

Course Name : Gjuhe e Huaj Juridike I							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
LAW 103	N/A	Fall	3.00	0.00	0.00	3.00	5.00
Lecturer		Gentjan Skara, PhD					
Assistant		Ermira Shkreta, Msc					
Course language		Albanian					
Course level		Program i Integruar					
Description		Legal English I aims to give the student an overview of legal systems, law, sources of law and constitutional institutions using all legal terminology. Through this course students will be introduced to the language used and will have the opportunity to discuss the most important topics in law. The course also deals with the way of legal writing (memos), legal correspondence, analysis of various legal issues, their citation and summary of issues in English.					
Objectives		Upon completion of this course, students will be able to communicate freely in English about legal topics. Despite the differences between the different legal systems (civil law and common law), the knowledge of the terminology is inseparable for all jurists. Therefore the purpose of this course is to know and use English terminology.					
Core Concepts		1. Legal system 2. Common Law 3. Civil Law 4. Source of law 5. Criminal Law 6. Criminal Procedure 7. Civil Law 8. Civil Procedure 9. Court 10. Arbitration 11. Lawyer 12. Prosecutor 13. Legal Memo					
Course Outline							
Week	Topic						
1	Introduction to the course						
2	The 'Common Law' and 'Civil Law' systems: Sources and characteristics The two major legal systems of the western world are the Civil System, relevant in Western Europe, and the 'Common Law' System, relevant in the Anglo-Saxon countries. These two major legal traditions have similarity, as both are products of Western culture, but considerable differences exist between them. The courts in the civil system are profoundly influenced by Roman law, and in particular by a corpus of civil law known as the "Corpus iuris civilis". This theory of the civil system was rediscovered around the end of the eleventh century and became the basis for the study of Law in medieval Universities, beginning in Bologna and then spreading throughout Europe. The Civil System can be divided into two subgroups, the Franco-Italian Systems and the German Systems. In this lecture students will be introduced to the English legal terminology of these two systems and the difference between these two systems. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 8-9. 2. Amy Krois-Lindner, International Legal English Student's Book with Audio CDs: A Course for Classroom or Self-Study Use (Cambridge University Press 2006) 8-9.						
3	Sources of law One of the main elements of the state lies in the possibility of preparing binding rules created to maintain and discipline the state itself; its relations with other states, the state's relations with citizens and the relations of citizens between them. These binding rules for all, and for those who issue them, constitute the sources of a state's right. During the lecture, the sources of law and their hierarchy will be treated in English legal terminology. The 'common law' and 'civil law' systems will be considered as a reference. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 10-13. 2. Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) 1.						

4	Organization of the Judiciary and Dispute Resolution Judicial power is exercised only by the Courts and Prosecution Offices, in accordance with the Constitution and the powers vested in them by law. Judges have the power to review all criminal, military, civil, administrative, and other matters determined by law. While prosecutors have the duty to participate only in criminal court cases. This lecture will address the judiciary in the 'common law' system taking as an example the United Kingdom and the 'civil law' system referring to the case of Albania. During the lecture, students will be introduced to the basic concepts and will be able to discuss in English about: i) the organization of the judiciary; ii) main functions; and iii) the types of sentences handed down by the courts. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 14-15. 2. Amy Krois-Lindner, International Legal English Student's Book with Audio CDs: A Course for Classroom or Self-Study Use (Cambridge University Press 2006) 10-13. 3. Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) 23.
5	Criminal Law and Criminal Procedure In this lecture, substantive and procedural criminal law will be treated in English legal terminology. The definition of criminal law and procedure will be explained during the lecture. The following will then be addressed: i) major crimes; ii) the meaning of the offense and the criminal figure and ii) the main concepts and institutes in the criminal legislation that regulate the criminal proceedings in all its stages. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 16-17; 2. Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) 25-29.
6	Civil Law and Civil Procedure Civil Law as a positive branch of law in the legal system of any state, with its legal norms, represents a legal regulator of social relations of property character, respectively of legal-civil relations (legal-property relations, legal-obligatory relations, and legal-hereditary relations). While civil procedural law is defined as a system of legal norms, which regulate the formation and organization of courts and arbitration, the bailiff service and other bodies that due to their legal activity are related to the courts, regulate the activity and the procedural relations that arise between the procedural subjects during this activity. This lecture will address in English legal terminology the key concepts in civil law and procedure. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 18-19.
7	Arbitration Recently, instead of a procedure before a judge, international arbitration has received great development. Arbitration is conducted before elected persons called arbitrators and is a neutral, private and consensual way of resolving disputes. The decision given is binding and must be respected by all parties. Compared to court proceedings, arbitration is faster and less costly. This lecture will focus on: i) the definition of arbitration; ii) composition and procedure and iii) international arbitration institutions. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 20-21. 2. Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) 31.
8	mid term exam
9	European Union law European Union law is a unique legal system which operates in conjunction with the laws of the member states of the European Union (EU). The EU has laws that have direct effect within the legal system of the member states, and has supremacy over the national law of the EU member states. This lecture will focus on general information in English of: i) sources of EU law; ii) main institutions and their composition; iii) legal acts and iv) fundamental freedoms that constitute the internal market. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 22-23. 2. Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) 34.
10	Law enforcement actors This lecture will address law enforcement actors under the 'common law' and 'civil law' legal system. Students will be introduced to the English language terminology of actors, emphasizing the difference between the two legal systems. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 24-31. 2. Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) 47-50.
11	Law Office Structure. After getting to know the key actors in law enforcement, the lecture will focus on the organizational structure of an international law office and the role of the lawyer. Dividing into different areas of specialization or departments is the success of a law firm. Taking into account the knowledge acquired so far, students will be introduced to: i) the employment procedure and ii) the responsibilities and duties of the legal assistant. At the end, students will be able to talk in English about the organization and structure of the law office. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 32-33.

12	Legal Memo: Issues and facts This lecture deals with legal memoirs in English. Memos help to convey information more effectively. Students will be introduced to: i) the structure of the legal memo; ii) legal memo writing format; iii) characteristics of the memo structure. Some examples of memos in English will be analyzed during the lecture in order for students to identify the facts of the case, the reasoning and the decision. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 40-41.
13	Legal Correspondence This lecture focuses on legal correspondence. It is important for students to be familiar with the proper way of legal correspondence. Practical examples will be analyzed in the classroom and the student will be put in the position of a lawyer, who must communicate with his clients about a case a. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 34-35; 38-39.
14	Latin Legal Terminology Latin expressions often appear in English texts. These expressions, during translations, are usually replaced with equivalent Albanian expressions, based on the meaning they have or starting from the versions translated into other foreign languages. This lecture deals with the most commonly used Latin legal expressions and the way of writing in an academic paper. Relevant literature: 1. Eric Glendinning, Professional English in Use law (Cambridge University Press 2006) 42-43. 2. Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) 45.
15	Legal citation of laws, court cases, legal opinions This lecture focuses on legal citation of laws, court cases, legal opinions and secondary sources. First, students will be introduced to different ways of quoting like Harvard, Chicago or MLA. The lecture will then focus on the OSCOLA quote most used by law students. During the lecture concrete examples will be highlighted in order for students to identify the necessary elements that they should reflect in the footnote. Relevant literature: 1. Oxford University Standard for the Citation of Legal Authorities (4 edition, Faculty of Law) < https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf > 2. Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) 46
16	Final Exam
Prerequisites	The student must attend the course at a minimum rate of 75%.
Literature	• Eric Glendinning, Professional English in Use law (Cambridge University Press 2006)
References	• Amy Krois-Lindner, International Legal English Student's Book with Audio CDs: A Course for Classroom or Self-Study Use (Cambridge University Press 2006) • Rawdon Wyatt, Check your English Vocabulary for Law (A&C Black 2006) • Oxford University Standard for the Citation of Legal Authorities (4 edition, Faculty of Law) https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf
Course Outcome	
1	Upon completion of this course, students will be able to use legal terminology
2	Upon completion of this course, students will be able to improve their legal vocabulary
3	Upon completion of this course, students will be able to become familiar with the main legal terminology of the common law and civil law system.
4	Upon completion of this course, students will be able to analyze legal issues
5	Upon completion of this course, students will be able to submit a summary of court cases

Course Evaluation			
In-term Studies	Quantity	Percentage	
Midterms	1	30	
Quizzes	1	5	
Projects	0	0	
Term Projects	0	0	
Laboratory	0	0	
Class Participation	0	0	
Total in-term evaluation percent			35
Final exam percent			65
Total			100
ECTS Workload (Based on Student Workload)			
Activities	Quantity	Duration (hours)	Total (hours)
Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)	14	5	70
Duties	0	0	0
Midterms	1	2	2
Final Exam	1	3	3
Other	0	0	0
Total Work Load			123
Total Work Load / 25 (hours)			4.92
ECTS			5.00