

Документ подписан простой электронной подписью
Информация о владельце:
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Должность: Ректор
Дата подписания: 01.08.2026 10:42:06
Уникальный программный ключ:
ca953a0120d891083f939673078ef1a989dae18a

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

Law Institute

Educational Division

COURSE SYLLABUS

Workshop “Procedural Documents in Administrative Cases”

(Course title)

Recommended by the Didactic Council for the Education Field

40.03.01 Law

field of studies / speciality code and title

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(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

Competence Code	Competence descriptor	Competence formation indicators (within this course)
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	Fundamentals of	State Examination in the

Competence Code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
	in specific legal areas and use them in the way prescribed by law	Medicine Law Financial Law and Tax Law	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	
Course Workload	academic hours	108			108	
	credits	3			3	

5. COURSE CONTENTS

Table 5.1. Course contents and academic activities types

Course module title	Course module contents (topics)	Topics contents	Academic activities types
Theory of administrative process	Topic 1.1. The concept and types of administrative process.	The administrative process is the legally regulated sequence of actions by which executive bodies apply public-law norms to concrete situations. It is divided into regulatory (service-provision and managerial) and jurisdictional (law-enforcement and sanctioning) procedures, each with its own stages and guarantees of legality and due process.	LC S
	Topic 1.2. The concept of administrative case.	An administrative case is a specific matter brought before an administrative authority for resolution, usually triggered by a citizen's application, an official report, or the detection of a violation. It constitutes the unit of administrative adjudication in which facts are established, rights and duties are clarified, and an administrative decision is ultimately issued.	LC S
	Topic 1.3. Parties to the administrative case.	Typical parties are the private participant (individual or organisation whose rights or duties are affected) and the competent administrative authority acting as decision-maker. Both sides enjoy procedural equality, with additional participants—witnesses, experts, third parties—joining when their interests or expertise are relevant.	LC S
	Topic 1.4. General principles of the administrative case.	Key principles include legality, equality, transparency, impartiality, the right to be	LC S

Course module title	Course module contents (topics)	Topics contents	Academic activities types
		heard, fact-finding (objective truth), and timeliness. These principles ensure that administrative actions are predictable, accountable and respectful of individual rights, mirroring fundamental due-process guarantees.	
Administrative jurisdiction.	Topic 2.1. The concept and types of administrative authorities.	Administrative authorities are state or municipal bodies empowered to implement laws and manage public affairs. They range from central ministries to local departments and can have general or specialised competence, operating as single-headed offices or collegial boards.	S
	Topic 2.2. The concept and types of administrative procedures.	An administrative procedure is the statutorily prescribed order in which an agency initiates, investigates, hears and resolves a case. Major types are regulative procedures (licensing, registration, benefits, etc.) and enforcement procedures (handling offenses, complaints, or disciplinary matters).	S
	Topic 2.3. The disciplinary procedures.	Disciplinary procedures address violations of service or workplace rules by public employees or other regulated persons. They involve fact-finding, a hearing for the accused, and a reasoned decision that may impose sanctions such as reprimand, demotion or dismissal, all subject to appeal.	S
	Topic 2.4. The Administrative Offenses Code of the Russian Federation procedures.	The KoAP sets formal stages—initiation, investigation, hearing, decision, appeal and enforcement—for cases involving administrative violations (e.g., traffic or	S

Course module title	Course module contents (topics)	Topics contents	Academic activities types
		public-order offenses). It guarantees notice to the offender, the right to present evidence, and judicial or administrative review before penalties like fines or licence suspensions take effect.	
The administrative legal proceedings.	Topic 3.1. The documents providing movement and resolution of administrative case.	Core documents include the initiating act (application, complaint, or offense protocol), interim orders scheduling hearings or investigative steps, and the final decision (administrative act or ruling). Together they open the case, steer its progress, and formally conclude it.	S
	Topic 3.2. The documents ensuring the establishment of evidence in administrative cases.	Evidence is recorded through inspection protocols, witness statements, expert reports, seizure or detention acts, and other procedural records. These documents authenticate facts and enable the authority and any reviewing body to verify that evidence was lawfully obtained.	S
	Topic 3.3. The documents ensuring proper administrative proceedings and due process.	Notices, summonses, minutes of hearings, and procedural orders document that parties were informed, heard, and that the authority followed legal timelines and rules. They form the written backbone proving the proceeding's fairness and legality.	S
	Topic 3.4. The documents ensuring the rights of participants in administrative proceedings.	Rights are safeguarded through written explanations of rights, records of legal representation (powers of attorney), motions filed by participants, and copies of appeal complaints with receipts. Such documents evidence that parties could access files,	S

Course module title	Course module contents (topics)	Topics contents	Academic activities types
		present arguments, and seek review.	
	Topic 3.5. The documents providing the proper execution of decision.	Enforcement relies on the final ruling itself, writs of execution, orders to bailiffs or other agencies, demand notices, and reports confirming compliance (e.g., payment receipts, seizure inventories). These ensure that administrative decisions move from paper to practical effect.	S
	Topic 3.6. The documents strengthening the rule of law and preventing administrative and other violations	Prosecutor's protests, representations, and official warnings compel agencies or individuals to eliminate or avoid legal breaches. Audit reports, compliance orders, and policy circulars work preventively by identifying risks and prescribing corrective or precautionary measures.	S
The legal documents in the administrative process.	Topic 4.1. Motion. Types of motions and its form.	A motion is a participant's formal request for an authority to take procedural action—such as adjourn, summon witnesses, exclude evidence, or terminate proceedings. It is usually submitted in writing (or orally on the record) and must state the request, factual basis, and legal grounds; the authority responds with a written ruling.	S
	Topic 4.2. Injunction. Types of injunctions and its form.	An injunction is a court (or specialised tribunal) order requiring a party to do or refrain from doing a specific act. It can be temporary (interim or preliminary) to preserve the status quo, or permanent as final relief, and appears as a written order whose breach invites contempt sanctions.	S
	Topic 4.3 Writ. Types of writs and its form.	Writs are formal commands from higher	S

Course module title	Course module contents (topics)	Topics contents	Academic activities types
		courts—such as mandamus (compel performance of a duty), prohibition (order to desist from excess jurisdiction), and certiorari (call up a record for review). Each writ is issued in a standardised written format bearing the court’s seal and is served on the obligated party for mandatory compliance.	
	Topic 4.4. Complaint and its form.	A complaint initiates an administrative or judicial review by stating the claimant’s identity, facts, legal grounds, and requested relief against an agency’s act or omission. It must be in writing (paper or electronic), signed, filed within statutory deadlines, and accompanied by supporting documents.	S
	Topic 4.5. Answer and its form.	The answer is the respondent authority’s written reply to a complaint, admitting or denying each allegation and raising any legal defences. Filed within a prescribed time, it clarifies disputed issues and frames the subsequent examination, ensuring both sides’ positions are on record for fair adjudication.	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 set of specialised furniture and technical means for multimedia presentations.	A set of specialized furniture; technical means: Monoblock Multimedia projector 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_highlight2El 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>.
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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.elsevierscience.ru/products/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

Position, Name of the Department

Signature

Name and surname

HEAD OF EDUCATIONAL DEPARTMENT

Head of Administrative and Financial
Law Department

O.A. Yastrebov

Position, educational department

Signature

name and surname

HEAD OF THE HIGHER EDUCATION PROGRAM

Head of Law Institute

S.B. Zinkovskiy

Position, department

Signature

Full name