

**THE HIGHER EDUCATIONAL INSTITUTION OF UKOOSPILKA
“POLTAVA UNIVERSITY OF ECONOMICS AND TRADE”**

**Educational and Scientific Institute of Business and Innovative
Technologies
Department of Law**

APPROVED

The Head of the Department of Law

_____ prof. H. V. Lavryk

« ____ » _____ 2020

CURRICULUM

| | |
|---------------------|---|
| Academic discipline | “Business foreign language” |
| Education program | “Public administration” |
| Specialty | 281 “Public administration and self-government” |
| Field of knowledge | 28 “Public administration and self-government” |
| Academic degree | Master |

The curriculum of the academic discipline “Business foreign language” is approved and recommended for use in the educational process at a meeting of the Department of Law. Minutes of June 30, 2020, No. 11.

Compliers:

Opanasenko V. V., senior lecturer of The Department of Business Foreign Language of the Higher Educational Institution of Ukoopspilka “Poltava University of Economics and Trade”, Doctor of Philosophy;

Boberska K. H., senior lecturer of the Department of Law the Higher Educational Institution of Ukoopspilka “Poltava University of Economics and Trade”.

AGREED:

Guarantor of education program “Public administration” of specialty 281 “Public administration and self-government” of master’s degree

_____ O. V. Soldatenko
« _____ » _____ 2020

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Section 1. General characteristics of the academic discipline

Table 1. General characteristics of the academic discipline
“Business foreign language”

| | | |
|---|---|--|
| Place in structural and logical diagram of training | <i>Prerequisites:</i> – <i>Postrequisites:</i> Theory and practice of European Court of Human Rights | |
| Language of instruction | English | |
| Status of the academic discipline: compulsory | | |
| Academic year / semester | 1 year / 1-2 semesters | |
| Amount of credits ECTS / amount of modules | 4 credits / 2 modules | |
| Intramural form of education: | | |
| Amount of academic hours: total amount: 1 semester – 60; 2 semester – 60 | | |
| – lectures: 1 semester – 2; 2 semester – 2 | | |
| – practical classes: 1 semester – 30; 2 semester – 30 | | |
| – out-of-class work: 1 semester – 28; 2 semester – 28 | | |
| – form of final control: 1 semester – CMC (credit); 2 semester – exam | | |
| Extramural form of education: | | |
| Amount of academic hours: total amount: 1 semester – 60; 2 semester – 60 | | |
| – lectures: 1 semester – 4; 2 semester – 4 | | |
| – practical classes: 1 semester – 4; 2 semester – 4 | | |
| – out-of-class work: 1 semester – 52; 2 semester – 52 | | |
| – form of final control: 1 semester – CMC (credit); 2 semester – exam | | |

Section 2. List of competences and program results in the course

The education program of the academic discipline “Business foreign language” is made in compliance with educational and professional program for the master’s training for specialty 281 “Public administration and self-government”, education program “Public Administration”, approved by the order of the Higher Educational Institution of Ukoopspilka “Poltava University of Economics and Trade” on May 19, 2021, No. 90-N.

The main **objectives** of the academic discipline “Business foreign language” include: teaching students to express their ideas in foreign (English) language through dialogic and monologic speech, understand English as external information source, and use it as a mean of foreign-language professional communication.

The academic discipline “Business foreign language” is **aimed** at practical mastery of a foreign (English) language for future professional communication, as well as obtaining a sufficient level of communication competence consisting of language, public-speaking and sociocultural skills, including skills of text abstracting and annotating, and preparing the students for the independent work with language material.

Table 2. List of competences and program results in the course

| Competences which a student should master | Program learning results |
|---|---|
| General competences | |
| Capacity for abstract thinking, analysis and synthesis (GC 01). | Capacity for effective communication, substantiating of position, use modern information and communication technologies in the field of public governance and administration on the basis of social accountability, legal and ethical standards (PLR 08). |
| Capacity to improve and develop professional, intellectual and cultural levels (GC 04). | |
| Capacity to generate new ideas (creativity) (GC 07). | Capacity for foreign language communication on professional topics, discuss public governance problems and research results (PLR 09). |
| Professional foreign language communication capacity (GC 06). | |

Section 3. The course curriculum

The curriculum of the academic discipline “Business foreign language” is read and approved at the meeting of the Department of Law. Minutes of June 30, 2020, No. 11.

PROGRAM CONTENT OF THE ACADEMIC DISCIPLINE

Module 1. Legal Systems. Modern Letter Writing

Theme 1. Systems of Law

Types of legal systems. Civil law (Continental European Law). Common Law (Anglo-American Law). Religious law. Customary law.

Roman Law. Anglo-Saxon Law. Law in Ancient Greece. Germanic Law.

Case law. Statute. Judicial precedent.

Identity document (ID).

Theme 2. Sources of Modern Law. Business Telephone Conversation

Sources of Modern Law: notion and types.

Legislation. Code. Bye-law. Case law.

Online statute law. Statute. Statutory law (statute law).

Judicial precedent.

International treaties. Parliamentary Conventions.

Business telephone conversation.

Theme 3. Studying Law and Public Administration

Four-level system of higher education in Ukraine. Legal education in Ukraine. Post-graduate education in Ukraine. Master programs in Ukraine.

Training of lawyers in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America.

Defense lawyer in Ukraine. The institution of advocacy and its development.

Theme 4. Greetings in formal and informal situations. Curriculum vitae (CV) and resume. Choosing a career

Section 1. Curriculum vitae (CV) and resume.

Curriculum vitae (CV) and resume: main difference and writing tips. Peculiarities of writing a CV in the United Kingdom of Great Britain and

Northern Ireland, most Commonwealth countries, and Ireland. Applicant tracking system. Background check. Cover letter. Europass. HResume. Resume fraud. Video resume.

Section 2. Choosing a career.

Types of professions in Ukraine, the United Kingdom of Great Britain and Northern Ireland, and in the United States of America. My future profession.

Theme 5. Job hunting. The basic aspects of labor law in Ukraine. Protection of employees

Job hunting. Ukrainian labor law. The code of labor laws in Ukraine.

The main terms and conditions of employment.

Child labor. Contract of employment and collective bargaining. Employment protection legislation.

Maternity rights. Holiday rights. Sex/race discrimination.

Theme 6. Modern letter writing

Section 1. Letter writing

Letter writing rules. Abbreviations used in letter writing. Opening and closing lines of different types of letters.

Section 2. Types of letters

Personal and family letters. Employee letters. Business letter: notion and types. Cover letter. Letter of recommendation. Letter of application.

Theme 7. Profession in law and public administration spheres in Ukraine. Abbreviations and acronyms. Advertising

Profession in law and public administration spheres in Ukraine. Types of legal professions in Ukraine. Spheres of law. The main areas of Ukrainian legislation.

Professional duties of lawyers in Ukraine.

Abbreviations and acronyms. Advertising.

Theme 8. Managers, senior officials and legislators in different countries

Defense lawyer in different countries. The institution of advocacy and its development.

The functions of lawyers in different countries. Professional duties of lawyers in the United Kingdom of Great Britain and Northern Ireland.

Professional duties of solicitors and barristers. The functions of the United States of America attorney.

Theme 9. Constitutional Law

Constitutional Law: outline of history and development. The term «constitution». Implementation and interpretation of the constitution.

The history of the Constitution of Ukraine. The adoption of the Constitution of Ukraine. Amending of the Constitution of Ukraine. The main points of the Constitution of Ukraine.

Theme 10. States, Statutes and Constitutions

Constitutional Law in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America. The sources of British Constitution.

The Constitution of the United States of America. The main provisions of the Constitution of the United States of America.

Types and functions of constitutions. Amendments to constitutions.

Theme 11. Administrative Law. Meeting management

Administrative law in Ukraine. The authority of administrative agencies.

Adjudication. Judicial review of administrative decision. Decision-making bodies.

Administrative law in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America. U.S. federal agencies. The Commonwealth Ombudsman.

Meeting management.

Theme 12. Administrative Proceedings

Administrative justice. Administrative judiciary. The Administrative Law Infringement Code.

Administrative reform in Ukraine.

Ukrainian customs law. Customs policy in Ukraine. Competence of customs bodies in Ukraine.

Theme 13. Appellate Review

Rules of appellate review. Appellate court powers and procedures. Damages. Interlocutory judgement.

Appeals and other methods of review.

International appellate courts.

Theme 14. Local authorities

Local entities in different countries.

Local Government in Ukraine.

Local authorities in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America.

Module 2. Private Law. International and European law

Theme 15. Civil Law

Section 1. The nature and history of civil law

The nature of civil law. Civil law system. The main difference between civil law and common law. History of civil law. Consumer protection. Consumer rights.

Section 2. Unification and harmonization of law

Unification of European civil law. Harmonization of law. Ukraine and harmonization of European law.

Theme 16. Contract Civil Law

Section 1. Basics of contract law

Contract. Offer. Acceptance. Capacity. Intent. Consideration. Main types of contracts.

Section 2. Main peculiarities of contract law in different countries

The requirements for a valid contract. The differences between Ukrainian and the United States of America contract law. Contract law in the United Kingdom of Great Britain and Northern Ireland.

Theme 17. Intellectual property

Section 1. Intellectual property

Geographical indications. An industrial design. Database rights. Trade dress. Protection of creative works. Types of intellectual property laws violations.

Section 2. Copyright law. Patent law. Trademark law

Copyright law. Patent law. Trademark law

Theme 18. Civil procedure

Section 1. Civil procedure law

Parties and legal proceedings in civil cases. The main stages of civil proceeding. The pretrial settlement motions. The pleading phase. The elements of discovery. Stages of civil litigation in the United States of America.

Section 2. Reforms in civil procedure

Reforms in civil procedure in the United Kingdom of Great Britain and Northern Ireland. Basic principles of the reforms. History of reform.

Theme 19. Corporate Law. Business entities. Setting up a new business. Making an appointment

Section 1. Corporate law. Types of business entities

Business entities: notion and types. Business corporation: notion and types. Sole Proprietorship. Limited Partnership. Limited Liability Partnership. Non-Profit Corporation. Business Corporation. Condominium Corporation. Co-operative. New West Partnership and Extra-Provincial Registrations.

Section 2. Main terms of corporate law

Setting up a new business. Legal personality. Limited liability. Sources of corporate law. Patterns of corporate ownership. Making an appointment.

Theme 20. International Law

Section 1. System of international law

System of international law. Violations of international law. Enforcement of international law.

Section 2. International treaties

The Universal Declaration of Human Rights. The Council of Europe. The European Convention on Human Rights.

United Nations Organization. United Nations Charter.

Theme 21. European Union: Institutional system. Making a presentation

Section 1. European Union: Institutional system

The European Union (EU): history of establishment, goals and principles. The citizenship of the European Union. First steps of European Union development. Schengen Visa. Members and structure of the European Union.

Membership of Ukraine in the European Union. Law of the single market.

Section 2. Institutions of the European Union. Making a presentation

Main organs of the European Union. The European Parliament and its powers. European Commission and its powers. The European Council and its powers. European Court of Justice and its powers.

Making a presentation.

Theme 22. European Union Law. European Judiciary*Section 1. European Union law*

The European Union legislation. The European Court of Justice. European judiciary system.

Section 2. European judiciary

The Court of Justice of the European Communities. European Court of Human Rights. International Court of Justice. European Commission for the Efficiency of Justice.

Section 4. Thematic plan of the course

Table 3. Thematic plan of the course for students of intramural form of education

| No. | Name of module, theme | Total | Total hours according to the types of classes | | |
|---|---|-----------|---|-------------------|-----------------|
| | | | classwork | | out-of-class |
| | | | lectures | practical lessons | individual work |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Module 1. Legal Systems. Modern Letter Writing | | | | | |
| 1 | Systems of Law | 4 | | 2 | 2 |
| 2 | Sources of Modern Law. Business Telephone Conversation | 4 | | 2 | 2 |
| 3 | Studying Law and Public Administration | 4 | | 2 | 2 |
| 4 | Greetings in formal and informal situations. Curriculum vitae (CV) and resume. Choosing a career | 6 | 2 | 2 | 2 |
| 5 | Job hunting. The basic aspects of labor law in Ukraine. Protection of employees | 4 | | 2 | 2 |
| 6 | Modern letter writing | 6 | | 4 | 2 |
| 7 | Profession in law and public administration spheres in Ukraine. Abbreviations and acronyms. Advertising | 4 | | 2 | 2 |
| 8 | Managers, senior officials and legislators in different countries | 4 | | 2 | 2 |
| 9 | Constitutional Law | 4 | | 2 | 2 |
| 10 | States, Statutes and Constitutions | 4 | | 2 | 2 |
| 11 | Administrative Law. Meeting management | 4 | | 2 | 2 |
| 12 | Administrative Proceedings | 4 | | 2 | 2 |
| 13 | Appellate Review | 4 | | 2 | 2 |
| 14 | Local authorities | 4 | | 2 | 2 |
| | Total for the semester (module 1) | 60 | 2 | 30 | 28 |

| 1 | 2 | 3 | 4 | 5 | 6 |
|--|--|------------|----------|-----------|-----------|
| Module 2. Private Law. International and European law | | | | | |
| 15 | Civil Law | 8 | | 4 | 4 |
| 16 | Contract Civil Law | 7 | | 4 | 3 |
| 17 | Intellectual property | 8 | | 4 | 4 |
| 18 | Civil procedure | 7 | | 4 | 3 |
| 19 | Corporate Law. Business entities. Setting up a new business. Making an appointment | 8 | | 4 | 4 |
| 20 | International Law | 7 | | 4 | 3 |
| 21 | European Union: Institutional system. Making a presentation | 7 | 2 | 2 | 3 |
| 22 | European Union Law. European Judiciary | 8 | | 4 | 4 |
| | Total for the semester (module 2) | 60 | 2 | 30 | 28 |
| | Total for the course | 120 | 4 | 60 | 56 |

Table 4. Thematic plan of the course for students of extramural form of education

| No. | Name of module, theme | Total | Total hours according to the types of classes | | |
|---|--|-------|---|-------------------|-----------------|
| | | | Classwork | | out-of-class |
| | | | lectures | practical lessons | individual work |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Module 1. Legal Systems. Modern Letter Writing | | | | | |
| 1 | Systems of Law | 4 | | | 4 |
| 2 | Sources of Modern Law. Business Telephone Conversation | 4 | | | 4 |
| 3 | Studying Law and Public Administration | 4 | | | 4 |
| 4 | Greetings in formal and informal situations. Curriculum vitae (CV) and resume. Choosing a career | 6 | 2 | 2 | 2 |
| 5 | Job hunting. The basic aspects of labor law in Ukraine. Protection of employees | 4 | | | 4 |
| 6 | Modern letter writing | 6 | | 2 | 4 |

| | | | | | |
|--|---|------------|----------|----------|------------|
| 7 | Profession in law and public administration spheres in Ukraine. Abbreviations and acronyms. Advertising | 4 | | | 4 |
| 8 | Managers, senior officials and legislators in different countries | 4 | | | 4 |
| 9 | Constitutional Law | 4 | | | 4 |
| 10 | States, Statutes and Constitutions | 4 | | | 4 |
| 11 | Administrative Law. Meeting management | 5 | 2 | | 3 |
| 12 | Administrative Proceedings | 4 | | | 4 |
| 13 | Appellate Review | 4 | | | 4 |
| 14 | Local authorities | 4 | | | 4 |
| | Total for the semester (module 1) | 60 | 4 | 4 | 52 |
| Module 2. Private Law. International and European law | | | | | |
| 15 | Civil Law | 8 | | | 8 |
| 16 | Contract Civil Law | 7 | 2 | | 5 |
| 17 | Intellectual property | 8 | | | 8 |
| 18 | Civil procedure | 7 | | | 7 |
| 19 | Corporate Law. Business entities. Setting up a new business. Making an appointment | 8 | 2 | 2 | 4 |
| 20 | International Law | 7 | | | 7 |
| 21 | European Union: Institutional system. Making a presentation | 7 | | 2 | 5 |
| 22 | European Union Law. European Judiciary | 8 | | | 8 |
| | Total for the semester (module 2) | 60 | 4 | 4 | 52 |
| | Total for the course | 120 | 8 | 8 | 104 |

Table 5. Thematic plan of the academic discipline for students of specialty 281 “Public administration and self-government”, intramural form of education

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|--|-------|--|-------|---|-------|
| Module 1. Legal Systems. Modern Letter Writing | | | | | |
| Theme 1. Systems of Law | | | | | |
| – | – | <i>Seminar 1.</i> 1) Types of legal systems. 2) Civil law (Continental European Law). 3) Common Law (Anglo-American Law). 4) Religious law. Customary law. 5) Roman Law. 6) Anglo-Saxon Law. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Law in Ancient Greece. Germanic Law. 2) Case law. Statute. Judicial precedent. 3) Identity document (ID). | 2 |
| Theme 2. Sources of Modern Law. Business Telephone Conversation | | | | | |
| – | – | <i>Seminar 2.</i> 1) Sources of Modern Law: notion and types. 2) Legislation. Code. Bye-law. 3) Case law. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Online statute law. Statute. Statutory law (statute law). 2) Judicial precedent. International treaties. 3) Parliamentary Conventions. | 2 |
| Theme 3. Studying Law and Public Administration | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|--|-------|---|-------|
| – | – | <p><i>Seminar 3.</i></p> <p>1) Four-level system of higher education in Ukraine.</p> <p>2) Legal education in Ukraine. Post-graduate education in Ukraine. Master programs in Ukraine.</p> <p>3) Training of lawyers in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America.</p> | 2 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Defense lawyer in Ukraine.</p> <p>2) The institution of advocacy and its development.</p> | 2 |
| Theme 4. Greetings in formal and informal situations. Curriculum vitae (CV) and resume. Choosing a career | | | | | |
| <p><i>Lecture 1.</i></p> <p>1) Curriculum vitae (CV) and resume: main difference and writing tips.</p> <p>2) Peculiarities of writing a CV in the United Kingdom of Great Britain and Northern Ireland, most Commonwealth countries, and Ireland.</p> | 2 | <p><i>Seminar 4.</i></p> <p>1) Types of professions in Ukraine, the United Kingdom of Great Britain and Northern Ireland, and in the United States of America.</p> <p>2) My future profession.</p> <p>3) Video resume.</p> | 2 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Applicant tracking system. Background check. Cover letter.</p> <p>2) Europass.</p> <p>3) HResume. Resume fraud.</p> | 2 |
| Theme 5. Job hunting. The basic aspects of labor law in Ukraine. Protection of employees | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|--|-------|--|-------|
| – | – | <p><i>Seminar 5.</i></p> <p>1) Job hunting. Ukrainian labor law. The code of labor laws in Ukraine.</p> <p>2) Contract of employment and collective bargaining. Employment protection legislation.</p> <p>3) Maternity rights. Holiday rights.</p> | 2 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) The main terms and conditions of employment.</p> <p>2) Child labor.</p> <p>3) Sex/race discrimination.</p> | 2 |
| Theme 6. Modern letter writing | | | | | |
| – | – | <p><i>Seminar 6.</i></p> <p>1) Letter writing rules.</p> <p>2) Abbreviations used in letter writing.</p> <p>3) Opening and closing lines of different types of letters.</p> <hr/> <p><i>Seminar 7.</i></p> <p>1) Types of letters.</p> <p>2) Employee letters.</p> <p>3) Business letter: notion and types. Cover letter. Letter of recommendation.</p> <p>4) Letter of application.</p> | 4 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Personal and family letters.</p> | 2 |
| Theme 7. Profession in law and public administration spheres in Ukraine. Abbreviations and acronyms. Advertising | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|---|-------|
| – | – | <p><i>Seminar 8.</i></p> <p>1) Profession in law and public administration spheres in Ukraine.</p> <p>2) Types of legal professions in Ukraine.</p> <p>3) Spheres of law. The main areas of Ukrainian legislation.</p> | 2 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Professional duties of lawyers in Ukraine.</p> <p>2) Abbreviations and acronyms.</p> <p>3) Advertising.</p> | 2 |
| Theme 8. Managers, senior officials and legislators in different countries | | | | | |
| – | – | <p><i>Seminar 9.</i></p> <p>1) Defense lawyer in different countries. The institution of advocacy and its development.</p> <p>2) The functions of lawyers in different countries.</p> <p>3) Professional duties of lawyers in the United Kingdom of Great Britain and Northern Ireland.</p> | 2 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Professional duties of solicitors and barristers.</p> <p>2) The functions of the United States of America attorney.</p> | 2 |
| Theme 9. Constitutional Law | | | | | |
| – | – | <p><i>Seminar 10.</i></p> <p>1) Constitutional Law: outline of history and development. The term «constitution». Implementation and interpretation of the constitution.</p> <p>2) The history of the Constitution of Ukraine.</p> | 2 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) The main points of the Constitution of Ukraine.</p> | 2 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|---|-------|
| | | 3) The adoption of the Constitution of Ukraine. Amending of the Constitution of Ukraine. | | | |
| Theme 10. States, Statutes and Constitutions | | | | | |
| – | – | <i>Seminar 11.</i> 1) Constitutional Law in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America. 2) The sources of British Constitution. 3) The Constitution of the United States of America. The main provisions of the Constitution of the United States of America. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Types and functions of constitutions. 2) Amendments to constitutions. | 2 |
| Theme 11. Administrative Law. Meeting management | | | | | |
| – | – | <i>Seminar 12.</i> 1) Administrative law in Ukraine. The authority of administrative agencies. 2) Adjudication. Judicial review of administrative decision. Decision-making bodies. 3) Administrative law in the United | 2 | <i>List of questions which are studied by the student independently:</i> 1) The Commonwealth Ombudsman. 2) Meeting management. | 2 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|--|-------|--|-------|
| | | Kingdom of Great Britain and Northern Ireland, and in the United States of America. U.S. federal agencies. | | | |
| Theme 12. Administrative Proceedings | | | | | |
| – | – | <i>Seminar 13.</i> 1) Administrative justice. Administrative judiciary. The Administrative Law Infringement Code. 2) Administrative reform in Ukraine. 3) Ukrainian customs law. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Customs policy in Ukraine. 2) Competence of customs bodies in Ukraine. | 2 |
| Theme 13. Appellate Review | | | | | |
| – | – | <i>Seminar 14.</i> 1) Rules of appellate review. Appellate court powers and procedures. Interlocutory judgement. 2) Appeals and other methods of review. 3) International appellate courts. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Damages. | 2 |
| Theme 14. Local authorities | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|--|-------|
| – | – | <i>Seminar 15.</i> 1) Local entities in different countries. 2) Local Government in Ukraine. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Local authorities in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America. | 2 |
| Module 2. Private Law. International and European law | | | | | |
| Theme 15. Civil Law | | | | | |
| – | – | <i>Seminar 16. The nature and history of civil law</i> 1) The nature of civil law. Civil law system. 2) The main difference between civil law and common law. 3) History of civil law. | 4 | <i>List of questions which are studied by the student independently:</i> 1) Consumer protection. 2) Consumer rights. | 4 |
| <i>Seminar 17. Unification and harmonization of law</i> 1) Unification of European civil law. 2) Harmonization of law. 3) Ukraine and harmonization of European law. | | | | | |
| Theme 16. Contract Civil Law | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|--|-------|---|-------|
| - | - | <p><i>Seminar 18. Basics of contract law</i></p> <p>1) Contract. 2) Acceptance. Capacity. Intent. Consideration. 3) Main types of contracts.</p> <p><i>Seminar 19. Main peculiarities of contract law in different countries</i></p> <p>1) The requirements for a valid contract. 2) The differences between Ukrainian and the United States of America contract law. 3) Contract law in the United Kingdom of Great Britain and Northern Ireland.</p> | 4 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Offer.</p> | 3 |
| Theme 17. Intellectual property | | | | | |
| - | - | <p><i>Seminar 20. Intellectual property</i></p> <p>1) Geographical indications. An industrial design. 2) Database rights. 3) Trade dress. 4) Types of intellectual property laws violations.</p> | 4 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Protection of creative works.</p> | 4 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|--|-------|---|-------|
| | | <i>Seminar 21. Copyright law. Patent law. Trademark law</i> 1) Copyright law. 2) Patent law. 3) Trademark law. | | | |
| Theme 18. Civil procedure | | | | | |
| – | – | <i>Seminar 22. Civil procedure law</i> 1) Parties and legal proceedings in civil cases. 2) The main stages of civil proceeding. 3) The pleading phase. 4) The elements of discovery. 5) Stages of civil litigation in the United States of America. | 4 | <i>List of questions which are studied by the student independently:</i> 1) The pretrial settlement motions. | 3 |
| Theme 19. Corporate Law. Business entities. Setting up a new business. Making an appointment | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|--|-------|
| – | – | <p><i>Seminar 24. Types of business entities</i></p> <p>1) Business entities: notion and types. Sole Proprietorship.</p> <p>2) Partnership. Limited Partnership. Limited Liability Partnership.</p> <p>3) Business corporation: notion and types.</p> <p>4) Non-Profit Corporation. Business Corporation. Condominium Corporation. Co-operative.</p> <p><i>Seminar 25. Main terms of corporate law</i></p> <p>1) Legal personality.</p> <p>2) Limited liability.</p> <p>3) Sources of corporate law.</p> <p>4) Patterns of corporate ownership.</p> | 4 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) New West Partnership and Extra-Provincial Registrations.</p> <p>2) Setting up a new business. Making an appointment.</p> | 4 |
| Theme 20. International Law | | | | | |
| – | – | <p><i>Seminar 26. System of international law</i></p> <p>1) System of international law.</p> <p>2) Violations of international law.</p> <p>3) Enforcement of international law.</p> | 4 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) General principles of international law.</p> | 3 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|--|-------|---|-------|--|-------|
| | | <p><i>Seminar 27. International treaties</i></p> <p>1) The Universal Declaration of Human Rights.</p> <p>2) The Council of Europe. The European Convention on Human Rights.</p> <p>3) The United Nations Organization. United Nations Charter.</p> | | | |
| Theme 21. European Union: Institutional system. Making a presentation | | | | | |
| <p><i>Lecture 2. European Union: Institutional system</i></p> <p>1) The European Union (EU): history of establishment, goals and principles.</p> <p>2) The citizenship of the European Union. First steps of European Union development. Schengen Visa.</p> <p>3) Members and structure of the European Union.</p> | 2 | <p><i>Seminar 28. Institutions of the European Union.</i></p> <p>1) Main organs of the European Union.</p> <p>2) The European Parliament and its powers. European Commission and its powers. The European Council and its powers.</p> <p>3) European Court of Justice and its powers.</p> | 2 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Membership of Ukraine in the European Union.</p> <p>2) Law of the single market.</p> | 3 |
| Theme 22. European Union Law. European Judiciary | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|----------|---|-----------|---|-----------|
| – | – | <p><i>Seminar 29. European Union law</i></p> <ol style="list-style-type: none"> 1) The European Union legislation. 2) The European Court of Justice. 3) European judiciary system. <p><i>Seminar 30. European judiciary</i></p> <ol style="list-style-type: none"> 1) The Court of Justice of the European Communities. 2) European Court of Human Rights. 3) International Court of Justice. | 4 | <p><i>List of questions which are studied by the student independently:</i></p> <ol style="list-style-type: none"> 1) European Commission for the Efficiency of Justice. | 4 |
| Total | 4 | | 60 | | 56 |

Table 6. Thematic plan of the academic discipline for students of specialty 281 “Public administration and self-government”, extramural form of education

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|--|-------|---|-------|---|-------|
| Module 1. Legal Systems. Modern Letter Writing | | | | | |
| Theme 1. Systems of Law | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Types of legal systems. Civil law (Continental European Law). Common Law (Anglo-American Law). Religious law. Customary law. Roman Law. Anglo-Saxon Law. 2) Case law. Statute. Judicial precedent. 3) Identity document. | 4 |
| Theme 2. Sources of Modern Law. Business Telephone Conversation | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Online statute law. Statute. Statutory law (statute law). 2) Judicial precedent. International treaties. 3) Parliamentary Conventions. Sources of Modern Law: notion and | 4 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|--|-------|---|-------|--|-------|
| | | | | types. 4) Legislation. Code. Bye-law. 5) Case law. | |
| Theme 3. Studying Law and Public Administration | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Defense lawyer in Ukraine. 2) The institution of advocacy and its development. 3) Legal education in Ukraine. Post-graduate education in Ukraine. Master programs in Ukraine. 4) Training of lawyers in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America. | 4 |
| Theme 4. Greetings in formal and informal situations. Curriculum vitae (CV) and resume. Choosing a career | | | | | |
| <i>Lecture 1.</i> 1) Curriculum vitae (CV) and resume: main difference and writing tips. 2) Peculiarities of writing a CV in the United Kingdom of Great Britain and Northern Ireland, | 2 | <i>Seminar 1.</i> 1) Types of professions in Ukraine, the United Kingdom of Great Britain and Northern Ireland, and in the United States of America. 2) My future profession. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Applicant tracking system. Background check. 2) Europass. 3) HResume. Resume fraud. | 2 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|--|-------|
| most Commonwealth countries, and Ireland. 3) Cover letter. | | 3) Video resume. | | | |
| Theme 5. Job hunting. The basic aspects of labor law in Ukraine. Protection of employees | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) The main terms and conditions of employment. 2) Child labor. 3) Job hunting. Ukrainian labor law. The code of labor laws in Ukraine. 4) Contract of employment and collective bargaining. Employment protection legislation. 5) Maternity rights. Holiday rights. | 4 |
| Theme 6. Modern letter writing | | | | | |
| – | – | <i>Seminar 2.</i> 1) Types of letters. 2) Employee letters. 3) Business letter: notion and types. Cover letter. Letter of recommendation. 4) Letter of application. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Personal and family letters. 2) Letter writing rules. 3) Abbreviations used in letter writing. 4) Opening and closing lines of different types of letters. | 4 |
| Theme 7. Profession in law and public administration spheres in Ukraine. Abbreviations and acronyms. Advertising | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|---|-------|
| – | – | – | – | <p><i>List of questions which are studied by the student independently:</i></p> <ol style="list-style-type: none"> 1) Professional duties of lawyers in Ukraine. 2) Abbreviations and acronyms. 3) Advertising. Profession in law and public administration spheres in Ukraine. 2) Types of legal professions in Ukraine. 3) Spheres of law. The main areas of Ukrainian legislation. | 4 |
| Theme 8. Managers, senior officials and legislators in different countries | | | | | |
| – | – | – | – | <p><i>List of questions which are studied by the student independently:</i></p> <ol style="list-style-type: none"> 1) Professional duties of solicitors and barristers. 2) The functions of the United States of America attorney. 3) Defense lawyer in different countries. The institution of advocacy and its development. 4) The functions of lawyers in different countries. 5) Professional duties of lawyers in | 4 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|--|-------|
| | | | | the United Kingdom of Great Britain and Northern Ireland. | |
| Theme 9. Constitutional Law | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) The main points of the Constitution of Ukraine. 2) Constitutional Law: outline of history and development. The term «constitution». Implementation and interpretation of the constitution. 3) The history of the Constitution of Ukraine. 4) The adoption of the Constitution of Ukraine. Amending of the Constitution of Ukraine. | 4 |
| Theme 10. States, Statutes and Constitutions | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Types and functions of constitutions. 2) Amendments to constitutions. Constitutional Law in the United Kingdom of Great Britain and Northern Ireland, and in the United | 4 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|--|-------|---|-------|--|-------|
| | | | | States of America. 3) The sources of British Constitution. 4) The Constitution of the United States of America. The main provisions of the Constitution of the United States of America. | |
| Theme 11. Administrative Law. Meeting management | | | | | |
| <p><i>Lecture 2.</i></p> <p>1) Administrative law in Ukraine.</p> <p>2) Adjudication. Judicial review of administrative decision. Decision-making bodies.</p> <p>3) Administrative law in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America.</p> | 2 | – | – | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) The Commonwealth Ombudsman.</p> <p>2) Meeting management.</p> <p>3) The authority of administrative agencies.</p> <p>4) U.S. federal agencies.</p> | 3 |
| Theme 12. Administrative Proceedings | | | | | |
| – | – | – | – | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) Customs policy in Ukraine.</p> <p>2) Competence of customs bodies in Ukraine.</p> | 4 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|---|-------|
| | | | | Administrative justice. Administrative judiciary. The Administrative Law Infringement Code. 3) Administrative reform in Ukraine. 4) Ukrainian customs law. | |
| Theme 13. Appellate Review | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Rules of appellate review. Appellate court powers and procedures. Interlocutory judgement. 2) Appeals and other methods of review. 3) International appellate courts. 4) Damages. | 4 |
| Theme 14. Local authorities | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Local entities in different countries. 2) Local Government in Ukraine. 3) Local authorities in the United Kingdom of Great Britain and Northern Ireland, and in the United | 4 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|---|-------|
| | | | | States of America. | |
| Module 2. Private Law. International and European law | | | | | |
| Theme 15. Civil Law | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Consumer protection. 2) Consumer rights. 3) The nature of civil law. Civil law system. 4) The main difference between civil law and common law. 5) History of civil law. 6) Unification of European civil law. 7) Harmonization of law. 8) Ukraine and harmonization of European law. | 8 |
| Theme 16. Contract Civil Law | | | | | |
| <i>Lecture 3.</i> 1) Contract. 2) Acceptance. Capacity. Intent. Consideration. 3) Main types of contracts. | 2 | – | – | <i>List of questions which are studied by the student independently:</i> 1) Offer. 2) The requirements for a valid contract. 3) The differences between Ukrainian and the United States of America contract law. | 5 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|--|-------|
| | | | | 4) Contract law in the United Kingdom of Great Britain and Northern Ireland. | |
| Theme 17. Intellectual property | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Geographical indications. An industrial design. Trade dress. 2) Database rights. 3) Types of intellectual property laws violations. 4) Copyright law. 5) Patent law. 6) Trademark law. | 8 |
| Theme 18. Civil procedure | | | | | |
| – | – | – | – | <i>List of questions which are studied by the student independently:</i> 1) Parties and legal proceedings in civil cases. 2) The main stages of civil proceeding. 3) The pleading phase. 4) The elements of discovery. 5) Stages of civil litigation in the United States of America. | 7 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|--|-------|
| | | | | 6) Reforms in civil procedure in the United Kingdom of Great Britain and Northern Ireland. Basic principles of the reforms. | |
| Theme 19. Corporate Law. Business entities. Setting up a new business. Making an appointment | | | | | |
| <p><i>Lecture 4. Types of business entities</i></p> <p>1) Business entities: notion and types. Sole Proprietorship. 2) Partnership. Limited Partnership. Limited Liability Partnership. 3) Business corporation: notion and types. 4) Non-Profit Corporation. Business Corporation. Condominium Corporation. Co-operative.</p> | 2 | <p><i>Seminar 3. Main terms of corporate law</i></p> <p>1) Legal personality. 2) Limited liability. 3) Sources of corporate law. 4) Patterns of corporate ownership.</p> | 2 | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) New West Partnership and Extra-Provincial Registrations. 2) Setting up a new business. Making an appointment.</p> | 4 |
| Theme 20. International Law | | | | | |
| – | – | – | – | <p><i>List of questions which are studied by the student independently:</i></p> <p>1) System of international law. General principles of international law. 2) Violations of international law.</p> | 7 |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|--|-------|--|-------|---|-------|
| | | | | 3) Enforcement of international law. 4) The Universal Declaration of Human Rights. 5) The Council of Europe. The European Convention on Human Rights. 6) The United Nations Organization. United Nations Charter. | |
| Theme 21. European Union: Institutional system. Making a presentation | | | | | |
| – | – | <i>Seminar 4.</i> 1) The European Union (EU): history of establishment, goals and principles. 2) The citizenship of the European Union. First steps of European Union development. Schengen Visa. 3) Members and structure of the European Union. | 2 | <i>List of questions which are studied by the student independently:</i> 1) Membership of Ukraine in the European Union. 2) Law of the single market. 3) Main organs of the European Union. 4) The European Parliament and its powers. European Commission and its powers. The European Council and its powers. 5) European Court of Justice and its powers. | 5 |
| Theme 22. European Union Law. European Judiciary | | | | | |

| Title of the theme (lectures) and questions of the theme (lectures) | Hours | Title of the topic and questions of the theme (seminars, practical classes) | Hours | The task for independent work in the context of the theme | Hours |
|---|-------|---|-------|---|-------|
| – | – | – | 4 | <i>List of questions which are studied by the student independently:</i> 1) European Commission for the Efficiency of Justice. 1) The European Union legislation. 2) The European Court of Justice. 3) European judiciary system. 4) The Court of Justice of the European Communities. 5) European Court of Human Rights. 6) International Court of Justice. | 8 |
| Total | 8 | | 8 | | 104 |

Section 5. The system of current and end-in-course control

Table 7. Allocation of points received by students on the results of studying of the course

| Name of module, theme | Type of educational work | Amount of points |
|--|--|------------------|
| <i>1</i> | <i>2</i> | <i>3</i> |
| Module 1. Legal Systems. Modern Letter Writing | | |
| Theme 1. Systems of Law | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 2. Sources of Modern Law. Business Telephone Conversation | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 3. Studying Law and Public Administration | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 4. Greetings in formal and informal situations. Curriculum vitae (CV) and resume. Choosing a career | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 5. Job hunting. The basic aspects of labor law in Ukraine. Protection of employees | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |

| | | |
|---|--|----------|
| | <i>Total amount:</i> | 3 |
| Theme 6. Modern letter writing | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | – |
| | <i>Total amount:</i> | 3 |
| Theme 7. Profession in law and public administration spheres in Ukraine. Abbreviations and acronyms. Advertising | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 8. Managers, senior officials and legislators in different countries | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 9. Constitutional Law | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 10. States, Statutes and Constitutions | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 11. Administrative Law. Meeting management | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 12. | 1. Testing | 2 |

| | | |
|--|--|------------|
| Administrative Proceedings | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question on practical class | - |
| | <i>Total amount:</i> | 3 |
| Theme 13. Appellate Review | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Theme 14. Local authorities | 1. Testing | 2 |
| | 2. Grammar practice | 0,5 |
| | 3. Preparation of practical class expanded glossary to the theme | 0,5 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 3 |
| Current modal work 1 | | 18 |
| End modular control | | 40 |
| Total for 1 semester | | 100 |
| Module 2. Private Law. International and European law | | |
| Theme 15. Civil Law | 1. Testing | 2 |
| | 2. Grammar practice | 1 |
| | 3. Preparation of practical class expanded glossary to the theme | 1 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 4 |
| Theme 16. Contract Civil Law | 1. Testing | 2 |
| | 2. Grammar practice | 1 |
| | 3. Preparation of practical class expanded glossary to the theme | 1 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 4 |
| Theme 17. Intellectual property | 1. Testing | 2 |
| | 2. Grammar practice | 1 |
| | 3. Preparation of practical class expanded glossary to the theme | 1 |

| | | |
|---|--|------------|
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 4 |
| Theme 18. Civil procedure | 1. Testing | 2 |
| | 2. Grammar practice | 1 |
| | 3. Preparation of practical class expanded glossary to the theme | 1 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 4 |
| Theme 19. Corporate Law. Business entities. Setting up a new business. Making an appointment | 1. Testing | 2 |
| | 2. Grammar practice | 1 |
| | 3. Preparation of practical class expanded glossary to the theme | 1 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 4 |
| Theme 20. International Law | 1. Testing | 2 |
| | 2. Grammar practice | 1 |
| | 3. Preparation of practical class expanded glossary to the theme | 1 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 4 |
| Theme 21. European Union: Institutional system. Making a presentation | 1. Testing | 2 |
| | 2. Grammar practice | 1 |
| | 3. Preparation of practical class expanded glossary to the theme | 1 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 4 |
| Theme 22. European Union Law. European Judiciary | 1. Testing | 2 |
| | 2. Grammar practice | 1 |
| | 3. Preparation of practical class expanded glossary to the theme | 1 |
| | 4. Discussion of theoretical question | - |
| | <i>Total amount:</i> | 4 |
| Current modal work 2 | | 28 |
| Exam | | 40 |
| Total for 2 semester | | 100 |

Table 8. Students' knowledge allocation scheme according to end-in-course control results in the academic discipline "Business foreign language"

| Allocation of points for all types of educational activity | Allocation of points according to the ECTS scale | Allocation of points according to the national scale |
|--|--|--|
| 90-100 | A | Excellent |
| 82-89 | B | Very good |
| 75-81 | C | Good |
| 67-74 | D | Satisfactory |
| 60-66 | E | Satisfactory enough |
| 35-59 | FX | Unsatisfactory with the possibility of re-drafting of end-of-course control |
| 1-34 | F | Unsatisfactory with mandatory re-learning of academic discipline and end-of-course control |

Table 9. System of awarding extra points in the course

| Form of work | Type of work | Points |
|----------------|---|--------|
| 1. Educational | 1. Participation in subject competitions: university, intercollegiate, national and international. | 15 |
| | 2. Participation in the competition for the best expert of discipline: university, intercollegiate, national and international. | 15 |
| | 3. Individual teaching and research tasks of high complexity. | 15 |
| | 4. Other. | 10 |
| 2. Research | 1. Participation in scientific circles. | 15 |
| | 2. Participation in academic student clubs. | 15 |
| | 3. Participation in academic master workshops. | 15 |
| | 4. Participation in competitions of student work: university, intercollegiate, national and international. | 15 |
| | 5. Participation in scientific conferences of | 15 |

| | | |
|--|---|----|
| | students: university, intercollegiate, national and international. 6. Other. | 10 |
|--|---|----|

* The maximum number of additional points for a student – 30.

Section 6. Software providing of computer support of educational process

1. Microsoft Office software package.

Section 7. Recommended sources of information

Legislative acts:

1. About consumer protection: Law of Ukraine of May 12, 1991 No. 1023-XII. URL: <https://cis-legislation.com/document.fwx?rgn=9258>
2. Britain's unwritten constitution. URL: <https://www.bl.uk/magna-carta/articles/britains-unwritten-constitution#>
3. Civil Code of Ukraine of January 16, 2003 No. 435-IV. URL: https://teplydim.com.ua/static/storage/filesfiles/Civil%20Code_Eng.pdf
4. Common European Framework of Reference for Languages: Learning, Teaching, Assessment. URL: https://www.coe.int/t/dg4/linguistic/source/framework_en.pdf
5. Economic Code of Ukraine of January 16, 2003 No. 436-IV. URL: <https://cis-legislation.com/document.fwx?rgn=8682>
6. Labor Code of Ukraine: Law of Ukraine of December 10, 1971 No. 322-VIII. URL: <https://cis-legislation.com/document.fwx?rgn=8651>
7. The Constitution of Ukraine. Accepted on the fifth session of Verkhovna Rada of Ukraine, June 28, 1996. URL: https://gska2.rada.gov.ua/site/const_eng/
8. The Constitution of the United States of America. URL: <http://constitutionus.com>
9. Treaty on European Union. URL: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISSUM:4301855>
10. Treaty on the Functioning of the European Union. URL: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISSUM:4301854>

Main recommended sources of information:

11. Английский язык для делового общения: учеб. пособие / С. И. Гарагуля. Ростов-на-Дону: Феникс, 2013. 268 с.
12. Англійська мова ділового спілкування: навч. посібник / Л. І. Бербенець, Л. М. Хистова. Київ: Київ. нац. торг.-екон. ун-т, 2015. 204 с.
13. Деловой английский / отв. ред. Л. С. Пичкова. Москва: Проспект, 2010. 1008 с.
14. Academic English for PhD Researchers: навч.-метод. посібник / за заг. ред. В. П. Сімонок. Харків: Право, 2018. 224 с.
15. Business English: навч. посібник / М. А. Скребок-Пабат. Львів: Новий світ-2000, 2016. 392 с.
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