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**Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED AFTER
PATRICE LUMUMBA
RUDN University**

Law Institute

Educational Division

COURSE SYLLABUS

Administrative Law

(Course title)

Recommended by the Didactic Council for the Education Field

40.03.01 Law

field of studies / speciality code and title

The course instruction is implemented within the professional education programme of higher education:

Bachelor of Laws (LLB)

higher education programme profile/specialisation title

1. COURSE GOAL(s)

The main purpose is to give students knowledge of the basics of the theory of administrative law, its legal institutes, general and special parts of the course, to form students' knowledge of the main institutions of administrative law, the ownership of the state of the organization and the implementation of executive power, administrative and legal support of the rights and obligations of citizens, forms and methods of activity of executive authorities, as well as their preparation for practical activities.

2. REQUIREMENTS FOR LEARNING OUTCOMES

Mastering the course is aimed at the Bachelor's students' formation of the following competencies (part of competencies):

Table 2.1. List of competences that students acquire through the course study

Competence Code	Competence descriptor	Competence formation indicators (within this course)
GC-2	Can specify the range of tasks within the goal and choose the best ways to complete them based on the current legal norms, available resources and restrictions.	GC-2.1. Identifies and formulates the solution to a problem directly related to achieving the project goal; GC-2.2. Identifies the connections between the tasks and the expected results of their completion; GC-2.3. Identifies the available resources, restrictions and the current legal norms based on the tasks given; GC-2.4. Develops and analyzes the project implementation schedule and chooses the best way to complete the tasks based on the current legal norms and the available resources and restrictions; GC-2.5. Controls the project implementation progress, adjusts the schedule according to the control results.
GPC-2	Can apply the norms of substantive and procedural law to solve professional problems.	GPC-2.1. Knows the system of branches, institutions and sources of law, understands the specifics of implementation and interaction of norms of substantive and procedural law; GPC-2.2. Identifies and analyzes facts of law, legally significant facts and circumstances to apply specific norms of substantive and procedural law; GPC-2.3. Makes legally relevant decisions and formalizes them in strict accordance with the norms of substantive and procedural law.
GPC-3.	Can participate in legal review within the task.	GPC-3.1. Understands the nature and significance of legal review; GPC-3.2. Takes part in the legal review of regulatory acts and implementation of law, can do

Competence Code	Competence descriptor	Competence formation indicators (within this course)
		so to identify provisions that do not comply with the current legislation; GPC-3.3. Has mastered the skills to prepare documents on appointing and conducting the review, preparing expert reports and other documents.
GPC-4.	Can interpret legal norms in a professional way.	GPC-4.1. Understands the nature and significance of legal norms and their interpretation in the legal profession; GPC-4.2. Has mastered the skills to apply various methods of interpreting laws, identify conflicts of laws and gaps in legal regulation; GPC-4.3. Masters the skills of presenting the results of legal interpretation and using them in implementation of law.
GPC-7.	Can comply with the principles of legal ethics, doing so in terms of anti-corruption behavior standards.	GPC-7.1. Is ready to carry out professional duties in an honest way and good faith based on the principles of legality, impartiality and justice, with respect and dignity, protecting human and civil rights and freedoms ; GPC-7.2. Demonstrates a high level of personal and legal culture, maintains high levels of professional expertise and qualifications ; GPC-7.3. Identifies corruption risks, assesses and prevents corrupt behavior, develops and implements measures to identify and eliminate conflicts of interest.
GPC-8.	Can obtain relevant legal information in a purposeful and efficient way from various sources, including legal databases, to complete specific professional tasks using information technology and considering information security requirements.	GPC-8.1. Can obtain relevant legal information from various sources, including legal databases, processes and arranges it based on the goal ; GPC-8.2. Uses information technology to complete specific professional tasks ; GPC-8.3. Demonstrates the readiness to complete professional tasks while considering information security requirements.
PC-1.	Can draft regulatory acts, formulate legal norms for various levels of rulemaking and areas of professional activity.	PC-1.1. Identifies the societal need for legal regulations of public relations in a particular area as well as gaps and conflicts in the current legislation and has the tools to overcome and eliminate them; PC-1.2. Understands the nature and levels of rulemaking, identifies the stages and actors in the rulemaking procedure; PC-1.3. Identifies the role and competence of rulemaking procedure actors, assesses the legitimacy of their decisions and actions; PC-1.4. Demonstrates the knowledge of the fundamental legislative techniques used in developing regulatory acts; PC-1.5. Understands

Competence Code	Competence descriptor	Competence formation indicators (within this course)
		the importance of legal review of regulatory acts, is able to take part in it.
PC-2.	Can apply legal norms in specific legal areas and use them in the way prescribed by law	PC-2.1. Demonstrates specific knowledge of the implementation of law, knows the procedure for carrying out the duties of jurisdictional bodies responsible for the implementation of law; PC-2.2. Has mastered the skills of analyzing the facts of the case, qualifying the facts of law and legal relations that arise due to them, identifies legally significant circumstances; PC-2.3. Carries out the correct choice of the legal norm to be applied and the method of its interpretation; PC-2.4. Has mastered the methods of searching for cases of implementation of law and monitoring it in order to complete professional tasks; PC-2.5. Develops options for legal actions in strict accordance with the legislation and makes decisions in the form prescribed by law.

3.COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

The course refers to the variable component of (B1) block of the higher educational programme curriculum.

Within the higher education programme students also master other (modules) and / or internships that contribute to the achievement of the expected learning outcomes as results of the course study.

Table 3.1. The list of the higher education programme components/disciplines that contribute to the achievement of the expected learning outcomes as the course study results

Competence Code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
GC-2	Can specify the range of tasks within the goal and choose the best ways to complete them based on the current legal norms, available resources and restrictions.	Philosophy Theory of State and Law	Civil law Criminal Procedure and Forensic Science Financial Law and Tax Law
GPC-2	Can apply the norms of substantive and procedural law to solve professional problems.	History of Russian State and Law	Civil law Civil and Arbitration Procedure Financial Law and Tax Law International Public Law
GPC-3	Can participate in legal review within the task.		Civil and Arbitration Procedure Financial Law and Tax Law
GPC-4.	Can interpret legal norms in a professional way.	Philosophy of Law: Fundamental Course	Civil law Civil and Arbitration Procedure

Competence Code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
			Criminal Procedure and Forensic Science Financial Law and Tax Law International Public Law
GPC-7.	Can comply with the principles of legal ethics, doing so in terms of anti-corruption behavior standards.	Philosophy Theory of State and Law	Civil and Arbitration Procedure Criminal Procedure and Forensic Science
GPC-8.	Can obtain relevant legal information in a purposeful and efficient way from various sources, including legal databases, to complete specific professional tasks using information technology and considering information security requirements.	Information Technologies in Legal Practice (Fundamentals of Legal Tech) Foundations of Rhetoric and Communication	Civil law Civil and Arbitration Procedure Criminal Procedure and Forensic Science Financial Law and Tax Law Comparative Constitutional Law and Justice
PC-1.	Can draft regulatory acts, formulate legal norms for various levels of rulemaking and areas of professional activity.	Philosophy Theory of State and Law	Civil law Financial Law and Tax Law International Public Law
PC-2.	Can apply legal norms in specific legal areas and use them in the way prescribed by law	Philosophy Theory of State and Law	Civil law Civil and Arbitration Procedure Financial Law and Tax Law International Public Law

* - filled in based on the competency matrix

4. COURSE WORKLOAD AND ACADEMIC ACTIVITIES

1) The total workload of the course is 8 credits (288 academic hours)

*Table 4.1. Types of academic activities during the periods of higher education programme mastering (full-time training)**

Types of academic activities	Total, academic hours	Semesters / Training modules				
		5	6	7	8	
<i>Contact academic hours</i>	64	18	16	14	16	
Seminars (workshops/tutorials) (S)	64	18	16	14	16	
<i>Self-studies</i>	103	30	22	35	16	
<i>Evaluation and assessment (exam/passing/failing grade)</i>	57	6	18	9	24	
Course Workload	academic hours	288	72	72	72	72
	credits	8	2	2	2	2

5. COURSE CONTENTS

Table 5.1. Course contents and academic activities types

Course module title	Course module contents (topics)	Academic activities types
Administrative law as a branch of law	Topic 1.1. Administrative governance: concept, characteristics. Public governance, State governance, Local governance.	LC S
	Topic 1.2. Subject matter of administrative law. The activities of executive branch authorities. The method of administrative law.	LC S
	Topic 1.3. Mechanism of administrative legal regulation. Administrative legal norms and institutions. Administrative legal relations. Sources of Administrative law.	LC S
	Topic 1.4. System of Administrative law. General and special parts of administrative law. Substantive and procedural parts of administrative law. Administrative law in the system of Russian law. Administrative legislation and its application to legal practice	LC S
Individuals and organizations as administrative law actors	Topic 2.1. The administrative legal status of citizens of the Russian Federation. Guarantees of rights, freedoms, and legitimate interests of citizens.	LC S
	Topic 2.2. The administrative legal status of foreign citizens and stateless persons	
	Topic 2.3. The administrative legal status of commercial and non-profit organizations, government, and non-government organizations.	
Public administrative authorities and their administrative legal status	Topic 3.1. The President of the Russian Federation. The functions of the Administration of the President of the Russian Federation.	LC S
	Topic 3.2. The Government of the Russian Federation. Its functions, structure, and activities.	
	Topic 3.3. The system and the structure of the federal executive authorities of the Russian Federation.	
	Topic 3.4. The system of regional public authorities.	
	Topic 3.5. Administrative legal regulation of the local government activities.	
	Topic 3.6. Other bodies performing powers of public administration	
Public service	Topic 4.1. The concept of the Service of the State.	LC S
	Topic 4.2. Federal service, regional service. Civil service, military service, other types of state service.	
	Topic 4.3. Peculiarities of municipal service and its regulation.	
	Topic 4.4. Obligations, duties and rights of public servants and officials.	
Administrative activities	Topic 5.1. Concept of administrative legal regulation by public administrative authorities.	LC S
	Topic 5.2. Administrative procedures: concept, types, legal regulation.	
	Topic 5.3. Rulemaking by administrative authorities	
	Topic 5.4. Individual regulation by administrative authorities.	
	Topic 5.5. Delivery of government services.	
	Topic 5.6. Control and supervisory activities of administrative authorities.	
	Topic 5.7. Law enforcement activities of executive organs.	

Course module title	Course module contents (topics)	Academic activities types
	Topic 5.8. Administrative-jurisdictional and quasi-judicial activities of executive organs.	
Forms and methods of administrative regulation	Topic 6.1. Administrative acts.	LC S
	Topic 6.2. Administrative contracts.	
	Topic 6.3. Methods of persuasion in administrative law.	
	Topic 6.4. Methods of coercion in administrative law.	
Administrative justice	Topic 7.1. Code of Administrative Judicial Procedure of the Russian Federation.	LC S
	Topic 7.2. Administrative cases: concept, classification. Cases on the protection of violated or disputed rights, freedoms and lawful interests of citizens, rights, and lawful interest of organizations. Cases arising from public legal relations and pertaining to the realization of judicial control over the lawfulness and substantiation of exercise of public powers.	
	Topic 7.3. Principles of administrative judicial procedure.	
	Topic 7.4 Parties and other participants of the administrative judicial procedure.	
	Topic 7.5. Rules of procedure in courts of first and appellate instances. Administrative statement of claim. Court decisions.	
	Topic 7.6. Review of effective judgements in courts of cassation and supervision.	
	Topic 7.7. Execution of judicial acts on administrative cases.	
	Topic 7.8. Arbitration Procedural Code of the Russian Federation on administrative justice issues.	
Control and supervision over the administrative authorities	Topic 8.1. Presidential control over administrative authorities.	LC S
	Topic 8.1. Parliamentary control of administrative authorities.	
	Topic 8.1. Administrative control over executive authorities.	
	Topic 8.1. Procurator (prosecutor's) supervision of administrative authorities.	
	Topic 8.1. Ombudsman in the control over administrative authorities.	

* - filled in **only for full-time** education: LC - lectures; LW - laboratory work; S - seminars.

6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

Table 6.1. Classroom equipment and technology support requirements

Type of academic activities	Classroom equipment	Specialised educational / laboratory equipment, software, and materials for course study (if necessary)
Lecture	A lecture hall for lecture-type classes, equipped with a set of specialised furniture; board (screen) and technical means of multimedia	A set of specialized furniture; technical means: Monoblock Multimedia projector

Type of academic activities	Classroom equipment	Specialised educational / laboratory equipment, software, and materials for course study (if necessary)
	presentations.	Screen for projector Marker board WiFi
Lab work	A classroom for laboratory work, individual consultations, current and mid-term assessment; equipped with a set of specialised furniture and machinery.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi
Seminar	A classroom for conducting seminars, group and individual consultations, current and mid-term assessment; equipped with a set of specialised furniture and technical means for multimedia presentations.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi, specialized software: Trados
Computer Lab	A classroom for conducting classes, group and individual consultations, current and mid-term assessment, equipped with personal computers (in the amount of 30 pcs), a board (screen) and technical means of multimedia presentations.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi
Self-studies	A classroom for independent work of students (can be used for seminars and consultations), equipped with a set of specialised furniture and computers with access to the electronic information and educational environment.	A set of specialized furniture; technical means: Monoblock Multimedia projector Screen for projector Marker board WiFi

* - It is necessary to specify a classroom for self-study of students

7. RESOURCES RECOMMENDED FOR COURSE STUDY

Main readings:

1. Bishop W (1990) A theory of administrative law. J Legal Stud XIX(2):489–530 European Private International Law. Second Edition Geert van Calster OXFORD AND PORTLAND, ORE-GON 2016
2. Hilaire Barnett. Constitutional and administrative law. Fourth Edition. 2002.
3. William F. Funk, Richard H. Seamon. Administrative Law (Examples & Explanations Series) 6th Edition. ASPEN Publishing. 2019.

Additional readings:

1. Sinchinov N.N., Pavlov N.V. The formation of soviet administrative law: features and management issues (1918-1921) // Epomen. Global. 2022. № 27. C. 178-185.

2. Zyryanov S.M. The place of administrative responsibility in russian law // The topical issues of public law. 2013. № 9 (21). C. 66-77.
3. Marchenko E.I., Nenakhova O.A. Modern trends of administrative law // Business 4.0 as a Subject of the Digital Economy. Cham, 2022. C. 1041-1046.
4. Proletenkova S.E. To the question of elaboration the concept of state-confessional relations in russia: administrative-law analysis // The topical issues of public law. 2012. № 12 (12). C. 30-37.
5. Umanskaya V.P. Improvement of law-making powers of executive authorities in the conditions of administrative reform // The topical issues of public law. 2013. № 7 (19). C. 53-59. P Pobezhimova N.I. International administrative law and its place in the system of russian law // The topical issues of public law. 2013. № 8 (20). C. 60-68.
6. Implementation of International Anti-Corruption Standards in Laws and Legal Practices of the Russian Federation. // Law, Crime and Law Enforcement. New York, 2020.
7. Kuyanov A.V. Administrative arrest: prospective lines of improvement the legal regulation // The topical issues of public law. 2015. №4. Pp.46-52.
8. Vasil'eva A.F. Administrative procedures for the execution of individual legal acts of public administration // The topical issues of public law. 2015. №4.
9. Barzel Y (2002) A theory of the state. Economic rights, legal rights, and the scope of the state. Cambridge University Press, Cambridge
10. Matthias Ruffert, Sebastian Steinecke. The Global Administrative Law of Science. 2011.
11. Backes, C., Eliantonio, M. (2017). Administrative Law. In: Hage, J., Waltermann, A., Akkermans, B. (eds) Introduction to Law. Springer, Cham. https://doi.org/10.1007/978-3-319-57252-9_9.
12. Schotel, B. Administrative Law as a Dual State. Authoritarian Elements of Administrative Law. Hague J Rule Law 13, 195–222 (2021). <https://doi.org/10.1007/s40803-021-00156-4>.

Internet sources:

1. Electronic libraries with access for RUDN students
 - RUDN Electronic library system <http://lib.rudn.ru/MegaPro/Web>
 - Electronic library system «University Library online» <http://www.biblioclub.ru>
 - Electronic Library «URAIT» <http://www.biblio-online.ru>
 - Electronic library system «Student. Consultant» www.studentlibrary.ru
 - Electronic library system «Lan» <http://e.lanbook.com/>
 - Electronic library system "Troitskyi most"
 2. Justice on GOV.UK. 86th Update to the Civil Procedure Rules // <https://www.justice.gov.uk/courts/procedure-rules/civil>
 3. Courts and Tribunals judiciary. The Structure of the Courts // <https://www.judiciary.gov.uk/wp-content/uploads/2012/08/courts-structure-0715.pdf>
 4. La Cour de cassation // <https://www.courdecassation.fr/> Zivilprozessordnung. <http://www.gesetze-im-internet.de/zpo/index.html>
 5. Wikipedia // Dispute Resolution // https://en.wikipedia.org/wiki/Dispute_resolution Dispute Resolution Processes // American Bar Association //
 6. Dispute Resolution// This guide is based on UK law // <http://www.out-law.com/page-420>
 7. Litigation and enforcement in UK (England and Wales): overview. <http://uk.practicallaw.com/7-502-0631>
 8. The European e-Justice Portal - <https://e-justice.europa.eu/home>.
2. Databases and search engines:
- Electronic Legal and Regulatory Documentation Fund <http://docs.cntd.ru/>
 - Search system Yandex <https://www.yandex.ru/>

- Search system Google <https://www.google.ru/>
- SCOPUS <http://www.elsevierscience.ru/products/scopus/>

Training toolkit for self- studies to master the course *:

* The training toolkit for self- studies to master the course is placed on the course page in the university telecommunication training and information system under the set procedure.

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL UPON COURSE COMPLETION

The assessment toolkit and the grading system* to evaluate the competences formation level (competences in part) upon the course study completion are specified in the Appendix to the course syllabus.

* The assessment toolkit and the grading system are formed on the basis of the requirements of the relevant local normative act of RUDN University (regulations / order).

DEVELOPERS:

Associate Professor of
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Position, department

Signature

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