

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

*Legal Practice Department*

**PROGRAM OF THE DISCIPLINE (MODULE)**

**PRACTICAL TRAINING (INTRODUCTORY TRAINING)**

**B2.O.01(U)**

**recruitment year -2025**

**Code and name of the training area:** 40.03.01 Jurisprudence

**Level of higher education:** bachelor's level

**Focus (profile) of the main educational program of higher education:** International Business Law

**Form(s) of training:** full-time education

**Qualification:** lawyer

Moscow -2025

The program was updated at a meeting of the Legal Practice Department, April 18, 2025, Protocol No. 10.

Author:

Ponomareva D.V. - candidate of legal sciences, associate professor of the department of Kutafin Moscow State Law University (MSAL).

Reviewer:

Ermolenko S.S. – lawyer of the law firm "Orlova\Ermolenko", candidate of legal sciences

Practical training (introductory training): work program of practice/D.V. Ponomareva. - M.: Publishing Center of the Kutafin University (MSAL), 2025

The program is designed in accordance with the requirements of the Federal State Educational Standard of Higher Education

© Kutafin University (MSAL), 2025

## **I. GENERAL PROVISIONS**

### **1.1. Objectives and tasks of the internship**

***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:*** practical training

***Type of practice:*** introductory training

***Methods of conducting practice:***

-stationary;

-visiting.

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

On-site educational practice is conducted in specialized organizations outside of Moscow.

***Forms of conducting educational practice:***

a) continuously - by allocating a continuous period of study time in the academic calendar for conducting all types of internships provided for by the main professional educational program of higher education (hereinafter referred to as the OPEP VO);

b) in the format of distributed practice:

by types of practice - by allocating in the academic calendar a continuous period of academic time for conducting each type (set of types) of practice;

by periods of practical training - by alternating in the academic calendar periods of study time for practical training with periods of study time for theoretical classes.

***Objectives of the educational practice:***

- improving the quality of professional training of students;
- to give them an understanding of practical activities profile organs(organizations), chosen as the place (base) for the internship;
- development of professional skills, abilities and competencies mastered within the framework of the OEP HE;
- consolidation and deepening of theoretical knowledge obtained during the training process, professional and competency-based training for independent work.

***Objectives of educational practice:***

- checking and consolidating students’ theoretical knowledge;
- study by students of the experience of legal work of bodies (organizations) chosen as the place of practical training, familiarization with their system, structure and powers;
- systematization of students' theoretical knowledge related to the status and competence of specialized organizations, acquisition by students of skills in collecting and analyzing information necessary for subsequent training in the field of "Jurisprudence";
- providing students with an understanding of the content of specific types of professional activity;
- familiarization of students with the main functions of officials and the tasks of legal work;
- initial professional adaptation of students in the workplace, acquisition and development of teamwork skills;
- increasing the motivation of students for professional self-improvement, developing in them a sustainable interest, sense of responsibility and respect for their chosen profession;
- obtaining information by students about the specifics of legal techniques of rule-making and/or law enforcement in specialized organizations;
- acquisition of the ability of students to perform professional tasks based on developed legal awareness, legal thinking and legal culture;
- developing students’ skills to ensure compliance with Russian legislation by legal entities;
- developing students’ skills in making decisions and performing legal actions in strict accordance with the legislation of the Russian Federation;
- study by students of office work rules, occupational health and safety issues at the place of internship (in a specialized organization);
- students' acquisition of the ability to self-organize, development of students' skills in independently solving problems.

## **1.2. Place of practice in the structure of the educational program**

Educational practice: introductory practice is a mandatory part of Block 2. Practice of the main professional educational program of higher education.

Mastering the practice 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 practice 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: "Philosophy"; "History of the State and Law of Russia"; "Theory of State and Law"; "Introduction to the Profession and Professional Ethics"; "Constitutional Law"; "Information Technologies in Legal Activity"; "Logic".

### **1.3. Competencies to be developed and indicators of their achievement (planned results of completing the internship)**

Upon completion of the internship, 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-3 able to carry out social interaction and implement his 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

*general professional:*

GPC-1 able to analyze the basic patterns of formation, functioning and development of law

*professional:*

PC-4 is able to provide legal assistance to individuals and organizations and other types of legal services, give qualified professional opinions and consultations in specific areas of legal activity

<b>Sections</b>	<b>Code and name of the competencies being formed</b>	<b>Indicator of achievement of competencies (planned result of completing the internship)</b>
Educational practice: introductory practice	UC-1. Capable of searching, critically analyzing and synthesizing information, applying a systematic approach to solving assigned tasks UC-3. Capable of social interaction and fulfilling his 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 GPC-1. Capable of analyzing the basic patterns of formation, functioning and development of law	IUC-1.1. Analyzes the task, identifying its basic components; IUC-1.2. Finds and critically analyzes information necessary to solve the assigned task; IUC-1.3. Considers various options for solving a problem, assessing their advantages and disadvantages; 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; IUC-1.5. Determines and evaluates the practical consequences of possible solutions to a problem. IUC-3.1. Understands the effectiveness of using a collaboration strategy to achieve a set goal, determines his/her role in the team; IUC-3.2. Understands the behavioral

	<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>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;  IUC-3.3. Foresees the results (consequences) of personal actions and plans a sequence of steps to achieve a given result;  IUC-3.4. Effectively interacts with other team members, including participating in the exchange of information, knowledge and experience, and presentation of the results of the team's work;  IUC-3.5. Able to think strategically and formulate a strategy for team interaction.  IUC-6.1. Assesses one's capabilities for solving specific problems;  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;  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;  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;  IUC-6.5. Demonstrates interest in learning and uses opportunities to acquire new knowledge and skills  IGPC-1.1. Uses the methodology of legal science and modern digital technologies to analyze the main patterns of formation, functioning and development of law;  IGPC-1.2. Has a formed understanding of the patterns and historical stages of legal development;  IGPC -1.3. Forms and argues his own position when solving professional problems, using legally significant information.  IPC-4.1. Identifies and formulates the existence of a legal problem;  IPC-4.2. Defines the purpose of seeking legal assistance, establishes the legally significant circumstances of the case;  IPC-4.3. Determines possible ways to solve a legal problem, develops a plan for their</p>
--	---	--

		<p>implementation, highlights their advantages and disadvantages;</p> <p>IPC-4.4. Knows and applies the rules for drawing up a legal opinion and written consultation;</p> <p>IPC-4.5. Knows and observes the rules of effective communication when providing legal assistance and legal services;</p> <p>IPC-4.6. Develops various options for solving specific problems based on legal norms and obtained analytical data</p>
--	--	---

Based on the results of completing the educational practice: introductory practice, 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:*

- skills in working with a computer as a means of information management;
- communication skills in oral and written forms, including logically correct, reasoned and clear construction of oral and written speech;
- skills in the application of regulatory legal acts, the implementation of norms of substantive and procedural law in relation to a specific situation in accordance with the practical assignment;
- skills of participation in the work on the preparation of regulatory legal acts

in accordance with the practical assignment;

- skills to ensure compliance with the legislation of the Russian Federation by legal entities in accordance with the practical assignment;

- skills in making decisions and performing legal actions in strict accordance with the legislation of the Russian Federation as applied to a specific situation in accordance with the practical assignment.

## II. STRUCTURE AND CONTENT OF PRACTICE

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

### 2.1. Thematic plans

#### 2.1.1. Subject plan for full-time education

No	Stages of internship	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 with the internship supervisor from the University, and receives a referral for the internship.	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.
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,		80	Characteristics from the internship supervisor from the specialized organization, preparation of the internship diary, consultations with the internship supervisor from the University



		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			
3	The final stage is the completion of the preparation of the internship reporting materials and passing the midterm certification for the internship	Following the completion of the educational practice, the student processes and analyzes the information 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	8	20	Interim assessment of practice, feedback from the practice supervisor from the University
	<b>Total</b>		<b>2</b>	<b>106</b>	<b>Credit</b>

## 2.2. Contents of practice

The content of the practice is determined by this program of practice, 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.

The content of the educational practice conducted at the Department of Practical Jurisprudence and the legal clinic is determined in accordance with the course program.

Below is an approximate content of internships in various bodies and organizations, as well as a description of the internship conducted at the Legal Practice Department and the legal clinic (Appendix 5, 6).

### ***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;
- 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 files that the lawyer manages);
- be present when a lawyer holds a reception for citizens.
- 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;
- collect information necessary to complete the individual assignment of the University's internship supervisor.

### ***Practice in investigative bodies***

The student is obliged to:

- study the organization of the work of the investigative body, the main rules of the activities of the employees of the investigative body, the organization of office work;
- 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 the activities 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 departments, and the coordination of the work of these services;

- 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 procedure for the work of the tax authority (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;

- 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;

- 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 the office work in it, and the general order of work of the organization;

- 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;

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

### **Practice in other organizations**

The student is obliged to:

- get acquainted with the main areas of activity of the organization, with the office work in it, 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;
- collect information necessary to complete the individual assignment of the University's internship supervisor.

### **Practice at the Legal Practice Department at the Kutafin University (MSAL)**

The student is obliged to:

- carry out the tasks of the practice supervisor in preparation for classes (trainings), master classes in accordance with the course program;
- collect information necessary to complete assignments in classes (trainings), master classes in accordance with the course program;
- attend classes (trainings), master classes in accordance with the course program;
- complete an individual assignment from the internship supervisor in accordance with the course program.

### **Practice at the University's Legal Clinic as part of the implementation of the educational course (module) "Service Learning")**

The student is obliged to:

- familiarize yourself with the regulatory and local legal acts governing the activities of the University's legal clinic;
- study the rules of office work in a legal clinic;
- acquire skills in providing free legal assistance and legal education in a legal clinic;
- conduct consultations and prepare legal advice on incoming requests;
- participate in activities provided by the Service-Learning module, including reflective workshops and discussions;
- demonstrate a conscious approach to providing legal assistance to socially vulnerable categories of citizens;
- organization of educational events: participation in the preparation of booklets, memos, presentations, conducting lectures and seminars for the population on legal issues.

### **2.3. The form of conducting the intermediate certification for educational practice and the preparation of reporting materials for practice**

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.

### ***2.3.1. Requirements for the preparation of reporting materials.***

The layout of the reporting materials, work schedule (plan) for the internship is an appendix to this educational 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 the educational 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 specialized 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 (at least 10 pages of printed text without appendices) should provide coverage of all work carried out by the student during the internship, and also contain answers to the questions of the individual assignment of the internship supervisor from the University.

The report, which summarizes and analyzes the entire course of the internship, the completion of assignments and other planned activities, 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;
- content;
- 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 implementation 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; legal documents with which the student became familiar 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 worked with directly 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 the educational practice must be filed in a folder (stapled) and numbered.

**2.3.2.** Attached to the reporting materials (but not filed) are a reference from the place of the internship and 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 educational 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 should 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 and professional competencies provided for in the main professional educational program of higher education.

Form characteristics of the practice manager from the specialized organization is an appendix to this educational practice program (Appendix 3).

**2.3.3.** Based on the results of the internship, the internship supervisor 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, assesses the quality of the individual internship assignment, other work completed 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, a general conclusion is made about the level of achievement of planned educational results in practice.

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 feedback form from the University's internship supervisor is an appendix to this 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.

**2.3.4.** 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.

**2.3.5.** 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 the competencies under the educational practice program at a level that does not correspond to the threshold.

**2.3.6.** 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 internship supervisor from the University.

## **2.4. Educational and methodological recommendations for independent work of students during their 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 internship, 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 internship:

- 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 educational practice, individual assignments of practice supervisors, methodological recommendations.

Guidance of educational practice from Kutafin University (MSAL) is carried out by the internship supervisor recommended by the department.

The management of educational 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.Basic literature**

Access mode:[Instructions for accessing subscription electronic resources and local access resources](#)

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

<https://znanium.com/catalog/product/1025551> (date accessed: 17.07.2024)

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: 17.07.2024)

3. Zhalinsky A.E. Introduction to the specialty "Jurisprudence". Professional activity of a lawyer: textbook. - 2nd ed., revised and enlarged. - M.: Prospect, 2015. - 368 p. - ISBN 978-5-392-17974-9. - URL:<http://ebs.prospekt.org/book/28258> (date accessed: 17.07.2024)

4. Professional Ethics and Service Etiquette: a textbook for university students studying in the field of "Jurisprudence", specializing in "Law Enforcement" / V. Ya. Kikot, V. Yu. Belsky, A. L. Zolkin [et al.]; edited by V. Ya. Kikot. - 2nd ed., revised. and additional. - M.: UNITY-DANA: Law and Right, 2021. - 527 p. - ISBN 978-5-238-01984-0. - URL:<https://znanium.ru/catalog/product/2122444> (date accessed: 17.07.2024)

5. Judicial system and Law Enforcement: A Textbook for bachelors/T.Yu. Vilkova, L.A. Voskobitova [and others]; resp. ed. Yu.K. Orlov. – 2nd ed., revised. and additional – M., 2016. – ISBN 978-5-392-19321-9. – URL:<https://megapro.msal.ru ... 53861> (date accessed: 17.07.2024)

## **3.Additional literature**

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](#)(date accessed: 17.07.2024)

2. Bakurova N.N. Ethics of a bailiff // Administrative law and process. – 2015. – No. 7. – P. 56-58; Executive law. – 2015. – No. 2. – P. 36-39. – URL:[document in SPS ConsultantPlus](#)(date accessed: 17.07.2024)

3. Bastrykin A.I. Protection of constitutional rights of citizens as a fundamental function of the Investigative Committee of the Russian Federation // Russian investigator. – 2015. – No. 11. – P. 3 - 6. –URL:[document in SPS ConsultantPlus](#)(date accessed: 17.07.2024)

4. Bratanovsky S.N. Types and features of measures to combat corruption in the state and municipal service / Bratanovsky S.N., Zelenov M.F.// State power and local self-government. – 2016. – No. 2. – P. 34 - 39.-URL:[document in SPS ConsultantPlus](#)(date accessed: 17.07.2024)

5. Bratashova Yu.A. Ethics of public service at the present stage of development of Russia // Russian Justice. – 2016. – No. 11. – P. 6 - 8. –URL:[document in SPS ConsultantPlus](#)(date accessed: 17.07.2024)

6. Busurina E.O. Disciplinary responsibility of judges and lawyers: a comparative analysis //Advocacy practice. – 2012. – No. 4. – P. 40-48. – URL:[document in SPS ConsultantPlus](#)(date accessed: 17.07.2024)

7. Vinogradova E.V. Responsibility of notaries for abuse of authority: issues of lawmaking and law enforcement / E.V. Vinogradova, P.A. Vinogradova // Notary. – 2015. – No. 7. – P. 26-28. –URL:[document in SPS ConsultantPlus](#)(date accessed: 17.07.2024)

8. Davidyan G.M. Some problems of professional ethics of a lawyer in the Russian Federation // Law. – 2013. – No. 11. – P. 40-45. – URL:[document in SPS ConsultantPlus](#)(date accessed: 17.07.2024)

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: 17.07.2024)

10. Kuptsova O.V. Ethical regulation of professional activities of employees of internal affairs bodies // Russian Justice. – 2016. – No. 8. – P. 63-66. – URL:[document in SPS ConsultantPlus](#)(date accessed: 17.07.2024)

11. Kucherena A. G. Advocacy of Russia: textbook. – 3rd ed., revised. – M.: Norma: NITs Infra-M, 2012. – 784 p. – ISBN 978-5-91768-316-4. – URL:<https://znanium.com/catalog/product/367259> (date accessed: 17.07.2024)

12. Malinovsky A.A. Code of professional ethics: concept and legal significance // Journal of Russian Law. – 2008. – No. 4. – P. 58-69. -URL:[document in SPS ConsultantPlus](#) (date accessed: 17.07.2024)

13. Levakin I.V. Ethical code of state and municipal employees: foreign and Russian experience in combating corruption // Russian Justice. - 2015. - No. 6. - P. 47-49. -URL:[document in SPS ConsultantPlus](#) (date accessed: 17.07.2024)

14. Panchenko V.Yu. On models of liability for improper provision of legal assistance / V.Yu. Panchenko, A.E. Mikhaleva // History of the State and Law. –

2015. – No. 3. – P. 38-42. –URL:[document in SPS ConsultantPlus](#) (date accessed: 17.07.2024)

15. Pilipenko Yu. S. Scientific and practical commentary to the Code of Professional Ethics of a Lawyer. - 3rd ed., revised and enlarged. - M.: Yur.Norma: NITs INFRA-M, 2016. - 576 p. - ISBN 978-5-91768-720-9. - URL:<https://znanium.com/catalog/product/542450>(date accessed: 17.07.2024)

16. Petukhov N. A. Law enforcement and judicial bodies of Russia: textbook / edited by N. A. Petukhov, A. S. Mamykin. - 3rd ed., trans. and add. - M.: RAP, 2014. - ISBN 978-5-93916-403-0. - URL:<https://znanium.com/catalog/product/517758>(date accessed: 17.07.2024)

17. Kleandrov M. I. The status of a judge: legal and related components. – M.: NORMA, 2008. – 448 p. – ISBN 978-5-468-00255-1. – URL:<https://znanium.com/catalog/product/136614>(date accessed: 17.07.2024)

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. - M.: INFRA-M, 2020. - 312 p. - ISBN 978-5-16-012737-8. - URL:<https://znanium.com/catalog/product/1047130> (date accessed: 17.07.2024)

#### **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 internship 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 pedagogical worker" 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 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 Moscow State Law University (MSAL) throughout the entire period of study.

In addition to the electronic libraries of the O.E. Kutafin Moscow State Law University (MSAL), it 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	<a href="http://continent-online.com">http://continent-online.com</a>	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	<a href="https://uk.westlaw.com">https://uk.westlaw.com</a>	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	<a href="http://www.consultant.ru">http://www.consultant.ru</a>	Open license for educational organizations

4.	Garant	Third party	<a href="https://www.garant.ru">https://www.garant.ru</a>	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	<a href="http://web.a.ebscohost.com">http://web.a.ebscohost.com</a>	TSNI NEICON LLC, contract No. 03731110819000006 dated 06/18/2019 for an indefinite period
2	National Electronic Library (NEB)	Third party	<a href="https://rusneb.ru">https://rusneb.ru</a>	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	<a href="https://www.pr.lib.ru">https://www.pr.lib.ru</a>	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	<a href="http://elibrary.ru">http://elibrary.ru</a>	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	<a href="http://biblio.litres.ru">http://biblio.litres.ru</a>	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	<a href="http://znanium.com">http://znanium.com</a>	Scientific Publishing Center ZNANIUM LLC, contracts: - 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	<a href="http://book.ru">http://book.ru</a>	LLC "KnoRus Media", agree- ments: - 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 Rus- sian State Library)	Third party	<a href="https://search.rsl.ru/">https://search.rsl.ru/</a>	Federal State Budgetary Institu- tion "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	<a href="http://www.biblio-online.ru">http://www.biblio-online.ru</a>	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 "Justitsinform"	Third party	<a href="https://elknigi.ru/">https://elknigi.ru/</a>	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	<a href="http://ebs.prospekt.org">http://ebs.prospekt.org</a>	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
<b>Software installed on the workstation</b>			
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. <a href="#">31907848213</a> 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.

## **V. FEATURES OF WORKSHOP INTERNSHIP FOR DISABLED STUDENTS AND PERSONS WITH LIMITED HEALTH CAPABILITIES**

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

## REPORTING MATERIALS IN 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)
Application.....	(indicate page number)
Sources .....	(indicate 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 a specialized organization

\_\_\_\_\_  
(indicate 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)

Appendix 2  
*Layout of the work schedule (plan)  
conducting practice*



**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)  
conducting 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\_\_

Practice manager from the specialized organization:

*(indicate full name, position, contact details)*

N o .	Activities during the internship period	Period/date
1.	Study of regulatory and local acts governing the activities of the organization (structural unit) – the place of internship.	
2.	Study of the main types of activities of the organization (structural division) – the place of internship.	
3.	Study of law enforcement practices of the organization (structural division) – the place of internship.	
4.	Study of regulatory and legal acts on the topic of the individual practical assignment.	
5.	Completing an individual practice assignment	
6.	Preparation of reports on the completion of the internship, preparation for the midterm assessment	
7.	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 \_\_\_\_\_ / \_\_\_\_\_

*transcript)*

*(signature) (signature*

Internship supervisor from the University \_\_\_\_\_ / \_\_\_\_\_

*transcript)*

*(signature) (signature*

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)

**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)

## **«StreetLaw» /Living Law»**

### **1. Goals and objectives of the practice**

*The purpose of the internship* according to the program "StreetLaw" /Living Law" is the professional and competence-based training of students for independent work through the acquisition of basic communication and analytical skills of practical work, including the skills of creating professionally significant types of statements, speaking in front of an audience using the necessary and appropriate rhetorical and psychological techniques in order to provide the necessary impact; psychological stability in stressful situations and the ability to quickly and correctly find solutions to emerging legal and communication issues; critically assess their speech capabilities, draw appropriate conclusions from the mistakes made, find effective ways and means of eliminating them.

*The objectives of the practice* under the program "StreetLaw" /Living Law" are:

- Students will receive the necessary information about interactive communication within the framework of legal education of the population through public speaking;
- Consolidation and deepening of the theoretical training of students;
- Formation of practical skills and sustainable professional competencies through the active participation of the student in conducting interactive classes with students and elderly people;
- Developing the ability to independently and efficiently perform tasks in the field of professional activity; making informed decisions;
- Gaining skills in working with large and small, homogeneous and heterogeneous audiences;
- Acquiring skills in working with various teaching methods, understanding the appropriateness of their use in various situations and at different stages of the lesson;
- Development of professional and ethical skills of a lawyer;
- Familiarization with the practice of applying legislation by courts and other jurisdictional bodies;
- Acquiring skills in collecting and selecting material depending on the topic of the presentation (lesson).

Completing this program provides the opportunity to both acquire new skills, abilities, and competencies, as well as expand and deepen existing ones, determined by the content of basic (mandatory) and other optional (specialized) disciplines that the student has already studied or will study in the future.

As a result of completing the internship under the program «StreetLaw» /Living Law» the student receives advanced skills, abilities and competencies for successful professional activity and further education.

## **2. List of planned learning outcomes during internship**

As a result of completing the internship under the “StreetLaw”/Living Law” program, the student must:

### ***know:***

- educational and social goals of the program, expected results; objectives, content and methodsinteractive classes on practical law with schoolchildren; structure and stages of an interactive class, formulation of learning outcomes, criteria for assessing the achievement of learning outcomes, planning the interactive part of the class, motivation, reflection.
- theoretical foundations for the implementation of different types of oral speech communication (genres);
- patterns of activity of the speaker in a public speaking situation;
- typical mistakes made by communication participants in situations of interpersonal and intercultural interaction;

### ***be able to:***

- understand the importance of conducting interactive classes on practical law with schoolchildren; features of active and interactive teaching methods.
- apply knowledge of laws, fundamental postulates, principles of speech interaction, speech techniques in a specific situation of professional communication;
- navigate in communication situations and consciously choose language tools, speech techniques and tactics that contribute to effective professional communication activities;
- conduct a discussion on issues of law enforcement practice and the legal culture of Russia;

### ***own:***

- skills in planning interactive lessons; working withregulatory legal acts;analysis of various legal phenomena; use of legal terminology.
- skills in creating and delivering public speeches of various genres;
- skills of conducting a debatable speech (formulating substantiated theses, arguing one’s own statements and refuting opposing ones, anticipating the arguments and arguments of the opponent in a dispute);
- skills to comply with the norms of speech culture;
- skills for assessing the strengths and weaknesses of one’s own and others’ oral statements, using positive and negative experiences to improve oratory and related professional skills.

## **3. Volume, duration and timing of the educational practice**

The duration of the internship under the “StreetLaw”/Living Law” program is 108 hours, 3 credits. Practical training is conducted in the format of distributed practice.

#### 4. Place of the internship

Internship under the program "StreetLaw"/Living Law" at the University, as well as in specialized organizations in agreement with the internship supervisor from the University and taking into account the capabilities of specialized organizations.

#### 5. Structure and content of educational practice

##### Structure of the practice under the program "StreetLaw"/Living Law"

Item No.	Practice stage	Contents of the practice stage	Type of educational activity and labor intensity		Forms of current control
			PZ	SRS	
		<b>Preparatory stage</b>			
1.	1 week	The student chooses a program for completing the internship practical training in the format of distributed practice; receives an individual assignment for completing the internship from the University's internship supervisor; the student draws up a plan for completing the internship and signs it with the University's internship supervisor.	2	1	Supervision by the head of practice
		<b>Main stage</b>			
2.	2 week	Defining the educational and social goals of the program. Expected results. Brainstorming on the topic of law classes with a school audience Objectives of interactive classes on practical law with schoolchildren (pensioners). Content and specifics of interactive classes on practical law with schoolchildren and elderly people. Methods of interactive classes on practical law with schoolchildren and elderly people.	2	2	Supervision of the practice manager in preparing the student for practical classes (trainings)
3.	Week 3	Active and interactive classes,	4	3	Supervision by the

		<p>their features. Structure of an interactive class.</p> <p>Stages of an interactive lesson.</p> <p>Formulation of learning outcomes.</p> <p>Criteria for assessing the achievement of educational results.</p> <p>Planning educational activities (interactive part of the lesson).</p> <p>Motivation.</p> <p>Reflection. The role of the leader of the lesson.</p>			head of practice
4.	4 week	<p>Rhetorical features of interaction with homogeneous and heterogeneous audiences.</p> <p>Methods of transmitting information, its visualization, methods of influencing the audience. Psychological features of working with audiences of different ages.</p>	4	3	Supervision of the head of practice in preparing students for practical classes (trainings)
5.	Week 5	<p>Basic interactive methods:</p> <ol style="list-style-type: none"> <li>1. "Work in small groups."</li> <li>2. "Role-playing games".</li> <li>3. "Discussing complex controversial issues."</li> <li>4. "Everyone teaches everyone."</li> </ol> <p>Development of interactive law classes for schoolchildren and their demonstration by students with subsequent analysis</p>	4	3	Supervision by the head of practice
6.	6 week	<p>Formation of practical skills in developing and conducting interactive classes on practical law (development of classes on topics chosen by students with demonstration):</p> <p>Lesson development algorithm.</p> <p>Conducting a lesson.</p> <p>Observation. Feedback.</p> <p>Best practices in practical law programs.</p> <p>Standards of legal education programs.</p>	4	3	Supervision of the practice manager in preparing students for practical classes (trainings)
7.	Week 7	<p>Basic interactive methods:</p> <ol style="list-style-type: none"> <li>1. "Brainstorming".</li> <li>2. "Analysis of the case"</li> </ol>	4	3	Supervision by the head of practice

		(incident)." 3. "Take a position." 4. "POPS formula" (construction of arguments). 5. Summary trial ("triads"). Development of interactive legal lessons for schoolchildren and their demonstration by students with subsequent analysis.			
8.	8 week	Defining topics for work within the framework of the project "Knowledge of the young to help the elderly". Discussion of the problems of the classes. Consideration of the specifics of working with elderly people: psychological, epistemological features.	4	3	Supervision of the practice manager in preparing students for practical classes (trainings)
9.	9 week	Conducting interactive classes with students of secondary vocational education.	4	3	Supervision by the head of practice
10.	10-11 weeks	Conducting interactive classes with students of secondary vocational education. Conducting interactive classes with senior citizens to improve their level of legal and financial literacy within the framework of the project "Living Law: Knowledge of the Young to Help the Elderly"	12	9	Supervision of the head of practice in preparing students for practical classes (trainings)
11.	Week 12	Conducting interactive classes with senior citizens to improve their level of legal and financial literacy within the framework of the project "Living Law: Knowledge of the Young to Help the Elderly"	4	13	Supervision of the head of practice in preparing students for practical classes (trainings)
		<b>The final stage</b>			
12.	Week 13	Preparation for final certification. Final certification for practice: interview, defense of practice report	4	10	Discussion, presentation discussion, individual interviews, defense of the internship report
	Total		52	56	
	Total		108		

## **Contents of the practice under the program "StreetLaw"/Living Law"**

The content of the internship under the program "StreetLaw"/Living Law" is determined by this internship program and specified by the individual assignment of the student's internship supervisor from the University.

StreetLaw/Living Law Program provides for the consistent development of skills in conducting interactive legal education classes with various audiences in order to study the content and features of professional communications of a lawyer within the framework of trainings. In this regard, the main forms (stages) of work under this program are:

- participation in introductory classes, group and individual consultations with the practice manager, dedicated to active and interactive methods of transmitting material that promotes legal education and awareness of schoolchildren and the elderly;
- independent completion of tasks, search for information and ways to solve assigned tasks;
- practicing skills for working with an audience, preparing effective public speaking, interactive classes on law.

The content of the activities of students in the "StreetLaw"/Living Law" program is organized into the following blocks:

### **Block 1. Theoretical provisions for the practice program "StreetLaw"/Living Law"**

Practical activities of students in the program "StreetLaw" /Living Law" is carried out in close interaction and cooperation with the head of the practice, employees of the organization accepting the internship. In order to master the specifics of work on legal education through public speaking (talks, lectures, interactive classes, quests, etc.), introductory trainings/classes and group consultations are held on the following topics:

- goals and objectives of legal education: Through Living Law, young people gain practical knowledge of the law, the legal system, the basic principles of civic participation and good governance. Young people are empowered by learning about their rights and responsibilities and how to become active citizens. Students gain practical information about the justice system, learning concepts such as freedom, responsibility, equality and power. They study important topics such as human rights, conflict resolution, police procedures, and the court system, which give them an understanding of how to navigate a world governed by law. The classes provide practical skills that everyone needs to live in a modern society, and develop the desire and ability to participate in public life.

- features of organizing and conducting interactive classes: specifics of perceiving material through interactive activities; representative systems; structure of an interactive lesson; stages of an interactive lesson; formulation of learning outcomes; criteria for assessing the achievement of learning outcomes; planning



educational activities (interactive part of the lesson); motivation; reflection; role of the lesson leader; lesson development algorithm; conducting the lesson; observation; feedback.

- features of active and interactive teaching methods: specifics of using methods at different stages of the lesson; in different audiences; to achieve different goals. "Work in small groups", "Role-playing games", "Discussion of complex controversial issues", "Everyone teaches everyone", "Brainstorming", "Case Analysis (Instance)", "Take a Position", "POPS Formula" (building arguments), Simplified Trial ("triads").

- specifics of working with different audiences: basic rules of interaction between the speaker and the audience; the perception of the speaker by the audience: the speaker's appearance, manner of speaking, location in the audience, movements, gaze, postures and gestures, volume, tempo and intonation; the speaker's rhetorical positions during the speech; techniques for dealing with anxiety; channels of influence on listeners; ways to maintain the listeners' attention.

- ethics of interaction with the audience: rules for conducting polemics, rules for answering questions from the audience; communication strategy of the speaker; requirements for the speech and behavior of the speaker.

## **Block 2. Conducting interactive classes with students**

Students conduct interactive lessons using various methods on sample legal topics:

1. Peculiarities of employment of minors.
2. The terms of legal liability and its types.
3. The rights of minors in various types of legal proceedings.
4. Types of hooliganism, how it is classified and punished.
5. Drugs: storage, use, etc.
6. Cases related to reposts, blue whales, recruitment, art. 282 of the Criminal Code of the Russian Federation.
7. Administrative liability and its types.
8. Liability for insults, speech acts.
9. Colonies for minors.
10. Sexual relations + propaganda of homosexuality.
11. Curfew and the consequences of its violation.
12. Participation of schoolchildren in rallies + attitude towards state symbols.
13. Incitement of ethnic hatred + harassment for religious faith.
14. Problems of terrorism and joining ISIS.
15. Property rights of minors.
16. The problem of drinking alcoholic beverages.
17. Age differentiation and the rights of persons in case of violation of the Criminal Code of the Russian Federation.
18. Rights and responsibilities upon detention.
19. Legal protection on the Internet (Yarovaya package).
20. Consumer rights.
21. The right to appeal: hotlines (victims of sexual violence, domestic violence), the Commissioner for Human Rights person.
22. Increasing the level of legal literacy.
23. Internet fraud.
24. Copyright.
25. Literary works through the prism of crime.
26. Carrying weapons, self-defense issues.
27. A group against one person for the purpose of beating.
28. Carrying expensive things to school.
29. Prevention of crimes related to the activities of fan groups.

At the first stage, the prepared classes are held in a practice group, the students analyze the conducted class, give recommendations for improvement. Only after testing do the students go to practice to conduct the class in a large audience.

During the entire period of internship, the student must conduct at least two lessons using various active and interactive teaching methods.

### **Block 3. Preparation of reporting materials. Certification of practice**

Upon completion of the internship, students prepare reporting materials. Requirements for the design of reporting materials are contained in the program of educational internship. The completed reporting materials, together with the characteristics of the internship supervisor, are registered with the inspector and submitted for verification to the internship supervisor. After checking the submitted reporting materials, the internship supervisor prepares a review. The review of the internship supervisor indicates the assessment of the performance of the individual assignment for the internship, the content and design of the reporting materials, and may contain comments and questions for preparation for certification. At the appointed time, certification for the internship is carried out. The format and procedure for certification is communicated to the students by the internship supervisor in advance.

## **"The Lawyer's Profession: Basic Skills (Legal Clinic)"**

### **1. Goals and objectives of the practice**

***The purpose of the internship*** The program "The Lawyer's Profession: Basic Skills (Legal Clinic)" is a professional and competency-based training of students for independent work through mastering the basic communication and analytical skills of practical work of a lawyer, including the skills of interviewing, consulting, analyzing a case, developing a position on a case, preparing legal documents, and communicating based on the rules of professional ethics.

***The objectives of the practice*** under the program "The Profession of a Lawyer: Basic Skills (Legal Clinic)" are:

- obtaining by students the necessary information about future professional activities;

- consolidation and deepening of the student's theoretical training;

- development of practical skills and sustainable professional competencies through the active participation of the student in consulting activities;

- development of the ability to independently and efficiently perform tasks in the field of professional activity; make informed decisions;

- acquiring skills in working with clients;

- acquiring skills in working with legal documents;

- development of professional and ethical skills of a lawyer;

- familiarization with the practice of applying legislation by courts and other jurisdictional bodies;

- acquisition of skills in decision-making and drafting procedural and other legal documents;

- collection of materials necessary for drawing up a report on the completion of the internship.

Completing this program provides the opportunity to both acquire new skills, abilities, and competencies, as well as expand and deepen existing ones, determined by the content of basic (mandatory) and other optional (specialized) disciplines that the student has already studied or will study in the future.

As a result of completing the internship under the program "Lawyer's Profession: Basic Skills (Legal Clinic)", the student receives advanced skills, abilities and competencies for successful professional activity and further education.

### **2. List of planned learning outcomes during internship**

As a result of completing the internship under the program "Lawyer's Profession: Basic Skills (Legal Clinic)", the student must:

***Know:***

- concept, objectives, types, stages of interviewing, rules for asking questions

during interviewing, the importance of case analysis, developing a position on a case in the activities of a lawyer, the purpose of case analysis, developing a position on a case; the relationship between such types of activity as interviewing, consulting, case analysis, developing a position on a case; elements of case analysis, stages of developing a position on a case; the concept of consulting; purposes of consulting; types of consulting; features of professional ethics in a legal clinic, stages of the process of preparing legal documents in a legal clinic.

***Be able to:***

highlight issues of fact and law in the case materials, as well as evidence; analyze legal norms, select norms applicable to a specific situation and justify your choice; develop a position, including facts, evidence and legal requirements; work with counterarguments. identify the real (genuine) purpose of a client's appeal to a lawyer; identify the legal problem that the client has in connection with the appeal to a lawyer; compile a summary based on the interview results or refuse the client further work on his case in connection with the clinic rules, identify all possible options and legal ways of solving the legal problem; predict the consequences of implementing each of the options and ways of solving the problem; explain to the client in a language he understands the legal aspects of solving the problem, the advantages and risks of this or that option for solving it; apply the rules of professional ethics of a lawyer in the work of the legal clinic.

***To own:***

skills of preparing and conducting interviews at certain stages; determining the client type and working with different types of clients; asking questions necessary for interviewing, working with facts and evidence; analyzing legal norms and judicial practice; analyzing case materials and developing a position on the case, analyzing factual information; finding a legal basis for providing consultations and solving the problem; analyzing legal norms and judicial practice; preparing and conducting consultations at certain stages; determining the client type and working with different types of clients, identifying and overcoming various difficulties (ethical in nature) that a lawyer encounters while working in a legal clinic, analyzing legal documents, identifying errors made in them; drafting legal documents.

### **3. Volume, duration and timing of the internship**

The duration of the internship under the program “Lawyer’s Profession: Basic Skills (Legal Clinic)” is 108 hours, 3 credits. Practical training is conducted in the format of distributed practice.

### **4. Place of the internship**

The internship under the program “The Profession of a Lawyer: Basic Skills (Legal Clinic)” is conducted at the University’s Legal Clinic.

### **5. Structure and content of practice**

Structure of the internship under the program "Profession of a lawyer: basic skills (legal clinic)"

No.	Type of work performed	Labor intensity (in hours)	Contents of the work performed	Forms of current control
<b>PREPARATORY STAGE</b>				
1.	1 week The student chooses a program for completing the internship practical training in the format of distributed practice; receives an individual assignment for completing the internship from the University's internship supervisor; the student draws up a plan for completing the internship and signs it with the University's internship supervisor.	2	Interview with the internship supervisor, signing the internship application, internship plan (schedule), receiving an individual assignment for internship	Supervision by the head of practice
2.	1-6 weeks Attendance and participation in training courses on legal skills	24	Participation in trainings on the topics: Interviewing. Consulting. Analysis of the case and development of a position on the case. Drafting legal documents. Peculiarities of office work in a legal clinic. Ethics of work in a legal clinic.	Analysis of specific situations, work in small groups, business game
3.	1-6 weeks Preparation for participation in trainings	10	Completing individual assignments from the teacher conducting the training	Analysis of specific situations, work in small groups, business game during training
<b>MAIN STAGE</b>				
4.	7-12 weeks Reception of citizens and provision of free legal assistance.	54	Interviewing the client, analyzing the case, preparing a legal opinion, coordinating with the curator of the	Supervisor of practical training of students during the reception, commenting on the

			legal clinic, consulting the client	work, monitoring compliance with the procedure and deadlines for the provision of free legal assistance in the Legal Clinic
5.	7-12 weeks Preparation of legal explanations, summaries of the practice of providing free legal aid	10	Preparation, in agreement with the head of practice, of generalizations on current legal issues in the practice of providing free legal assistance to citizens	Approval of the topic and deadlines for preparing the summary, checking the completeness and correctness of the prepared materials
6.	Week 12 Preparation of internship reports	4	Preparation of a practice diary, practice plan (schedule), obtaining a reference, collecting prepared materials	Certification of the practice diary, preparation and issuance of a reference
7.	Week 13 Certification of practice	4	Defense of practice reports	Conducting an intermediate assessment of practice in the form of a credit
	<b>Total</b>	<b>108 ac.h.</b>		

### **Procedure for completing an internship under the program "Profession of a lawyer: basic skills (legal clinic)"**

**Preparatory stage.** The internship requires trainees to attend classes, which are held in the format of trainings.

In these classes, students gain knowledge of the basic skills of a lawyer, necessary for consulting work, practice them in the form of interactive classes, and complete assignments from the teacher based on the presented materials (cases).

Classes/trainings under the program are aimed at developing students' professional skills. These classes are conducted using interactive methods, so students must be prepared for active work in practical classes, which can be conducted by students both individually and in groups (small or general).

When preparing for a practical lesson, it is necessary to carefully study the lesson plan and update your knowledge of the issues that are submitted (according to the plan) for discussion. To do this, you should use (in addition to regulatory and legal sources) educational literature, commentaries on laws, judicial practice, as well as other sources specially recommended by the teacher for preparing for the lesson. All regulatory legal acts must be in the version valid at the time of preparation for

the practical lesson. To study the current versions of regulatory legal acts, it is recommended to use legal systems (for example, "ConsultantPlus", "Garant", "Code", etc.).

In addition to updating knowledge on the topics of the lesson, the student must complete the assignments that were received from the teacher. It is important to complete these assignments in advance (before the practical lesson), since the lesson itself will involve work with the results of the completed assignment. When completing the assignment, it is recommended to make the necessary notes so that during the lesson you do not waste time "remembering" the results that were obtained during the preparation.

**At the main stage** students provide free legal assistance to citizens, which includes interviewing and consulting citizens. Reception of citizens is carried out in accordance with the Rules for the provision of free legal assistance in the Legal Clinic of the O.E. Kutafin University (MSAL).

At the first appointment, an interview is conducted, during which the principal (the citizen on whose issue the intern will work) states the essence of the appeal, the intern finds out the nature of the legal problem, establishes the chronology of events and legally significant facts for the preparation of further legal advice, receives copies of the documents provided. This is followed by a summary of all the significant information received and a check of the Appointment Card prepared during the interview.

After interviewing, trainees independently select regulatory material and prepare a written consultation (hereinafter referred to as a legal opinion). The legal opinion sets out possible legal solutions to the problem. The legal opinion must be prepared within 14 days or, if necessary, by the next lesson. The legal opinion must be prepared on official letterhead.

The legal opinion is prepared in three copies, which are signed by the Curator and the trainee. The first copy is given to the principal, the second to the archive of the Legal Clinic, the third is attached to the internship report.

During the internship, the trainee must prepare at least 2 legal opinions.

The intern agrees on the prepared legal opinion with the Clinic Curator – a University lecturer. The Curator has the right to make his/her comments and clarifications on the prepared legal opinion and send it back for revision. Only after the Curator signs the completed legal opinion, the intern can consult the principal. The Curator, having signed the agreed opinion, also gives the intern feedback on his/her work on the case.

Having completed work on the legal opinion, the trainee registers this opinion with the inspector of the Legal Clinic, schedules a second meeting with his client, and informs the Inspector of the time of the meeting (information about the date of the meeting is entered into the reception log).

After this, the second meeting of the trainee with the principal (Consultation) takes place, at which the citizen is provided with a legal opinion and its provisions, the consequences of performing (not performing) certain actions (risks) are orally explained. Following the consultation, the trainee asks the principal to write a review of his work.

For each case, the trainee maintains a file, which contains the reception card, copies of all documents received from the client, a legal opinion, the Curator's review and the client's review. After completing work on the case, the trainee submits the compiled file to the Legal Clinic inspector.

During the internship, the trainee keeps a diary of the internship. Based on the results, a report is prepared in accordance with the requirements of the internship supervisor.

During the entire period of internship, he/she must conduct consultations (interviews) with at least two clients.

At the discretion of the supervisor, independent work on receiving clients may be replaced by conducting joint reception with more senior trainees, or instead of conducting reception, the student may be assigned to study legal opinions in the archive of the legal clinic, prepare reviews, summaries and similar educational materials on their basis.

The head of the practice may determine other types of work in accordance with the designated goals and objectives of the practice program “The Profession of a Lawyer: Basic Skills (Legal Clinic)”.

**The final stage.** The internship ends with the preparation of reporting materials. The requirements for the design of reporting materials are contained in the internship program. After checking the submitted reporting materials, the internship supervisor prepares a review of the internship supervisor. The review of the internship supervisor indicates the assessment of the performance of the individual assignment for the internship, the content and design of the reporting materials, and may contain comments and questions for preparation for certification. At the appointed time, certification for the internship is carried out. The format and procedure for certification are communicated to the students by the internship supervisor.



