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**Federal State Autonomous Educational Institution of 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**

**NOTARIAL SYSTEM**

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course title

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

**40.04.01 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:**

**INTERNATIONAL PRIVATE LAW**

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higher education programme profile/specialisation title

## 1. COURSE GOAL(s)

The goal of the course «Notarial System» is:

- formation of basic legal knowledge about the activities of the notary, about the general principles of the institute of notaries, about the tasks facing the bodies and officials included in the notarial system;
- formation of a respectful attitude of future lawyers to the rights and freedoms of people in the course of their professional activities.

The main objectives of the academic discipline "Notary" are:

- mastering the theory and practice of the activities of notaries, understanding the role of notary bodies in ensuring the protection of the rights and legitimate interests of individuals and legal entities;
- formation of awareness of the importance of knowledge of laws and other normative legal acts, the practice of their application in the process of professional activity.

The program as a whole is focused on the formation of an understanding of the priorities of the formation

and development in the state of such important and necessary legal instruments for regulating diverse civil property interests, as well as other spheres and areas of public life, such as the notary.

## 2. REQUIREMENTS FOR LEARNING OUTCOMES

Mastering the course (module) «Private International Law Issues in the Field of Insurance Law» intends to train and guide students to achieve the development of following competences (competences in part):

*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>
UC-7	UC-7. Able to: search for the necessary sources of information and data, perceive, analyze, memorize and transmit information using digital means, as well as using algorithms when working with data received from various sources in order to effectively use the information received to solve problems; evaluate information, its reliability, build logical conclusions based on incoming information and data	UC-7.1. Searches for the necessary sources of information and data, perceives, analyzes, memorizes and transmits information using digital means, as well as using algorithms when working with data received from various sources in order to effectively use the information received to solve problems; UC-7.2. Evaluates information, its reliability, builds logical conclusions based on incoming information and data.

Competence code	Competence descriptor	Competence formation indicators (within this course)
GPC-1	GPC-1. Able to analyze non-standard situations of law enforcement practice and offer the best options for their solution	GPC-1.1. Possesses general and special knowledge to identify and resolve non-standard situations (situations in which uniform approaches to the application of the law have not been formed) in law enforcement practice; GPC-1.2. Analyzes non-standard situations in law enforcement practice, including identifying legal and other causes and/or conditions for their occurrence; GPC-1.3. Develops optimal options for solving non-standard situations of law enforcement practice, taking into account possible legal consequences and draws up these decisions in the form prescribed by law.
GPC-2	GPC-2. Able to independently prepare expert legal opinions and conduct an examination of normative (individual) legal acts	GPC-2.1. Knows the rules for preparing expert legal opinions and the rules for conducting an examination of normative (individual) legal acts; GPC-2.2. Able to independently conduct a legal examination of normative (individual) legal acts; GPC-2.3. Possesses the skills of preparation and execution of expert legal opinions and expert examinations of normative (individual) legal acts.
GPC-3	GPC-3. Able to competently interpret legal acts, including in situations where there are gaps and conflicts of law	GPC-3.1. Knows the essence and specifics of the ways and methods of interpreting legal acts, ways to eliminate gaps and conflicts in law; GPC-3.2 Has the skills to interpret legal acts, including in situations where there are gaps and conflicts of law GPC-3.3 Gives qualified explanations on the content and application of the law
GPC-4	GPC-4. Able to argue in writing and orally the legal position on the case, including in adversarial processes	GPC-4.1. Knows the content of basic and specific legal concepts, terms and definitions, is able to use them to build an oral and written position on a specific legal problem; GPC-4.2. Able to argue in writing and orally the legal position on the case, including taking into account the principle of adversarial proceedings; GPC-4.3. Possesses the skills of drafting legal documents on the case and the skills of public speaking with the argumentation of the position for the professional conduct of polemics in the trial.
GPC-5	GPC-5. Able to independently draw up legal documents and develop drafts of normative (individual) legal acts	GPC-5.1. Possesses general and specific legal knowledge necessary for the preparation of legal documents for various purposes and the development of draft normative (individual) legal acts; GPC-5.2. Independently draws up legal documents and develops drafts of normative (individual) legal acts GPC-5.3. Possesses skills in drafting legal documents and drafting normative (individual) legal acts in accordance with the profile of his professional activity

Competence code	Competence descriptor	Competence formation indicators (within this course)
GPC-6.	GPC-6. Able to ensure compliance with the principles of ethics of a lawyer, including taking measures to prevent corruption and suppress corruption (other) offenses	GPC-6.1. Knows the specifics of ethical standards in professional legal activity; GPC-6.2. Ensures compliance with the principles of ethics in specific types of legal activities, including taking measures to prevent corruption and suppress corruption (other) offenses; GPC-6.3. Possesses systematic skills in ensuring compliance with the principles of ethics of a lawyer, including in taking measures to prevent corruption and suppress corruption (other) offenses.
GPC-7	GPC-7. Able to apply information technologies and use legal databases to solve problems of professional activity, taking into account the requirements of information security	GPC-7.1. Knows the basic information technologies and legal bases for solving problems in various areas of legal activity; GPC-7.2. Applies information technologies and uses legal databases to solve the problems of professional activity, taking into account the requirements of information security; GPC-7.3. Owns the skills of information service and data processing to solve the problems of professional activity, taking into account the requirements of information security.
PC-3	PC-3. Able to skillfully apply the norms of substantive and procedural law in specific areas of legal activity	PC-3.1. Knows the specifics of legal regulation and law enforcement practice in specific areas of legal activity; PC-3.2. Correctly establishes legal facts, as well as facts and circumstances of legal significance, carries out their comprehensive analysis, taking into account the specifics of the evidence process in specific areas of legal activity; PC-3.3. Correctly carries out legal qualification, correctly and reasonably applies the norms of substantive and procedural law in professional activities; PC-3.4. Takes a law enforcement decision in the form prescribed by law in compliance with its sectoral affiliation, requirements for the structure, procedure for adoption and competence of the subject of law enforcement.
PC-4	PC-4. Able to provide qualified legal advice in specific areas of legal activity	PC-4.1. Knows the specifics and methodology of consulting in specific areas of legal activity; PC-4.2. Provides qualified advice in specific areas of legal activity; PC-4.3. Possesses the skills of legal consulting in specific areas of legal activity

### 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*

<b>Competence code</b>	<b>Competence descriptor</b>	<b>Previous courses/modules*</b>	<b>Subsequent courses/modules*</b>
UC-7	UC-7. Able to: search for the necessary sources of information and data, perceive, analyze, memorize and transmit information using digital means, as well as using algorithms when working with data received from various sources in order to effectively use the information received to solve problems; evaluate information, its reliability, build logical conclusions based on incoming information and data	Comparative Law Research / Current Issues of Private International Law / International Commercial Arbitration and Other ADR / Law Applicable to Cross-Border Contractual Obligations / Cross-Border Transactions: Legal and Practical Aspect /	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /
GPC-1	GPC-1. Able to analyze non-standard situations of law enforcement practice and offer the best options for their solution	Philosophy of Law / History and Methodology of Legal Science / Comparative Law Research / Current Issues of Private International Law / International Commercial Arbitration and Other ADR / Law Applicable to Cross-Border Contractual Obligations / Cross-Border Transactions: Legal and Practical Aspect /	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /
GPC-2	GPC-2. Able to independently prepare expert legal opinions and conduct an examination of normative (individual) legal acts	Comparative Law Research / Law Applicable to Cross-Border Contractual Obligations / Cross-Border Transactions: Legal and Practical Aspect /	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /

Competence code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
GPC-3	GPC-3. Able to competently interpret legal acts, including in situations where there are gaps and conflicts of law	Philosophy of Law / Comparative Law Research / Current Issues of Private International Law / International Commercial Arbitration and Other ADR / Law Applicable to Cross-Border Contractual Obligations / Cross-Border Transactions: Legal and Practical Aspect /	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /
GPC-4	GPC-4. Able to argue in writing and orally the legal position on the case, including in adversarial processes	Philosophy of Law / Current Issues of Private International Law / International Commercial Arbitration and Other ADR / Law Applicable to Cross-Border Contractual Obligations / Cross-Border Transactions: Legal and Practical Aspect	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /
GPC-5	GPC-5. Able to independently draw up legal documents and develop drafts of normative (individual) legal acts	Comparative Law Research / International Commercial Arbitration and Other ADR / Law Applicable to Cross-Border Contractual Obligations / обязательствам Cross-Border Transactions: Legal and Practical Aspect /	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /
GPC-6.	GPC-6. Able to ensure compliance with the principles of ethics of a lawyer, including taking measures to prevent corruption and suppress corruption (other) offenses	Philosophy of Law / International Commercial Arbitration and Other ADR / Международный Digital Methods of Disputes between Resolution in Russia and Abroad / Civil Procedural Law and Private International Law In The European Union: Issues of Unification /	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /
GPC-7	GPC-7. Able to apply information technologies and use legal databases to solve problems of professional activity, taking	History and Methodology of Legal Science / Comparative Law Research / International Commercial Arbitration and Other ADR	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /

Competence code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
	into account the requirements of information security	Law Applicable to Cross-Border Contractual Obligations / Cross-Border Transactions: Legal and Practical Aspect /	
PC-3	PC-3. Able to skillfully apply the norms of substantive and procedural law in specific areas of legal activity	Current Issues of Private International Law / International Commercial Arbitration and Other ADR / Law Applicable to Cross-Border Contractual Obligations / Cross-Border Transactions: Legal and Practical Aspect /	Research Work / Academic Practice and Legal Consulting and Scientific Research Internship /
PC-4	PC-4. Able to provide qualified legal advice in specific areas of legal activity	International Commercial Arbitration and Other ADR / Law Applicable to Cross-Border Contractual Obligations / Cross-Border Transactions: Legal and Practical Aspect /	Research Work / Academic Practice and Legal Consulting and Scientific Research 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 during the periods of higher education programme mastering (**full-time training**) \*

Type of academic activities	Total academic hours	Semesters/training modules			
		3/1	3/2	4/3	4/4
<i>Contact academic hours</i>	32		32		
including:					
Lectures (LC)					
Lab work (LW)					
Seminars (workshops/tutorials) (S)	32		32		
<i>Self-studies</i>	38		38		
<i>Evaluation and assessment (exam/passing/failing grade)</i>	2		2		
<b>Course workload</b>	academic hours	<b>3</b>	<b>3</b>		
	credits	<b>108</b>	<b>108</b>		

#### 5. COURSE CONTENTS

Table 5.1. Course contents and academic activities types

<b>Course module title</b>	<b>Course module contents (topics)</b>	<b>Academic activities types</b>
<p>The concept, sources, principles of organization and activity of the notary in the Russian Federation.</p>	<p>The concept of a notary in the Russian Federation. Differentiation of competence between the notary and the courts.                      The legislation of the Russian Federation on notaries and notarial activities.                      Principles of activity and tasks of the notary in modern conditions.                      Organizational bases of notary activity in the Russian Federation. State notaries. Notaries engaged in private practice. Performance of notarial actions by officials of local self-government bodies and consular institutions of the Russian Federation.                      Certification by some officials of wills and powers of attorney, equivalent to a notary.                      Requirements that candidates for notaries must meet. The procedure for the establishment and liquidation of the position of notary in the Russian Federation.                      Management of the notary in the Russian Federation. Notary chambers.                      Rights, duties and responsibilities of notaries.                      Interns and assistants to notaries.</p>	<p>S</p>
<p>The competence of bodies and officials of the Russian Federation performing notarial acts.</p>	<p>The concept of subject and territorial competence of notaries.                      Classification of notarial actions.                      Notarial actions performed by notaries. Exclusive competence of state notaries.                      Competence of officials of local self-government bodies and officials of consular institutions of the Russian Federation in the field of notarial actions. Conditions for these persons to perform notarial actions.</p>	<p>S</p>
<p>General rules of notarial actions in Russia.</p>	<p>Place and timing of notarial actions.                      Postponement and suspension of the notarial action.                      Identification, verification of legal capacity and legal capacity when performing notarial actions.                      Verification of the powers of representatives and the authenticity of signatures when performing notarial actions.                      Refusal to perform a notarial action. Reasons for refusal and its legal consequences.                      Challenging the actions of bodies and officials performing notarial actions. Features of consideration by courts of cases on challenging the actions of notary bodies.</p>	<p>S</p>



<b>Course module title</b>	<b>Course module contents (topics)</b>	<b>Academic activities types</b>
	<p>General provisions on the state fee and tariff for notarial actions.</p> <p>Notary registers. Issuance of duplicate documents and extracts from notary registers</p>	
<p>Rules for performing certain types of notarial actions in the Russian Federation.</p>	<p>Certification of transactions by a notary. Mandatory notarization of transactions and certification of transactions at the request of the parties. Notarization of agreements on the alienation of immovable property.</p> <p>Notarization of powers of attorney and wills.</p> <p>Notary protection of hereditary property.</p> <p>Issuance of certificates of inheritance by a Russian notary.</p> <p>Certification by a notary of indisputable rights and facts. Imposition and removal of the prohibition of alienation of property.</p> <p>Issuance by a notary of certificates of ownership of a share in the common property of the spouses.</p> <p>Certification by a notary of the fidelity of copies of documents and extracts from them, the authenticity of the signature on the documents and the fidelity of the translation of documents.</p> <p>Notary certification of the fact that a citizen is alive, in a certain place, the identity of the citizen with the person depicted in the photo, the time of presentation of documents.</p> <p>Acceptance of monetary amounts and securities as a deposit.</p> <p>Making protests of bills of exchange, presenting checks for payment and certifying</p>	<p>S</p>
<p>Issues of international private law in the activities of the Russian notary</p>	<p>International agreements on notary issues. Application of the legislation of the Russian Federation on notaries to foreign persons and stateless persons.</p> <p>Application of the norms of foreign law by Russian notary bodies. Conditions for acceptance by notaries of documents drawn up abroad.</p> <p>Legalization of documents. Apostille.</p> <p>Conditions and procedure for the execution of orders of the judicial authorities of foreign states.</p>	<p>S</p>

<b>Course module title</b>	<b>Course module contents (topics)</b>	<b>Academic activities types</b>
	Application of the norms of international treaties regulating the performance of notarial actions.	

\* - to be filled in only for full -time training: LC - lectures; LW - lab work; S - seminars.

## **6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS**

*Table 6.1. Classroom equipment and technology support requirements*

<b>Type of academic activities</b>	<b>Classroom equipment</b>	<b>Specialised educational / laboratory equipment, software, and materials for course study (if necessary)</b>
Lecture	A lecture hall for lecture-type classes, equipped with a set of specialised furniture; board (screen) and technical means of multimedia presentations.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
Lab work	A classroom for laboratory work, individual consultations, current and mid-term assessment; equipped with a set of specialised furniture and machinery.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
Seminars	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.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
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.	Multimedia projector, laptop, projection screen, stable wireless Internet connection. Software: Office 365 (MS Office, MS Teams), Chrome
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	Multimedia projector, laptop, projection screen, stable wireless Internet connection.

<b>Type of academic activities</b>	<b>Classroom equipment</b>	<b>Specialised educational / laboratory equipment, software, and materials for course study (if necessary)</b>
	access to the electronic information and educational environment	Software: Office 365 (MS Office, MS Teams), Chrome
Courtroom	A 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 reading (sources):*

*Additional (optional) reading (sources):*

*Internet sources:*

1. 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"

1.

2. Databases and search engines:

- electronic foundation of legal and normative-technical documentation <http://docs.cntd.ru/>
- Yandex search engine [https:// www .yandex.ru/](https://www.yandex.ru/)
- Google search engine <https://www.google.ru/>
- Scopus abstract database <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:**

Professor of the Department of  
Civil Law and Procedure and  
Private International Law

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position, department

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signature

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name and surname

### **HEAD OF EDUCATIONAL DEPARTMENT:**

Head of the Department of  
Civil Law and Procedure and  
Private International Law,  
Full Professor

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name of department

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signature

Evgenia E. Frolova

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name and surname

### **HEAD OF HIGHER EDUCATION PROGRAMME:**

Head of the Department of  
Civil Law and Procedure and  
Private International Law,  
Full Professor

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position, department

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signature

Evgenia E. Frolova

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name and surname