**MODULE PROGRAMME** {regDateTime} No. {regNumber}

|  |  |
| --- | --- |
| **CODE** | PSYC5019 (The Concept of Penal Law in the Officers’ Supervision and Offence Proceedings Related Activities)PSYC5020 (Carrying out of the Activities Needed for Commencing or not Commencing the Proceedings)PSYC5021 (Guaranteeing of the Conducting of Proceedings)PSYC5022 (Proof in Offence Procedure)PSYC5023 (Application of the Relevant Type of Misdemeanour Proceedings, Punishing of a Person for a Committed Misdemeanour or Finishing of the Proceedings, Application of Other Possible Sanctions)PSYC5024 (Using of Professional Russian in Offence Procedure)PSYC5104 (Internship of the Procedure of Most Common Misdemeanour Matters and the Commencement of Criminal Proceedings) |
| **NAME OF THE SUBJECT (in Estonian)** | **Väärtegude menetlemine ja kriminaalmenetluse alustamine**  |
| **NAME OF THE SUBJECT (in English)** | **Misdemeanour proceedings and the commencement of criminal proceedings** |
| **VOLUME (ECTS)** | 28 ECTS, incl. internship 7 ECTS |
| **CURRICULUM** | CURRICULUM FOR POLICE SERVICE |
| **MODULE COORDINATOR:** | Chris Eljas |
| **PREREQUISITE MODULES AND SUBJECTS:** | module of general studies, module of the protection of public order, internship of the protection of public order |
| **AIM:** in a real-life situation, the student recognises the signs of offence, commences misdemeanour proceedings, conducts misdemeanour proceedings, and if necessary, imposes a punishment or sanctioning fine or finalises misdemeanour proceedings, or commences criminal proceedings and carries out the initial procedural acts. |

|  |  |
| --- | --- |
| **Learning outcomes** After completing the module, the student: | **Assessment criteria**The student: |
| 1. explains how their work-related competences are related with circumstances regarding the criminal law and how these circumstances need to be proved upon making different procedural decisions; 2. commences misdemeanour or criminal proceedings due to legal matters or does not commence proceedings due to legal matters; 3. pursuant to legislation and decisions of the Supreme Court, organises and guarantees the conducting of proceedings in the scope of their competence; 4. pursuant to legislation and decisions of the Supreme Court, detects the existence of an offence, the person’s guilt in committing a misdemeanour and other circumstances to be proved;  5. pursuant to legislation and decisions of the Supreme Court, implements the relevant type of misdemeanour procedure and imposes a punishment or a sanctioning fine, or finishes a misdemeanour proceedings and compiles a decision of general procedure and other documents reflecting the procedural decision and the misdemeanour file;6. uses Russian in work-related situations, uses work-related Russian terminology.  | 1. pursuant to the principles of the state based on the rule of law and the execution of democratic power, explains the importance of penal law as a speciality-related branch of law in public order related activities and upon making legal decisions; 2. pursuant to the principles of the execution of democratic power, explains the importance of establishing penal law related facts as the main prerequisites for making legal and justified procedural decisions; 3. pursuant to respective legal acts and Supreme Court decisions, explains, in the appearance of which circumstances must proceedings be commenced and which circumstances exclude the commencing of proceedings; 4. being guided by the concept of offence and pursuant to the acts of law dealing with objective characteristics and Supreme Court decisions, provides initial penal law related assessment of an incident being responded to based on the information available; 5. pursuant to the acts of law and the agency’s code of conduct, explains which acts have to be carried out when commencing proceedings or when deciding not to do so, when these acts have to be carried out, and what are their aims and content; 6. pursuant to the respective acts of law and Supreme Court decisions, explains the principles of conducting misdemeanour and criminal proceedings; 7. pursuant to the respective acts of law and Supreme Court decisions, explains the common code for conducting proceedings and chooses a suitable type of proceedings; 8. pursuant to the respective acts of law and Supreme Court decisions, lists the activities guaranteeing proceedings, explains their content and the legal requirements for the application of these activities; 9. pursuant to the respective legal acts and Supreme Court decisions, explains, which circumstances are to be provided facts for in the course of conducting offence proceedings; 10. pursuant to the respective acts of law and Supreme Court decisions, explains the rules for appointing the necessary elements of an offence to a person, the unlawfulness and culpability of an act; 11. pursuant to the respective acts of law and Supreme Court decisions, tells the difference between deliberate and negligent behaviour, defines and tells the difference between the aims and motifs for offensive behaviour, or other subjective necessary elements of an offence; 12. pursuant to the respective acts of law and Supreme Court decisions, sees the different roles of people committing an offence, explains the essence of being an aider in an offence; 13. pursuant to the respective acts of law and Supreme Court decisions, tells the difference between misdemeanours from crimes and qualifies different misdemeanours, in the event of commencing a criminal procedure, qualifies the necessary elements of a crime; 14. pursuant to the respective acts of law and Supreme Court decisions, explains the concept of a proof and lists different types of proofs/evidence; 15. pursuant to the respective acts of law and Supreme Court decisions, lists different acts meant for collecting evidence and explains their essence; 16. by analysing and synthesising relevant elements of proceedings, and by following the requirements and recommendations for proceedings-related methodology, plans the conducting of a proofing process; 17. pursuant to respective acts of law and the agency’s guidelines, explains the circumstances under which the extent of a scene of an incident is declared, and also how to secure the scene and evidence; 18. pursuant to respective acts of law, the agency’s guidelines, and the requirements and recommendations for observation tactics and methodology, the student conducts the scene and evidence investigation, if necessary takes reference and other samples for conducting tests, explains the principles for assigning tests and if necessary, conducts linear measurements; 19. pursuant to the legislation and the decisions of the Supreme Court and the requirements and recommendations for the methodology and tactics of proceedings, conducts the interrogation of people; 20. pursuant to the legislation and the decisions of the Supreme Court, and dependent on the situation, considers the necessity of conducting other proofing-related activities, explains the aims of these acts and the legal arrangements; 21. pursuant to the legislation and the decisions of the Supreme Court, analyses the establishment of proof by assessing the relevance and legality of the collected evidence; 22. pursuant to the legislation and the decisions of the Supreme Court, qualifies the necessary elements of an offence committed by a person; 23. by considering the facts being proven and other circumstances, and pursuant to the legislation and the decisions of the Supreme Court, explains what type of misdemeanour proceedings can be applied; 24. pursuant to the legislation and the decisions of the Supreme Court, explains the bases for applying a punishment, lists circumstances to be considered upon assigning a punishment, explains them and compiles a punitive decision; 25. pursuant to the legislation and the decisions of the Supreme Court, explains the legal bases and rules for finishing misdemeanour proceedings and compiles an order to finish the proceedings; 26. pursuant to the legislation and the decisions of the Supreme Court, lists and describes penal law related coercive measures, and explains the legal bases for applying them; 27. pursuant to the legislation and the decisions of the Supreme Court, explains why they have made such procedural decisions, focuses on problematic circumstances and legal arguments in a logical order; 28. compiles a misdemeanour file following the requirements for it; 29. pursuant to the legislation, the decisions of the Supreme Court and the agency’s guidelines, conducts misdemeanour proceedings in a realistic situation, compiles procedural documents and applies misdemeanour penalties or other relevant sanctions; 30. pursuant to the legislation, the decisions of the Supreme Court and the agency’s guidelines, conducts the acts necessary for commencing criminal proceedings and compiles procedural documents;31. in a work-related situation, communicates in Russian, briefly explains their standpoints and decisions in work-related situations, uses simple coherent sentences, vocabulary and structures acquired during language lessons; 32. compiles a work-related summary in Russian, separates important information from unimportant and describes the most typical work-related events using simple and coherent sentences. |
| **Assessment methods and assessment tasks** | **Assessment criteria** |
| **AM 1. Essay -** the concept of penal law in the officers’ supervision and offence proceedings related activities. The student writes an essay on the concept of penal law in the officers’ supervision and offence proceedings related activities. A more precise topic will be provided during the course.  | 1. being guided by the principles of the state based on the rule of law and the execution of democratic power, explains the importance of penal law as a speciality-related branch of law in public order related activities and upon making legal decisions; 2. being guided by the principles of the execution of democratic power, explains the importance of establishing penal law related facts as the main prerequisites for making legal and justified procedural decisions. Threshold criteria: - the content of the essay is relevant, its different sections have logically been linked to one another; - the opinions on the links between public order related activities and penal law are in accordance with the principles of a democratic state based on the rule of law.  |
| **AM 2. Written answers to theoretical questions, written solving of cases, oral discussion, if necessary** topic: carrying out of the activities needed for commencing or not commencing the proceedings. A discussion is carried out if based on the answers given in the written part, there are doubts about the achievement of the learning outcomes. In such a case, the student has to provide explanations, which help to decide whether he/she has reached the threshold level or not.  | 3. pursuant to the respective legal acts and Supreme Court decisions, explains, in the appearance of which circumstances proceedings must be commenced and which circumstances exclude the commencing of proceedings; 4. according to the concept of offence, the acts of law dealing with objective characteristics and Supreme Court decisions, provides initial penal law related assessment of an incident being responded to based on the information available; 5. pursuant to the acts of law and the agency’s code of conduct, explains which acts have to be carried out when commencing proceedings or when deciding not to do it, when these acts have to be carried out, and what are their aims and content. Threshold criteria: - answers to the theoretical questions are relevant in their content and in accordance with legal acts; - in the solution of the case analysis, the student has considered all circumstances, presented realistic logical connections, their standpoints and solutions have legal bases; - the student’s answers, the explanations and/or legal arguments and references in them are mostly in accordance with the valid law and the standpoints of the Supreme Court. The answers can be partly a little too general and include a few law-related mistakes; - the student has given correct answers to most of the questions asked, there may be some little mistakes and inaccuracies, which are not substantial.  |
| **AM 3. Written answers to theoretical questions, written solving of cases, oral discussion, if necessary** topic: guaranteeing of the proceedings. A discussion is carried out if based on the answers given in the written part, there are doubts about the achievement of the learning outcomes. In such a case, the student has to provide explanations, which help to decide whether he/she has reached the threshold level or not.  | 6. pursuant to the respective acts of law and Supreme Court decisions, explains the principles of conducting misdemeanour and criminal proceedings; 7. pursuant to the respective acts of law and Supreme Court decisions, explains the common code for conducting proceedings and chooses a suitable type of proceedings; 8. pursuant to the respective acts of law and Supreme Court decisions, lists the activities guaranteeing proceedings, explains their content and the legal requirements for the application of these activities; Threshold criteria: - answers to the theoretical questions are relevant in their content and in accordance with legal acts; - in the solution of the case analysis, the student has considered all circumstances, presented realistic logical connections, the student’s standpoints and solutions have legal bases, the chosen type of proceedings and the activities guaranteeing proceedings are correct; - the student’s answers, the explanations and/or legal arguments and references in them are mostly in accordance with the valid law and the standpoints of the Supreme Court. The answers can be partly a little too general and include a few law-related mistakes; - the student has given correct answers to most of the questions asked, there may be some little mistakes and inaccuracies, which are not substantial.  |
| **AM 4. Written answers to theoretical questions, written solving of cases, oral discussion, if necessary** topic: application of the principles of the general part of penal law.A discussion is carried out if based on the answers given in the written part, there are doubts about the achievement of the learning outcomes. In such a case, the student has to provide explanations, which help to decide whether he/she has reached the threshold level or not.  | 9. pursuant to the respective acts of law and Supreme Court decisions, explains the rules for appointing the necessary elements of an offence to a person, the unlawfulness and culpability of an act; 10. pursuant to the respective acts of law and Supreme Court decisions, tells the difference between deliberate and negligent behaviour, defines and tells the difference between the aims and motifs for offensive behaviour, or other subjective necessary elements of an offence; 11. pursuant to the respective acts of law and Supreme Court decisions, sees the different roles of people committing an offence, explains the essence of being an aider in an offence; Threshold criteria: - answers to the questions concerning fundamental bases of liability, the elements of the delictual structure and the circumstances taken into consideration when deciding upon the punishment are conceptually correct. The student uses the main concepts legally correctly, and has illustrated their answer with realistic examples. At least half of the rest of the questions have been given correct answers; - in the solution of the case analysis, the student has paid their attention to all circumstances, the solution considers all levels of the delictual structure in the correct order, the solution has been presented in an argumentative style, for and against arguments have been brought, standpoints have a lawful basis. The analysis is only partly a little general and there are a few law-related mistakes; - in the course of the conversation, the student has given correct answers to most of the questions asked, there may be some little mistakes and inaccuracies, which are not substantial.  |
| **AM 5. Written answers to theoretical questions, written solving of cases, oral discussion, if necessary** topic: different types of offences, elements necessary for an offence and the qualification of offences A discussion is carried out if based on the answers given in the written part, there are doubts about the achievement of the learning outcomes. In such a case, the student has to provide explanations, which help to decide whether he/she has reached the threshold level or not.  | 12. being guided by the respective acts of law and Supreme Court decisions, tells the difference between misdemeanours from crimes and qualifies different misdemeanours, in the event of commencing a criminal procedure, qualifies the necessary elements of a crime; Threshold criteria: - answers to the questions concerning types of offences, sources of the types of offences, types of the necessary elements of offences are legally correct and illustrated with relevant realistic examples. At least half of the rest of the questions have been given correct answers; - answers to the questions concerning the delimitation of the necessary elements of offences are legally correct. At least half of the rest of the questions have been given correct answers that have also been illustrated with realistic examples; - the necessary elements of an offence applied in the case have been defined correctly, in the solution of the case analysis, the student has turned attention to all circumstances, the analysis considers all factual circumstances related to the necessary elements of an offence in a logical order, the analysis has been presented in an argumentative style, for and against arguments have been brought out, standpoints have a lawful basis. The analysis is only partly a little too general and there are a few law-related mistakes; - in the course of the conversation, the student has given correct answers to most of the questions asked, there may be some little mistakes and inaccuracies, which are not substantial.  |
| **AM 6. Practical exercise** topic: the hearing of people and the compilation of procedural documents.The student solves a practical task according to the given role  | 13. pursuant to the legislation and the decisions of the Supreme Court and the requirements and recommendations for the methodology and tactics of proceedings, conducts the interrogation of people. Threshold criteria: - upon hearing the witness, victim or the person subject to proceedings, the student has followed the legal procedure for hearings and during the hearing all relevant circumstances to be proved have been focused on. The student is only a little superficial and there are only a few tactical deficiencies related to communicating with the person being interrogated; - upon compiling reports, the student has followed the requirements for the content and formatting arising from the law.  |
| **AM 7. Written answers to theoretical questions, written solving of cases, oral discussion, if necessary** topic: circumstances to be proved while conducting proceedings and the conditions for conducting procedural acts. A discussion is carried out if based on the answers given in the written part, there are doubts about the achievement of the learning outcomes. In such a case, the student has to provide explanations, which help to decide whether he/she has reached the threshold level or not.  | 14. pursuant to the respective legal acts and Supreme Court decisions, explains, which circumstances are to be provided facts for in the course of conducting offence proceedings; 15. pursuant to the respective acts of law and Supreme Court decisions, explains the concept of proof and lists different types of proofs/evidence; 16. pursuant to the respective acts of law and Supreme Court decisions, lists different acts meant for collecting evidence and explains their essence; 17. by analysing and synthesising relevant elements of proceedings, and by following the requirements and recommendations for proceedings-related methodology, plans the conducting of a proofing process; 18. pursuant to the legislation and the decisions of the Supreme Court, dependent on the situation, considers the necessity of conducting other proofing-related activities, explains the aims of these acts and the legal arrangements; Threshold criteria: - answers to the questions concerning the facts to be proved and the legal bases for conducting a certain procedural act are legally correct. At least half of the rest of the questions have been given correct answers; - in the case analysis, the student has considered all circumstances, presented realistic logical connections, their standpoints and solutions have legal bases. The answer is general only partly and there are a few law-related mistakes; - in the course of the conversation, the student has given correct answers to most of the questions asked, there may be some little mistakes and inaccuracies, which are not substantial.  |
| **AM 8. Complex exercise concerning scene and evidence investigation:** The student solves a practical task according to the given role. **1. Securing of a scene,** **observation and the compilation of an observation report;** **2. The using of powders to dust fingerprints, fingerprinting, written recording. Fingerprinting and filling in the fingerprint card;** **3. Application of a silicone paste, written recording** (making impressions of fingerprints dusted off an uneven surface, using of silicone paste to make a cast of a tool that has left a hollow. The made prints and cast are fixated on the crime scene cards) **4. Recording of footwear prints** (footwear prints and impressions are photographed according to the requirements set for detail photos. Use of fingerprint tape, DLK-film/tape) **AM 9. Written answers to theoretical questions concerning work at the scene and the assigning of tests.**  | 19. pursuant to the respective acts of law and the agency’s guidelines, explains the circumstances under which the extent of a scene of an incident is declared, and also how to secure the scene and evidence; 20. pursuant to the related acts of law, the agency’s guidelines, and the requirements and recommendations for observation tactics and methodology, the student conducts the scene and evidence investigation, if necessary takes reference and other samples for conducting tests, explains the principles for assigning tests and if necessary, conducts linear measurements; Threshold criteria: - finds the simulated scene of an incident, assesses the situation and immediately informs the superior; - if necessary, checks the condition of the victim and carries out the necessary activities to help him/her; - if necessary, secures the area with the police tape; - protects the traces at the scene from the natural forces (rain, snow); - if there is no need he/she does not enter the scene and does not let unauthorised people enter the scene either; - communicates with the victim, witness or press according to the requirements set; - carries out crime scene investigation, collects traces, samples (incl. DNA) and evidence and compiles the documents required for carrying out those activities, follows the requirements arising from laws and instructions;- carries out linear measurements, follows the methodology for conducting such measurements and the instructions for using the respective devices; - the observation report is thorough, precise and written using correct language. The descriptions are in a logical order; - the traces and evidence have been described in enough detail; - all photographs and drawings have been referred to. The photos are numbered and with an explanation. - there may be some little mistakes and inaccuracies, which are not substantial. Threshold criteria: * on the report card, there are at least 20 fingerprint images;
* at least 12 details can be seen in each print;
* prints have been taken into the correct slots;
* prints are of quality that would enable entering these into the national fingerprint register;
* the written parts of the scene prints card and finger print card have been filled in according to the guidelines compiled by Estonian Institute of Forensic Science Institute;
* there may be some little mistakes and inaccuracies, which are not substantial.

Threshold criteria: - the student has used the silicon paste of the right colour when making prints and casts; - the proportion of the paste and the catalyst is correct and evenly mixed, there are no bubbles neither in the prints nor in the casts; - the cards have been filled in according to the requirements; - there may be some little mistakes and inaccuracies, which are not substantial. Threshold criteria: - on the photographs, the prints and impressions are well distinguishable, well focused and correctly exposed; - the quality of the print and the cast enables to use the latter when carrying out an examination; - when lifting, the lifting tape has been chosen according to the contrast of the substance found in the print and the structure of the surface; - there may be some little mistakes and inaccuracies, which are not substantial. Threshold criteria: - answers to the theoretical questions are relevant in their content and in accordance with legal acts; - there may be some little mistakes and inaccuracies, which are not substantial.  |
| **AM 10. Written answers to theoretical questions, written solving of cases, oral discussion, if necessary** topic: the establishment of proof, qualification of the proof, the application of a certain type of misdemeanour proceedings and giving the cause of the application of a punishment/sanction. A discussion is carried out if based on the answers given in the written part, there are doubts about the achievement of the learning outcomes. In such a case, the student has to provide explanations, which help to decide whether he/she has reached the threshold level or not.  | 21. pursuant to the legislation and the decisions of the Supreme Court, analyses the establishment of proof by assessing the relevance and legality of the collected evidence; 22. pursuant to the legislation and the decisions of the Supreme Court, qualifies the necessary elements of an offence committed by a person; 23. by considering the facts being proven and other circumstances, and being led by the legislation and the decisions of the Supreme Court, explains what type of misdemeanour proceedings can be applied; 24. pursuant to the legislation and the decisions of the Supreme Court, explains the bases for applying a punishment, lists circumstances to be considered upon assigning a punishment, explains them and compiles a punitive decision; 25. pursuant to the legislation and the decisions of the Supreme Court, explains the legal bases and rules for finishing misdemeanour proceedings and compiles an order to finish the proceedings; 26. pursuant to the legislation and the decisions of the Supreme Court, lists and describes penal law related coercive measures, and explains the legal bases for applying them; 27. pursuant to the legislation and the decisions of the Supreme Court, explains why they have made such procedural decisions, focuses on problematic circumstances and legal arguments in a logical order; Threshold criteria: - answers to the theoretical questions are relevant in their content and in accordance with legal acts; - in the case analysis, the student has considered all circumstances, presented realistic logical connections, they have chosen the correct type of misdemeanour proceedings, the student’s standpoints and solutions have legal bases; - the student’s answers, the explanations and/or legal arguments and references in them are mostly in accordance with the valid law and the standpoints of the Supreme Court. The answers can be partly a little too general and include a few law-related mistakes; - in the course of the conversation, the student has given correct answers to most of the questions asked, there may be some little mistakes and inaccuracies, which are not substantial.  |
| **AM 11. Compiling of a misdemeanour file, conversation, if necessary** topic: simulated procedure. The student compiles a misdemeanour file concerning a simulated incident outdoors. A discussion is carried out if based on the presented misdemeanour file, there are doubts about the achievement of the learning outcomes. In such a case, the student has to provide explanations, which help to decide whether the student has reached the threshold level or not.  | 28. Compiles a misdemeanour file following the requirements for it. Threshold criteria: - the misdemeanour file is systematised, the collected evidence is relevant and it has been proved a misdemeanour was committed; - the procedural documents are grounded and in accordance with valid legal provisions and/or with the respective standpoints of the Supreme Court; - the procedural documents have been compiled using correct language and the documents are logical. However, there may be some little mistakes and inaccuracies; - there may be a few inaccuracies concerning more specific knowledge/skills; - the student’s answers, explanations and/or legal arguments and references in them are mostly in accordance with the valid law and the standpoints of the Supreme Court. The answers can be partly a little too general and include a few law-related mistakes; - in the course of the conversation, the student has given correct answers to most of the questions asked, there may be some little mistakes and inaccuracies, which are not substantial.  |
| **AM 12. Case analysis and the compilation of a decision of general procedure, conversation if necessary**topic: simulated procedure | 21. pursuant to the legislation and the decisions of the Supreme Court, analyses the establishment of proof by assessing the relevance and legality of the collected evidence; 24. pursuant to the legislation and the decisions of the Supreme Court, explains the bases for applying a punishment, lists circumstances to be considered upon assigning a punishment, explains them and compiles a punitive decision; 25. pursuant to the legislation and the decisions of the Supreme Court, explains the legal bases and rules for finishing misdemeanour proceedings and compiles an order to finish the proceedings; 27. pursuant to the legislation and the decisions of the Supreme Court, explains why they have made such procedural decisions, focuses on problematic circumstances and legal arguments in a logical order; Threshold criteria: - the collected evidence is relevant and it is proven the misdemeanour was committed; - the procedural documents are grounded and in accordance with valid legal provisions and/or with the respective standpoints of the Supreme Court; - the procedural documents have been compiled using correct language, they are logical. However, there may be some little mistakes and inaccuracies; - there may be a few inaccuracies concerning more specific knowledge/skills; - the student’s answers, the explanations and/or legal arguments and references in them are mostly in accordance with the valid law and the standpoints of the Supreme Court. The answers can be partly a little too general and include a few law-related mistakes; - in the course of the conversation, the student has given correct answers to most of the questions asked, there may be some little mistakes and inaccuracies, which are not substantial. |
| **AM 13. Demonstration of the skill of conversing in Russian**topic: simulated procedureThe student demonstrates the using of necessary terminology and vocabulary combined with professional competency in simulated work related communication situations. | 31. in a work-related situation, the student communicates in Russian, briefly explains their standpoints and decisions in work-related situations, uses simple coherent sentences, vocabulary and structures acquired during language lessons; 32. compiles a work-related summary in Russian, separates important information from unimportant and describes the most typical work-related events using simple and coherent sentences.Threshold criteria:* the vocabulary the student uses is relevant and sufficient;
* the student carries out a conversation according to the given role;
* the student asks relevant questions and gives adequate answers;
* there are some grammar mistakes that do not make it difficult to forward their message;
* there may be some mistakes concerning grammar structures, but these do not hinder the meaning.
 |
| **AM 14. Compiling of an oral summary**topic: speciality-related | 31. in a work-related situation, the student communicates in Russian, briefly explains their standpoints and decisions in work-related situations, uses simple coherent sentences, vocabulary and structures acquired during language lessons; 32. compiles a work-related summary in Russian, separates important information from unimportant and describes the most typical work-related events using simple and coherent sentences.Threshold criteria:* the vocabulary the student uses is relevant and sufficient;
* the student carries out a conversation according to the given role;
* the student asks relevant questions and gives adequate answers;
* there are some grammar mistakes that do not make it difficult to forward their message;
* there is only important information in the summary;
* the summary has a logical structure, it is in fluent language and demonstrates the acquired vocabulary;
* there may be some mistakes concerning grammar structures, but these do not hinder the meaning.
 |
| **AM 15. Compiling of procedural documents, oral defence, if necessary** topic: realistic procedural situation (internship) The student submits the following material they have compiled during their internship: - copy of a misdemeanour file indicating conducting expedited procedure and general procedure, and a copy of a solution of a general procedure; - copies of procedural documents from the criminal procedure file (preferably a victim interrogation report, a scene observation report and a witness interrogation report). A discussion is carried out if based on the presented procedural documents, there are doubts about the achievement of the learning outcomes. In such a case, the student has to provide explanations, which help to decide whether he/she has reached the threshold level or not.  | 29. pursuant to the legislation, the decisions of the Supreme Court and the agency’s guidelines, conducts misdemeanour proceedings in a realistic situation, compiles procedural documents and applies misdemeanour penalties or other relevant sanctions; 30. pursuant to the legislation, the decisions of the Supreme Court and the agency’s guidelines, conducts the acts necessary for commencing criminal proceedings and compiles procedural documents; Threshold criteria: - the misdemeanour file is systematised, the collected evidence is relevant and it has been proved a misdemeanour was committed; - personal data subject to the acts or personal data of the addressees have been covered or deleted; - procedural documents are grounded and in accordance with valid legal provisions and/or with the respective standpoints of the Supreme Court; - procedural documents have been compiled using correct language, they are logical. However, there may be some little mistakes and inaccuracies; - there may be a few inaccuracies concerning more specific knowledge/skills; - during the oral defence, the student has given conceptually correct answers, there may be some little mistakes and inaccuracies, which are not substantial.  |
| **Composition of the grade of the module** | The assessment method for the module is non-graded assessment. The grade considers the: 1. essay – the concept of penal law in the officers’ supervision and offence proceedings related activities (1-2); 2. written answers to theoretical questions and the solving of a case concerning the carrying out of the activities needed for commencing or not commencing the proceedings (3-5); 3. written answers to theoretical questions and the solving of a case concerning the guaranteeing of procedural acts (6-8); 4. written answers to theoretical questions and the solving of a case concerning the application of the principles of the general part of penal law (10-12); 5. written answers to theoretical questions and the solving of a case concerning telling the difference between different types of offences, elements necessary for an offence and the qualification of offences (13); 6. practical exercise concerning the hearing of people and the compilation of procedural documents (19); 7. written answers to theoretical questions and the solving of a case concerning the circumstances to be proved while conducting proceedings and the conditions for conducting procedural acts (9, 14-16, 20); 8. complex exercise concerning scene and evidence investigation (17-18); 9. written answers to theoretical questions concerning work at the scene and the assigning of tests (17-18); 10. written answers to theoretical questions and the solving of a case concerning the establishment of proof, qualification of the proof, the application of a certain type of misdemeanour proceedings and giving the cause of the application of a punishment/sanction (21-27); 11. compilation of a misdemeanour file concerning a simulated procedure (28); 12. case analysis and the compilation of a decision of general procedure (21, 24, 25, 27);13. demonstration of the skill of conversing in Russian in a simulated procedure (31-32);14. compilation of an oral summary on a speciality-related topic (31-32);15. compilation of procedural documents based on a real procedure (29-30); In order to commence the internship, the student must pass assignments 1-14 (assessment criteria 1-28 and 31-32). The module is considered as passed if all assessment tasks, incl. internship (AM 15), have been passed at least on the threshold level.  |

Compiled by: Chris Eljas, Elen Laanemaa, Jan Pulk, Kalju Leppik, Raivo Öpik

Date: 09.10.2017

Amended: 12.02.2018

Amended: 21.06.2018