

Decree by the curriculum committee at the Faculty of Law from 18 November 2021, approved by a resolution of the Senate 18.11.2021:

Based on §25 par. 1 no. 10a of the Universities Act 2002, BGBl. I No. 120/2002 in the currently valid version and on §38 of the Study Law Regulations part of the statutes, published in the University of Innsbruck Bulletin of 3<sup>rd</sup> February 2006, 16. Issue, No. 90 the following is decreed:

**Curriculum for the  
Continuing Education Programme “Academically Certified Notary Assistant”  
at the University of Innsbruck**

**§ 1 Qualification profile**

The graduates of this continuing education university programme have a practice-oriented specialist knowledge based on the latest findings, which enables them to recognise and understand fundamental legal relationships and structures in all relevant areas of responsibility of a notary's office. The continuing education programme enables graduates to provide well-founded support and assistance in the processing of legal issues and the resulting cases in a notary's office. As a result, the graduates are able to make a contribution to the efficient fulfilment of tasks in notarial offices.

**§ 2 Admission**

- (1) The following people can be admitted to the continuing education programme:
  - a. people with general university entrance qualification or
  - b. people who can resort to a professional experience of at least three years. In any case, work at a notary's office counts as relevant work experience.
- (2) The programme director selects the candidates under the aspect of the professional aptitude. If possible, the agreement with the Notary Academy of the Austrian Chamber of Notaries, a co-operation partner, is to be sought. If more than 25 people apply, the applicants to be admitted are selected according to objective criteria, in particular according to previous education, motivation, relevant professional experience and the balanced composition of the group of participants.
- (3) Participants who are accepted to the continuing education programme and who have paid the programme fee, are admitted as non-degree students to the University of Innsbruck by the Rectorate.

**§ 3 Scope and duration**

- (1) The continuing education programme covers 73.5 ECTS-Credits. One ECTS-Credit corresponds to a workload of 25 hours.
- (2) The continuing education programme is offered as part-time programme and stretches over four semesters.

**§ 4 Types of courses**

- (1) Lectures with integrated practical parts are courses with continuous performance assessment.

- (2) Courses with integrated practical parts (VU) focus on the practical treatment of concrete scientific tasks that are discussed during the lecture parts of the course.

## § 5 Compulsory modules

1.	<b>Compulsory Module: Introduction to Law</b>	<b>h</b>	<b>ECTS-Credits</b>
a.	<b>VU Introduction to Public Law</b>	1	2.5
b.	<b>VU Introduction to Private Law</b>	1	2.5
	<b>Total</b>	<b>2</b>	<b>5</b>
<b>Learning Outcomes:</b> The students have a basic knowledge of public and private law related to the notary's office. They are able to assign business cases of the notary's office to these areas of law and to assist in their processing.			
<b>Prerequisite/s:</b> none			

2.	<b>Compulsory Module: Notary Code, Digitisation and Data Protection</b>	<b>h</b>	<b>ECTS-Credits</b>
a.	<b>VU Fundamentals of the Notary Code and Fiduciary Services</b>	0.5	1
b.	<b>VU Notarial Acts and Protocols; Business Registers and Notarisation Registers</b>	1	2.5
c.	<b>VU Trustee Register, Will Register, Document Archive (cyberDOC), Austrian Central Representation Directory</b>	0.5	1
d.	<b>VU Data Protection and Digitisation in a Notary Office</b>	0.5	1
	<b>Total</b>	<b>2.5</b>	<b>5.5</b>
<b>Learning Outcomes:</b> The students have a basic knowledge of the notary's regulations as well as digitisation and data protection in a notary's office. They are able to systematically recognise these contents and put them into practice.			
<b>Prerequisite/s:</b> none			

3.	<b>Compulsory Module: Introduction to Inheritance Law and Probate Proceedings</b>	<b>h</b>	<b>ECTS-Credits</b>
a.	<b>VU Introduction to Inheritance Law</b>	1.5	3
b.	<b>VU Probate Proceedings</b>	3	6.5
	<b>Total</b>	<b>4.5</b>	<b>9.5</b>
The students have a basic knowledge of inheritance law related to the notary and knowledge of the probate procedure. They are able to systematically recognise these matters and to play a supportive role in the completion of tasks.			
<b>Prerequisite/s:</b> none			

4.	Compulsory Module: Drafting of Documents in Civil Law	h	ECTS-Credits
a.	VU Civil Law Documents and Powers of Attorney	1	2.5
b.	VU Fundamentals of Drafting Contracts	2	4
c.	VU Health Care Proxy, Adult Protection, Patient's Provision, Testamentary Disposition	0.5	1
d.	VU Marriage Law, Marriage Contracts, Agreements on Consequences of Separation, Right of Parentage, Adoptions	1	2.5
	<b>Total</b>	<b>4.5</b>	<b>10</b>
	<b>Learning Outcomes:</b> The students have a basic knowledge of document drafting in civil law related to the notary's office. They are able to systematically recognise these matters and to play a supportive role in the completion of tasks in these areas.		
	<b>Prerequisite/s:</b> none		

5.	Compulsory Module: Land Register and Commercial Register	h	ECTS-Credits
a.	VU Land Register in Theory and Practice	1.5	3
b.	VU Company Register in Theory and Practice	1.5	3
	<b>Total</b>	<b>3</b>	<b>6</b>
	<b>Learning Outcomes:</b> The students have a basic notary-related knowledge of the relevant areas of the land register and the commercial register. They will be able to work with both books in a practice-oriented manner.		
	<b>Prerequisite/s:</b> none		

6.	Compulsory Module: Taxes, Fees and FinanzOnline	h	ECTS-Credits
a.	VU Introduction to Tax Law	0.5	1
b.	VU Fundamentals of Transaction Taxes	1	2.5
c.	VU Fundamentals of Capital Gains Tax	1	2.5
d.	VU Fundamentals of Fee Tax	0.5	1
e.	VU FinanzOnline	1	2.5
	<b>Total</b>	<b>4</b>	<b>9.5</b>
	<b>Learning Outcomes:</b> The students have a basic knowledge of tax law related to the notary's office, including selected taxes and fees, as well as knowledge of FinanzOnline. They are able to systematically recognise the important areas in this field, to play a supportive role in the completion of these tasks and to put them into practice with the help of FinanzOnline.		
	<b>Prerequisite/s:</b> none		

7.	Compulsory Module: Introduction to Administrative Law	h	ECTS-Credits
a.	VU Introduction to Administrative Procedural Law and Administrative-Judicial Procedural Law	1.5	3
b.	VU Introduction to Selected Matters in Special Administrative Law (Land Transaction Law, Building Regulations, Land Use Planning)	1.5	3
	<b>Total</b>	<b>3</b>	<b>6</b>
<b>Learning Outcomes:</b> The students have a basic knowledge of administrative law related to the notary's office. They are able to systematically recognise these matters and to help with the completion of tasks.			
<b>Prerequisite/s:</b> none			

8.	Compulsory Module: Introduction to Corporate Law	h	ECTS-Credits
a.	VU Business Partnerships	0.5	1
b.	VU Corporations	1	2.5
c.	VU Digitisation in Corporate Law	0.5	1
d.	VU Corporate Restructuring Act	1	2.5
	<b>Total</b>	<b>3</b>	<b>7</b>
<b>Learning Outcomes:</b> The students have a basic knowledge of corporate law related to the notary's office. They are able to systematically recognise the notarial-specific areas of corporate law and to help with the completion of practical tasks.			
<b>Prerequisite/s:</b> none			

9.	Compulsory Module: Introduction to Selected Areas of Criminal Law	h	ECTS-Credits
a.	VU Introduction to Financial Criminal Law	1	2.5
b.	VU Register of Beneficial Owners, Money Laundering, Terrorist Financing	1	2.5
	<b>Total</b>	<b>2</b>	<b>5</b>
<b>Learning Outcomes:</b> The students have basic knowledge of financial criminal law and selected criminal law matters related to the notary's office. They are able to recognise the problems related to it and to assist in the compliance with the relevant provisions.			
<b>Prerequisite/s:</b> none			

<b>10.</b>	<b>Compulsory Module: Office Organisation and Management</b>	<b>h</b>	<b>ECTS-Credits</b>
<b>a.</b>	<b>VU Tariffs</b>	0.5	1
<b>b.</b>	<b>VU Fundamentals of Financial and Cost Accounting</b>	0.5	1
<b>c.</b>	<b>VU Office Organisation, Human Resources Management, Conflict and Complaint Management, Gender Aspects</b>	1	2.5
<b>d.</b>	<b>VU Digital Applications (Organisation of Video Conferences, Preparation of Digital Documents and Certificates)</b>	1	2.5
<b>e.</b>	<b>VU Introduction to English Legal Language</b>	1.5	3
	<b>Total</b>	<b>4.5</b>	<b>10</b>
	<b>Learning Outcomes:</b> The students have knowledge in the area of office organisation and management related to the notary's office and take gender-specific aspects into account. They are able to carry out corresponding tasks in practice.		
	<b>Prerequisite/s:</b> none		

#### **§ 6 Examination regulations**

A module is completed by the positive evaluation of its courses. Lectures with integrated practical parts (VU) are evaluated by written and/or oral contributions and/or practical performance of the participants. The evaluation criteria are to be announced by the course instructor before the start of the course.

#### **§ 7 Academic title**

Graduates of the Continuing Education Programme of Academic Certified Notary Assistant" are awarded the title "Academic Certified Notary Assistant" (German: Akademisch geprüfte Kanzleiassistenten) after positive evaluation of all prescribed examinations.

#### **§ 8 Coming into force**

This curriculum comes into force one month after its announcement.

For the Curriculum-Committee:  
 Assoz.-Prof. PD Dr. Florian Burger

For the Senate:  
 Univ.-Prof. Dr. Walter Obwexer