

**KAZAKH NATIONAL UNIVERSITY IM. AL-FARABI**  
**Faculty of Law**  
**Department of Theory and History of State and Law, Constitutional and**  
**Administrative Law**

**APPROVED**

**Dean of the Faculty**

\_\_\_\_\_ (signature)

**prof. Baydeldinov D.L.**

“ \_\_\_\_\_ ” \_\_\_\_\_ **2020**

**EDUCATIONAL-METHODOLOGICAL COMPLEX OF DISCIPLINE**

**(SGUGSRK 6307) Improving Public Administration**  
**and public service of the Republic of Kazakhstan**

**Specialty "Jurisprudence 7M04217"**

**Course - 2**

**Semester - 3**

**Number of credits – 5**

**Almaty**

**2020**

The educational-methodical complex of the discipline was compiled by Doctor of Law. Baymakhanova D.M.

Based on the working curriculum for the specialty "Jurisprudence 7M04217"

Considered and recommended at a meeting of the Department of Theory and History of State and Law, Constitutional and Administrative Law

from " \_\_\_\_\_ ", protocol № ...

Head of department \_\_\_\_\_ Useinova G.R.

Recommended by the methodical bureau of the faculty

from " \_\_\_\_\_ ", protocol № ...

Methodical Bureau Chairman \_\_\_\_\_ Urisbaeva A.

**Kazakh National University named after al-Farabi**  
**Faculty of Law**  
**Educational program in the specialty "Jurisprudence 7M04217"**  
**Syllabus**  
**(SGUGSRK 6307) Improving Public Administration**  
**and public service of the Republic of Kazakhstan**  
**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	6	1	2	-	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
Full-time education	applied-theoretical course	Problematic, analytical lecture	Solving problems, situational tasks	6	Written exam
Lecturer	Baimakhanova D.M., Doctor of Law, Professor of the Department of Theory and History of State and Law, Constitutional and Administrative Law				
e-mail	<a href="mailto:dina_405@mail.ru">dina_405@mail.ru</a>				
Telephone number	+7 (701) 415 18 14				

**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 effective modern civil service and an actual management	<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 development of public administration and public service in Soviet Kazakhstan and in the sovereign Republic

<p>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><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 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  <b>ID 6.2</b> Justify proposals for solving</p>

		specific problems <b>ID 6.3</b> To assess the ongoing research in this area in the Republic of Kazakhstan and foreign countries
<b>Prerequisites</b>	Theory of State and Law; History of state and law of the Republic of Kazakhstan; General History of State and Law; Constitutional law of the Republic of Kazakhstan; Administrative law of the RK; Administrative responsibility.	
<b>Post requisites</b>	Constitutional foundations of the competence and professionalism of civil servants; Constitutional mechanism for the protection of civil servants in the Republic of Kazakhstan	
<b>Information resources</b>	<p><b>Literature:</b></p> <ol style="list-style-type: none"> <li>1. The Law of the Republic of Kazakhstan "On Civil Service" dated 23.11.2015</li> <li>2. 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>3. Uvarov V.N. The theory of public administration. Textbook. - Petropavlovsk, 2016.</li> <li>4. I.I.Rogov. Commentary on the draft amendments to the Constitution of the Republic of Kazakhstan // <i>Kazakhstanskaya Pravda</i>, 2017, January 27, No. 18.</li> <li>5. V.A. Malinovsky. State power: sustainable development dynamics // <i>Kazakhstanskaya Pravda</i>, 2017, February 13, no.</li> </ol> <p><b>Internet resources:</b></p> <p>Mass educational online course "Constitutional Law of the Republic of Kazakhstan" http: // open.kaznu.kz/courses/KazNU/LAW300/2016_C1/about</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><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>
<b>Evaluation and attestation policy</b>	<p><b>Criteria-based evaluation:</b></p> <p>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>

#### 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.</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 MS Teams

1	<b>PT1.</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	8	Analysis	Webinar in MS Teams / ZOOM
2	<b>L2.</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 MS Teams
2	<b>PT2.</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	8	Analysis	Webinar in MS Teams / ZOOM
3	<b>L3.</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 MS Teams
3	<b>PT3.</b> Justify public administration in the RK: theoretical and legal foundations.	LO2	ID 2.1 ID 2.2	2	8	Analysis	Webinar in MS Teams / ZOOM
3	<b>IWSP1 Consultation on the implementation of IWS1</b>						Webinar in MS Teams
3	<b>IWS1.</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 2.3 ID 6.1 ID 6.2 ID 6.3		30	Logic task	Webinar in MS Teams / ZOOM
4	<b>L4.</b> System and legal regulation of public administration in the Republic of Kazakhstan.	LO2	ID 2.2 ID 2.3	1			Video lecture in MS Teams
4	<b>PT4.</b> Compare the elements of the public administration system in Kazakhstan.	LO2	ID 2.2 ID 2.3	2	8	Analysis	Webinar in MS Teams / ZOOM
5	<b>L5.</b> Public administration system in foreign countries: experience, problems, development trends.	LO2	ID 2.2 ID 2.3	1			Video lecture in MS Teams
5	<b>PT5.</b> Compare the main models of public administration in foreign countries	LO2	ID 2.2 ID 2.3	2	8	Analysis	Webinar in MS Teams / ZOOM
5	<b>IWSP 2 Consultation on the implementation of IWS2</b>						Webinar in MS Teams
5	<b>IWS 2</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 6.2 ID 6.3		30	Logic task	Webinar in MS Teams / ZOOM
5	<b>MT 1</b>				100		



							Teams / ZOOM
10	<b>IWS 4</b> The main criteria for the classification of government positions: trends in the development of legislation.	LO4 LO6	ID 4.1 ID 4.2 ID 6.1 ID 6.2 ID 6.3		20	Problem task	Webinar in MS Teams / ZOOM
10	<b>IWSP 5 MT consultation</b>				10		Webinar in MS Teams / ZOOM
10	<b>MT (Midterm Exam)</b>				100		
11	<b>L11.</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 MS Teams
11	<b>PT11.</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	8	Analysis	Webinar in MS Teams / ZOOM
12	<b>L12.</b> The procedure for entering the civil service.	LO4	ID 4.2	1			Video lecture in MS Teams
12	<b>PT12.</b> Analyze the formation of human resources in the civil service.	LO4	ID 4.2	2	8	Analysis	Webinar in MS Teams / ZOOM
12	<b>IWSP 6 Consultation on the implementation of IWS5</b>						Webinar in MS Teams / ZOOM
12	<b>IWS 5</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 4.3 ID 6.1 ID 6.2 ID 6.3		30	Problem task	Webinar in MS Teams / ZOOM
13	<b>L13.</b> Public service and career.	LO4	ID 4.2	1			Video lecture in MS Teams
13	<b>PT13.</b> Interpret public service and career development.	LO4	ID 4.2	2	8	Analysis	Webinar in MS Teams / ZOOM
14	<b>L14.</b> Termination of civil service by civil servants: problems and main trends in modern conditions.	LO4	ID 4.3	1			Video lecture in MS Teams
14	<b>PT14.</b> Demonstrate separation from public service and basic guarantees of employee rights.	LO4	ID 4.3	2	8	Analysis	Webinar in MS Teams / ZOOM
15	<b>L15.</b> Legal responsibility of civil	LO5	ID 5.1	1			Video



	servants: legal regulation, problems and development trends.		ID 5.2 ID 5.3				lecture in MS Teams
15	<b>PT15.</b> Classify the types of legal liability of civil servants.	LO5	ID 5.1 ID 5.2 ID 5.3	2	8	Analysis	Webinar in MS Teams / ZOOM
15	<b>IWSP 7 Consultation on the implementation of IWS6</b>						Webinar in MS Teams / ZOOM
15	<b>IWS 6</b> Actual problems of improvement and development trends of the civil service in the Republic of Kazakhstan until 2020.	LO3 LO4 LO6	ID 3.1 ID 4.1 ID 6.1 ID 6.2 ID 6.3		30	Analysis	Webinar in MS Teams / ZOOM
	<b>MT2</b>				100		
	<b>Exam</b>				100		

Dean  
Chairman of the Faculty Methodical Bureau  
Head of the Department  
Lecturer

Baydeldinov D.L.  
Urisbaeva A.A.  
Useinova G.R.  
Baimakhanova D.M.

**KAZAKH NATIONAL UNIVERSITY IM. AL-FARABI**  
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**Department of Theory and History of State and Law, Constitutional and**  
**Administrative Law**

**APROVED**

**Dean of the Faculty**

\_\_\_\_\_ (signature)

**prof. Baydeldinov D.L." \_ " \_\_\_\_2020r.**

**PROGRAM OF THE FINAL EXAM**

**SGUGSRK 6307. Improving Public Administration and Civil**  
**Service in the Republic of Kazakhstan**

Specialty "7M04217 Jurisprudence"

Course - 2

Semester - 3

Number of credits - 5

**Almaty 2020**

The final exam program was drawn up by Doctor of Law. Baymakhanova D.M.

Based on the working curriculum for the specialty "7M04217 Jurisprudence"

Considered and recommended at a meeting of the Department of Theory and History of State and Law, Constitutional and Administrative Law

from «\_\_» \_\_\_\_\_ 2020, protocol №...

Head of Department \_\_\_\_\_ Useinova G.R.

## **Introduction**

The final exam takes place in writing in the winter session after the third semester.

### **Literature:**

1. The Law of the Republic of Kazakhstan "On Civil Service" dated 23.11.2015
2. Turisbek A. State service in the Republic of Kazakhstan. - Astana: Academy of Public Administration under the President of the Republic of Kazakhstan, 2017.
3. Uvarov V.N. The theory of public administration. Textbook. - Petropavlovsk, 2016.
4. I.I. Rogov. Commentary on the draft amendments to the Constitution of the Republic of Kazakhstan // Kazakhstanskaya Pravda, 2017, January 27, No. 18.
5. V.A. Malinovsky. State power: sustainable development dynamics // Kazakhstanskaya Pravda, 2017, February 13, no.

### **Internet resources:**

Mass educational online course "Constitutional Law of the Republic of Kazakhstan"  
[http://open.kaznu.kz/courses/KazNU/LAW300/2016\\_C1/about](http://open.kaznu.kz/courses/KazNU/LAW300/2016_C1/about)

### **Program of the final exam**

#### **Topic 1: Theoretical and methodological foundations for studying the theory and practice of public administration and civil service in the Republic of Kazakhstan**

Subject and system of discipline dedicated to public administration and public service. The value of the conceptual apparatus for the development of theory and improvement of the practice of public administration and public service. Methodological foundations for studying the theory and practice of public administration and public service. The relationship of the theory of public administration and public service with other branches of legal science. The relationship of the theory of public administration and civil service with other scientific disciplines (political science, philosophy, history of Kazakhstan, etc.)

#### **Topic 2: The history of the formation of the practice of public administration and civil service in Kazakhstan during the Soviet period and in a sovereign state**

The emergence of the theory of public administration in the early 20s of the last century. The development of the theory of public administration and public service in the works of V.I. Lenin, A.I. Elistratov, V.L. Kobalievsky. The science of public

administration until the mid-30s of the 20th century. The revival of the science of public administration in the 60s and the development of practice. The science of public administration - a discussion in the 60-70s. The connection between the science of public administration and the science of administrative law and the development of practice. The current state of the practice of public administration and public service and the impact of modern scientific research on it.

### **Topic 3: The concept of public administration: theory, legal foundations, problems and development trends in the Republic of Kazakhstan**

The concept of public administration as a social institution, its essence. The state is the leading subject of social management. The mechanism of public administration: essence, content, structure. The essence and classification of the principles of public administration. Legal foundations of public administration in the Republic of Kazakhstan. The main problems and trends in the development of public administration in the Republic of Kazakhstan in the modern period in the context of the economic crisis and other global challenges.

### **Topic 4: System and legal regulation of public administration in the Republic of Kazakhstan**

Social system as an object of public administration. Sectoral and functional principles in public administration. The system of state bodies, state apparatus, principles of its formation. State body - the main link in the state apparatus, competence, structure, staff and personnel of state bodies. Classification of government bodies. The organizational structure of public administration. President of the Republic of Kazakhstan in the mechanism of public administration. Government and its competence. Central executive bodies. local government. the role of the judiciary and control and supervisory bodies in public administration.

### **Topic 5: Public administration system in foreign countries: experience, problems, development trends**

Public administration system in Russia, problems, main development trends. The influence of the development of public administration in the Russian Federation on solving the problems of improving public administration in Kazakhstan. The system of public administration in France, current state, development problems in the context of the crisis and the situation with refugees from Asia and Africa. The influence of the experience of the development of the public administration system in France and other European countries on the practice of public administration in Kazakhstan. The influence of Eurasian and global trends in the development of public administration on the effective solution of public administration problems in the Republic of Kazakhstan.

### **Topic 6: The concept of civil service: theory, legal foundations of organization in the Republic of Kazakhstan, main development trends until 2020.**

The concept of public service and its system. Legal basis for the organization of civil service in the Republic of Kazakhstan. Goals and objectives of the civil service in the Republic of Kazakhstan. The structure of the new model of public service until 2020. Main trends in the development of the institution of public service in the modern period.

#### **Topic 7: The main stages of the formation and development of legislation on public service**

Development of the institution of public service from the moment Kazakhstan gained independence until the adoption of the Constitution of 1993. Formation and development of public service in the Republic of Kazakhstan in accordance with the Constitution of 1993. The Constitution of 1995 is the legal basis for the development of the institution of public service in the Republic of Kazakhstan. Law of the Republic of Kazakhstan "On Public Service" dated July 23, 1999 and the development of this institution in practice Program "Strategy" Kazakhstan - 2050 ", Development Strategy of the Republic of Kazakhstan until 2020, Concept of legal policy of the Republic of Kazakhstan until 2020 on ways to reform the civil service.

#### **Topic 8: Principles and specifics of the development of the institution of civil service in the Republic of Kazakhstan in the modern period**

The concept of the principles of civil service and the basis for their classification. Priority of human and civil rights and freedoms and equal access of citizens who speak the state language to public service, equal conditions for its passage, regardless of gender, race, nationality, etc. Unity of legal and organizational foundations of public service, professionalism and competence of employees. The stability of the civil service and the availability of information about it. Interaction with public associations and citizens. Protection of civil servants from unlawful interference in their professional and service activities. The specifics of the development of civil service in the Republic of Kazakhstan in the modern period.

#### **Topic 9: The authorized body for civil service in the Republic of Kazakhstan, the system of the authorized body.**

Improving the infrastructure of personnel management of the service is one of the directions of the civil service reform in the Republic of Kazakhstan. The authorized body for civil service affairs is the focal point for human capital management of state bodies. Methodological subordination of personnel services of state bodies to the authorized body for civil service affairs. Wide use of the possibilities of "electronic government". Functioning of an automated resource management system for "electronic government" of the "e-personnel" system.

#### **Topic 10: Personnel service of state bodies, the main development trends in the modern period.**

Two typical models of civil service - career and positional, their combination in the civil service reform in Kazakhstan. Corps of political civil servants, composition and formation procedure. Management corps "A" of administrative civil servants, its composition, register, selection to it. Executive building "B" of administrative civil servants, its focus on the provision of quality public services to the population.

**Topic 11: The concept of a public office as a structural unit of a state body: legal foundations and problems in this area**

The concept of a public office, their division into categories. Legal basis for public office. Qualification requirements for an applicant for a public office. The concept of a personnel reserve, the procedure for its formation. Seniority (total duration) of public service.

**Topic 12: Procedure for entering the civil service.**

The principle of meritocracy is the principle of competitive selection when entering the civil service. The competency profile of a civil servant. Two-stage competitive selection for admission to the civil service. Selection to the personnel reserve. Competitive selection based on standard competitive procedures. Competitive selection mechanism.

**Topic 13: Civil service and career.**

The system of training and professional development of civil servants. The system of assessment and career planning of civil servants, their certification. Labor motivation of civil servants, material and non-material form. Ethical standards in public service. Civil servant code of honor. Fight against corruption. Providing quality government services. Formation of a positive image of the civil service.

**Topic 14. Termination of civil service by civil servants: problems and main trends in modern conditions.**

The concept of termination of civil service by civil servants. Grounds for termination of civil service by civil servants. Termination of public service at will. Dismissal from public service, grounds, order. The fight against corruption, other problems and trends in their solution at the present stage.

**Topic 15: Legal responsibility of civil servants: legal regulation, problems and development trends.**

The concept and types of legal responsibility of civil servants. Disciplinary responsibility, application of disciplinary measures. The procedure for the application and removal of a disciplinary penalty. Service check. Responsibility of civil servants for corruption offenses.

**Educational-methodical complex of KazNU named after al-Farabi Specialty:  
Jurisprudence**

**Code: 7M04217**

**Discipline: (SGUGSRK 6307) Public Administration Improvement  
and public service of the Republic of Kazakhstan**

**EDUCATIONAL AND METHODOLOGICAL SUPPORT OF THE DISCIPLINE**

<b>№</b>	<b>FULL NAME of author / compiler</b>	<b>Denomination</b>	<b>Publisher, year of publication</b>	<b>Number of copies in the library</b>	<b>Number of students</b>	<b>Percentage</b>
<b>Educational literature (only textbooks and teaching aids, including in electronic format)</b>						
1	Kenzhaliev Z. Zh.	Development of the constitutional legislation of the Republic of Kazakhstan	Almaty 2015	20	48	42%
2		Constitutional law of the Republic of Kazakhstan	Almaty 2017	34	48	71%
3	Baimakhanov a D.M.	Educational-methodical complex on the discipline "Constitutional law of the Republic of Kazakhstan".	Almaty 2017	15	48	31%
4	Suleimanov A.F.	Constitutional and legal foundations of interaction between the President of the Republic of Kazakhstan and the Constitutional Council of the Republic of Kazakhstan.	Almaty 2018	23	48	48%



5	Zhukova Z.B.	State bodies directly subordinate and accountable to the President of the Republic of Kazakhstan: issues of theory and practice of constitutional and legal regulation.	Almaty 2010	17	48	35%
6	Buribaev E.A.	Theoretical problems of constitutional and legal regulation of notarial activities and notaries (based on the materials of the Republic of Kazakhstan and post-Soviet states).	Almaty 2010	22	48	46%
7	Baimakhanova D.M.	Human rights problems in the system of constitutionalism in the Republic of Kazakhstan	Almaty 2010	23	48	48%
8	Baimakhanova D.M.	Collection of tests on the discipline "Constitutional law of the Republic of Kazakhstan	Almaty 2010	25	48	52%
9	Onlasheva Zh.O.	Establishment of Kazakhstan as a secular state.	Almaty 2010	12	48	25%

Апарғалиев С.	Конституционное право Республики Казахстан: акад. Курс	Almaty 2007	26	48	54%
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	Конституционное (государственное) право зарубежных стран. Особенная часть.	Moscow 2006	22	48	46%
авт. ред. Б. А. Трашун	Конституционное (государственное) право зарубежных стран. Общая часть: учеб. для вузов	Moscow 2007	34	48	71%
авт. ред. Г. С. Апаргалиева	Конституция Республики Казахстан: науч.-прав. коммент.	Almaty 2011	43	48	90%

(SGUGSRK 6307) Improving Public Administration and Civil Service of  
the Republic of Kazakhstan  
7M04217- Jurisprudence Form of study - full-time  
Tasks for SIW

№	Name of topics and content of tasks for ISW	Form	Dead line	Max. Score
1	<p><b>SIW №1. Functional and organizational structure of public administration in the Republic of Kazakhstan: the main trends in the development of legislation.</b></p> <ol style="list-style-type: none"> <li>1. The functional structure of government.</li> <li>2. The concept of administration, the mechanism of state management, functions of government, government agencies.</li> <li>3. Forms of management activities, methods of government.</li> <li>4. The concept of administrative procedures and public services, the principle of "one window".</li> <li>5. Organizational structure of government.</li> <li>6. Subjects of state administration, authorized bodies, objects of state administration.</li> </ol> <p><b>Recommendation:</b> study the necessary literature, write an essay based on it. The work must comply with all the rules for preparing an abstract.</p>	<p><b>Abstract.</b> <b>When expanding the topic:</b> it is necessary to consider the process of the formation of public administration in developed countries, make a comparison, give a detailed answer to the questions posed, as well as a legal assessment regarding its development.</p>	3 week	<p><b>30 points</b> <b>Criteria for evaluating the work:</b> Completeness of disclosure; Degree of study of materials; Display of knowledge of historical documents; correct design.</p>
2	<p><b>SIW №2.</b> The system of public administration in the Russian Federation: experience and impact on the development of public administration in other post-Soviet states</p>	<p><b>oral questioning</b></p>	5 week	<p><b>30 points</b> <b>Criteria for evaluating the work</b></p>

	<p>1. The system of state bodies RF, state apparatus.  2. Organizational structure public administration in the Russian Federation.  3. The mechanism of state management in the Russian Federation.  4. Administrative procedures, staffing public administration in the Russian Federation.  5. Modernization of the state management in the Russian Federation in modern period.  6. The influence of the Russian experience on development of state management in the Republic of Kazakhstan and other post-Soviet states.  <b>Recommendations:</b> prepare oral answers to questions asked, read the relevant literature.</p>	<p><b>раскрытии темы:</b> to give complete answers to the questions asked, to use legal sources, as well as to know the opinion of prominent legal scholars regarding the questions raised.</p>		<p>Completeness of disclosure of issues, use of legal terminology and, oratorical qualities, degree of study of the regulatory and legal framework</p>
3	<p><b>SIW №3. Foreign experience of the functioning of the civil service and its impact on the development of the relevant institution in the Republic of Kazakhstan.</b></p> <p>1. Two models of state services in foreign countries career and positional, dignity and positive parties ..  2. Admission to the state service on a competitive basis, methods of holding competitions in foreign countries.  3. Formation of the personnel reserve public service in foreign countries.  4. Promotions and legal responsibility of state employees in foreign countries: experience of influencing government service in the Republic of Kazakhstan.  <b>Recommendations:</b> prepare written answers to questions asked, read the relevant literature.</p>	<p><b>Writing interview. When disclosure Topics:</b></p> <p>define features studying this topic, emerging wherein Problems, also necessary compare the legal institute with similar institutes right, give necessary characterization</p>	7 week	<p><b>30 points Criteria for evaluating the work:</b>  Completeness of disclosure;  Degree of study of materials;  Demonstration of knowledge of NLA;  use of legal terminology, etc.</p>

4	<p><b>SIW №4 Основные критерии классификации государственных должностей: тенденции развития законодательства.</b></p> <ol style="list-style-type: none"> <li>1. Классификация государственных должностей.</li> <li>2. Разделение государственных служащих на политических и административных.</li> <li>3. Реестр должностей политических государственных служащих.</li> <li>4. Реестр должностей административных государственных служащих.</li> <li>5. Перечень категорий административных должностей.</li> <li>6. Принципы осуществления кадровой политики в РК.</li> </ol> <p><b>Рекомендации:</b> обратить внимание на правила составления рефератов и не отходить от них. Дать развернутый ответ на поставленные вопросы, используя юридическую терминологию.</p>	<p><b>Реферат</b> <b>При раскрытии темы:</b> Рассмотреть соответствующее НПА, историю становления данных должностей в Казахстане, сопряженные с этим проблемы, провести сравнительный анализ в мировой практике, указать дальнейшие пути развития.</p>	10 недел я	<p><b>15 баллов</b> <b>Критерии оценки работы:</b> Полнота раскрытия; Использование юридической терминологии; Степень изучения материалов; Показ знаний НПА; правильность оформления.</p>
5	<p><b>СРМ №5 Проблемы правового регулирования государственной службы в РК на современном этапе развития суверенного Казахстана.</b></p> <ol style="list-style-type: none"> <li>1. Основная проблема- создание эффективной современной государственной службы и структуры управления, которая была бы оптимальной для рыночной экономики.</li> <li>2. Совершенствование системы отбора и рационального использования кадров государственного аппарата.</li> <li>3. Улучшение системы подготовки и повышения квалификации государственных служащих.</li> </ol>	<p><b>Устное сообщение</b> <b>При раскрытии темы:</b> дать развернутые ответы на вопросы СРС, использовать нормативно-правовые источники.</p>	11 недел я	<p><b>30 баллов</b> <b>Критерии оценки:</b> Полнота, всесторонность раскрытия вопросов, использование юридической терминологии, ораторские качества, степень изучения нормативно-правовой базы, а также</p>

	<p>4. Борьба с коррупцией в государственном аппарате.</p> <p>5. Повышение социально-правовых гарантий государственных служащих.</p> <p><b>Рекомендации:</b> ответьте на вышестоящие вопросы, следует выразить свое мнение о возможных путях решения возникающих проблем.</p>			указанной литературы
6-7	<p><b>СРМ №6-7 Актуальные проблемы совершенствования и тенденции развития государственной службы в РК до 2020г.</b></p> <p>1. Формирование казахстанской модели государственно службы</p> <p>2. Совершенствование системы найма, подготовки и продвижения кадров.</p> <p>3. Новые формы обучения государственных служащих.</p> <p>4. Совершенствование системы управления кадрами.</p> <p>5. Высокое качество оказания государственных услуг и эффективность деятельности государственных органов.</p> <p>6. Положительный имидж и этика поведения государственных служащих.</p> <p>7. Формирование служебного права как отрасли права, учебного курса и науки.</p> <p><b>Рекомендации:</b> ответив на вышестоящие вопросы, следует выделить актуальные проблемы данной сферы.</p>	<p><b>Подготовка доклада на круглом столе.</b> При раскрытии темы: уметь быстро отвечать на указанные вопросы, выделить одну из проблем данного института и привести свои пути решения.</p>	13,15 недел я	<p><b>15+15 баллов</b></p> <p><b>Критерии оценки работы:</b></p> <p>ораторские способности выступающего, степень изучения темы, знание нормативно-правовой базы, новизна, актуальность выбранной проблемы.</p>