

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN
FEDERATION
FEDERATION FEDERAL STATE AUTONOMOUS
EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
"KUAFIN MOSCOW STATE LAW
UNIVERSITY (MSAL)"**

Legal Practice Department

WORKING PROGRAM OF THE DISCIPLINE (MODULE)

**WORK -EXPERIENCE PLACEMENT (TRAINING IN
APPLYING THE LAW)**

B2.B.01(II)

year of recruitment-2025

Code and name areas of training:	40.03.01 Jurisprudence
Higher level Education:	bachelor's degree
Focus (profile) of the educational program:	International Business Law
Form(s) of training:	full-time
Qualification:	lawyer

Moscow -2025

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I. GENERAL PROVISIONS

1.1. Objectives and tasks of mastering the discipline (module)

Practical training– a form of organization of educational activities in the development of an educational program in the context of students performing certain types of work related to future professional activities and aimed at the formation, consolidation, and development of practical skills and competencies in the profile of the corresponding educational program.

Practical training during internships is organized through the direct performance by students of certain types of work related to future professional activities.

Practical training during the internship can be organized:

1) directly in the organization carrying out educational activities (hereinafter referred to as the educational organization), including in the structural subdivision of the said organization intended for conducting practical training;

2) in an organization carrying out activities in the profile of the relevant educational program (hereinafter referred to as the specialized organization), including its structural subdivision intended for conducting practical training, on the basis of an agreement concluded between the said organization and the organization carrying out educational activities.

Type of practice: work -experience placement

Type of industrial practice: training in applying the law

Methods of conducting industrial practice:

-stationary;

-visiting.

Stationary industrial practice is carried out in a specialized organization located in Moscow.

On-site industrial training is conducted in specialized organizations outside of Moscow.

Form of practice:

continuously - by allocating a continuous period of study time in the academic calendar for conducting all types of internships provided for by the basic professional educational program of higher education

Objectives of industrial practice:

– improving the quality of professional training of students;

- deepening their understanding of practical activities profile organs (organizations), chosen as the place (base) for the internship;

-formation and improvement of professional skills, abilities and competencies mastered within the framework of the educational program, in real conditions of practical activity;

– consolidation and deepening of theoretical knowledge obtained during the learning process;

-professional and competency-based training for independent work.

Objectives of industrial practice:

- checking and consolidating students' theoretical knowledge;
- systematization of students' theoretical knowledge related to the status and competence of specialized organizations;
- further professional orientation of students, obtaining by students a deeper understanding of the content of specific types of professional activity;
- study by students of the experience of legal work of bodies and organizations chosen as the place of practical training, familiarization with their system, structure and powers, with the main functions of officials and tasks of legal nature;
- further professional adaptation of students in the workplace, acquisition and development of teamwork skills, use methods and means of physical culture to ensure full social and professional activity;
- increasing the motivation of students for professional self-improvement, developing in them a sustainable interest, sense of responsibility and respect for their chosen profession; the ability to work for the benefit of society and the state, conscientiously perform professional duties, adhere to the principles of legal ethics, maintain and strengthen public trust in the legal community, respect the honor and dignity of the individual, observe and protect the rights and freedoms of man and citizen;
- formation in students readiness to perform official duties to ensure law and order, the security of the individual, society, and the state, to identify, suppress, disclose and investigate crimes and other offenses, to prevent offenses, to identify and eliminate the causes and conditions that contribute to their commission, to identify, assess corrupt behavior and assist in its suppression;
- developing in students the ability to independently and efficiently complete practical tasks, assignments, make informed decisions and perform legal actions in strict accordance with the legislation of the Russian Federation;
- students gain initial experience in the field of rule-making and/or law enforcement in specialized organizations, develop skills in preparing legal documents, participate in conducting legal examinations of draft regulatory legal acts, including for the purpose of identifying provisions in them that contribute to the creation of conditions for the manifestation of corruption;
- study by students of office work rules, occupational health and safety issues at the place of practical training, the use of basic methods of protecting employees of a specialized organization and the population from the possible consequences of accidents, catastrophes, and natural disasters;
- students' acquisition of the ability to self-organize and self-learn;
- development of skills to construct oral and written speech in a logical, reasoned and clear manner, and to develop communication skills in a foreign language;
- developing in students the skills to legally correctly qualify facts and circumstances, interpret regulatory legal acts, correctly and fully reflect the

results of professional activity in legal and other documentation, provide qualified legal opinions and consultations in specific types of legal activity.

1.2. The place of the discipline (module) in the structure of the educational program

Industrial practice refers to the part formed by the participants of educational relations of Block 2. Practice of the main professional educational program of higher education.

Mastering the discipline provides an opportunity to expand and deepen the knowledge obtained at the previous stage of training, to acquire the skills and abilities determined by the content of the program. The competencies that are formed in the process of mastering the discipline are necessary for successful professional activity. Students acquire the ability to independently find and use the necessary substantive and logical connections with other disciplines of the program, such as: Theory of State and Law; Introduction to the Profession and Professional Ethics; Constitutional Law; Information Technology in Legal Activity; Logic, Civil Law, Administrative Law, Criminal Law, Labor Law, Legal Documentation, Social Security Law.

1.3. Competencies to be developed and indicators of their achievement (planned results of mastering the discipline (module))

Upon completion of the course (module), the student must have the following competencies:

universal:

UC-1 Able to search, critically analyze and synthesize information, apply a systematic approach to solving assigned tasks

UC-2 Able to define a range of tasks within the framework of a set goal and select optimal ways to solve them, based on current legal regulations, available resources and limitations

UC-3 Able to interact socially and fulfill his/her role in a team

UC-6 Able to manage their time, build and implement a trajectory of self-development based on the principles of lifelong education

UC-11 Capable of forming an intolerant attitude towards corrupt behavior

professional:

PC-1 Able to develop draft regulatory legal acts, legal norms for various levels of rule-making and areas of professional activity, assess possible legal risks of implementing regulatory requirements or other decisions, the need to change regulatory legal acts and justify such changes

PC-2 Able to competently apply legal norms in specific areas of legal activity, correctly and fully reflect its results in legal and other official documentation

PC-3 Capable of carrying out law enforcement activities, including functions and powers to ensure security, legality and law and order, to protect the rights and freedoms of man and citizen

PC-4 Capable of providing legal assistance to individuals and organizations and other types of legal services, giving qualified professional opinions and consultations in specific areas of legal activity

Sections (Topics) disciplines (modules)	Code and name of the competencies being formed	Indicator of achievement of competencies (planned result of mastering a discipline (module))
Industrial practice: law enforcement practice	<p>UC-1. Capable of searching, critically analyzing and synthesizing information, applying a systematic approach to solving assigned tasks</p> <p>UC-2. Capable of defining a range of tasks within the framework of the set goal and choosing the best ways to solve them, based on current legal norms, available resources and limitations</p> <p>UC-3. Capable of social interaction and fulfilling his role in a team</p> <p>UC-6. Able to manage their time, build and implement a trajectory of self-development based on the principles of lifelong education</p> <p>UC-11. Capable of forming an intolerant attitude towards corrupt behavior</p> <p>PC-1. Capable of developing draft regulatory legal acts, legal norms for various levels of rule-making and areas of professional activity, assessing possible legal risks of implementing regulatory requirements or other decisions, the need to change regulatory legal acts and justify such changes</p> <p>PC-2. Able to competently apply legal norms in specific areas of</p>	<p>IUC-1.1. Analyzes the task, identifying its basic components;</p> <p>IUC-1.2. Finds and critically analyzes information necessary to solve the assigned task;</p> <p>IUC-1.3. Considers various options for solving a problem, assessing their advantages and disadvantages;</p> <p>IUC-1.4. Competently, logically, and reasonably forms his/her own judgments and assessments. Distinguishes facts from opinions, interpretations, assessments, etc. in the reasoning of other participants in the activity;</p> <p>IUC-1.5. Determines and evaluates the practical consequences of possible solutions to a problem.</p> <p>IUK-2.1. Formulates, within the framework of the stated project goal, a set of interrelated tasks that ensure its achievement. Defines the algorithm and sequence of task execution</p> <p>IUK-2.2. Designs a solution to a specific project task, choosing the optimal way to solve it, based on current legal regulations and available resources and limitations;</p> <p>IUC-2.3. Solves specific project tasks of the stated quality and within the specified time;</p> <p>IUC-2.4. Publicly presents the results of solving a specific project task.</p> <p>IUC-3.1. Understands the effectiveness of using a collaboration strategy to achieve a set goal, determines his/her role in the team;</p> <p>IUC-3.2. Understands the behavioral characteristics of selected groups of people (by age, ethnicity or religion, socially vulnerable groups of the population) with whom he works and/or interacts, takes them into account in his/her activities;</p> <p>IUC-3.3. Foresees the results (consequences) of personal actions and plans a sequence of steps to achieve a given result;</p> <p>IUC-3.4. Effectively interacts with other team members, including participating in</p>

	<p>legal activity, correctly and fully reflect its results in legal and other official documentation</p> <p>PC-3. Capable of carrying out law enforcement activities, including functions and powers to ensure security, legality and law and order, to protect the rights and freedoms of man and citizen</p> <p>PC-4. Capable of providing legal assistance to individuals and organizations and other types of legal services, giving qualified professional opinions and consultations in specific areas of legal activity</p>	<p>the exchange of information, knowledge and experience, and presentation of the results of the team's work;</p> <p>IUC-3.5. Able to think strategically and formulate a strategy for team interaction.</p> <p>IUC-6.1. Assesses one's capabilities for solving specific problems;</p> <p>IUC-6.2. Understands the importance of planning long-term goals of activities taking into account conditions, resources, personal capabilities, stages of career growth, time perspective of activity development and labor market requirements;</p> <p>IUC-6.3. Implements the planned goals of the activity taking into account the conditions, means, personal capabilities, stages of career growth, time perspective of activity development and labor market requirements;</p> <p>IUC-6.4. Critically evaluates the efficiency of using time and other resources in solving assigned tasks, as well as in relation to the result obtained;</p> <p>IUC-6.5. Demonstrates interest in learning and uses opportunities to acquire new knowledge and skills</p> <p>IUC-11.1. Knows the concept and signs of corruption, directions of combating corruption, the essence of professional deformation of a lawyer.</p> <p>IPC-1.1. Identifies gaps and conflicts in current legislation and knows how to overcome and eliminate them;</p> <p>IPC-1.2. Understands the essence and levels of the rule-making process, identifies the stages and participants of the rule-making procedure;</p> <p>IPC-1.3. Defines the role and competence of participants in the rule-making procedure, evaluates the legality of their decisions and actions;</p> <p>IPC-1.4. Demonstrates knowledge of the basic techniques of legislative technology in the development of regulatory legal acts;</p> <p>IPC-1.5. Understands the importance of legal expertise of regulatory legal acts and is able to take part in its implementation.</p> <p>IPC-2.1. Demonstrates knowledge of the specifics of law enforcement activities, the procedure for implementing the activities of jurisdictional bodies with law enforcement functions</p>
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Based on the results of industrial practice: law enforcement practice for obtaining professional skills and abilities, the student must:

know:

- general theoretical legal and ethical categories and concepts such as: the concept of law, professional ethics, branches of law, the essence and principles of a branch of law, the concept and types of legal facts, the concept of a legal norm, the concept and types of sources of law, the concept of a legal system, the implementation of law, legal relations, protection of law, to understand their practical significance;
- principles of organization and activities of judicial and other state authorities and local governments in the Russian Federation, types of jurisdictional bodies, interaction of state authorities, principles and rules of professional ethics of a lawyer;
- organizational and legal forms of economic activity in the Russian Federation, principles of organization and activity of economic entities, their legal regulation;

be able to:

- conscientiously carry out the tasks and instructions of the practice managers, comply with the principles of legal ethics;
- work in a team, tolerantly perceiving social, ethnic, religious and cultural differences within the team;
- master the basic methods, techniques and means of obtaining, storing and processing information to complete tasks in practice;
- work with information in global computer networks;
- carry out professional activities based on developed legal awareness, legal thinking and legal culture;

own:

- legally correctly qualify facts and circumstances in the course of carrying out tasks and instructions from practice managers;
- skills in preparing legal documents in the course of carrying out tasks and instructions from practice managers;
- carry out tasks and instructions of practice managers to ensure law and order, the safety of the individual, society, and the state in the course of carrying out tasks and instructions of practice managers;
- respect the honor and dignity of the individual, observe and protect the rights and freedoms of man and citizen;
- identify, prevent, disclose and investigate crimes and other offenses in the course of carrying out tasks and instructions of practice managers;
- prevent offenses, identify and eliminate the causes and conditions that contribute to their commission in the course of performing tasks and instructions of practice managers;
- identify, assess and assist in suppressing corrupt behavior during the execution of tasks and instructions from practice managers;
- correctly and fully reflect the results of professional activity in legal and other documentation during the execution of tasks and instructions of

practice managers;

- take part in conducting a legal examination of draft regulatory legal acts, including for the purpose of identifying provisions in them that contribute to the creation of conditions for the manifestation of corruption in the course of performing tasks and instructions of practice managers;

- interpret regulatory legal acts in the course of performing tasks and instructions of practice managers;

- provide qualified legal opinions and consultations in specific types of legal activity during the execution of tasks and instructions of practice managers.

II. STRUCTURE AND CONTENT OF THE DISCIPLINE (MODULE)

Volume disciplines (modules) is 3 credits, 108 academic hours. The form of midterm assessment is a credit.

Contents of the discipline (module)

2.1. Thematic plans

2.1.1. Subject plan for full-time education

No. / p	Sections (Topics) disciplines (modules)	Types of educational work in practice, including independent work of students	Types of educational activities and volume (in academic hours)		Form current control/ Form of interim assessment
			PZ	SR	
1	Preparatory stage - choosing a place for internship	The student selects a specialized organization for the internship; agrees on the location of the internship with the internship supervisor from the University; receives an individual assignment for the internship from the internship supervisor from the University; the student draws up a plan for the internship, signs it	2	6	Consultations with the internship supervisor from the University, Interview with the internship supervisor from the University, agreement with the internship supervisor from the University on the work plan (schedule) for conducting the internship, receiving an individual assignment for the internship.

		with the internship supervisor from the University, and receives a referral for the internship.			
2	The main stage is the completion of an individual assignment during an internship in a specialized organization	At the place of practical training, the student becomes familiar with the structure of the relevant government body or organization, studies the regulatory framework for the functioning of this body or organization, becomes familiar with the activities of individual structural divisions of the body or organization, with internal document flow, if possible, studies cases in progress and, in connection with this, studies current legislation, carries out the assignment of the internship supervisor from the University and the internship supervisor from the specialized organization		80	Characteristics from the internship supervisor from the specialized organization, preparation of the internship diary, consultations with the internship supervisor from the University
3	The final stage is the completion of the preparation of the internship	Following the completion of the educational practice, the student processes and analyzes the information		20	Interim assessment of practice, feedback from the practice supervisor from the University

	reporting materials and passing the midterm certification for the internship	received, prepares reporting materials on the practice and defends them by passing an intermediate certification on the practice after verification by the practice supervisor from the University			
	Total		2	106	Credit

2.2. Contents of practice

The content of industrial practice is determined by this industrial practice program, specified by the individual assignment of the student's practice supervisor from the University, as well as by the instructions and tasks of the practice supervisor from the specialized organization.

Practice in judicial authorities

The student is obliged to:

- familiarize yourself with the general procedure and organization of work, attend receptions of citizens, study the organization of office work in the courts;
- be present during the consideration of civil, criminal, and administrative cases;
- draft legal documents;
- collect information necessary to complete the individual assignment of the internship supervisor from the University.

Practice in advocacy organizations

The student is obliged to:

- familiarize yourself with the organization of the office work of a lawyer's association (keeping records, filling out agreements on the provision of legal assistance, keeping journals or other forms of recording documentation, forming cases that the lawyer handles);
- be present when a lawyer holds a reception for citizens;
- draft legal documents;
- be present during the consideration of civil, criminal, and administrative cases;
- collect information necessary to complete the individual assignment of the University's internship supervisor.

Practice in the prosecutor's office

The student is obliged to:

- to study the organization of work of the prosecutor's office, the main directions of prosecutorial supervision, the organization of office work in them,
 - become familiar with the participation of the prosecutor in the consideration of cases in court, with the duties and rights of the prosecutor and the methods of exercising his powers in court;
- draft legal documents;
- collect information necessary to complete the individual assignment of the University's internship supervisor.

Practice in investigative bodies

The student is obliged to:

- to study the organization of the work of the investigative body, the main rules of activity of the employees of the investigative body, the organization of office work;
 - draft legal documents;
 - be present and take an active part in the inspection of the scene of the incident, material evidence, and other investigative actions;
- collect information necessary to complete the individual assignment of the University's internship supervisor.

Practice in the internal affairs agencies

The student is obliged to:

- study the organization of the work of the internal affairs agency, the main rules of activity of employees of the internal affairs agency, the organization of office work;
 - study the main areas of work of the internal affairs bodies, become familiar with the activities of the internal affairs bodies, the coordination of the work of these services, and take part in their work;
- draft legal documents;
- collect information necessary to complete the individual assignment of the University's internship supervisor.

Practice in tax authorities

The student is obliged to:

- study the organization of the tax authority's work, become familiar with the organization of office work, the general order of the tax authority's work (the procedure for processing incoming materials, the procedure for examining these materials and making a decision on them, etc.);
 - study the main areas of work of tax authorities, become familiar with the activities of structural divisions of the tax authority, the interaction of these services, and take part in their work;
- draft legal documents;

-collect information necessary to complete the individual assignment of the University's internship supervisor.

Practice in other state authorities and local governments

The student is obliged to:

-become familiar with the main areas of activity of the government body, its structure, organization of office work, the general procedure for the work of government bodies (the procedure for processing incoming materials, the procedure for studying these materials and making decisions on them, etc.);

-familiarize yourself with the procedure for handling citizens' requests, attend citizens' receptions;

-draft legal documents;

-collect information necessary to complete the individual assignment of the University's internship supervisor.

Practice in commercial organizations

The student is obliged to:

-become familiar with the main areas of activity of a commercial organization, with its office work, and the general order of the organization's work;

-study the main functions of the legal department of a commercial organization, the role of lawyers in the company's activities, take part in the work of the legal department of a commercial organization;

—draft legal documents;

-collect information necessary to complete the individual assignment of the University's internship supervisor.

Practice in other organizations

The student is obliged to:

-become familiar with the main areas of activity of the organization, with the office work in it, and the general order of work of the organization;

-study the main functions of the legal department of the organization, the role of lawyers in the activities of the organization, take part in the work of the legal department of the organization;

-draft legal documents;

-collect information necessary to complete the individual assignment of the University's internship supervisor.

2.3. The form of conducting the intermediate certification on practice and the preparation of reporting materials on practice

2.3.1. The results of the internship are assessed by means of an interim assessment. Unsatisfactory results of the interim assessment for internship or failure to pass the interim assessment for internship in the absence of valid reasons are

recognized as academic failure.

In order to conduct an interim assessment of the internship based on the results of completing each part of the internship, the student is required, within the timeframes established by the order for sending for the internship, to submit a reference from the place of the internship, a work schedule (plan) for the internship, and reporting materials on the internship for verification by the internship supervisor from the University.

2.3.2. Requirements for the preparation of reporting materials.

The layout of the reporting materials, work schedule (plan) for the internship is an appendix to this industrial internship program (Appendix 1).

The reporting materials include:

- diary of internship;
- a written report with an attached assignment from the internship supervisor from the University.

The diary reflects the work performed by the student on certain dates of industrial practice. Entries in the diary must contain a brief description of the work performed. The diary is checked and signed by the practice supervisors from the relevant organization, certified with a seal (if available in the organization).

The written report is completed in accordance with the individual assignment of the internship supervisor from the University.

The content of the report should be a coverage of all work carried out by the student during the industrial practice, and also contain answers to the questions of the individual assignment of the internship supervisor from the University.

The report must be prepared on a computer, using the Word text editor, Times New Roman font, font height 12-14, line spacing 1.0 - 1.5. Paragraph indentation 1.25 cm. Margins: top 2 cm, bottom 2 cm, left 3 cm, right 1 cm. Page numbers - in the lower right corner. If necessary, footnotes are placed page by page; footnote numbering is continuous. Footnotes are typed in Times New Roman font, font height 10, line spacing single. Compliance with the specified requirements for the design of reporting materials is one of the assessment criteria during certification.

The internship report must contain:

- title page;
- table of contents;
- a signed individual assignment from the internship supervisor from the University;
- assignment for the internship of the internship supervisor from the specialized organization (if any);
- a report on the completion of an individual assignment of the internship supervisor from the University and other assignments and instructions of the internship supervisor from the specialized organization. The report shall indicate: the organization in which the internship was conducted (name, address of the organization); the name of the structural unit; the duration of the internship; the last name, first name, patronymic, position of the internship supervisor from the organization, his/her contacts (phone, email address); a brief description of the types

of work and assignments that were performed during the internship; the legal documents that the student familiarized himself/herself with and prepared during the internship in the specialized organization and other answers to the questions of the individual assignment of the internship supervisor from the University shall be indicated;

- appendices that include samples of documents that the student directly worked with and independently prepared during the internship;
- a list of sources: regulatory legal acts, materials of legal practice and specialized literature studied during the practice.

The report is signed by the student.

The reporting materials of industrial practice must be filed in a folder (stapled) and numbered.

2.3.3. Attached to the reporting materials (but not filed) are a description of the place where the internship is being conducted and a work schedule (plan) for conducting the internship.

The work schedule (plan) for conducting the internship must be signed by the student, the internship supervisor from the University, the internship supervisor from the specialized organization, indicating his/her position, contact information and the date of signing. The signature of the internship supervisor from the specialized organization is certified by the organization's seal (if any). The work plan (schedule) form is an appendix to this industrial internship program (Appendix 2).

The characteristics of the head of the specialized organization are drawn up on the official (company) letterhead of the specialized organization, signed by the head of the practice from the specialized organization, indicating his position, contact information and the date of signing. The signature of the head of the practice is certified by the seal of the organization (if any).

The characteristics of the internship supervisor from the specialized organization must contain brief information about what the student did during the internship, as well as an assessment of his/her activities as a whole and the level of mastery of general cultural, general professional and professional competencies provided for in the main professional educational program of higher education.

The form of the characteristics of the internship supervisor from the specialized organization is an appendix to this industrial internship program (Appendix 3).

2.3.4. Based on the results of the industrial practice, the supervisor of the practice from the University prepares a review.

The feedback from the University's internship supervisor includes information about the place and timing of the student's internship, an assessment of the quality of the individual internship assignment, other work done by the student, collected and developed materials, essays and other conclusions made by the student based on the results of the internship, preparation of reporting materials, and a general conclusion about the level of achievement of the planned educational results in the internship.

The feedback from the University's practice supervisor may ask questions and indicate comments that must be addressed before the midterm assessment of

practice. In the feedback, the University's practice supervisor makes a general conclusion on whether the student is admitted to the midterm assessment of practice.

The form of feedback from the internship supervisor from the University is an appendix to this industrial internship program (Appendix 4).

Students who have provided their supervisor with a complete set of reporting documents on their internship completed within the established timeframes, duly completed and in accordance with the individual assignment and this internship program, are allowed to defend their thesis.

2.3.5. Interim certification for internship is carried out by the internship supervisor(s) from the University within the timeframes stipulated by the academic calendar and the order for referral for internship.

The midterm assessment for the internship takes place in the form of an interview between the student and the internship supervisor (defense of the results of the internship).

Interim assessment of practical training may be attended by practice supervisors from the bodies (organizations) where the students completed their practical training, and representatives of other employer organizations.

Interim certification for practice may be conducted individually or collectively with the participation of students from one or several study groups in the form of a collective discussion of the results obtained in practice, demonstration of presentations prepared by students individually or in small groups. Specific forms of certification are determined by the practice supervisor and communicated to students in advance.

2.3.6. The results of the student's midterm assessment are assessed according to the following scale:

“Passed” - the student has demonstrated the knowledge, skills and abilities that are the results of mastering the competencies under the internship program at the threshold level;

“Failed” - the student demonstrated knowledge, skills and abilities that are the results of mastering competencies under the industrial practice program at a level that does not correspond to the threshold.

2.3.7. The following are used as assessment materials (assessment tools) during the midterm assessment and monitoring of independent work on practice:

- individual assignment from the internship supervisor from the University;
- work schedule (plan) for conducting the internship;
- a reference from the place of internship;
- reporting materials on practice;
- consultations and interviews with the internship supervisor from the University;
- feedback from the University's internship supervisor

2.4. Educational and methodological recommendations for independent work of students during industrial practice

During the internship, the student must:

- familiarize yourself with the legislative acts and constituent documents of the body or organization (at the place of internship), its structure, functions, powers, and the specifics of relationships with other government bodies and non-governmental organizations;

- promptly and carefully follow the instructions of the practitioner (head of on-site practice).

When performing various types of work in practice, it is advisable for the student to use such methods as: analysis of legislative acts from the position of their compliance with the effect of the implementation of the powers of employees of the body in specific situations; discussion with a practitioner of complex issues that arise during the study of legal documents of the body or organization at the place of internship; analysis of specific situations when performing tasks of the internship program.

During the industrial practice, the following technologies are used: an introductory lecture by the internship supervisor from the University department; an introductory conversation with the internship supervisor from the specialized organization selected as the base for the internship; safety briefing; briefing on the internal regulations and labor protection in the body (organization); training in methods of working with documents in the body (organization); training in methods of drafting and processing documents; independent work of students under the supervision of the internship supervisor from the department and the supervisor from the body (organization); discussion with the internship supervisor from the body (organization) of issues of application of law; training in the rules of writing an internship report; general discussion of internship reports and their defense, as well as special methods of conducting scientific and practical research in law. Depending on the nature of the work performed, the student can also use research technologies related to the search and processing of legal sources. The following are used as educational and methodological support for the independent work of students during their industrial practice:

- Regulations on the practical training of students of the Federal State Autonomous Educational Institution of Higher Education "Kutafin Moscow State Law University (MSAL)" (order of the rector of the Kutafin University (MSAL) No. 420 dated August 2, 2024);

- a real program of industrial practice, individual assignments from practice supervisors, methodological recommendations.

The management of practice from the Kutafin Moscow State Law University (MSAL) is carried out by the practice supervisor recommended by the department.

The management of industrial practice from a body or organization is carried out by a practice supervisor, who is appointed by the head of the relevant body or organization.

III. EDUCATIONAL AND METHODOLOGICAL SUPPORT

1. Regulatory legal acts

1. Constitution of the Russian Federation: Adopted by popular vote on

December 12, 1993 (taking into account amendments introduced by the laws of the Russian Federation on amendments to the Constitution of the Russian Federation of December 30, 2008 No. 6-FKZ, of December 30, 2008 No. 7-FKZ, of February 5, 2014 No. 2-FKZ, of July 21, 2014 No. 11FKZ) // Collected Legislation of the Russian Federation. 2009. No. 4. Art. 445.

2. Universal Declaration of Human Rights (adopted by the UN General Assembly on December 10, 1948). - any edition. International Covenant on Civil and Political Rights of December 16, 1966 - any edition. Convention for the Protection of Human Rights and Fundamental Freedoms and its Protocols (as amended) // Collected Legislation of the Russian Federation. 1998. No. 14. Art. 1514.

3. Basic Principles on the Independence of the Judiciary (approved by UN General Assembly resolutions 40/32 of 29 November 1985 and 40/146 of 13 December 1985). - any edition.

4. Federal Constitutional Law of December 31, 1996 No. 1-FKZ (as amended) "On the Judicial System of the Russian Federation" // Collected Legislation of the Russian Federation. 1997. No. 1. Art. 1.

5. Federal Constitutional Law of July 21, 1994 No. 1-FKZ (as amended) "On the Constitutional Court of the Russian Federation" // Collected Legislation of the Russian Federation. 1994. No. 13. Art. 1447.

6. Federal Constitutional Law of April 28, 1995 No. 1-FKZ (as amended) "On Arbitration Courts in the Russian Federation" // SZ RF. 1995. No. 18. Art. 1589.

7. Federal Constitutional Law of June 23, 1999 No. 1-FKZ (as amended) "On Military Courts" of the Russian Federation // Collected Legislation of the Russian Federation. 1999. No. 26. Art. 3170.

8. Federal Law of January 8, 1998 No. 7-FZ (as amended) "On the Judicial Department under the Supreme Court of the Russian Federation" // Collected Legislation of the Russian Federation. 1998. No. 2. Art. 223.

9. Federal Law of December 17, 1998 No. 188-FZ (as amended) "On Justices of the Peace in the Russian Federation" // Collected Legislation of the Russian Federation. 1998. No. 51. Art. 6270.

10. Law of the Russian Federation of June 26, 1992 No. 3132-1 (as amended) "On the Status of Judges in the Russian Federation" // RG. 1992. July 29.

11. Federal Law of January 17, 1992 No. 2202-I (as amended) "On the Prosecutor's Office of the Russian Federation" // SZ RF. 1995. No. 47. Art. 4472.

12. Federal Law of May 31, 2002 No. 63-FZ (as amended) "On Advocacy and the Bar in the Russian Federation" // Collected Legislation of the Russian Federation. 2002. No. 23. Art. 2102.

13. Federal Law of February 7, 2011 No. 3-FZ (as amended) "On Police" // SZ RF. 2011. No. 7. Art. 900.

14. Federal Law of December 28, 2010 No. 403-FZ (as amended) "On the Investigative Committee of the Russian Federation" // Collected Legislation of the Russian Federation. 2011. No. 1. Art. 15.

15. Federal Law of July 21, 1997 No. 118-FZ (as amended) "On Bailiffs" // Collected Legislation of the Russian Federation. 1997. No. 30. Art. 3590.

16. Federal Law of July 27, 2004 No. 79-FZ (as amended) "On the State Civil Service of the Russian Federation" // Collected Legislation of the Russian Federation. 2004. No. 31. Art. 3215.

17. Fundamentals of the legislation of the Russian Federation on notaries of February 11, 1993 No. 4462-1 (as amended) // RG. 1993. March 13. No. 49.

18. Decree of the President of the Russian Federation of August 12, 2002 No. 885 (as amended) "On approval of general principles of official conduct of civil servants" // Collected Legislation of the Russian Federation. 2002. No. 33. Art. 3196.

19. Resolution of the Government of the Russian Federation of April 9, 2001 No. 280 (as amended) "On the uniform of bailiffs" // Collected Legislation of the Russian Federation. 2001. No. 16. Art. 1608.

20. Order of the Federal Bailiff Service of the Russian Federation of April 12, 2011 No. 124 "On approval of the Code of Ethics and Official Conduct of the Federal Civil Servant of the Federal Bailiff Service" // Bulletin of the Federal Bailiff Service. 2011. No. 5.

2. Literature

2.1. Primary literature

1. Introduction to the specialty "Jurisprudence": a textbook / N.D. Eriashvili [et al.]; edited by V. Ya. Kikot, N.V. Rumyantsev. - 4th ed., revised and enlarged. - Moscow: UNITY-DANA: Law and Right, 2017. - 263 p. - ISBN 978-5-238-02440-0. - URL:

<https://znanium.com/catalog/product/1025551> (date accessed: 21.06.2023). - Access mode: [Instructions for connecting and working with electronic resources](#). - Text : electronic

2. Introduction to Lawprofession: a textbook for bachelors/Yu.A. Vedeneyev, M.V. Zakharova [et al.]; ed. T.N. Radko. - 2nd ed., trans. and add. - M.: Prospect, 2017. - 432 p. - ISBN 978-5-392-21839-4. - URL: <http://ebs.prospekt.org/book/34716> (date accessed: 21.06.2023). - Access mode: [Instructions for connecting and working with electronic resources](#). - Text: electronic.

3. Zhalinsky A.E. Introduction to the specialty "Jurisprudence". Professional activity of a lawyer: textbook. - 2nd ed., revised and enlarged. - Moscow: Prospect, 2015. - 368 p. - ISBN 978-5-392-17974-9. - URL: <http://ebs.prospekt.org/book/28258> (date accessed: 21.06.2023). - Access mode: [Instructions for connecting and working with electronic resources](#). - Text : electronic

4. Professional Ethics and Service Etiquette: textbook/V.Ya. Kikot, I.I. Aminov, A.A. Grishin [et al.]; edited by V.Ya. Kikot. - M.: UNITY-DANA: Law and Right, 2017. - 559 p. - ISBN 978-5-238-01984-0. - URL: <https://znanium.com/catalog/product/1028550> (date accessed: 21.06.2023). - Access mode: [Instructions for connecting and working with electronic resources](#). - Text : electronic

5. Judicial system and Law enforcement agencies: a textbook for bachelors / T.Yu. Vilкова, L.A. Voskobitova [et al.]; ed. Yu.K. Orlov. - 2nd ed., revised and

enlarged. - M., 2016. - ISBN 978-5-392-19321-9. - URL:https://megapro.msal.ru/MegaPro/UserEntry?Action=Link_FindDoc&id=53861&idb=0:<http://ebs.prospekt.org/book/30113>(date accessed: 21.06.2023). – Access mode:[Instructions for connecting and working with electronic resources](#). – Text : electronic

2.2. Further reading

1. Lawyer: Skills of Professional Mastery / edited by L.A. Voskobitova, I.N. Lukyanova, L.P. Mikhailova. – M.: Wolters Kluwer, 2006. – 592 p. – ISBN 5-466-00189-9. URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#). – Text : electronic

2. Bakurova N.N. Ethics of a bailiff. – Text : electronic// Administrative law and process. – 2015. – No. 7. – P. 56-58; Executive law. – 2015. – No. 2. – P. 36-39. – URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

3. Bastrykin A.I. Protection of constitutional rights of citizens as a fundamental function of the Investigative Committee of the Russian Federation. – Text : electronic// Russian investigator. – 2015. – No. 11. – P. 3 - 6. –URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

4. Bratanovsky S.N. Types and features of measures to combat corruption in the state and municipal service / Bratanovsky S.N., Zelenov M.F.. – Text : electronic// State power and local self-government. – 2016. – No. 2. – P. 34 - 39. URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

5. Bratashova Yu.A. Ethics of public service at the present stage of development of Russia. – Text : electronic// Russian Justice. – 2016. – No. 11. – P. 6 - 8. – URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

6. Busurina E.O. Disciplinary responsibility of judges and lawyers: a comparative analysis. – Text : electronic// Advocate practice. – 2012. – No. 4. – P. 40-48. –URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

7. Vinogradova E.V. Responsibility of notaries for abuse of authority: issues of lawmaking and law enforcement / E.V. Vinogradova, P.A. Vinogradova. – Text : electronic// Notary. – 2015. – No. 7. – P. 26-28. –URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and](#)

working with electronic resources

8. Davidyan G.M. Some problems of professional ethics of a lawyer in the Russian Federation. – Text : electronic// Law. – 2013. – No. 11. – P. 40-45. – URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

9. Zagorsky G.I. Judicial and law enforcement agencies: course of lectures: in 2 volumes. T. 1: Judicial organization / G.I. Zagorsky, K.I. Popov; edited by G.I. Zagorsky. – M.: Prospekt, 2019. – 248 p. – ISBN 978-5-392-28455-9. – URL:<http://ebs.prospekt.org/book/41478> (date accessed: 21.06.2023). – Access mode:[Instructions for connecting and working with electronic resources](#). – Text : electronic

10. Kuptsova O.V. Ethical regulation of professional activities of employees of internal affairs bodies. – Text : electronic// Russian Justice. – 2016. – No. 8. – P. 63-66. –URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

11. Kucherena A. G. Advocacy of Russia: textbook. – 3rd ed., revised. – Moscow: Norma: NITs Infra-M, 2012. – 784 p. – ISBN 978-5-91768-316-4. – URL:<https://znanium.com/catalog/product/367259> (date accessed: 21.06.2023). – Access mode:[Instructions for connecting and working with electronic resources](#). – Text : electronic

12. Malinovsky A.A. Code of professional ethics: concept and legal significance. – Text : electronic// Journal of Russian Law. – 2008. – No. 4. – P. 58-69. – URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

13. Levakin I.V. Ethical code of state and municipal employees: foreign and Russian experience in combating corruption. – Text : electronic// Russian Justice. – 2015. – No. 6. – P. 47-49. –URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

14. Panchenko V.Yu. On models of liability for improper provision of legal assistance / V.Yu. Panchenko, A.E. Mikhaleva. – Text : electronic// History of the State and Law. – 2015. – No. 3. – P. 38-42. –URL:[document in SPS ConsultantPlus](#) (dateappeals:21.06.2023). – Access mode: local network of the O.E. Kutafin Moscow State Law University (MSAL) or[Instructions for connecting and working with electronic resources](#)

15. Pilipenko Yu. S. Scientific and practical commentary to the Code of Professional Ethics of a Lawyer. - 3rd ed., revised and enlarged. - Moscow: Yur.Norma: NITs INFRA-M, 2016. - 576 p. - ISBN 978-5-91768-720-9. - URL:<https://znanium.com/catalog/product/542450> (date accessed: 21.06.2023). – Access mode:[Instructions for connecting and working with electronic resources](#). – Text : electronic

16. Petukhov N. A. Law enforcement and judicial authorities of Russia: textbook / ed. N.A. Petukhova, A.S. Mamykina. – 3rd ed., trans. and additional – Moscow: RAP, 2014. – ISBN 978-5-93916-403-0. – URL:<https://znanium.com/catalog/product/517758> (date accessed: 21.06.2023). – Access mode:[Instructions for connecting and working with electronic resources](#). – Text : electronic

17. Kleandrov M. I. The status of a judge: legal and related components. – Moscow: NORMA, 2008. – 448 p. – ISBN 978-5-468-00255-1. – URL:<https://znanium.com/catalog/product/136614> (date accessed: 21.06.2023). – Access mode:[Instructions for connecting and working with electronic resources](#). – Text : electronic

18. Theory of judicial law and organization of judicial systems: textbook / A. A. Klishas, V. V. Grebennikov, L. Yu. Grudtsyna [et al.]; edited by A. A. Klishas. – Moscow: INFRA-M, 2020. – 312 p. – ISBN 978-5-16-012737-8. – URL:<https://znanium.com/catalog/product/1047130> (date accessed: 21.06.2023). – Access mode:[Instructions for connecting and working with electronic resources](#). – Text : electronic

IV. LOGISTICS AND TECHNICAL SUPPORT

4.1. Providing the educational process with other library and information resources and means of ensuring the educational process

Students are provided with access (remote access) to modern professional databases and information reference systems. The full-text work program of the discipline (module) is posted in the Digital Scientific, Educational and Social Network of the University (hereinafter referred to as the DSES), in the system of which the "Electronic Personal Accounts of the Student and Scientific and Teaching Staff" operate. Access to the materials is possible by entering an individual password. The DSES is designed to create a personality-oriented information and communication environment that ensures information interaction of all participants in the educational process of O.E. Kutafin University (MSAL), including providing them with publicly available and personalized reference, scientific, educational, social information through services operating on the basis of the applied information systems of O.E. Kutafin University (MSAL).

Each student is provided with individual unlimited access to electronic library systems (electronic libraries) and to the electronic information and educational environment of the O.E. Kutafin University (MSAL) throughout the entire period of study. In addition to the electronic libraries of the O.E. Kutafin University (MSAL), he/she is provided with individual unlimited access to all remote electronic library systems, modern professional databases and information reference systems connected to the O.E. Kutafin Moscow State Law University (MSAL) on the basis of licensing agreements, and having adapted versions of websites for students with disabilities.

The electronic library system (electronic library) and the electronic information and educational environment provide the possibility of simultaneous access for 100 percent of students from any point where there is access to the information and telecommunications network "Internet", both on the territory of the O.E. Kutafin Moscow State Law University (MSAL) and outside it.

The Library's electronic resource collection includes the following: reference and legal systems, databases and electronic library systems:

4.1.1. Reference and legal systems:

1.	IS "Continent"	Third party	http://continent-online.com	LLC " legal integration agency "continent", contract: - № 20040220 dated 02.03.2020 from 20.03.2020 by 19.03.2021; - №21021512 dated 16.03.2021 from 20.03.2021 by 19.03.2022; - № 22021712 dated 09.03.2022 from 20.03.2022 by 19.03.2023; - № 23020811 dated 06.03.2023 from 20.03.2023 by 19.03.2024; - № 240020711 dated 14.03.2024 from 20.03.2024 by 19.03.2025; - № 25021313 dated 11.03.2025 from 20.03.2025 by 19.03.2026
2.	West Law Academics	Third party	https://uk.westlaw.com	Branch of Joint Stock Company Thomson Reuters (Markets) Europe SA, agreements: - №RU03358/19 dated 11.12.2019, from 01.01.2020 to 31.12.2020; - № EB-6/2021 dated 06.11.2020 from 01.01.2021 to 31.12.2021; - № ER-5/2022 dated 27.10.2021, access period from 01.01.2022 to 31.12.2022; - № 32211783551 dated 16.11.2022 from 01.01.2023 to 31.12.2023; - № ER-4/2023 dated 30.11.2023 from 01.01.2024 to 31.12.2024; - № ER-3/2025 dated 29.10.2024 from 01.01.2025 to 31.12.2025
3.	Consultant-Plus	Third party	http://www.consultant.ru	Open license for educational organizations
4.	Garant	Third party	https://www.garant.ru	Open license for educational organizations

4.1.2. Professional data bases:

1	Collections of full-text e-books of the EBSCOhost information resource eBook Collection database	Third party	http://web.a.ebscohost.com	TSNI NEICON LLC, contract No. 03731110819000006 dated 06/18/2019 for an indefinite period
2	National ElectronicLibrary (NEB)	Third party	https://rusneb.ru	Federal State Budgetary Institution "Russian State Library", agreement No. 101/NEB/4615 dated 08/01/2018 from 08/01/2018 to 07/31/2023. (gratuitous)
3	B.N. Yeltsin Presidential Library	Third party	https://www.pr.lib.ru	Federal State Budgetary Institution "Presidential Library named after B. N. Yeltsin, Agreement on Cooperation No. 23 dated 12/24/2010, indefinitely
4	NEB eLIBRARY.RU	Third party	http://elibrary.ru	LLC "RUNEB", contract: - № ER-1/2020 dated 17.04.2020 from 17.04.2020 to 16.04.2021; - № ER-2/2021 dated 25.03.2021 from 25.2021 to 24.03.2022; - № ER-3/2022 dated 04.03.2022 from 09.03.2022 to 09.03.2023; - № SU-1494/2023 dated 22.03.2023 from 27.03.2023 to 26.03.2024; - № SU-1494/2024 dated 28.03.2024 from 03.04.2024 to 02.04.2025; - № ER-1/2025 dated 21.03.2025 from 03.04.2025 to 02.04.2026.
5	LitRes: Library	Thirdparty	http://biblio.litres.ru	LLC "litres", contract: - 290120 / B-1-76 from 12.03.2020 since 12.03.2020 on 11.03.2021; - ++160221 / V-1-157 from 12.03.2021 since 12.03.2021 on 11.03.2022; - Extravr-6/2022 from 18.03.2022 since 18.03.2022 on 17.03.2023; - ++130223 / B-1-136 from 02.03.2023 since 18.03.2023 on 17.03.2024; - 210224/it-B-181 from 05.03.2024 since 18.03.2024 on 17.03.2025 - № 180225/ it-B -178 dated 24.02.2025 from 18.03.2025 to 17.03.2026.

4.1.3. Electronic library systems:

1.	ELS ZNANIUM.COM	Third party	http://znanium.com	Scientific Publishing Center ZNANIUM LLC, contracts:
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				- No. 3489 bs dated 14.12.2018 from 01.01.2019 to 31.12.2019; - No. 3/2019ebs dated 29.11.2019 from 01.01.2020 to 31.12.2020; - No. 3/2021 ebs dated 02.11.2020 from 01.01.2021 to 31.12.2021; - No. 1/2022эбс dated 01.10.2021 from 01.01.2022 to 31.12.2022; - No. 32211747575эбс dated 07.10.2022 from 01.01.2023 to 31.12.2023. - № ER-3/2023 dated 11/30/2023 from 01.01.2024 to 12/31/2024 № ER-2/2025 dated 23.10.2024 from 01.01.2025 to 31.12.2025
2.	ELS Book.ru	third party	http://book.ru	LLC "KnoRus Media", agreements: - No. 18494735 dated 12/17/2018 from 01/01/2019 to 12/31/2019; - No. EB-2/2019 dated 11/29/2019 from 01/01/2020 to 12/31/2020 - No. EB-4/2021 dated 11/02/2020 from 01/01/2021 to 12/31/2021; - No. ER-4/2022 dated 01.10.2021 from 01.01.2022 to 31.12.2022; - No. 32211783653 dated 21.10.2022 from 01.01.2023 to 31.12.2023. - № ER-2/2023 dated 11/30/2023 from 01.01.2024 to 12/31/2024. - № ER-1/2025 dated 14.10.2024 from 01.01.2025 to 31.12.2025
3.	VChZ RSL (Virtual reading room of the Russian State Library)	Third party	https://search.rsl.ru/	Federal State Budgetary Institution "Russian State Library", agreement No. 32312116538 dated 02/14/2023 from 03/02/2023 to 03/01/2024. - № 095/04/0025 dated 02/26/2024 from 03/02/2024 to 03/01/2025. - № 095/04/0019 dated 24.02.2025 from 02.03.2025 to 01.03.2026

4.	ELS Yurait	Third party	http://www.biblio-online.ru	Yurait Electronic Publishing House LLC, agreements: -No. EB-1/2019 dated 01.04.2019 from 01.04.2019 to 31.03.2020; - No. EB-1/2020 dated 01.04.2020 from 01.04.2020 to 31.03.2021 - No. ER-1/2021 dated 23.03.2021 from 03.04.2021 to 02.04.2022; - No. ER-7/2022 dated 03/09/2022 from 04/03/2022 to 04/02/2023; - No. 32312233331 dated 03/29/2023 from 04/03/2023 to 04/02/2024. - №ER-1/2024 dated 03/25/2024 from 04/03/2024 to 04/02/2025
5.	ELS "Justitsin-form"	Third party	https://elknigi.ru/	LLC "Legal House "Yustitsinform", agreement No. ER-1/2023 dated 03/30/2023 from 04/05/2023 to 04/04/2024. - № ER-2/2024 dated 03/29/2024 from 04/05/2024 to 04/04/2025.
6.	ELSProspect	third party	http://ebs.prospekt.org	OOO Prospect, contracts: -№ EB-1/2019 dated 03.07.2019 from 03.07.2019 to 02.07.2020; -№ EB-2/2020 dated 03.07.2020 from 03.07.2020 to 02.03.2021; -№ ER-3/2021 dated 21.06.2021 from 03.07.2021 to 02.07.2022; - 32211498857 dated 24.06.2022 from 03.07.2022 to 02.07.2023. - - №32312506505 from 27.06.2023 to 03.07.2023 by 02.07.2024 - Extravr-3/2024 from 13.06.2024 since 04.07.2024 by 03.07.2025

O.E. Kutafin Moscow State Law University (MSAL) is provided with the necessary set of licensed software, the composition of which is subject to annual updates.

4.2. List

software (SW) installed on computers involved in the educational process for educational practice

All classrooms involved in the educational process for the implementation of educational practice are equipped with the following software:

No.	Software Description	Name of software, software environment, DBMS	Type of licensing
Software installed on the workstation			
1.	operating system	Windows 7	License
		Windows 10	License
		According to contracts: No. 32009118468 dated 06/01/2020 No. 31907826970 dated May 27, 2019 No. 31806485253 dated June 20, 2018 No. 31705236597 dated July 28, 2017 No. 31604279221 dated December 12, 2016	
2.	Antivirus protection	Kaspersky Workspace Security	License
		1. According to contracts: 2. No. 31907848213 from 03.06.2019 3. No. 31806590686 dated 06/14/2018 No. 31705098445 dated 05/30/2017 No. 31603346516 from 03/21/2016	
3.	Office packages	Microsoft Office	License
		According to contracts: No. 32009118468 dated 06/01/2020 No. 31907826970 dated 27.05. 2019 No. 31806485253 dated June 21, 2018 No. 31705236597 dated July 28, 2017 No. 31604279221 dated December 12, 2016	
4.	Archivers	7-Zip	Open License
		WinRar	Open License
5.	Internet browser	Google Chrome	Open License
6.	PDF viewer	Adobe Acrobat Reader	Open License
		Foxit Reader	Open License
7.	DJVU File Viewer	DjVu viewer	Open License
8.	Codec pack	K-Lite Codec Pack	Open License

9.	Video player	Windows Media Player	Included with OS
		vlc player	Open License
		flashplayer	Open License
10.	Audio player	Winamp	Open License
11.	Reference and legal systems (RLS)	Consultant Plus	Open License
		Guarantee	Open License

The Kutafin Moscow State Law University (MSAL) has a material and technical base that complies with current fire safety rules and regulations and ensures the implementation of all types of disciplinary and interdisciplinary training, practical and research work of students, as provided for by the curriculum.

The Legal Clinic is involved in the implementation of educational practice within the framework of practical classes. It is designed to receive citizens for the purpose of providing them with free legal assistance, holding events to promote legal knowledge, as well as for educational and methodological support of the educational process. The purpose of the creation and functioning of the Legal Clinic is to prepare University students for activities in providing free legal assistance, legal education of citizens. As part of consulting citizens, legal education and practical classes held in the Legal Clinic, students receive the necessary professional knowledge, skills and abilities, namely: improving the level of professional training of students; professional orientation, adaptation and specialization of students; development of high legal awareness in students, understanding of the social significance of jurisprudence and the role of lawyers in society; instilling in students professionally significant character traits; development of skills in preparing and drafting legal documents; development of the ability to make decisions and perform legal actions in strict accordance with the legislation of the Russian Federation; development of the ability to legally correctly qualify facts and circumstances; study of the specific features of consideration and resolution of individual categories of cases.

The material and technical support of the Legal Clinic is reflected in the corresponding passport.

4.3. Rooms for independent work of students

Rooms for independent work of students:

1. The territory of the Library at the address: Moscow, Sadovaya-Kudrinskaya St., 9, building 1, is equipped with computer equipment with the ability to connect to the Internet and provide access to the University's Electronic Information System (EISS) and includes:

1) Electronic reading room with 110 seats:

- student two-seater desk – 42 pcs.,
- three-seater student table – 7 pcs.,
- chair for individual work – 5 pcs.,
- chair – 79 pcs.,
- student computers – 76 pcs.,
- projector with motorized elevator Epson EB-1880 – 1 pc.,
- Projecta screen with electronic drive – 1 pc.

The electronic reading room is located on the first floor, intended for disabled people and people with limited health capabilities, the work places in the reading room are equipped with modern ergonomic monoblocks with high-quality screens, as well as audio headsets.

Complex of means:

- Workplace with increased space – 2 pcs.,
- on-ear headphones – 1 set,
- hand-held magnifying glass for reading 90mmx13.5mm – 1 pc.,
- Fresnel lens in vinyl frame 300*190 – 1 pc.

2) Reading rooms with 65 seats:

- student two-seater desk – 24 pcs.,
- three-seater student table – 5 pcs.,
- chair for individual work – 2 pcs.,
- chair – 54 pcs.,
- student computer – 12 pcs.

3) Scientific literature collection for 4 seats:

- student single table – 4 pcs.,
- student computer – 4 pcs.,
- chair – 4 pcs.

2. The territory of the Library at the address: Moscow, Shitova Embankment, Building 72, Bldg. 3, equipped with computer equipment with the ability to connect to the Internet and provide access to the University's EIS and include:

Reading room with 62 seats:

- student two-seater desk – 31 pcs.,
- chair – 25 pcs.,
- student computer – 16 pcs.

3. The territory of the Library at the address Moscow, Bakuninskaya St., Building 13 includes:

Reading room with 30 seats:

- student two-seater desk – 12 pcs.,
- chair – 30 pcs.,
- laptop (with the ability to connect to the Internet and provide access to the University's electronic information system) – 7 pcs.

4.4. FEATURES OF UNDERGOING PRACTICES FOR DISABLED STUDENTS AND PERSONS WITH LIMITED HEALTH ABILITIES

When determining the places of practical training for disabled students and persons with limited health capabilities, the recommendations contained in the conclusion of the psychological, medical and pedagogical commission, or the recommendations of the medical and social examination contained in the individual rehabilitation program for the disabled person, regarding the recommended conditions and types of work, are taken into account. When submitting an application for referral for practical training, the student indicates the need to conduct practical training taking into account the characteristics of psychophysical development, individual capabilities and health status.

If necessary, special workplaces are created for practical training in accordance with the nature of health limitations, as well as taking into account the nature of the work and the work functions performed. The forms of practical training for disabled students and individuals with limited health capabilities can be established taking into account their individual capabilities, health status and accessibility requirements. Taking into account the individual characteristics of disabled students and individuals with limited health capabilities can be reflected in the individual assignment for practical training.

APPLICATIONS

Appendix 1.

– *Layout of reporting materials on practice*

Front page



**Ministry of Science and Higher Education
Russian Federation**

**Federal State Autonomous Educational Institution of Higher Education
"Kutafin Moscow State Law University" (MSAL)**

REPORTING MATERIALS

FOR PRACTICE

(Full name of the student)

student _____ group _____ course _____ form of study

Institute _____

Practice Supervisor from the University:

(position, full name)

Moscow, 20__

Second page

Content

Individual assignment from the internship supervisor(indicate page number)

Practice diary.....(indicate page number)

Report.....
.(indicate page number)

Appendix.....(indicate page number)

Sources(i

ndicate page number)

PRACTICE DIARY

Student _____

(indicate the full name of the student, Institute, year, group)

V

(indicate the name of the specialized organization where the internship takes place, its address, and the name of the structural division)

Duration of internship: from “__” _____ 20__ to “__” _____ 20__

Head of practice from the specialized organization (full name, position, contact details): _____

Date, number of hours per day	Summary of completed works	Signature of the head of practice from the specialized organization and the organization's seal (if available)
		Signature and seal

		Signature and seal
		Signature and seal

Head of practice of the specialized organization _____/

(signature) (signature transcript)

Print (if available)

– *Layout of the work schedule (plan) for conducting an internship*



Ministry of Science and Higher Education of the Russian Federation
Federal State Autonomous Educational Institution of Higher Education
"Kutafin Moscow State Law University" (MSAL)

Work schedule (plan)
carrying out production practices

Student: _____

(indicate the full name of the student, Institute, year, group)

Place of practice: _____

(indicate the name of the specialized organization where the internship takes place, its address, and the name of the structural division)

Duration of internship: from “__” _____ 20__ to “__” _____ 20__

Head of practice from the specialized organization:

(indicate full name, position, contact details)

N o .	Activities during the internship period	Period/date
21	Study of regulatory and local acts governing the activities of the organization (structural unit) – the place of internship.	
22	Study of the main types of activities of the organization (structural division) – the place of internship.	

23	Study of law enforcement practices of the organization (structural division) – the place of internship.	
24	Study of regulatory and legal acts on the topic of the individual practical assignment.	
25	Completing an individual practice assignment	
26	Preparation of reports on the completion of the internship, preparation for the midterm assessment	
27	Interim assessment of practice	

I am familiar with the requirements of labor protection, safety precautions, fire safety precautions, as well as the internal work regulations.

Student _____ / _____

(signature) (signature transcript)

Internship supervisor from the University _____ /

(signature) (signature transcript)

Internship supervisor from organization _____ /

(signature) (signature transcript)

Date of approval " ____ " _____ 20____

Appendix 3

– ***Manager's characteristics template***
– ***practices from a specialized organization***

FORM

PROFILE ORGANIZATION

(indicating the details of the relevant organization)

Date, outgoing No.

CHARACTERISTIC

[Based on the results of the internship, the internship supervisor from the specialized organization prepares a reference.

The description contains information about the structural division of the specialized organization and the duration of the student's internship, and assesses the completion of the individual internship assignment, other work completed by the student, and the materials collected and developed.

The description may ask questions and indicate comments that must be addressed before the certification is carried out.

*The characteristics are drawn up on the organization's letterhead
[company letterhead]*

Head of Practice, Position _____ / _____

(signature) (signature transcript)

Print (if available)

– *Layout of the review of the supervisor of practice from the University*

**Ministry of Science and Higher Education of the Russian Federation
Federal State Autonomous Educational Institution
institution of higher education
"Kutafin Moscow State Law University
(MSAL)"**

REVIEW FROM THE PRACTICE MANAGER

Student of ____ course ____ group _____ Institute _____

(indicate the full name of the student)

Result of review of reporting materials: _____

Assessment based on the results of certification:

Head of Practice _____ / _____

(date)