

Документ подписан простой электронной подписью
Информация о владельце:
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Должность: Ректор
Дата подписания: 02.06.2023 20:24:29
Уникальный программный ключ:
ca953a0120d891083f939673078ef1a989dae18a

**Federal State Autonomous Educational Institution for Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
named after Patrice Lumumba**

LAW INSTITUTE

educational division (faculty/institute/academy) as higher education programme developer

COURSE SYLLABUS

Workshop "Procedural Documents in Civil Cases"

(Course title)

Recommended by the Didactic Council for the Education Field

40.03.01 LAW / Jurisprudence / Юриспруденция

(Code and Name of the Field of Education / Specialty)

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

The goal of the course is to facilitate acquisition of the professional skills necessary to conduct a case in court and arbitration as a representative of a party, including the drafting of procedural documents when representing the interests of persons participating in the case.

2. REQUIREMENTS FOR LEARNING OUTCOMES

The course is aimed at building and enhancing the following target competences (parts of competences):

Table 2.1. List of target competences (parts of competences)

Code (GC, GPC, PC)	Competence	Competence indicators
GPC-5.	GPC-5. Can use their speaking and writing skills in a cohesive, well-reasoned and logical way with a uniform and correct use of professional legal terminology	<p>GPC-5.1. Has mastered the main methods of formal logic and tactical methods of legal argumentation to express their oral and written position on a specific legal problem;</p> <p>GPC-5.2. Uses their speaking and writing skills in a cohesive, well-reasoned and logical way to set out the facts and circumstances, states their legal position;</p> <p>GPC-5.3. Correctly uses legal terminology in professional communication</p>
GPC-6.	GPC-6. Can participate in the process of drafting regulatory acts and other legal documents.	<p>GPC-6.1. Identifies the necessity of drafting legal acts and other legal documents as well as their affiliated branch;</p> <p>GPC-6.2. Highlights and considers the features of various types of regulatory acts and other legal documents;</p> <p>GPC-6.3. Applies the legal techniques and rules to draft regulatory acts and other legal documents</p>
GPC-8.	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	<p>GPC-8.1. Can obtain relevant legal information from various sources, including legal databases, processes and arranges it based on the goal;</p> <p>GPC-8.2. Uses information technology to complete specific professional tasks;</p> <p>GPC-8.3. Demonstrates the readiness to complete professional tasks while considering information security requirements.</p>
PC-2.	PC-2. Can apply legal norms in specific legal areas and use them in the way prescribed by law	<p>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;</p> <p>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;</p> <p>PC-2.3. Carries out the correct choice of the legal norm to be applied and the method of its interpretation;</p>

Code (GC, GPC, PC)	Competence	Competence indicators
		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.

At the end of this course, students will:

Know

- the procedure for applying to the courts of various instances and arbitration;
- requirements for procedural documents for applying to courts of various instances and arbitration;
- requirements for procedural documents of courts of various instances and arbitration

Be able to

- analyze the materials of judicial practice in relation to procedural documents;
- draw up draft procedural documents for appeal to the courts of various instances and arbitration

3. COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

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

* - Underline whatever applicable.

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 components of the Educational Program of Higher Education that contribute to the achievement of the expected results of the development of the course

Competence code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
GPC-5.	GPC-5. Can use their speaking and writing skills in a cohesive, well-reasoned and logical way with a uniform and correct use of professional legal terminology.	Theory of State and Law / Administrative Law / Constitutional Law / Civil Law /	Civil and Arbitration Procedure Financial Law and Tax Law International Public Law Environmental Law and Land Law Labor Law International Private Law Commercial Law and Corporations
GPC-6.	GPC-6. Can participate in the process of drafting	Theory of State and Law / Administrative Law /	Civil and Arbitration Procedure

Competence code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
	regulatory acts and other legal documents.	Constitutional Law / Civil Law / Financial Law and Tax Law / International Public Law / Educational Internship /	Financial Law and Tax Law International Public Law Environmental Law and Land Law Labor Law International Private Law Commercial Law and Corporations
GPC-8.	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) / Civil Law / Civil and Arbitration Procedure / Computer Science / Comparative Civil and Commercial Law / Work Experience (Judicial) Internship /	International Private Law / Commercial Law and Corporations Law and Artificial Intelligence / Data Regulation and Protection in Digital Age / Communications and Internet Law and Policy Legal Design Legal Tech: Advanced Course Workshop "Negotiations and Contracts" / Work Experience (Pre-graduation) Internship
PC-2.	PC-2. Can apply legal norms in specific legal areas and use them in the way prescribed by law	Civil and Arbitration Procedure / Computer Science / Comparative Civil and Commercial Law / Work Experience (Judicial) Internship	Civil and Arbitration Procedure Financial Law and Tax Law International Public Law Labor Law International Private Law Commercial Law and Corporations Workshop "Skills of Effective Presentation in Court" Workshop "Procedural Documents in International Disputes" Workshop "Procedural Documents in Constitutional Procedure"

* To be filled in according to the competence matrix of the higher education programme.

4. COURSE WORKLOAD AND ACADEMIC ACTIVITIES

The total workload of the course is 3 credits (108 academic hours).

Table 4.1. Types of academic activities for **full-time** education

Types of academic activities	TOTAL, academic hours	Semester / Module			
		D	E	F	G
<i>Classroom learning, academic hours</i>	30			30	
including:					
Lectures (LC)					
Lab work (LW)					
Seminars (workshops/tutorials) (S)	30			30	
<i>Self-study (ies), academic hours</i>	60			60	
<i>Evaluation and assessment (exam or pass/fail grading)</i>	18			18	
Course Workload	academic hours	108		108	

Types of academic activities	TOTAL, academic hours	Semester / Module			
		D	E	F	G
credits	3			3	

* - must be completed in case of implementation of the program in extramural of study

5. COURSE CONTENTS

Table 5.1. The content of the course and types of academic activities

Course Units / Sections	Topics	Type of academic activity*
Section 1. Introduction to Litigation and Arbitration.	Features of legal proceedings in various instances and arbitration. The value of judicial practice for the preparation of a procedural document. Factors affecting the content of procedural documents in various civil cases Information technologies in interaction with the court and arbitration.	S
Section 2 Pre-trial settlement of the dispute.	Types of pre-trial dispute resolution. Requirements for the preparation of documents in pre-trial settlement of disputes. Claim procedure for settling disputes in civil and arbitration proceedings. Basic requirements for filing a lawsuit. Consequences of non-compliance with the requirements for the preparation of a judicial claim.	S
Section 3. Procedural documents of the plaintiff and the defendant.	Claim form of protection. Handling a claim in court and arbitration: general and specific features. Requirements for the form and content of the statement of claim. Requirements for the attached documents to the statement of claim. Consequences of non-compliance with the requirements when filing a statement of claim in court and arbitration. Procedural documents aimed at defending the defendant against the claim. Feedback on a claim. Counterclaim Requirements.	S
Section 4. 4. Procedural documents that complete the resolution of the dispute.	Settlement Agreement. Requirements for the content of the settlement agreement. Approval of a settlement agreement in court and in arbitration. Case decision. Requirements for the content of the decision in court and arbitration. Correction of defects in the decision of the court and arbitration.	S
Section 5. 5. Appeal to the court in connection with the execution and appeal of the decision.	Application for the issuance of a writ of execution. Application for enforcement of an arbitration award. Application for annulment of the decision of the arbitral tribunal. Appeal to the appellate, cessation and supervisory instances.	S

* - 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	Classroom for lectures, equipped with a set of specialized furniture; a set of devices including portable multimedia projector, laptop, projection screen, stable wireless Internet connection.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
Lab	Classroom for lab work, group and individual consultations, evaluation and assessment, equipped with a set of specialized furniture; a set of devices including portable multimedia projector, laptop, projection screen, stable wireless Internet connection.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
Seminars	Classroom for seminars, group and individual consultations, evaluation and assessment, equipped with a set of specialized furniture; a set of devices including portable multimedia projector, laptop, projection screen, stable wireless Internet connection.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
Computer classroom	Computer classroom for academic activity, group and individual consultations, evaluation and assessment, equipped with a set of specialized furniture; a set of devices including portable multimedia projector, 30 personal computers, projection screen, stable wireless Internet connection.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
Self-studies Classroom	Classroom for Self-studies, equipped with a set of specialized furniture; a set of devices including portable multimedia projector, laptop, projection screen, stable wireless Internet connection.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
Courtroom	Classroom for court hearing simulation equipped with a set of specialized furniture; a set of devices including portable multimedia projector, laptop, projection screen, stable wireless Internet connection.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome

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

7. RESOURCES RECOMMENDED FOR COURSE STUDY

Main reading (sources):

1. Timur Aitkulov, Olga Semushina, Galina Valentirova, Alexey Vyalkov, Bogdan Lavrichenko and Elizaveta Galter , Litigation: Russia // <https://globalarbitrationreview.com/insight/know-how/litigation/report/russia>
2. Vladimir Khvalei, Anton Maltsev, Taisiya Vorotilova and Irina Varyushina **Arbitration Procedures and Practice in the Russian Federation: Overview** // [https://uk.practicallaw.thomsonreuters.com/7-502-1895?transitionType=Default&contextData=\(sc.Default\)&firstPage=true](https://uk.practicallaw.thomsonreuters.com/7-502-1895?transitionType=Default&contextData=(sc.Default)&firstPage=true)

Additional (optional) reading (sources):

3. ADR and the Courts/ A Manual for Judges and Lawyers/ 1st Edition - January 1, 1987
Editor: Erika S. Fine eBook ISBN: 9781483161976 || <https://www.elsevier.com/books/adr-and-the-courts/fine/978-0-88063-124-2>
4. **Litigation and enforcement in the Russian Federation: overview** by Edward Bekeschenko and Dmitry Lysenko || [https://uk.practicallaw.thomsonreuters.com/5-502-0694?transitionType=Default&contextData=\(sc.Default\)&firstPage=true](https://uk.practicallaw.thomsonreuters.com/5-502-0694?transitionType=Default&contextData=(sc.Default)&firstPage=true)

Internet-(based) 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. [https://justice.org.uk/our-work/administrative-justice-system/Courts and Tribunals judiciary. The Structure of the Courts](https://justice.org.uk/our-work/administrative-justice-system/Courts%20and%20Tribunals%20judiciary.%20The%20Structure%20of%20the%20Courts) // <https://www.judiciary.gov.uk/wp-content/uploads/2012/08/courts-structure-0715.pdf>
 3. 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/>

* - Learning toolkits for self-studies in the RUDN Learning materials for self-studies on the relevant course pages in TUIS

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.

DEVELOPERS:

Associate Professor of the
Department of
Civil Law and Procedure and
Private International Law

Elena V. Sitkareva

Position, Name of the Department

Signature

Full name

HEAD OF EDUCATIONAL DEPARTMENT:

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Private International Law,
Full Professor

Evgenia E. Frolova

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Signature

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**HEAD OF HIGHER
EDUCATION PROGRAM:**

Director of the Law Institute

Position, Name of the Department



Signature

Sergey B. Zinkovskiy

Full name