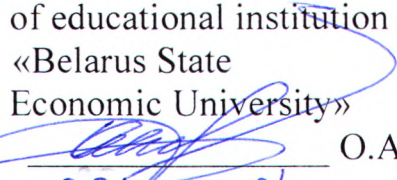


Educational institution
«Belarus State Economic University»

APPROVING
Vice-Rector for Academic Affairs
of educational institution
«Belarus State
Economic University»

O.A. Morozevich
«08» 04 2024 г.
Registration number 245-24

**PROGRAM OF
PROFESSIONALLY ORIENTED INTERNSHIP**

Specialty 7-06 0421 01 «Jurisprudence»
Profiling «Legal support of economic activity»
(advanced higher education)

COMPILED BY:

T.S. Taranova, Head of the Department of Civil Law Disciplines of the Faculty of Law of the Educational Institution «Belarus State Economic University», Doctor of Law, Professor;

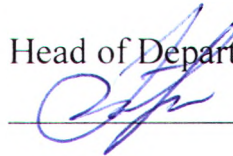
E.A. Kishkevich, Assistant of the Department of Civil Law Disciplines of the Faculty of Law of the Educational Institution «Belarus State Economic University».

RECOMMENDED FOR APPROVAL BY:

Department of Civil Law Disciplines of the Faculty of Law of the Belarus State Economic University

(protocol № 8 dated «6» мажня 2024 г.)

Head of Department



T.S. Taranova

Council of the Faculty of Law of the Belarus State Economic University (protocol № 7 dated «27» мажня 2024 г.)

Chairman



A.N. Shklyarevsky

1. EXPLANATORY NOTE

Professionally oriented internship is a certain type (form) of educational activity, aimed at consolidating knowledge and skills acquired in the process of theoretical training in the master's degree, mastering the skills of researching current scientific problems, solving socio-professional tasks, and applying innovative technologies.

The program of professionally oriented internship is intended for the master students of specialty 7-06-0421-01 Jurisprudence, profiling: Legal support of economic activity.

The program was developed in accordance with:

Code of the Republic of Belarus on Education dated January 13, 2011 No. 243-3 (as amended and supplemented from January 14, 2022);

The Regulation on the practice of students, cadets, trainees, approved by the Resolution of the Council of Ministers No. 860 of June 3, 2010.

The program was developed on the basis of the educational standard (OCBO 7-06-0421-01-2023), approved by the decree of the Ministry of Education of the Republic of Belarus No. 160 of 18.05.2023, a curriculum of advanced higher education for the specialty 7-06-0421-01 Jurisprudence, profiling «Legal support of economic activities», approved by the rector of the educational institution «Belarus State Economic University» 05/12/2023, registration number 54 MGR-23.

1.1. Purpose of professionally oriented internship:

The purpose of the internship is to form the professional competencies of a master's student, deepen theoretical knowledge and master the skills and practical skills of highly qualified independent work in the specialty.

1.2. The objectives of professionally oriented internship are:

- acquisition of professional skills by master's students in the specialty, consolidation, expansion and systematization of knowledge gained during the study of disciplines in the specialty profile;
- achieving a rational combination of theoretical knowledge of future specialists with the ability to professionally solve issues arising in practice;
- search and systematization of materials necessary for the preparation of a master's thesis;
- justification and adoption of decisions within the scope of official duties;
- performing actions related to the implementation of legal norms (law enforcement activities);
- consulting on legal issues; carrying out expert examinations of draft legal acts (expert consulting activities);
- organization of innovative activities in law-making and law enforcement areas.

1.3. Duration of practice.

The internship is conducted for full-time master's students in the 2nd semester, in accordance with the approved curriculum of the specialty, and its duration is 2 weeks (3 credits).

1.4. Requirements for the content and organization of the practice.

As a result of the internship, the master's student develops universal and in-depth professional competencies provided for by the educational standard, including:

UC-1. Apply methods of scientific knowledge in research activities, generate and implement innovative ideas;

UC-2. Solve scientific research and innovative tasks based on the use of information and communication technologies;

UC-3. To carry out communications in a foreign language in the academic, scientific and professional environment for the implementation of research and innovation activities;

UC-4. Provide communication, demonstrate leadership skills, be capable of team building and development of strategic goals and objectives;

UC-5. Be able to predict the conditions for the implementation of professional activities and solve professional tasks in conditions of uncertainty.

UPC-1. Demonstrate knowledge and understanding of the main doctrines, concepts and theories that characterize state and legal phenomena, the specifics of the formation and development of the doctrines of state and law, comprehend the problems of the history of state and law in global and local dimensions, analyze the history of the state and legal development of Belarus in an independent scientific and research, scientific, educational and other professional activities;

UPC-2. Apply knowledge of the modern theory and practice of law-making by representative, executive and judicial authorities when participating in the development and examination of draft normative legal acts, analyze and evaluate the effectiveness of normative legal acts in the course of research, law-making, law enforcement, educational and managerial activities;

UPC-3. Evaluate the organizational, technological and social results of the work of information systems and resources of the electronic state, to propose scientifically sound ways to improve their activities, taking into account knowledge about the legal support for the management of public processes using information and communication technologies;

UPC-4. To characterize the problematic issues of the theory and history of state and law, to use the acquired knowledge for the successful development of branch legal disciplines, to identify possible discrepancies in the relationship between constitutional principles and norms with the provisions of sectoral legislation, to ensure the implementation of the principle of supremacy and direct action of the Constitution, to analyze and apply the norms in practice administrative regulation of public law relations;

UPC-5. Analyze the features of integration law, which is being developed within the framework of the Union State, the EAEU, the CIS, apply the knowledge gained in the course of research, educational and other types of professional activities, taking into account the peculiarities of the national legal system.

SC-1. Demonstrate a body of knowledge about the categories, institutions and current trends in the development of civil legislation; analyze and apply in the course of research, scientific, educational and professional activities progressive legal methods for regulating civil relations;

SC-2. Demonstrate knowledge of the modern doctrine of IT law, use the acquired knowledge in the implementation of research, educational and other professional tasks;

SC-3. Apply scientific knowledge about the categories and principles of legal regulation of intellectual property in the course of research, scientific, educational and other professional activities;

SC-4. Demonstrate an understanding of the essence of mediation as an alternative way to resolve conflicts of a private law nature, knowledge of the principles and procedures for conducting mediation, as well as the ability to apply the acquired knowledge, skills and abilities in scientific, teaching and practical activities;

SC-5. Apply scientific and legal knowledge of modern business law in solving theoretical and practical problems related to the activities of business entities;

SC-6. Apply in the course of research and scientific-practical activities modern knowledge of the issues of resolving trade disputes;

SC-7. Use knowledge and understanding of the specifics of civil procedural legal relations in cross-border civil and economic cases in research, educational and other professional activities;

SC-8. Demonstrate knowledge about the categories and instruments of legal regulation of the securities market in the course of research, scientific, educational and other professional activities;

SC-9. Possess knowledge of the unity and differentiation of the legal regulation of the labor of workers as a method, apply knowledge about the features of labor regulation of certain categories of workers in research, scientific, educational and other professional activities;

SC-10. Possess knowledge of the role of state regulation of modern economic relations, use them to solve a wide range of professional theoretical and practical problems;

SC-11. Use scientific knowledge about the legal protection of the environment and ensuring environmental safety in the course of economic activity in order to carry out legal research, environmental education and other professional tasks;

SC-12. Apply scientific knowledge about ensuring food security by legal means for a reasoned and optimal solution of theoretical, scientific and practical problems in this area.

As a result of the program, the master's student must have *practical experience*:

- preparation of analytical reports and expert opinions in the field of civil, labor, and private international law;
- search and creative selection of scientific information to solve practical problems;
- organization of claims work, work of courts, arbitration courts, mediation services;
- scientific analysis of law enforcement problems;
- professional and ethically correct behavior during internship.

A master's student *should be able to*:

- apply the provisions of regulatory legal acts regulating the procedure for civil turnover and dispute resolution;
- evaluate the dispute and plan the work on it competently;
- conduct business correspondence in a foreign and native language;
- to draft documents in a foreign language;
- to develop skills of independent work, including using a creative approach to solving practical problems.

A master's student *should know*:

- the main regulatory legal acts regulating the procedure for the implementation of financial and economic activities and labor relations;
- the content and organization of the lawyer's work;
- procedures for dealing with disputes and conflicts, methods and forms of resolving economic and labor disputes;
- methods of collecting and summarizing law enforcement data on the topic of the master's thesis.

Organization of the internship

Professionally oriented internship is an integral part of the educational program of the specialty 7-06-0421-01 «Jurisprudence» of the advanced higher education.

Internship is professionally oriented and in its content is aimed at consolidating knowledge and skills acquired in the process of theoretical training in the master's degree, as well as mastering the skills of researching relevant scientific and applied problems, solving socio-professional tasks, and applying innovative legal technologies.

Professionally oriented internship allows to form an empirical basis for the final qualification work (master's thesis) and check the practical validity of its conclusions and recommendations.

The basis for the internship is the rector's order, which defines the terms of the students' internship for the current academic year and the specific duties of officials in organizing the internship. Individual postponement of internship dates for valid reasons is carried out in accordance with the rector's order. The basis for the order is the application of the master's student, agreed with the graduating department and the dean of the faculty, and documents confirming the need to

postpone the internship. In this case, the master's student finds a place of internship on his own.

The main organizational and methodological document regulating the activities of master's students and internship managers is the internship program.

The place of internship is determined taking into account the topic of the master's thesis. Master's students can practice in government agencies and organizations, non-governmental organizations, student legal consultations (legal clinics), and other organizations with the necessary human and scientific potential and focused on professional and practical training of students, including at the place of intended distribution. When choosing internship bases, the nature and content of the host organization's activities and the correspondence of its work profile to the specialty of master's student training are taken into account, the organization has the necessary base for conducting internship and the necessary human resources in the profile, its readiness to provide practical training and the possibility of collecting empirical material for dissertation research. Relevant agreements are concluded between the university and organizations acting as internship bases.

The educational and methodological guidance of professionally oriented internship is provided by the graduating department. The organizational management of the internship is carried out by the head of the graduating department. The organization and direct supervision of the work of a master's student during a professionally oriented internship is provided by his supervisor.

Internship begins with familiarization of master's students with the head of the internship from the university, organization (base internships), the conditions and mode of operation of the internship facility. The period of internship is determined by the curricula and the schedule of the educational process for the academic year.

The form of the current certification is a differentiated credit.

2. CONTENT OF THE INTERNSHIP

The professionally oriented internship of the specialty 7-06-0421-01 «Jurisprudence» of the specialization «Legal support of economic activity» is carried out for two weeks in organizations in the specialty profile. The content of the internship is determined by the topic of the master's thesis and help to collect empirical and other scientific material for its writing.

During the internship, the individual master's training plan, the topic of the master's thesis, as well as the type of professional activity chosen by the master's student are taken into account.

Professionally oriented internship takes place in the form of individual independent work under the guidance of a scientific supervisor.

The internship includes the performance of a number of tasks by master's students aimed at the formation of the required competencies and the implementation of a research plan (preparation of a master's thesis).

Places for internship are selected, as a rule, in commercial organizations, student legal consultations (legal clinics), and other organizations with the necessary human and scientific potential and focused on the professional and practical training of students.

During the internship, the master's student must collect and process information in sufficient volume to write the analytical part of the master's thesis, develop skills in using scientific methods in solving practical problems and improve professional competencies.

The internship consists of three periods: preparatory, production and reporting.

The preparatory period includes familiarization of master's students with the goals and objectives of the upcoming internship, the procedure for its conduct and the program, the basic requirements for compiling and formatting a report, keeping a diary, checking the internship bases for their readiness to receive master's students.

The production period includes independent systematic and purposeful activities of master's students to master their chosen specialty, consolidate theoretical knowledge gained in the learning process, and acquire practical skills in the economic and legal sphere. During this period, master's students perform the work provided for by the official duties of employees of organizations (enterprises, institutions) hosting interns. During the internship period, master's students can be employed in vacant positions in accordance with the law.

The reporting period includes the preparation of a written report on the implementation of the internship program and its subsequent submission (together with the internship diary).

When completing a professionally oriented internship in organizations in the specialty profile, the master's student:

- gets acquainted with the structure, tasks and main activities of the organization;

- gets acquainted with HR work and office management in the organization;
- studies the planning of work in the organization, the methodology of drawing up work schedules;
- participates in projects for the implementation of innovative tasks in the organization;
- drafts expert opinions, draft laws and law enforcement acts, petitions and other documents;
- participates in the introduction of innovative methods of technical support and management decision-making in the activities of educational institutions and other organizations;
- is present and participates in the organization and conduct of classes with students, scientific and practical conferences, seminars and other events;
- collects empirical materials for the preparation of scientific publications and other research within the framework of a master's thesis.

3. INFORMATION AND METHODOLOGICAL PART

During the internship under the supervision of the direct head of the internship from the organization, the master's student performs the internship program, as well as an individual assignment.

An approximate calendar and thematic plan (based on the example of internship in the legal department of a business entity):

Period	Content
1-3 day	Registration of documents. Instruction on safety and labor protection. Initial acknowledgment of organizational structure and functional duties. Developing the internship plan.
4-10 day	Collection of empirical material. Analytical work on the topic of theses. Implementation of the plan.
11-12 day	Finalizing internship, documents and report completing.

3.1. Requirements for an individual task

Each master's student is given an individual assignment for the period of internship before the start of its passage, which is developed by the head of the internship from the university. The content of an individual assignment should take into account the conditions and possibilities of the internship base and at the same time correspond to the goals and objectives of the educational process.

An individual assignment should disclose the content of a particular master's student's internship, fix the relevant assignments, and take into account the specifics of the practice base and the topic of the student's master's thesis (Appendix 2). The individual assignment is entered in the internship diary and signed by the direct supervisor of the internship.

3.2. Requirements for the content and design of the practice report

Upon completion of a professionally oriented internship, the master's student prepares a written report on the work done. The report is the main document when a master's student takes a differentiated internship test. The volume of the report is not limited.

The report on the results of the professionally oriented internship includes a description of the work done. The report should be compiled in accordance with the Internship Program and reflect the actual work performed by the master's student.

The report must be signed by a graduate master's student, the direct head of the internship from the organization and approved by the head (deputy head) of the organization.

The accounting documents on the internship are submitted for control no later than five days after the end of the internship (including weekends and holidays) to the head of the professionally oriented internship. All documents must be printed and presented in a separate folder with the title page in strict accordance with the requirements for the design of the BSEU text documentation.

Requirements for the report:

1. the title page must be designed in accordance with the requirements;
2. the text of the report should be structured, the names of sections and subsections should be numbered indicating the pages from which they begin;
3. the numbering of pages, tables and appendices should be end-to-end.

The report on the passage of a professionally oriented internship should contain:

- ✓ information about the duration of the internship and the sequence of its implementation;
- ✓ description of the structure of the host organization;
- ✓ a detailed description of the work performed personally by the master's student;
- ✓ a description of the assistance received from the heads of the internship from the Department of the Faculty of Law and from the host organization;
- ✓ a list and a brief overview of the collected material for writing a master's thesis.

The report is printed on A4 paper (one-sided printing), font – Times New Roman – 14, line spacing – 1 pt, all pages (except the first) are numbered. The volume of the report (without appendices) must be at least 20 pages. The title page of the report is drawn up according to the example (Appendix 1). The headings in the table of contents must match the headings in the text of the report and correspond to the numbering.

The report should contain the following structural elements: introduction, main part, conclusion, list of sources used, appendices.

The introduction indicates the place, start date and duration of the internship, basic information about the organization of the internship.

The main part should include a description of the practical tasks assigned to the master's student, a list of the main works performed during the internship, and a description of the collected material. This part reflects the unfulfilled tasks and the reasons for their non-fulfillment. The report should reflect the results of the work on collecting empirical data for a master's thesis, as well as presentations at seminars, conferences and other events to discuss the innovative development of society and the state.

In conclusion, the skills and abilities acquired by the master's student are described; proposals are formulated to improve the work of the enterprise and related activities in general.

The list of used literary sources is drawn up in accordance with GOST.

The appendix to the report must include materials reflecting the work independently performed by the master's student, including draft documents drawn up personally by the master's student, published scientific papers based on the collection of factual material, etc. It is recommended to carry out work on compiling the report during the internship in parallel with keeping a diary.

Upon departure for internship, the master's student is given a diary, the maintenance of which is mandatory. The diary is filled in daily as the tasks are

completed and is finalized at the end of the internship. The tasks and assignments performed are reflected as briefly as possible, the progress of their implementation is described in detail in the internship report.

The internship diary should include: notes on the arrival (departure) of the master's student at the place (from the place) of internship; records of the types and content of work performed by the master's student during the internship; participation in seminars, lectures and consultations during the internship.

The report, the attached materials and the diary should be placed in a separate folder, decorated in the prescribed way. The correctness and accuracy of filling out the diary and compiling the report is the responsibility of the master's student and is taken into account during the defense.

3.3. Summing up the results of a professionally oriented internship

The completed diary and report are submitted for review to the head of the internship from the enterprise, organization or institution, who gives an opinion on its contents.

The direct head of the internship from the organization draws up and signs a written review of the internship by a master's student. The review must be stamped by the company (organization or institution). When drawing up a review, personal observations of the progress of the tasks performed by the master's student, the results of work and compliance with labor discipline at the enterprise are taken into account. The review describes the quality of completed tasks, the level of professional training and the ability to apply theoretical knowledge in practice, the ability to solve innovative problems, assesses the attitude of the master's student to work and professional and moral qualities.

The intermediate certification based on the results of the internship is carried out within two weeks after the end of the internship in the form of a differentiated credit within the time limits set by the dean's office. Before the defense, the diary and the report are checked by the head of the internship from the department. The name of the organization, the details of which are indicated in the student's diary and report, must correspond to the data of the order of the rector of the university on the referral to internship.

The teacher evaluates the work of the master's student during the internship, the level and quality of self-completed assignments, prepared draft documents and an internship report. During the defense of the internship report, the master's student may be asked questions. The specific list of questions depends on the place of internship, the work performed and the topic of the master's thesis.

Certification in the professionally oriented internship of master's students is carried out in the form of a differentiated credit, by means of grading on a 10-point scale in the examination sheet, is equated to grades (credits) for theoretical training and is taken into account when summarizing the overall performance of master's students.

Master's students who have not completed the internship program for a good reason, as well as who have received a negative review of their work or an

unsatisfactory assessment while defending the report, are re-sent to internship in their free time. At the same time, the duration of internship provided for in the curriculum is maintained.

If the intern, due to illness or other valid reasons, did not manage to complete the internship program within the allotted time, the internship should be continued or postponed to another time in agreement with the rector of the university.

3.4. Rights and obligations of internship supervisors

The educational and methodological guidance of the internship is provided by the graduating department. The organizational management of the internship is carried out by the head of the graduating department together with responsible teachers (scientific supervisors of master's students).

The graduating department:

- develops and reviews internship programs;
- selects the practice bases, in agreement with them forms an application for the number of master's students accepted for internship and sends it to the training department for concluding contracts;
- distributes master's students to practice bases and draws up a distribution schedule;
- organizes meetings of master's students on practical issues with the participation of heads of internship e from the graduating department;
- provides guidance and control over the course of the internship;
- at the end of the internship , organizes the protection of reports;
- discusses the results and analyzes the implementation of the internship program at the meetings of the department;
- submits internship reports to the Department of Graduate Studies and the head of the university's reports with proposals for improving its organization.

Before starting a professionally oriented internship, the graduating department holds an organizational meeting. Its purpose is to explain to master's students the order of internship, its content and scope of tasks, to issue internship diaries and other accompanying documents.

The functions of the head of the internship include:

- monitoring compliance with the terms of internship and its content;
- consultations for master's students on internship and report preparation;
- acceptance of the defense of the report of master's students on the results of a professionally oriented internship;
- presentation to the head of the department of an internship report with suggestions and comments on improving its organization.

3.5. The rights and obligations of a master's student

Before entering the internship, the master's student must familiarize himself with the internship program; obtain the necessary documentation and assignment from the head of the internship.

During the internship, the master's student is obliged to:

- start practicing in a timely manner;
- perform the tasks provided for by the internship program and individual assignments in good faith;
- familiarize yourself with the company's internal regulations and strictly follow them;
- study and strictly follow the rules of occupational health and safety;
- systematically work on completing an individual task and finish it by the end of the internship;
- be responsible for the work done and its results;
- submit the internship report to the head of the internship on time.

The work independently performed by the master's student is determined by the content of the internship on the appropriate basis and must correspond to the individual assignment issued by the head of the internship from the department.

Practical work should include a preparatory stage, including familiarization with the structure of an organization or enterprise; independent completion of assigned tasks by a master's student; research work, including processing, analysis of the information received, and the final stage of finalizing the diary and compiling a report.

The master's student prepares drafts of legal documents, expresses his opinion on the decisions taken, and performs other work in accordance with the Internship Program and individual assignment.

Appendix 1

ESTABLISHMENT OF EDUCATION
«BELARUS STATE ECONOMIC UNIVERSITY»

Department of Civil Law Disciplines

APPROVED
The head of the organization

position

signature / full Name
STAMP

REPORT

on the results of professionally-oriented internship
from « ____ » _____ 202__ г. to « ____ » _____ 202__

(name of the organization)

Master's student

Faculty of Law, gr. _____

(signature)

(FULL NAME)

Internship supervisor

from the department

(signature)

(FULL NAME)

Internship supervisor
from the organization

(signature)

(FULL NAME)

MINSK, 202__

Appendix 2

Examples of Individual tasks

1. Get acquainted with the organizational structure of the organization (name);
2. Study the legislation governing the activities of the organization (name);
3. Complete the assignments of the head of internship from the enterprise (indicate 2-3 possible assignments);
4. Collect empirical materials for the preparation of scientific publications and research on the topic (topic name);
5. Prepare for publication an analytical report, an article on the topic of the master's thesis;
6. Participate in the organization and conduct of scientific and practical events (conferences, seminars, etc.) and prepare a report on participation, including the abstracts of the speech;
7. Get acquainted with innovative approaches to the organization of scientific work of the organization, to complete the task of the head of the internship from the enterprise on participation in the implementation of innovative methods of technical support and management decision-making and to analyze them;
8. Fill out a report on the results of the internship and fill out the diary.