

Ministry of Education and Science of Ukraine
Yaroslav Mudryi National Law University
Civil Justice and Advocacy Department

WORK PROGRAMME OF ACADEMIC DISCIPLINE
«NOTARY AND NOTARY ACTIONS OF CONSULAR INSTITUTIONS»

The level of higher education – the second (master's) level

The degree of higher education – master's degree

Branch of knowledge – 29 "International Relations"

Specialty – 293 "International Law"

Discipline status – compulsory

The recruitment year is 2022

Kharkiv 2022

Working program of the academic discipline «Notary and Notary Actions of Consular Institutions» for students of the second (master's) level of higher education in the field of knowledge 29 "International Relations" speciality 293 "International Law". Kharkiv: Yaroslav Mudryi National Law University, 2022. 23 p.

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(protocol № 1, 06.09.2022)

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1. Description of the academic discipline

Working program of the academic discipline «Notary and Notary Actions of Consular Institutions» was developed in accordance with the educational and professional program «Law» of the second (master's) level of higher education in the field of knowledge 29 "International Relations" speciality 293 "International Law".

Name of indicators	Field of knowledge, specialty, level of education	Didactic structure of academic discipline	
		full-time form of education	distant form of education
The number of ECTS credits is - 4	Field of knowledge – 29 «International Relations» Specialty – 293 «International Law» Level of education - second (master's)	compulsory	compulsory
The number of modules is – 2		Year of study: 2022	Year of study: 2022
The total number of hours is - 120		semester	semester
Weekly hours for full-time education: classrooms – 2 - 4, independent work of the student - 6 - 8.		3	3
		Lectures	Lectures
		18 год.	6 год.
		Practical classes	Practical classes
		20 год.	4 год.
		Individual work	Individual work
		82 год.	110 год.
	Types of control: current control; final control of knowledge (assessment)	Types of control: current control; final control of knowledge (assessment)	

The purpose of the academic discipline «Notary and notary actions of consular institutions» is to form the knowledge and competences regarding the main categories and institutions of notarial law, the system of bodies and officials who perform notarial actions, general and special rules for the commission of notarial actions by consular institutions, procedural features of the commission of notarial actions by consular institutions.

Tasks:

- acquiring skills of independent practical work with notarial norms;
- understanding the essence of the legal categories of the notarial process;
- awareness of the content of notarial procedural legal institutions;

- understanding of objective laws of development of notarial procedural legal relations;
- the ability to determine the specific content of the rules of notarial procedural law;
- skills of interpretation and correct application of the law when performing specific notarial actions by consular offices;
- understanding and correct interpretation of judicial practice on issues related to the commission of notarial activity and the consideration of civil cases arising from the previous commission of a notarial action or refusal to commit it;
- acquisition of research experience in the field of notarial procedural law.

Pre-requisites: European Private International Law, Law of the European Union and its System, International Contract Law, Topical Problems of Scientific Research Methodology, Tax Law,

Co-requisites: International Intellectual Property Law, EU Corporate Law and Governance, Problems of Law Enforcement (professional and practical competence).

Post-requisites: -

2. Expected learning outcomes

As a result of mastering the academic discipline, the student of higher education must demonstrate the following learning results:

LR 1.	Demonstrate knowledge of key concepts, principles, institutions and doctrines of notarial procedural law.
LR 2.	Determine indicators of the quality and effectiveness of notarial practice, ensure compliance of the will with the actual intentions of the parties to the transactions and the requirements of the law.
LR 3.	Characterize the strategic directions of Ukraine's foreign policy activities regarding notarial activities and relations with the notary of different countries, the effectiveness of cooperation in relevant areas.
LR 4.	To carry out the functioning of the notary as a system of preventive justice, providing the possibility of proving facts of legal significance, giving official importance to rights and documents

LR 5.	Protect the interests of their own state at international conferences, highlighting the uniqueness of the institution of notaries as an extrajudicial link in the system of protection and protection of civil rights
LR 6.	Formulate and provide proposals for eliminating gaps and inconsistencies in notarial legislation, bringing the norms of notarial law in line with the standards of the Latin notary system
LR 7.	To be aware of the mechanism and consequences of the implementation of the norms of international treaties and decisions of international courts in the system of civil legal circulation of Ukraine, to assess their impact on the formation of legal positions of courts on the consideration of rights related to the previous commission of notarial actions
LR 8.	Demonstrate communication skills with representatives of the Ministry of Justice of Ukraine, the Ukrainian Notary Chamber, notary archives, the judicial system, enforcement authorities, experts, property appraisers; the ability to work in an international and intercultural environment in the field of the formation of documents of legal importance abroad and the adoption of documents drawn up abroad in the field of relations with foreign justice bodies and foreign courts; organize and conduct negotiations between the subjects of civil legal relations, acting as a legal adviser to the parties
LR 9.	Demonstrate skills in organizing notarial activities, selection and management of notary assistants; organizing and conducting a notarial process in a particular notarial case, the correct maintenance and organization of the preservation of documents of notarial record keeping and archive; resolving issues regarding the notary's liability for his illegal or negligent actions.
LR 10.	Acquire new knowledge in the notarial sphere, monitor changes in notarial and material legislation to be applied when committing notarial actions, constantly improve the level of notarial qualification, including using measures organized by the Ministry of Justice of Ukraine and the Ukrainian Notary Chamber
LR 11.	Demonstrate the ability to draw up draft transactions and other documents, the ability to draw up judicial procedural documents in civil cases, provide additional legal and technical services that are not related to notarial actions; explaining to the subjects of the notarial process their rights and obligations, warning about the consequences of the notarial actions performed so that legal ignorance could not be used to their detriment.
LR 12.	Characterize modern world notary systems on the basis of an analysis of such a factor as their distribution, as a system of law in the respective countries and peculiarities of legal significance in their legal circulation of notarized documents as evidence of different legal significance; knowledge of the features of the international legal system in the field of transnational notaries.
LR 13.	Determine the content and legal nature, features of each type of sources of notarial law, identify conflicts between the norms of international treaties, concerning the commission of notarial acts, and acts of notarial national legislation and propose ways

	to solve them.
LR 14.	Conduct research of the doctrine of the international notarial process, applying the primary sources and techniques of legal interpretation of complex complex problems arising from this study, argue conclusions and present the results of the study.
LR 15.	Fluently use state and notarial registers in the context of notarial activity, being their user, making extracts and working with their contents

The teaching of the academic discipline ensures the formation of general and special competences and the achievement of learning outcomes determined by the Standard of higher education of the relevant specialty and the educational and professional program "International Law", namely

General competencies:

GC 1. Ability to think critically, analyze and synthesize.

GC 2. The ability to identify and solve problems arising in the professional sphere, to formulate and ask questions for their further solution.

GC 3. Ability to adapt and act in a new situation.

GC 4. Ability to generate new ideas (creativity).

GC 5. Ability to act responsibly and consciously.

GC 7. Ability to conduct research at an appropriate level.

GC 9. Ability to solve problems of an innovative nature and to find alternative solutions in professional activities.

GC 10. Ability to work (collect, receive, systematize and synthesize) with various information and large scope of information from various sources, analyze and critically and constructively evaluate it, taking into account the cross-cultural characteristics of the subjects of international relations.

GC 11. Ability to use the latest information and communication technologies for professional purposes.

GC 12. Ability to formulate a personal opinion and present it with evidence.

GC 13. Ability to continue self-education and self-improvement.

GC 14. Ability to work independently and in a team, manage work and

motivate others to achieve the goal set.

GC 15. Ability to understand the specifics of the subject area and professional activity, to make well-founded, balanced decisions and to be aware of their ethical consequences.

GC 16. Ability to communicate with representatives of other professional groups of different levels, from other fields of knowledge and activities, as well as the ability to work in an international professional environment.

Special competences:

SC 1. Ability to critically analyze the problems and patterns of the functioning and development of international relations, to determine the trends in the development of world politics, to assess the impact of global political processes on national legal, political and economic systems.

SC 2. The ability to communicate freely in a foreign language, both orally and in writing, in the professional sphere.

SC 3. Ability to independently provide legal representation of the interests of individuals, legal entities or the state when considering cases in national and international institutions and organize the provision of legal services.

SC 7. Ability to represent the interests of Ukraine or individuals and legal entities in international judicial institutions, arbitrations, national courts of foreign countries.

SC 8. Ability to work and represent the interests of Ukraine in international intergovernmental organizations.

SC 11. Ability to ensure the implementation of international legal standards in certain areas of national legislation.

SC 16. Ability to work with international documentation (treaties, acts of international organizations and bodies, etc.), determine their legal nature, draft projects and accompanying documentation in Ukrainian and foreign languages.

SC 17. The ability to master the ethics of an international lawyer in order to properly represent and protect the interests of the state, individuals and legal

entities in international relations.

SC 20. Ability to provide a proper legal assessment of evidence in a legal case and in a specific procedural situation, the ability to work with evidence, to solve problems related to the planning and organization of the legal process, the resolution of a legal case within different jurisdictions.

SC 21. The ability to communicate effectively in an international, multicultural environment using knowledge in the fields of international law, European law and international relations.

Program Learning Outcomes:

PTO 1. To analyze multifaceted problems of international and national legal content and propose ways to solve them.

PTO 2. To produce new ideas for solving practical tasks in the field of professional legal activity.

PTO 4. To understand the international legal situation, forecast its development, professionally and critically evaluate events and phenomena in the field of international relations and world politics, using legal tools.

PTO 5. To provide legal representation of the client in national courts, international commercial arbitrations, state authorities and local self-government bodies.

PTO 6. To protect the interests of the state in national courts, international commercial arbitrations, international courts and organizations, in particular integration ones, and at international conferences.

PTO 8. To prepare drafts of international treaties and acts of national legislation, to provide proposals for the elimination of conflicts between the norms of international law, as well as to bringing the norms of national law into compliance with the norms of international law.

PTO 9. To be aware of the mechanism and consequences of the implementation of the norms of international treaties, the application of acts of international intergovernmental organizations, the implementation of decisions of international courts in the national legal order.

PTO 11. To demonstrate communication skills with representatives of other professional groups of different levels, other fields of knowledge and types of activities, as well as the ability to work in an international, intercultural environment; to organize and conduct negotiations.

PTO 12. To demonstrate leadership skills for the organization and management of various projects, in particular international ones, to be able to adapt to new challenges and threats in the field of international and national law, to take responsibility for the decisions made.

PTO 13. To acquire new knowledge throughout life, to raise the level of own qualifications.

PTO. 14. To demonstrate the ability to convey knowledge, conclusions and arguments to specialists and non-specialists.

PTO 16. To determine the content and legal nature of national normative legal acts, international treaties and other international documents, to identify conflicts between the norms of international treaties, between the norms of an international treaty and acts of national legislation, and propose ways to resolve them.

PTO 17. To carry out research on international legal topics, using primary sources and methods of legal interpretation of complex problems arising from this research, justify the conclusions and present the results of the research.

PTO 18. To freely use available information, communication technologies and databases for professional activities.

3. Contents of the program of the academic discipline

Module 1. Common features of the Notary in Ukraine.

World Notary Systems. Notary in Western Europe. The emergence and development notary in Ukraine. Anglo-Saxon notary. Anglo-Saxon notary. Notary of the classical type. International Union of Notaries. Basic standards of notary of the classical type and their reproduction in the legislation of Ukraine.

Notary as a body of indisputable jurisdiction. Notary as an institution of

preventive justice. The term notary. The term notarial activity. Tasks of the notary. Functions of the notary. The subject of notarial activity. Delimitation of judicial and notarial jurisdiction. Content of notarial activity. Difference of notarial activity from other areas of legal practice. The legal basis of the notary. Notary Legislation.

System of notarial bodies in Ukraine and their competence. Organization of notary in Ukraine. Rights and obligations of a notary. Rights and obligations of the consular institutions when committing notarial acts. State notary offices and state notary archives. Private notarial activity. Competence of consular institutions to perform notarial acts.

Principles of notarial activity. The principle of legality in the commission of notarial acts. The principle of dispositivity in the notarial process. The principle of completeness and validity when committing a notarial act. The principle of incoherence. The principle of notarial secrecy.

General rules for notarial actions. Place of notarial actions. Terms of notarial actions. Payment for performed notarial actions. Identification of the person who applied for a notarial act. Determination of the scope of civil capacity of individuals and verification of civil capacity and capacity of legal entities. Check the authority of the representative of an individual or legal entity. Signing of notarized transactions, applications and other documents. Discovery of information and documents necessary for the commission of a notarial act. Requirements for documents submitted for notarial action. Making certification inscriptions and issuing certificates. Refusal to perform a notarial act. Appeal of notarial actions or refusal to commit them. Measures taken by a notary when a violation of the law is detected. Registration of notarial actions. Issuance of a duplicate of a notarized document.

Module 2. Notary actions of consular institutions.

Notary actions of consular institutions, aimed at certifying indisputable rights. Issuance of a certificate of inheritance. Issuance of a certificate of ownership of a share in the joint property of the spouses. Basic rules for certifying

transactions. Certificate of wills. Certificate of assignments.

Notary actions of consular institutions, aimed at certifying and certifying indisputable facts. Certification of authenticity of copies (photocopies) of documents and extracts from them. Certification of the authenticity of the signature on the documents. Certification of the authenticity of the translation. Certification of facts.

Notary actions of consular institutions, aimed at preserving property and documents, and to providing documents with executive force. Deposit amounts and securities. Committing marine protests. Taking measures to protect hereditary property. Acceptance of documents for storage. Execution of executive inscriptions. Application of foreign laws.

4. Scope and structure of the academic discipline

4.1. For full-time students

No	Date (according to the schedule)	Content module titles. Titles of topics	Hours			
			Total amount	Lectu res	Practical classes	Individual work
		Module 1. Notary				
		Topic 1. World Notary Systems.	12	2	2	8
		Topic 2. Notary as a body of indisputable jurisdiction.	12	2	2	8
		Topic 3. System of notarial bodies in Ukraine and their competence.	12	2	2	8
		Topic 4. Principles of notarial activity.	12	2	2	8
		Topic 5. General rules for notarial actions.	12	2	2	8
		<i>Together</i>	60	10	10	40
		Module 2. Notary actions of consular institutions				

	Topic 1. Notary actions of consular institutions, aimed at certifying indisputable rights.	24	4	4	16
	Topic 2. Notary actions of consular institutions, aimed at certifying and certifying indisputable facts.	22	2	4	16
	Topic 3. Notary actions of consular institutions, aimed at preserving property and documents, and to providing documents with executive force.	14	2	2	10
	<i>Total</i>	60	8	10	42
	Total hours / ECTS credits	120/4,0	20	20	82

4.2. For students of distant form of education

No	Date (according to the schedule)	Content module titles. Titles of topics	Hours			
			Total	Lectures	Practical classes	Individual work
		Module 1. Notary				
		Topic 1. World Notary Systems.	10	0	0	10
		Topic 2. Notary as a body of indisputable jurisdiction.	12	2	0	10
		Topic 3. System of notarial bodies in Ukraine and their competence.	10	0	0	10
		Topic 4. Principles of notarial activity.	10	0	0	10
		Topic 5. General rules for notarial actions.	14	2	2	10
		<i>Together</i>	56	4	2	50
		Module 2. Notary actions of consular institutions				
		Topic 1. Notary actions of consular institutions, aimed at certifying indisputable rights.	24	2	2	20

	Topic 2. Notary actions of consular institutions, aimed at certifying and certifying indisputable facts.	20	0	0	20
	Topic 3. Notary actions of consular institutions, aimed at preserving property and documents, and to providing documents with executive force.	20	0	0	20
	<i>Total</i>	64	2	10	60
	Total hours / ECTS credits	120/4,0	6	4	110

5. Forms of pedagogical control and means of evaluation of students results

The assessment of learning outcomes of the academic discipline «Notary and Notary Actions of Consular Institutions» provides for ongoing and final monitoring and is carried out on the basis of a cumulative point-rating system.

Ongoing monitoring includes:

– quality monitoring of students' knowledge of the program material during practical classes using the following means: oral/written survey, express survey, solving practical tasks, participating in the development of a case, preparing a presentation, essay, abstract, etc. The ongoing monitoring is aimed at checking the level of the student's preparation in studying the current material. In the course of the practical session, the student can receive an assessment on a four-point scale (0; 1; 2; 3);

– quality control of the students' mastering of the program material of the academic discipline, which is conducted at the end of the modules in the form control works, testing, etc.

During the semester, students perform tasks for independent work (preparation of a presentation, essay, report, portfolio of academic discipline, etc). The maximum number of points for independent work is – 4 points. The minimum assessment of the results of ongoing monitoring and independent work, in which the student is admitted to the exam 20 points.

The form of final control of the knowledge of higher education students in the academic discipline is the exam, rated on a scale from 0 to 60 points.

The distribution of points between the forms of organization of the educational process and the types of control measures:

Ongoing monitoring					Final assessment of knowledge (exam)	Final assessment of knowledge
Module № 1		Module № 2		Independent work		
p/z	Test/control work	p/z	Test/control work			
max 15 points	max 3 points	max 15 points	max 3 points	max 4 points	max 60 points	max 100 points

6. Criteria for learning outcomes assessment

Type of control	Scores	Criteria (for each grade)
Ongoing monitoring during practical class	Max 3	Excellent knowledge of the material on the topic, some minor shortcomings are possible.
	2	Good knowledge on material on the topic, but there are some mistakes.
	1	Satisfactory level of knowledge of the material with significant number of errors.
	Min 0	Unsatisfactory level of knowledge on the material.
Testing/ control work	Max 3	Excellent knowledge of educational material on the topic, some minor shortcomings are possible.
	2	Good knowledge of material on the topic, but there are some mistakes.
	1	Satisfactory level of knowledge of the material, a significant number of errors.
	Min 0	Unsatisfactory level of knowledge on the material.
Individual students' work	Max 4	In-depth knowledge of problems related to the research topic. Freely use of the material, the ability to think independently and creatively, find, generalize, analyze the material, make independent theoretical and practical conclusions. The work may contain minor methodological errors, there are references to sources, there are own conclusions.
	3	Sufficient knowledge of the problems associated with the research topic. Knowledge of the material

		at a sufficient level. The work may contain methodological errors, there are references to sources, there are own conclusions.
	2	Not all issues of the topic are covered, arguments regarding individual provisions of the work and the validity and provability of conclusions are not enough. Insufficient sources were used to justify the study and conclusions.
	1	The main issues are covered superficially, the conclusions are not independent.
	Min 0	The main provisions of the topic are covered superficially, with a large number of errors, there are no conclusions, the student has little knowledge of the material of the work. The work is performed in violation of the requirements of academic integrity.
Final assessment of knowledge (exam)	100	1. Comprehensive, systematic and in-depth knowledge of the material provided by the curriculum of the discipline, including orientation in the basic scientific doctrines and concepts of the discipline. 2. Knowledge of basic and additional literature recommended by the department. 3. Ability to independently replenish knowledge in the discipline and use the knowledge gained in practical work.
	90	1. Full knowledge of the material provided by the curriculum discipline. 2. Knowledge of basic literature and acquaintance with additional literature recommended by the department. 3. Ability to independently replenish knowledge in the discipline, understanding their importance for practical work.
	85	1. Sufficient complete knowledge of the material provided by the curriculum discipline, in the absence of significant errors in the answer. 2. Knowledge of the basic literature recommended by the department. 3. Ability to independently replenish knowledge in the discipline, understanding their importance for practical work.
	75	1. Knowledge of the basic material provided for by the curriculum of the discipline, in an amount sufficient for further training and future work in the profession. 2. Knowledge of the basic literature recommended by the department. 3. Errors and significant inconsistencies in the response to the offset if there is knowledge for their self-elimination or with the help of a teacher.

	70	<ol style="list-style-type: none"> 1. Knowledge of the basic material provided for by the curriculum of the discipline, in an amount sufficient for further training and future work in the profession. 2. Familiarization with the basic literature recommended by the department. 3. Errors in the answer to the offset in the presence of knowledge to eliminate the most significant errors with the help of the teacher.
	60	<ol style="list-style-type: none"> 1. Gaps in knowledge of certain parts of the basic material provided by the curriculum discipline. 2. Presence of errors in the answer to the question on the offset.
	55	<ol style="list-style-type: none"> 1. Lack of knowledge of a significant part of the main material provided by the curriculum of the discipline.
	30	<ol style="list-style-type: none"> 1. Inability to continue training or carry out professional activities without re-study of the subject.

7. Skills Rating Scale: National and ECTS

Scale of final pedagogical control (exam)

ECTS grade	Definition	National grade	Estimation on a 100-point scale used in NLU
A	Excellent – Excellent performance, with only a small number of errors	5	90 – 100
B	Very good - average with a few errors	4	80 – 89
C	Good - correct work with minor errors		75 – 79
D	Satisfactory - not bad, but with a significant number of shortcomings	3	70 – 74
E	Sufficient – performance meets minimum criteria		60 – 69
FX	Unsatisfactory – with the possibility of re-examination	2	20 – 59
F	Unsatisfactory – with compulsory re-study of subject		1 – 19

8. Information support of the academic discipline
Normative and legal acts

1. Віденська конвенція про дипломатичні зносини : ООН, Конвенція, Міжнародний документ від 18.04.1961 р. Офіц. сайт Верхов. Ради України. URL : https://zakon.rada.gov.ua/cgi-bin/laws/main.cgi?nreg=995_048
2. Віденська конвенція про консульські зносини : ООН, Конвенція, Міжнародний документ від 24.04.1963 р. Офіц. сайт Верхов. Ради України. URL : https://zakon.rada.gov.ua/laws/show/995_047#Text
3. Конвенція, що скасовує вимогу легалізації іноземних офіційних документів : від 10.01.2002. № 995_082. URL: https://zakon.rada.gov.ua/laws/show/995_082#Text
4. Конституція України : від 28.06.1996 р. № 254к/96-ВР. URL: <https://zakon.rada.gov.ua/laws/show/254%D0%BA/96-%D0%B2%D1%80#Text>
5. Положення про дипломатичне представництво України за кордоном : Указ президента від 15 березня 2021 року № 99/2021. URL: <https://zakon.rada.gov.ua/laws/show/99/2021#Text>
6. Положення про порядок учинення нотаріальних дій в дипломатичних представництвах та консульських установах України : затв. наказом М-ва юстиції України, МЗС України від 27.12.2004 р. № 142/5/310. URL: <https://zakon.rada.gov.ua/laws/show/z1649-04#Text>
7. Порядок вчинення нотаріальних дій нотаріусами України : затв. наказом М-ва юстиції України від 22.02. 2012 р. № 296/5 URL: <https://zakon.rada.gov.ua/laws/show/z0282-12#Text>
8. Правила ведення нотаріального діловодства : затв. наказом М-ва юстиції України від 22.12.2010 р. № 3253/5 URL: <https://zakon.rada.gov.ua/laws/show/z1318-10#Text>
9. Про виконавче провадження : Закон України від 02.06.2016 р. № 1404-VIII. URL: <https://zakon.rada.gov.ua/laws/show/1404-19#Text>

10. Про дипломатичну службу : Закон України від 07.06.2018 № 2449-VIII.
URL: <https://zakon.rada.gov.ua/laws/show/2449-19#Text>
11. Про Консульський статут : Указ президента від 2 квітня 1994 року № 127/94. URL: <https://zakon.rada.gov.ua/laws/show/127/94#Text>
12. Про Notary : Закон України від 2.09.1993 р. № 3425-XII. URL: <https://zakon.rada.gov.ua/laws/show/3425-12#Text>
13. Про приєднання до Конвенції, що скасовує вимогу легалізації іноземних офіційних документів : Закон України від 10.01.2002. № 2933-III. URL: <https://zakon.rada.gov.ua/laws/show/2933-14#Text>
14. Цивільний кодекс України : Закон України від 16.01.2003 р. № 435-IV.
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15. Цивільний процесуальний кодекс України : Закон України від 18.03.2004 р. № 1618-IV. URL: <https://zakon.rada.gov.ua/laws/show/1618-15#Text>

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Basic literature

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2. Курс цивільного процесу: підруч. / за ред. В. В. Комарова. Харків : Право, 2011. 1352 с.
3. Коротюк О. В. Notary в Україні : навч. посіб. Ірпінь : ОВК, 2023. 606 с.
4. Череватенко І. М. Нотаріальне провадження щодо посвідчення безспірних прав : монографія. Харків : Право, 2017. 200 с.
5. Чижмарь К.І., Павлова Л.М., Журавльов Д. Теоретико-правові основи Notary в Україні: навчальний посібник. К.: Центр учбової літератури, 2022. 200 с.

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