



The version you're consulting is not definitive. This programme still may change. The final version will be published on 1th June.

At Louvain-la-Neuve - 60 credits - 1 year - Day schedule - In French

Dissertation/Graduation Project : **YES** - Internship : **YES**

Activities in English: **NO** - Activities in other languages : **NO**

Activities on other sites : **NO**

Main study domain : **Sciences juridiques**

Organized by: **Faculty of Law and Criminology (DRT)**

Programme acronym: **NOTA2MC** - Francophone Certification Framework: 7

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NOTA2MC - Introduction

Introduction

NOTA2MC - Teaching profile

Learning outcomes

The Advanced Master in Public Notary Law enables those who have gained the Belgian 'licence' degree or Master in Law to further their training in the specific areas related to the profession of a public notary and the requirements of the law on public notaries.

The Advanced Master in Public Notary law is therefore designed to provide students with :

- the necessary training to go on to work as public notaries ;
- the necessary training to go on to work as public notaries' assistants ;
- the necessary training for those who wish to acquire specialized training in the subjects relating to inheritance law in the widest sense of the term.

There are two reasons for offering an Advanced Master in Public Notary Law : first, the law requires that the profession can only be exercised by those who have obtained the Belgian degree of 'licence' in Public Notary Law ; second, special training is needed to carry out the activities of a public notary.

The Advanced Master Public Notary Law is therefore a condition of entry to the profession of public notary.

Article 35 of the Ventôse law, as amended by the law of 4 May 1999, stipulates that in order to be nominated as a candidate for a public notary, a degree in public notary law is necessary.

Programme structure

The programme is made up of nine compulsory courses and a final assignment. A work placement, which puts into practice the subjects that have been taught, completes the training.

NOTA2MC Programme

Detailed programme by subject

CORE COURSES [60.0]

- Mandatory
- ✘ Optional
- △ Not offered in 2024-2025
- Not offered in 2024-2025 but offered the following year
- ⊕ Offered in 2024-2025 but not the following year
- △ ⊕ Not offered in 2024-2025 or the following year
- Activity with requisites
- ⊕ Open to incoming exchange students
- ⊗ Not open to incoming exchange students
- [FR] Teaching language (FR, EN, ES, NL, DE, ...)

Click on the course title to see detailed informations (objectives, methods, evaluation...)

● LNOTA2001	Notary Private International Law		[FR] [q2] [30h] [4 Credits] ⊕
● LNOTA2002	Notary Family and Partners Law	Nathalie Dandoy	[FR] [q1] [30h] [4 Credits] ⊕
● LNOTA2003	Notary Law of Successions and Gifts		[FR] [q1] [30h] [4 Credits] ⊕
● LNOTA2004	Notary Administrative Law	Damien Jans	[FR] [q1] [30h] [4 Credits] ⊕
● LNOTA2005	Notary Law of Contracts I		[FR] [q1] [30h] [4 Credits] ⊕
● LNOTA2006	Notary Company Law	Yves De Cordt Edouard-Jean Navez	[FR] [q2] [30h] [4 Credits] ⊕
● LNOTA2007	Judicial Notary Law		[FR] [q2] [30h] [4 Credits] ⊕

○ LNOTA2008	Fiscal Law	Edouard-Jean Navez Lorette Rousseau	FR [q2] [30h] [4 Credits] ⓘ
○ LNOTA2009	Notary Law	Jean-Louis Van Boxstael	FR [q1] [45h] [6 Credits] ⓘ
○ LNOTA2010	Notary laws of contracts II		FR [q2] [30h] [3 Credits] ⓘ
○ LNOTA2011	Fiscalité et programmation patrimoniale notariales		FR [q2] [30h] [4 Credits] ⓘ
○ LNOTA2200	Stage et travail de fin d'études		FR [q1 or q2] [] [15 Credits] ⓘ

The programme's courses and learning outcomes

For each UCLouvain training programme, a [reference framework of learning outcomes](#) specifies the the skills expected of every graduate on completion of the programme. Course unit descriptions specify targeted learning outcomes, as well as the unit's contribution to reference framework of learning outcomes.

NOTA2MC - Information

Access Requirements

In the event of the divergence between the different linguistic versions of the present conditions, the French version shall prevail.

Decree of 7 November 2013 defining the landscape of higher education and the academic organization of studies.

The admission requirements must be met prior to enrolment in the University.

Unless explicitly mentioned, the bachelor's, master's and licentiate degrees listed on this page are to be understood as those issued by an institution of the French, Flemish or German-speaking Community, or by the Royal Military Academy.

In the event of the divergence between the different linguistic versions of the present conditions, the French version shall prevail.

SUMMARY

- [General access requirements](#)
- [Specific access requirements](#)

General access requirements

Translated from https://www.gallilex.cfwb.be/fr/leg_res_01.php?ncda=39681&referant=I02

Art. 112. of the "Décret définissant le paysage de l'enseignement supérieur et l'organisation académique des études" :

§ 1. In accordance with the general requirements established by the academic authorities, students who have:

1. a master's degree;
2. an academic degree similar to the one mentioned in the preceding paragraph awarded by a higher education institution in the Flemish Community or the German-speaking Community, or by the Royal Military Academy, by virtue of a decision of the academic authorities and in accordance with any additional requirements they may establish;
3. a foreign academic degree recognised as equivalent to those mentioned in paragraphs 1 and 2 pursuant to this decree, a European directive, an international convention or other legislation, in accordance with the same requirements.

The additional admission requirements referred to in paragraph 2 are intended to ensure that the student has acquired the knowledge and skills required for the studies in question. When the additional admission requirements consist of one or more additional course units, these may not represent more than 60 additional credits for the student, taking into account all the credits that he or she may otherwise use for admission. These course units are part of the student's study programme.

§ 2. In accordance with the general requirements established by the academic authorities, a student who holds a title, diploma, degree or certificate of higher education, in the French Community or outside it, which does not grant him or her eligibility for admission to a specialised master's course by virtue of the preceding paragraph, may nevertheless be admitted by the jury of the course in question, in accordance with the additional requirements that it establishes, if the totality of the higher education that he or she has completed or the expertise that he or she has acquired is valued by the jury to be at least 240 credits.

§ 3. By way of derogation from these general requirements, the academic authorities may also admit to a specialised master's course holders of a title, diploma, degree or certificate awarded outside the French Community which, in that system of origin, grants direct eligibility for postgraduate studies, even if the studies sanctioned by these credentials are not organised into distinct degree courses or within a time period of at least five years.

Specific access requirements

Specific Admission Requirements

The special admission conditions for this programme are as follows :

- have gained a Belgian 'licence' degree or Master's degree in Law from a Belgian university ;
- hold a foreign degree which has been recognized as equivalent to a Belgian 'licence' degree or Master in Law, satisfying the requirements for recognition of equivalence.

Accessible to adults

An increasing number of students are Belgian 'licence' holders/Masters in law who are already working professionally and wish to acquire further training in inheritance and notarial law. The courses of the Advanced Master are held on two days of the week, making it possible for adults with professional duties to attend. In the past, students have been allowed to stagger their courses: this will continue.

Specific professional rules

These studies lead to a professional title subject to specific rules or restrictions on professional accreditation or establishment.

You will find the necessary legal information by [clicking here](#).

Teaching method

Students on this programme must do a notarial work placement with a public notary who can act as their placement supervisor who either is on the list of public notaries approved by the Committee for the Master in Public Notary Law, or, having been chosen by a student, is approved by the Committee.

The objectives of the placement are to :

- complete and deepen training at Master level ;
- form a connection between teaching and practice, particularly through the examination of different kinds of cases and actions covered in class ;
- maintain the links between the different subjects taught ;
- enable students to carry out research required by the lecturers ;
- help the dissertation ;
- enable students to appreciate the human situations which notaries have to deal with in their daily activities.

The placement is therefore a learning activity which draws on the syllabus in such a way that classes, work and placement are all closely linked.

Conversely, the courses for the Master in Public Notary Law are shaped to take account of the individual work that students must do during their placement, both in understanding how legal rules are applied in practice and to bring together practical experience which sheds light on the theory.

The placement takes place at the beginning of the academic year and ends with the Easter holidays. It lasts for 75 working days, on Wednesdays, Thursdays and Fridays with a break for the Easter holidays and official holidays.

Students on the Master programme may be exempted from the placement if they can demonstrate previous or current activities or professional duties which are sufficiently close to the areas which feature in the programme for the Master in Public Notary Law.

Students who are exempted from the placement are nevertheless required to find elements in their professional duties which enable them, on one hand, to make the links between each of the courses and the practice of law and, on the other hand, to produce a dissertation drawing on their relevant professional activity or experience.

Evaluation

The evaluation methods comply with the [regulations concerning studies and exams](#). More detailed explanation of the modalities specific to each learning unit are available on their description sheets under the heading "Learning outcomes evaluation method".

Assessment varies depending on the course. It may take the form of a traditional examination, continuous assessment or handing in assignments.

Students must also produce a dissertation and do a placement.

Mobility and/or Internationalisation outlook

Apart from the elements of comparative and international private law examined in the different courses, the lecturers usually organize a study visit abroad every year. Although not compulsory, students are strongly recommended to go on this visit given the individual and educational benefits.

During this visit, training activities are organized with universities, public authorities and notarial institutions.

Contacts

Information and usefull documents: <https://uclouvain.be/fr/facultes/drt/notariat.html>

Curriculum Management

Faculty

Structure entity

SSH/DRT

Denomination

Faculty of Law and Criminology (DRT)

Sector

Human Sciences (SSH)

Acronym

DRT

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Website

Mandate(s)

- Dean : Edoardo Traversa
- Administrative director : Joëlle Cap

Commission(s) of programme

- Commission d'enseignement pour le droit (BUDR)

Academic supervisor: [Jean-Louis Van Boxstael](#)

Jury

- President: [Damien Jans](#)
- Secretary: [Fabienne Tainmont](#)

Useful Contact(s)

- NOTA2MC - Personne de contact: [Sandrine Landuyt](#)
- President of the Internship Commission: [Edouard-Jean Navez](#)
- Internships manager: [Candice Roussieau](#)

