

**SYLLABUS**  
**Fall semester 2022-2023 academic years**  
**on the educational program “International law - 6B04201”**

Discipline's code	Discipline's title	Independent work of students (IWS)	Number of credits			Number of credits	Independent work of student with teacher (IWST)
			Lectures (L)	Practical training (PT)	Laboratory (Lab)		
APAP2216	Administrative Law and Administrative Process	3	15	30	-	3	6

**Academic course information**

Form of education	Type of course	Types of lectures	Types of practical training	Form of final control
Full-time	Compulsory/theoretical	Problematic analytical	Workshop/ppt	
Lecturer	Otarbayeva A.B.			Test
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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)
The formation of permanent knowledge, ability and experience of students about administrative violations and the measures used for their commission	1. Able to work with administrative-legal concepts and categories, explains administrative law norms	1.1. Understanding the administrative law of the Republic of Kazakhstan as one of the branches of law 1.2. Consideration of the law on administrative offense as a tool of applying administrative legal responsibility 1.3. To determine its general concept according to the common features of administrative offenses
	2. Analyzes and correctly applies administrative and legal norms, correctly qualifies the committed administrative offenses from a legal point of view	2.1. Analysis of legal issues related to the composition of administrative offenses 2.2. To determine and describe the types of measures and influence measures applied to administrative offenses 2.3. Analysis of the rules related to the grounds and order of exemption from administrative responsibility
	3. Able to determine the facts of the administrative violation, determine the responsibility and punishment for the guilty	3.1. Based on the Code of Administrative Offenses make a group of administrative offenses and analyzing their essence and types

	<p>person, and take the necessary measures to restore the violated rights.</p>	<p>3.2. To determine the types of bodies that conduct administrative affairs and assign measures for them  3.3. Learning the rules of conducting cases on administrative offenses  3.4. To determine the types of evidence, collect and evaluate them as a legal condition for the use of administrative responsibility</p>
	<p>4 Carries out the procedures for initiating, conducting, and revising administrative violations cases.</p>	<p>4.1. Organization of proceedings on administrative offenses  4.2 Grounds for initiation of administrative cases and content of the administrative protocol  4.3. Description of the main rules of administrative offense proceedings  4.4. Determining the basis and procedure for reviewing the decisions made in administrative cases  4.5. Analysis of the rules related to the procedure for the execution of decisions made in administrative cases</p>
<b>Prerequisites</b>	Theories of law and state, Constitution of the RK	
<b>Post requisites</b>	Consider as the theme of diploma work	
<b>Information resources **</b>	<p>Literature:**</p> <ol style="list-style-type: none"> <li>1. The Code of the Republic of Kazakhstan dated 5 July 2014 No. 235-V On Administrative Infractions</li> <li>2. Нормативные постановления Верховного Суда РК</li> <li>3. Общее административное право : учебник : в 2 ч. / под ред. Ю. Н. Старилова ; Воронежский государственный университет. – 2-е изд., пересмотр. и доп. – Воронеж : Издательский дом ВГУ, 2016.</li> <li>4. Административное право : учебное пособие / А. В. Юрковский, К. Н. Евдокимов, И. А. Кузьмин, В. М. Деревскова ; под ред. А. В. Юрковского. – Изд. 2-е, изм. и доп. – Иркутск : Иркутский юридический институт (филиал) Университета прокуратуры Российской Федерации, 2018. – 300 с.</li> </ol> <p>Internet resources:</p> <ol style="list-style-type: none"> <li>1. On Administrative Infractions - "Adilet" LIS (zan.kz)</li> <li>2. Microsoft Word - 15_TB-CMB-SR_crim-admin-match-EJLE-final (core.ac.uk)</li> </ol>	
<b>Academic policy of the course in the context of university moral and ethical values</b>	<p><b>Academic Behavior Rules:</b>  All students are required to register for the MOOC. The deadlines for completing the modules of the online course must be strictly observed in accordance with the schedule for studying the discipline. Leave in case of current MOOC or SPOC courses.  <b>ATTENTION!</b> Failure to meet deadlines results in loss of points! The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the training course, as well as in the MOOC. Leave in case of current MOOC or SPOC courses.</p> <p><b>Academic values:</b>  - Practical trainings/laboratories, IWS should be independent, creative.  - Plagiarism, forgery, cheating at all stages of control are unacceptable.  - Students with disabilities can receive counseling at e-mail *****@gmail.com.</p>	

<b>Evaluation and attestation policy</b>	<p><b>Criteria-based evaluation:</b> 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>
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**CALENDAR (SCHEDULE) THE IMPLEMENTATION OF THE COURSE CONTENT:**

week	Topic name	Number of hours	Max. score***
<b>Module 1</b>			
<b>General rules of Administrative Law</b>			
1	<b>Lec 1.</b> Law of the Republic of Kazakhstan on administrative offense, system and duties and principles.	1	
1	<b>Sem 1.</b> Concept of administrative law of the Republic of Kazakhstan, administrative legal relations, norms of the law on administrative offenses.	2	7
2	<b>Lec 2.</b> Administrative responsibility and its basis	1	
2	<b>Sem 2.</b> The basis and stages of administrative responsibility	2	7
2	<b>IWST 1.</b> Methods and subjects of Administrative Law		15
3	<b>Lec 3.</b> Definition and signs of an administrative offense	1	
3	<b>Sem 3.</b> Definition of an administrative offense under the administrative law of the Republic of Kazakhstan	2	7
3	<b>SIW 1.</b> Administrative offences and it's types		
4	<b>Lec 4.</b> Composition of an administrative offense and its main features	1	
4	<b>Sem 4.</b> Composition of an administrative offense and its elements	2	7
	<b>IWST 2.</b> Make a ppt for the topic "Definition, types and elements of the structure of administrative offense"		15
5	<b>Lec 5.</b> Administrative measures	1	
5	<b>Sem 5.</b> Definition and types of administrative measures and legal impact of administrative measures	2	7
6	<b>Lec 6.</b> Legal description of types of administrative measures	1	
6	<b>Sem 6.</b> Exemption from administrative liability and administrative measures.	2	7
7	<b>Lec 7.</b> Grouping of administrative offenses	1	
7	<b>Sem 7.</b> Grouping and types of administrative offenses under the Law on Administrative Offenses of the Republic of Kazakhstan.	2	8
	<b>IWST 3. Colloquium (Make an analysis of subjects of administrative law).</b>		20
	<b>LEVEL CONTROL 1</b>		<b>100</b>
8	<b>Lec 8.</b> Legal authorities considered administrative offenses.	1	
8	<b>Sem 8.</b> Administrative offense cases belong to departments and their authority to apply administrative measures	2	7
8	<b>IWS 2.</b> Consider administrative offenses in the field of traffic		
9	<b>Lec 9.</b> Conducting proceedings in cases of administrative offenses	1	
9	<b>Sem 9.</b> Participants in administrative offense cases and their duties and rights.	2	7
10	<b>Lec 10</b> Evidence and substantiate	1	

10	<b>Sem 10.</b> Evidence in administrative cases and their procedural description.	2	7
10	<b>IWST 4. Colloquium</b> (Explain concept, meaning and types of forms of management actions).		<b>15</b>
<b>Module 2</b>			
<b>PROCEDURAL RULE OF CONDUCTING CASES UNDER ADMINISTRATIVE LAW</b>			
11	<b>Lec 11.</b> Measures to ensure production in administrative cases	1	
11	<b>Sem 11.</b> Procedures for conducting cases on administrative offenses, their types and legal description.	2	7
12	<b>Lec 12.</b> Initiation of administrative offense cases	1	
12	<b>Sem 12.</b> Basics of initiation of administrative cases and administrative protocol	2	7
12	<b>IWST 5.</b> Administrative offenses against public order and morals (Chapter 22 of the Code).		15
13	<b>Lec 13.</b> Consideration of administrative offense cases	1	
13	<b>Sem 13.</b> General rules for consideration of administrative offense cases	2	7
13	<b>IWS 3.</b> Administrative offenses against a person's personality		
14	<b>Lec 14.</b> Revision of resolutions that have not entered into legal force and have entered into force in cases of administrative offenses	1	
14	<b>Sem 14.</b> Procedure for reviewing decisions made on administrative cases	2	7
15	<b>Lec 15.</b> Procedure for implementation of measures taken on administrative cases	1	
15	<b>Sem 15.</b> Implementation of decisions made on administrative proceedings	2	7
15	<b>IWST 6.</b> (Procedure for appeal protest decrees on cases on administrative infraction that did not enter into legal force in a superior body (civil servant), prescription on necessity to pay a fine (Chapter 43-1 of the Code)		20
	<b>LEVEL CONTROL 2</b>		<b>100</b>

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