**SYLLABUS**

**Fall semester 2024-2025 academic year**

**Educational program "6B04201-International Law"**

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| **ID** **and name** **of course** | **Independent work** **of the student****(IWS)** | **Number of credits** | **General****number** **of credits** | **Independent work** **of the student****under the guidance** **of a teacher (IWST)** |
| **Lectures (L)** | **Practical classes (PC)** | **Lab. classes (LC)** |
| **PPGS 5302** - Legal problems of public service | 4 | 45 | 45 | 0 | 6 | 6 |
| **ACADEMIC INFORMATION ABOUT THE COURSE** |
| **Learning Format** | **Cycle,****component** | **Lecture** **types** | **Types** **of practical classes** | **Form and platform final control** |
| *Offline* | Tutorial | Problematic, analytical,conference | Discussion, presentations, essays | Oral  |
| **Lecturer** | Yesbol Omirzhanov |
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| **Phone :** | +7 777 2686571 |
| **ACADEMIC COURSE PRESENTATION** |
| **Purpose****of the course** | **Expected Learning Outcomes (LO) \***  | **Indicators of LO achievement (ID)** |
| To develop students' ability to understand the content of norms of Civil service and to apply these norms in professional legal activity. | 1. Possess the methods of scientific research of legal issues of the civil service institute, practical skills of independent analysis of the problems of the civil service institute. | * 1. Be able to draw independent conclusions on the topic of study;
 |
| 1.2 Summarize the results of the acquired knowledge |
| 2. Have the skills of critical analysis, evaluation and comparison of information, conduct a scientific discussion, classify types of civil service, determine their structure | 2.1 Work with documents in the field of civil service legal relations; |
| 2.2 Apply knowledge in the examination and analysis of civil service legal documents. |
| 3. Understand the types of civil servants, their legal status and powers | 3.1 Summarize the results of the study of civil service; |
| 3.2 Compare the norms of national and foreign experience in the field of civil service. |
| 4. Analyze current problems of the civil service, conflict of laws rules on civil service, propose effective ways to overcome them | 4.1 Summarize the results of the study of civil service; |
| 4.2 Apply the norms of civil service in theory and practice . |
| 5. Solve practical situations in the field of public service based on the peculiarities of the legal responsibility of civil servants | 5.1 Summarize the results of the study of the discipline; |
| 5.2 Compare the impact of civil service doctrines of different countries. |
| **Prerequisites** | Theory of State and Law, Constitutional Law, Labor Law, etc. |
| **Postrequisites** | Diploma thesis  |
| **Learning Resources** | **Literature:** main, additional. 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/docs3. https://www.gov.kz/memleket/entities/qyzmet?lang=ru |

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| **Academic****course policy** | The academic policy of the course is determined by [the Academic Policy](https://univer.kaznu.kz/Content/instructions/%D0%90%D0%BA%D0%B0%D0%B4%D0%B5%D0%BC%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%B0%D1%8F%20%D0%BF%D0%BE%D0%BB%D0%B8%D1%82%D0%B8%D0%BA%D0%B0.pdf) and [the Policy of Academic Integrity of Al-Farabi Kazakh National University .](https://univer.kaznu.kz/Content/instructions/%D0%9F%D0%BE%D0%BB%D0%B8%D1%82%D0%B8%D0%BA%D0%B0%20%D0%B0%D0%BA%D0%B0%D0%B4%D0%B5%D0%BC%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%BE%D0%B9%20%D1%87%D0%B5%D1%81%D1%82%D0%BD%D0%BE%D1%81%D1%82%D0%B8.pdf) Documents are available on the main page of IS Univer .**Integration of science and education.** The research work of students, undergraduates and doctoral students is a deepening of the educational process. It is organized directly at the departments, laboratories, scientific and design departments of the university, in student scientific and technical associations. Independent work of students at all levels of education is aimed at developing research skills and competencies based on obtaining new knowledge using modern research and information technologies. A research university teacher integrates the results of scientific activities into the topics of lectures and seminars (practical) classes, laboratory classes and into the tasks of the IWST, IWS, which are reflected in the syllabus and are responsible for the relevance of the topics of training sessions andassignments.**Attendance.** The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the course. Failure to meet deadlines results in loss of points.**Аcademic honesty.** Practical/laboratory classes, IWS develop the student's independence, critical thinking, and creativity. Plagiarism, forgery, the use of cheat sheets, cheating at all stages of completing tasks are unacceptable.Compliance with academic honesty during the period of theoretical training and at exams, in addition to the main policies, is regulated by [the "Rules for the final control"](https://univer.kaznu.kz/Content/instructions/%D0%9F%D1%80%D0%B0%D0%B2%D0%B8%D0%BB%D0%B0%20%D0%BF%D1%80%D0%BE%D0%B2%D0%B5%D0%B4%D0%B5%D0%BD%D0%B8%D1%8F%20%D0%B8%D1%82%D0%BE%D0%B3%D0%BE%D0%B2%D0%BE%D0%B3%D0%BE%20%D0%BA%D0%BE%D0%BD%D1%82%D1%80%D0%BE%D0%BB%D1%8F%20%D0%9B%D0%AD%D0%A1%202022-2023%20%D1%83%D1%87%D0%B3%D0%BE%D0%B4%20%D1%80%D1%83%D1%81%D1%8F%D0%B7%D1%8B%D0%BA%D0%B5.pdf) , ["Instructions for the final control of the autumn / spring semester of the current academic year"](https://univer.kaznu.kz/Content/instructions/%D0%98%D0%BD%D1%81%D1%82%D1%80%D1%83%D0%BA%D1%86%D0%B8%D1%8F%20%D0%B4%D0%BB%D1%8F%20%D0%B8%D1%82%D0%BE%D0%B3%D0%BE%D0%B2%D0%BE%D0%B3%D0%BE%20%D0%BA%D0%BE%D0%BD%D1%82%D1%80%D0%BE%D0%BB%D1%8F%20%D0%B2%D0%B5%D1%81%D0%B5%D0%BD%D0%BD%D0%B5%D0%B3%D0%BE%20%D1%81%D0%B5%D0%BC%D0%B5%D1%81%D1%82%D1%80%D0%B0%202022-2023.pdf) , "Regulations on checking students' text documents for borrowings".Documents are available on the main page of IS Univer .**Basic principles of inclusive education.** The educational environment of the university is conceived as a safe place where there is always support and equal attitude from the teacher to all students and students to each other, regardless of gender, race / ethnicity, religious beliefs, socio-economic status, physical health of the student, etc. All people need the support and friendship of peers and fellow students. For all students, progress is more about what they can do than what they can't. Diversity enhances all aspects of life.All students, especially those with disabilities, can receive counseling assistance by phone / e- mail  yesbol\_1981@mail.ru or by means of video communication in MS Teams https://teams.microsoft.com/l/channel/19%3abyuR9t5LXKNP2Zhy4QSfWiBk7q0sooFQ2Z-**Integration MOOC (massive open online course).** In the case of integrating MOOC into the course, all students need to register for MOOC. The deadlines for passing MOOC modules must be strictly observed in accordance with the course study schedule. **ATTENTION!** The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the course, as well as in the MOOC. Failure to meet deadlines results in loss of points. |
| **INFORMATION ABOUT TEACHING, LEARNING AND ASSESSMENT** |
| **Score-rating letter system of assessment of accounting for educational achievements** | **Assessment Methods** |
| **Grade** | **Digital****equivalent****points** | **points,****% content** | **Assessment according to the traditional system** | **Criteria-based assessment** is the process of correlating actual learning outcomes with expected learning outcomes based on clearly defined criteria. Based on formative and summative assessment.**Formative assessment is** a type of assessment that is carried out in the course of daily learning activities. It is the current measure of progress. Provides an operational relationship between the student and the teacher. It allows you to determine the capabilities of the student, identify difficulties, help achieve the best results, timely correct the educational process for the teacher. The performance of tasks, the activity of work in the classroom during lectures, seminars, practical exercises (discussions, quizzes, debates, round tables, laboratory work, etc.) are evaluated. Acquired knowledge and competencies are assessed.**Summative assessment** -type of assessment, which is carried out upon completion of the study of the section in accordance with the program of the course.Conducted 3-4 times per semester when performing IWS. This is the assessment of mastering the expected learning outcomes in relation to the descriptors. Allows you to determine and fix the level of mastering the course for a certain period. Learning outcomes are evaluated. |
| A | 4.0 \_ | 95-100 | Great |
| A- | 3.67 | 90-94 |
| B+ | 3.33 | 85-89 | Fine |
| B | 3.0 | 80-84 | **Formative and summative assessment** | **Points % content** |
| B- | 2.67 | 75-79 | Activity at lectures | 35 |
| C+ | 2.33 | 70-74 | Work in practical classes | 35 |
| C | 2.0 | 65-69 | Satisfactorily | Independent work | 30 |
| D | 1.0 | 50-54 | TOTAL | 100 |
| C | 2.0 | 65-69 |
| C- | 1.67 | 60-64 |
| D+ | 1.33 | 55-59 |
| D | 1.0 | 50-54 |
| FX | 0,5 | 25-49 | Unsatisfactory |
| F | 0 | 0-24 |
| **Calendar (schedule) for the implementation of the content of the course. Methods of teaching and learning.** |

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| **A week** | **Topic name** | **Number of hours** | **Max.****ball** |
| **MODULE 1 The basic concept of civil service** |
| **1** | **L 1.** General characteristics of the special course “Legal problems of public service”**.**Theoretical and methodological foundations for studying the theory and practice of civil service and management in the Republic of Kazakhstan. | **1** | **5** |
| **Seminar 1.** The role and significance of the special course “Legal problems of public service”. | 2 | 5 |
| **2** | **L 2.** Concept, subject, methodological basis for organizing the civil service in the Republic of Kazakhstan. Foreign experience in the functioning of the civil service. | **1** | 5 |
| **Seminar 2.** Concept, methodological foundations of the organization of civil service. | 2 | 5 |
|  | **IWST 1.** Consultations on the implementation of IWS 1 |  |  |
| **3** | **L 3.** History of the creation of the civil service in the Republic of Kazakhstan. The main stages of the formation and development of legislation on civil service in the Republic of Kazakhstan. | **1** | **5** |
| **Seminar 3.** Features of the emergence of public administration and civil service in Kazakhstan | 2 | 5 |
| **IWS 1.** The evolution of classical theoretical ideas about the concept of bureaucracy (essay) |  | 15 |
| **4** | **L 4.** Legal foundations of the modern Kazakhstani civil service system. Civil service in the public administration system: role and functions. | **1** | **5** |
| **Seminar 4.** The concept of a new model of civil service of the Republic of Kazakhstan. | 2 | 5 |
|  | **IWST 2.** Consultations on the implementation of IWS 2 |  |  |
| **5** | **L 5.** Civil service system of the Republic of Kazakhstan: legal regulation, basic principles, types. Properties of the civil service as a social organization. | **1** | **5** |
| **Seminar 5.** Concept, system and principles of public service. | 2 | 5 |
| **IWS 2.** Discussion and analysis of the Law of the Republic of Kazakhstan “On the Civil Service of the Republic of Kazakhstan” (as amended on April 19, 2023); Regulations on the Agency of the Republic of Kazakhstan for Civil Service Affairs dated July 22, 2019; 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 |  | 15 |
| **6** | **L 6.** Social and legal status of a civil servant. | **1** | **5** |
| **Seminar 6.** Status of civil servants and their legal guarantees. | 2 | **5** |
|  | **IWST 3.** Discussing and summarising the results of IWS 1 and IWS 2 |  |  |
| **7** | **L 7.** Entering the civil service. Stages of professionalization of civil servants. | **1** | **5** |
| **Seminar 7.** The procedure for entering the political civil service and the procedure for entering the administrative civil service. | 2 | **5** |
| **Midterm control 1** | **100** |
| **MODULE 2 Features of entering the civil service** |  |
| **8** | **L 8.** Peculiarities of admission to the administrative civil service of Corps “A” and its passage | **1** | **5** |
| **Seminar 8.** Analyze the procedure for selection into the personnel reserve of the administrative civil service of Corps “A”, the procedure for holding a competition for occupying administrative civil positions in Corps “A”. | 2 | **5** |
| **IWST 4.** Consultations on the implementation of IWS 3 |  |  |
| **9** | **L 9.** Peculiarities of occupying an administrative government position in Corps “B”. | **1** | **5** |
| **Seminar 9.** Selection procedures for civil service positions of Corps “B” of citizens entering or re-entering the civil service for the first time | 2 | **5** |
|  | **IWS 3.** State policy on training, retraining and advanced training of civil servants. |  | **7** |
| **10** | **L 10.** Passage of civil service. Motivation for the work of civil servants. | **1** | **5** |
| **Seminar 10.** Characteristics of job descriptions and conditions for assessing the performance of civil servants. | 2 | **5** |
| **IWST 5.** Consultations on the implementation of IWS 4 |  |  |
| **MODULE 3 Passage of civil service** |
| **11** | **L 11.** Civil **s**ervice discipline | **1** | **5** |
| **Seminar 11.** Characteristics of the responsibility of civil servants, disciplinary offenses and types of penalties. | 2 | **5** |
|  | **IWS 4.** Consideration of citizens' appeals |  | **7** |
| **12** | **L12.** Service ethics of civil servants | **1** | **5** |
| **Seminar 12.** Requirements for civil servants to comply with official ethics. | 2 | **5** |
| **IWST 6.** Consultations on the implementation of IWS 4  |  |  |
| **13** | **L 13.** Corruption and other criminal offenses against the interests of civil service and publicmanagement | **1** | **5** |
| **Seminar 13.** Types of liability in cases of excess of official powers, misappropriation of the powers of an official. | 2 | **5** |
|  | **IWS 5.** Actual problems of improving civil service in the Republic of Kazakhstan. |  | **6** |
| **14** | **L 14.** Social guarantees for civil servants and their family members. | **1** | **5** |
| **Seminar 14.** The procedure for remuneration of civil servants, the grounds for granting leave to civil servants. | 2 | **5** |
| **15** | **L 15.** Termination of civil service civil servants |  |  |
| **Seminar 15.** Termination of civil service by political civil servants |  |  |
| **Midterm control 2** | **100** |
| **Final control (exam)** | **100** |
| **TOTAL for course** | **100** |

**Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zh. Sairambayeva**

**Chair of the Academic Committee**

**on the Quality of Teaching and Learning\_\_\_\_\_\_\_\_ A. Yerimpasheva**

**Head of Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ K. Altayeva**

**Lecturer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y.Omirzhanov**