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**Federal State Autonomous Educational Institution of Higher Education
Peoples Friendship University of Russia named after Patrice Lumumba**

RUDN University

LAW INSTITUTE

Educational Division

INTERNSHIP SYLLABUS

PRE-GRADUATION INTERNSHIP

(internship title)

PRE-GRADUATION

(internship type)

Recommended by the Didactic Council for the Education Field of:

40.03.01 JURISPRUDENCE

(field of studies / speciality code and title)

**The student's internship is implemented within the professional education programme
of higher education:**

BACHELOR OF LAWS (LLB)

higher education programme profile/specialisation title

2023

1. INTERNSHIP GOAL(s)

The goals of pre-graduation internship are:

- formation and development of practical skills, gaining independent professional activity experience;
- consolidating and deepening the theoretical knowledge acquired by students during classroom training;
- preparation of the materials necessary for writing the final qualifying paper.

2. REQUIREMENTS FOR LEARNING OUTCOMES

The pre-graduation internship intends to train and guide students to acquire the following competences (competences in part)

Table 2.1. List of competences that students acquire during the internship

Competence code	Competence descriptor	Competence formation indicators (within this course)
GPC-1	Can analyze the main patterns of formation, implementation and development of law.	GPC-1.1. Knows the basics of the history of law, its nature and patterns;
		GPC-1.2. Uses legal methodology in order to analyze the main patterns of formation, implementation and development of law;
		GPC-1.3. Formulates and explains their position to complete professional tasks using relevant legal information
GPC-3	Can participate in legal review within the task.	GPC-3.1. Understands the nature and significance of legal review;
		GPC-3.2. Takes part in the legal review of regulatory acts and implementation of law, can do so to identify provisions that do not comply with the current legislation;
		GPC-3.3. Has mastered the skills to prepare documents on appointing and conducting the review, preparing expert reports and other documents.
GPC-5	Can use their speaking and writing skills in a cohesive, well-reasoned and logical way with a uniform and correct use of professional legal terminology.	GPC-5.1. Has mastered the main methods of formal logic and tactical methods of legal argumentation to express their oral and written position on a specific legal problem;
		GPC-5.2. Uses their speaking and writing skills in a cohesive, well-reasoned and logical way to set out the facts and circumstances, states their legal position;
		GPC-5.3. Correctly uses legal terminology in professional communication.
GPC-8	GPC-8. Can obtain relevant legal information in a purposeful and efficient way from various sources, including legal databases, to complete specific professional tasks using information technology and considering information security requirements.	GPC-8.1. Can obtain relevant legal information from various sources, including legal databases, processes and arranges it based on the goal;
		GPC-8.2. Uses information technology to complete specific professional tasks;

		GPC-8.3. Demonstrates the readiness to complete professional tasks while considering information security requirements.
GPC-9	Can understand the principles of modern information technology and use them to complete professional tasks.	GPC-9.1. Is aware of modern hardware and software and knows the principles, based on which they operate;
		GPC-9.2. Knows how to choose modern technology necessary to solve specific professional problems;
		GPC-9.3. Has mastered the skills of using modern technology necessary to solve specific professional problems.
PC-2	Can apply legal norms in specific legal areas and use them in the way prescribed by law	PC-2.1. Demonstrates specific knowledge of the implementation of law, knows the procedure for carrying out the duties of jurisdictional bodies responsible for the implementation of law;
		PC-2.2. Has mastered the skills of analyzing the facts of the case, qualifying the facts of law and legal relations that arise due to them, identifies legally significant circumstances;
		PC-2.3. Carries out the correct choice of the legal norm to be applied and the method of its interpretation;
		PC-2.4. Has mastered the methods of searching for cases of implementation of law and monitoring it in order to complete professional tasks;
		PC-2.5. Develops options for legal actions in strict accordance with the legislation and makes decisions in the form prescribed by law.
PC-4	Can provide legal assistance to citizens and organizations and other types of legal services, to provide qualified professional opinions and advice in specific legal areas	PC-4.1. Has mastered communication skills used with citizens and organizations to identify and formulate a legal problem as well as establish legally significant circumstances;
		PC-4.2. Identifies the methods of solving specific legal issues provided by law, based on the obtained analytical data, assesses their risks, advantages and disadvantages in a correct way, and develops a plan for their implementation;
		PC-4.3. Knows and applies the rules needed to prepare a legal opinion and provide consultations;
		PC-4.4. Knows and follows the principles of professional ethics as well as the rules of effective communication while providing legal assistance and services.
PC-5	Is able to apply the comparative legal method and use the knowledge of foreign legal systems in practice.	PC-5.1. Knows the specifics of the comparative legal method and the features of its use in legal practice;
		PC-5.2. Knows the specifics of the legal systems, judicial systems, the legal profession structure in the major countries and the main trends of law development in the modern world;
		PC-5.3. Can use the comparative legal method to identify general and specific features of the compared objects and search for unified legal solutions;
		PC-5.4. Masters the skills of using the comparative legal method and the results of comparative legal research when comparing various legal solutions and deciding on best practice, considering the international experience.

3. INTERNSHIP IN HIGHER EDUCATION PROGRAMME STRUCTURE

The pre-graduation internship refers to the part formed by the participants of educational relations.

Within the higher education programme students also master other disciplines (modules) and / or internships that contribute to the achievement of the expected learning outcomes as results of the pre-graduation internship.

Table 3.1. The list of the higher education programme components that contribute to the achievement of the expected learning outcomes as the internship results.

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
GPC-1	Can analyze the main patterns of formation, implementation and development of law.	Theory of State and Law History of State and Law of Foreign Countries History of Russian State and Law Civil Law Civil and Arbitration Procedure International Public Law Labor Law International Private Law Commercial Law and Corporations Roman Law Comparative Constitutional Law and Justice Comparative Administrative Law and Justice Comparative Criminal Law Comparative Civil and Commercial Law Comparative Criminal Procedure Comparative Civil Procedure Comparative Financial and Tax Law Philosophy of Law: Fundamental Course	State Examination in the Discipline "Theory of State and Law" State Examination Bachelor Thesis Defence
GPC-3	Can participate in legal review within the task.	Administrative Law Civil and Arbitration Procedure Financial Law and Tax Law Environmental Law and Land Law Educational Internship	State Examination in the Discipline "Theory of State and Law" Bachelor Thesis Defence
GPC-5	Can use their speaking and writing skills in a cohesive, well-reasoned and logical way with a uniform and correct use of professional legal terminology.	Foreign Language for Legal Purposes Russian Language for Legal Purposes (for foreign students) Theory of State and Law Foundations of Rhetoric and Communication Civil and Arbitration Procedure Criminal Procedure and Forensic Science Legal Research and Reasoning Comparing Legal Techniques Philosophy of Law: Fundamental Course Logic for Lawyers Language and Law Legal Documents in English Legal Argumentation	State Examination in the Discipline "Theory of State and Law" State Examination Bachelor Thesis Defence
GPC-8	Can obtain relevant legal information in a purposeful and efficient way from various sources, including legal	Information Technologies in Legal Practice (Fundamentals of Legal Tech) Administrative Law Constitutional Law	Pre-graduation Internship Bachelor Thesis Defence

	databases, to complete specific professional tasks using information technology and considering information security requirements.	<p>Civil Law Civil and Arbitration Procedure Financial Law and Tax Law Labor Law International Private Law Commercial Law and Corporations Computer Science Comparative Constitutional Law and Justice Comparative Administrative Law and Justice Comparative Criminal Law Comparative Civil and Commercial Law Comparative Criminal Procedure Comparative Civil Procedure Comparative Financial and Tax Law Law and Artificial Intelligence Data Regulation and Protection in Digital Age Communications and Internet Law and Policy Legal Design Legal Tech: Advanced Course Workshop "Procedural Documents in Civil Cases" Workshop "Procedural Documents in Administrative Cases" Workshop "Procedural Documents in Criminal Cases" Workshop "Procedural Documents in International Disputes" Workshop "Procedural Documents in Constitutional Procedure" Workshop "Negotiations and Contracts" Interdisciplinary Course Paper Educational Internship Investigation-Prosecution Internship Judicial Internship</p>	
GPC-9	Can understand the principles of modern information technology and use them to complete professional tasks.	<p>Information Technologies in Legal Practice (Fundamentals of Legal Tech) Civil and Arbitration Procedure Computer Science Data Regulation and Protection in Digital Age Legal Design / Юридический дизайн Legal Tech: Advanced Course Educational Internship Investigation-Prosecution Internship Judicial Internship</p>	Bachelor Thesis Defence
PC-2	Can apply legal norms in specific legal areas and use them in the way prescribed by law	<p>Administrative Law Civil Law Civil and Arbitration Procedure Financial Law and Tax Law International Public Law Labor Law International Private Law Commercial Law and Corporations Fundamentals of Medicine Law</p>	State Examination Bachelor Thesis Defence

		Workshop "Procedural Documents in Civil Cases" Workshop "Procedural Documents in Administrative Cases" Workshop "Procedural Documents in Criminal Cases" Workshop "Procedural Documents in International Disputes" Workshop "Procedural Documents in Constitutional Procedure" Workshop "Negotiations and Contracts" Interdisciplinary Course Paper Judicial Internship	
PC-4	Can provide legal assistance to citizens and organizations and other types of legal services, to provide qualified professional opinions and advice in specific legal areas	Russian Legal System and Legal Traditions Comparative Law Studies Comparative Constitutional Law and Justice Comparative Administrative Law and Justice Comparative Criminal Law Comparing Legal Techniques Comparative Civil and Commercial Law Comparative Criminal Procedure Comparative Civil Procedure Comparative Financial and Tax Law Critical Approaches to Current Legal Communications and Internet Law and Policy	State Examination in the Discipline "Theory of State and Law" State Examination Bachelor Thesis Defence
PC-5	Is able to apply the comparative legal method and use the knowledge of foreign legal systems in practice.	Russian Legal System and Legal Traditions Comparative Law Studies Comparative Constitutional Law and Justice Comparative Administrative Law and Justice Comparative Criminal Law Comparing Legal Techniques Comparative Civil and Commercial Law Comparative Criminal Procedure Comparative Civil Procedure Comparative Financial and Tax Law Critical Approaches to Current Legal Issues Communications and Internet Law and Policy	State Examination in the Discipline "Theory of State and Law" State Examination Bachelor Thesis Defence

* To be filled in according with the competence matrix of the higher education programme.

4. INTERNSHIP WORKLOAD

The total workload of the pre-graduation internship is 9 credits (324 academic hours).

5. INTERNSHIP CONTENTS

*Table 5.1. Internship contents**

Modules	Contents (topics, types of practical activities)	Workload, academic hours
Preliminary module	-health and safety briefing, including fire safety -introductory lecture detailing the internship main goals, objectives, forms and procedures; -work planning (individual plan assignment).	54
Main module	1. Final approval of the plan and reference list of the Bachelor's qualifying paper by the research supervisor, who also provides recommendations on their use. 2. Empirical material search. 3. Empirical material analysis. 4. Providing the final version of the Bachelor's qualifying paper, taking the supervisor's recommendations into account. 5. Final discussion of paper structure (introduction, conclusion, bibliography, references) and correction of the errors pointed out by the supervisor. 6. Discussion and preparation of the presentation. 7. Discussion and preparation of the defense speech. 8. Preliminary defense of the qualifying paper in the consultation hours.	216
Final module	- internship discussion; - written report preparation; - final document submission; - defense of the internship report.	54
TOTAL::		324

* The contents of internship through modules and types of practical activities shall be FULLY reflected in the student's internship report.

6. INTERNSHIP EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

Classroom for Academic Activity Type	Classroom Equipment	Specialized educational / laboratory equipment, safety requirements and materials for mastering the discipline (if necessary)
Lecture Classroom	A lecture classroom, equipped with a set of specialized furniture; a whiteboard, special equipment including a portable multimedia projector, a laptop, a projection screen, stable wireless Internet connection.	Multimedia projector, projection screen, audio system, laptop.

Seminar Classroom	A classroom for seminars, group and individual consultations, assessment and midterm exams, equipped with a set of specialized furniture and devices for multimedia presentations.	Multimedia projector, projection screen, audio system, laptop.
Computer Lab	A computer lab for classes, group and individual consultations, assessment and midterm exams, equipped with personal computers, a whiteboard and technical means of multimedia presentations.	Multimedia projector, projection screen, audio system, laptop.
Self-study Classroom	A classroom for self-study (can also be used for seminars and consultations), equipped with a set of specialized furniture and computers with EIEE access.	Multimedia projector, projection screen, audio system, laptop.

7. INTERNSHIP LOCATION AND TIMELINE

Pre-graduation internship is a part of the Bachelor's curriculum. The internship is organized in the fourth year of study (8th semester) in the workload established by the curriculum.

At the beginning of the academic year the student is assigned to a research supervisor among the leading professors of the department. The bachelors' pre-graduation internship is managed by the research supervisor and/or the faculty member responsible for organizing and conducting the pre-graduation internship.

The internship supervisor plans, organizes and supervises the student's activities of, instructing them to perform the specific training procedures outlined in this syllabus.

The pre-graduation internship is stationary and takes place at RUDN University subdivisions or in external companies and organizations, based on the concluded agreements on practical training.

The main venue for bachelors' pre-graduation internship consists of the RUDN University Law Institute departments.

Based on the specificity of the topic of their graduation qualifying paper and the need to collect empirical materials provided by specific institutions and organizations, students have the right to determine the venue on their own and to complete the internship on an individual basis.

The procedure for organizing individual internships is governed by the Regulations for individual field internships, approved by the Order № 432 of the RUDN University Rector of 10.05.2016. In order to have an individual internship, the student must write an application to the Director of the Law Institute before the internship with a request to allow the internship on the basis of the enterprise/organization of their choice, indicating the reason for the student's choice of the venue.

The application written by the student is endorsed by the internship supervisor of Criminal Law, Criminal Proceedings and Forensics, which constitutes the permission given by the Head of Internship regarding the compliance of the venue with the internship syllabus and its ability to help the student to form the necessary competences.

A student may be denied an internship on an individual basis if:

- the venue does not correspond to the education field;
- the venue does not correspond syllabus requirements or does not contribute to the competence formation.

After receiving the permission of the Head of the Department to do the internship on an individual basis, the student signs an agreement between RUDN University and the

enterprise/organization. The application and the internship agreement signed by the Head of the Department are submitted to the Law Institute Director.

The last two weeks of internship take place in the Law Institute departments, which helps the students to arrange the information, submit a preliminary version of the qualifying paper to the supervisor and finalize their research.

The following criteria should be applied in choosing internship venues:

availability of:

- highly qualified specialists;
- modern material and technical base;
- modern educational and methodical complexes;
- modern software.

For persons with group I, II or III disablement and persons with disabilities, the internship is completed while taking into account the specifics of their psychophysical development, individual capabilities and general health.

8. RESOURCES RECOMMENDED FOR INTERNSHIP

a) Main readings:

1. Ivanova, M.A. Fundamentals of legal work: textbook / M.A. Ivanova; Ministry Medushevsky, A.N. Comparative constitutional law and political institutions : a course of lectures / A.N. Medushevsky. - 2nd ed. - Moscow; Berlin: Direct-Media, 2015. - 734 c. - Bibliography in the book - ISBN 978-5-4475-2837-9; The same [Electronic resource]. - URL: <http://biblioclub.ru/index.php?page=book&id=258902>.

2. Levochkina N.A. Pre-diploma practice: guidelines / N.A. Levochkina. - Moscow: Direct-Media, 2013. - 31 c. - ISBN 978-5-4458-2195-3; Same [Electronic resource]. - URL: <http://biblioclub.ru/index.php?page=book&id=134540/>

b) Additional readings:

1. Legal statistics: textbook / V.N. Demidov, S.Y. Kazantsev, O.E. Zgadzai et al. Ed. by S.Ya. Kazantsev; ed. by S.M. Inshakov. - 3rd edition, revised and extended - Moscow: Unity-Dana, 2015. - 375 p.: schemes, tabl., ill. - Bibliography: pp. 325-326 - ISBN 978-5-238-02665-7; Same [Electronic resource]. - URL: <http://biblioclub.ru/index.php?page=book&id=426635>.

2. Lawmaking and interpretation of law norms: problems of theory and practice: practice / co. O.V. Borisova, I.N. Klyukovskaya; Ministry of Education and Science of the Russian Federation, Federal State Autonomous Educational Institution of Higher Professional Education "North Caucasus Federal University". - Stavropol: SCFU, 2015. - 122 c. - Bibliography in the book; The same [Electronic resource]. - URL: <http://biblioclub.ru/index.php?page=book&id=458220>.

c) Databases and search engines:

1. RUDN Electronic Library System (RUDN ELS) <http://lib.rudn.ru/MegaPro/Web>
2. EL "University Library Online" <http://www.biblioclub.ru>
3. EL "Yurayt" <http://www.biblio-online.ru>
4. EL "Student Consultant" www.studentlibrary.ru
5. EL "Lan" <http://e.lanbook.com/>
6. Documents and materials of the activities of the Federal Agency for Education: www.ed.gov.ru
7. Federal Register of Regulatory Legal Acts of the Russian Federation (Ministry of Justice of Russia) http://zakon.scli.ru/ru/legal_texts/index.php

8. Official Internet Portal of Legal Information <http://pravo.gov.ru/pcpi>
9. Website of the Supreme Court of the Russian Federation <http://www.vsrfr.ru>
10. **Google Scholar** <https://scholar.google.ru/>

The training toolkit and guidelines for a student to do an internship, keep an internship diary and write an internship report:*

1. Regulations on Internships for Students in the Federal State Educational Institution of Higher Education "Peoples' Friendship University of Russia" and Approval of Internship Report Forms;
2. Safety regulations required for the internship (health and safety briefing).
3. Machinery and principles of operation of technological production equipment used by students during their internship; flow charts, regulations, etc. (if necessary).
4. Internship diary guidelines and internship report.

*The training toolkit and guidelines for the internship are placed on the internship page in the university telecommunication training and information system under the set procedure.

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL AS INTERNSHIP RESULTS

The assessment toolkit and the grading system* to evaluate the level of competences (competences in part) formation as the pre-graduation internship results are specified in the Appendix to the internship syllabus.

* The assessment toolkit and the grading system are formed on the basis of the requirements of the relevant local normative act of RUDN University (regulations / order).

DEVELOPERS:

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