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**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 «Drafting Legal Letters, Memos & Legal Opinions»

(Course title)

Recommended by the Didactic Council for the Education Field

40.03.01 LAW/ Jurisprudence

(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 main goal of the course is to acquire the professional skills necessary for the preparation of legal documents: drafting high-quality legal letters, memorandums and legal opinions.

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)

Code (GC, GPC, PC)	Competence	Competence indicators
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.
PC-4	Can provide legal assistance to citizens and organizations and other types of legal services, to provide qualified professional opinions and advice in specific legal areas	PC-4.3. Knows and applies the rules needed to prepare a legal opinion and provide consultations.

At the end of this course, students will:

Know

- rules for drawing up legal documents;
- requirements for the content and structure of legal documents;
- key rules of legal technique.

Be able to

- analyze legal documents;

- analyze the conditions of draft legal documents;
- drafting contracts, memorandums, letters.

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*
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 Constitutional Law Administrative Law	Civil and Arbitration Procedure Financial Law and Tax Law International Public Law Labor Law International Private Law Commercial Law and Corporations Theory of Legal Argumentation Law Workshop "Procedural Documents in Civil Cases" Workshop "Procedural Documents in Administrative Cases" Workshop "Procedural Documents in Criminal Cases" Workshop "Skills of Effective Presentation in Court" Workshop "Procedural Documents in International Disputes" Workshop "Procedural Documents in Constitutional Procedure"
PC-4	Can provide legal assistance to citizens and organizations and other types of legal services, to provide qualified professional opinions and advice in specific legal areas	Fundamentals of Medicine Law Legal Design	Work Experience (Judicial) Internship

* 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	
	credits	3		3	

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. Fundamentals of legal writing technique.	Fundamentals of legal technique. Legislative technique, technique of individual acts. Internal construction of a legal document. Stages of writing legal documents. Preliminary stage. Stage of writing. Language and style of legal documents.	S
Section 2. Legal opinion and memorandum.	The essence of the memorandum as a legal document. Types of memoranda. The structure of the memorandum. Options for constructing a memorandum. Legal (legal opinion). Features of the preparation of a legal opinion. The structure of the legal opinion.	S
Section 3. Rules for the preparation and execution of legal documents	General requirements for the creation of documents. General principles of paperwork. General norms and rules of paperwork. Features of electronic documents (digital signature). Legal design. Development of draft legal documents.	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	Multimedia projector,

Type of academic activities	Classroom equipment	Specialised educational / laboratory equipment, software, and materials for course study (if necessary)
	specialized furniture; a set of devices including portable multimedia projector, laptop, projection screen, stable wireless Internet connection.	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

1. Richard K. Neumann. Legal Memos: Templates, Tips, and Structures. ISBN: 9780409343212. 2017.

2. Nichola Corbett-Jarvis. Effective legal writing : a practical approach. ISBN: 9781454886525. 2017.

Additional (optional) reading (sources):

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://www.judiciary.gov.uk/wp-content/uploads/2012/08/courts-structure-0715.pdf](https://justice.org.uk/our-work/administrative-justice-system/Courts%20and%20Tribunals%20judiciary.%20The%20Structure%20of%20the%20Courts%20//%20https://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
Theory of Law and State

position, department



signature

Sergey B. Zinkovskiy

name and surname

HEAD OF EDUCATIONAL DEPARTMENT:

Head of the Department of
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**HEAD OF HIGHER
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Head of Director of the Law
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