

"AGREED"

External relations of Batken State University
and legal support

Vice Rector for _____ Artykbaev G. Y

"__" _____ 2021

"I APPROVE"

Rector of Batken State University

e.i.d. Professor _____. AT Giyazov

"__" _____ 2021

Batken State University Law Clinic provision

1. The concept, goals and objectives of the clinic

1.1. The Legal Clinic is an organizational structure of Batken State University, which teaches students the practical skills of providing legal assistance to citizens in order to adapt to the future profession, along with traditional methods of teaching the legal program.

1.2. The main objectives of the clinic:

- 1) improvement of forms and methods of teaching;
- 2) closing the gap between practical and theoretical legal knowledge in the learning process;
- 3) development of important professional qualities and skills of students;
- 4) legal education.

1.3. Objectives of the clinic:

- 1) Identification, training and development of students' professional skills;
- 2) To give students the opportunity to apply their theoretical knowledge in practice;
- 3) participation in the solution of social problems of the society by providing free legal services to the population, including the poor and vulnerable;
- 4) To draw students' attention to issues of legal ethics and professional responsibility;

1.4. The organization and operation of the legal clinic are based on the following legal principles:

- legality;
- humanism, protection of human rights and freedoms;
- non-disclosure of information entrusted to citizens (confidentiality);
- conscientious fulfillment of obligations;

1.5. Batken State University will provide a special room, furniture, office equipment, stationery and other accessories for the legal clinic, taking into account the standards required for educational purposes.

2. The structure of the clinic:

2.1. The legal clinic includes: the head of the clinic, curators and students.

2.2. The general activities of the legal clinic are carried out by the head of the clinic. The head of the clinic can be a person with higher legal education and practical experience.

2.3. Head of the Legal Clinic:

- Supervises the activities of the clinic;
- Gives instructions related to the activities of the clinic and monitors the timely and accurate implementation of these instructions;
- prepares reports on the activities of the clinic;
- oversees and implements the coverage of the program in the media;
- approves the curriculum for each academic year in accordance with the goals and objectives of the clinic.

2.4. The work of the legal clinic is supervised by teachers and practicing lawyers.

They do the following:

- Teaches students to apply the legal knowledge acquired at the university in practice;
- Instructs students to provide legal assistance to citizens who apply to the clinic;
- is responsible for the work accepted for production in the legal clinic and is responsible for the accuracy and timeliness of the consultations provided by students;

- promotes the quality of legal assistance to students, compliance with the rules of professional ethics.

2.5. The main participants of the clinic are senior students of Batken State University (III and IV). They receive citizens under the guidance of the head of the clinic and teachers and provide them with the necessary legal assistance. To follow the instructions of the head of the clinic, teachers to organize and conduct work on issues of citizens.

3. RECEPTION OF CITIZENS.

3.1. Working with citizens who apply to the clinic is the main method of practical training and requires sufficient theoretical knowledge in the field of law.

3.2. Reception of citizens is carried out on working days from 14:00 to 17:00.

3.3. Legal advice is provided in the following areas: civil law, labor law, family law, housing law, administrative law, private international law, commercial law and social security law.

3.4. Counseling is provided free of charge to the poor and vulnerable, students and teachers of Batken State University. The student must refuse to advise on criminal and criminal procedural law.

3.5. Under the supervision of a teacher, students independently receive citizens, provide legal advice and conduct various representations. Reception and organization of citizens is carried out by students in accordance with the schedule.

3.6. The learning process is structured as follows: the student collects and analyzes information, studies the legal problem in detail, seeks out, prepares and advises on possible solutions. The main role of the teacher is not to correct students' actions, to teach them what to do and how to do it. The student must be able to understand what is right and what is wrong through their own actions. The teacher is asked to check the legal literacy and accuracy of the advice provided.

Prior to counseling, each student must inform the citizen about the rules of assistance in the legal clinic. Explain that assistance is provided by students majoring in "Jurisprudence" and submit a statement of consent to receive legal services for review and signing. Students are required to take notes during the interview. All legally important information received from citizens at the time of entry must be correctly entered by the student in the electronic database of the legal clinic. When registering information on the case in the electronic database,

copies of the citizen's documents must be obtained, and the original documents must be returned to the citizen immediately.

3.7. The decision to submit the case for consideration is made by the head of the clinic or teachers.

3.8. Refusal to provide legal assistance to citizens is denied if:

- the applicant has questions related to criminal or criminal procedure legislation;
- Lack of documents required to provide legal assistance or no access to them;
- Assistance on the request is not within the competence of the clinic;
- The citizen does not agree with the advice given by students and supervisors (ie, when the views on how to solve the case are fundamentally different);
- the citizen treats students or supervisors incorrectly and aggressively;
- There is a conflict between the citizen and the legal clinic based on the results of previous petitions.

The decision to refuse legal assistance is made by the head or teachers. Refusal to provide legal assistance is given orally or in writing on the day of application, or after studying the case and making a decision to consider the case. In case of refusal, the student must notify the citizen of the location of institutions, organizations, lawyers.

3.9. In case of disagreement with the decision to refuse legal assistance, the citizen has the right to appeal this decision in writing. Complaints on this are considered by the head of the clinic alone.

4. PROCEDURE OF WORK WITH CITIZENS.

As a rule, work with citizens includes the following stages:

- Reception and interview of citizens (knowing the reason for the interview);
- create a summary of the case and fill in the electronic database
- legal assessment and analysis of the situation;
- selection and analysis of the regulatory framework;
- preparation of legal documents;

- consultation with teachers;
- write a legal opinion;
- preparation and conduct of citizen consultations;
- Write a report on the work done (correct the result).

4.2. All consultations of students of the legal clinic must be in writing - in the form of a legal opinion prepared in accordance with the approved form.

4.3. In the process of preparing a consultation, the student must provide teachers with the results of the work and agree on the content of the consultation (legal opinion). Consultation with the citizen is possible only after receiving a positive opinion of the head of the clinic, the teacher.

4.4. Given the complexity of the work, the solution of the problem can be entrusted to 2-3 students at the same time with the mandatory appointment of a responsible person. From the moment of assignment, the assigned students are responsible for the safety of documents; Working with documents is allowed only in the clinic.

4.5. One of the teachers supervises, taking into account the circumstances of the case and the field of legal relations. If necessary, the teacher will give a direct consultation. The teacher's instructions are mandatory in the process of students' work. Failure to comply with the requirements of the teacher is the basis for dismissal.

4.6. Consultations should be provided in a timely manner. The period of work on cases requiring only a legal analysis of the question should not exceed 3 (three) weeks from the date of division of the case. The timeframe for filing a case is not limited and should be considered at the time required for a thorough investigation and resolution.

5. CLOSURE AND CONDUCT OF THE CASE.

It is possible only with the closure of the case of the petitioner.

5.2. The grounds for early termination of the case are:

- if the citizen refuses legal services;
- Suspension of the legal clinic (on holidays)

5.3. Closing of the case is carried out in the following order:

After performing the necessary actions, providing legal assistance and preparing a legal opinion, the student fills in the electronic database in detail.

5.4. When working with the petitioner, it is allowed to suspend the provision of legal assistance on the basis of:

- long-term illness of the applicant (more than a month);
- The need to conduct an examination or send a request to government agencies;
- long-term travel of a citizen for valid reasons for more than a month;
- other reasons that do not allow timely implementation of activities in accordance with the plan.

5.5. In the process of working with a citizen, the case can be transferred to another student to continue and complete the work:

- end of semester and withdrawal of a former student from the program;
- Violation of ethical norms by the student;
- non-performance of duties;
- Negative feedback from the student about the student's work;
- misunderstanding between the student and the citizen;
- Other reasons that prevent you from continuing to work on the issue.

The decision to transfer the case is made by the head of the clinic or the teacher. The student who accepted the case must immediately notify the citizen and take measures to resolve the issue in a timely manner.

6. OTHER CONDITIONS

6.1. Every student of the clinic is obliged to follow the rules of work in the clinic and the procedure for record keeping provided by this Regulation.

6.2. Information received by a student from a citizen on his / her case must be confidential. It can be used for educational purposes only when the personal data of the citizen and the persons involved in the case are changed.

6.3. They are not able to conduct legal business in the interests of students.

6.4. The use of clinic equipment is allowed only for the purposes of the clinic.

6.5. Students of the clinic are obliged to follow the rules of fire safety and property safety.

7. You must resign:

- if citizens who are parties at the same time apply to a legal clinic;
- if there is a risk of violating the confidentiality of information entrusted to the former citizen of the legal clinic, or the information obtained by students of the legal clinic may give preference to the new citizen;
- in the event that the university is a party to the conflict, when a citizen applies to a legal clinic with a request to protect its interests.