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

LAW INSTITUTE

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

**COURSE SYLLABUS**

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Workshop "Procedural Documents in Criminal Cases"

course title

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**Recommended by the Didactic Council for the Education Field of:**

40.03.01 LAW / JURISPRUDENCE

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field of studies / speciality code and title

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

BACHELOR OF LAWS (LLB)

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higher education programme profile/specialisation title

## 1. COURSE GOAL(s)

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 crimes
- ✓ to perform judicial review
- ✓ to ensure that the parties would follow the due process

## 2. REQUIREMENTS FOR LEARNING OUTCOMES

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

*Table 2.1. List of target competencies (parts of competencies)*

<b>Code (UC, GPC, PC)</b>	<b>Competence</b>	<b>Competence indicators</b>
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 belongs to the part formed by the participant in the educational relations of Block 1 of the curriculum.

As part of the curriculum, students also study other courses and/or internships that contribute to the achievement of expected learning outcomes.

*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*

Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
	<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>Administrative Law / Административное право Civil Law / Гражданское право Basic Provisions of Civil Law / Основные положения гражданского права Implementation and Protection of Civil Rights. Right of Ownership and Other in Rem Rights / Средства осуществления и защиты гражданских прав. Право собственности и иные вещные права Law of Obligations. Tort Law / Обязательственное право. Деликтное право Contract Law / Договорное право Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное право Family Law / Семейное право Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное правоIntellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное право Civil and Arbitration Procedure / Гражданский и арбитражный процесс Financial Law and Tax Law / Финансовое и налоговое право International Public Law / Международное право Labor Law / Трудовое право</p>	<p>Workshop "Skills of Effective Presentation in Court" / Практикум "Навыки эффективного выступления в суде" Workshop "Procedural Documents in International Disputes" / Практикум "Процессуальные документы в международных спорах" Workshop "Procedural Documents in Constitutional Procedure" / Практикум "Процессуальные документы в конституционном процессе" Workshop "Negotiations and Contracts" / Практикум "Переговоры и заключение договоров" Workshop "Drafting Legal Letters, Memos &amp; Legal Opinions" / Практикум "Составление юридических писем, меморандумов и юридических заключений" Interdisciplinary Course Paper / Междисциплинарная курсовая работа Variable component / Вариативная компонента Work Experience (Judicial) Internship / Производственная практика (судебная) Work Experience (Pre- graduation) Internship / Производственная (преддипломная) практика</p>

Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
		International Private Law / Международное частное право Commercial Law and Corporations / Предпринимательское право Theory of Legal Argumentation / Теория юридической аргументации Fundamentals of Medicine Law / Основы медицинского права Workshop "Procedural Documents in Civil Cases" / Практикум "Процессуальные документы по гражданским делам" Workshop "Procedural Documents in Administrative Cases" / Практикум "Процессуальные документы по административным делам"	
	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;	Theory of State and Law / Теория государства и права Administrative Law / Административное право Civil Law / Гражданское право Basic Provisions of Civil Law / Основные положения гражданского права Implementation and Protection of Civil Rights. Right of Ownership and Other in Rem Rights / Средства осуществления и защиты гражданских прав. Право собственности и иные вещные права Law of Obligations. Tort Law / Обязательственное право. Деликтное право	Workshop "Skills of Effective Presentation in Court" / Практикум "Навыки эффективного выступления в суде" Workshop "Procedural Documents in International Disputes" / Практикум "Процессуальные документы в международных спорах" Workshop "Procedural Documents in Constitutional Procedure" / Практикум "Процессуальные документы в конституционном процессе" Workshop "Negotiations and Contracts" / Практикум "Переговоры и заключение договоров" Workshop "Drafting Legal Letters, Memos & Legal Opinions" / Практикум

Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
		<p>Contract Law / Договорное право</p> <p>Intellectual Property Law.</p> <p>Inheritance Law / Право интеллектуальной собственности.</p> <p>Наследственное право</p> <p>Family Law / Семейное право</p> <p>Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности.</p> <p>Наследственное право</p> <p>Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности.</p> <p>Наследственное право</p> <p>Civil and Arbitration Procedure / Гражданский и арбитражный процесс</p> <p>Financial Law and Tax Law / Финансовое и налоговое право</p> <p>International Public Law / Международное право</p> <p>Environmental Law and Land Law / Экологическое и земельное право</p> <p>Labor Law / Трудовое право</p> <p>International Private Law / Международное частное право</p> <p>Commercial Law and Corporations / Предпринимательское право</p> <p>Logic for Lawyers / Логика для юристов</p> <p>Theory of Legal Argumentation / Теория юридической аргументации</p> <p>Fundamentals of Medicine Law / Основы медицинского права</p> <p>Workshop "Procedural Documents in Civil Cases" /</p>	<p>"Составление юридических писем, меморандумов и юридических заключений"</p> <p>Interdisciplinary Course Paper / Междисциплинарная курсовая работа</p> <p>Variable component / Вариативная компонента</p> <p>Work Experience (Judicial) Internship / Производственная практика (судебная)</p> <p>Work Experience (Pre-graduation) Internship / Производственная (преддипломная) практика</p>

Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
		<p>Практикум "Процессуальные документы по гражданским делам" Workshop "Procedural Documents in Administrative Cases" / Практикум "Процессуальные документы по административным делам"</p>	
	<p>PC-2.3. Carries out the correct choice of the legal norm to be applied and the method of its interpretation;</p>	<p>Theory of State and Law / Теория государства и права Administrative Law / Административное право Civil Law / Гражданское право Basic Provisions of Civil Law / Основные положения гражданского права Implementation and Protection of Civil Rights. Right of Ownership and Other in Rem Rights / Средства осуществления и защиты гражданских прав. Право собственности и иные вещные права Law of Obligations. Tort Law / Обязательственное право. Деликтное право Contract Law / Договорное право Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное право Family Law / Семейное право Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное право Intellectual Property Law. Inheritance Law / Право интеллектуальной</p>	<p>Workshop "Skills of Effective Presentation in Court" / Практикум "Навыки эффективного выступления в суде" Workshop "Procedural Documents in International Disputes" / Практикум "Процессуальные документы в международных спорах" Workshop "Procedural Documents in Constitutional Procedure" / Практикум "Процессуальные документы в конституционном процессе" Workshop "Negotiations and Contracts" / Практикум "Переговоры и заключение договоров" Workshop "Drafting Legal Letters, Memos &amp; Legal Opinions" / Практикум "Составление юридических писем, меморандумов и юридических заключений" Interdisciplinary Course Paper / Междисциплинарная курсовая работа Variable component / Вариативная компонента Work Experience (Judicial) Internship / Производственная практика (судебная) Work Experience (Pre- graduation) Internship / Производственная (преддипломная) практика</p>

Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
		<p>собственности. Наследственное право Civil and Arbitration Procedure / Гражданский и арбитражный процесс Financial Law and Tax Law / Финансовое и налоговое право International Public Law / Международное право Environmental Law and Land Law / Экологическое и земельное право Labor Law / Трудовое право International Private Law / Международное частное право Commercial Law and Corporations / Предпринимательское право Theory of Legal Argumentation / Теория юридической аргументации Fundamentals of Medicine Law / Основы медицинского права Workshop "Procedural Documents in Civil Cases" / Практикум "Процессуальные документы по гражданским делам" Workshop "Procedural Documents in Administrative Cases" / Практикум "Процессуальные документы по административным делам"</p>	
	<p>PC-2.4. Has mastered the methods of searching for cases of implementation of law and monitoring it in order to complete professional tasks;</p>	<p>Information Technologies in Legal Practice (Fundamentals of Legal Tech) / Информационные технологии в юридической деятельности</p>	<p>Workshop "Procedural Documents in International Disputes" / Практикум "Процессуальные документы в международных спорах" Workshop "Procedural Documents in Constitutional</p>

Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
		<p>Administrative Law / Административное право Civil Law / Гражданское право Basic Provisions of Civil Law / Основные положения гражданского права Implementation and Protection of Civil Rights. Right of Ownership and Other in Rem Rights / Средства осуществления и защиты гражданских прав. Право собственности и иные вещные права Law of Obligations. Tort Law / Обязательственное право. Деликтное право Contract Law / Договорное право Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное право Family Law / Семейное право Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное правоIntellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное право Civil and Arbitration Procedure / Гражданский и арбитражный процесс Financial Law and Tax Law / Финансовое и налоговое право International Public Law / Международное право Environmental Law and Land Law / Экологическое и земельное право</p>	<p>Procedure" / Практикум "Процессуальные документы в конституционном процессе" Workshop "Negotiations and Contracts" / Практикум "Переговоры и заключение договоров" Workshop "Drafting Legal Letters, Memos &amp; Legal Opinions" / Практикум "Составление юридических писем, меморандумов и юридических заключений" Interdisciplinary Course Paper / Междисциплинарная курсовая работа Variable component / Вариативная компонента Work Experience (Judicial) Internship / Производственная практика (судебная) Work Experience (Pre- graduation) Internship / Производственная (преддипломная) практика</p>



Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
		Labor Law / Трудовое право International Private Law / Международное частное право Commercial Law and Corporations / Предпринимательское право Theory of Legal Argumentation / Теория юридической аргументации Fundamentals of Medicine Law / Основы медицинского права Legal Tech: Advanced Course / Юридические технологии: продвинутый курс Workshop "Procedural Documents in Civil Cases" / Практикум "Процессуальные документы по гражданским делам" Workshop "Procedural Documents in Administrative Cases" / Практикум "Процессуальные документы по административным делам"	
	PC-2.5. Develops options for legal actions in strict accordance with the legislation and makes decisions in the form prescribed by law.	Theory of State and Law / Теория государства и права Administrative Law / Административное право Civil Law / Гражданское право Basic Provisions of Civil Law / Основные положения гражданского права Implementation and Protection of Civil Rights. Right of Ownership and Other in Rem Rights / Средства осуществления и	Workshop "Procedural Documents in International Disputes" / Практикум "Процессуальные документы в международных спорах" Workshop "Procedural Documents in Constitutional Procedure" / Практикум "Процессуальные документы в конституционном процессе" Workshop "Negotiations and Contracts" / Практикум "Переговоры и заключение договоров" Workshop "Drafting Legal Letters, Memos & Legal

Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
		<p>защиты гражданских прав. Право собственности и иные вещные права Law of Obligations. Tort Law / Обязательственное право. Деликтное право Contract Law / Договорное право Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное право Family Law / Семейное право Intellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное правоIntellectual Property Law. Inheritance Law / Право интеллектуальной собственности. Наследственное право Civil and Arbitration Procedure / Гражданский и арбитражный процесс Financial Law and Tax Law / Финансовое и налоговое право International Public Law / Международное право Labor Law / Трудовое право International Private Law / Международное частное право Commercial Law and Corporations / Предпринимательское право Logic for Lawyers / Логика для юристов Theory of Legal Argumentation / Теория юридической аргументации</p>	<p>Opinions" / Практикум "Составление юридических писем, меморандумов и юридических заключений" Variable component / Вариативная компонента Work Experience (Judicial) Internship / Производственная практика (судебная) Work Experience (Pre- graduation) Internship / Производственная (преддипломная) практика</p>

Шифр Code Code (UC, GPC, PC)	Наименование компетенции Competence	Предшествующие дисциплины/модули, практики* Previous courses/internships*	Последующие дисциплины/модули, практики* Subsequent courses/internships*
		Fundamentals of Medicine Law / Основы медицинского права Workshop "Procedural Documents in Civil Cases" / Практикум "Процессуальные документы по гражданским делам" Workshop "Procedural Documents in Administrative Cases" / Практикум "Процессуальные документы по административным делам"	

\* - 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	
<b>Course Workload</b>	academic hours	<b>108</b>		<b>108</b>	
	credits	<b>3</b>		<b>3</b>	

Table 4.2. Types of academic activities during the periods of higher education programme mastering (**part-time training**)\*

Type of academic activities	Total academic hours	Semesters/training modules			
		1	2	3	4
<i>Contact academic hours</i>					

Type of academic activities	Total academic hours	Semesters/training modules			
		1	2	3	4
including:					
Lectures (LC)					
Lab work (LW)					
Seminars (workshops/tutorials) (S)					
<i>Self-studies</i>					
<i>Evaluation and assessment (exam/ passing/failing grade)</i>					
<b>Course workload</b>	academic hours				
	credits				

\* To be filled in regarding the higher education programme part-time training mode.

Table 4.3. Types of academic activities during the periods of higher education programme mastering (correspondence training)\*

Type of academic activities	Total academic hours	Semesters/training modules			
		1	2	3	4
Contact academic hours					
including:					
Lectures ( LC )					
Lab work ( LW )					
Seminars (workshops/tutorials) ( S )					
Self-studies					
Evaluation and assessment (exam/ passing/failing grade)					
<b>Course workload</b>	academic hours				
	credits				

\* To be filled in regarding the higher education programme correspondence training mode.

## 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. Theory of criminal process	Topic 1.1. The concept and types of criminal process.	S
	Topic 1.2. The concept of criminal case.	S
	Topic 1.3. Parties to the criminal case.	S
	Topic 1.4. General principles of the criminal case.	S
Section 2. The criminal proceedings.	Topic. 2.1. The documents providing movement and resolution of criminal case.	S
	Topic 2.2. The documents ensuring the establishment of evidence in administrative cases.	S

Course Units / Sections	Topics	Type of academic activity*
	Topic 2.3. The documents ensuring proper criminal proceedings and due process.	S
	Topic 2.4. The documents ensuring the rights of participants in criminal proceedings.	S
	Topic 2.5. The documents providing the proper execution of decision.	S
Section 3. The legal documents in the criminal process.	Topic 3.1. Motion. Types of motions and its form.	S
	Topic 3.2. Injunction. Types of injunctions and its form.	S
	Topic 3.3 Writ. Types of writs and its form.	S
	Topic 3.4. Complaint and its form.	S
	Topic 3.5. 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

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

Type of academic activities	Classroom equipment	Specialised educational / laboratory equipment, software, and materials for course study (if necessary)
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

\* The premises for students' self-studies are subject to **MANDATORY** mention

## 7. RESOURCES RECOMMENDED FOR COURSE STUDY

### *Main readings:*

1. Criminal-Procedural Code of Russian Federation NO. 174-FZ of December 18, 2001  
// <https://docs.wto.org/dol2fe/Pages/SS/directdoc.aspx?filename=T:/IP/N/1RUSE6-02.pdf&Open=True>
2. Mirzakulova B.A., Baitanova A.S., Kaipzhanova N.E. THEORETICAL AND PRACTICAL PROBLEMS OF THE USE OF ELECTRONIC DOCUMENTS AS PROOFS IN CRIMINAL PROCEDURE В сборнике: International Conference Industrial Technology and Engineering. Proceedings of VI International Conference. 2019. С. 330-336.  
[https://www.elibrary.ru/download/elibrary\\_44599736\\_15005319.pdf](https://www.elibrary.ru/download/elibrary_44599736_15005319.pdf)

### *Additional readings:*

1. The criminal code of Russian Federation NO. 63-FZ OF JUNE 13, 1996  
[https://www.imolin.org/doc/amlid/Russian\\_Federation\\_Criminal\\_Code.pdf](https://www.imolin.org/doc/amlid/Russian_Federation_Criminal_Code.pdf)

### *Internet sources*

1. Electronic libraries (EL) of RUDN University and other institutions, to which university students have access on the basis of concluded agreements:
  - RUDN Electronic Library System (RUDN ELS) <http://lib.rudn.ru/MegaPro/Web>
  - EL "University Library Online" <http://www.biblioclub.ru>
  - EL "Yurayt" <http://www.biblio-online.ru>
  - EL "Student Consultant" [www.studentlibrary.ru](http://www.studentlibrary.ru)
  - EL "Lan" <http://e.lanbook.com/>
  - EL "Trinity Bridge"
2. Databases and search engines:
  - electronic foundation of legal and normative-technical documentation <http://docs.cntd.ru/>
  - Yandex search engine <https://www.yandex.ru/>
  - Google search engine <https://www.google.ru/>
  - Scopus abstract database <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 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).

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