

І. ЖАНСУГІРОВ АТЫНДАҒЫ ЖЕТІСУ МЕМЛЕКЕТТІК
УНИВЕРСИТЕТІ
ЖЕТИСУСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ
ИМЕНИ И. ЖАНСУГУРОВА
ZHETYSU STATE UNIVERSITY NAMED AFTER I. ZHANSUGUROV

БЕКІТІЛДІ/ УТВЕРЖДЕНА/ APPROVED

университеттің Ғылыми Кеңесі отырысында/
на заседании Ученого совета университета/
at the meeting of the Academic Council of the University/
Хаттама/ Протокол/ Protocol № 9 «24» 04 2020
Ректор/ Rector



д.т.д., профессор Қ.Баймырзаев/
д.т.н., профессор Қ. Баймырзаев/
d.g.s., Professor K. Baimyrzayev

**БІЛІМ БЕРУ БАҒДАРЛАМАСЫ
ОБРАЗОВАТЕЛЬНАЯ ПРОГРАММА
EDUCATIONAL PROGRAM**

- 7M04102 – Мемлекеттік және жергілікті басқару**
(ғылыми-педагогикалық бағыт)
7M04102 – Государственное и местное управление
(научно-педагогическое направление)
7M04102 – State and local government
(scientific and pedagogical direction)

**МАГИСТРАТУРА
MASTER DEGREE**

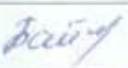
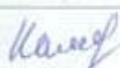
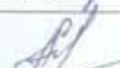




Талдықорған/ Талдықорған/ Taldykorgan, 2020

THE MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN
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Faculty of Law and Economics

The educational program 7M04102 – State and local government developed in accordance with the following regulations:

1. The law of the Republic of Kazakhstan “About education” dated 27.07.2007 №319;
2. Rules of organization of educational process on credit technology of education, approved by the Order of the Minister of Ministry of Education and Science № 152 dated 20.04.2011;
3. State obligatory standard of higher education, approved by the order of the Minister of education and science of the Republic of Kazakhstan dated October 31, 2018 № 604.
4. State program for the development of education and science of the Republic of Kazakhstan for 2020-2025. (Resolution of the Government of the Republic of Kazakhstan dated 27.12. 2019, No. 988).

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The educational program was considered and recommended for approval at meetings:


Educational and Methodical Council of the University

Protocol № 7 from «27» 03 2020

Chairman of Educational and methodical Council  Kaldiyarov D.

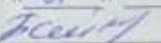
Methodical Bureau of the faculty law and Economics

Protocol № 4 from «12» 03 2020

Chairman Methodical Bureau of the faculty  Nurtayeva A.

Department of public administration and management

Protocol № 7 from «21» 02 2020

Head of the department  Baytaeva G.

1. PASSPORT OF THE EDUCATIONAL PROGRAM

1.1 Context

Registration number: 7M04100568

Code and classification of the domain of education: 7M04 Business, management and law

Code and classification of the direction of preparation: 7M041 Business and management

Group of educational programs: M071 State and local governance

Name of the educational program: 7M04102 State and local governance

Type of EP: current

University partner:

Program type: Second cycle: master's degree level 7 NQF / ORC / ISCED

Degree conferred: Master of economic sciences in educational program 7M04102 State and local governance.

Total credits: 120 academic credits.

The typical duration of training: 2 years.

Language of study: Kazakh, Russian, English

License for educational activities: The Educational program is implemented on the basis of the Appendix to the License № 12019969 dated December 21, 2012 in the direction of training Business and management, issued by the Committee for control in the field of education and science of the Ministry of education and science of the Republic of Kazakhstan.

Accreditation:

1. Institutional accreditation: An Independent Agency for quality assurance in education, certificate number IA-A No. 0101 dated 22.04.2019, period of validity of accreditation 22.04.2019 - 19.04.2024.

2. Specialized accreditation: An Independent Agency for quality assurance in education, period of validity of accreditation 31 March 2015 – 30 September 2020.

The rating of EP:

1) Independent Agency of accreditation and rating – 3/5

2) Independent Agency for quality assurance in education – 7/7.

Professional standards developed by the National chamber of entrepreneurs of the Republic of Kazakhstan "Atameken":

Professional standard of «Activities in the field of planning and analysis of company resources; Financial management»

1.2 Location I. Zhansugurov in ZhSU in the system of higher and postgraduate education of the Republic of Kazakhstan

Mission: is to be driving force for innovative development of society by means of providing qualitative education, training and researches at the national and international levels

Vision: To be the determining factor of socio-economic and spiritual development of the region, the driving force of innovative development of the economy of the Almaty region.

Strategic Goal: Training of competitive staff.

1.3 Profile of the educational program

Labor market research in accordance with the economy demands: The peculiarity of the educational program is that its formation is carried out taking into account the needs of the regional labor market and the demands of the economy, in close cooperation with state and local governments.

Rationale: The Educational program 7M04102 State and local governance government is aimed at training scientific and pedagogical personnel capable of conducting research in the fields of state and local governance and education and apply them in the process of professional activity.

The purpose of the educational program: to provide quality training of masters in state and local governance on the basis of national priorities and international experience.

Distinctive characteristics of the program: a distinctive feature of this program: 1. Practical orientation, by attracting experienced lecturers-practitioners; 2. Multilingual training.

	7M04102 State and local governance
<i>Area of professional activity</i>	<ul style="list-style-type: none"> - public administration; - local government; - governance in public institutions; - management in the social sphere. - management of national economy; - management in non-profit organizations.
<i>Objects of professional activity</i>	<ul style="list-style-type: none"> - state body; - local authorities; - state institutions, budget organizations; the institutions of civil society; - public sector organizations; - international organizations and international governments; - nonprofit organization.
<i>A branch of the Department</i>	1) Department of the Agency of the Republic of Kazakhstan for civil service Affairs and anti-corruption, Internal policy department of the Almaty region; 2) The Entrepreneurs' Chamber of the Almaty region.
<i>Practice bases</i>	1) Department of the Agency of the Republic of Kazakhstan for civil service Affairs and anti-corruption in the Almaty region; 2) The Department of state revenues of the Almaty region; 3) Akimat of Karatal district of the Almaty region; 4) Department of land relations of Taldykorgan. 1) Entrepreneurs Chamber of the Almaty region; 2) LLP "Kaynar AKB".
<i>Academic mobility</i>	Master students have the opportunity to study on academic mobility programs at universities in the Czech Republic, Poland, Turkey, Spain and other countries.
<i>Scholarship programs</i>	Erasmus - a set of scholarship programs within the European Union.
<i>Other unique characteristics and features</i>	Study at school "Zhetisu" for the preparation of future civil servants provides opportunities for further employment

1.4 Profile of the graduate

Graduate Attributes:

- Possesses knowledge and skills in his subject domain, including elements of advanced experience and innovation;
- Thinks creatively and creatively approaches the solution of new problem situations, demonstrating initiative and originality;
- Expands and deepens knowledge, skills necessary for everyday professional activity independently;
- Follows rules of professional ethics, responsibly and honestly completes responsibilities;
- Demonstrates developed skills of individual and team work, ability to communicate effectively;
- Possesses ability to prioritize and manage time, performing organization, ability to plan, focus on results;
- Is a patriot of his country and a tolerant citizen of the world, meets the culture of other nations;
- Possesses skills of project and research activities, including problematization, goal setting, planning, introspection, reflection and ability to present the results of their activities;
- Possesses oratory and public speaking skills at scientific forums, conferences and seminars.

Learning outcomes:

LO1 – has a scientific outlook, skills of system analysis of social phenomena that contribute to the rapid and effective solution of intellectual and practical problems as a scientist and teacher in the field;

LO2 – speaks a foreign language at a professional level, allowing to conduct research and carry out educational activities;

LO3 – uses the acquired knowledge in the field of public administration for independent development and their application in scientific, pedagogical and research activities;

LO4 – able to critically analyze existing Kazakh and foreign concepts, theories and approaches to the analysis of processes and phenomena of public administration;

LO5 – demonstrates the ability to integrate knowledge gained in different disciplines to solve research problems in research and teaching;

LO6 – has the skills to develop integrated plans of economic and social development of regions(districts in cities) and cities, knows the methods of their implementation and their application in scientific and educational activities;

LO7 – knows methodology of development of integrated plans of economic and social development of regions, districts and cities;

LO8 – knows the methodology of production and management activities;

LO9 – he is able to apply all known principles of management in scientific and pedagogical activity;

LO10 – knows the basics of organizing, implementing and improving the efficiency of foreign economic activity of state and local government;

LO11 – summarizes the results of research and analytical work in the form of a dissertation, a scientific article, a report, an analytical note, etc.;

LO12 – has the professional competence of a higher school teacher.

Core competences:

KC1 – capable of critical analysis and evaluation of modern scientific achievements, generation of new ideas in solving research and practical problems, including in interdisciplinary fields;

KC 2 – owns the basic methods and methodology of pedagogical science necessary to apply the acquired knowledge and skills in their professional activities;

KC 3 – knows the scope of the psychologist, the main directions of the practical psychologist, social and professionally significant properties of the employee's personality;

KC 4 – owns the culture of behavior of the future leader and the skills of using basic theories, motivation, leadership and power;

KC 5 – owns the basic technologies of formation and promotion of the image of the civil service;

KC 6 – owns methods of self-organization of working time, rational use of resources and effective interaction with other performers;

KC7 – is able to think creatively and creatively to solve new problems and situations;

KC8 – develops socio-economic projects (development programs), assesses the socio-economic effectiveness of projects and programs;

KC9 – has skills of organization of control of execution, carrying out an assessment of quality of administrative processes;

KC10 – owns skills in preparing law enforcement acts, document management and business correspondence with citizens and external organizations;

KC11 – analyzes regulatory legal acts related to the implementation of management decisions of state bodies;

KC12 – is skilled in regulating public services in the system of state and local government.

Matrix of correlation of learning outcomes in the educational program as a whole with the formed competencies

	LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9	LO10	LO11	LO12
KC1					+			+				+
KC2	+	+	+								+	
KC3						+						+
KC4			+			+						
KC5			+			+	+	+	+			
KC6				+						+		
KC7			+			+			+	+	+	
KC8				+	+					+		
KC9					+							
KC10				+						+		
KC11			+								+	+
KC12						+	+		+		+	

2. THE CONTENTS OF THE EDUCATIONAL PROGRAM

2.1 Description of modules

Module number	Module code and name	№ and name of discipline	Cycle of disciplines	Responsible department
1	TISE 1 “Topical issues of science and education”	1) (UC)History and philosophy of science	BD	Department of social and humanitarian disciplines
		2)(UC) Pedagogy of higher education	BD	Department of pedagogy and psychology
		3) (OC)Research methods in public administration	BD	Department of public administration and management
		4)(OC)Scientific and theoretical basis for the development of the content of education	BD	Department of public administration and management
		5) (UC)Public service: personnel policy and modernization	MD	Department of public administration and management
		6) (UC)Theory and practice of public administration	MD	Department of public administration and management
2	CMA 2 “Communication and management activities”	1) (UC)Foreign language (professional)	BD	Department of foreign languages and translation studies
		2) (UC)Management psychology	BD	Department of pedagogy and psychology
		3) (OC)Professional communication in a foreign language in public administration	BD	Department of public administration and management
		4)(OC) Professional communications in a foreign language in management	BD	Department of public administration and management
		5) (UC)Public-private partnership	BD	Department of public administration and management
		6) Management culture (OC)	MD	Department of public administration and management

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		7)(OC)Organizational leadership	MD	Department of public administration and management
3	PA 3 “Public administration”	1) (OC)Local government and self-government	MD	Department of public administration and management
		2)(OC)State security system	MD	Department of public administration and management
		3)(OC) Project and programme management in the public sector	MD	Department of public administration and management
		4)(OC)Modern technologies of planning and forecasting of socio-economic development in regions	MD	Department of public administration and management
		5)(UC) Pedagogical practice	BD	Department of public administration and management
4	GREP 4 “Government regulation and economic policy”	1)(OC) Anti-corruption technologies in the system of state and local government	MD	Department of public administration and management
		2)(OC) Economic policy in small and medium business	MD	Department of public administration and management
		3))UC)Research practice	MD	Department of public administration and management
		4) (UC) Research work of a master student		Department of public administration and management
		5) (UC)Design and defense of master's thesis		Department of public administration and management

2.2 Information about disciplines

№	Name of discipline	Short description of the discipline (30-50 words)	Number of credits	Formed learning outcomes (codes)
Cycle of general educational disciplines <i>Compulsory component</i>				
1	History and philosophy of science	Considers the main philosophical achievements of ideas, views, theories of world philosophical thought in the historical aspect retain their importance in the conduct of scientific research. He studies the basic principles and methods of	4	LO1

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		philosophical and scientific knowledge of metatheoretic, theoretical, theoretical and empirical and applied (empirical) levels, research work. Reveals the logic of scientific research and presentation of its results.		
2	Pedagogy of higher education	Studies pedagogical laws and means of the organization and implementation of educational process (self-education), training, education (self-education), development (self-development) and professional training of master students to a certain type of activity and social life. Formation of the personality of a student of the University in terms of its independent educational and cognitive activities carried out in the process of its interaction with teachers.	4	LO1 LO12
3	Research methods in public administration	The discipline studies the concept of methodology as a system of principles and methods of organization, construction of theoretical and practical activities. The possibility of changing the scientific profile of professional activity. Criteria of scientific knowledge. Classification of scientific knowledge. Theoretical and empirical research, their relationship.	5	LO1 LO3
4	Scientific and theoretical basis for the development of the content of education	Studies the problems of pedagogical technologies, theoretical characteristics of modern pedagogical technologies, the basic principles of the educational process, modern pedagogical technologies, technologies of personality-oriented education, the organization of the content of University education, interactive teaching methods in the activities of the teacher, technology of integrative learning.	5	LO1 LO3
5	Public service: personnel policy and modernization	Studies the formation of effective personnel policy in the civil service in the Republic of Kazakhstan. Studies the issues of improving the efficiency of civil servants, training and retraining of civil servants and modernization of personnel policy of the Republic of Kazakhstan.	6	LO 3 LO 4
6	Theory and practice of public administration	As a result of the study the proposed course master students will gain knowledge about the extremely complex political, economic and social context of public administration as a system of professional activity. Master students will learn to use the tools of political and management analysis to assess the real situation in the Republic of Kazakhstan and solve specific problems of public administration. Master students will learn to use the tools of political and management analysis to assess the real situation in the Republic of Kazakhstan and solve specific problems of public administration.	6	LO3 LO9 LO10

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7	Foreign language (professional)	The specifics of mastering a foreign language in the master's degree in the study of relevant General scientific and specialized literature, use of innovative methods and technologies, and attraction of modern means (Internet resources). Systematic deepening of communicative competence in the framework of international standards of foreign language education on the basis of further development of skills and abilities of active language proficiency in the professional activity of the future master.	4	LO2
8	Management psychology	Studies the current state of psychological theory and practice in volume, optimal for use in subsequent professional activities, approaches and research methods, mental processes, states and properties of personality, mechanisms regulation of activities, social and psychological mechanisms and patterns of behavior of the individual and group.	4	LO1 LO12 LO5
9	Professional communication in a foreign language in public administration	Formation of master students' knowledge and skills in the field of foreign language communication, forming the basis for the formation of professional competence of the graduate qualification "Master of economic Sciences" in the specialty "State and local governance".	5	LO2
10	Professional communications in a foreign language in management	Examines theoretical and practical issues in the field of foreign language communication in professional activities, the concept, types, principles, procedure, methods, barriers and basic elements of communication, especially professional communication in a foreign language in management.	5	LO2
11	Public-private partnership	Formation of master students' system of knowledge about the nature of public private enterprise, the features of the use of research and management tools in the interaction of business and government, understanding the mechanisms of effective organization of partnership; obtaining professional skills related to the development of master students analytical capabilities for effective management decisions based on the mastery of project management technologies and portfolio management projects implemented with the participation of the state and business.	5	LO4 LO9 LO10
12	Management culture	Formation of master students' knowledge and skills of culture of behavior and business etiquette, rules of diplomatic Protocol and international etiquette. Forms an idea of the main categories and concepts of administrative ethics and management culture. Knows the basic principles	5	LO9 LO4

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		and norms of management ethics, standards and requirements of ethics of service relations, content and elements of management culture.		
13	Organizational leadership	Studies the theoretical foundations of leadership in the organization, the essence of leadership, leadership as a socio-psychological phenomenon, the basic theory of leadership, especially the analysis of the degree of leadership development in the head, especially the formation of the profile of leadership qualities and assessment of leadership potential.	5	LO9 LO4
14	Local government and self-government	Study the theoretical foundations of local self-government and the history of the development of local government, relationship between local representative and Executive bodies of power, organizational bases of activity of representative and Executive bodies of power and administration, planning the work of local authorities. Material and financial basis of local government. Central and regional economic governance bodies: allocation of responsibilities and mechanisms of interaction. Regional policy in the Republic of Kazakhstan. Management of the process of economic reforms in the regions.	5	LO9 LO10
15	The system of state security	The system of state security Describes the General characteristics of national security and the main political and legal documents to ensure national security of Kazakhstan, the main challenges of globalization and the main objects of global interests, national interests of Kazakhstan and strategic national priorities, the system of national security of Kazakhstan, the national security strategy of Kazakhstan.	5	LO9 LO10
16	Project and programme management in the public sector	Formation of students' complex knowledge, skills and abilities to participate in the management of programs and projects for the municipal and public sector, ensuring the achievement of certain results in the composition and scope of work, cost, time, quality and satisfaction of participants. The ability to form a database of methodological sources for solving various problems in the field of project management, the choice and application of professional standards or their sections for solving various problems in the field of project management.	5	LO9 LO10
17	Modern technologies of planning and forecasting of social and economic development in regions	Studies the concept of strategy and strategic planning of territorial socio-economic systems, forms of planning and types of plans, the concept of the region, the main features of the regional system as object of planning and management, regional	5	LO9 LO10

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		planning and system strategic management of regional development.		
18	Anti-corruption technologies in the system of state and local government	The discipline is aimed at the formation of anti-corruption worldview, culture of master students. The formation of a system of knowledge to combat corruption and the development on this basis of citizenship in relation to this phenomenon. Getting comprehensive knowledge about the nature and factors of corruption, its various manifestations.	5	LO5 LO8
19	Economic policy in small and medium business	Get the amount of theoretical and practical knowledge in the field of small and medium-sized businesses and the skills to perform a variety of analytical and economic calculations. They study in a certain sequence the basic concepts, the system of knowledge about small and medium-sized businesses and their environment, the formation and functioning of small and medium-sized enterprises of various forms of ownership. Formation of master students conscious interest in civilized small and medium-sized businesses.	5	LO8 LO9
20	Research work of a master student	Development of abilities of the master students to independent work in the field of professional activity, development of analytical abilities and skills of using various sources of information for economic calculations and preparation of analytical materials for management decision-making, the formation of independence in the development of new research methods, to change the scientific and production profile of their professional activities, the formation of the ability to summarize and critically evaluate the results obtained in the course of practice, to identify promising areas of the object, to make a research program, the rationale for the choice of thesis topics and its relevance, literature review and assessment of the problem, the development of proposals and ideas of a scientific nature.	12	LO8 LO11
21	Pedagogical practice	Scientific and pedagogical practice of master students is an obligatory part of the educational program of higher professional education and is carried out in accordance with the approved working curricula and schedule of the educational process. Scientific and pedagogical practice is organized in order to develop the skills of master students to develop a training course, self-conducting seminars and practical training sessions, as well as the acquisition of organizational experience and educational work.	4	LO11 LO12

22	Research work of a master student	As a result of the development knows the scientific methods of research; computer technology in science and education; methods of planning experiments; methods of planning and processing the results of the experiment using a computer. Able to formulate and solve problems arising in the course of research and teaching activities and require in-depth professional knowledge; choose the necessary research methods, modify existing and develop new methods based on the objectives of a particular study.	24	LO11 LO8 LO12
23	Design and defense of master's thesis	Independent scientific research containing theoretical and/or practical developments of an actual problem in the field of the chosen specialty, based on modern theoretical, methodical and technological achievements of science: corresponds to the main problems of the specialty, the actual theme containing scientific novelty and practical significance, based on modern theoretical, methodological and technological achievements of science and practice.	12	LO11

2.3 Additional educational programs (Minor)

In order to form additional competencies for related or specialized educational programs that will help graduates of ZhSU named after I. Zhansugurov to be more competitive in the labor market, as well as to meet their personal needs, students are offered to study one of the programs Minor to choose from.

The list of Minor programs, their brief description, the composition of disciplines and formed learning outcomes are contained in the Catalog of additional educational programs (Minor).

2.4 Innovative technologies and teaching methods used in the educational process

For the purpose of formation of core competences of the graduate and results of training on the educational program 7M04102 - The State and local management, the teaching staff is applied in educational process the following innovative technologies and methods of training:

1. Information and communication technologies (ICT) in subject learning
2. Personality-oriented technologies in teaching the subject
3. Information and analytical support of educational process and management of quality of education of the student
4. Monitoring of the intellectual development
5. Educational technologies as the leading mechanism of formation of the modern pupil
6. Didactic technologies as a condition of development of educational process of the educational program
7. Psychological and pedagogical support of the introduction of innovative technologies in the educational process (technology portfolio).

2.5 Features of the implementation of the educational program for students with special educational needs

If there are persons with special educational needs in the students contingent in the educational program, this educational program is adapted to the special educational needs of such students.

A special procedure for the development of the discipline "Physical culture" is established for persons with special educational needs taking into account the state of their health. The choice of places of practical training for persons with disabilities is carried out taking into account the state of health of students and accessibility requirements. Conducting current, intermediate and final certification at the University takes into account the individual psychophysical characteristics of persons with disabilities. Students with special educational needs are provided with printed and (or) electronic educational resources in forms adapted to limit their health.

Individual support is provided or the social adaptation of students with special educational needs, which is continuous and comprehensive. Support of students with special educational needs is determined by the goals, content and methods of the educational process, aimed at preventing emerging problems of educational adaptation, preventing the timely formation of the necessary competencies.

Support includes:

- organizational and pedagogical support, which is aimed at monitoring the study of students with special educational needs in accordance with the schedule of the educational process in an inclusive learning environment;

- psychological and pedagogical support, which is carried out for students with special educational needs, having problems in learning, communication and social adaptation, is aimed at the study, development and correction of the student's personality and the adequacy of the formation of competencies, using psychodiagnostic procedures, psychological prevention and correction of personal distortions;

- preventive and health support, which provides for the solution of tasks aimed at improving the adaptive capacity of students with special educational needs;

- social support, solving a wide range of tasks of a social nature, on which depends the successful study of students with special educational needs. It includes assistance in solving household problems, living in a hostel, transport issues, social payments, allocation of material assistance, organization of leisure, summer recreation, their involvement in student self-government, organization of volunteer movement, etc.

3. PROVISION OF THE EDUCATIONAL PROGRAM

3.1 human resources

The educational program is implemented by the Department of public administration and management. Quantitative and qualitative composition of the Department:

The total number of teaching staff - 11 people, including:

Doctor of science – 2

Candidates of science – 3

Ph.D – 1

Masters – 5

The degree of Department – 55 %.

Qualification characteristics of the teaching staff of the Department of public administration and management are reflected in the Personnel directory.

3.2 logistics

The learning environment of the educational program is represented by the following characteristics:

1) Library stock and services

An obligatory guarantee of quality educational services of higher education institution is the provision of information resources.

The most important part of the information resources is the library Fund – the oldest and most important of the foundations of civilization, a repository of valuable knowledge and spiritual wisdom, national memory, cultural and scientific heritage of many generations.

The total library Fund for the educational program of 2019 amounted to 1461 copies, including 871 copies in the state language, 690 in Russian and 21 in foreign languages.

Insert information about library collection which your University Library provides students and faculty access to databases: **Web of Science**, Elsevier, Scopus, Polpred.com, Kaznel, Epigraph, NCSSTE.

Access to the Republican interuniversity electronic library (RIEL), which combines electronic educational and scientific resources of Universities of Kazakhstan, is provided.

Currently, the library has bibliographic databases of its own generation – an Electronic catalogue: “Books”, “Periodicals (subscription)”, “Electronic publications”, “Abstracts”, “Brochures”, “Notes”, “Articles”. The library has created a multi-level information Website: <http://www.zhgu.edu.kz/>.

Since 2009 the electronic catalog in library is conducted in more advanced library and information system “The Kazakh automated library and information system” (“KABIS”: the automated workplace “Acquisition”, the automated workplace “Cataloger”, and “Administrator”). All remote users of the library can view the catalog from any computer included in the local computer network of the University.

The library has access to the electronic database “Library Fund of ZhSU”, which works in the corporate network of the University. There are **3802** full-text books in this database, **2600** of them were purchased from the publishing house “Epigraf”. The presence of a planetary scanner is a new generation of “electronic archive” allows you to quickly and accurately scan books, catalogs, magazines, newspapers, coins, medals, coinage, art paintings, historical documents, and be added to the electronic database.

The library opened multifunctional halls of electronic resources, created Wife zone, updated software processing information.

User service is carried out in 5 reading rooms, which are equipped with **87** automated workstations.

Readers of the library have the opportunity to get literature at home from the subscription of educational, scientific and fiction, as well as to search for books in the open, free access, independently select sources of information that develops skills of professional search, broadens the horizons of students and attracts them to read books.

2) Student residence

Currently, the University has two student residence with 524 bed capacity. In students residence, created an enabling environment for a full life and study: there are residential sections, which are equipped with sanitary units, rest rooms with TVs, reading and computer rooms, showers and Laundry, household rooms, equipped with electric stoves.

The organization of social and cultural life in the dormitories engaged in student councils, elected from among the student activists. An electronic database of students living in the dormitories has been created. The allocation of seats in the dormitories to consider applications of students-orphan and are provided with free dormitories. Doctoral and master students enrolled in the target program are fully provided with a dormitory.

3) Distance learning technologies (DLT).

To provide students with the opportunity to develop educational programs of higher education, directly at the place of residence, in Zhetysu state University named after I. Zhansugurov since 2011 has been introduced distance learning.

Distance learning is provided by the use of a set of modern information and communication and educational technologies that allow carrying out the processes of learning, knowledge control, online proctoring, practical training and consultations on a fully indirect interaction of the student and the teacher.

Distance learning technologies are used in relation to students enrolled in educational programs with a reduced period of study on the basis of technical and professional, post-secondary and higher education.

For the organization of educational process on remote educational technologies at University the information and educational portal with the pages containing educational and methodical, testing and organizational and administrative information for students is created.

To equip trainees with the educational-methodical materials on all disciplines of the curriculum that are implemented with the use of distance learning technologies, the faculty developed the electronic educational and methodical complexes, electronic textbooks, video lectures.

To carry out the process of educational interaction in real time at the University there is a specialized multimedia audience, which allows you to conduct classes in the “on-line” mode.

4) Possibility of free additional training

For those who want to improve their skills or get additional education, the University opened a Center of advanced training and additional education.

On the basis of the center, students of the University can undergo free language training in English and prepare for the exam to confirm the international level of English – IELTS.

The Lagoon of English club is organized at the center for the development of skills of spoken English, vocabulary, formation of intercultural professionally-oriented communicative competence. Volunteers – native speakers take part in the work of the club.

At the center opened an office “Robotics”. Everyone in his spare time can design and program robotic structures and mechanisms.

The center organizes and conducts training seminars and refresher courses with the issuance of certificates for teachers and all categories of employees in the main priority areas of science and education.

5) Development of entrepreneurial competencies

For the development of entrepreneurial competencies of students and young scientists at the University opened an Office of commercialization of research results, which successfully operates the competence center “Start-Up Academy ZHGU”.

“Start-Up Academy ZHGU” – a platform that unites students, business coaches, entrepreneurs, investors, government representatives and other stakeholders. The Academy provides free, comprehensive support to budding entrepreneurs from consulting and information support to attract investors, facilitate the submission of applications for participation in financial programs or to receive government grants.

The Academy provides the entire necessary infrastructure for the youth of the Almaty region to develop innovation and entrepreneurship and increase the number of small and medium-sized businesses. The Academy conducts training sessions and seminars, engaged in targeted search, selection and development of start-up projects, as well as consulting support on the development of startups and measures of state support of entrepreneurship, organization of mentoring, providing expert support, conducting grant competitions.

6) Maintaining a healthy lifestyle and playing sports

For the youth of the University created favorable conditions for sports and maintain a healthy lifestyle. In their free time, students are free to engage in sports halls and sections of several sports.

Active work in this direction is carried out by the Sports club of the University, which is engaged in the formation and promotion of the values of a healthy lifestyle, uniting students into teams to demonstrate their needs and abilities in a freely chosen sport, organizing and conducting sports and recreational activities, organizing youth participation in sports competitions of various levels.

The sports base of the University is a multifunctional stadium, with a standard football field, with sectors for long jumps, throwing grenades and treadmills, Boxing, gymnastics, wrestling and a gym equipped with modern sports equipment, tourist bases “Karlygash” and “Kulager”.

7) Socio-Cultural environment and development of creative personal qualities

Today, the system of training at the University must meet the highest educational standards, be universal, ensure the formation of key competencies of the specialist as the basis of his professional skills and personal growth.

The University has created favorable conditions for the formation of competencies of social interaction, active life position, civic consciousness, self-organization and self-government, system-activity character.

The Department of educational and social work, the Department of cultural work, the Youth center are engaged in the development of creative activity of students in the socio-cultural environment of the University.

In order to reveal the diverse creative abilities of students at the University operate:

- Department of the Assembly of peoples of Kazakhstan;
- dance ensembles "Shagala" (winner of international competitions) and “Kulager”;
- vocal and instrumental ensemble “Live Band”;
- student theatre “Zhas Tulek”;
- debater’s club “Ilyastyn Soz Kulagerlery”;
- volunteer clubs “Alau”, “Rise up”, “Kush-Zhiger”, “Ayala”, “**Kamkor**”;
- club of fun and resourceful “Amigo”, “Physics and mathematics” and “Creative”, “Dollar”;
- club “Young journalist”;
- literary club “Mizam”;
- intellectual club “New generation”;
- student Association “Zhas Otan”;
- labor Association “Zhasyl El”;
- Association of public police assistants “Zhas Kyran”;
- Military-Patriotic club “Erlik”;
- club “Kyzkyty psykhologiya”.

8) Internet Access and Wi-Fi

The University has powerful technical support – **65** multimedia boards and **1171** computers, 87 of which are in the reading rooms of the library, academic buildings, dormitories in free access for

students. All computers of the University are provided with free access to the global Internet, the speed of which is 300 MB/s. Free access to Wi-Fi at a speed of 100MB/s is Provided.

9) Digitalization of the educational process

In order to develop digitalization, informatization, automation of processes, the University uses modern hardware and software.

The University is provided and equipped with software that allows automating the main processes of the University (educational, research, social and educational).

Department of development and implementation of information systems of the University created and implemented such software as: "Selection Committee"; "Accounting and movement of students"; "Educational and methodical complex of discipline"; "Registration for discipline"; "Class schedule"; "Electronic journal of students quality control"; "State certification Commission/State examination Commission"; "Computer testing"; "Transcript"; "Diploma supplement"; "Automated distance learning"; "Library Fund of ZhSU"; "Personnel management Department"; "The system of accounting of working time of the employee Perco-20S"; "Sending data to Unified system of higher education management", etc.

The University has developed a flexible, client-oriented platform of the new generation "Smart ZhetySU", aimed at digitalization, automation, optimization of the main processes of the University, as well as ensuring high-quality interaction between the teacher and the student through the personal account at each stage of training

10) Publishing services

High-quality and effective educational and scientific activity of higher educational institution is impossible without reliable publishing support. Therefore, in order to prepare for the publication of teaching AIDS, scientific works and improve the quality of printing products, the University has a publishing Department.

The Publishing Department of the University is a modern publishing and printing complex with an expanded range of services and a full printing production cycle.

The complex of measures and organizational and technical works aimed at the production of scientific, educational, methodical, reference products of the University is carried out on the basis of its own material and technical resources. All conditions are created for timely performance of work.

The publishing Department is provided with modern computer and printing equipment designed for high-speed digital printing of books, brochures, booklets, brochures. Modern equipment of the publishing Department allows you to publish blanks and printing products of the highest quality in the shortest possible time.

The publishing Department also produces advertising and information, advertising and image and presentation printing products (about 500 items per year).

4. PLAN FOR THE FURTHER DEVELOPMENT OF THE EDUCATIONAL PROGRAM

№	Event content	Realization term	Responsible person
Educational and methodical direction			
1	release of educational and methodical literature “Crisis management”	December, 2020	Bataeva G.R., Abilshaikov N. B., Kylyshpaeva B. H.
2	release of educational and methodical literature “Time-management”	December, 2020	Nurgisayev S.O., Baitayeva G.R., Syrlybayeva M.T., Syubebayva Zh.K.
3	release of educational and methodical literature “Business management”	February-March, 2021	Baitayeva G.R., Sultanova G.S., Ayazhanova M.K.
4	release of educational and methodical literature “Prevention of corruption in public administration»	May-June, 2021	Seriev B.A., Sultanova G.S., Gusenov G.Sh.
Research direction			
1	“Actual problems of modern management”	01.01.2020-31.12.2021	Kylyshpayva B.Kh.,
2	“Economic policy in small and medium business”	01.01.2020-31.12.2021	Baytayeva G.R.
Educational direction			
1	To organize a meeting with representatives of the Department of culture, archives and documentation of the Almaty region on the theme: “Local History – the basis of spiritual renewal”	September-October, 2020	Baytayeva G.R., Muldokanova Sh.,S.
2	Curatorial hours on the theme: “Legal culture – the fight against corruption”	November-December, 2020	Baytayeva G.R., Muldokanova Sh.,S.
Advanced training			
1	Language courses	2020-2021	Kydyrbayeva E.O.- IELTS, Ayazhanova M.K.. – Elementari Syubebayva Zh.K. – Pre-Intermediate Sultanova G.S. – Elementary Bekmetova A.K.. – Elementary Syrlybayeva M.T. – Elementary
Career guidance			
1	conducting career guidance work in schools of Taldykorgan and the region (quest game)	январь-март 2021	Baytayeva G.R.
Other areas of work			
1	additional professional training of students at the school of management “Zhetisu”	2020-2021	Baytayeva G.R.

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Faculty of Law and Economics