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Информация о владельце:
ФИО: Ястребов Олег Александрович
Должность: Ректор
Дата подписания: 25.05.2023 20:04:37
Уникальный программный ключ:
ca953a0120d891083f939673078ef1a989dae18a

**Federal State Autonomous Educational Institution for Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
(RUDN University)**

LAW INSTITUTE

Educational Division

COURSE SYLLABUS

"Procedural Documents in Administrative Cases" Workshop

(Course title)

Recommended by the Didactic Council for the Education Field

40.03.01 Jurisprudence

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

Courses (modules) are Taught as Part of the Educational Program of Higher Education

BACHELOR OF LAWS (LLB)

(name (profile/specialisation))

2022

1. COURSE GOAL

The aim of the course is:

- ✓ to form a comprehensive understanding of the forms and methods of resolving disputes in different systems of legal orders among students;
- ✓ to prepare defense attorneys to represent the interests of parties, who are being prosecuted for administrative violations
- ✓ to perform judicial review, which has become a major site of contention over intra-governmental powers
- ✓ to ensure that the parties would follow the due process

2. 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)

Шифр Code (GC, GPC, PC)	Компетенция Competence	Индикаторы достижения компетенции (в рамках данной дисциплины) Competence indicators
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.	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; 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; GPC-5.3. Correctly uses legal terminology in professional communication.
GPC-6.	Can participate in the process of drafting regulatory acts and other legal documents.	GPC-6.1. Identifies the necessity of drafting legal acts and other legal documents as well as their affiliated branch; GPC-6.2. Highlights and considers the features of various types of regulatory acts and other legal documents; GPC-6.3. Applies the legal techniques and rules to draft regulatory acts and other legal documents
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-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;

Шифр Code (GC, GPC, PC)	Компетенция Competence	Индикаторы достижения компетенции (в рамках данной дисциплины) Competence indicators
		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 ACADEMIC PROGRAMME STRUCTURE

The course refers to the core 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

Code (GC, GPC, PC)	Competence	Previous courses/internships*	Subsequent courses/internships*
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.	Legal Argumentation Legal Documents in English Language and Law	State Examination in the Discipline "Theory of State and Law" State Examination Bachelor Thesis Defence
GPC-6.	Can participate in the process of drafting regulatory acts and other legal documents.	Environmental Law and Land Law International Public Law	State Examination in the Discipline "Theory of State and Law"
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.	Communications and Internet Law and Policy Law and Artificial Intelligence Data Regulation and Protection in Digital Age Comparative Civil and Commercial Law	State Examination in the Discipline "Theory of State and Law" Bachelor Thesis Defence
PC-2.	Can apply legal norms in specific legal areas and use them in the way prescribed by law	Fundamentals of Medicine Law Financial Law and Tax Law	State Examination in the Discipline "Theory of State and Law" State Examination Bachelor Thesis Defence

* - filled in based on the competency matrix

4. COURSE WORKLOAD AND ACADEMIC ACTIVITIES

Course workload 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
		credits	3			3

5. COURSE UNITS AND CONTENTS

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

Course Units / Sections	Topics	Type of academic activity*
Section 1. Theory of administrative process	Topic 1.1. The concept and types of administrative process.	LC S
	Topic 1.2. The concept of administrative case.	LC S
	Topic 1.3. Parties to the administrative case.	LC S
	Topic 1.4. General principles of the administrative case.	LC S
Section 2. Administrative jurisdiction.	Topic 2.1. The concept and types of administrative authorities.	S
	Topic 2.2. The concept and types of administrative procedures.	S
	Topic 2.3. The disciplinary procedures.	S
	Topic 2.4. The Administrative Offenses Code of the Russian Federation procedures.	S
Section 3. The administrative legal proceedings.	Topic 3.1. The documents providing movement and resolution of administrative case.	S
	Topic 3.2. The documents ensuring the establishment of evidence in administrative cases.	S
	Topic 3.3. The documents ensuring proper administrative proceedings and due process.	S
	Topic 3.4. The documents ensuring the rights of participants in administrative proceedings.	S
	Topic 3.5. The documents providing the proper execution of decision.	S
	Topic 3.6. The documents strengthening the rule of law and preventing administrative and other violations	S

Course Units / Sections	Topics	Type of academic activity*
Section 4. The legal documents in the administrative process.	Topic 4.1. Motion. Types of motions and its form.	S
	Topic 4.2. Injunction. Types of injunctions and its form.	S
	Topic 4.3 Writ. Types of writs and its form.	S
	Topic 4.4. Complaint and its form.	S
	Topic 4.5. Answer and its form.	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

Classroom for Academic Activity Type	Classroom Equipment	Specialized hardware and software (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

Classroom for Academic Activity Type	Classroom Equipment	Specialized hardware and software (if necessary)
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. Code of Administrative Judicial Procedure of the Russian Federation <https://supcourt.ru/en/files/16401/>.
2. Public administration in Russian federation: evolution and perspectives <https://www.amministrazioneincammino.luiss.it/2018/07/31/public-administration-in-russian-federation-evolution-and-perspectives/>
3. Maggs P. B., Schwartz O., Burnham W. Law and legal system of the Russian Federation. – Juris Publishing, Inc., 2015. (chapter 13)
Syrett K., Alder J. Constitutional and administrative law. – Bloomsbury Publishing, 2021. (section 4)

Additional (optional) reading (sources):

1. THE ADMINISTRATIVE PROCEDURE ACT: AN INTRODUCTION
Gillian Metzger, Columbia Law School
2. Demin A. A. CORRELATION OF ADMINISTRATIVE COURT PROCEDURE AND ADMINISTRATIVE PROCESS: THEORY OF THE ISSUE
3. Aman, Alfred C., "Administrative Law and Process, 3rd edition" (2014). Books & Book Chapters by Maurer Faculty. 7. <https://www.repository.law.indiana.edu/facbooks/7>
4. Administrative Justice in the United Kingdom
Anthony, G. (2015). Administrative Justice in the United Kingdom. Italian Journal of Public Law, 7(1), 9-33. http://www.ijpl.eu/archive/2015/issue/administrative-justice-in-the-unitedkingdom?searched=Administrative+Justice&advsearch=oneword&highlight=ajaxSearch_highlight+ajaxSearch_highlight1+ajaxSearch_highlight2
El sistema argentino de control judicial de la Administración Por TOMÁS HUTCHINSON.

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 "Troitskiy 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/>

* 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 AND EVALUATION TOOLKIT

Mid-Term Assessment and Evaluation Toolkit, Assessment and Grading Criteria are presented in the Appendix to this Course Syllabus

DEVELOPERS:

Assistant-Professor of the
Department of
Administrative Law and
Financial Law

Ivan Val. Shmelev

Position, Name of the Department

Signature

Full Name

HEAD OF THE DEPARTMENT

Head of the Department of
Administrative Law and
Financial Law,
Full Professor

Oleg A. Yastrebov

Position, Name of the Department

Signature

Full Name

**HEAD OF THE HIGHER
EDUCATION PROGRAM**

Director of the Law Institute

Sergey B. Zinkovskiy

Position, Name of the Department

Signature

Full Name