

KARAGANDA UNIVERSITY KAZPOTREBSOYUZ

CLAIM

Rector of Karaganda University  
Kazpotrebsoyuz, doctor of Economics,  
Professor



Aymagambetov E. B.

Approved by the Academic Council

Protocol № 9 25.05 2021

PROGRAMMS ENTRANCE EXAM IN THE EDUCATIONAL PROGRAM  
"STATE AND LOCAL GOVERNMENT»

Considered and discussed at the  
meeting of the Department

Mussatayeva A. A.

Protocol № 8 от «30» april 2021

## **THE DISCIPLINE «THEORY AND PRACTICE OF PUBLIC ADMINISTRATION»**

### **TOPIC 1. CONTENT OF PUBLIC ADMINISTRATION**

The state as the leading subject of social management. Specificity and classification of the function of public administration. Methods of public administration

### **TOPIC 2. MARKET APPROACH TO PUBLIC ADMINISTRATION**

Formation of methodological foundations of the modern system of public administration. Management as a social institution. The mechanism of state control.

### **TOPIC 3. Responsibility in public administration**

Legal laws governing social relations. Responsibility in public administration as a necessary condition for the implementation of public decisions. Duties and responsibilities in the system of public administration. Powers and responsibilities of Ministers, their accountability and strategic oversight

### **TOPIC 4. Public administration and organized interests**

The main elements of the system of public administration, their relationship. Lobbyism. Methods of lobbying used in Kazakhstan. Typical and unique in public administration are the sources of qualitative improvement of public administration.

### **TOPIC 5. Organizational structure public administration**

State body as a system-forming element of the organizational structure of public administration. Factors influencing the organizational structure of public administration. The basic institutions of the implementation of government decisions. Organizational structure of public administration in the Republic of Kazakhstan.

### **TOPIC 6. Anti-corruption policy and objectives public administration**

Means of fight against corruption Subjects of the offenses connected with corruption. Organizational and administrative functions of subjects of public administration. Law of the Republic of Kazakhstan "On combating corruption".

### **TOPIC 7. Formation and implementation of state policy**

State policy as a purposeful activity of public administration bodies to solve socially significant problems. Constitutional and legal basis of state policy. Types and directions of state policy.

### **TOPIC 8. Development and decision-making in the system of public administration**

State decision as a scientific concept. Evaluation of the effectiveness of government decisions. Concept and classification of normative legal acts of the Republic of Kazakhstan.

### **TOPIC 9. Management activities and its stages**

Administrative procedure. Management relations and their classification. Legal regulation of management relations. The concept of subjective right.

## **TOPIC 10. Decentralization of public administration and development of local self-government**

The process and types of decentralization of public administration. Principles and forms of state regulation of local government. State support of local self-government

## **TOPIC 11. The concept of a new model of public service in the Republic of Kazakhstan**

Principles of professionalization of the civil service system. The provision of public services and ways to improve their quality. Public service reform in the Republic of Kazakhstan

## **TOPIC 12. Public administration reform in Kazakhstan**

Local self-government as a democratic basis of public administration. Directions of interaction of public authorities with local government. Basic principles of the government reform strategy

### **THE LIST OF RECOMMENDED LITERATURE**

1. " On Combating Corruption " Law of the Republic of Kazakhstan dated November 18, 2015 No. 410-V ZRK.

2. Aimagambetov E. B., Zhetpisbayeva M. K., Musataeva A. A. Theory and practice of public administration: Textbook-Karaganda Economic University of Kazpotrebsoyuz. Karaganda, 2020. - 244 p.

3. Reforms in Kazakhstan: successes, challenges and prospects. Project of the Secretariat for International Relations, Division for Work with the Countries of Eurasia, Department.

4. Anti-Corruption Strategy of the Republic of Kazakhstan for 2015-2025. <http://adilet.zan.kz/rus/docs/U1400000986>.

5. Atamanchuk G. V. Theory of public administration: textbook. - M.: Omega-L, 2014., p. 52;

6. Fighting corruption in state bodies of the Republic of Kazakhstan: A textbook. / Ed. by E. O. Alaukhanov. - Almaty: KazATK, 2008. - 280s.

7. Vasilyeva V. M. State policy and management: textbook and practice for undergraduate and graduate studies / V. M. Vasilyeva, E. A. Kolesneva, I. A. Inshakov. - Moscow: Yurayt Publishing House, 2019. - 441s. Text: electronic / / EBS Yurayt [website]. - URL: <https://urait.ru/bcode/43429>

8. Glazunova N. I. State management: textbook: M .20004

9. State registration and re-registration of public associations of Shamkhals of the Russian Federation

Fundamentals of the theory of public administration.. Textbook. M: 2005.

10. Zhetpisbayeva M. K., Musataeva A. A., Gimranova G. I. Fundamentals of the organization of local government and self-government: Textbook-Karaganda Economic University of Kazpotrebsoyuz. Karaganda, 2018. - 128 p.

11. The Law of the Republic of Kazakhstan "On Combating Corruption".REARIAT

12. Law of the Republic of Kazakhstan "On Combating Corruption" Law of the Republic of Kazakhstan No. 410-V of November 18, 2015

13. The Law of the Republic of Kazakhstan On Public Service <http://adilet.zan.kz/rus/docs/Z1500000416>

14. The Law of the Republic of Kazakhstan On Administrative Procedures. [http://adilet.zan.kz/rus/docs/Z000000107\\_](http://adilet.zan.kz/rus/docs/Z000000107_)

15. Zerkin D. P Ipatov V. G Fundamentals of the theory of public administration. Training manual. M: 2005.
16. I. A. Kaliev, N. V. Nefedova. State policy. Textbook - Pavlodar : Kereku. 2016 -78 p.
17. The Constitution of the Republic of Kazakhstan.
18. Lobbying and economic reforms in Kazakhstan: // src h.slav.hokudai.ac.jp/publicitn/61/ackap/ackap-2.html
19. Fundamentals of anti-corruption culture. Training manual. - Astana: Academy of Public Administration under the President of the Republic of Kazakhstan, 2016. - 176 p.
20. Message of the Head of State to the people of September 2, 2019  
<http://adilet.zan.kz/rus/docs/K1900002019>
21. Rumyantseva E. E. Anti-corruption measures. Textbook. M: Yurayt 2019.
22. Theses of the speech of the Prime Minister of the Republic of Kazakhstan at the parliamentary hearings on the topic "Administrative reform".  
[https://eos.ru/eos\\_delopr/eos\\_delopr\\_intesting/112/15380/](https://eos.ru/eos_delopr/eos_delopr_intesting/112/15380/).
23. Uvarov V. N. State Service and Management Textbook. Petropavlovsk, 2004.
24. Shamkhalov F. Fundamentals of the theory of public administration.. Textbook. M: 2005.
25. Methodology of comparative analysis and classification distribution of public administration systems. Yu. A. Nisnevich, A. K. Khakhunova // Polis .— 2015 .— #4. - URL: <https://rucont.ru/efd/315567> (accessed: 23.06.2021)

#### **THE DISCIPLINE "THEORY AND PRACTICE OF PUBLIC ADMINISTRATION»**

1. The state as a leading subject of public administration
2. Public sources of development of public administration goals
3. Specificity and classification of public administration functions
4. Functions of state bodies
5. Methods of public administration
6. Forms of government
7. Formation of methodological foundations of the modern system of public administration
8. Governance as a social institution
9. The mechanism of state control
10. Unity and correlation of state and public administration.
11. Political parties, trade unions as examples of public associations.
12. Cooperation as a form of interaction between state bodies and public associations.  
State registration and re-registration of public associations
13. Responsibility in public administration as a necessary condition for the implementation of public decisions.
14. Duties and responsibilities in the public administration
15. Powers and responsibilities of Ministers, their accountability and strategic oversight
16. Laws of public administration
17. Characteristics of personal responsibility in public administration
18. The main elements of the system of public administration, their relationship.
19. Lobbyism. Methods of lobbying used in Kazakhstan.
20. Typical and unique in public administration are the sources of qualitative improvement of public administration.
21. State body as a system-forming element of the organizational structure of public administration.
22. Factors influencing the organizational structure of public administration.
23. The basic institutions perform Gosudarstvennyj solutions.
24. Organizational structure of public administration in the Republic of Kazakhstan

25. Characteristics and bases of the state body: functional, legal, organizational, statutory.
26. Classification of state bodies on various grounds: functions of the state, competence, territorial scope of activity.
27. Personnel of the state body
28. The structure of the state body. Requirements to the structure of the state body
29. Areas of improvement of public administration
30. Anti-corruption tools
31. Subjects of corruption-related offences
32. Organizational and administrative functions of subjects of public administration
33. Law of the Republic of Kazakhstan "On combating corruption".
34. Anti-corruption methods
35. Basic principles of the fight against corruption
36. State policy as a purposeful activity of public administration bodies. the solution of socially significant problems
37. Constitutional and legal basis of state policies
38. Types and directions of state policy
39. State decision as a scientific concept.
40. Evaluation of the effectiveness of government decisions.
41. Concept and classification of normative legal acts of the Republic of Kazakhstan.
42. Administrative procedure.
43. Management relations and their classification. Legal regulation of management relations.
44. Relations between state bodies, citizens and directly subordinated objects.
45. Process and types of decentralization of public administration
46. Principles and forms of state regulation of local self-government,
47. State support of local self-government
48. Forms of participation of citizens in local government
49. Principles of professionalization of the civil service system
50. Provision of public services and ways to improve their quality
51. Public service reform in the Republic of Kazakhstan
52. Local self-government as a democratic basis of public administration
53. Directions of interaction of public authorities with local self-government
54. Basic principles of the government reform strategy
55. E-government as a condition for improving the efficiency of public administration
56. Compact and professional government
57. Certification of administrative civil servants
58. Concept of local self-government development in the Republic of Kazakhstan
59. Basic provisions of the law of the Republic of Kazakhstan "On local government and self-government»
60. Process and systems of admission to public service

## **DISCIPLINE "STATE REGULATION OF THE REAL SECTOR OF THE ECONOMY»**

### **TOPIC 1. Theory of state regulation of the economy and its real**

The theory of mercantilism. The theory of economic liberalism of Adam Smith and Dr. Ricardo. Neoclassical direction in the theory of state regulation of the economy. The theory of state intervention in the development of the economy and its sectors J. M. Keynes. State dirigism and its representative F. Perru

## **TOPIC 2. Antimonopoly policy of the state**

Antimonopoly legislation of the Republic of Kazakhstan: essence, goals and objectives. Antimonopoly Committee of the Republic of Kazakhstan and its main functions. Methods of monopolization of commodity markets and counteraction to them. Unfair competition. Conspiracy of establishment of monopolistically high prices. State regulation of natural monopolies. Foreign experience of anti-monopoly activities.

## **TOPIC 3. Industrial policy of the Republic of Kazakhstan**

State industrial policy. Stages of industrial policy development. Strategy of industrial-innovative development of the Republic of Kazakhstan and its implementation. The competitiveness of industrial products and the requirements for it. Regional problems of industrial policy. State national entrepreneurship support programs

## **TOPIC 4. State regulation of sustainable reproduction in agriculture**

Agro-industrial complex of the Republic of Kazakhstan and its components. Principles of state regulation of development of agro-industrial complex. State measures to support agriculture. Agri-food program and results of its implementation

## **TOPIC 5. The building complex and the direction of regulation of its development**

Construction industry as a condition of economic growth of the country. Modern problems in the construction industry of the Republic of Kazakhstan. Construction of social facilities for the poor in the Republic of Kazakhstan

## **TOPIC 6. State regulation of transport and communications development**

Transport as an important branch of the national economy. Mode of transport. The main indicators of transport development. Problems in the development of the transport system of the Republic of Kazakhstan.

## **TOPIC 7. State entrepreneurship as a method of economic regulation**

Economic essence and content of state entrepreneurship. State entrepreneurship as a method of state regulation of the economy. The main functions of the state in the period of formation of entrepreneurship. The essence of the organizational and economic mechanism of entrepreneurship. State national programs to support entrepreneurship . Small business as a condition of economic growth. Law of the Republic of Kazakhstan "On private enterprise in Kazakhstan»

## **TOPIC 8. State regulation of investment processes in the real sector of the economy**

Economic content and basic principles of investment policy of the state. Tax regulation of investment activity of the real sector of the economy. Ways to improve the efficiency of the use of budgetary investment resources. The law of the Republic of Kazakhstan "On investments»

## **TOPIC 9. State regulation of the social sector of the economy**

State social policy: content, concept and strategy. Social injustice and social protection of the population. Social policy priorities. The main directions of state regulation of the labor

market. Socio-economic essence and principles of employment. Types of employment and their features. State regulation of employment.

### **TOPIC 10. Social partnership as an institution of market economy**

The essence and content of social partnership. Collective agreements and agreements as a result of coordination of interests of employees and employers in the sphere of social and labor relations. Social partnership abroad and possibilities of its borrowing in Kazakhstan.

#### **THE LIST OF RECOMMENDED LITERATURE**

- 1." National Development Plan of the Republic of Kazakhstan until 2025 " Decree of the President of the Republic of Kazakhstan dated February 15, 2018 No. 636
2. Atamanchuk G. V. Theory of public administration. Course of lectures. Ed. 2nd, add. - M.: Omega-L. 2014.
3. Koshanov A. K., Zhatkanbayev E. B., Bolatkhanova Z. A. Formation of state entrepreneurship in the Republic of Kazakhstan in the conditions of a mixed economy. Almaty, 2015. 328c.
4. Bibatyrova I. A. State regulation of the national economy. - Almaty: Al-Farabi Kazakh National University. 2016
5. State program of industrial and innovative development of the Republic of Kazakhstan for 2020-2025. Draft Law "On Industrial Policy" Resolution of the Government of the Republic of Kazakhstan dated December 31, 2020 No. 957
6. Dobrynin N. M. Theory and Practice of Public Administration: textbook.- Novosibirsk: Nauka. 2015.
7. Zhatkanbayev E. B. State regulation of the economy. - Almaty: Ekonomika, 2013. - 232s.
8. Classics of the theory of public administration: American school. - Moscow: MSU Publishing House, 2016
9. Strategy "Kazakhstan-2050"
10. Labor Code of the Republic of Kazakhstan

#### **Discipline "State regulation of the real sector of the economy»**

1. Theories of mercantilism.
2. Neoclassical direction in the theory of state regulation of the economy.
3. the Theory of state intervention in the development of the economy and its branches by J. M. Keynes.
4. Antimonopoly legislation of the Republic of Kazakhstan: essence, goals and objectives.
5. The authorized Agency for Antimonopoly regulation in the Republic of Kazakhstan and its main functions.
6. methods of monopolization of commodity markets and counteraction to them.
7. Unfair competition; Collusion to set monopolistically high prices
8. State regulation of natural monopolies
9. Foreign experience in antitrust activities,
10. State, industrial policy, Stages of industrial policy development.
11. Strategy of industrial and innovative development of the Republic of Kazakhstan and its implementation.
12. Competitiveness of industrial products and the requirements imposed on it.
13. Regional problems of industrial policy.
14. State national programs for supporting entrepreneurship.

15. agro-Industrial complex: the Republic of Kazakhstan and its components.
16. Principles of state regulation of the development of the agro-industrial complex.
17. State measures to support agriculture.
18. Prospects for the development of the agro-industrial complex of the Republic of Kazakhstan.
19. the Construction industry as a condition for ensuring the country's economic growth.
20. Modern problems in the construction industry of the Republic of Kazakhstan.
21. Construction of social facilities for low-income segments of the population in the Republic of Kazakhstan.
22. Prospects for the development of the construction sector of the Republic of Kazakhstan.
23. Transport as an important branch of the national economy. Mode of transport
24. Main indicators of transport development.
25. Problems in the development of the transport system of the Republic of Kazakhstan.
26. Development of the new Eurasian logistics infrastructure.
27. Economic essence and content of state entrepreneurship.
28. State entrepreneurship as a method of state regulation of the economy
29. The basic functions of the state in the period of business.
30. The essence of organizational-economic mechanism of entrepreneurship
31. Small business as a condition for economic growth. Law of the Republic of Kazakhstan "on private entrepreneurship"
32. Expanding public-private partnerships is an important area of business development.
33. Economic content and basic principles of the state's investment policy
34. Tax regulation of investment activity in the real sector of the economy. Code of the Republic of Kazakhstan "Business code of the Republic of Kazakhstan".
35. State social policy: content, concept, and strategy.
36. Social injustice and social protection of the population.
38. Priorities of social policy.
39. Main directions of state regulation of the labor market
40. Socio-economic essence and principles of employment
41. State regulation of employment.
42. the Essence and content of social partnership.
43. Collective agreements and agreements as a result of coordination of interests of employees and employers in the sphere of social and labor relations.
44. Social partnership abroad and its borrowing opportunities in Kazakhstan
45. Social and institutional aspects of state regulation of the economy.
46. Industry as the basis of the economy of any developed country.
47. Products competitiveness of industrial production and the demands for it
48. Prospects for the development of technological specialization in industry.
49. the Essence and specifics of sustainable reproduction in the agro-industrial complex.
50. Priority directions of formation of the system of state regulation of sustainable reproduction in the agro-industrial complex.
51. Stimulating investment in the agricultural sector of the economy of Kazakhstan
52. State measures to support agriculture. Agri-food program
53. Technical re-equipment, reconstruction, expansion of production facilities and new construction.
54. Modernization of the real sector of the economy.
55. Prospects for the development of the social sphere of the Republic of Kazakhstan at the present stage.
56. Accelerated technological modernization of the economy.
57. Industrialization with an emphasis on the development of competitive export industries in priority sectors.



58. Formation of organizational and market infrastructure of entrepreneurship.
59. Small business as a condition for economic growth. Code of the Republic of Kazakhstan "Business code of the Republic of Kazakhstan".
60. Depreciation policy of the state. Accelerated depreciation method as the basis for the growth of investment resources of enterprises.

## **DISCIPLINE "FUNDAMENTALS OF ORGANIZATION OF LOCAL SELF-GOVERNMENT»**

### **TOPIC 1. Government and regional governance**

Subject of research and methodology of the course "Fundamentals and organization of local self-government". Form of government. Modern forms of government. Region as a unit of territorial administration; mono-and semi-functional regions.

### **TOPIC 2. Regions in unitary States**

Principles of territorial organization of management in a unitary state. Types of unitary States: centralized, decentralized, with and without autonomy. Organization and functions of regional governance in unitary States. Features of regional governance in the unitary States of Europe and Asia.

### **TOPIC 3. Subjects of the Federation and other regional entities in Federal States**

Types of federations, ways of differentiation of powers and subjects of jurisdiction between the Federal state and subjects of the Federation. Inter-budgetary relations and fiscal federalism. Features of Federal relations in the USA, Canada, Germany, Switzerland, India, Brazil.

### **TOPIC 4. Regionalized States (Autonomous States)**

Regionalized form of government and ideology of regionalism. Distribution of powers and organization of interaction between Central and regional governments. The problem of asymmetry and features of the status of privileged regions. The prospects for States' autonomy. Interaction of Federal, state and regional authorities. Territorial organization of power in Kazakhstan in comparison with foreign countries: problems and prospects, lessons of foreign experience.

### **THEME 5. Local self-government: basic status**

Administrative-territorial division and levels of local government. The ratio of the concepts of local government, local self-government, municipal (self)management in foreign countries. Constitutional status of local self-government. Features of the status and legal regulation of local authorities in Federal, unitary and regionalized States. Local government and federalism. The ratio of constitutional, legislative and administrative regulation of local self-government.

### **TOPIC 6. Local government and self-government systems**

The influence of the legal system, historical, cultural and geographical factors. The main features of the European continental system of local government. Features of the organization of

local government in the Roman, German, Scandinavian countries. The main characteristics of the Anglo-Saxon system.

#### **TOPIC 7. Powers and structure of elected bodies selfgovernments**

Principles of distribution of powers and empowerment. Own and delegated powers, mandatory and optional powers. Typical functions of municipal government, traditional distribution of functions by levels of local government. The composition of local governments, their tasks and forms. Organizational structure of local administration: principles, methods of construction. Interaction of representative and Executive bodies at the local level. The problem of separation of powers in municipalities.

#### **TOPIC 8. Interaction of state and local authorities**

State control and supervision: forms, methods, procedures, bodies. Peculiarities of organization of control in prefectorale and neprofessionalnoe systems. State financial and economic impact on municipal policy. The interaction of state bodies and bodies of local self-government.

#### **TOPIC 9. The British system of local government**

Features of the organization of local government of great Britain, Ireland, New Zealand. General characteristics of the legal framework. Self-governing bodies. Competence of local self-government bodies. Local finance. Other local authorities and control. Cooperation of self-government bodies.

#### **TOPIC 10. American system**

Features of the organization of local government of the USA, Canada, Australia. Legal basis of local government. Self-government – municipalities, municipal Councils, mayor, Counties, Sheriff, Special and school districts. Competence of self-government bodies Local Finance.

#### **TOPIC 11. Romanesque system**

Features of the organization of local government in France, Italy. General principles and legal basis of local government. The authorities – the Municipality, the municipality, the mayor, the Department. Territorial communities with special status. Competence of territorial communities and means of their implementation. Direct public administration and control.

#### **TOPIC 12. German system**

Features of the organization of local government of the Federal Republic of Germany, the Republic of Austria, the Kingdom of Belgium, the Kingdom of the Netherlands. Local government. Community. District, city-district. The city-States of the Competence of the authorities and their means of implementation. Distribution of competences.

#### **TOPIC 13. The Nordic system**

Features of the organization of local government of the Kingdom of Denmark. Local government structures. Municipality – the municipal Council and the mayor. Local government finances.

## **TOPIC 14. Japan's local government system**

The formation of a modern system of local government. Prefectures (Ken) and districts (ku). Fundamentals of legal regulation. Local government structures. Cities with special status, cities (si), towns (Jie), villages (son and Mura). Competence of local authorities. Local government finances.

## **TOPIC 15. The system of local government in the Republic of Kazakhstan**

Model of local government in Kazakhstan. The structure of territorial administration in the Republic of Kazakhstan: local representative bodies - Maslikhats. The structure of territorial administration in the Republic of Kazakhstan local Executive authorities of the local administration. Territorial and organizational bases of activity of local representative and Executive authorities in the Republic of Kazakhstan.

### **THE LIST OF RECOMMENDED LITERATURE**

1. Alekseev I. A., Trofimov M. S. Municipal management and local self-government. Textbook//Infra-M, 2018
2. Babun R. V. Organization of local self-government. Training manual//Knorus, 2019, 274c.
3. "Budget Code of the Republic of Kazakhstan" Code of the Republic of Kazakhstan dated December 4, 2008 No. 95-IV
4. " Public participation in decision-making at the local level»//Aitenova Sh., Krykbaeva A., Astana, 2015, 64c.
5. Introduction of an independent budget and municipal property of local self-government. Information of the Ministry of National Economy of the Republic of Kazakhstan, Astana, 2017// <http://economy.gov.kz/ru/>
6. Gorny, M. B. Municipal policy and local self-government in Russia: textbook and practical course for undergraduate and graduate studies / M. B. Gorny. - 2nd ed., reprint. and add. - Moscow: Yurayt Publishing House, 2019. - 361 p.
7. State and municipal management in the XXI century: theory, methodology, practice: monograph [ Text] / N. V. Miroshnichenko [et al.]. - Cheboksary: Publishing House "Wednesday", 2018. -120 p.
8. Gulina V. V. Functions of local self-government: institutional and legal research: monograph / V. V. Gulina. - Electron. text data. - M.: Rusains, 2015. - 175 p.
9. State management of regional development of the Russian Federation: Monograph / Under the general editorship of A.V. Kosevich. - Moscow: MIEP, 2016 -- - 212 p.
10. Midelsky S. L. Brief history of local self-government in Kazakhstan: traditions and trends// Regional Academy of Management. 2014, Pp. 15-19 /[http://www.regionacadem.org/index.php?option=com\\_content&view=article&id=255&lang=EN](http://www.regionacadem.org/index.php?option=com_content&view=article&id=255&lang=EN)
11. "On approval of the concept of local self-government in the Republic of Kazakhstan" decree of the President of the Republic of Kazakhstan dated November 28, 2012 No. 438.
12. "On elections in the Republic of Kazakhstan" constitutional law of the Republic of Kazakhstan dated September 28, 1995 No. 2464;
13. The law of the Republic of Kazakhstan "On local government and self-government in the Republic of Kazakhstan" dated January 23, 2001, No. 148
14. "On approval of the standard list of district and communal property transferred to the composition of municipal property of the city of district significance, village, settlement, rural

- district" resolution of the government of the Republic of Kazakhstan dated February 24, 2014, № 148.
15. "On approval of the Standard regulations on the territorial local government councils" the order of the Minister of national economy of the Republic of Kazakhstan dated November 19, 2015 No. 703.
  16. " On approval of the Model Regulations of the Local Community Assembly " Order of the Minister of National Economy of the Republic of Kazakhstan dated August 7, 2017 No. 295.
  17. Fundamentals of the organization of local government and self-government: textbook / Karaganda Economic University of Kazpotrebsoyuz; M. K. Zhetpisbayeva, A. A. Musatayeva, G. I. Gimranova. - Karaganda: KEUK, 2018. - 128 p.
  18. On approval of the Model Rules for holding separate gatherings of the Local Community " Resolution of the Government of the Republic of Kazakhstan No. 1106 of October 18, 2013.
  19. The experience of organizing local self-government in foreign countries: a textbook for masters / A. S. Chueva, P. M. Kurdyuk, I. N. Ivanenko-Krasnodar, 2013. - 94 p.
  20. Legal foundations of state and municipal management: a collective scientific monograph / under the general editorship of Professor M. A. Surkhaev, Doctor of Pedagogical Sciences. - Makhachkala: SIC "Innovatika", 2015. - 136s.
  21. Pikulkin A.V. System of public administration/3rd edition, Moscow: UNITY,2004, 543s.
  22. Policy at the local level-current and problematic issues. A reference guide for local government entities in Kazakhstan. Nur-Sultan: Printing house "IndigoPrint", 2020 – - 288 p.
  23. Kemelbekov A. A. Formation and development of local authorities in the Republic of Kazakhstan: historical and legal aspect // All-Russian scientific and Practical Journal "History, Philosophy, Economics and Law" - 1/2017 p. 26-29// <http://ifep.ru>
  24. Constitution of the Republic of Kazakhstan, dated August 30, 1995.
  25. Krasilshchikov G. G., Sabirov A. A. The main trends in the organization of models of local self-government in Russia, Austria, Germany. // Art of Management, 2012, no. 2, pp. 64-72
  26. Kuznetsov, V. V. Local self-government in the system of state administration/ / Textbook V. V. Kuznetsov, V. V. Vakhovsky. - Ulyanovsk State Technical University, 2009. - 127 p.
  27. The system of local public administration and public service of Kazakhstan: a textbook / M. S. Nurtazin. - Almaty: Bastau, 2016 - 248 p.
  28. Starodubrovskaya I. V. Municipal management: A textbook for a teacher. - M.: ANKH, 2007 – - 640 p.
  29. Startsev Ya. U. State and municipal management in foreign countries. <https://www.c-z-s.ru/doc/build/study/starcev-ya.yu.-gosudarstvennoe-i-municipalnoe-upravlenie-v-.pdf>
  30. Theory and practice of public administration: textbook / E. B. Aimagambetov, M. K. Zhetpisbayeva, A. A. Musatayeva; Karaganda Economic University of Kazpotrebsoyuz. - Karaganda: KEUK, 2020. - 244 p.
  31. Financial and economic foundations of local self-government in the Republic of Kazakhstan//UN Program " Improving the competitiveness of the region through the introduction of innovative approaches to regional planning and the provision of social services to the population, Astana, 2015, 60 p.// [www.kz.undp.org](http://www.kz.undp.org)
  32. Formation of the system of local self-government in Kazakhstan: features and prospects: monograph / Ed.: N. K. Nurlanova. - Almaty: Institute of Economics of the Ministry of Education and Science of the Republic of Kazakhstan, 2015. - 208 p. - (Association of Advanced Studies and Higher Education "East-West")
  33. Shamkhalov F. Theory of public administration / Felix Shamkhalov. - M.: ZAO "Publishing House "Ekonomika", 2002. — 638s.

## GOVERNMENT»

1. The concept of local self-government
2. Form of government. Modern forms of government
3. Functions of local self-government
4. Of local government
5. Basic theories of local self-government
6. Principles of local self-government
7. Main factors of formation of local self-government
8. Organization of local self-government in Poland
9. Organization of local self-government in Germany
10. The concept of Federation
11. Correlation of the concepts of federalism and decentralization
12. The main signs of the modern Federation in contrast to other forms of government
13. Organization of local self-government in Austria
14. Organization of local self-government in Japan
15. Organization of local self-government in Switzerland
16. Organization of local government in the United States
17. Forms of participation of the population in the implementation of local self-government in Kazakhstan
18. Organization of local self-government in Russia
19. The distribution of powers and organization of interaction between Central and local governments
20. Communal property as the economic basis of local self-government
21. The essence of territorial public self-government
22. Development of local state and self-government in the period of the Kazakh khanate
23. Administrative divisions and levels of local government
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54. Duties of local self-government bodies. Law of the Republic of Kazakhstan No. 148 of 23 January 2001 "on local state administration and self-government in the Republic of Kazakhstan»
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