving it, find the optimal result and prove its correctness. Методические рекомендации по организации и проведению самостоятельной работы обучающихся

Purpose SRO discipline;

SRO tasks in discipline

Describe the task by stages, indicating: the progress of implementation, the learning outcomes

Indicate for each SRO:

Theme / task SR Purpose

CP Recommended literature with the indication of pages Form of implementation of SR / Form of admission SR Term of issue of the assignment Time of task control Date, time

exit to "Chat" Evaluation criteria CP Points

Note: * If the student does not deliver on time, but for 1-2 weeks later, then a fine of 50%

3.7. PPP encourages the implementation of the CDS and an awareness of its purpose and meaning (the relative freedom of action in the performance of work, the desire to test oneself, one's strengths and abilities, the awareness of responsibility) can play a role in motivation.

3.8. Determine the activation factors of SR: the usefulness of the work performed
2.4.9 Develop a timetable for the public protection of the SRO in discipline - a round table, a game, a scientific seminar, etc.

2.4 Learners

2.4.1 Perform CP tasks on time

2.4.2 Creatively perform the tasks of CP

2.4.3 Discuss with fellow students the results of the implementation of the SR, work in a group

2.4.4 To implement the SR, use the University Library Fund

2.4.5 Upon completion of the course, determine your learning outcomes

III Carrying out of independent work of studying university

3.1 Forms of SROs

1 level (1-2 courses)

3.3.1 tasks - creative study of the material. Mastering concepts, facts, scientific problems, well-known scientific theories, laws.

Standard - to study 2 sources of information and write a conclusion of 300 characters

3.3.2 Teaching - a summary of the main thoughts of the material read.

Standard - write a thesis for 200 characters

3.3.3 Annotation - a brief collapsed statement, the contents of the reading without losing the existing meaning.

Standard-write an annotation of 150 characters

3.3.4 Drawing up the inquiry - the information received after the searches.

Standard - to study sources of information and write a 250-character certificate

3.3.5 Drawing up a formal-logical model-a verbal schematic image of what has been read.

Standard - to study sources of information and make a model

3.3.6 Creation of a thematic thesaurus is an ordered complex with a basic concept on a section, topic

The standard is to study the section and write the thesaurus of 20 concepts and their evolution

3.3.7 Drawing up a matrix of ideas - a comparison of the characteristics of homogeneous objects of phenomena.

Standard - to study the sources of information and write a matrix of 100-200 characters

3.3.7 Verification work - aims to clarify the level of knowledge of the student in this discipline (answer some theoretical questions or the presentation of the material should be problem-thematic).

Standard - to study different points of view of scientists, to generalize the material. The volume is 1-15 pages. Structure: introduction; consideration of the first question; consideration of the second question; practical task; conclusion; bibliography

Tasks for SIW
Schedule of SIW

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
IWS№ 1			*												
IWS№ 2					*										
IWS№ 3							*								
IWS№ 4									*						
IWS №5															
IWS №6															
IWS №7															
Number of points															

THEMS:

Consultation and reception of IWST

IWS 1. The rights and duties of citizens as subjects of administrative law. Prepare the presentation.

Consultation and reception of IWST

IWS 2. Local Executive Authorities organs. Essay

Consultation and reception of IWS

IWS 3. Acts of State Administration.

Draw up acts

Consultation and reception of IWS

IWS 4. Types of administrative responsibility. Prepare the presentation.

Consultation and reception of IWS

IWS 5. Compile an approximate sample of the protocol for one type of administrative punishment. Prepare the presentation.

Consultation and reception of IWS

IWS 6. Administrative violations infringing on the established management procedure. Prepare the presentation.

Consultation and reception of IWS

IWS 7. Administrative violations infringing on the established management procedure. Prepare the presentation.

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