



On approval of the Rules of activity of the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan

Unofficial translation

Order of the General Prosecutor of the Republic of Kazakhstan dated March 31, 2016 No. 65. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 29, 2016 No. 13653.

Unofficial translation

In accordance with Subparagraph 3) of Article 5-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education", **I HEREBY ORDER AS FOLLOWS:**

1. Approve the attached Rules of activity of the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan (hereinafter referred to as the Academy).

2. The Rector of the Academy Baizhanov U.S. shall provide:

1) State Registration of this Order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days after the State Registration of this Order with the Ministry of Justice of the Republic of Kazakhstan, the direction for official publication in periodicals and the Legal Information System "Adilet";

3) within five working days from the date of receipt of this Order at the Ministry of Justice of the Republic of Kazakhstan, the direction to the Republican State Enterprise on the Right of Economic Use "Republican Legal Information Center of the Ministry of Justice of the Republic of Kazakhstan" for placement in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

4) placement of this Order on the Internet resource of the General Prosecutor's Office of the Republic of Kazakhstan.

3. The control over the execution of this Order shall be assigned to I. D. Merkel, First Deputy Prosecutor General of the Republic of Kazakhstan

4. This Order shall be enforced upon expiry of ten calendar days after the day its first official publication.

*Prosecutor General
of the Republic of Kazakhstan*

A. Daulbayev

Approved by the
Order of the Prosecutor General
of the Republic of Kazakhstan
№ 65 dated March 31, 2016

Rules of activity of the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan

1. General Provisions

1. These Rules of activity of the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan (hereinafter referred to as the Rules) shall be developed in accordance with Subparagraph 3) of Article 5-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education".

2. The Rules shall determine the procedure for activity of the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan (hereinafter - the Academy, Educational Institution).

3. The main tasks of the Academy :

1) improve the professional level of law enforcement officials, including those in the Presidential reserve of the leadership of law enforcement bodies of the Republic of Kazakhstan;

2) coordination and conduct of interdepartmental research in the field of law enforcement;

3) implementation of educational programs of postgraduate education;

4) initial training for persons entering the service of law enforcement bodies for the first time.

Footnote. Paragraph 3 - in the wording of the order of the Attorney General of the RK dated 20.05.2020 № 66 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

4. The Academy shall perform its activities in accordance with the Constitution of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan "On Education", "On Science", regulating educational and scientific activities, as well as these Rules and the Charter of the Academy.

5. The Academy shall implement the curriculum of postgraduate education on the basis of the License issued in accordance with the current Legislation of the Republic of Kazakhstan.

2. The procedure for activity of the Academy

6. The management of the Academy shall be carried out in accordance with these Rules and the Charter of the Academy.

7. Direct management of the Academy shall be carried out by the rector.

Footnote. Paragraph 7 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

8. The rector of the Academy has deputies: the first vice-rector and vice-rectors.

Footnote. Paragraph 8 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

9. The Rector, without a power of attorney, shall act on behalf of the Academy, represent its interests in all state authorities and institutions, and other organizations.

10. The Academy shall create the Governing Boards:

1) Scientific and Methodological Council of the Academy;

2) Academic Council of the Academy;

3) Academic and Methodological Council of the Academy;

4) Is excluded by the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

Footnote. Paragraph 10 as amended by the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

11. By order of the Rector of the Academy, the creation of other Collegial and Advisory Authorities shall be permitted.

12. The composition and number of members, the activities of the Governing Boards shall be determined by the Academy independently, except for the Scientific and Methodological Council.

13. The structure and staffing of the Academy shall be approved by the Prosecutor General of the Republic of Kazakhstan.

14. The Academy independently shall develop and approve the regulations on structural units, which determine the main directions of their activities.

15. The Academy independently shall develop and approve the functional responsibilities of workers (employees, administrative state employees and workers under an employment contract), which determine their powers and responsibilities.

The appointment and dismissal, filling of posts, hiring, dismissal and termination of employment contract at the Academy shall be carried out in the manner prescribed by the Legislation of the Republic of Kazakhstan.

16. The Academy includes: Institute of Vocational Training (hereinafter - IVT), Interdepartmental Scientific Research Institute (hereinafter - ISRI), Institute of Postgraduate Education (hereinafter - IPGE) and independent structural units.

Footnote. Paragraph 16 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

17. The activities of the Institute shall be managed by a director appointed and dismissed by the Order of the Rector in agreement with the Prosecutor General of the Republic of Kazakhstan.

18. The structural units of the Institutes of the Academy shall be departments, centers, and offices.

The Department shall be an educational and scientific structural unit of the Academy, carrying out educational, methodological and research work in one or more related disciplines, educational work among students.

The staff of the Department shall be determined taking into account the specifics of the educational process.

The staff of the Department includes the Head of the Department, Professors, Associate Professors, Senior Lecturers, Lecturers, Teaching and Support Staff.

The Department shall be headed by the Head, whose candidacy must meet the Qualification Requirements for the Categories of Posts of Employees of the Prosecution Authorities System of the Republic of Kazakhstan, approved by the Order of the Prosecutor General of the Republic of Kazakhstan № 90 dated August 28, 2013 (registered in the Register of State Registration of Normative Legal Acts № 8780).

Footnote. Paragraph 18 as amended by the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

19. Organization of the activities of the institutes and independent structural units of the Academy shall be carried out in accordance with the Charter of the Academy, these Rules, the work plans of the Academy, the regulations on the structural units of the Academy, as well as the acts on distribution of duties of employees and workers of the Academy.

Footnote. Paragraph 19 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

20. The activities of the Institutes and Independent Structural Units of the Academy shall be carried out on the basis of interchangeability, accountability, planning, a combination of unity of command in solving issues of operational activities, personal responsibility of employees for fulfillment of their tasks.

21. Academic cohorts and groups shall be formed on the principle of a sufficient number of students.

The occupancy of the academic cohort and group shall be determined by the Academy on its own.

Footnote. Paragraph 21 is in the wording of the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

22. The rights and obligations of students shall be determined by the Internal Rules, the Charter of the Academy and the Contract for provision of educational services.

Footnote. Paragraph 22 is in the wording of the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

23. Is excluded by the Order of the Prosecutor General of the Republic of Kazakhstan №

172 dated 18.11.2016 № 172 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

3. Organization of educational activities of the Academy

24. Types of educational activities of the Academy:

- 1) extended education;
- 2) postgraduate education.

24-1. The basic principle of study process shall be academic honesty, the implementation of which shall be provided by the Academy independently.

The principles of academic honesty shall be:

- 1) conscientiousness – an honest, decent performance by students of the appreciated and unappreciated types of educational work;
- 2) implementation of preservation of rights of the author and his assignees - recognition of authorship and preservation of works that are the subject of copyright through the correct transfer of someone else's speech, thoughts and information sources in the appreciated works;
- 3) openness - transparency, mutual trust, open exchange of information and ideas between students and lectures;
- 4) respect for the rights and freedoms of students - the right to freely express opinions and ideas;
- 5) equality - obligation of each student to comply with the rules of academic honesty and equal responsibility for their violation.

Footnote. The Rules are supplemented by Paragraph 24-1 in accordance with the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

24-2. In order to improve the quality of educational activities, the Academy creates an internal quality assurance system based on international standards and guidelines to ensure the quality of postgraduate education in the European Higher Education Area (EHEA), which includes:

- 1) quality assurance policy;
- 2) development and approval of programs;
- 3) student-oriented training, teaching and assessment;
- 4) admission of students, academic performance, recognition and certification;
- 5) teaching staff;
- 6) learning resources and student support system;
- 7) information management;
- 8) public awareness;
- 9) continuous monitoring and periodic evaluation of programs;
- 10) periodic external quality assurance.

Footnote. The Rules are supplemented by Paragraph 24-2 in accordance with the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

25. Additional education shall be carried out in IVT in the following forms:

1) professional retraining and advanced training of law enforcement officers who are in the Presidential reserve of the leadership of law enforcement agencies of the Republic of Kazakhstan;

2) professional retraining and advanced training of law enforcement officers of the Republic of Kazakhstan;

3) professional training of law enforcement officers of the Republic of Kazakhstan.

The procedure for professional training, retraining and advanced training of law enforcement officers at the Academy is established by the legislation of the Republic of Kazakhstan.

Footnote. Paragraph 25 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

26. The students (listeners) of the IVT live in the dormitory of the Academy and are within its territory during the period of vocational training, retraining and advanced training.

Departure outside the territory of the educational institution and living outside the dormitory of the Academy shall be allowed with the written permission of the Rector of the Academy.

Footnote. Paragraph 26 as amended by the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

27. Professional training, retraining and advanced training of Law Enforcement employees shall provide for a system of organizational, educational measures aimed at inculcating, deepening and expanding the necessary knowledge, skills, taking into account the specifics of official activities, to carry out tasks assigned to Law Enforcement Agencies.

28. The content of the educational process of professional training, retraining and advanced training of Law Enforcement employees shall be determined by the relevant curricula, which shall be agreed with Law Enforcement Agencies, and curricula.

29. Educational and methodological work of the IVT includes:

1) generalization and analysis of results of the educational process of initial professional training, professional development courses and retraining of law enforcement officers, including those who are in the Presidential Reserve of the leadership of law enforcement agencies;

2) generalization of the practice of IVT activities, making proposals for improvement, introduction of innovative forms and methods of organizational-analytical and educational-methodological work;

3) involvement of leading scientists, experts, practitioners of law enforcement and government agencies, including foreign ones, in conducting training sessions along with full-time employees of the IVT;

4) organization of the educational process, development and approval of curricula and programs;

5) coordination of training sessions in accordance with work plans;

6) organization and educational-methodological support of independent work of students;

7) organization and conducting of training events (seminars, conferences, round tables, trainings) for law enforcement officers;

8) cooperation and interaction with state and law enforcement agencies, including foreign ones, within the framework of concluded agreements, scientific, educational, specialized organizations and institutions in the implementation of educational and educational-methodological activities.

Footnote. Paragraph 29 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

30. Distance learning is allowed in the IVT with additional education.

Footnote. Paragraph 30 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

31. Training of personnel on educational programs of postgraduate education shall be carried out at the relevant Institute, on full-time education, as well as distance learning.

Footnote. Paragraph 31 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

32. Admission to training at the Academy shall be carried out in accordance with the order of the General Prosecutor of the Republic of Kazakhstan from January 27, 2023 № 45 “On approval of the Rules of admission to training at the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan, implementing educational programs of postgraduate education” (registered in the Register of State Registration of Regulatory Legal Acts № 31809).

Footnote. Paragraph 32 - as amended by the order of the General Prosecutor of RK dated 12.04.2024 № 47 (shall be enforced after ten calendar days after the date of its first official publication).

33. The educational and methodological work of the IPE shall be carried out by Departments that implement and coordinate the educational process, educational programs of postgraduate and extended education.

34. To organize the educational process in postgraduate education programs, credit technology shall be used.

35. The following types of academic work shall be established at the Academy: lectures, practical (seminars) classes, consultations, independent work of students, independent work of students under the guidance of a teacher, workshops, professional practice and internship, scientific management of dissertation research by undergraduates and doctoral students, preparation and conduct of the current control, performance monitoring, intermediate and final certification of students.

36. Employees holding the posts of Rector, Vice-Rector, Director of the Institute, Deputy Director of the Institute, Head of the Department, Professor, Associate Professor, Senior Lecturer, and Lecturer shall be allowed to conduct lectures, scientific management of dissertation research of undergraduates and doctoral students.

Also, lecturers and/or other types of educational work shall be allowed to attract scientific workers, specialists with practical experience in the profile of the specialty for at least three years.

Moreover, the compliance of basic education or academic degrees or academic degrees with the profile of the taught disciplines shall not be mandatory and shall be independently regulated by the Academy.

Footnote. Paragraph 36 as amended by the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

37. The Academy independently determines the forms, methods and means of training, creating the most favorable conditions for students to master the educational programs of postgraduate and extended education.

The Academy shall independently determine the time norms by types of educational work when planning and organizing the educational process, the ratio of the volume of hours between types of educational work, learning technologies, including distance learning.

Footnote. Paragraph 37 as amended by the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication); dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

38. Teaching methods of the Academy, methods and forms of organizing and conducting academic classes on the basis of the educational program and working curriculums shall be independently chosen by the Academy teacher.

Footnote. Paragraph 38 is in the wording of the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

39. The structure of educational program of the magistracy includes various types of educational and scientific work that determine the content of education.

The structure of educational program of the master's program shall be:

1) theoretical training, including the study of cycles of basic and major disciplines;

- 2) practical training: various types of practices, scientific or professional internships;
- 3) research work, including the implementation of a master's dissertation, - for scientific and pedagogical master's degree, or experimental research work, including the implementation of a master's project - for specialized magistracy;
- 4) final certification.

The structure of the educational program of doctoral studies includes two components: educational and scientific, which determine the content of education.

The structure of the educational doctoral program shall be:

- 1) theoretical training, including the study of the cycle of basic and core disciplines;
- 2) practical training of doctoral students: various types of professional practices, scientific or professional internships;
- 3) research work, including the implementation of a doctoral dissertation;
- 4) final certification.

Each discipline shall be studied during one academic period.

Footnote. Paragraph 39 is in the wording of the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

40. The Academy independently shall choose the forms, procedure and frequency of conducting current and midterm performance monitoring and intermediate certification of students.

41. The unit responsible for organization of educational and methodological work form academic groups, keep record of completed credits, organize and conduct intermediate and final certifications, transcribe students, write all the history of educational achievements of students at the Academy.

Footnote. Paragraph 41 is in the wording of the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

42. In order to ensure the educational process, training grounds shall be created.

Footnote. Paragraph 42 is in the wording of the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

43. To assess the knowledge of students in the Academy, a system for monitoring and assessment of the knowledge of students shall be functioning.

The system of control of educational achievements of students at the Academy includes various forms: input and output control, current control of academic performance, intermediate certification and final certification.

44. The entrance control shall be carried out in the IVT in order to determine the level of professional competencies of students before taking the courses, the output control - after taking the courses.

Footnote. Paragraph 44 is in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 03.07.2021 № 95 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

45. The educational activity of the Academy shall be an integral part of the educational process and are aimed at the formation of patriotism, citizenship, internationalism, high morality, moral culture, interfaith tolerance, as well as the development of diverse interests and abilities of students.

Educational work at the Academy shall be an additional type of work and shall be carried out on the basis of mutual respect for human dignity of students and faculty.

The Academy provides the functioning of the Council of undergraduates and doctoral students, created by students on a voluntary basis.

The procedure for organizing the activity of the Council of undergraduates and doctoral students shall be determined by the Academy independently.

Footnote. Paragraph 45 is in the wording of the Order of the Prosecutor General of the Republic of Kazakhstan № 134 dated 04.12.2018 (shall be enforced upon expiry of ten calendar days after the day its first official publication).

46. The educational activity of the Academy include:

- 1) formation of students' feelings of patriotism, citizenship, internationalism, high morality;
- 2) formation of students' skills to independently and competently make and implement decisions;
- 3) encouraging students to a healthy lifestyle, active participation in social events;
- 4) conducting thematic events that contribute to expanding the horizons of students, the formation of a value attitude to their profession;
- 5) formation of students' anti-corruption behavior;
- 6) increasing the level of legal awareness and legal culture among students.

4. Research and international activities of the Academy

47. To carry out, within the established powers and the assigned functions of organizing, coordinating and conducting fundamental and applied interdepartmental scientific research of problems of activity of Law Enforcement Agencies, as well as monitoring scientific research conducted by departmental scientific institutions and educational organizations of Law Enforcement Agencies, the Academy has an independent structural unit – the IRI.

48. Research activity shall be aimed at ensuring the integration of science and education, the development on this basis of the scientific and educational process, competitive research and innovation as an essential element of a productive and effective national innovation system.

49. The organization and conduct of research (basic, search, applied scientific research) and implementation of their results in the activity of Law Enforcement and other State Agencies and rulemaking shall be carried out by the IRI of the Academy.

50. The international activity of the Academy shall be carried out within cooperation programs with leading foreign universities and organizations, implementation of international educational programs and projects, implementation of joint research activities, organization of scientific and practical seminars and conferences, exchange of scientific and teaching personnel and development of student mobility.

5. Information and logistical support of the Academy

51. The provision of the Academy with information resources shall be a prerequisite for implementation of educational and research activities.

52. The information resources of the Academy shall be formalized ideas and knowledge, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information.

53. Information resources include full-text, factual and bibliographic databases of educational purposes (administrative, educational, scientific, educational and methodological) on any media, reference and search systems, including traditional and electronic library catalogs and file cabinets, electronic local access resources, software tools for creation, storage and use of educational information, information distribution channels, communication tools used for educational purposes.

54. The library fund shall be an integral part of information resources and includes educational, educational, methodological and scientific literature, as well as regulatory legal acts.

55. The implementation of educational programs of postgraduate and extended education shall be ensured by free access for students to library collections, computer technologies, educational and methodological and scientific literature, educational, scientific, information databases, including international sources located in electronic libraries.

56. The scientific fund of the Academy's library includes a list of books of monographic, scientific and scientific-practical nature, covering the field of research, corresponding to the directions and specialties of specialist training.

The scientific fund also includes encyclopedias, dictionaries, reference books, comments, literary works studied under the program, normative legal acts, periodicals, including bulletins of educational organizations, collections of scientific papers, materials of international conferences corresponding to the profile of education.

57. The publication of educational literature by the Academy includes: textbooks, teaching aids, study guides and other educational publications on the study, development of academic disciplines, and implementation of certain types of educational work.

58. The processes of collection, acquisition, storage, decommissioning of educational and scientific information assets of the Academy shall be carried out independently by the Academy.

59. The Academy has a classroom, study rooms, a gym, training grounds and other facilities necessary for conducting training sessions and other educational events.

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