

[October 14, 2025]

## INTERNSHIP PROGRAM POLICY

1.1. The objective of the Internship Program of the Law Division of AUCA is to teach students, through practical experiences, about the operation of the legal system and the role of lawyers in that system. Students who undertake the Internship receive on-site experience; gain valuable insight into what lawyers, judges, litigants, and policymakers do on a day-to-day basis, and get a better understanding of how to shape their career paths. Through these work experiences, students may have the opportunity to increase their knowledge of substantive and procedural law, learn to apply legal analysis skills in real-world situations, improve research skills, polish oral advocacy, research, and writing skills, and begin to develop a professional network of contacts, which could be essential to securing employment after graduation. Through the internship, students are to develop their soft skills and be acquainted with real-life cases and activities.

1.2. The student must complete the Internship with various legal institutions and other organizations (which have to be chosen by students themselves and preliminarily approved by their faculty advisers from the Law Division and subject to rules under paragraph 3 below) and will receive academic credits for his or her work. To receive academic credit, the student must commit to:

- Work a set number of hours during the Internship,
- Attend the Internship Orientation classes (usually take place early Spring semester; students are informed via AUCA emails),
- Complete all requirements of the Internship Program.

## 2. Human Rights and Internship

2.1. The Law Division believes that the Internship is an excellent opportunity for the students to observe how human rights are enforced, fulfilled, and protected by relevant justice institutions and other organizations in practice. During the orientation class, an overview of basic human rights and the justice system will be presented to students (upon need/ if relevant). Thereafter, students interning in courts and other state and non-state bodies are encouraged to observe how the relevant institutions meet or do not meet human rights standards, such as access to justice and the procedural justice system. The student's observations on these issues should be reflected in their written reports; additionally, these could be reflected in the argumentative essays that students need to submit along with the report.

2.2. Each student **must** undertake an internship in the courts. While students are placed in courts, they should have the ability to participate in court hearings. During such court hearings, it is a requirement for each student to report on trial monitoring. Students are to have 'mass monitoring', i.e., with no specific requirement to attend to any particular case from the start till the end. The monitoring must be on the procedural aspects of the case and not on its merits. Students are required to read <https://www.osce.org/odihr/29615?download=true> [Annex #1 Trial

Monitoring Manual, p.108].

2.3. Students are to carefully read and study the OSCE Report for 2005-2006 and pay attention to the “Trial Monitoring Report Form” (hereinafter, “Trial Form”) [p.117-132]. Each student has to choose one question from the form and observe its application throughout the court hearings.

2.3.1. As soon as the student chooses the question from the Trial Form, the student has to have a minimum of four case observations by the end of the Internship placement [min 2 case observations per week]. While attending the court hearings, the student may take notes during or after the observations. **IMPORTANTLY**, a student must not in any way interfere in the process or disrupt court proceedings; the student is **ONLY** an observer. These observations are important to draft the argumentative essay on the trial monitoring, where students are expected to critically assess the court procedures.

2.3.2. While attending the court hearings, students are specifically to pay attention to the process on the chosen issue, and after the completion of the Internship at the Court, each student is to critically reflect the outcomes of the observation in the final argumentative essay, indicating the violations (if there were no violations, still this has to be reflected in the report indicating that the process complied and providing suggestions for improvement) and also referring to the Civil or Criminal Procedural Codes of the Kyrgyz Republic.

### 3. Internship placement requirements

3.1. Placement requirements for Internships are as follows:

Internship I:	Internship II:
a) Students will be registered for Internship I for the Fall semester of their junior year. The time for undertaking the internship is the summer months <sup>1</sup> <b>after their second year</b> of studies (for no less than one month or eight hours per day or 160 hours in total).	a) Students will be registered for Internship II for the Summer/Fall semester of their senior year. Students should undertake Internship II during the summer months <b>after the third year of studies</b> .
There is only one <b>exception</b> to the period of Internship: <i>If a student has no opportunity to undertake Internship I or II during the summer months he/she may fulfill it during the spring semester before the summer of the planned Internship period, provided that the student submits an Explanatory Note stating the reasons why he/she is not able to do it during the whole summer vacations. In this case, the Internship I or II should be undertaken during the spring semester and shall last no less than two months (4 hours per day or 160 hours in total).</i>	

<sup>1</sup> Summer months may begin as soon as student finishes the Spring Semester.

<p><b>b) Internship I consists of 2 parts:</b></p> <p>1) The first part (two weeks) of the Internship I shall be held in the district court for a minimum of 80 hrs.</p> <p>2) The second part shall take place in any other institution (which is not the court). These institutions could be other state agencies, private law firms, NGOs, or private companies (legal departments) for <u>a minimum of 80 hrs.</u></p>	<p><b>b) Internship II consists of 2 parts:</b></p> <p>1) The first part (two weeks) of the Internship II shall be held in the courts (court of appeal, etc.) for a minimum of 80 hrs.</p> <p>2) The second part shall take place in any other institution (which is not the court). The preference should be given to the organizations that have a close connection to the <b>Thesis Topic</b> of a student. These institutions could be state agencies, private law firms, NGOs, or private companies (legal departments) for a minimum of 80 hrs.</p> <p>Upon availability, students may also opt to undertake the second part of the Internship at the AUCA Legal Clinic (during the summer months). In this case, the individual schedule is to be agreed upon with the student.</p>
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3.2. Where it is necessary and feasible, the Law Division will facilitate and assist students with finding and securing placements for the Internships.

Students who are undertaking the Internships in the Spring shall be personally responsible for finding and securing the placements.

In certain cases, students may be engaged in special projects as identified by the Law Division (for example, if a certain request was filed by an organization or if a student does not speak any Russian language).

*For international students:* you may pass the internship in your home country (at the judiciary and other institutions). In case it is not possible and/or you are staying in Bishkek, you can undertake the internship at one institution for 160 hours (without the court, since the court requires knowledge of the Russian/Kyrgyz language). All placement options should be discussed with the Internship supervisor at the university.

3.3. In both Internships I and II, students should be placed in the **LEGAL** units or departments of the respective organization, where a student will be able to observe, learn, and/or perform tasks of a legal nature/relevant to the legal profession.

3.4. All proposed placements must be preliminarily approved by the Internship Program faculty advisor (hereinafter, Internship advisor) from the Law Division using Form 1. Therefore, each student shall give a one-week prior notice about the placement where he/she plans to intern by submitting Form 1. Upon the submission of Form 1, the Internship advisor has the right to disapprove the internship placement (Internship I or Internship II) if the activity to be carried out

during the internship at the chosen organization is not relevant to the law/legal profession. The Internship faculty advisor will schedule mandatory individual meetings with the students to address the progress and the challenges in locating the internship placement as well as the meetings during the internship period to follow up on the progress and challenges.

3.5. The student must be engaged in substantive law-related work during both internships.

3.6. During both Internships, a field supervisor must oversee the students' work.

3.7. **Submission of Form 1 and Form 3**, deadlines:

Students must submit Form 1 to their Internship advisor by the following dates:

**During the last week of regular classes and during office hours of the Internship advisor (in May), both sophomores and juniors have to approach the Internship advisor. During that period, students are required to bring their Form 1 for approval.** Form 1 shall contain information about the placement and the signature of the field supervisor of BOTH placements (Court and Second Chosen Organization). **Failure to meet the deadline will lead to an automatic deduction of 20% of the final grade.** Upon the Internship advisor's approval (signature), the student will be allowed to start their Internship upon the completion of classes. If the Internship advisor does not approve Form 1 within the period indicated by the Internship advisor, the student shall secure another internship placement and submit Form 1 for the Internship advisor's approval before starting the Internship.

Those students who are undertaking the Internship during the spring semester shall submit their Form 1 by **the latest during the last week of March**. Failure to meet the deadline will lead to an automatic deduction of 20% of the final grade. Upon the Internship advisor's approval, students will be allowed to start their Internship in March.

**After receiving a signature and approval from the Internship advisor, the student must scan Form 1 and Form 3 and send those via email to the Internship advisor. Upon the completion of the Internship, both Forms must be uploaded in PDF format to the AUCA e-course along with other documentation.**

3.8. The Law Division will also consider, as a part of the Internship requirement, participation in International or National Moot Court competitions. Each Moot Court participation is to be individually discussed with the Law Division Internship advisor to reconfirm that it will count towards the Internship.

*NB:* A student can also register for the Moot Court course. Participation in the moot can be part of the mentioned class as well as the Internship. Students should discuss this on a case-by-case basis.

#### 4. Internship orientation class

4.1. All students accepted into the Internship Program are required to attend an Internship orientation trainings. A variety of topics will be presented at those trainings, including but not limited to: an overview of human rights and the justice system, the development of lawyering skills, problems arising at the placement site, ethical issues, etc. The Law Division will inform about their date and time at the beginning of the spring semester via AUCA email, which is an

official means of communication with students.

4.2. These trainings are mandatory, and failure to come to the lecture will lead to a **5% deduction** from the final grade. Furthermore, the student will be solely responsible for obtaining all the information, rules, requirements, etc., announced during them.

## 5. Internship Objectives and Work Content

5.1. The objective of Internship I is to gain knowledge and basic legal skills in the legal profession. Students will observe the work process and acquire knowledge of the structure, activities, and procedural issues relevant to the organization and its activities. Students are to study the normative legal acts required in the course of the host organization.

5.2. The tasks of the Internship I shall be:

- Learning about the essence of the legal profession, its features, and differences from other professions;
- Learning about the structure of the organization, its functions, and its departments;
- Studying and learning the organizational documents (charter, the regulations on its subdivisions, terms of reference, etc.);
- Gaining knowledge of the normative legal acts and other legal sources that the student was dealing with/working/ learning during his/her Internship;
- Gaining basic legal skills through the Internship.

5.3. The objective of Internship II is to consolidate the theoretical knowledge of basic legal subjects and to master practical knowledge and professional legal skills. The goal of Internship II is also to develop working skills, explore career interests, and demonstrate leadership skills, to name a few.

5.4. The tasks of Internship II shall include tasks of Internship I, and also:

- Gaining deep knowledge in the area of law within the activities of the organization;
- Applying theoretical knowledge into practice;
- Gaining and developing professional legal skills and techniques;
- Applying practical skills;
- Taking initiative in substantial legal tasks;
- Collecting and compiling materials for writing the senior thesis.

5.5. Overall, students are required to perform legal tasks, such as research, analysis, investigation, counseling, or legal writing under the supervision of a field supervisor and to demonstrate high work discipline and diligence. Non-legal clerical or other tasks must be fulfilled as well, and it is expected that the student will proactively ask for the legal work.

## 6. Responsibilities of Students under Internship I and Internship II

6.1. There is no requirement to register for either Internship I or Internship II during the registration period. The course will automatically appear sometime in the Summer or Fall semester of junior (Internship I) or senior (Internship II) years. The actual Internship should take place in the summer (exception, *see* 3.1). Students are required to maintain daily journals/time sheets, where they note the content of the work done and the time spent on each task (*see* the

Form 2 - Daily journal).

6.2. Students are expected to comply with all other on-site internship requirements.

6.3. Students shall present written reports after the completion of the Internship. Written reports shall comply with the rules described in Section 10 of this policy.

6.4. The daily journals and written reports must be submitted before the deadline set by the Law Division. Before the beginning of the Internship, students are required to sign a standard Internship Responsibilities Form (*see* Form 3 - Student Responsibilities Form).

6.5. Students undertaking each Internship program work under the direct supervision of a field supervisor for 40 hours (min.) each week for one month. If the Internship takes place during the spring semester of studies, the duration of the Internship shall be extended for two months, i.e., 20 hours each week or 160 hours in total.

6.6. Upon completion of the Internship on-site, students are expected to meet with the head of the respective organization to inform him/her of the results of the internship and express their gratitude for being allowed to get acquainted with the activities of the organization and work with its staff.

## 7. Evaluation

7.1. Internship documentation submitted by a student for the evaluation shall consist of the following: **Form 1 (Placement Form), Form 2 (Daily Journal), Form 3 (Student Responsibilities Form), Form 4 (Field Supervisor Evaluation), the written report (which includes the section on Trial Monitoring), and the Argumentative Essay.**

If the student has been pre-registered for the Internship course during the Summer semester, the deadline for the submission of the files is **July 10, 23.55**. In other cases, the deadline for submission of all the listed report documents shall be **September 30, 23.55**. **Late submissions are not accepted.**

7.2. Evaluation of Internship I shall be carried out by the faculty members of the Law Division for the students. The evaluation will be based on the following components:

1. 30% -- Daily Journal
2. 20% -- Written reports
3. 20% -- Argumentative Essay
4. 10% -- Form 1 & 3
5. 20% -- Forms 4

7.3. The evaluation of the written papers will be based on testing knowledge and skills gained during the Internship and meeting all technical requirements for drafting the written report and daily journal (see Section 10), plus grammar, spelling, structure, and design of all written material.

7.4. Evaluation of Internship II will be based on the following:

1. 30% -- Daily Journal
2. 20% -- Written reports
3. 20% -- Argumentative Essay

4. 10% -- Form 1 & 3
5. 20% -- Forms 4

## 8. Grading System

8.1. Students will be graded with either “Pass” or “Fail” grades for both Internships. To qualify for a “Pass” grade, the student shall receive at least 60% points under the grading scale provided below.

60% - 100% = Pass  
59% - below = Fail

8.2. Students who do not consent to the assigned grade may file their grade appeal statement to the Law Division in written form within two weeks from the date of the formal announcement of grades for the Internship. The grade appeal statement shall indicate the reasons for the appeal and explain why the student disagrees with the grade she received.

## 9. Supervising & Guidance

9.1. Field supervisors include court judges of all levels and lawyers from government agencies, non-profit and for-profit organizations, and corporate counsel offices, where students undertake internships. Field supervisors shall be experienced lawyers who provide direction, supervision, and feedback to the student as the student commences, progresses through, and completes the assigned projects.

9.2. The Head of the Law Division will indicate the faculty member for the Internship Course who will serve as the Internship advisor. The Internship advisors guide and facilitate the students’ exploration of their internship experience.

## 10. Rules for internship documentation

10.1. Upon completion of the Internship, students shall submit to their AUCA faculty advisers the following report documents: **Form 1 (Placement Form), Form 2 (Daily Journal), Form 3 (Student Responsibilities Form), Form 4 (Field Supervisor Evaluation), the written report (which includes the section on Trial Monitoring), and the Argumentative Essay.**

10.2. The respective Internship Form templates can be accessed from Internship advisors, and will also be sent to students’ AUCA emails after the Internship trainings, and shall contain the following:

10.2.1. **Form 1** shall include the full names of the places where the student is to undertake the Internship, names of the field supervisors (or of the respective office that accepts Interns), and the signatures and stamps of the respective organizations. It shall also include the signature of the Internship advisors, indicating the date and the approval of the respective placements. It is highly advisable to talk with the Internship advisor before collecting signatures if the placement is suitable, and the student can start the internship only after getting all signatures in Form 1.

10.2.2. **Form 2** is the Daily Journal. The daily journal consists of an Internship timetable (formed by tables divided into days, the activity with the student performed, and the tasks and the signature of the field supervisors (for the courts, the daily journals may be signed by the Court Secretary (секретарь суда)). Daily journals shall have a stamp corresponding to each day.



10.2.3. **Form 3** is the standard Internship Responsibilities Form that every student has to read, sign, and follow during the Internship. The signed form is part of the documentation.

10.2.4. **Form 4** is the Evaluation form filled out by the field supervisor. Every field supervisor may either fill out this form or provide a document reflecting the performance of the student.

10.3. **INTERNSHIP written report** requirements:

10.3.1. **Internship I REPORT:** The structure of the report for Internship I shall consist of:

1. Cover sheet.
2. The table of contents.
3. The introduction should reflect the goals and objectives of the Internship.
4. The substantive part shall describe where the Internship was undertaken, the structure and legal basis of the organization, the specific work/activities undertaken during the internship in a formal legal language (avoid emotional statements) with the description of 2-3 specific cases, examples and relevant norms of law applied in those cases and shall be signed by the student and the field supervisor. In addition, the student may indicate the shortcomings and violations of procedural norms of law observed throughout the Internship as well as possible proposals for improvement of the internship process.
5. The student may also consult with the requirements for the Internship II Final Report (see below).

10.3.2. The length of the written report for Internship I shall be 4-6 pages for both parts of the Internship, excluding the cover page, table of contents, and attachments.

10.3.4. **Internship II REPORT:** The following requirements apply:

1. Cover page.
2. Table of Contents.
3. Type of organization: name, location, objectives, structure, history, company policies, philosophy, etc.
4. The work assignment: Describe the internship position within the company. Discuss your duties and responsibilities, your daily, weekly, and monthly tasks. What resources were provided to you to accomplish your assignment, working conditions, general atmosphere, co-workers, and supervision? Describe the projects you were involved in and how you were involved.
5. Value of experience to learning goals: What strengths of knowledge, skills, and experience did you bring to the internship? What were the knowledge and skills required for the job? How did your internship experience relate to your current studies? Which (and how) university courses prepared you for internship assignments? How did you apply theories and concepts learned in your previous coursework to your internship? Please, give examples from any of your courses. What new learning occurred, and how might it serve you in the future? How did it contribute to your thesis topic area?



## 6. Summary and conclusions

10.3.5. Students undertaking Internship II must also collect outputs/evidence, which is to be attached to the package of documents for submission. Outputs/Evidence is a document that a student produced or worked on during Internship II, such as drafting ‘повестка’, making ‘опись’, or writing ‘протоколы’ (the copy of which the student should have with herself to prove that such a type of assignment was performed).

10.3.6. The length of the Internship II final report shall be 6-8 pages for both parts of the Internship, excluding the cover page, table of contents, and attachments of evidence.

10.3.7. The format for reports on Internship I and II is A4 sheets, Times New Roman 12 font, and spacing 1,15 and 1-inch margins.

10.3.8. All Reports shall be uploaded to the AUCA e-course system. Reports that do not follow the mentioned requirements will have points reduced. The enrollment key is provided by the Internship advisor.

10.3.9. The final report must have the signature of the field supervisor. The report has a stamp from the relevant institution where the student took the Internship [if possible].

10.3.10. In case the student has the **Moot Court competition** as a part of the Internship, towards the Written Report, the students shall:

1. Submit the Written Memorandum of the team.
2. Draft and submit the written report where the student reflects on the work done by that student, skills acquired, and the description and timeline of the activities conducted as a part of the team.
3. Submit the Annotated Bibliography (summary/main points of each work) of the sources that the student was reading and contributing to the writing of the Written Memorandum.
4. Any student who participates in the moot court competitions (Jessup and/or Vis; EAEU)<sup>2</sup> on a **yearly basis** can be exempt from passing the required 80 hours of the court placement for the Internship II. Hence, the student will allocate all 160 internship hours towards the respective Moot Court competition.

10.4. **Section of the Report on Trial Monitoring** shall be based on the following:

10.4.1. Each student undertaking placement at the courts should also attend court hearings. While at the court hearing, the student should not be involved in any way. In the Report, the student is to reflect on the number of cases observed both substantively and procedurally, emphasizing the procedural peculiarities of the cases. Further in the Argumentative essay (*see* Section 10.5), a student should critically assess one question, which the student selected from the OSCE Trial Monitoring Form.

10.5. **Internship Argumentative Essay:**

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<sup>2</sup> Other competitions are to be discussed on an individual basis, considering the factors as the duration of the competition, the student's involvement (speaker vs. researcher & speaker).

It is expected that every student will schedule an individual meeting with the AUCA Internship advisor to discuss the potential topic for the argumentative essay. As soon as the topic is approved, the student should address the following:

10.5.1. The research paper/essay should be 5-8 pages long, 1.5 space, 1 inch margins, Times New Roman, font 12.

10.5.2. It should address a legal issue/puzzle. The proposed topic can be related to (i) the "Trial Monitoring" section for the court or (ii) some practical legal issue/problem at the internship placement, which you observed while undertaking the internship.

10.5.3. The students are to reflect on the procedural issues regarding the cases monitored and their compliance/non-compliance with the Civil and/or Criminal Procedural Codes about the question chosen from the OSCE Trial Monitoring Form. It is expected that the students will have reference to scholarly articles [at least 5] as a literature review on the question chosen.

10.5.4. For the Essay, please consider reflecting the following:

1. Analysis of national rules (if applicable, international rules) related to that particular problem. Any positive developments/negative aspects in terms of legislation in Kyrgyzstan
2. Practical problems (here, all the skills and observations acquired during the internship will be helpful)
3. Along with the organization where you have held the internship, what other organizations are involved in this area
4. Based on the above (and additional research), conclusions as to the possible activities that your organization could undertake to better address the problems

10.5.4. Grading criteria based on 100% requirement

- **Structure:** identification of thesis statement, logic and coherence of argumentation, structure of the essay – 25%
- **Analysis:** identification of issues, in-depth analysis, support of arguments by applicable sources- 70%
- **Grammar and presentation:** writing, expression, grammar, punctuation, proper footnotes, spelling- 15%