



On approval of the Standard of the State Service "Acceptance of documents for study at the Academy of Justice under the Supreme Court of the Republic of Kazakhstan"

Invalidated Unofficial translation

Order of the Head of the Department for provision of courts' activity under the Supreme Court of the Republic of Kazakhstan (the Office of the Supreme Court of the Republic of Kazakhstan) dated October 24, 2019 no. 9. Registered with the Ministry of Justice of the Republic of Kazakhstan dated October 30, 2019 no. 19526.

Unofficial translation

Footnote. Expired by order of the Chairman of the Supreme Court of the Republic of Kazakhstan dated 26.03.2020 No. 12 (enforced upon the expiry of ten calendar days after the day of its first official publication).

In accordance with sub-clause 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services" I HEREBY ORDER:

1. To approve the Standard of the state service "Acceptance of documents for study at the Academy of Justice under the Supreme Court of the Republic of Kazakhstan" according to the annex to this order.

2. The Personnel Management Department (HR Service) of the Department for provision of courts' activity under the Supreme Court of the Republic of Kazakhstan (the Office of the Supreme Court of the Republic of Kazakhstan) (hereinafter referred to as the Department) in accordance with the procedure, established by the law, shall ensure:

1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) positing this order on the internet-resource of the Supreme Court of the Republic of Kazakhstan.

3. Academy of Justice under the Supreme Court of the Republic of Kazakhstan shall implement measures arising from this order.

4. Control over execution of this order shall be entrusted to the Personnel Management Department (HR Service) of the Department.

5. This order shall come into force upon expiry of ten calendar days from the date of its first official publication.

Department Head

N. AKHMETZAKIROV

"Agreed"

Ministry of Digital Development,
Innovations

Annex to the order of the Head of the Department for provision of courts' activity under the Supreme Court of the Republic of Kazakhstan (the Office of the Supreme Court of the Republic of Kazakhstan) dated October 24, 2019 no. 9.

**Standard of the State Service "Acceptance of documents for study at the Academy of Justice under the Supreme Court of the Republic of Kazakhstan"
Chapter 1. General provisions**

1. Name of the state service "Acceptance of documents for study at the Academy of Justice under the Supreme Court of the Republic of Kazakhstan" (hereinafter referred to as the state service).

2. The Standard of the State Service have been developed by the Department for provision of courts' activity under the Supreme Court of the Republic of Kazakhstan (the Office of the Supreme Court of the Republic of Kazakhstan) (hereinafter referred to as the Department).

3. The state service shall be provided by the Republican State Enterprise "Academy of Justice under the Supreme Court of the Republic of Kazakhstan" (hereinafter referred to as the service provider).

Acceptance of applications and issuance of the results of provision of state service shall be carried out through:

- 1) the service provider;
- 2) web-portal of the "electronic government" www.egov.kz (hereinafter referred to as the portal).

Chapter 2. Procedure for provision of the state service

4. Period for provision of the state service:
 - 1) from the moment of delivery of the package of documents in circulation or on the portal - within 30 (thirty) minutes);
 - 2) the maximum allowable waiting time for delivery of a package of documents to the service provider shall be 15 (fifteen) minutes.
5. Form of state service provision: electronic (partially automated) and / or paper.
6. The result of the provision of state services shall be a receipt on acceptance of documents according to Annex 1 to this standard or receipt on a motivated refusal to accept documents indicated in clause 10 of this standard.

When applying through the portal, the result of the provision of state services shall be sent to the "personal account" in the form of an electronic document.

Form for the provision of the result of the provision of state services: electronic / paper.

7. State service shall be provided to individuals, free of charge (hereinafter referred to as the service recipient).

8. Working hours:

1) of the service provider from Monday to Friday from 09.00 a.m. to 18.30 p.m., with a lunch break from 13.00 p.m. to 14.30 p.m., except for day-offs and holidays according to the Labor Code of the Republic of Kazakhstan dated November 23, 2015 (hereinafter referred to as the Labor Code) and the Law of the Republic of Kazakhstan dated December 13, 2001 " On Holidays in the Republic of Kazakhstan " (hereinafter referred to as the Law on Holidays).

The acceptance of the application and the issuance of the result of the provision of state services shall be carried out in accordance with the work schedule, in turn, without prior appointment and expedited service;

2) of the portal - on a 24-hour basis, with the exception of interruptions associated with the performance of technical work (when the service recipient contacts after the end of working hours, on weekends and holidays according to the Labor Code and the Law on Holidays, the receipt of the application and issuance of the result of the provision of state service shall be carried out on the next working day).

9. The list of documents required to obtain state services when contacting the service recipient to the service provider:

- 1) an application in the form according to annex 2 to this standard;
- 2) a document of identification (for identification);
- 3) a document of higher education (together with the supplement to the document), (to be provided for identification, the employee of the service provider reproduces a copy, and then returns its original to the service recipient);
- 4) referral from the place of employment, signed by the head in the form, according to annex 3 to this standard;
- 5) personal data sheet certified at the place of employment;
- 6) certificate of employment indicating the length of service in the legal profession;
- 7) certificate of passing the test in a foreign language for the following programs (if available), (submitted for identification, the employee of the service provider reproduces a copy, and then returns its original to the service recipient):

English language: Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP - at least 460 points), Test of English as a Foreign Language

Institutional Testing Programm Internet-based Test (TOEFL IBT, threshold score - at least 87), (TOEFL, threshold score - at least 560 points), International English Language Tests System (IELTS, threshold score - at least 5.5);

German language: Deutsche Sprachprüfung für den Hochschulzugang (DSH, Niveau C1 / C1 level), TestDaF-Prüfung (Niveau C1/ C1 level);

French language: Test de Français International™ (TFI - at least B1 level for reading and listening sections), Diplôme d'Études en Langue française (DELF, B2 level), Diplôme Approfondi de Langue Française (DALF, C1 level), Test de connaissance du français (TCF - at least 400 points);

8) 3x4 cm color photographs (six pieces);

9) medical certificate of form 086/Y, approved by the order of the acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 no. 907 "On the approval of forms of primary medical documentation of healthcare organizations" (registered with the Register of State Registration of Regulatory Legal Acts as no. 6697) (hereinafter referred to as the Order no. 907).

Documents on education issued by foreign educational institutions shall be submitted together with a notarized translation into the Kazakh or Russian languages.

Documents on education issued by foreign educational organizations should be recognized (nostrified) in accordance with the procedure established by the legislation of the Republic of Kazakhstan. Documents in the foreign language shall be submitted together with the notarized translation into the Kazakh or Russian languages.

List of documents, required for the receipt of the state service when applying through the portal:

1) an electronic application certified by the electronic digital signature of the service recipient according to annex 2 to this standard;

2) an electronic copy of a document of higher education (with supplement to the document);

3) an electronic copy of the reference from the place of employment, signed by the head, in the form, according to annex 3 to this standard;

4) an electronic copy of the personal data sheet certified at the place of employment ;

5) an electronic copy of the certificate of employment indicating the length of service in the legal profession;

6) an electronic copy of the certificate of passing the test in a foreign language for the following programs (if available):

English language: Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP - at least 460 points), Test of English as a Foreign Language

Institutional Testing Programm Internet-based Test (TOEFL IBT, threshold score - at least 87), (TOEFL, threshold score - at least 560 points), International English Language Tests System (IELTS, threshold score - at least 5.5);

German language: Deutsche Sprachprüfung für den Hochschulzugang (DSH, Niveau C1 / C1 level), TestDaF-Prüfung (Niveau C1/ C1 level);

French language: Test de Français International™ (TFI - not lower than B1 level for reading and listening sections), Diplôme d'Études en Langue française (DELFL, B2 level), Diplôme Approfondi de Langue Française (DALF, C1 level), Test de connaissance du français (TCF - at least 400 points);

7) 3x4 cm color photograph in JPEG format;

8) an electronic copy of the medical certificate of form 086/Y, approved by the order no. 907.

The service provider shall receive the information about identification documents from the relevant state information systems through the gateway of "electronic government".

10. If the service recipient provides an incomplete set of documents in accordance with the list provided for by this standard, and (or) documents with an expired validity, the service provider shall issue a receipt on a motivated refusal to accept documents in the form according to annex 4 to this standard.

11. The service provider shall receive the written consent of the state service recipient to use information constituting a secret protected by law, unless otherwise provided by the laws of the Republic of Kazakhstan.

Chapter 3. Procedure of appealing the decisions, actions (inactions) of service providers and (or) their officials on provision of state services

12. In the event of appealing the decisions, actions (inactions) of the service provider and (or) its officials on provision of state services, a complaint shall be submitted to the address of the head of the service provider at the address, indicated in clause 14 of this standard, or to the address of the Head of the Department at 39, Kunayev Street, Nur-Sultan.

The complaint shall indicate the surname, name, patronymic (if any), postal address, contact telephone. The complaint shall be signed by the service recipient and submitted in paper or electronic form through a document circulation division of the service provider on working days.

Confirmation of acceptance of the complaint shall be its registration (stamp, incoming number and date of registration are affixed to the second copy of the complaint or a cover letter to the complaint or the status of registration in the "personal

account" of the service recipient) in the document circulation unit of the service provider, indicating the name and initials of the person who accepted the complaint, the time and place of receiving a response to the complaint.

Information on the procedure for appealing the actions (inaction) of the service provider and (or) its officials can also be obtained by telephone of the Unified Contact Center for provision of state services 1414.

The complaint of the service recipient received by the service provider shall be subject to consideration within five working days from the date of its registration.

The response on the results of the complaint shall be sent to the service recipient by mail, through the portal, or is issued on purpose in the document circulation section of the service provider.

In case of disagreement with the results of provided state service, the service provider may apply a complaint to the authorized body on assessment and control over the quality of provision of state services.

The complaint of the service recipient received by the authorized body for assessing and monitoring the quality of the provision of state services shall be subject to consideration within fifteen working days from the date of its registration.

13. In cases of disagreement with the results of the provided state service, the service recipient shall have the right to apply to the court in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

Chapter 4. Other requirements, taking into account the features of the provision of state services, including those provided in electronic form

14. The address of the place of rendering the state service shall be available on the service provider's Internet resource: www.office.sud.kz, section "Academy of Justice\"

15. The service recipient shall have the opportunity to receive state services in electronic form through the portal, subject to the availability of EDS.

16. The service recipient shall have an opportunity to obtain information on the procedure and status of the provision of public services in remote access mode through the "personal account" of the portal, as well as by calling the Unified Contact Center for provision of state services.

17. On the issues of provision of state service, the service recipient may contact the Unified Contact Center 1414, 8 800 080 77 77.

(surname, name, patronymic
(if any) of the applicant)

Receipt on acceptance of documents

1. application;
2. copy of a document of higher education (with the supplement to the document);
3. referral from the place of employment, signed by the head;
4. personal data sheet certified at the place of employment;
5. certificate of employment indicating the length of service in the legal profession;
6. a copy of the certificate of passing the test in a foreign language for the following programs (if available);
7. 3x4 cm color photographs (six pieces);
8. medical certificate of form 086-Y.

Documents submitted by _____ Documents received by _____
" ____ " _____ 20 ____ " ____ " _____ 20 ____

Annex 2 to the standard of state
service "Acceptance of documents
to study at the Academy of Justice
under the Supreme Court of the
Republic of Kazakhstan"
Form

To the Rector of the Academy of Justice under the Supreme Court of the Republic of Kazakhstan

from _____

(surname, name, patronymic (if any))

residing at _____

(indicate the address of permanent residence)

Data of the passport or identity card

Application

I hereby ask for admit me to the entrance exams for admission to the Master's Decree program

on specialty "7M042–Law" for the period of study of 2 years (full time of study).

I am reporting the following information about myself:

1. Place of employment _____

2. Position _____

3. Total length of service _____, whereof the legal experience

4. Telephone numbers: office _____; home _____
mobile _____; contact _____

5. E-mail: personal _____
organization _____ fax no. _____

6. Which foreign language are you going to take examination? (underline as necessary)

English

German

French

7. The language of taking entrance examination on specialty:

Kazakh or Russian (underline as necessary или).

I have been informed and agree that any errors, omissions and inaccuracies in the information submitted by me may serve as the basis for a motivated refusal for admission to the entrance exams or expulsion from the Academy during the study.

I give consent for the use of information, constituting the secret, protected by law, contained in the information systems.

" ____ " _____ 20 _____

to study at the Academy of Justice
under the Supreme Court of the
Republic of Kazakhstan"
Form
(to be filled out on
a letterhead form)

Referral

(the text should indicate the name of the state body, referring the employee for study) hereby refers to study at the Master's Degree program on specialty "7M042-Law" with the period of study of two years (surname, name, patronymic (if any), position of the candidate).

position signature (surname, name, patronymic (if any)
of the official, authorized to deliver appointment in accordance with the legislation of the Republic of Kazakhstan)

Annex 4 to the standard of state
service "Acceptance of documents
to study at the Academy of Justice
under the Supreme Court of the
Republic of Kazakhstan"
Form

(surname, name, patronymic
(if any)

address of residence

Receipt on a motivated refusal to accept documents

Being governed by article 19 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services", the Academy of Justice under the Supreme Court of the Republic of Kazakhstan hereby refuses to accept documents for provision of the state service "Acceptance of documents for study at the Academy of Justice under the Supreme Court of the Republic of Kazakhstan" (hereinafter referred to as the state service), due to the submission by you of an incomplete package of documents

according to the list provided for by the standard of state service, and (or) documents with an expired term, in particular:

Name of missing documents and (or) expired documents:

1. _____;
2. _____;
3. _____.

This receipt is made in 2 copies, one copy for either party.

Issued by: surname, name, patronymic (if any)

Signature of the service provider _____

Received: surname, name, patronymic (if any)

Signature of the service recipient _____

" ____ " _____ 20 ____