



**RIGA  
GRADUATE  
SCHOOL OF  
LAW**

Approved  
30/08/2016  
Senate Meeting No.2016/3  
Decision No. 9

Riga Graduate School of Law (RGSL)

Professional Masters Programme  
International and European Union Law

**INTERNSHIP PROGRAMME**

# The Internship Programme

## 1. Aims and tasks of internship

The main aims of internship are to acquaint students with the work of state governance institutions, the courts, the prosecutor's office, law firms, non-governmental or international organisations (Partners), and to enable students to acquire practical working skills.

The main tasks of internship are to familiarise students with laws and regulations; to enable students to identify and implement international and EU law, acquire organisational skills and skills to work with clients.

## 2. Organisation of internship

The internship is organised by RGSL in cooperation with Partners. The internship may be organised at the Partner's premises in Latvia or abroad, with prior consent of RGSL.

2.1. The internship can be done in various institutions, the total duration of internship is 26 weeks. RGSL approves the internship task and agrees with the Partner(s) on the procedure.

2.2. Supervision of internship:

- 1) RGSL assigns an internship supervisor (RGSL internship supervisor) and
- 2) the administration of the place of internship assigns an internship advisor (Partner internship supervisor),
- 3) The Partner internship supervisor must hold a position of managerial responsibility in relation to the student and must be approved by RGSL.

2.3. The RGSL internship supervisor:

- 2.3.1. informs the student about the aims, tasks, and procedure of internship and requirements for submitting and defending an internship report;
- 2.3.2. is responsible for internship procedure in accordance with the programme requirements;
- 2.3.3. may inspect the student's performance;
- 2.3.4. consults with the student about procedure, content and submission of internship report;
- 2.3.5. considers both the student's appraisal by the Partner internship supervisor and the internship report and gives the overall evaluation of the internship.

2.4. The Partner internship supervisor:

- 2.4.1. supervises and leads the internship so that the student can perform and achieve internship tasks;
- 2.4.2. provides all necessary information, materials and conditions for internship;
- 2.4.3. gives an appraisal of the student at the end of the internship (performance and accomplishment of tasks, attitude to work, activity, discipline) and recommended evaluation of internship.

2.5. Duties of the student:

- 2.5.1. to agree internship tasks with the internship supervisors;

- 2.5.2. to observe the instructions given by the Partner internship supervisor and follow the internal rules of the place of internship;
- 2.5.3. to use theoretical knowledge acquired at RGSL for accomplishing tasks;
- 2.5.4. to perform lawful instructions given by the Partner internship supervisor or authority at the place of internship and in due time;
- 2.5.5. to observe confidentiality and in particular to ensure that information obtained through internship tasks as well as information which has the status of limited accessibility at the place of internship is not disclosed to third persons.

### 3. Internship report:

3.1. The student must submit an internship report after completing the internship programme, and in any event no later than 10 June, 4<sup>th</sup> semester, consisting of:

- 3.1.1. student appraisal and recommended evaluation of the internship signed by the Partner internship supervisor;
- 3.1.2. report on internship signed by the Partner internship supervisor.

3.2. The internship report must include:

- 3.2.1. full name of the place of internship, duration and the name, surname and position of the Partner internship supervisor;
- 3.2.2. titles of legal enactments regulating the activities of the place of internship;
- 3.2.3. a list/diary (plus a brief description) of tasks performed during the internship;
- 3.2.4. at the student's discretion – analysis of a current challenge/issue at the place of internship;
- 3.2.5. student's conclusions or proposals for optimising the application or implementation of international and/or EU law.

3.3. The appendix to the internship report must contain:

- 3.3.1. project documents prepared in the framework of the internship programme (at least two);
- 3.3.2. copies of documents (at least two) analysed during the internship.

3.4. Requirements for the internship report:

- 3.4.1. the report must be five to eight pages of typed text on each place of internship (appendices excluded);
- 3.4.2. in writing the report the student must follow the requirements for a master thesis (e.g. structure, content, source references, numbering of pages, list of literature and legal acts/legal documents).

3.5. Students who are working or who in the last year have permanently worked for at least six months at any of the institutional categories mentioned in the Internship Programme and includes the application of international and EU law, can apply to have their employment recognised if the following documents are submitted:

- 3.5.1. student's application for acceptance of employment as internship;
- 3.5.2. confirmation from the employer that the student is permanently employed or has worked there for at least six months during the last year;
- 3.5.3. an internship report (no later than 10 June, 4<sup>th</sup> semester) containing a brief description (5 to 8 pages) on each place of work on the most complicated issues resolved by the student at their work, mentioning solutions and possible improvements of legal enactments related to implementation of international and/or EU law;

- 3.5.4. project documents prepared by the student (at least two);
- 3.5.5. copies of documents (at least two) analysed in the framework of the internship;
- 3.5.6. confirmation from the employer(s) that the student worked there for at least six months (altogether) during the previous year (if not already submitted);
- 3.5.7. student's appraisal from the employer with recommended evaluation of the student's work.

#### Duties of intern at state governance institutions

- To become familiar with legal enactments regulating activities of the place of internship, organisation of work and personnel management.
- To become familiar with the process of drafting legal and administrative enactments.
- To take part in client services – day-to-day responsibilities.
- To become familiar with issues of implementation and application of international and/or EU law.
- To perform other duties upon instructions of the Partner internship supervisor.

#### Duties of the intern at the courts

- To become familiar with the procedure for registration of incoming correspondence; under supervision of a competent employee, to register at least one day's correspondence in the register of incoming correspondence and to sort it.
- To become familiar with the procedure for registration of cases.
- To take part in client services – day-to-day responsibilities.
- To attend court sessions related to issues of implementation of international and/or EU law.
- To take part in preparation of cases for review in court sessions; to draft procedural documents necessary for reviewing the case.
- To perform other duties upon instructions of the Partner internship supervisor.

#### Duties of the intern at the Public Prosecutor's Office

- To become familiar with the Law on the Prosecutor's Office and current orders, instructions of the General Prosecutor, and other legislation.
- To become familiar with practicalities related to the progress of the case.
- To become familiar with the process of drafting orders on an individual's criminal liability and other procedural orders, documents on legal assistance.
- To become familiar with issues of implementing international and/or EU law in criminal procedure.
- To attend at least one court session with a prosecutor.
- To perform other duties upon instructions of the Partner internship supervisor.

### Duties of the intern at law firms

- Independence of the legal profession: the basis for organisational structure, rules, ethical rules.
- Relationship with clients: framework, to identify the client and the contract; basic principles of communication.
- Technical means: necessary databases and their literacy, procedures and forms for requesting information from third parties, a lawyer-time reference system.
- Legal analysis: legal research and analysis, methodology, case-studies related to the EU and / or international law.
- Relations with the judiciary and public institutions: site visits and participation in communication, basic rules of procedural learning (where appropriate specialised legal proceedings, including drafting pleadings).
- Preparation of documents: more widely applied types of documents, and drafting principles.
- Other duties, after the Partner internship supervisor 's order.

### Duties of the intern at non-governmental organisations (NGOs)

- To become familiar with legislation covering NGOs.
- To draft documents related to NGO activities.
- To express opinions on NGO activities from the international and / or EU law perspective.
- Depending on the nature of the NGO, to carry out research, advise visitors, to participate in hearings and perform other duties related to working legal aspects of NGOs.

### Duties of the intern at a company

- To become familiar with legal enactments regulating activities of the place of internship.
- Legal analysis: legal research and analysis, methodology, case-studies related to the EU and / or international law in relation to the business itself.
- Relations with the judiciary and public institutions: site visits and participation in communication, basic rules of procedural learning (where appropriate specialised legal proceedings, including drafting pleadings).
- Preparation of documents: more widely applied types of documents, and drafting principles.
- Participate in business and business document preparation, business negotiations and transactions.
- Express opinions on business issues of international and / or EU law.
- Other duties, after the partner internship supervisor 's order.

Riga Graduate School of Law

## **INTERNSHIP DIARY**

(programme: \_\_\_\_\_)

Name of the student \_\_\_\_\_

Student card No. \_\_\_\_\_

Supervisor at the place of internship \_\_\_\_\_

Place of internship \_\_\_\_\_

\_\_\_\_\_

Duration of internship:

\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_ to \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.

<b>Internship weeks</b>	<b>Tasks</b>	<b>Supervisor's signature</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		

## Appraisal of Internship

Student's name \_\_\_\_\_

Student card No. \_\_\_\_\_

Supervisor at the place of internship \_\_\_\_\_

Place of internship \_\_\_\_\_

\_\_\_\_\_

Duration of internship:

\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_ to \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.

Criteria (evaluation – excellent/good/satisfactory/unsatisfactory)

Work discipline \_\_\_\_\_

Attitude to work \_\_\_\_\_

Management of own work \_\_\_\_\_

Performance of tasks and instructions \_\_\_\_\_

Basic skills \_\_\_\_\_

Professional skills \_\_\_\_\_

Attitude to the company's owner \_\_\_\_\_

Loyalty to the company \_\_\_\_\_

Initiative \_\_\_\_\_

Final grading of the internship: pass/fail \_\_\_\_\_

Comments:

Internship Supervisor

\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

/

/



## Confirmation of Internship

To: the Rector of the Riga Graduate School of Law

I confirm that

---

(name, surname)

A student on the Riga Graduate School of Law professional programme

---

(title of the programme)

did the internship at

---

(name of the institution or company)

from \_\_\_\_.\_\_\_\_.201\_\_ until \_\_\_\_.\_\_\_\_.201\_\_.

\_\_\_\_.\_\_\_\_.201\_\_.

(signature)

**After completion of the internship, no later than 10 June, 4th semester, the student must submit Internship report according to the internship programme - electronically to: [anda.lesina@rgsl.edu.lv](mailto:anda.lesina@rgsl.edu.lv), and two (2) bound (spiral/ folder fastener) copies to student services, room W22**