**Lazarski University**

**Faculty of Law and Administration**

**Syllabus**

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| Name of module of classes / Name of classes  Legal internship | | | | | |
| Form of particular classes within the module[[1]](#footnote-1) | | | | | |
| Full-time studies | | | Extramural studies | | |
| Form 1 | Form 2 | | Form 1 | | Form 2 |
| internship |  | |  | |  |
| Assumptions and aims of the module/classes  The aim of the internship is to provide students with a skill to use theoretical knowledge acquired during studies in everyday life within the scope of domestic, international and European aviation law application, as well as aircraft piloting. In addition, it is to provide a possibility of checking and using the competences already acquired as well as acquiring new competences that labour market institutions desire. | | | | | |
| Effects of learning[[2]](#footnote-2) | | | | | |
| Effect assigned to the field of studies | | Effect assigned to classes conducted in form 1 | | Effect assigned to classes conducted in form 2 | |
| Knowledge:  Pż/K1P\_W01  Pż/K1P\_W02 | | EK1: has advanced knowledge and understanding of aviation law concepts, including national, international and European law, as well as methods and theories explaining complex relations between them that constitute fundamental general knowledge of legal studies and mechanical engineering, as well as practical applications of this knowledge in professional activities connected with the field of studies;  EK2: has advanced knowledge and understanding of the principles of domestic aviation law, international aviation law and European aviation law as well as methods and theories explaining complex relations between them, as well as practical application of this knowledge in professional activities connected with the field of studies; | |  | |
| Skills:  Pż/K1P\_U01  Pż/K1P\_U02  Pż/K1P\_U06  Pż/K1P\_U07 | | EK3: is able to use knowledge and properly interpret social phenomena in the field of aviation law, formulate and resolve complex and untypical problems by appropriate selection of sources and information from them, do assessment, critical analysis and synthesis of the information, and carry out tasks typical of professional activities connected with the field of studies;  EK4: is able to apply basic theoretical knowledge of aviation law in order to analyse particular economic processes and phenomena, and carry out tasks typical of professional activities connected with the field of studies;  EK4: is able to properly use knowledge of normative systems and particular legal norms and rules of aviation law (including the rules of interpretation), and professional and moral rules in order to handle particular tasks within the scope of aviation law and aircraft piloting, as well as perform tasks typical of professional activities connected with the field of studies;  EK5: is able to apply the acquired knowledge of aviation law (including the doctrine and case law) and mechanical engineering to solve dilemmas occurring in civil aviation, and perform tasks typical of professional activities connected with the field of studies; | |  | |
| Social competences:  Pż/K1P\_S01  Pż/K1P\_S02  Pż/K1P\_S03  Pż/K1P\_S05 | | EK6: is ready to critically assess the knowledge acquired and information received by self-evaluation of competences, being aware of the necessity to improve the level of one's own knowledge and skills; understands the need for life-long learning and personal development; determines the directions of one's own development;  EK7: is ready to actively participate in groups carrying out various tasks, in particular in activities in the interest of social environment; initiates activities in public interest;  EK8: is ready to take responsibility for performing professional roles, including following professional ethics and demanding that from others; cares for the achievements and traditions of the profession;  EK9: is ready to participate in the preparation of social projects, taking into account legal aspects and aspects of aircraft piloting; | |  | |
| Description of class content for form 1  Serving internship in a department of a common court, students should get acquainted with the following issues:   * 1. Observation of a judge's work, learning about the methods of working in a court;   2. Taking minutes of court proceedings;   3. Developing summonses to be sent to parties, witnesses and their proxies;   4. Participation in court sessions;   5. Developing draft judgements in particular cases;   6. Developing and analysis of pleadings;   7. Working as a court clerk;   8. Learning about Centralna Informacja Krajowego Rejestru Sądowego;   9. Learning about general principles and specificity of the work of a department;   10. Learning about the work of a court secretariat;   11. Tidying the archive, checking and supplementing files of cases being tried;   12. Calculating court fees for order and reminder related proceedings;   13. Aviation law application;   Serving internship in a law firm, students should get acquainted with the following issues:   1. Learning about the work of a law firm; 2. Developing draft documents for clients; 3. Submitting documents to particular state institutions; 4. Participation in meetings with clients; 5. Searching for normative acts and case law; 6. Assisting lawyers in their work in courts; 7. Keeping records in a law firm's correspondence register; 8. Analysis of case files; 9. Reading current legal literature, including case studies; 10. Developing pleadings (concerning appeals, cassation, and evidence motions); 11. Developing lawsuits concerning order and reminder related proceedings; 12. Developing draft objections to sentences and payment orders; 13. Developing responses to lawsuits; 14. Formulating payment orders; 15. Developing opinions on contracts; 16. Assisting lawyers in the performance of activities in courts; 17. Analysis of evidence; searching for case law; 18. Getting acquainted with files - preparing questions to interview witnesses; 19. Application of aviation law;   Serving internship in a notary's office, students should get acquainted with the following issues:   1. Learning about the work and organisational structure of a notary's office; 2. Developing draft acts and other documents; 3. Getting acquainted with the structure and types of contracts entered into before a notary and the role of the Land Court; 4. Getting acquainted with the content of land and mortgage registers of the Land and Mortgage Department of the relevant Regional Court; 5. Developing Repertorium A sheet. 6. Application of aviation law;   Serving internship in state offices, e.g. ULC, PAZP, students should get acquainted with the following issues:   1. Getting acquainted with internal organisation and detailed scope of tasks of particular organisational units; 2. Performing activities within the scope of adopted regulations concerning the flow of documents in an institution; 3. Performing activities in the course of administrative proceedings; 4. Getting acquainted with the substantive work of employees of a particular office, especially by getting acquainted with the application of the provisions of aviation law;   Serving internship in government ministries, students should get acquainted with the following issues:   * + - 1. Getting acquainted with internal organisation and detailed scope of duties of organisational units of a ministry;       2. Getting acquainted with the mode of work and the substantive scope of activities of particular units of a given ministry;       3. Assisting in the development and preliminary development of opinions on programmes being prepared by a given ministry;       4. Developing data forms, data sheets, and reports for the use in a given ministry;       5. Application of aviation law. | | | | | |
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| Language of instruction | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Polish | X | English |  | another: … | | | |
| Basic requirements  (for the form of classes or the whole module)  Legal theory | | | | | |
| Basic literature[[3]](#footnote-3)  n/a | | | | | |
| Basic literature for form 1  n/a | | | Basic literature for form 2  n/a | | |
| Supplementary literature  n/a | | | | | |
| Supplementary literature for form 1  n/a | | | Supplementary literature for form 2  n/a | | |
| Teaching methods[[4]](#footnote-4)  They result from the rules and regulations of internship within general academic fields of studies. | | | | | |
| Teaching methods for form 1 | | | Teaching methods for form 2 | | |
| Methods and ways of verifying the effects of learning obtained[[5]](#footnote-5)  They result from rules and regulations of internship within general academic fields of studies. | | | | | |
| Methods and ways of verifying the effects of learning for form 1  They result from the rules and regulations of internship within general academic fields of studies. | | | Methods and ways of verifying the effects of learning for form 2 | | |
| Coordinator of classes  Prof. dr. hab. Anna Konert | | | | | |
| Instructor/teacher | | | | | |
| Instructor/teacher in form 1 | | | Instructor/teacher in form 2 | | |
| Does the work meet the requirements for a work subject to copyright within the meaning of Act of 4 February 1994 on copyright and related rights (Journal of Laws of 2006, No 90, item 631, as amended)? | | | |  |  |  |  | | --- | --- | --- | --- | | X | Yes |  | No | | | |

1. Forms of classes: lectures, classes, workshops, seminars etc. In case of individual classes (not belonging to a module), complete only spaces for form 1. [↑](#footnote-ref-1)
2. Effect assigned to classes should refer to a particular effect assigned to the field and constitute its logical specification. A description of effects assigned to classes should apply terms appropriate for a given level of studies (level 6 or 7 of the Polish Qualifications Framework) used in the appendix to Act of 22 December 2015 on the Integrated System of Qualifications, e.g. "has advanced knowledge of...", "has a deepened knowledge of..." etc. It is not always necessary to assign all three categories of learning to a particular form of classes (i.e. e.g. it is possible to assign only effects connected with knowledge to a lecture and only effects concerning skills and social competences to classes etc.). [↑](#footnote-ref-2)
3. Literature assigned to classes should reflect the latest state of science and be available at the University library. Basic or supplementary literature should document the compliance of a teacher's qualifications with the effects of learning and teaching content assigned to classes. As a rule, literature shall not comprise sources of information different from scientific publications (e.g. recommended literature should not include legal acts). [↑](#footnote-ref-3)
4. Teaching methods: lecturing, case studies etc. [↑](#footnote-ref-4)
5. Methods and ways of verifying effects of learning obtained are e.g. exams in the form of an open questions test, a project etc. [↑](#footnote-ref-5)