

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

Department of Private International Law

EVALUATION MATERIALS

**for ongoing monitoring of academic performance and midterm assessment of
students**

DISCIPLINE (MODULE)

EDUCATIONAL PRACTICE: INTRODUCTORY PRACTICE

B2.O.01(U)

Starting year – 2026

Field of study:	40.04.01 Jurisprudence
Level of Higher Education:	master's degree
Direction of training or specialty of educational program:	Master of International Business Law
Study mode:	full-time
Qualification:	Master

Evaluation materials for continuous performance assessment and interim certification of students for the academic discipline (module) "Educational Internship" were approved at the meeting of the Department of International Private Law, Protocol No. 11 dated 3 March 2026.

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Explanatory note

In accordance with Article 2, Clause 9 of the Federal Law No. 273-FZ of December 29, 2012 "On Education in the Russian Federation" evaluation materials are an integral part of the core educational program of higher professional education (hereinafter referred to as CEP HPE).

The current system for monitoring knowledge and assessing competencies is structured as a comprehensive process of planning, organizing, and conducting assessment procedures based on a set of indicators and criteria. Quality control of the educational program includes continuous performance assessments, interim certification, and final state certification of students. Specific assessment methods, scheduling, and frequency of continuous performance assessments, interim, and final state certifications are regulated by the local normative acts of Kutafin Moscow State Law University (MSAL).

Evaluation materials are a set of assessment tools (standardized assignments, tests, etc.) and methods designed to measure the degree of completion of a discipline and assess the development of competencies among students in terms of the academic discipline (module), internship, research work (hereinafter referred to as RW), and during final state certification (hereinafter referred to as FSC).

Evaluation materials for the academic discipline (module) "Educational Internship" have been developed as a separate document and are attached to the program of the academic discipline (module) (hereinafter referred to as PAD). The evaluation materials comply with the Federal State Educational Standards (FSES) for the field of study 40.04.01 Law (qualification: Master's degree); the curriculum, program of educational internship, and educational technologies employed in teaching the academic discipline (module).

I. GENERAL PROVISIONS

1. Passport of evaluation materials

1.1. Structure of evaluation materials

Evaluation materials for the academic discipline (module) "Educational Practice: Introductory Practice" include:

1. Assignments required for completion of internship, aimed at guiding students toward acquiring the appropriate knowledge, skills, and competencies specified by the curriculum and internship program.

2. Assignments required for interim certification of students (hereinafter referred to as interim certification), allowing for an assessment of the quality of acquired knowledge, skills, competencies, and the level of competence development as defined by the FSES as a pass/fail evaluation in accordance with the CEP HPE curriculum.

1.2. List of the competencies to be acquired

The process of completing the academic discipline (module) "Educational Practice: Introductory Practice" is aimed at developing the following competencies: UC-1; UC-3; UC-4; UC-6; GPC-4; GPC-5; GPC-6; GPC-7; PC-1.

1.3. Stages of the formation of competencies in the process of mastering an academic discipline (module)

The main stages of competence acquisition involve the sequential progression of interconnected modules of educational internship.

Section, module, or topic of the academic discipline (module)	Competencies developed in each topic of the academic discipline (codes), indicated by the symbols (+ "developed") and (- "not developed").								
	UC-1	UC-3	UC-4	UC-6	GPC-4	GPC-5	GPC-6	GPC-7	PC-1
1. Academic and pedagogical internship	+	+		+	+				
2. Profession-oriented internship			+			+	+	+	+

1.4. Place of the academic discipline (module) in the educational programme of higher education

Educational internship pertains to Section B2. "Educational Practice: Introductory Practice" of the core educational program for higher professional education "Master of International Business Law."

Students entering internship possess the following "entry" **knowledge, skills, and abilities**:

- Command of general theoretical categories and concepts of law, basic concepts of private international law;
- Command of basic concepts and methods of legal pedagogy;
- Basic understanding of the main branches of Russian and foreign law;
- Ability to identify, interpret, and apply regulatory legal acts and other legal documents, including judicial and arbitration internship;
- Ability to parse educational literature, express thoughts clearly, and participate in problem discussions;
- Skills related to working on written assignments;
- Ability to select, study, summarize, and discuss monographic and other scholarly research.

Educational internship is based on the completion of the academic discipline (module) "Current Issues in International Business Law."

2. Indicators and assessment tools for evaluating the acquisition of competencies during continuous assessment

Kutafin Moscow State Law University (MSAL) provides the following types of control:

current control – the implementation of all types of classroom (contact) and extracurricular activities (independent work) of the student in order to obtain primary information about the progress of mastering individual elements of the content of the discipline;

interim attestation – evaluation of learning outcomes in general for the discipline (module) through tests in the form of credits and exams.

Evaluation materials as an integral part of educational technologies are a means not only of assessment, but mainly of learning. The results of mastering an academic discipline (module) are structural elements of competence – “to know”, “to be able to”, “to master”, which are described in separate sections or topics. The formation of these elements takes place during the development of the academic discipline (module) by stages with the use of various educational technologies.

№	The stage of formation of competence (name of the topic or section (module) of the educational discipline)	Competencies	Results of the training planned	Name of the assessment material (educational technologies)	Brief description of the assessment material	Methods of verifying the formation of competence	Type of student certification
1	Project internship	UC-1 UC-3 UC-6 GPC-4	IUC 1.1 IUC 1.2 IUC 1.3 IUC 1.4 IUC 1.5 IUC 3.1. IUC 3.2. IUC 3.3. IUC 3.4. IUC 3.5. IUC 6.1. IUC 6.2. IUC 6.3. IGPC 4.1 IGPC 4.2	Discussion, debates, business games, midterm control work; conceptual dictation; reports, multilevel tasks and individual tasks; essay; work in small groups, etc.	Questions for control work or conceptual dictation; topics of abstracts, reports; a set of multilevel tasks and exercises, etc.	Problems for solving practical situations or "case studies"; questions on topics / sections of the discipline; Oral or written survey; questions on topics / sections of the discipline; a list of discussion topics for a round table, discussion, polemics, dispute, debate; a set of simple tasks; reports	Current control

2	Pedagogical internship	UC-4 GPC-5 GPC-6 GPC-7 PC-1	IUC 4.1 IUC 4.2 IUC 4.3 IUC 4.4 IGPC 5.1 IGPC 5.2 IGPC 6.1 IGPC 6.2 IGPC 6.3 IGPC 7.1 IGPC 7.2 IGPC 7.3 IGPC 7.4 IPC 1.1. IPC 1.2. IPC 1.3.	Practical lessons in the interactive mode. Discussions, disputes, debates.	Presentation of the results of the research work of small groups: communication on a given topic with a presentation.	Oral interrogation, control of the fulfillment of written tasks, control of the independent work	Current control
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3. Scale for evaluation the level of mastered knowledge, skills, acquired competences at the stage of current control

Evaluation system	Level of mastering	Criteria for evaluation the level of mastered knowledge, skills, acquired competences
unsatisfactory	the minimum level is not achieved	the student was absent from the lesson and / or refused to answer the teacher's question and / or incorrectly answered the asked question
satisfactorily	minimum level	the student was present at the lesson, answered and completed tasks, allowed not always correct answers to the questions and assignments posed
good	average level	the student answered the question(s), made minor mistakes in answering the questions and performed the assignments correctly on the whole, making inaccuracies and minor mistakes
excellent	maximum level	the student fully and correctly answered the question(s) posed by the teacher, made no mistakes

4. Indicators and means of evaluation of competencies at the stage of interim attestation

Interim certification of students during academic internship is conducted at the end of the trimester, including the assessment of independent work as specified in the educational program. The form and schedule for assessment tests are determined by the educational program's curriculum and the academic calendar for the year. For each type of Interim certification, specific scales, criteria, and procedures are developed to assess the knowledge, skills, and competences components.

№	Type of assessment material	Brief description	Methods for competence assessment
1	Offset with a grade	Evaluation of the degree of competence acquisition, the student's knowledge and, skills.	List of questions

5. Grading scale for knowledge, skills, and degree of completion in interim certification

5.1. Offset with a grade

Assessment procedure: oral examination. The assessment is conducted to evaluate the completion of internship assignments by students.

Procedure for	Assimilation level	Criteria for assessing the level of acquired knowledge, skills, acquired possessions	Evaluation system
<p>The student answers two questions of the Offset paper, one additional question, performs one control assignment in the form of a solution to the problem (if any), if necessary, answers additional questions. Each student is given up to 20 minutes to prepare to answer an Offset paper question.</p> <p>At least a week before the Offset, the teacher must determine the student questions to prepare for the Offset, regulations, theoretical sources for preparation.</p>	minimum level not reached	when answering the theoretical question of the ticket and when completing the practical assignment of the exam paper, the student demonstrated an insufficient level of knowledge. Showed an insufficient level of proficiency in skills and abilities in solving professional problems within the framework of the learned educational material. When answering additional questions, many incorrect answers were allowed.	unsatisfactory
	minimum level	the student answered the theoretical question of the exam paper and completed the practical task of the exam paper with significant inaccuracies. Has shown satisfactory knowledge and skills within the framework of the learned educational material. Demonstrated a satisfactory mastery of the skills of applying the acquired knowledge and skills in solving professional problems within the framework of the learned educational material. Many inaccuracies were made when answering additional questions.	satisfactorily
	average level	the student answered the theoretical question of the exam paper with minor inaccuracies. Completed the practical assignment of the exam paper with minor inaccuracies. He showed good knowledge and skills within the framework of the learned educational material.	good

		Demonstrated a good command of the skills of applying the acquired knowledge and skills in solving professional problems within the framework of the learned educational material. Answered most of the additional questions.	
	maximum level	the student fully and correctly answered the theoretical question of the exam paper, correctly completed the practical assignment of the exam paper. He showed excellent knowledge and skills within the framework of the learned educational material. Demonstrated excellent skills in applying the acquired knowledge and skills in solving professional problems. Answered all additional questions.	excellent

II. SAMPLE TEST TASKS, METHODOLOGICAL MATERIALS AND ASSESSMENT CRITERIA REQUIRED TO DETERMINE THE LEVEL OF DEVELOPMENT OF COMPETENCIES

1. Model individual assignment provided by the internship supervisor

Educational internship assignment

Place of internship:

During the internship, students acquire knowledge, skills, and competencies sequentially across two modules:

I. Academic and pedagogical, including the following components:

Introductory: Obtaining primary practical information about the courses implemented in the department, rules for drafting and formatting educational and methodological materials, and the organization of educational and other activities within the department.

Methodological: Familiarizing oneself with classroom pedagogical work and educational activities in the department. This includes the development of methodological materials such as lecture content, assignments for practical sessions, case studies, materials for role-play scenarios, test crafting, and other task. This phase reinforces, extends, deepens, and systematizes knowledge acquired during the

study of special disciplines and information gained during the first phase of pedagogical practice.

Mandatory activities for this stage include attending at least five classes (1 lecture, 3 practical sessions, 1 consultation) conducted by department instructors, with a report on the class progress and teaching methods used.

Pedagogical: Preparation and delivery of classroom sessions (a fragment of a session), including:

Practical sessions and lectures under the guidance of the academic supervisor, followed by a review of the session or its part.

Practical sessions and lectures independently delivered at the Institute of Continuing Education at O.E. Kutafin University (MGUA) or other higher education institutions.

Mandatory activities include:

Development of materials for two sessions (lecture, practical session) on topics approved by the academic supervisor, which should include: defining the goals and outcomes of the session, a plan for conducting the session, materials used during the session, practical assignments, and a description of the teaching methods, including interactive techniques;

Conducting at least one session on the topic approved by the academic supervisor, followed by a discussion of the session.

Final: Preparation of reporting materials for this module and discussion of the results with the academic supervisor.

The specific content and deadlines for methodological work and conducting sessions are planned in collaboration with the student and the academic supervisor and are reflected in the internship plan.

II. Profession-oriented Internship, including the following components:

Introductory: Obtaining primary practical information on the legal status of the institution, organization, department, or subdivision where the internship is conducted, as well as the actual conditions and areas of its (or their) activities.

Expert: Familiarizing oneself with the activities of the organization, institution, or subdivision where the internship is conducted, focusing on the application of legal principles and norms in the fields of law, science, and technology. This includes reviewing contracts, agreements, draft legislation, lawsuits, complaints, and other legal documents drafted or being drafted by the institution.

Consultative: Independent completion of practical legal tasks in the fields of law, science, and technology, including advising individuals and legal entities, and drafting legal documents. The required outcome of the consultative part is the submission of prepared legal documents to the academic supervisor.

Final: Preparation of reporting materials for this module and discussion of results with the academic supervisor.

Upon completion of the internship, the student prepares the following materials

- Individual assignment;
- Work schedule signed by the internship supervisor at the university and the internship supervisor at the organization, and sealed by the organization (if applicable);
- Internship journal, indicating the timeline for and a brief description of completed tasks. Entries in the journal must be certified and sealed by the internship supervisor at the organization;
- Internship report, following the template provided below
- Portfolio of the materials attached to the report, including individual teaching and legal materials
- Reference letter issued by the internship organization, signed and sealed by the internship supervisor at the organization

Additional instructions from the internship supervisor (based on the specifics of the place of internship and other considerations).

2. Internship work schedule

№	Module components	Workload (hours)	Types of activities performed, including independent work as per the individual assignment	Timeline and description
Module 1. Academic and pedagogical internship				
		162		
1	Introductory		Familiarizing oneself with the program and content of academic courses in the department Familiarizing oneself with the organization of educational activities	
2	Methodological		Familiarizing oneself with classroom pedagogical work, including: Attending at least three classroom sessions (lectures, practical classes) in the department Familiarizing oneself with the preparation of teaching and methodological materials Developing teaching materials	
3	Pedagogical		Preparing and conducting classroom sessions (as a teaching assistant), including: Independently preparing lesson plans and outlines for specific topics within the curriculum	

			Selecting and analyzing primary and supplementary literature in accordance with the objectives of the lessons Developing teaching materials for the sessions at a modern academic and methodological level	
4	Final		- Report completion	
Module 2. Profession-oriented internship				
		162		
1	Introductory		Familiarizing oneself with the statutory documents (for commercial and non-commercial organizations) or regulatory and local normative acts that define the status, structure, and functions of the body, institution, or structural unit where the practice takes place. Familiarizing oneself with the responsibilities assigned to the intern by the organization, body, institution, or structural unit's supervisor. Familiarizing oneself with the internal labor regulations.	
2	Expert		Familiarizing oneself with the practical work carried out by the body, institution, organization, or structural unit. Familiarizing oneself with legal documents previously developed by the body, institution, organization, or structural unit. Familiarizing oneself with draft legal documents and other materials currently being developed by the body, institution, organization, or structural unit. Developing a work plan to be approved by the supervisor of the body, institution, organization, or structural unit.	
3	Consultative		Reviewing draft documents, providing consultations (accounting for the competencies, subject, and areas of activity of the body, organization, institution, or structural unit where the practice is conducted). Selecting and analyzing additional regulatory frameworks in accordance with the subject of practical activities. Independently preparing documents related to the application of legal principles and norms	
4	Final		- Report completion	
6	Assessment			
	Total	324		

Assessment criteria

1. The activities of the student are clearly and thoroughly described across each part of the internship.
2. The terminology used is aligned with current legal norms and educational and methodological documentation.
3. Well-reasoned assessments and conclusions are presented, with the relevant issues identified.
4. The presentation is clearly and logically structured.

3. Internship reference letter

Internship reference letter

Place of internship:

During the internship, the student _____ performed the following key activities:

- 1.
- 2.
- 3.

The student demonstrated the following personal and professional qualities / list the main strengths and weaknesses:

Overall assessment of the results: /recommended to admit to certification; recommended to conditionally admit to certification; recommended to deny certification/

4. Model internship supervisor's review

Review by the internship supervisor at the university

Place of internship: / indicate the department or other structural unit of the University /

During the internship, the student _____ performed the following key activities related to the organization, methodological support, and realization of the University's academic functions:

- 1.
- 2.
- 3.

The student demonstrated the following personal and professional qualities / list the main strengths and weaknesses: _____ :

Overall assessment of the results: / approved for certification; not approved for certification/

For the interview, the student must prepare answers to the following questions:

- 1.
- 2.
- 3.

5. Reporting materials

Upon completing the internship, the student is required to submit the following materials within the deadlines specified in the internship placement order: reference letter from the internship organization; work schedule for the internship; reporting materials for review by the internship supervisor.

The reporting materials must include:

- Internship journal (documents daily activities conducted during the internship. Entries must be organized by internship modules/sections (if applicable). Each entry should briefly describe the tasks performed. The journal must be reviewed and signed by both the internship supervisor at the organization and, where pedagogical internship is involved, and the internship supervisor at the university.

- Written report prepared in accordance with the individual assignment provided by the internship supervisor.

Written report must include the following sections:

1) Description of attended classes/lectures and analysis of teaching methodologies used.

2) Materials created as part of the internship tasks.

3) Detailed plans and content for two sessions (e.g., a lecture and a practical class).

4) Expert-Consultative Module: Description of tasks completed under this module, including attached results.

5) Task completion summary:

- Types of tasks performed;
- Actions taken to complete assignments;
- Outcomes achieved;
- Challenges encountered;
- Documents drafted;
- Professional insights gained.

6) Self-Assessment: The student's reflection on the internship experience, covering:

- New knowledge acquired;
- Practical skills developed;
- Suggestions for improving the internship program.

Materials for two sessions must adhere to the following structure:

- Title page: Includes the course name, session type (lecture/practical), session topic (aligned with the curriculum), group name, student's name, and the supervisor's name.
- Objectives: clearly defined goals of the session.
- Expected outcomes
- Session plan including key discussion points and practical assignments;
- Detailed lecture script or key discussion outlines;
- Scenario for interactive activities (e.g., simulations, debates).
- Educational technologies: Brief description of teaching methods used, including interactive approaches.
- Assignments and resources: tasks for students and a list of recommended literature.
- References: citations of sources used to prepare the session.

Formatting Guidelines

- The report must be typed in Microsoft Word using Times New Roman font (12–14 pt, 1.0–1.5 line spacing).
- Paragraph indentation: 1.25 cm.
- Margins: Top and bottom – 2 cm; left – 3 cm; right – 1 cm.
- Page numbers: Bottom-right corner.
- Footnotes: Placed at the bottom of the page, numbered consecutively, in Times New Roman 10 pt with single spacing.

Compliance with these guidelines is a critical criterion for evaluation during certification.

Note: Failure to adhere to the above requirements may impact the final assessment of the internship report.



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REPORTING MATERIALS FOR EDUCATIONAL INTERNSHIP

(student's full name)

_____ group, _____ year
_____ mode of study
International Law Institute

Internship supervisor:

(position, full name)

Review: _____

(Approved for certification / Not approved for certification)

Final grade: _____

(Pass / Fail)

« _____ » _____ / _____
(date) signature Full name of internship supervisor

Moscow
2025

2) Methodological component: Familiarizing oneself with classroom teaching and methodological work at the department. Developing teaching materials, including, lecture notes, assignments for practical classes, case studies, role-play scenarios, tests and other assessment tools for undergraduate students. Reinforcing, expanding, deepening, and systematizing knowledge gained through specialized courses and information acquired during the first stage of pedagogical practice.

3) Pedagogical component: Preparing and delivering classroom sessions (or parts thereof), including:

Practical classes and lectures under the supervision of a academic supervisor (as a teaching assistant), followed by feedback sessions;

Independent delivery of practical classes and lectures at the O.E. Kutafin University (MSAL) Institute of Continuing Education or other higher/secondary educational institutions.

4) Final component: preparing reporting materials for this module; discussing results with the academic supervisor.

The report must include the following components:

- Teaching materials developed by the student for two sessions (lecture and practical class) on topics approved by the academic supervisor. These materials must contain:
 - Defined objectives and expected outcomes of the session;
 - A detailed session plan;
 - Teaching materials used during the session;
 - Practical assignments;
 - Description of teaching methods employed, including interactive techniques.
 - Evaluation of at least one session conducted by the student on a topic approved by the academic supervisor.

Module II. Profession-oriented internship

The report must reflect the content and outcomes of the student's activities across all components of this internship module:

Introductory component:

– Obtaining primary practical information about the legal status of the body, organization, institution, or structural unit where the internship is conducted, as well as its actual working conditions and fields of activity.

Expert:

– Familiarizing oneself with the activities of the body, organization, institution, or structural unit related to the application of legal principles and norms, including:

– Drafted legal documents (e.g., contracts, agreements, legislative drafts, legal claims, complaints);

– Other legal documents developed by the entity.

Consultative component:

– Independent performance of practical legal work by the student, including:

6. Model criteria for assessing the content and outcomes of the internship

№№	Criteria	Score*			
		0	1	2	3
1	Command of modern trends in the development of legal regulation of cross-border private law relations	0	1	2	3
2	Scope, depth, and originality of analysis	0	1	2	3
3	Depth, balance, and actionability of proposals	0	1	2	3
4	Drafting skills	0	1	2	3
5	Ability to defend one's position	0	1	2	3
6	Active participation in discussions	0	1	2	3
7	General erudition	0	1	2	3
8	Command of the relevant terminology	0	1	2	3

* Circle the appropriate score for each criterion:

0: Criterion not met.

1: Criterion insufficiently met.

2: Criterion mostly met.

3: Criterion fully met.