

NLP – New Vision University Legal Aid Office Regulation

Article 1. General Provisions

1. This Regulation is based on Paragraph 1(g) of Article 5 of the NLP – New Vision University (NVU) Regulation and provides for the status and duties of the Legal Aid Office.
2. The Legal Aid Office is an independent structural unit of the NVU.
3. The Legal Aid Office ensures the teaching of understanding the wide range of legal issues and selection of efficient solutions for common problems of the society – a student “studies by doing”, what is the basis of mastering the components of academic practice within bachelor and master’s programs in law.
4. A person, engaged in the activities of the Legal Aid Office and not having the status of a New Vision University student, will be granted a participation certificate.

Article 2. Structure

1. A trainee of the Legal Aid Office may become a student of a law faculty of any authorized higher education institution (accredited educational program), also any person with higher legal education and having necessary skills to render legal assistance.
2. A professional lawyer is also engaged in the activities of the Legal Aid Office supervising the performance of a trainee during the working process.
3. The Legal Aid Office is headed by the Manager who is in charge of all the administrative matters of the Office.

Article 3. General Operational Rules

1. Any information, which comes to knowledge of the persons engaged in the activities of the Legal Aid Office in the course of interaction with the clients, is confidential and can be used only in the best interests of the clients.
2. Every person, engaged in the activities of the Legal Aid Office is required to carry out his/her duties on the basis of good faith principle, in full compliance with collegiality and all the other relevant rules and standards of ethics.
3. A trainee is required to forthwith notify the Manager about any misunderstanding that may arise in the course of interaction with the clients.
4. The advice will be provided to the clients in writing. However, this rule does not exclude the provision of oral consultations as well, in the case of need, with regard to less important issues, the content of which consultations should be forthwith recorded by the trainee in writing.
5. A trainee is required to agree the content of every written/oral consultation with the supervising lawyer in advance and inform the latter about any action related to the fulfillment of the assignment.
6. A trainee is required to allocate at least 8 (eight) hours per week for the activities in the Legal Aid Centre, also to give a prior notice to the Manager about the impossibility to abide by the agreed schedule within a reasonable period.

7. The Legal Aid Office is open from 10:00 to 18:00, from Monday to Friday, inclusive.
8. With a view to discussing current issues, the Manager is required to arrange for a joint meeting of all the trainees and supervising lawyers at least once in two weeks.
9. A trainee is not paid any remuneration, however, this rule does not exclude the application of various forms of trainee rewarding.

Article 4. Scope of Activities

1. The following falls within scope of activities of the Legal Aid Office:
 - 1.1 Provision of free-of-charge legal advice (oral or in writing) in civil and administrative law;
 - 1.2 Drafting of an application, complaint, claim/counterclaim or other legal documents;
 - 1.3 Free-of-charge representation of interested persons with administrative authorities and courts of law with regard to administrative and civil cases.
2. The accomplishment of practical component during the academic process will be ensured through the application of rules, envisaged by this Regulation, relevant educational programme and syllabus.