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

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**Law Institute**

Educational Division

**COURSE SYLLABUS**

**Workshop “Procedural Documents in Administrative Cases”**

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(Course title)

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

40.03.01 Law

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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 main purpose 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. 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*

<b>Competence Code</b>	<b>Competence descriptor</b>	<b>Competence formation indicators (within this course)</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 refers to the elective 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*
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

1) The total workload of the course is 3 credits (108 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	Semester / Module			
		D	E	F	G
<i>Contact academic hours</i>	30			30	
Lectures (LC)					
Seminars (workshops/tutorials) (S)	30			30	
<i>Self-studies</i>	60			60	
<i>Evaluation and assessment (exam or pass/fail grading)</i>	18			18	
<b>Course Workload</b>	academic hours			<b>108</b>	
	credits			<b>3</b>	

#### 5. COURSE CONTENTS

*Table 5.1. Course contents and academic activities types*

Course module title	Course module contents (topics)	Academic activities types
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
Administrative jurisdiction.	Topic 2.1. The concept and types of administrative authorities.	S
	Topic 2.2. The concept and types of administrative procedures.	S

Course module title	Course module contents (topics)	Academic activities types
	Topic 2.3. The disciplinary procedures.	S
	Topic 2.4. The Administrative Offenses Code of the Russian Federation procedures.	S
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
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*

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 presentations.	A set of specialized furniture; technical means: Monoblock Multimedia projector 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	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)
	set of specialised furniture and technical means for multimedia presentations.	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. 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 readings:*

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](http://www.studentlibrary.ru)
    - Electronic library system «Lan» <http://e.lanbook.com/>
    - Electronic library system "Troitskiy most"
  2. [//https://www.judiciary.gov.uk/wp-content/uploads/2012/08/courts-structure-0715.pdf">https://justice.org.uk/our-work/administrative-justice-system/Courts and Tribunals judiciary. The Structure of the Courts // https://www.judiciary.gov.uk/wp-content/uploads/2012/08/courts-structure-0715.pdf](https://justice.org.uk/our-work/administrative-justice-system/Courts_and_Tribunals_judiciary.The_Structure_of_the_Courts)
  3. The European e-Justice Portal - <https://e-justice.europa.eu/home>.
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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.elsevier.com/locate/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:**

Assistant-Professor of  
Administrative Law and  
Financial Law Department

I.V. Shmelev

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Position, Name of the Department

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Signature

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Name and surname

### **HEAD OF EDUCATIONAL DEPARTMENT**

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Head of Administrative and Financial

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Law Department

O.A. Yastrebov

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Position, educational department

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Signature

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name and surname

**HEAD OF THE HIGHER  
EDUCATION PROGRAM**

**Director of the Law Institute**



**Sergey B. Zinkovskiy**

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Position, Name of the Department

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Signature

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Full name