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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

Orientation (Introductory) Internship

(internship title)

Orientation Internship

(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 GOALS

The goals of the Orientation (Introductory) Internship are to:

- ✓ Consolidate and deepen the theoretical knowledge acquired by students during classroom training;
- ✓ Promote the acquisition of the necessary primary professional skills and competences required for a professional environment;
- ✓ Prepare students for a deeper study of special legal disciplines in subsequent years;
- ✓ Facilitate the acquisition of skills that increase the level of competence.

2. REQUIREMENTS FOR LEARNING OUTCOMES

The Orientation (Introductory) 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)
GC-1	GC-1. Can search for information, perform its critical analysis and synthesis, apply systematic approach to complete the tasks.	GC-1.1. Analyzes the task while identifying its basic components;
		GC-1.2. Identifies and ranks the information required to complete the tasks;
		GC-1.3. Searches for information and performs its rational analysis to complete the task based on various types of requests;
		GC-1.4. Offers options for problem solving and analyzes the possible consequences of using them;
		GC-1.5. Analyzes various ways of solving worldview-related, moral and personal problems based on the use of fundamental philosophical ideas and categories in their historical development and sociocultural context.
GC-5	Can comprehend the cross-cultural diversity in the sociohistorical, ethical and philosophical contexts.	GC-5.1. Interprets the history of Russia in the context of global historical development;
		GC-5.2. Demonstrates tolerant perception of social and cultural differences, respectful and careful attitude to the historic heritage and cultural traditions;
		GC-5.3. Considers the historic heritage and sociocultural traditions of various social groups, ethnic groups and confessions, including world religions, philosophical and ethical teachings in social and professional interaction;
		GC-5.4. Follows the principles of non-discriminatory interaction in personal and mass communication to complete professional tasks and improve social integration.
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-6	Can participate in the process of drafting regulatory acts and other legal documents.	GPC-6.1. Identifies the necessity of drafting legal acts and other legal documents as well as their affiliated branch;
		GPC-6.2. Highlights and considers the features of various types of regulatory acts and other legal documents;
		GPC-6.3. Correctly applies the rules of legal technique for the preparation of normative legal acts and other legal documents.
GPC-7	Can comply with the principles of legal ethics, doing so in terms of anti-corruption behavior standards.	GPC-7.1. Is ready to carry out professional duties in an honest way and good faith based on the principles of legality, impartiality and

		justice, with respect and dignity, protecting human and civil rights and freedoms;
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-1	Can draft regulatory acts, formulate legal norms for various levels of rulemaking and areas of professional activity.	PC-1.1. Identifies the societal need for legal regulations of public relations in a particular area as well as gaps and conflicts in the current legislation and has the tools to overcome and eliminate them;
		PC-1.2. Understands the nature and levels of rulemaking, identifies the stages and actors in the rulemaking procedure;
		PC-1.3. Identifies the role and competence of rulemaking procedure actors, assesses the legitimacy of their decisions and actions;

3. INTERNSHIP IN HIGHER EDUCATION PROGRAMME STRUCTURE

The Orientation (Introductory) Internship refers to the variable component of (B2) block of the higher educational programme curriculum.

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 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*
GC-1.	Can search for information, perform its critical analysis and synthesis, apply systematic approach to complete the tasks.	Philosophy Theory of State and Law History of State and Law of Foreign Countries History of Russian State and Law Information Technologies in Legal Practice (Fundamentals of Legal Tech) Foundations of Economics and Management	State Examination in the Discipline "Theory of State and Law" State Examination Bachelor Thesis Defence

		Russian Legal System and Legal Traditions	
GC-5	Can comprehend the cross-cultural diversity in the sociohistorical, ethical and philosophical contexts.	Philosophy History of Russian State and Law Russian Legal System and Legal Traditions History of Political and Legal Doctrines	State Examination in the Discipline "Theory of State and Law"
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 Pre-graduation Internship State Examination in the Discipline "Theory of State and Law" Bachelor Thesis Defence
GPC-6	Can participate in the process of drafting regulatory acts and other legal documents.	Constitutional Law	Civil Law Civil and Arbitration Procedure Financial Law and Tax Law International Public Law Environmental Law and Land Law Labor Law International Private Law Commercial Law and Corporations 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" State Examination in the Discipline "Theory of State and Law"
GPC-7	Can comply with the principles of legal ethics, doing so in terms of anti-corruption behavior standards.	Theory of State and Law Administrative Law Criminal Law	Civil and Arbitration Procedure Criminal Procedure and Forensic Science Civil Liberties and Human Rights Technological (Investigative and Prosecutorial) Internship Technological (Judicial) Internship State Examination in the Discipline "Theory of State and Law"
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	Information Technologies in Legal Practice (Fundamentals of Legal Tech) Administrative Law Constitutional Law Civil Law Computer Science Interdisciplinary Course Paper	Administrative Law Constitutional Law 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

			<p>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 Technological (Investigative and Prosecutorial) Internship Technological (Judicial) Internship Work Experience (Pre-graduation) Internship Bachelor Thesis Defence</p>
GPC -9	Can understand the principles of modern information technology and use them to complete professional tasks.	Information Technologies in Legal Practice (Fundamentals of Legal Tech) Computer Science	<p>Civil and Arbitration Computer Science Data Regulation and Protection in Digital Age Legal Design Legal Tech: Advanced Course Technological (Investigative and Prosecutorial) Internship Technological (Judicial) Internship Work Experience (Pre-graduation) Internship Bachelor Thesis Defence</p>
PC-1	Can draft regulatory acts, formulate legal norms for various levels of rulemaking and areas of professional activity.	Theory of State and Law Administrative Law Constitutional Law Civil Law	<p>Financial Law and Tax Law International Public Law Labor Law International Private Law Commercial Law and Corporations 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 Civil Liberties and Human Rights Law and Artificial Intelligence Law and Bioethics Communications and Internet Law and Policy Law and Neuroscience State Examination</p>

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

4. INTERNSHIP WORKLOAD

The total workload of the Orientation (Introductory) Internship amounts to 3 credits (108 academic hours).

5. INTERNSHIP CONTENTS

*Table 5.1. Internship contents**

Modules	Contents (topics, types of practical activities)	Workload, academic hours
Preliminary module	- General meeting of students; - Health and safety briefing, including fire safety; - Introduction to the legal acts regulating the legal status, competence and activities of legislative and executive authorities at the federal and regional levels.	6
Main module	Stage 1 Event organisation (workshops, interactive lectures) featuring federal and regional government authorities. This stage includes meetings with state authority representatives and local self-government bodies, introductory lectures and excursions.	30
	Stage 2 “Legislative process” using simulation and role play ("Legislators" quest)	30
	Stage 3 "Protecting rights and legitimate interests using administrative channels" using simulation and role play (quest “Aren’t-you-a-lawyer” against bureaucracy”“)	30
Final module	- filling in the internship diary based on the results of event and quest participation; - writing an internship report; - preparing for defence and defending the internship report	12
TOTAL:		108

* 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
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		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

Orientation (Introductory) Internship is carried out in the fourth semester of the second year for full-time students.

The schedule of Orientation (Introductory) Internship events and their venue is determined based on the agreement reached with representatives of the relevant state authorities and local governments.

The venues of Orientation (Introductory) Internship are: the Federation Council of the Federal Assembly of the Russian Federation, the State Duma of the Federal Assembly of the Russian Federation, the Ministry of Foreign Affairs of the Russian Federation, the Moscow City Duma, the Moscow Regional Duma, the Government of the Moscow Region, Moscow State Traffic Safety Inspectorate, Central Election Commission, Ministry of Economic Development and other state and local authorities which are specified in the Internship calendar schedule.

The period of the internship usually corresponds to the period indicated in the training calendar of the higher education programme. However, the period of the internship can be rescheduled upon the agreement with the Department of Educational Policy and the Department for the Organization of Internship and Employment of RUDN students.

8. RESOURCES RECOMMENDED FOR INTERNSHIP

Main readings:

Laws (Regulatory Legal Acts)

1. Constitution of the Russian Federation // Official Internet portal of legal information <http://www.pravo.gov.ru>, 07/04/2020;
2. Federal Constitutional Law "On the Commissioner for Human Rights of the Russian Federation" of February 26, 1997 // collection of laws of the Russian Federation, 03.03.1997, N 9, art. 1011 (with amendments and additions);

3. Federal Constitutional Law "On the Government of the Russian Federation" of November 06, 2020 // collection of laws of the Russian Federation, 09.11.2020, N 45, art. 7061;

4. Federal Law "On the foundations of the public service of the Russian Federation" of July 27, 2004 // collection of laws of the Russian Federation, 02.08.2004, N 31, art. 3215 (with amendments and additions);

5. Federal Law "On the General Principles of Organization of Legislative (Representative) and Executive Bodies of State Power of the Subjects of the Russian Federation" of October 6, 1999 // collection of laws of the Russian Federation, 10.18.1999, N 42, art. 5005 (with amendments and additions);

6. Federal Law "On Basic Guarantees of Electoral Rights and the Rights to Participate in a Referendum of Citizens of the Russian Federation" of June 12, 2002 // collection of laws of the Russian Federation, 06.17.2002, N 24, art. 2253 (with amendments and additions);

7. Federal Law "On the general principles of organization of the local self-government in the Russian Federation" of October 6, 2003 // collection of laws of the Russian Federation, 06.10.2003, N 40, art. 3822 (with amendments and additions)

Textbooks:

8. Constitutional law of Russia: textbook / E.I. Kozlova, O.E. Kutafin. - 5th ed., revised. and additional ; Electronic text data. - M. : Prospekt, 2017. - 592 p. - ISBN 978-5-392-24574-1: 750.00. Access mode. - URL:

http://lib.rudn.ru/MegaPro/UserEntry?Action=Rudn_FindDoc&id=457792&idb=0

9. Administrative law: textbook / I.A. Alekseev, A.A. Svistunov, G.V. Stankevich [and others]. - Electronic text data. - M. : Prospekt, 2019, 2020. - 320 p. - ISBN 978-5-392-28299-9. - ISBN 978-5-392-30456-1 : 250.00. Access mode. - URL: http://lib.rudn.ru/MegaPro/UserEntry?Action=Rudn_FindDoc&id=476012&idb=0

Additional readings:

Regulatory Legal Acts:

1. Decree of the President of the Russian Federation on "The System and Structure of the Federal Executive Authorities" of 9 March 2004 // collection of laws of the Russian Federation, 2004, N 11, art. 945 (with amendments and additions);

Scientific Articles:

1. Savoskin A.V., Meshcheryagina V.A. The constitutional right of citizens to appeal: to the question of the content of the subjective side of the will // Bulletin of the Ural Law Institute of the Ministry of Internal Affairs of Russia. 2015. №3. URL: <https://cyberleninka.ru/article/n/konstitutsionnoe-pravo-grazhdan-na-obraschenie-k-voprosu-o-soderzhanii-subektivnoy-storony-voleizyavleniya>.

Internet sources

1. Electronic libraries (EL) of RUDN University and other institutions, to which university students have access on the basis of concluded agreements:

- RUDN Electronic Library System (RUDN ELS) <http://lib.rudn.ru/MegaPro/Web>

- EL "University Library Online" <http://www.biblioclub.ru>

- EL "Yurayt" <http://www.biblio-online.ru>

- EL "Student Consultant" www.studentlibrary.ru

- EL "Lan" <http://e.lanbook.com/>

Databases and search engines:

1. Federal Register of Regulatory Legal Acts of the Russian Federation (Ministry of Justice of Russia) http://zakon.scli.ru/ru/legal_texts/index.php
2. Official Internet Portal of Legal Information <http://pravo.gov.ru/pcpi>
3. Website of the Supreme Court of the Russian Federation <http://www.vsrp.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 Studying the Programme in the Federal State Educational Institution of Higher Education "Peoples' Friendship University of Russia" and Approval of Internship Report Forms;
2. Safety regulations to do the internship (safety awareness briefing).
3. Machinery and principles of operation of technological production equipment used by students during their internship; process flow charts, regulations, etc. (if necessary).
4. Guidelines for keeping an internship diary and writing an 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:
<https://esystem.rudn.ru/course/view.php?id=10196>

9. 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 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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