

**Kazakh National University. Al-Farabi**  
**Faculty international relation**  
**Chair international law**  
**Syllabus**  
**Spring 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		
11B25	Administrative law and administrative process	OK	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>The purpose of the discipline: the formation of comprehensive and systematic knowledge of the field of administrative and administrative procedural law.</p> <p>As a result of studying the discipline, the student will be able to:</p> <ul style="list-style-type: none"> <li>- analyze the sources of administrative law, its norms, apply them to managerial, administrative-tort, procedural-executive public relations;</li> <li>- know the system of state bodies and their competence in various spheres and areas of public administration;</li> <li>- to formulate acts of state administration, to master methods of carrying out procedural actions;</li> <li>- apply the basic forms and methods of public administration and regulation;</li> <li>- to analyze the legal status of subjects of administrative and legal relations;</li> <li>- conduct a comparative legal analysis of the activities of public authorities of the Republic of Kazakhstan and foreign countries;</li> <li>- to find administrative-tort norms; to analyze administrative-delictual situations; apply administrative-tort norms to specific legal facts;</li> <li>-to carry out the qualification of administrative offenses;</li> <li>- provide administrative and procedural documents for administrative proceedings</li> </ul>						
	<p><b>Prerequisites for the course:</b></p> <p>Theory of state and law, history of state and law, constitutional law, law enforcement agencies, civil law; criminal law</p> <p><b>Pokreshkizitz</b></p> <p>International law, international public law, financial law; tax law, environmental law, civil procedural law</p>						
Literature and resources	<p><b>REFERENCES:</b></p> <ol style="list-style-type: none"> <li>1. The Constitution of the Republic of Kazakhstan dated 30.08.1995 (with amendments and additions dated May 24, 2007).</li> <li>2. Code of the Republic of Kazakhstan on Administrative Violations (General</li> </ol>						

	<p>part): Album Schemes / Comp. V.N. Lapshin, M.A. Kyzyllov. Karaganda, 2001.</p> <p>3. Commentary on the General Part of the Code of the Republic of Kazakhstan on Administrative Offenses. Karaganda, 2001.</p> <p>4. Кодекс Республики Казахстан об административных правонарушениях от 5 июля 2014 года № 235-V (с изм. на 09.01.2018 г.)</p> <p>5. Закон Республики Казахстан от 27 ноября 2000 года № 107-III «Об административных процедурах» (с изм. на 03.07.2017 г.)</p> <p>6. Потапова А. А. Административное право. Конспект лекций. Уч. пособие., 2017. М.- изд-во «Проспект»</p> <p>7. Миронов А.Н. Административное право. Учебник.- 2017. М.- изд-во «Проспект»</p> <p>8. Таранов А.А. Административное право. Академический курс. Общая часть. А., 2011 г.; - Таранов А.А. Административное право. Академический курс. Особенная часть. А., 2012 г.;</p> <p>9. Административная ответственность в Республике Казахстан: конституционно-правовые проблемы : учебник / ред. Б. А. Жетписбаев. - Алматы : NURPRESS, 2012. - 349 с.;</p> <p>10. Административные взыскания за нарушения правил дорожного движения : размеры штрафов. - Алматы : Юрист, 2011. - 16 с. :</p> <p>11. Жетписбаев, А. Административный процесс : учебник / Жетписбаев, А. - Алматы : Юридическая литература, 2013. - (Электронная книга).</p> <p><b>Available online:</b> Additional training material, as well as documentation used for homework, will be available on your website at univ.kaznu.kz. in the section of the IMCD.</p>
<p>Academic policy of the course in the context of university moral and ethical values</p>	<p><b>Rules of academic behavior:</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Obligatory observance of the terms of fulfillment and delivery of assignments (on SIW, boundary, control, laboratory, project, etc.), projects, examinations.</li> <li>3. Midterm exam is conducted in writing form.</li> </ol> <p><b>Academic values:</b></p> <ol style="list-style-type: none"> <li>1. Seminar classes, SIW should be independent, creative</li> <li>2. Inadmissible plagiarism, forgery, the use of cheat sheets, cheating at all stages of knowledge control</li> <li>3. Students with disabilities can receive counseling services at the Electron address Zhetybaev-14@mail.ru</li> </ol>
<p>Evaluation and appraisal policy</p>	<p><b>Criteria evaluation:</b> evaluation of learning outcomes in relation to descriptors (checking the formation of competences on the boundary control and examinations).</p> <p><b>Summative assessment:</b> assessment of the presence and activity of work in the classroom; evaluation of the completed task, SIW (project / case / program). The formula for calculating the final grade.</p>

**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	<b>1 – lecture.</b> Subject and method of administrative law <b>Seminar 1.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic the Concept, subject and methods of administrative law	2 1	6
2	<b>2 – lecture.</b> Administrative-legal norms and administrative-legal relations <b>Seminar 2.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Administrative-legal norms	2 1	6
3	<b>3 – lecture.</b> Citizens - Individual subjects of administrative law <b>Seminar 3.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic The concept of citizens - as individual subjects of administrative law <b>Consultation and reception of IWST</b> <b>IWS 1.</b> The rights and duties of citizens as subjects of administrative law. Prepare the presentation.	2 1	6  20
4	<b>4 – lecture.</b> Organizations - collective subjects of administrative law <b>Seminar 4.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic State and non-state enterprises and institutions	2 1	6
5	<b>5– lecture.</b> Executive organs of state power <b>Seminar 5.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Legal status and competence of executive organs <b>Consultation and reception of IWST</b> <b>IWS 2.</b> Local Executive Authorities organs. Essay	2 1	5  20
6	<b>6– lecture.</b> State employees of the RK. Physical and legal persons of the RK. <b>Seminar 6.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Political and administrative civil servants	2 1	6
7	<b>7– lecture.</b> Forms and methods of public administration <b>Seminar 7.</b> To deepen and consolidate the theoretical	2 1	5

	<p>knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Concept and forms of public administration</p> <p><b>Consultation and reception of IWST</b></p> <p><b>IWS 3.</b> Acts of State Administration.</p> <p>Draw up acts</p>		20
	<b>1. Landmark control</b>		100
8	<b>Midterm Exam</b>	2	100
		1	
8	<p><b>8– lecture.</b> Administrative coercion, concept and types.</p> <p><b>Seminar 8.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Classify types of administrative-coercive measures</p>	2	5
		1	
9	<p><b>9– lecture.</b> Administrative offense and Administrative liability</p> <p><b>Seminar 9.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Concept administrative liability - type of legal responsibility</p> <p><b>Consultation and reception of IWST</b></p> <p><b>IWS 4.</b> Types of administrative responsibility. Prepare the presentation.</p>	2	5
		1	15
10	<p><b>10– lecture.</b> Administrative procedural activities</p> <p><b>Seminar 10.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Proceedings in cases of administrative offenses</p>	2	5
		1	
11	<p><b>11– lecture.</b> Administrative penalties</p> <p><b>Seminar 11.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Classify types of administrative penalties</p> <p><b>Consultation and reception of IWST</b></p> <p><b>IWS 5.</b> Compile an approximate sample of the protocol for one type of administrative punishment. Prepare the presentation.</p>	2	5
		1	15
12	<p><b>12– lecture.</b> Administrative suppression</p> <p><b>Seminar.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic. Classify types of administrative suppression</p>		5
13	<p><b>13– lecture.</b> Administrative - legal regimes</p> <p><b>Seminar 13.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic. Classify types of administrative - legal regimes</p>	2	5
		1	

14	<p><b>14-Lecture.</b> Administrative violations infringing on the established management procedure</p> <p><b>Seminar14.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic. Proceedings in cases of administrative offenses</p>	2 1	5
15	<p><b>15-Lecture.</b> Administrative law of the Republic of Kazakhstan and Foreign Countries</p> <p><b>Seminar 15.</b> To deepen and consolidate the theoretical knowledge received by students at the lecture and in the process of working on the teaching material beating and fixing on this topic Concept administrative law of the Republic of Kazakhstan and Foreign Countries</p>	2 1	5 20
			100

**Chairperson of the Methodical Methodology Bureau of the FIL**

**Mashimbayeva G**

**The head of the chair is International law**

**Sairambaeva J.**

**Lecturer**

**Jetibayev N.**