

KAZAKH NATIONAL UNIVERSITY IM. AL-FARABI

Faculty of Law

**Department of Theory and History of State and Law, Constitutional and
Administrative Law**

PROGRAM OF THE FINAL EXAM

On the discipline

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

Master's degree in pedagogical direction

«7M04217 Jurisprudence»

2 course, fall semester, 5 credits

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

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Head Department _____ Useinova G.R.

INTRODUCTION

As part of the course "Improving Public Administration and Civil Service in the Republic of Kazakhstan", the main methodological and methodological problems of understanding the content of legislation on public administration and public service, as well as the latest scientific developments of the influence of the principle of meritocracy, competence and professionalism for the formation of a corps of highly qualified civil servants are considered. Students get acquainted with a wide range of interdisciplinary scientific tools used in modern legal research on the concept and specifics of the formation and development of public administration in the Republic of Kazakhstan. The key concepts of civil service, types of civil servants, requirements for a civil servant in admission and passage of civil service, assessment of the activities of civil servants, certification and re-certification are revealed. In the course of seminars, completing study assignments, undergraduates acquire skills in the practical application of methods for drawing up recommendations for summarizing practical data on the formation of integrity and combating corruption in the activities of civil servants to substantiate measures to improve their legal culture and legal awareness. The course is designed for undergraduates familiar with the basic concepts of public service.

The purpose of the course: to form the necessary knowledge, skills and abilities in terms of conducting legal research in the field of public administration and public service and developing proposals for improving legislation in this area.

The final exam for this course "Improvement of public administration and civil service of the Republic of Kazakhstan" is held: orally, traditionally - answers to questions.

The exam format is synchronous.

Held on the Zoom platform.

Exam control: the instructor makes a video recording of the exam

Duration

Preparation time is 20 minutes.

The response time is 10 minutes.

Tickets are generated automatically for graduate and doctoral students (accepted by the teaching staff leading the discipline).

MASTERS

1. Before starting the oral examination, you must check:

- Internet connection on your working device (computer, candy bar, laptop, tablet), the device must be provided with charging during the entire time of the exam;

- serviceability of the web camera and microphone.

2. 30 minutes before the start of the exam, ALL undergraduates of the group enter the video conference room organized by the teacher or members of the commission according to the link specified in the rules of the final exam (sent by the teacher / members of the commission in case of a violation of the video communication service).

3. 30 minutes before the start of the exam, they check the possibility of logging into the Univer.kaznu.kz system through any browser, but preferably through Google Chrome (in case of losing the login and / or password, the undergraduate must contact the curator-adviser before the start of the exam). After verification, they log out of the account pending an invitation from the commission.

ATTENTION.

A MASTER SHOULD NOT HAVE THE RIGHT TO OPEN A TICKET UNTIL AN INDIVIDUAL INVITATION BY THE COMMISSION TO TAKE THE EXAM. ONLY AT THE REQUEST OF THE COMMISSION, THE STUDENT LOGS INTO THE ACCOUNT IN THE IS UNIVER, AND OPENS HIS TICKET UNDER THE VIDEO RECORDING.

1. When the start time of the exam comes, the master student, who is called by the commission, shows his identity card to the camera.

2. Enables screen sharing.

3. Logs into your account in IS Univer goes to the "Exam Schedule" page selects the current exam - by clicking on the "Pass oral exam" button.

- The function "Pass oral exam" is active only after the start of the exam time;

- The function "Pass the oral exam" is active only for those master's students who have unclosed final sheets (exam, retake, Incomplete).

4. After clicking on the link "Pass the oral exam" a window will open where the master student will see the questions of his examination card.

5. The student demonstrates the screen with the questions of the ticket, reads them aloud.

6. Transfers the display of the videoconferencing service to the camera and prepares for a response.

7. After completing his answer, he leaves the video conference room.

The final grade for the discipline is calculated only if the student has positive marks, as for the current one $(RK1+RK2) / 3 \times 0.6 + (IEx0.4)$.

Your final grade will be calculated using the formula

Final grade by discipline: $\underline{PK1 + PK2} \cdot 0,6 + 0,1MT + 0,3IK = 100$ points

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Below are the minimum percentages:

95% - 100%: A

90% - 94%: A-

85% - 89%: B+

80% - 84%: B

75% - 79%: B-

70% - 74%: C+
55% - 59%: D+

65% - 69%: C
50% - 54%: D-

60% - 64%: C-
0% -49%: F

The educational achievements of students are assessed in points on a point scale corresponding to the internationally accepted letter system in digital equivalent (progressive grades, in descending order, from “A” to “D” (100-50, and “unsatisfactory” - “FX” (25-49), “F” (0-24), and traditional grades. ”FX” is awarded only for the final exam.

In case of receiving an “unsatisfactory” mark corresponding to the “FX” mark (25-49), the student has the opportunity on a paid basis to retake the final control without re-passing the program of the academic discipline / module during the “Incomplete” period following the intermediate certification, during which received this estimate.

In the case of receiving an "F" grade upon retaking "FX", the student on a paid basis re-enrolls in this academic discipline / module, attends all types of training sessions, performs all types of educational work according to the program and retakes the final control.

In case of receiving the second grade “FX” upon retaking the exam with the “FX” grade, the student has the opportunity to pass the exam for the third time on a paid basis.

In the case of receiving an “FX” or “F” grade for the third time, corresponding to the equivalent “unsatisfactory” grade, the student is expelled from the university regardless of the number of “unsatisfactory” grades received and loses the opportunity to enroll in this discipline again.

TOPICS AND THEIR CONTENT

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.

RECOMMENDED REFERENCES FOR EXAM PREPARATION

Normative acts:

1. The Constitution of the Republic of Kazakhstan 1995
2. The Law of the Republic of Kazakhstan “On Civil Service” dated 23.11.2015.

Literature:

1. Turisbek A. State service in the Republic of Kazakhstan. - Astana: Academy of Public Administration under the President of the Republic of Kazakhstan, 2017.
2. Anti-corruption policy, under. ed. Satarova. University textbook, 2nd ed. per. and additional, 2020
3. Demin A.A. State and municipal service. Textbook. 2nd ed. per. and add., 2020;
4. Prokofiev S.E., Bogatyrev E.D., Eremin S.G. State and municipal service. Textbook and workshop. 2nd ed. per. and add., 2020;
5. Borshchevsky G.A. Public service. Textbook and workshop for universities. 3rd ed. add. and rev., 2020

Internet resources:

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