

Al-Farabi Kazakh National University
Faculty international relation
Chair international law

APPROVED by
Dean of Faculty

S. Aidarbaev.

" _____ " _____ 20 17

EDUCATIONAL-METHODICAL COMPLEX OF DISCIPLINE

Code CLRKFC 2406

« Administrative law and administrative process »

Specialty "5B030200 – International law"

Course –2

Semester – 4

Number of credits –3

Almaty 2017

Educational-methodical complex of the discipline is made by N. Jetibayev
Kandidate jurisprudence, acting docent _____

Based on the working curriculum on the specialty

Considered and recommended at the meeting of the department _____
from « ___ » _____ 2017 year, protocol № ...

Head of department _____ J.Sairambayeva
(Signature)

Recommended by methodical bureau of the faculty
« ___ » _____ 20 17 year, protocol №

Chairman of the method bureau of the faculty _____ G. Mashimbayeva
(Signature)

Kazakh National University. Al-Farabi

Faculty international relation Chair international law

Syllabus

Autumn Semester 2017-2018

Academic Course Information

Code of discipline	Name of the discipline	Type	Number of hours per week			Number of credits	ECTS
			Lecture	Practice	Lab		
	Administrative law and administrative process	ӘК	2	1	0	3	6
Lecturer	Jetibayev N.S.			Office hours		Scheduled	
e-mail	Zhetybaev-14@mail.ru						
Tel	8 (727) 243 83 22			Lecture hall			
Academic presentation of the course	<p>Administrative law and administrative process "is one of the major disciplines that provides for the study of organically combining categories of social relations in the sphere of management and administrative and legal regulation of these relations.</p> <p>The course "Administrative law and administrative process" is based on the provisions underlying the construction of the rule of law, as well as the provisions of the theory of state and law, public administration, studied in higher educational institutions. It is closely connected with the state, constitutional, financial, labor, criminal law and other legal disciplines.</p> <p>The subject of the course "Administrative law and administrative process" is the state-legal phenomena of life, in particular: public administration, administrative law, participants in administrative and legal relations, administrative and legal measures, administrative restraint, administrative offense, institution of administrative responsibility, administrative penalties, the administrative process.</p> <p>The subject of study are theoretical and methodological bases of state-legal regulation of relations in the sphere of public administration.</p> <p>The purpose of this course is to form the general framework of legal knowledge required in professional activities</p> <p>The main task of studying the discipline is as follows:</p> <ul style="list-style-type: none"> - enrichment of students with deep knowledge of the basic principles, categories and provisions of the science of administrative law, the level of its development achieved; training of students in correct orientation in the current administrative legislation; - inculcation of skills and abilities to correctly interpret and apply the norms of administrative law to specific facts; familiarizing students with the system of public administration, forms and methods of management, with ways to ensure law and discipline in management; - familiarization of students with the organization and administrative and legal regulation of the management of the economy, socio-cultural construction, administrative and political activities, as well as with the peculiarities of the relations of the management bodies of general, sectoral and special competence with law 						

	<p>enforcement agencies;</p> <p>As a result of studying the discipline, the student must:</p> <ul style="list-style-type: none"> - to know the basic administrative and legal categories; - Own an independent analysis of administrative law; - to assimilate the categorical system of science; - be able to analyze the nature of legal phenomena; - to understand the relationship of this science with other sciences; - to have an idea of how to use the acquired knowledge in professional activities; - to acquire skills in the practical use of administrative means
	<p>Prerequisites for the course:</p> <ul style="list-style-type: none"> • "Theory of Law and the State", • "Constitutional Law of the Republic of Kazakhstan". <p>Course Requisites:</p> <ul style="list-style-type: none"> • jurisprudence
Literature and resources	<p style="text-align: center;">REFERENCES:</p> <ol style="list-style-type: none"> 1. The Constitution of the Republic of Kazakhstan dated 30.08.1995 (with amendments and additions dated May 24, 2007). 2. Code of the Republic of Kazakhstan on Administrative Violations (General part): Album Schemes / Comp. V.N. Lapshin, M.A. Kyzyllov. Karaganda, 2001. The Criminal Code of the Republic of Kazakhstan-Almaty: Zheti Zhargy, 1998. 3. Commentary on the General Part of the Code of the Republic of Kazakhstan on Administrative Offenses. Karaganda, 2001. 4. Administrative Law of the Republic of Kazakhstan. Part special (Edited by Taranova AA), A: 1996. 5. Administrative Law: Textbook / Ed. L.L. Popova. M., 2002. 6. Administrative Law: Textbook / Ed. A.P. Koreneva. M., 1986. 7. Administrative Law of the RK: Textbook / Ed. A.A. Taranova. Almaty, 1996. Part 1 (General). 8. Administrative Law of the RK: Textbook / Ed. A.A. Taranova. Almaty, 1996. Part 2 (Special). 9. Bakhrakh D. Administrative Law .- M, 1993 10. Ibragimov H.Yu. Administrative Law of the Republic of Kazakhstan. A, 2000 11. Zhetpysbaev B. Administrative responsibility .- A, 1999 12. Workshop on Administrative Law .- A, 1998 13. Tikhomirov Yu.A. Course of administrative law and process. M, 1998.
Academic policy of the course in the context of university moral and ethical values	<p>Rules of academic behavior:</p> <p>Obligatory presence in the classroom, inadmissibility of late arrivals. Absence and delay in classes without prior warning of the teacher are estimated at 0 points.</p> <p>Obligatory observance of the terms of fulfillment and delivery of assignments (on CDS, boundary, control, laboratory, project, etc.), projects, examinations.</p> <p>Academic values:</p> <p>Academic honesty and integrity: independence of all tasks; inadmissibility of plagiarism, forgery, the use of cribs, cheating at all stages of knowledge control, deception of the teacher and disrespectful attitude towards him.</p> <p>(Code of Honor of a student of KazNU)</p> <p>Students with disabilities can receive counseling on the above E-mail and telephone.</p>
Evaluation and appraisal policy	<p>Criterial evaluation: evaluation of learning outcomes in relation to descriptors (checking the formation of competences on the boundary control and examinations).</p> <p>Summative assessment: assessment of the presence and activity of work in the classroom; evaluation of the completed task, CDS (project / case / program). The</p>

	formula for calculating the final grade.
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Calendar for the implementation of the content of the training course:

Week / date	Title of the topic (lecture, practical lesson, SIW)	Number of hours	Max. score
1	2	3	4
1	Lecture 1 Subject and method of administrative law Seminar 1 Subject and method of administrative law	2 1	6
2	Lecture 2 Executive agencies Seminar 2 Executive agencies	2 1	6
3	Lecture 3 Individuals and legal entities Seminar 3 Individuals and legal entities SIWT 1 Executive agencies	2 1	6 20
4	Lecture 4 Administrative and legal forms. Seminar 4 Administrative and legal forms.	2 1	6
5	Lecture 5 Administrative coercion Seminar 5 Administrative coercion	2 1	5 20
6	Lecture 6 Administrative and preventive measures Seminar 6 Administrative and preventive measures	2 1	6
7	Lecture 7 Measures of administrative restraint Seminar 7 Measures of administrative restraint SIW 2 Administrative coercion (Writing an essay).	2 1	5 20
	1. Landmark control		100
8	Midterm Exam	2 1	100
8	Lecture 8 Administrative and legal regimes Seminar 8 Administrative and legal regimes		5

9	Lecture 9 Administrative offense. Seminar 9 Administrative offense. SIW 3 Administrative and legal regimes	2 1	5 10
10	Lecture 10 Administrative penalties Seminar 10 Administrative penalties	2 1	5
11	Lecture 11 Measures of administrative and legal impact Seminar 11 Measures of administrative and legal impact SIW 4 Administrative offense.	2 1	5 10
12	Lecture 12 Administrative violations infringing on the established management procedure Seminar 12 Administrative violations infringing on the established management procedure		5
13	Lecture 13 Administrative process Seminar 13 Administrative process	2 1	5 20
14	Lecture 14 Proceedings in cases of administrative offenses Seminar 14 Proceedings in cases of administrative offenses	2 1	5
15	Lecture 15 Administrative law of the Republic of Kazakhstan and Foreign Countries Seminar 15 Administrative law of the Republic of Kazakhstan and Foreign Countries	2 1	5 20
			100