**R E G L A M E N T**

**National School of Judges of Ukraine**

**(new edition)**

**Preamble**

The Rules of Procedure of the National School of Judges of Ukraine (hereinafter referred to as the Rules) is a single unified document that regulates the activities of the National School of Judges of Ukraine (hereinafter referred to as the NSJU).

The Regulations are a local codified regulatory, legal and instructional act that develops the provisions of the Charter of the National School of Judges of Ukraine (hereinafter referred to as the NCJS Charter) and was created on the basis of the current legislation of Ukraine, decisions of the High Qualification Commission of Judges of Ukraine (hereinafter referred to as the HQCJ) and regulations developed by the National School of Judges of Ukraine, most of which have lost their force after the approval of the Regulations.

The Regulations are universal in nature, cover all areas of activity of the National School of Judges of Ukraine regarding special training of candidates for the position of judge, training of judges, court staff, improvement of their qualifications and scientific and methodological work, define the organizational principles of its functioning, establish a system of personnel, legal, informational, economic and financial support for the activities of the NSJU, the document flow procedure, regulate the rules of internal labor regulations, etc.

**Section I.**

**General provisions**

1. The National School of Judges of Ukraine is a state institution with a special status in the justice system that provides training of highly qualified personnel for the justice system and carries out research activities.

2. In its work, the National School of Judges is guided by the Constitution of Ukraine, the Law of Ukraine "On the Judiciary and the Status of Judges" as amended by the Law of Ukraine No. 1402-VIII of June 2, 2016 "On Ensuring the Right to a Fair Trial", other laws of Ukraine, decisions of the HQCJ, the Statute of the National School of Judges, these Rules and other regulations of the National School of Judges. The National School of Judges is not subject to legislation on higher education.

3. The National School of Judges is a legal entity under public law that has separate property, an independent balance sheet, accounts with the State Treasury Service of Ukraine, a seal with the State Emblem of Ukraine and its name, symbols, stamps and forms.

4. The National School of Judges has regional branches [(Annex 1)](https://www.nsj.gov.ua/files/16148465202.2.%20%D0%94%D0%BE%D0%B4-%D0%BA%201%20%D0%B4%D0%BE%20%D0%BD%D0%B0%D0%BA%D0%B0%D0%B7%D1%83,%20%D0%A0%D0%B5%D0%B3-%D0%BD%D1%96%20%D0%B2%D1%96%D0%B4%D0%B4%D1%96%D0%BB%D0%B5%D0%BD%D0%BD%D1%8F%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A6%D0%9E%D0%92,%20%D0%A1%D0%9E%D0%90,%2025.01.21.docx).

**Section II.**

**Management of the National School of Judges of Ukraine**

**Chapter 1 . Officers and officials, management of the NSJU**

**1. Officials and officials**

1.1. The list of positions of the National School of Judges of Ukraine shall be determined by the Cabinet of Ministers of Ukraine [(Annex 2)](https://www.nsj.gov.ua/files/16148465403.2.%20%D0%94%D0%BE%D0%B4-%D0%BA%202%20%D0%B4%D0%BE%20%D0%BD%D0%B0%D0%BA%D0%B0%D0%B7%D1%83,%20%D0%9F%D0%B5%D1%80%D0%B5%D0%BB%D1%96%D0%BA%20%D0%BF%D0%BE%D1%81%D0%B0%D0%B4%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A6%D0%9E%D0%92,%20%D0%A1%D0%9E%D0%90,%2025.01.21.docx).

1.2. Employees of the NSJU, according to the positions they hold, are divided into officials and officials of the research and teaching staff.

1.3. Officials of the NSJU who are associated with the performance of organizational and administrative or administrative and economic functions are: the Rector, Vice-Rectors, Chief of Staff, heads of independent departments and their deputies (except for the departments specified in clause 1.4. of this paragraph), directors of regional offices and their deputies, assistants and secretaries of the Rector and Vice-Rectors, chief and leading specialists.

1.4. Officials of the research and teaching staff are: heads of independent departments and their deputies responsible for research and scientific and methodological activities of the NSJU, chief researchers, leading researchers, senior researchers, junior researchers, and lecturers.

**2. The leadership of the NSJU**

2.1. Officials of the National School of Judges of Ukraine, except for assistants and secretaries of the Rector and Vice-Rectors, chief and leading specialists, are the management staff of the NSJU.

2.2. The National School of Judges shall be managed on the principles of centralism - subordination of lower officials and binding execution of decisions of higher officials.

2.3. The process of managing the National School of Judges of Ukraine shall be ensured by planning the work of the National School of Judges, orders of the Rector, instructions and resolutions (written), orders (oral) of the Rector, Vice-Rectors, Chief of Staff, heads of independent departments, directors of regional branches, as well as by organizing control over their implementation.

*2.4. Rector.*

2.4.1 The Rector, who is appointed by the HQCJU decision, exercises general management of theNSJU and is personally responsible for its activities.

2.4.2. The powers of the Rector are determined by the Statute of the NSJU and these Regulations.

*2.5. Vice-rectors, chief of staff.*

2.5.1. Vice-rectors of the National School of Judges of Ukraine, who are appointed to their positions by the HQCJU decision upon the recommendation of the Rector, and the Chief of Staff, who is appointed by the Rector's order, are directly subordinate to the Rector of the National School of Judges and are personally responsible for the areas of work determined by the functional division of responsibilities in the National School of Judges of Ukraine in accordance with paragraph 2.6. of paragraph 2 of this Chapter of the Rules.

2.5.2. Vice-rectors and the Chief of Staff coordinate and control the work of independent departments that are subordinated to them in the areas of work in accordance with the organizational structure of the NSJU [(Appendix 3)](https://www.nsj.gov.ua/files/1658928609%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%203.pdf), regional offices of the NSJU.

2.5.3. The vice-rectors and the chief of staff shall approve draft orders in their respective areas of work. By order of the Rector, the Vice-Rectors may be authorized to sign contracts, orders, and other documents of the National School of Judges, including financial documents.

2.5.4. Vice-rectors, by order and/or instruction of the Rector, may exercise his/her powers in the advisory bodies of the National School of Judges, as well as represent the National School of Judges in the central executive authorities, state authorities and local self-government bodies, in relations with legal entities and individuals in Ukraine and abroad on issues within their competence and powers.

2.5.5. During the period of absence of the rector his/her duties shall be temporarily performed by one of the vice-rectors in accordance with the order of the rector.

2.5.6. The powers of vice-rectors and qualification requirements for the positions of vice-rectors are determined by the current legislation and these Regulations.

2.5.7. The powers of the Chief of Staff, qualification requirements for his/her position are determined by the current legislation, these Regulations and a separate regulatory and administrative document of the NSESU approved by the Rector.

*2.6 Distribution of responsibilities.*

2.6.1. Vice-rector for research and scientific and methodological work.

Ensures and is responsible for the implementation of research and scientific and methodological work in the NSJU.

Ensures the preparation and implementation of the Plan of Research and Scientific and Methodological Work of the National School of Judges of Ukraine.

Ensures the activities of the Scientific and Methodological Council of the National School of Judges of Ukraine, controls the implementation of planned activities, and, in the absence of the Rector, presides over meetings of the Scientific and Methodological Council.

It promotes the study, implementation and adaptation of the latest educational methods and technologies to the educational process, involvement of highly qualified judges, experts and specialists in research and teaching activities at the NSJU, and organizes training of teachers (trainers).

Ensures the organization and is responsible for:

training of court staff;

development and implementation of: training schedules for all categories of NSJU trainees; standardized training programs for court staff; training programs for all categories of trainees for a certain period of time;

coordinating the activities of the regional offices of the NSJU in the area of their powers.

Organizes and controls:

Conducting research on improving the judicial system, the status of judges and judicial proceedings, and judicial education;

scientific and methodological support of the courts, the High Qualification Commission of Judges of Ukraine, and the High Council of Justice;

scientific and methodological cooperation with the High Council of Justice, the Council of Judges of Ukraine, and the High Qualifications Commission of Judges of Ukraine;

preparation of test materials for judicial governance bodies;

research to support qualification assessments/examinations of judges and candidates for the position of judge;

scientific and methodological support for psychological training of judges and psychological diagnostics;

international cooperation of the NSJU;

studying the international experience of organizing and operating judicial education courts and using it in research work;

editorial, publishing, and library activities of the National School of Judges, museum work, and preparation of the publication "Word of the National School of Judges of Ukraine";

activities of working groups established to: conduct comprehensive scientific research, ensure a high level of theoretical development and applied research, conduct research and methodological work;

Preparation and approval of draft orders in the areas of work;

fulfillment of orders of the Rector of the NSJU;

Activities of the following departments: international cooperation; scientific research of judicial issues and scientific and methodological support of judicial education; scientific and methodological support of courts and judicial governance bodies, scientific and methodological support of psychological training of judges; testing center; training of teachers (trainers); training of court staff; Vinnytsia Training Center; regional branches of the National School of Judges on organization and conduct of training of court staff;

implementation of cooperation agreements (memorandums of cooperation) between the National School of Judges and institutions, organizations and establishments, coordination of the work of the structural units of the NSJU and reporting under these agreements, communication with relevant partners.

Based on an order, the NSJU is granted the right to be the first signatory of documents, including financial ones.

On issues within his/her competence and authority, on behalf of the Rector, he/she represents the NSJU in the judiciary, state and local government bodies, international organizations and institutions.

2.6.2. Vice-rector for organizational activities.

Responsible for organizational and legal support of the National School of Judges of Ukraine.

Organizes the educational process in the National School of Judges in the part envisaged by its powers: provides special (theoretical and practical) training of candidates for the position of judge, training of employees of the Judicial Protection Service; liaises with the HQCJ, SJAU, other institutions, organizations and establishments on these issues.

It promotes the study, implementation and adaptation of the latest educational methods and technologies to the educational process, and the involvement of highly qualified judges, experts and specialists in research and teaching activities at the National School of Judges.

He participates in the implementation of the state policy on HR issues in the National School of Social Sciences of Ukraine, controls the timeliness of HR documentation, personnel movement and HR records management.

Ensures the organization and is responsible for:

training of judges, including those elected to administrative positions in courts;

periodic training of judges to improve their skills;

conducting training courses determined by the qualification or disciplinary body to improve the qualifications of judges who are temporarily suspended from the administration of justice;

development and implementation of: training schedules for all categories of NSJU trainees; standardized training programs for judges; periodic training of judges to improve their skills; training programs for all categories of trainees for a certain period of time;

coordination of the activities of the regional offices of the NSJU within the scope of their powers.

Provides and controls:

Preparation and approval of draft orders in the areas of work;

accounting in the National School of Social Sciences, preparation of relevant reports;

compliance with labor laws;

fulfillment of orders of the Rector of the NSJU;

the work of the press secretary of the National School of Law;

activities of the following departments: judicial training; special training of candidates for the position of judge; human resources; legal; accounting and planning department, which are not within the competence of the Rector; regional offices in accordance with his/her powers;

implementation of cooperation agreements (memorandums of cooperation) between the National School of Judges and institutions, organizations and establishments, coordination of the work of the structural units of the NSJU and reporting under these agreements, communication with relevant partners.

Based on an order, the NSJU is granted the right to be the first signatory of documents, including financial ones.

On issues within his/her competence and authority, on behalf of the Rector, he/she represents the NSJU in the judiciary, state authorities and local self-government, international organizations and institutions.

2.6.3. Chief of Staff:

He is responsible for documentary, administrative and economic support of the National School of Judges of Ukraine, implementation and improvement of information technologies.

Provides and controls:

planning and reporting in the NSJU;

documentary support for the activities of the NSJU, a unified procedure for documenting and working with documents in the NSJU;

administrative and economic activities of the NSJU;

organizational measures to maintain the NSJU premises in a condition suitable for proper functioning: capital and current repairs, technical equipment of the premises, creation of safe and comfortable conditions for employees and persons staying in the NSJU;

compliance with the rules of labor protection and fire safety by the NSJU employees;

Implementation and support of information technologies in the National School of Social Sciences;

activities of standing committees and working groups on economic activities, in particular those specified in subparagraphs 2.4.1., 2.4.4., 2.4.6., 2.4.8. of paragraph 2.4. of Chapter 2 of Section III of the Regulations of the NSJU;

Preparation and approval of draft orders in the areas of work;

fulfillment of orders of the Rector of the NSJU;

the activities of the following departments: documentary support and control, information technology, administrative and business support, and regional offices in accordance with its powers;

On issues within his/her competence and authority, on behalf of the Rector, he/she represents the NSJU in the judiciary, state authorities and local self-government, international organizations and institutions.

*2.7. Replacement of Vice-Rectors and Chief of Staff.*

2.7.1. For the period of absence of the Vice-Rector for Research and Scientific and Methodological Work, his/her official duties are performed by the Vice-Rector for Organizational Activities.

2.7.2. During the period of absence of the Vice-Rector for Organizational Support, his/her official duties are performed by the Vice-Rector for Research and Scientific and Methodological Work.

2.7.3. During the period of absence of the Chief of Staff, his/her official duties shall be performed by one of the Vice-Rectors of the NSJU by order of the Rector.

*2.8. Heads of independent departments, directors of regional branches.*

2.8.1. Heads of independent departments and directors of regional offices shall organize the work of the structural subdivisions of the NSJU.

2.8.2. An independent department or regional office shall be managed by its head or director on the basis of regulatory and administrative acts of the NSJU, as well as the Regulation on the NSJU structural unit.

**Chapter 2. Advisory bodies**

**1. Rectorate**

1.1. The Rectorate of the National School of Judges is a permanent advisory governing body established to address issues of the National School of Judges that require collegial discussion. The procedure for organizing its work is determined by these Rules.

1.2. The Rector's Office shall consist of the Rector, Vice-Rectors, Chief of Staff, and, by order of the Rector, heads of structural subdivisions of the National School of Judges of Ukraine.

1.3. The Rector of the NSJU heads the administration and coordinates its activities. During the period of the Rector's absence, these functions are assigned to the Vice-Rector, who performs his/her duties.

1.4. Organizational and technical support of the activities of the University Administration is carried out by the Assistant Rector on a separate order of the Rector.

1.5. The main form of work of the university administration is its meetings (meetings), which are convened by the rector as necessary, but at least once a month.

1.6. Other officers and officials of the NSJU, whose competence includes issues submitted for its consideration and discussion, may be invited to the meeting of the Rectorate.

1.7. The agenda of the meeting of the University Administration is determined by the Rector. Proposals to the agenda may be made by vice-rectors and the Chief of Staff of the NSJU.

1.8. If necessary, information and reference materials shall be submitted for each of the issues submitted for discussion at the meeting, which shall be prepared by the persons responsible for the area of work.

1.9. The materials for the meeting of the University Administration shall be sent to the Assistant to the Rector and shall be prepared no later than one day before the meeting.

1.10. Decisions made by the Rector on the basis of recommendations developed at the meeting of the University Administration shall be formalized by an order or a protocol order of the Rector.

1.11. Minutes shall be taken at the meeting of the Rectorate, if necessary. The assistant rector shall be responsible for the execution of minutes and protocol instructions of the rector, and the accounting and storage shall be the responsibility of the department responsible for documentary support of the NSJU activities."

1.12. At the meeting of the administration, information on the status of implementation of orders, previous protocol instructions of the rector is heard in the order of control.

**2. Scientific and Methodological Council of the National School of Judges of Ukraine**

2.1. The Scientific and Methodological Council of the National School of Judges of Ukraine (hereinafter referred to as the Council) is an advisory body of the NSJU that operates on a voluntary basis and is established to organize and coordinate the research activities of the NSJU. The procedure of the Council's work is determined by these Rules of Procedure.

*2.2. Main tasks of the Council*:

determining the priority areas of scientific research;

ensuring planning, organization and coordination of scientific and  
methodological and research work;

development of proposals for forms and methods of priority research by the NSJU units;

organization of scientific research and promotion of implementation of its  
results into the practical activities of the judiciary;

control over the implementation of long-term research, providing methodological and advisory assistance to the structural units of the NSJU responsible for these areas.

*2.3. In order to fulfill its tasks, the Board:*

prepares proposals for future and current research plans of the NSJU;

hear reports on the progress of scientific research;

provides recommendations for improving scientific research, determining the relevance and novelty of scientific papers, their evaluation and practical testing;

develops proposals for improving the process of training and professional development of personnel for the judicial system, its methodological support and introduction of the latest technologies in the educational process;

participates in scientific, scientific and practical seminars and conferences on issues within the competence of the Board;

promotes the involvement of leading scientists and teachers, well-known specialists and experts in the field of law, including those from other countries, in the work of the National School of Law;

approves the composition of working groups for conducting research at the expense of the NSJU budget funds, as well as additional (extra-budgetary) sources of funding;

approves the annual work plan of the Board and a report on its implementation (at the last meeting of the Board of the current year).

2.4. The Council consists of the Chairman, his deputy, executive secretary and members of the Council. The personal composition of the Council is approved by the order of the Rector of the NSJU.

2.5. The Council shall be chaired by the Rector of the NSJU (Chairman of the Council) or, on his/her behalf, by the Deputy Chairman of the Council.

*2.6 Chairman of the Board:*

directs the activities of the Board, convenes and presides over its meetings and signs the minutes of the Board's meetings;

make proposals for the inclusion of unscheduled items on the agenda of the Board meetings;

approves the annual work plan of the Board and the report on its implementation after they have been discussed and approved at a meeting of the Board;

gives instructions to the executive secretary, deputy chairman and members of the Board on issues considered at the meetings or related to its work;

Organize control over the implementation of the Board's instructions and planned activities;

*2.7. Deputy Chairman of the Board:*

in the absence of the Chairman of the Board, performs his/her duties;

participates in the organization of the Board meetings and oversees the preparation of materials to be submitted to the Board;

fulfills the instructions of the Chairman of the Board;

represents the Council at the meetings of the University Administration when discussing issues related to research activities;

in agreement with the Chairman of the Board, may sign/approve documents on the Board's activities.

*2.8. Executive Secretary of the Board:*

provides organizational and technical support for the Council's activities;

prepares proposals for the annual work plan of the Board;

monitors the implementation of the planned activities, prepares reports and information on the results of the Board's work;

organizes the preparation of the Board meetings;

draws up and signs minutes of the Council's meetings, ensures that the Council's decisions and the Chairman's instructions are communicated to the members of the Council and heads of the NSJU's structural units.

*2.9. Members of the Council:*

participate in the preparation and discussion of issues to be considered at the  
Board meetings, and vote on agenda items;

familiarize themselves with all materials and scientific papers discussed at the meetings, as well as with the minutes of the Council's meetings;

submit written explanations (proposals, comments, conclusions, etc,  
reviews, etc.), which shall be attached to the materials of the Board meeting;

participate in organizing and conducting planned activities of the Board, fulfill the instructions of the Chairman of the Board;

coordinate with the Chairman of the Board all actions performed on behalf of or on behalf of the Board.

*2.10. Meetings of the Council.*

2.10.1. The main form of the Council's work shall be meetings held as necessary, but at least once every three months.

2.10.2. Materials for the meeting of the Board (memoranda, references, information and analytical materials, reviews, draft decisions, lists of speakers and invitees, etc.) shall be prepared by the initiators of the issue (by executors in accordance with the work plan) and shall be approved by the Chairman of the Board no later than two weeks before the meeting and submitted to the Executive Secretary to organize their circulation and bring them to the attention of the members of the Board.

2.10.3. The executive secretary of the Board shall provide meeting materials to each member of the Board no later than 3 days before the day of the meeting.

2.10.4. A meeting of the Board shall be deemed competent if at least half of its members participate in it.

2.10.5. Resolutions of the Board shall be adopted by voting (open or closed) by a simple majority of votes of the Board members present at the meeting. In case of equal distribution of votes "for" and "against", the vote of the Chairman of the Board, and in his absence - of the Deputy Chairman of the Board, shall be decisive.

2.10.6. The executive secretary of the Board shall ensure storage of minutes of the Board meetings after their signing.

2.10.7. If necessary, the decisions of the Council shall be enforced by orders and protocol instructions of the Rector of the NSJU.

2.10.8. Organizational and technical assistance to the Council shall be provided by all structural  
subdivisions of the NSJU.

**3. Coordination center for judges**

3.1. The Judicial Coordination Center (hereinafter referred to as the Center) is established on the initiative of the HQCJ and operates on a voluntary basis on a collegial basis to ensure participation of the judicial community in the coordinated resolution of issues related to the organization of judicial training and promotion of the National School of Judges of Ukraine, performing an advisory function.

3.2. In its work, the Center is guided by the legislation of Ukraine, instructions of judicial self-government bodies, decisions of the HQCJ and takes into account the Statute and orders of the Rector of the NSJU.

3.3 The activities of the Center, its main tasks, number of members and staff, and the procedure for holding meetings shall be determined by the Regulations approved at its organizational meeting.

**Section III.**

**Organizational Structure of the National School of Judges of Ukraine**

**Chapter 1: Structural subdivisions and structure of the NSJU**

1.1. Structural subdivisions of the National School of Judges of Ukraine are an independent department and a regional branch of the NSJU.

1.2. A set of independent departments, regional branches of the National School of Judges of Ukraine, as well as the total number of staff units in each of them, which is determined by the staffing table, constitute the organizational structure of the NCJU [(Annex 4)](https://www.nsj.gov.ua/files/1610550094dodatok4-2021.pdf).

1.3. Approval of the organizational structure, creation of new independent departments and regional branches of the NSJU, their reorganization and liquidation, increase or decrease in the total number of staff units in them are carried out by order of the Rector.

1.4. The vice-rectors and the chief of staff of the NSESU are assigned structural units in accordance with the areas of work [(Appendix 3)](https://www.nsj.gov.ua/files/1658928609%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%203.pdf) by order of the rector on the basis of the distribution of responsibilities between the vice-rectors and the chief of staff specified in clause 2.6. of Chapter 1 of Section II of these Regulations.

1.5. Structural subdivisions of the NSJU do not have the rights of a legal entity.

1.6. Structural subdivisions may have their own seals and stamps approved by the order of the rector, which are used in accordance with the provisions of Chapter 7 of Section V of these Regulations.

1.7. The status, main tasks, functions and rights of a structural subdivision are determined by the direction of its work and are enshrined in the Regulation on the respective structural subdivision of the NSJU.

**Chapter 2. Permanent and temporary interstructural formations of the NSJU**

2.1. In order to improve the efficiency of its statutory activities, the NSJU shall establish permanent and temporary interstructural formations - commissions, committees, working groups, etc.

2.2. The permanent and temporary interstructural formations may include both staff members of the NSJU and scientists, teachers, specialists and experts who cooperate with the NSJU on a contractual or voluntary basis.

2.3. The work of permanent and temporary interstructural formations is financed within the limits of the approved budget of revenues and expenditures of the NSJU for the respective budget year, or at the expense of international technical assistance projects with which the NSJU cooperates.

*2.4. Permanent interstructural formations* are established in accordance with the requirements of regulatory legal acts of Ukraine, as well as on the basis of contractual obligations of the NSJUin order to perform internal or external control, expert, communication and other functions requiring representative status, departmental independence, special knowledge in certain areas, openness and collegiality in actions. Among them:

2.4.1. commission for examination of documents' value - ensures examination of documents' value and submission of its results for consideration of expert review commission of the state archival institution, in the area of which NISS is located;

2.4.2. the Commission for Compulsory State Social Insurance for Temporary Disability and Funeral Expenses shall ensure compliance with the relevant requirements of the legislation of Ukraine;

2.4.3. commission for calculation of length of service - ensures calculation of length of service for establishing monthly bonuses for the employees of the NSJUU;

2.4.4. the Commission for the Verification of Knowledge on Occupational Safety and Health - ensures compliance with the relevant requirements of the legislation of Ukraine and organizes a unified system of occupational safety and health in the NSJU;

2.4.5. Tender Committee - ensures organization and conduct of public procurement procedures for the needs of the NCJS for budgetary funds in accordance with the Regulations on the Tender Committee of the National School of Judges of Ukraine [(Annex 64)](https://www.nsj.gov.ua/files/1510908268dod64.docx);

2.4.6. Commission on write-off of tangible assets - ensures write-off of tangible assets from the NSJU balance sheet;

2.4.7. Commission for Quarterly Inventory - ensures quarterly inventory of cash, cash documents, valuables and strict reporting forms;

2.4.8. Commission on write-off of fuels and lubricants (gasoline) - ensures control over compliance with the norms of consumption of fuels and lubricants (gasoline), as well as timely write-off of fuels and lubricants from the balance sheet of the NSJU;

2.4.9. the Commission for Work with the NSJU Library Collection *-* keeps records of the movement of library collections.

2.4.10. the Committee for External Communication Policy of the National School of Judges of Ukraine - establishes effective and complementary communications of the NSJU with all institutions of the judicial system of Ukraine during information campaigns provided for by contractual obligations"

*2.5. Temporary interstructural formations are formed ad hoc - for a given case* and solving a specific task in a relatively short period of time; or on a project-target basis to achieve a certain goal in a certain period of time by implementing interrelated tasks that require the combined efforts of different structural units of the NSJU.

2.6 Direct tasks, functions, personnel, architecture of permanent and temporary interstructural formations, as well as the procedure for their activities are determined by orders of the Rector or separate regulatory and administrative documents of the NSJU approved by the Rector.

**Section IV.**

**Organization of the educational process, research and methodological activities at the National School of Judges of Ukraine**

**Chapter 1: General provisions**

The main requirements (criteria, forms) for the content and organization of training activities for judicial candidates, judges and court staff at the NSJU are set out in the Concept of National Standards of Judicial Education [(Annex 5).](https://www.nsj.gov.ua/files/1467726096%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%205,%20%D0%9A%D0%BE%D0%BD%D1%86%D0%B5%D0%BF%D1%86%D1%96%D1%8F%20%D0%9D%D0%B0%D1%86.%20%D1%81%D1%82%D0%B0%D0%BD%D0%B4%D0%B0%D1%80%D1%82%D1%96%D0%B2%20%D1%81%D1%83%D0%B4%D0%B4%D1%96%D0%B2%D1%81%D1%8C%D0%BA%D0%BE%D1%97%20%D0%BE%D1%81%D0%B2%D1%96%D1%82%D0%B8,%20%D0%B7%D1%96%20%D0%B7%D0%BC%D1%96%D0%BD%D0%B0%D0%BC%D0%B8,%20%D0%A0.doc) International experience in the organization and operation of courts, in particular in the educational practices of judges, is consistently introduced into the educational process of theNSJU.

The National School of Judges of Ukraine ensures a unified training policy in the approaches to training judges and court staff and advanced training at the NSJU and its regional branches (hereinafter also referred to as RBs).

The organization of the educational process, in particular: special training of candidates for the position of judge (hereinafter also referred to as special training); training of judges; periodic training of judges to improve their qualifications; conducting training courses determined by the disciplinary body to improve the qualifications of judges temporarily suspended from the administration of justice; training of court staff and improvement of their qualifications; is entrusted to separate independent departments of the NCJU in cooperation with other structural units, respectively

To determine that the language of instruction at the National School of Judges of Ukraine is Ukrainian.

**1. Students of the National School of Judges of Ukraine, their rights and obligations**

1.1. Judges, court presidents, deputy presidents of courts of general jurisdiction, heads of court staff, their deputies and other court staff members enrolled in the NSJU by order of the rector or vice-rector in the relevant area of work are the NSJU students (hereinafter referred to as "students").

1.2. A candidate for the position of a judge sent by the High Qualifications Commission of Judges of Ukraine to theNSJU for special training and enrolled by order of the Rector in accordance with the Procedure for Special Training of Candidates for the Position of Judge (hereinafter also referred to as the Procedure for Special Training) and these Rules shall also acquire the status of a trainee.

*1.3. Students have the rights provided for by the legislation of Ukraine, including the right to:*

1.3.1. safe and healthy training conditions;

1.3.2. Acquisition of thorough professional knowledge and skills;

1.3.3. free and unimpeded use of information and library resources of the NSJU;

1.3.4. participation in scientific research conducted by the National School of Judges on the issues of improving the judicial system.

*1.4. Students are obliged to:*

1.4.1. comply with these Regulations, Internal Labor Rules and other normative acts of the NSJU, moral and ethical standards of behavior, and take care of state property;

1.4.2. comply with safety and labor protection rules, access the premises designated as classrooms in accordance with the Rules of Access to the Premises Where Students of the National School of Judges are Trained (Annex 6);

1.4.3. attend classes in accordance with the programs, perform all tasks provided for by the programs in good faith.

1.5. Candidates for the position of judge who have the status of students of the National School of Judges are also obliged to:

1.5.1. comply with the HQCJ regulations governing the issues of special training, requirements of the institutions designated as internship sites (courts and other organizations and institutions);

1.5.2. attend theoretical and practical classes and undergo internships in accordance with the curriculum and schedule of special training;

1.5.3. to get acquainted with documents containing information that is confidential in accordance with the legislation of Ukraine, exclusively on the premises of the National School of Judges and courts of general jurisdiction (training bases).

1.5.4. The language of acts, documentation, and office work at the National School of Judges is Ukrainian.

1.6. Students undergoing special training may be expelled from the NSJU by order of the Rector, other students - by order of the Rector and the Vice-Rector for Organizational Activities on the grounds and in the manner prescribed by paragraph 3 of Chapter 2, subparagraph 6.3.3. of paragraph 6 of Chapter 3 of this section.

**2. Teaching staff: selection, training**

2.1. The lists of candidates for the positions of judges-teachers, lecturers, and lecturers-trainers shall be formed by an independent department that ensures the selection and training of lecturers (trainers) and is subordinated to the Vice-Rector for Research and Scientific and Methodological Work.

2.2. The lists of candidates for the positions of judges-teachers, lecturers, and lecturers-trainers shall be formed by an independent department that ensures the selection and training of lecturers (trainers) and is subordinated to the Vice-Rector for Research and Scientific and Methodological Work.

2.3. A judge may be seconded to work, including teaching, at theNSJU upon his/her application. The tasks, functions, rights and obligations of a judge seconded to work at theNSJU are determined by the Regulations on the Secondment of Judges to Work at the National School of Judges of Ukraine   [(Annex 7)](https://www.nsj.gov.ua/files/1532679768dod07.doc), which is approved by the Rector's order.

2.4. Candidates for lecturer positions who are not active judges, retired judges, court staff or NSJU employees (sociologists, psychologists, economists, experts with other specializations) are selected from among leading experts in the relevant fields.

2.5. If necessary, the National School of Judges shall conduct a competitive selection of teaching staff to be involved in research and teaching activities at the National School of Judges. The terms and conditions of the competition shall be determined by the order of the Rector.

2.6 The teaching staff for special training, training of judges, and training of court staff shall be approved by the Rector of the National School of Judges.

The selection of teachers (trainers) for special training shall be carried out in accordance with the Procedure for Competitive Selection of Teachers (Trainers) for Special Training of Candidates for the Position of Judge of the National School of Judges of Ukraine [(Annex 8)](https://www.nsj.gov.ua/files/1467358727%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%208,%20%D0%9F%D0%BE%D1%80%D1%8F%D0%B4%D0%BE%D0%BA%20%D0%BF%D1%80%D0%BE%D0%B2-%D0%BD%D1%8F%20%D0%BA%D0%BE%D0%BD%D0%BA.%D0%B4%D0%BE%D0%B1%D0%BE%D1%80%D1%83%20%D0%B2%D0%B8%D0%BA%D0%BB%D0%B0%D0%B4%D0%B0%D1%87%D1%96%D0%B2%20%D1%81%D0%BF%D0%B5%D1%86%D0%BF%D1%96%D0%B4%D0%B3..doc).

2.7. Judges and other experts in relevant fields of knowledge are involved in teaching and research activities at the National School of Judges of Ukraine on the basis of civil law contracts concluded between the National School of Judges and each teacher (researcher) separately.

2.8. The working time of a lecturer, judge-teacher is determined by the scope of his/her educational, methodological, scientific and organizational duties during special training, training of judges and court staff in accordance with the Maximum Time Standards for Research and Teaching Load in the National School [of(Appendix 10(Appendix 11)](https://www.nsj.gov.ua/files/1733835409%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2010,%20%D0%BD%D0%BE%D1%80%D0%BC%D0%B8%20%D1%87%D0%B0%D1%81%D1%83%20%D0%B4%D0%BB%D1%8F%20%D0%BF%D0%BB%D0%B0%D0%BD%D1%83%D0%B2%D0%B0%D0%BD%D0%BD%D1%8F.pdf) Judges [(Appendix 9)](https://www.nsj.gov.ua/files/1467358736%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%209,%20%D0%93%D1%80%D0%B0%D0%BD-%D0%BD%D1%96%20%D0%BD%D0%BE%D1%80%D0%BC%D0%B8%20%D1%87%D0%B0%D1%81%D1%83%20%D0%BD%D0%B0%D0%B2-%D0%BD%D1%8F%20%D0%B2%D0%B8%D0%BA%D0%BB-%D1%87%D1%96%D0%B2,%20%D0%A0.doc), Time Standards for Planning and Accounting of the Work of the Research and Teaching Staff of the National School of Judges ), Methodological Recommendations for the Implementation of Standards for Planning and Accounting of the Work of Teachers and Staff in the Field of Research Activities in the National School of Judges .

2.9. The work with teachers in the NSJU is constant and consistent, accompanied by the necessary methodological support (seminars, trainings, methodological schools, working group meetings, etc.), which is carried out by an independent department that ensures the selection and training of teachers (trainers), in cooperation with the departments of the NSJU responsible for special training of candidates for the position of judge, training of judges, and with the support of the structural units of the NSJU of scientific orientation.

2.10. The selection of lecturers for the formation of a program of a separate training event is carried out by the department responsible for the training of the specified category of students, the RB of the NSJU from the register (database) of the teaching staff formed by the NSJU, the RB of the NSJU. Candidatures of lecturers before the approval of the said program are agreed with the independent department that ensures the selection and training of lecturers (trainers) of the NSJU.

2.11. In order to monitor the quality of teaching, feedback is provided by analyzing questionnaires filled out by students [(Annex 12)](https://www.nsj.gov.ua/files/1485791592%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA_12.doc), teachers (trainers) and examiners to assess the level of quality, forms and methods of teaching, relevance and thoroughness of the content of judicial training programs, conducting surveys in various forms (interviews, focus groups, etc.), and summarizing suggestions and comments.

**Chapter 2. Special training of judicial candidates**

**1. Preparation of draft regulations on special training of judicial candidates**

1.1. The special training shall be conducted in the form of education and within the timeframe determined by the Law of Ukraine "On the Judiciary and the Status of Judges", based on the program and curriculum of special training of candidates for the position of judge (hereinafter also referred to as the special training program, curriculum of special training, respectively), balanced by combining theoretical and practical classes in the classroom with internships of trainees - candidates for the position of judge.

*1.2. The NSJU develops and recommends to the HQCJ for approval the draft program, curriculum and procedure for special training of candidates for the position of judge*.

1.2.1. Drafts of documents recommended by the HQCJ for approval must comply with the principles of special training to be provided:

training under a single unified program;

a balanced combination of theoretical and practical classes in the classroom with internships for judicial candidates;

maximum consideration of the needs of the judicial system, utilization of the latest information technologies;

Uniformity and mandatory control tasks for candidates for the position of judge during special training;

wide involvement of judges-teachers (judges-trainers) in teaching activities, unity of the system of their selection and training;

strict compliance with the special training procedure, the special training program and the special training curriculum;

Taking into account international standards of judicial organization and global experience in judicial training.

1.2.2. The draft special training program shall be developed in accordance with national and international standards of judicial education, relevant provisions of the Law of Ukraine "On the Judiciary and Status of Judges" and the Development Strategy of the National School of Judges of Ukraine for 2016-2020  
taking into account the experience of the NSJU and other countries in training professional judges.

1.2.3. The curriculum for special training shall be developed on the basis of the special training program and shall determine the sequence of its implementation and the distribution of time by type of special training.

1.2.4. The draft curriculum for the special training shall provide for vacation days, i.e. periods of rest free from special training.

The procedure for special training establishes a unified procedure for its implementation and evaluation of results.

1.3. Each type of activity related to the development and implementation of training courses of the special training program for candidates for the position of judge shall be enshrined in the job descriptions of employees of the structural subdivisions of the National School of Judges.

**2. Enrollment of candidates for the position of judge in the National School of Judges**

*2.1. A candidate for the position of a judge sent by the HQCJ for special training shall submit the following documents to the NSJ:*

2.1.1. an application in the prescribed form for enrollment for special training [(Appendix 13](https://www.nsj.gov.ua/files/1467358756%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2013,%20%D0%97%D0%B0%D1%8F%D0%B2%D0%B0%20%D0%BF%D1%80%D0%BE%20%D0%B7%D0%B0%D1%80%D0%B0%D1%85-%D0%BD%D1%8F%20%D1%81%D0%BB%D1%83%D1%85%D0%B0%D1%87%D0%B5%D0%BC.doc));

2.1.2. consent to the collection and processing (any action or set of actions, such as: collection, registration, accumulation, storage, adaptation, modification, updating, use and dissemination (distribution, sale, transfer), depersonalization, destruction of personal data, including with the use of information automated systems) of personal data concerning him/her [(Annex 14)](https://www.nsj.gov.ua/files/1467358761%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2014,%20%D0%97%D0%B3%D0%BE%D0%B4%D0%B0%20%D0%BD%D0%B0%20%D0%B7%D0%B1%D1%96%D1%80%20%D0%BF%D0%B5%D1%80%D1%81.%D0%B4%D0%B0%D0%BD..doc);

2.1.3. an obligation not to disclose and not to use the information obtained during the special training for any purpose other than directly related to the special training [(Annex 15)](https://www.nsj.gov.ua/files/1467358767%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2015,%20%D0%97%D0%BE%D0%B1%D0%BE%D0%B2-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D0%BD%D0%B5%D1%80%D0%BE%D0%B7%D0%B3%D0%BE%D0%BB%D0%BE%D1%88%D0%B5%D0%BD%D0%BD%D1%8F.doc);

2.1.4. copies of the passport of a citizen of Ukraine, diplomas of higher education (academic degree, academic title, if any), certificate of registration number of the taxpayer's account card and employment record.

2.2. Candidates for the position of a judge shall be enrolled in the National School of Judges by order of the Rector on the basis of the HQCJU decision and submitted documents and shall acquire the status of trainees.

2.3. At the request of state authorities and local self-government bodies, in accordance with the order of the rector (as an exception), training of employees of the apparatus with the issuance of appropriate certificates for their enrollment in the advanced training and professional competence may be carried out."

2.4. The documents specified in clause 2.1. of paragraph 2 of this chapter of the Rules shall be used to form personal files of the trainees, on the basis of which an electronic register of personal files of the NSJU trainees shall be formed. Other documents or copies thereof related to the special training shall be attached to the personal file of the trainee.

2.5. Personal files of trainees are kept at the NSJU for the period established by the current legislation of Ukraine. Extracts from the personal file of the trainee on the results of training during the special training shall be provided only in cases established by the legislation of Ukraine.

2.6 During the period of special training, the candidate for the position of a judge shall retain his/her main job and receive a stipend equal to the salary of an assistant judge of a local court.

2.6.1. The scholarship is paid for each calendar month of study. The scholarship is paid once a month, on the last working day of the month.

2.6.2. In case of admission of judicial candidates to the National School of Judges of Ukraine from a date that does not coincide with the beginning of a calendar month, the scholarship shall be paid in an amount proportional to the number of calendar days remaining until the end of such month.

2.6.3. If the deadline for completion of training of a judicial candidate receiving a scholarship is before the end of the month, the judicial candidate shall be paid a scholarship in the amount proportional to the number of calendar days of special training in the last month.

2.6.4. During the period of temporary disability, confirmed by a certificate from a health care institution, a candidate for a judicial position shall receive a stipend in the amount assigned to him/her.

2.7. For technical use during the special training, the National School of Judges shall provide the trainee with property - a personal computer (laptop) - for free of charge for a fixed-term use in accordance with the Procedure for Providing Personal Computers (Laptops) to Trainees of the National School of Judges of Ukraine ([Annex 75](https://www.nsj.gov.ua/files/1556783803dod75.pdf)).

**3. Grounds and procedure for deduction**

**students - candidates for the position of judge**

*3.1. During the special training, a candidate for the position of a judge may be expelled from the National School of Judges on the following grounds:*

3.1.1. at the personal request of a candidate for the position of a judge;

3.1.2. in connection with a single gross violation of the academic discipline or failure to comply with the requirements of the procedure for undergoing special training and these Rules;

3.1.3. for systematic absenteeism;

3.1.4. in case a candidate for the position of a judge is recognized as having failed the internship;

3.1.5. in connection with the commission of a criminal offense;

3.1.6. in case of detection (establishment) of other circumstances regarding a candidate for the position of a judge that, in accordance with the current legislation of Ukraine, prevent him/her from holding the position of a professional judge.

3.1.7. in case of appointment as a judge of the Court of Appeal, the High Anti-Corruption Court, the High Specialized Court on Intellectual Property or the Supreme Court.

3.2. The application for voluntary expulsion from the NSJU shall state that the decision to terminate the special training was made by the trainee on his/her own initiative, without any pressure or coercion, and shall also contain the reasons for making such a decision. The application may be accompanied by documents that substantiate the reasons for the termination of the special training.

*3.3 Expulsion from the student body on the grounds of offenses*.

3.3.1. Failure to perform or improper performance of duties or other violation of the established procedure for undergoing special training by a trainee candidate for the position of a judge without good reason shall be grounds for imposing a disciplinary sanction in the form of a reprimand or expulsion of the trainee.

3.3.2. Attendance of a student in a state of alcoholic, narcotic or toxic intoxication is considered a gross violation of academic discipline.

3.3.3. A systematic absence of a student from classes or other training events provided for in the special training schedule for more than one day without valid reasons is recognized as a systematic absence. If a trainee misses classes or other training events, a corresponding report shall be drawn up ([Appendix 74](https://www.nsj.gov.ua/files/15379572003.1.%20%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%202,%20%D0%90%D0%BA%D1%82,%20%D0%A1%D0%94%D0%92,%20%D0%A1%D0%9E%D0%90,%2025.09.18.docx)).

3.3.4. The fact that a judicial candidate has committed a criminal offense must be confirmed by a duly certified copy of the relevant court decision that has entered into force.

3.4 Expulsion of a judicial candidate from the list of NCJS trainees on the grounds of revealing (establishing) other circumstances regarding the judicial candidate that, in accordance with the current legislation of Ukraine, prevent him/her from holding the position of a professional judge is possible in case of receiving a decision of the HQCJ to cancel its previous decision to send the judicial candidate for special training to the NCJS.

*3.5. Procedure for disciplinary action and expulsion of a trainee candidate for the position of a judge.*

3.5.1. Disciplinary proceedings, the issue of expulsion of a trainee (except for expulsion upon personal application) is initiated by order of the rector by forming a commission on the basis of a proposal from the curator, agreed with the head of the department responsible for special training.

3.5.2. Prior to imposing a disciplinary sanction or expelling a trainee, the NSSC shall offer the trainee to provide a written explanation. Refusal to provide a written explanation shall not be an obstacle to imposing a disciplinary sanction or expelling a trainee. The trainee has the right to participate in the consideration of his/her issue.

3.5.3. A disciplinary sanction may be imposed and the trainee expelled after the discovery of the misconduct, but not later than one month from the date of its discovery, not taking into account the time of the trainee's illness.

3.5.4. Disciplinary sanctions are imposed and the student is expelled by order of the rector. The order shall be communicated to the student against a receipt, or a copy of the order shall be sent to the student by mail (by registered letter with acknowledgment of receipt).

3.5.5. A copy of the order on expulsion of the trainee shall be immediately submitted to the HQCJ. An excerpt from the order on his/her expulsion and other documents related to the consideration and resolution of the issue of expulsion shall be attached to the personal file of the trainee.

3.6. In case a candidate for a judicial position violates the procedure for undergoing special training, which resulted in his/her expulsion, termination of such training by the candidate on his/her own initiative, or failure to successfully complete the special training program, the candidate for a judicial position shall, in accordance with the law, reimburse the funds spent on his/her training.

**4. 4. Conducting special training**

4.1 Special training is regulated by the procedure for special training of judicial candidates approved by the HQCJ, as well as by the Regulations on the Internship of Judicial Candidates [(Annex 17)](https://www.nsj.gov.ua/files/1539941898pol_ocin.pdf) and this paragraph.

4.2. Specialized training includes theoretical and practical training, internships in local courts of general jurisdiction, study visits to prosecutor's offices, law enforcement agencies conducting pre-trial investigations, penitentiary services, enforcement services, law offices, and supervisory activities.

The content and methodology of special training shall be determined by the special training program and the Concept of National Standards of Judicial Education.

4.3. To provide special training, the NSJU cooperates with the Supreme Court, the High Anti-Corruption Court, the High Specialized Court on Intellectual Property, the State Judicial Administration of Ukraine, appellate and local courts, law schools, etc.

4.4. On the basis of the special training program and the curriculum of the special training, the schedule of the educational process is drawn up, which is approved by the order of the rector.

4.5. In order to organize and control the special training of students, curators are appointed by order of the rector (taking into account the number of students). The duties of the supervisor are determined by the procedure for special training.

4.6. The accounting of special training of candidates for the position of judge shall be carried out in the Journal of Accounting of Special Training of Candidates for the Position of Judge [(Appendix 18)](https://www.nsj.gov.ua/files/1467359164%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2018,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D0%BE%D0%B1%D0%BB%D1%96%D0%BA%D1%83%20%D0%BF%D1%80%D0%BE%D1%85-%D0%BD%D1%8F%20%D1%81%D0%BF%D0%B5%D1%86%D0%BF%D1%96%D0%B4%D0%B3-%D0%BA%D0%B8,%20%D0%A0.doc). Responsibility for keeping the logbooks of special training attendance shall be vested in supervisors.

4.7. In order to organize practical training of candidates for the position of judge, the NSJU shall coordinate with the State Judicial Administration of Ukraine and higher specialized courts the list of training bases in courts of general jurisdiction (hereinafter referred to as training bases) and shall assign trainees to specific training bases. The register of training bases is approved by the order of theNSJU Rector.

4.7.1. The internship site shall create appropriate conditions for the internship, including classes with students, individual assignments and independent work, and safe working conditions at the workplace.

4.7.2. The trainee is issued a referral for the internship [(Appendix 17)](https://www.nsj.gov.ua/files/1539941898pol_ocin.pdf) with a note on the day of departure for the internship.  
The referral shall be marked with the day of arrival at the training base and departure of the trainee.

Internship notes (departure and arrival of the trainee) are certified by the signatures of the responsible persons and sealed with the seals of the NSJU and the internship base.

4.7.3. Based on the order of the rector on referral for internship, the chairman of the court of general jurisdiction shall issue an order on the internship for theNSJU students, specifying the place, start and end dates of the internship and appointment of judge-mentors.

4.7.4. The judges-mentors shall ensure that the trainees complete the internship, keep daily records of the trainees' attendance at the internship, and evaluate the results of the trainees' internship.

4.7.5. During the internship, each trainee keeps a diary of the internship [(Appendix 17)](https://www.nsj.gov.ua/files/1539941898pol_ocin.pdf), and based on the results of the internship, he/she prepares a report on the internship.

4.7.6. A trainee who fails to complete the internship is expelled from the NSJU.

4.8. During the practical training, visits are made, in particular, to the prosecutor's office, penitentiary service, executive service, law enforcement agencies conducting pre-trial investigations and law firms/attorneys' associations.

The timing and procedure for organizing and conducting each visit is determined separately by an order of the rector.

**5. Evaluation and determination of the results of special training**

5.1. Evaluation of the results of special training shall be based on a point system and shall be regulated by the provisions on the procedure for determining the success of the relevant special training program for candidates for the position of judge ([Annex 19)](https://www.nsj.gov.ua/files/1539942780dod19.pdf).

5.2. Regulations on the procedure for determining the success of the relevant special training program for candidates for the position of judge shall be developed on the basis of the Conceptual Framework for the System of Assessment of Success of the Special Training Program for Candidates for the Position of Judge at the National School of Judges of Ukraine ([Annex 71](https://www.nsj.gov.ua/files/1507798542dod71.pdf)).

5.3. A candidate for a judicial position is considered to have completed the special training under the following conditions: scoring at least 75% of the maximum number of points based on the results of the control during the special training, approval of the General Conclusion on the completion of special training by candidates for a judicial position by the Rector of the National School of Judges.

5.4. Based on the results of the special training, candidates shall receive a certificate of the form established by the High Qualifications Commission of Judges of Ukraine [(Appendix 20)](https://www.nsj.gov.ua/files/1467359176%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2020,%20%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D0%A1%D0%B2%D1%96%D0%B4%D0%BE%D1%86%D1%82%D0%B2%D0%BE%20%D0%9D%D0%A8%D0%A1%D0%A3.doc).

5.5. The National School of Judges shall send materials on candidates who have undergone special training to the High Qualifications Commission of Judges of Ukraine.

**Chapter 3. Training of judges and court staff, advanced training**

The training of judges and court staff members and their advanced training shall be governed by these Rules and [the Regulations](https://www.nsj.gov.ua/files/1661866981%D0%9F%D0%BE%D0%BB%20%D0%BF%D1%80%D0%BE%20%D0%BF%D1%96%D0%B4%D0%B3%D0%BE%D1%82%20%D1%81%D1%83%D0%B4%D0%B4%D1%96%D0%B2%20(%D0%B7%20%E2%84%9659%20%D0%B2%D1%96%D0%B4%2022.08.2022%D1%80.).docx) on Training and Periodic Training of Judges at the National School of Judges of Ukraine.

**1.Training of judges to maintain their qualifications**

1.1. The training of judges to maintain their qualifications and periodic training of judges to improve their qualifications in the NCJ, the SJA (hereinafter also referred to as training of judges) is conducted by a separate structural unit of the NCJ responsible for training of judges, the SJA in accordance with the training programs for judges to maintain qualifications, training programs for presidents and deputy presidents of courts (hereinafter referred to as the relevant standardized training programs), on the basis of which programs of training activities are formed; programs of training courses determined by the qualification

1.2 The target groups of students undergoing judicial training at the National School of Judges are:

judges of local general courts;

judges of local commercial courts;

judges of district administrative courts;

judges of district administrative courts;

judges of the appellate courts of the regions and the city of Kyiv;

judges of commercial courts of appeal;

judges of administrative courts of appeal;

chairmen and deputy chairmen of local general courts;

chairmen and deputy chairmen of local commercial courts;

chairmen and deputy chairmen of district administrative courts;

chairmen and deputy chairmen of the appellate courts of the regions and the city of Kyiv;

chairmen and deputy chairmen of commercial courts of appeal;

chairmen and deputy chairmen of administrative courts of appeal;

judge of the High Anti-Corruption Court;

judge of the High Court Intellectual Property;

judges of the Supreme Court;

judges who have been temporarily suspended from the administration of justice as a disciplinary sanction and sent to the National School of Judges to take a refresher course;

judges who are temporarily suspended from the administration of justice by a qualification or disciplinary body for retraining based on the results of a qualification assessment, if the judge's ability to administer justice in the relevant court is not confirmed;

judges who undergo additional training based on the recommendation of the teacher (trainer) based on the results of the training during the training.

1.3 The target groups of students undergoing judicial training at the National School of Judges are:

judges of local general courts;

judges of local commercial courts;

judges of district administrative courts;

1.4. The duration and frequency of judicial training shall be:

judges appointed to the position of a judge - at least 40 academic hours during each of the three years of their tenure as a judge;

for judges elected to administrative positions - at least 20 academic hours per term of office, during the first year after being elected to an administrative position;

judges who are temporarily suspended from the administration of justice as a disciplinary sanction and sent to the National School of Justice to take a refresher course - determined by the HQCJ;

judges temporarily suspended from the administration of justice by a qualification or disciplinary body for retraining based on the results of the qualification assessment, if the possibility of a judge administering justice in the relevant court is not confirmed - determined by the HQCJ;

judges who undergo additional training based on the recommendation of the teacher (trainer) based on the results of the training during the training - determined by the HQCJ.

1.5. Standardized training programs shall be developed for the following categories:

judges of local general courts;

judges of local commercial courts;

judges of local administrative courts;

judges of appellate courts;

judges of commercial courts of appeal;

judges of administrative courts of appeal;

judges of the High Anti-Corruption Court;

judges of the High Court Intellectual Property

judges of the Supreme Court;

chairmen and deputy chairmen of courts.

1.6. Programs of training courses for the advanced training of judges temporarily suspended from the administration of justice by a qualification or disciplinary body shall be developed separately, depending on the need for it.

**2. Training of court staff**

2.1. In-service training of court staff in order to ensure prompt and high-quality support of court operations is conducted throughout their entire employment, but at least once every three years, by a separate structural unit of the National School of Judges responsible for training court staff, the SJA.

2.2. The following categories of trainees shall be trained as court staff members:

employees of local general courts;

employees of local commercial courts;

employees of local administrative courts;

employees of the appellate courts;.

employees of the appellate courts of commercial courts of appeal;

employees of the appellate administrative courts;

employees of the High Anti-Corruption Court;

employees of the staff of the High Court Intellectual Property;

employees of the Supreme Court staff;

lecturers (trainers) from among experienced judges and/or court administrators, other persons with a high level of knowledge in the relevant field.

2.3. At the request of state authorities and local self-government bodies, in accordance with the order of the rector (as an exception), training of employees of the staff may be carried out with the issuance of appropriate certificates for their in-service training and professional competence.

**3. Forms and stages of training of judges and court staff**

3.1. Forms of training for judges and court staff include: in-person, distance, and real-time training ("online training"), including  videoconferencing (for court staff).

3.2. The beginning and end of the training of judges in the respective categories shall be established by an order of the Rector of the NSJU, directors of the NSJU, and employees of court staff of the respective regions - by an order of the Vice-Rector responsible for this area of work, directors of the NSJU.

3.3 The process of training judges and court staff includes stages:

planning;

organization;

training;

accounting and control;

feedback from listeners.

**4. Planning the training of judges and court staff**

*4.1 Measures to plan the training of judges and court staff include:*

4.1.1. studying the needs (collecting proposals) to determine the topics of the training process based on proposals received from local, appellate, High Anti-Corruption Court, High Specialized Court on Intellectual Property and Supreme Court, State Judicial Administration of Ukraine and its territorial departments, regional offices of the NCJ, judicial self-government bodies, international technical assistance projects to Ukraine with which the NCJ cooperates, as well as recommendations for taking advanced training courses determined by the body that implements the training.

4.1.2. summarize and analyze the submitted proposals for the development of standardized training programs for judges, presidents and deputy presidents of courts (by jurisdiction and instance, taking into account the term of office, etc.), as well as standardized programs for all categories of court staff;

4.1.3. development of standardized training programs by December 1 of the current year, taking into account the proposals received (subparagraphs 4.1.1., 4.1.2.);

4.1.4. approval of the developed standardized training programs by the vice-rectors for organizational activities and for research and methodological work of the NSJU with recommendations for their inclusion in the curriculum:

    judicial training programs;

    periodic training programs for judges to improve their skills;

    training programs for court presidents and deputy presidents;

   training courses to improve the skills of judges who are temporarily suspended from the administration of justice by a qualification or disciplinary body;

4.1.5. approval of the developed standardized training programs for court staff by the Vice-Rector for Research and Methodological Work.

4.1.6. approval of standardized training programs for court staff with the State Judicial Administration of Ukraine

**5. Development and formation of programs, calendar plans for training of judges and court staff, and training event programs**

*5.1. Judicial training programs.*

5.1.1. The judicial training programs are standardized and uniform for use in the NCJ and its regional branches.

5.1.2. Standardized judicial training programs shall be approved by the Rector of the NSJU and posted on the official website of the NSJU for review by December 15 of each year.

5.1.3. Changes to the Standardized Training Programs:

are made upon submission of the head of the department responsible for judicial training based on proposals of the heads of working groups for drafting training programs, directors of the regional offices of the National School of Judges, and heads of other structural units of the National School of Judges;

are approved by the vice-rectors in the relevant areas of work and approved by the Rector of the NSJU.

5.1.4. The structure of the Standardized Training Program includes:

    the name of the training;

    target group (category of judges undergoing training),

    a list of topics, types of training (lecture, interactive lecture, training, etc.), broken down by specific areas of law;

    recommended teaching time.

*5.2. Calendar plans.*

5.2.1. Calendar plans are formed on the basis of standardized judicial training programs.

5.2.2. The calendar plans are approved by the order of the Rector of the NSJU and are posted on the official website of the NSJU for review by December 31 of each year.

5.2.3. Amendments to the calendar plans shall be made upon proposals of the head of the department responsible for the training of judges, directors of the regional offices of the NCJS, heads of other structural units of the NCJS and approved by an order of the NCJS.

5.2.4. The structure of the schedule includes:

the name of the training event;

form of the training event (in-person, remote);

the date (day, month, year) of the training of judges;

a list of topics, types of training events (lecture, interactive lecture, thematic or methodological seminar, round table, summer or winter school, etc.), divided by specific areas of law;

the target group (category of judges attending the training event);

organizers, co-organizers of the training event;

venue;

the number of judges.

*5.3. Program of the training event.*

5.3.1. The program of a training event (training, periodic training or training courses) shall be formed in accordance with the approved Standardized Training Programs and calendar plans for a certain category of judges and court staff and shall contain the following data:

type of training event (training, periodic training, training courses);

Target group (category of judges attending the training event);

place (address) and terms of the event;

the name and subject of the training event (training, lecture, thematic or methodological seminar, round table, summer or winter school, etc.), indicating its duration and breaks (in hours, minutes);

a list of interactive methods to be used during the training event;

name, surname, patronymic of the teacher (lecturer, trainer, moderator, facilitator), his/her position, academic degree, academic title, honorary degree.

5.3.2. On behalf of the Vice-Rector responsible for training for the judiciary, the draft program of the training event is processed by an expert consultant of the National School of Judges in the relevant area of justice and, at least 10 working days before the start of the training event, an opinion on its readiness for approval is provided.

5.3.3 The draft program of the training event shall be approved by the head of the department responsible for training of judges, the Director of the RI of the NSJU, the head of the department responsible for training of teachers (trainers), an expert consultant of the NSJU in the relevant area of justice, and, in the case of economic and administrative specialization, also by the Vice-Rector for Research and Methodological Work;

is approved by the vice-rector responsible for training personnel for the justice system;

approved by the Rector;

the draft program of the training event for court staff is signed by the head of the department responsible for training court staff, the director of the Rectorate of the National School of Judges and approved by the vice-rector responsible for training for the justice system;

at least one week prior to the start of the training event, shall be posted on the official website of the NSJU.

*5.4. Working groups for the development of draft standardized programs.*

5.4.1 Working groups shall be established by order of the rector upon submission of the department responsible for the training of judges to develop draft standardized training programs and calendar plans.

5.4.2 The main functions of the working groups are:

development of draft training programs;

familiarizing stakeholders with draft training programs;

processing and summarizing proposals and comments to draft training programs received from the SJA, local, appellate, High Anti-Corruption Court, High Specialized Court on Intellectual Property and Supreme Court, judicial self-government bodies, State Judicial Administration of Ukraine and its territorial departments, international technical assistance projects to Ukraine with which the SJA cooperates, legal NGOs, as well as recommendations for training courses, and

submitting proposals for amendments to the training programs during the year, taking into account changes in current legislation, court practice, etc.

5.4.3. The working groups shall include, upon proposals of the vice-rectors, employees of the departments responsible for judicial training and scientific and methodological support of the training of the judiciary and the activities of general jurisdiction courts, other departments of the NSJU (if necessary), as well as highly qualified judges, scholars and teachers, representatives of the legal community (upon agreement).

5.4.4. The general management of the working groups and coordination of actions on the development of training programs shall be carried out by the department responsible for judicial training, whose employees are members of the working groups:

preliminarily process and summarize suggestions and comments on draft training programs;

based on the generalized proposals, draft training programs;

prepare working group meetings (notify group members in advance of the time and place of the meeting, provide materials, record proposals during the meeting, etc;)

based on the results of the working groups' meetings, make changes to the draft training programs and submit proposals for their approval.

5.4.5. Employees of the scientific departments of the National School of Judges, highly qualified judges, scholars and teachers, and representatives of the legal community as members of working groups:

determine the main thematic focus of training programs;

provide the intellectual component of training programs, formulate ideas and suggestions;

make amendments to the training programs during the year, taking into account changes in current legislation, court practice, etc.

5.4.6. The main form of activity of the working groups is meetings; the procedure for their preparation and holding shall be established by the head of the working group in agreement with the head of the department responsible for the training of judges.

*5.5. Training programs for court staff.*

5.5.1. Training programs for court employees shall be developed for a specific training event for a certain category of trainees, shall be formed in accordance with the calendar plan for training court employees and raising their qualifications for the respective year, and shall contain:

the name of the training event with the form (if necessary);

date and place of the training event;

goals and expected results;

a list of topics and/or training modules with the time of classes and breaks (hours, minutes), forms of classes (mini-lecture, discussion, expert discussion, case study, role play, etc.), the name of the teacher (lecturer, instructor, moderator, etc.), and an abstract of the topic (module);

a form of control and feedback (questionnaire).

5.5.2. Information on the training event for court staff and the relevant program shall be posted on the NCJ website no later than one week prior to the event.

**6. Conducting training activities, accounting and control**

*6.1. Conducting training events for judges.*

6.1.1. Conducting training activities (including distance learning) includes the following organizational activities:

written notification of the heads of courts, heads of territorial departments of the State Judicial Administration of Ukraine on sending judges to the NCJU, the SJA for training;

Receiving and summarizing proposals for the formation of groups of judges;

drafting an order to conduct the training (including in the remote form);

checking for compliance with the current legislation on the frequency of training for judges to maintain their qualifications in accordance with the Registers of the National School of Judges;

selection of premises and their arrangement with the necessary technical equipment;

creating a program for the training event;

Involvement of relevant teachers (trainers), lecturers, moderators, facilitators in teaching;\*

replication of handouts;

Providing questionnaires for surveys and evaluations;

registering judges undergoing training and recording their attendance;

ensuring that the judges are evaluated by a teacher (trainer);

entering information about the judge's training at the National School of Judges (including distance learning) into the Register of Judges Who Have Received Training (hereinafter - the Register);

Preparation of an extract from the Register at the request of a judge or an authorized body;

issuance and delivery to the judge of the NSJU Certificate of the established form ([Annex 22](https://www.nsj.gov.ua/files/1721907210%D0%9F%D0%BE%D0%BB%D0%BE%D0%B6%20%D0%BF%D1%80%D0%BE%20%D0%A1%D0%B5%D1%80%D1%82%D0%B8%D1%84%D1%96%D0%BA%D0%B0%D1%82.pdf));

submitting information and a report to the HQCJ on the judge's training to be included in the judicial dossier in accordance with the established procedure.

\*Teachers (lecturers, trainers) involved in teaching activities shall send training course materials (training, lectures in the form of abstracts, Power Point presentations, handouts) in electronic form to the department responsible for judicial training of the National School of Judges at least one week before the training event for their preliminary approval and familiarization of judges who have registered for training. These materials are transferred to the CJS department responsible for information technology for further storage and sending (within one day) to the relevant judges or courts.

6.1.2. The number of judges in a group for the training event shall be determined by the department responsible for the training of judges of the CO of the NCJ, taking into account the needs of judges and the specifics of the form of the training event.

6.1.3. The grounds for enrollment in the training (training event) are:

a letter from the chairman of the court or the head of the territorial department of the State Judicial Administration of Ukraine on sending a judge for the relevant training;

a personal written statement of the judge, agreed in accordance with the established procedure with the chairman of the court where the judge works (or a personal electronic application of the judge);

personal written or electronic application of a judge for training (distance course), the need for which is determined by the qualification or disciplinary body or teacher (trainer of the National School of Judges) based on the results of the training.

6.1.4. For enrollment in the training (training event), the department responsible for the training of judges of the HQ of the National School of Judges:

post an announcement on the official website of the NSJU about registration for training;

summarizes letters from court presidents and heads of territorial departments of the State Judicial Administration of Ukraine on sending judges for training and personal applications from judges for training in other regional offices of the NSJU;

forms groups and submits a draft order on enrollment in the training. The order includes judges who have come to the training in person or who have registered on the NSJU website through the distance learning system (DLS) and the ZOOM platform in case of an online training event;

informs judges about their enrollment in the training.

6.1.5. During the period of training to maintain their qualifications and periodic training to improve their qualifications (including online, without leaving their place of work), judges are students of the National School of Judges and do not administer justice.

6.1.6. Judges shall be evaluated based on the results of the training. The judge's evaluation questionnaire based on the results of each training [(Annex 21),](https://www.nsj.gov.ua/files/1467359415%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2021,%20%D0%90%D0%BD%D0%BA%D0%B5%D1%82%D0%B0%20%D0%BE%D1%86%D1%96%D0%BD%D1%8E%D0%B2%D0%B0%D0%BD%D0%BD%D1%8F%20%D1%81%D1%83%D0%B4%D0%B4%D1%96.doc) as well as a new evaluation questionnaire based on the results of consideration of the judge's objections to the evaluation results, shall be filled in personally by the teacher (trainer) and sent to the HQCJ by the department responsible for judicial training. The procedure and methodology for evaluation and self-assessment of a judge shall be approved by the HQCJ.

6.1.7. After a judge has completed training (including training courses for judges who are temporarily suspended from the administration of justice by a qualification or disciplinary body or on the recommendation of a teacher-trainer of the National School of Judges), the department responsible for judicial training shall enter the relevant information into the Register of Judicial Training and send it to the HQCJ.

*6.2. Conduct a training event for court staff.*

6.2.1. The grounds for enrollment of court staff members for training in the National School of Judges, the Regional School of Judges are as follows:

a letter from the head (chief of staff) of the relevant court or the head of the territorial department of the State Judicial Administration of Ukraine on sending a court employee to the NSJU, the SJA for appropriate training;

a personal written statement agreed in accordance with the established procedure with the chief of staff of the court where the employee works, a personal statement of the chief of staff of the court agreed with the head of the relevant territorial department of the State Judicial Administration of Ukraine.

6.2.2 Department responsible for training of court staff of the SJA:

post an announcement on the official website of the NSJU about registration for a specific type of training;

receives and summarizes applications from courts and territorial departments of the State Judicial Administration of Ukraine;

forms groups of trainees and prepares a draft order on enrollment in the training;

provides logistical support for the educational process;

The order includes employees of court administrations who came to the training in person or registered on the SJA website through the distance learning system (DLS) and the ZOOM platform in case of an online training event;

a court staff member, depending on his/her needs, has the right to choose and attend any training event for court staff members, regardless of the category of trainees;

ensures the production, execution and delivery of the Certificate of the National School of Judges of Ukraine in accordance with the Regulations on the Certificate of the National School of Judges of Ukraine ([Annex 22)](https://www.nsj.gov.ua/files/1721907210%D0%9F%D0%BE%D0%BB%D0%BE%D0%B6%20%D0%BF%D1%80%D0%BE%20%D0%A1%D0%B5%D1%80%D1%82%D0%B8%D1%84%D1%96%D0%BA%D0%B0%D1%82.pdf).

*6.3. General rules for conducting a training event for judges and court staff, accounting and control.*

6.3.1. On the first day of the event, the registration of participants and other organizational issues are resolved; on the following days, attendance and quality of the training process are monitored; on the last day, the results are summarized, and documents confirming the completion of the training are issued.

6.3.2. The departments responsible for training in accordance with the program, coordination of teachers' work, maintenance of registers of attendance of judges and court staff members, and generalization of data on their training, which is carried out in accordance with the Procedure for Generalization of Data on Training and Advanced Training of Judges and Court Staff Members in the National School of Judges of Ukraine ([Annex 23](https://www.nsj.gov.ua/files/1661862592%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%20%E2%84%9623.docx)), shall be responsible for training judges and court staff members, and the CJS Regional Office."

6.3.3. Trainees may be expelled from the training by order of the NSJU, the NSJU RR:

- at their own request on the basis of an application;

- for being absent from training for more than 20% of the time;

- for failure of a judge or court staff member to comply with the training program, including those conducted on the recommendation of a disciplinary body (in case of failure, he/she is considered to have failed to undergo training).

In case of expulsion of a trainee, the NSJU notifies the HQCJ, the chairman and/or chief of staff of the relevant court.

6.3.4 The volume of classes conducted shall be recorded in academic hours and recorded in the registers of attendance of judges and court staff members in accordance with the annexes to the Procedure for Generalizing Data on Training and Advanced Training of Judges and Court Staff Members at the National School of Judges of Ukraine ([Annex 23)](https://www.nsj.gov.ua/files/1661862592%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%20%E2%84%9623.docx).

6.3.5. The duration of one class is two academic hours (1 hour 20 minutes).

6.3.6. During and after the training events, the training is monitored by quantitative (attendance) and qualitative (mastery of knowledge, skills and abilities) indicators.

Quality indicators can be monitored through testing, individual tasks, etc.

6.3.7. The NSJU and the RI of the NSJU provide ongoing support to the judicial training process (opening of training events, accounting, control and evaluation of the quality of teaching, attendance of students, etc.) by vice-rectors, heads of departments responsible for training judges and court staff, and the most experienced employees of the NSJU and the RI of the NSJU.

**7. Periodic training of judges to improve their  
the level of qualification**

7.1. Periodic training of judges to improve their qualifications (hereinafter referred to as periodic training of judges) shall be conducted at the expense of the State Budget of Ukraine at least once every three months by the department responsible for training of judges of the SJA.

7.2. Periodic training of judges at the expense of international technical assistance projects in the field of justice shall be conducted in accordance with the calendar plan for periodic training of judges to improve their qualifications.

7.3. The main structural components of periodic training of judges are seminars (mostly in the form of round tables) and workshops, which are conducted using interactive teaching methods and involving experienced judges and scholars in the classroom to organize discussions.

7.4. The selection of judges for periodic training is carried out with the use of modern electronic means, in particular, using the capabilities of the NJCU website (preliminary electronic recording).

7.5. Vice-rectors, and, if necessary, heads of structural subdivisions and other officials and officers of the National School of Judges shall provide ongoing support and monitoring of periodic training of judges.

7.5.1. Support and monitoring of periodic training of judges includes:

- Providing practical assistance in preparing the training event (familiarization with draft plans and programs, the composition of teachers and specialists involved, the process of selecting students, etc;)

- participation in the opening and conduct of training events (checking for compliance with the schedule and program of periodic training of judges);

- assessment of the quality of teaching;

- accounting and control of class attendance, etc;

- preparation of a report in the prescribed form [(Annex 24)](https://www.nsj.gov.ua/files/1575555294dod24.pdf).

7.6. The lists of participants of educational (training, scientific, research, scientific and methodological) events of theNSJU, theNSJU RI, including those held at the expense of international technical assistance projects in the field of justice, are formed by the department responsible for the event and approved by: the head of this department; the head of the department responsible for international cooperation (for international events); the deputy head of the department (adviser to the rector) responsible for ensuring the activities of the rectorate; vice-rectors in the areas of activity.

Employees of the NSJU and the NSJU's regional offices participate in these events according to separate (additional) lists and, if necessary, are funded from the NSJU budget.

**8. Conducting training courses to improve the skills of judges who are temporarily suspended from the administration of justice**

8.1. Training courses to improve the qualifications of judges temporarily suspended from the administration of justice (hereinafter referred to as training courses) are conducted in full-time and distance learning (additionally, on specific topics) by the department responsible for training of judges of the SJA for:

judges who have been temporarily suspended from the administration of justice as a disciplinary sanction and sent to the National School of Judges to take a refresher course;

judges who are temporarily suspended from the administration of justice for retraining based on the results of the qualification assessment, if the judge's ability to administer justice in the relevant court is not confirmed.

8.2. Training courses are conducted according to individual curricula developed by the NSJU (NSJU RW).

8.3. The terms of the training courses shall be determined by the NCJ depending on the subject matter and focus of the course, experience and length of service of the judge, taking into account the opinion of the disciplinary body and the results of the qualification assessment.

8.4. The procedure for attending training courses by judges is determined by these Rules and the Regulations on conducting training courses for the improvement of the qualifications of judges temporarily suspended from the administration of justice ([Annex 25](https://www.nsj.gov.ua/files/1553252242152284468425%20(1).docx)).

**Chapter 4. Research and methodological activities in the NSJU**

**1. General provisions**

1.1. Research and methodological activities at the National School of Judges are intellectual, innovative and creative work aimed at improving the judiciary and using new knowledge in the process of training personnel for the judicial system.

1.2. The research and methodological activities of the National School of Judges are carried out by the relevant structural units whose professional activities include planning, organizing and performing research, taking into account the Development Strategy of the National School of Judges of Ukraine, the Concept of National Standards of Judicial Education and the Plan of Research Work of the National School of Judges for the current year.

1.3. Scientific research contributes to the implementation of the tasks of the NSJU, relates to issues of improving the judiciary, provides for a comprehensive study of international experience in organizing the activities of courts and is focused on scientific and methodological support for the training of the judiciary, scientific and methodological support for the activities of courts of general jurisdiction, the High Qualifications Commission of Judges of Ukraine, the High Council of Justice and is carried out in accordance with the directions outlined in the requests of these bodies.

1.4. The length of service in the positions of the academic staff of the NSJU is calculated in accordance with the procedure provided for by the legislation of Ukraine on scientific and scientific and technical activities.

**2. Research process of the NSJU**

2.1. Planning, organization and execution of scientific research constitute the research process of the NSJU.

2.2. The subjects of the NSJU research process within the limits of their powers are:

2.2.1. vice-rector for research and scientific and methodological work of the NSJU;

2.2.2. the academic staff of the NSJU;

2.2.3. Scientific and Methodological Council of the National School of Judges of Ukraine;

2.2.4. Coordination Judicial Center;

2.2.5. working groups;

2.2.6. leading scientists and scholars, employees of other institutions, organizations, foreign institutions involved in the work of the NSJU, including on a contractual basis.

2.3. The results of scientific research in the NSJU are:

2.3.1. scientific publications (curricula, scientific and methodological manuals, articles, abstracts, etc.);

2.3.2. dissertation research, which is defended in accordance with the established procedure.

**3. Scientific and methodological activities of the NSJU**

3.1. The scientific and methodological activities of the NSJU are aimed at providing:

training of judges and court staff;

the activities of courts of general jurisdiction;

activities of the High Qualification Commission of Judges of Ukraine (hereinafter - HQCJU);

of the High Council of Justice.

3.2. The scientific and methodological support of judicial training is carried out in close cooperation with the structural units of the National School of Judges responsible for organizing the educational process and includes participation in the development of standardized judicial training programs, selection of academic staff, and professional development, aimed at introducing new forms and interactive teaching methods into the educational process.

3.3 The scientific and methodological support of the activities of courts of general jurisdiction is provided to courts specializing in civil, criminal, commercial, administrative cases, as well as cases of administrative offenses and consists in conducting scientific research on the activities of courts, developing training courses of standardized training programs, preparing scientific and methodological materials for training of candidates for the position of judge and judges, writing textbooks, monographs, educational and methodological materials, and

*3.4. Scientific and methodological support of the HQCJ's activities is provided in relation to:*

3.4.1. conducting selection of candidates for the position of a judge, including in terms of methodological support for conducting examinations;

3.4.2. holding a competition for a vacant position of a judge;

3.4.3. making a recommendation on the transfer of a judge, except for transfer as a disciplinary sanction;

3.4.4. conducting qualification assessment of judges (candidates for the position of a judge)

3.4.5. maintaining the judge's dossier

3.4.6. regular evaluation of judges.

*3.5. Scientific and methodological support of the High Council of Justice is provided on the following issues:*

3.5.1. judicial career: appointment and dismissal of a judge, termination of a judge's resignation, temporary suspension of a judge from administration of justice, transfer of a judge from one court to another, secondment of a judge to another court of the same level and specialization

3.5.2. conducting disciplinary proceedings against judges (including scientific and methodological support of the activities of the inspectors' service and the process of appealing against decisions of disciplinary bodies)

3.5.3. consideration of cases concerning violation of the requirements for incompatibility by judges, consent to detention of a judge, keeping him/her in custody or arrest

3.5.4. assisting the High Council of Justice in providing advisory opinions on draft laws on the judiciary and the status of judges.

3.6. The scientific and methodological activities of the NSJU referred to in paragraph 3 of this Chapter are carried out by separate subdivisions of the NSJU responsible for scientific research of judicial issues and scientific and methodological support of judicial education, scientific and methodological support of the activities of courts and judicial governance bodies, as well as by the NSJU Testing Center.

The Testing Center is a special scientific and methodological unit of the National School of Judges that prepares materials for the HQCJ on conducting selection and qualification exams, control measures during special training of candidates for the position of judge, and qualification assessment of judges.

3.7. The preparation of tests and practical tasks to ensure the qualification assessment of judges and judicial candidates, selection and qualification examinations of judicial candidates, and current and final monitoring of the success of the special training program for judicial candidates shall be carried out in accordance with the guidelines prepared by the Testing Center and approved by the order of the Rector of the National School of Judges [(Annex 78)](https://www.nsj.gov.ua/files/1614173075%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2078.docx).

3.8. Requirements to ensure confidentiality of test materials during their development, review, monitoring, storage, and transfer to the HQCJ for: the qualifying exam; qualification exam; control measures during special training of candidates for the position of judge; qualification assessment of judges are established by the Procedure for Preparation of Test Materials at the National School of Judges of Ukraine [(Annex 26)](https://www.nsj.gov.ua/files/1467359458%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2026,%20%D0%9F%D0%BE%D1%80%D1%8F%D0%B4%D0%BE%D0%BA%20%D0%BF%D1%96%D0%B4%D0%B3%D0%BE%D1%82%D0%BE%D0%B2%D0%BA%D0%B8%20%D1%82%D0%B5%D1%81%D1%82%D0%BE%D0%B2%D0%B8%D1%85%20%D0%BC%D0%B0%D1%82%D0%B5%D1%80%D1%96%D0%B0%D0%BB%D1%96%D0%B2.doc).

**Chapter 5. Study of international experience in the organization and operation of courts. International cooperation.**

**1. General provisions**

         1.1. The study of international experience in the organization and operation of courts is one of the important legislatively defined tasks of the National School of Judges of Ukraine, which is implemented through the establishment, development and expansion of international cooperation, strengthening the authority of the NSJU in the international judicial community.

1.2. International cooperation shall be carried out with bodies, organizations or institutions authorized by foreign governments, foreign municipal authorities or international organizations that provide international technical assistance in accordance with international treaties of Ukraine, foreign judicial education institutions on the basis of governmental decisions, on a contractual basis and/or in accordance with mutually approved long-term plans or programs.

1.3. International cooperation is based on the principles of equality and mutual respect, non-interference in the internal affairs of partners, mutual benefit, and the fulfillment of contractual obligations in good faith.

1.4. The general management of international cooperation, study of international experience in the organization and operation of courts shall be vested directly in the Rector of the National School of Judges of Ukraine in accordance with his statutory powers.

**2. Organizational issues**

2.1. The study and assistance in the implementation of international experience in the organization and operation of courts and judicial education shall be carried out on a planned basis by all structural units of the NSJU of research, scientific, methodological and educational orientation, which are coordinated in this activity by the Vice-Rector of the NSJU in accordance with the distribution of powers.

2.2. An independent department of the NSJU that reports directly to the Rector of the NSJU coordinates, controls and summarizes the work of the NSJU structural units on the study of international experience in the organization and operation of courts, judicial education, and establishes international cooperation.

2.3 The organization of international cooperation includes:

2.3.1. Collecting, systematizing and analyzing information on opportunities for the NSJU to participate in international projects and programs.

2.3.2. Establishing, developing and expanding ties and cooperation with bodies, organizations or institutions authorized by foreign governments, foreign municipal bodies or international organizations providing international technical assistance in accordance with international treaties of Ukraine, foreign experts and specialists and judicial education institutions.

The procedure for interaction of the National School of Judges with international technical assistance projects is carried out in accordance with the Procedure for Review and Implementation of Proposals of International Technical Assistance Projects in Ukraine for the Development of Training Courses by the National School of Judges for Judges, Newly Appointed Judges, Court Staff and Judicial Protection Service Employees ([Annex 76](https://www.nsj.gov.ua/files/1738156321dodatok76%D0%9F-%D0%B4%D0%BE%D0%BA%20%D1%80%D0%BE%D0%B7%D0%B3%D0%BB%D1%8F%D0%B4%D1%83%20%D0%BF%D1%80-%D1%86%D1%96%D0%B9%20%D0%BF%D1%80-%D1%82%D1%96%D0%B2%20%D0%9C%D0%A2%D0%94.pdf)).

2.3.3. Inviting and receiving foreign delegations, representatives of international organizations, conducting negotiations, preparing and concluding agreements and memorandums with foreign partners, developing and implementing long-term plans and programs, coordinating and analyzing the effectiveness of their implementation, including measures of interstate plans, projects (programs) of international technical assistance in Ukraine.

2.3.4. Formation and sending abroad of national delegations, employees, lecturers, scholars and experts in accordance with the Regulations on Business Trips Abroad of Employees and Academic Staff of the National School of Judges of Ukraine ([Annex 77](https://www.nsj.gov.ua/files/1738156340dodatok77%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D1%81%D0%BB.%20%D0%B2%D1%96%D0%B4%D1%80-%D0%BD%D1%8F%20%D0%B7%D0%B0%20%D0%BA%D0%BE%D1%80%D0%B4%D0%BE%D0%BD.pdf)).

2.3.5. Holding cross-border scientific and practical conferences, seminars, trainings, webinars, participation in similar events abroad.

2.3.6. Participation in events of international legal organizations of which the NSJU is a member: congresses, assemblies, hearings, committee meetings, missions, etc.)

2.3.7. Study and promote the implementation of international experience in the organization and operation of courts.

2.3.8. Research and implementation of the best foreign experience in judicial education and training for the judiciary in the activities of the NSJU.

2.3.9. Preparation of information and analytical reports, scientific materials and recommendations to the judicial authorities in the areas of international cooperation.

**Section V.**

**Organizational support of activities**

**National School of Judges of Ukraine**

**Chapter 1: Organizing meetings**

**1. 1. Preparing and conducting meetings**

1.1. Meetings are held to resolve topical issues and to monitor the implementation of management's instructions.

*1.2. Meetings are divided into scheduled and operational meetings.*

1.2.1. Scheduled meetings shall be held in accordance with the work plan on the specified day and time.

1.2.2. Operational meetings shall be held on an ad hoc basis to resolve specific issues and give urgent instructions.

1.3. Meetings are held by the management of the NSJU.

1.4. The organization of meetings of the rector (meetings of the administration) is entrusted to the assistant rector, and of vice-rectors - to the assistant vice-rectors.

1.5. Vice-rectors and the Chief of Staff shall hold meetings with the heads and, if necessary, with the employees of the structural units assigned to them in accordance with the distribution of responsibilities between the vice-rectors, the Chief of Staff and the organizational structure of the NSJU by areas of work (hereinafter referred to as the assigned unit).

**2. Record keeping of meetings**

2.1. Minutes shall be kept during the meetings, if necessary, and shall be drawn up within three days. The minutes shall contain the name and initials of the officials who participated in the meeting, the issues discussed and the decisions taken as a result of the meeting. The minutes of the meeting shall be signed by the chairman and the secretary.

2.2. Control over the implementation of decisions made at meetings of the Rector, Vice-Rectors, and Chief of Staff is exercised by the Assistant Rector, Assistant Vice-Rectors, and Head of the structural unit responsible for documentary support of the NSJU activities, respectively. In some cases, by the decision of the chairman, control over the implementation of the decision of the meeting may be entrusted to the head of the structural unit of the NSJU.

2.3. Based on the results of the issues considered at the meeting, the Rector may issue orders and protocol instructions.

**Chapter 2. Planning and reporting**

**1. General provisions**

1.1. The activities of the NSJU are determined by the Strategy for the Development of Judicial Education, which is adopted for a long-term period and approved by the Rector's order.

1.2. The work of the NSJU is carried out on the basis of long-term (annual) and operational (weekly) plans.

1.3. Reporting to the NSJU consists of:

information on the work of structural units for the first half of the year, summarized by the areas of work of the vice rectors;

Information on the work of the National School of Social Sciences for the first half of the year;

information and analytical reports on the activities of structural units for the year, summarized by the areas of work of the vice rectors;

Information and analytical report on the activities of the National School of Judges of Ukraine for the year.

1.4. Responsibility for the preservation of plans, information and information-analytical reports of structural subdivisions lies with the heads of structural subdivisions. Electronic versions of plans of structural subdivisions, information and information-analytical reports summarized by areas of work of vice-rectors are sent to the department responsible for documentary support of the NSJU activities.

1.5. Control and coordination of the work of the structural units of the NSJU in terms of planning and reporting shall be carried out by the department responsible for documentary support of the NSJU activities.

**2. Drawing up the work plan, the plan of research work of the NSJU and structural units of the NSJU**

*2.1. Annual plans of the NSJU.*

2.1.1. The work of the National School of Judges for the current year is determined by the Work Plan of the National School of Judges for the year and the Plan of Research and Scientific and Methodological Work of the National School of Judges for the year (hereinafter also referred to as the Work Plans), which are created with due regard to the Strategy for the Development of Judicial Education and approved by the Rector's order.

2.1.2. The annual work plan of the National School of Judges is prepared by the department responsible for documentary support of the NSJU activities, and the annual research plan of the National School of Judges is prepared by one of the departments responsible for scientific and methodological support of the NSJU activities on behalf of the Vice-Rector for Research in accordance with the annual plans of structural units:

work plans of structural units for the year [(Annex 27)](https://www.nsj.gov.ua/files/156040958113.06%20dod27.docx);

plans for research and methodological work for the year [(Annex 28)](https://www.nsj.gov.ua/files/1577961239%D0%9F%D0%BB%D0%B0%D0%BD%20%D0%9D%D0%94%D0%A0%2023.12.2019.docx).

*2.2. Annual plans of structural units.*

2.2.1. The work of structural divisions shall be determined by annual plans of structural divisions.

2.2.2. The annual plans of structural subdivisions shall be developed by the structural subdivisions independently, taking into account the provisions of the relevant legislative and regulatory acts of Ukraine, the Development Strategy of the National School of Judges for a certain period, orders of the Rector, and plans of individual thematic events attached to the relevant orders.

2.2.3. The annual plans of structural subdivisions shall be signed by the heads of structural subdivisions, approved by the vice-rectors, chief of staff, who are assigned to the respective structural subdivisions, and submitted by December 1 of each year to the department responsible for documenting the activities of the NSBSU.

**3. Preparation of the NSJU Key Action Plan**

*3.1. Plan of main activities of the NSJU.*

3.1.1. The work of the NSJU for the week is determined by the NSJU Main Events Plan (hereinafter referred to as the Main Events Plan), which is approved by the Rector and communicated to all employees of the NSJU.

3.1.2. The Main Events Plan shall be developed by the department responsible for documenting the activities of the NSJU upon proposals of the NSJU management.

3.1.3. Proposals to the Plan of Main Events for the next week shall be submitted no later than Thursday of the current week.

**4. Preparation of information on the work, information and analytical report on the activities of the structural unit, and information on the work of the National School of Judges for the first half of the year**

4.1 Information on the work of a structural unit for the first half of the year is compiled and signed by its head and submitted for approval to the Vice-Rector, Head of of the office to which the structural unit is assigned. Generalized information on the areas of work of the Vice-Rectors, Chief of Staff shall be submitted no later than the last working day of the last month of the first half of the year to the department responsible for documenting the activities of the NSJU.

4.2 The information and analytical report on the activities of the structural subdivision for the year is prepared and signed by its head and submitted for approval to the vice-rector, chief of staff, to whom the structural subdivision is assigned. Generalized information and analytical reports on the areas of work of vice-rectors, chief of staff are submitted no later than the last working day of the year to the department responsible for documenting the activities of the NSJU (preliminary reports are submitted by the last working day of the second week of December).

4.3. Information on the work of structural subdivisions for the first half of the year shall be prepared in text format in accordance with the requirements for the preparation of the Information and Analytical Report on the activities of the NSJU for the year (clause 5.2. of this chapter).

The units responsible for training judges and court staff shall additionally submit generalized data on training and periodic in-service training of judges ([Annex 31)](https://www.nsj.gov.ua/files/1479221369%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2031.xls) and generalized data on training of court staff and in-service training of judges ([Annex 32](https://www.nsj.gov.ua/files/1479221373%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2032.xls)) to the information on the work for the first half of the year and information and analytical reports on the activities for the year.

4.4. The information on the work of the National School of Judges for the first half of the year is compiled by the department responsible for documenting the activities of the NSJU from the information on the work of structural units for the first half of the year, summarized by the areas of work of the Vice-Rectors and Chief of Staff, and, after approval by the Rector, is published on the NSJU website at the beginning of the second half of the year.

**5. Preparation of an Information and Analytical Report on the activities of the NSJU**

5.1. The information and analytical report on the activities of the NSESU for the year consists of information and analytical reports on the activities of structural subdivisions for the year, summarized by areas of work determined by the functional distribution of responsibilities of vice-rectors, chief of staff in accordance with clause 2.6. of paragraph 2 of chapter 1, section II of these Regulations. Generalized reports of structural subdivisions shall be submitted to the department responsible for documenting the activities of the NSJU within the time limits provided for by these Regulations for other forms of reporting (clause 4.2., paragraph 4 of this chapter).

Preliminary information and analytical reports on the activities of structural subdivisions for the year, summarized by the areas of work of the vice-rectors, chief of staff in accordance with part one of this paragraph, shall be submitted to the department responsible for documenting the activities of the NSESU by the last working day of the second week of December of the current year. Updated information and analytical reports on the activities of structural subdivisions for the year shall be submitted to the relevant department in accordance with part one of this paragraph - no later than the last working day of the year.

5.2. Information and analytical report on the activities of the NSJU:

is prepared using general logical and quantitative-qualitative research methods;

contains a description of the most important activities, summarized information on the work and implementation of best practices, highlighting positive aspects, comparative analysis of indicators, identification of properties, connections and similarities, conclusions and forecasts for further development;

covers the following areas: training of teachers (trainers), coaches, special training of candidates for the position of judge, training of judges, periodic training of judges to improve their qualifications, training of court staff and improvement of their qualifications, research and methodological activities, international cooperation, legal, organizational and informational support of the activities of the NSJU, and compliance with financial discipline;

is taught in Ukrainian business language, in an accessible form, with maximum use of visual aids (charts, graphs, tables, etc.);

shall be published on the website, in periodicals, scientific and methodological legal publication "Slovo of the National School of Judges of Ukraine", and shall be published in a separate edition in two languages (Ukrainian and English) in January of the following year for the previous period."

**Chapter 3. Documenting management information**

**1. General provisions**

1.1. Management information shall be documented by employees of all structural subdivisions of the NSJU.

1.2. Persons responsible for record keeping in structural subdivisions (hereinafter also referred to as persons responsible for record keeping) shall be appointed upon submission of their heads by order of the rector.

1.3. General management of documenting management information, control over record keeping in structural subdivisions, organization of document flow and record keeping in the NSJU shall be carried out by an independent department responsible for documentary support of the NSJU activities.

1.4. The work with documents in the NCJS is governed by the legislation of Ukraine, these Rules, as well as by certain regulations of the NCJS, in particular: The Instruction on Record Keeping in the National School of Judges (hereinafter referred to as the Record Keeping Instruction), the Instruction on the Procedure for Recording, Storage and Use of Documents, Files, Publications and Other Material Media Containing Proprietary Information in the National School of Judges.

**2. Requirements for creating a document, document forms**

2.1. The document shall contain the requisites required for a particular type of document, which shall be placed in the prescribed manner, namely: name of the institution that is the author of the document, name of the type of document (except for letters), date, registration index of the document, title to the text, text, signature. When preparing and executing documents, not only mandatory but also other requisites may be used if it corresponds to the purpose of the document or the method of its processing.

2.2. The NSSC shall conduct its office work in the state language.

2.3. Documents sent to foreign addressees shall be drawn up in Ukrainian or in the language of the addressee state or one of the languages of international communication.

2.4. Documents produced by means of printing equipment [(Appendix 33)](https://www.nsj.gov.ua/files/1467359500%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2033,%20%D0%92%D0%B8%D0%BC%D0%BE%D0%B3%D0%B8%20%D0%B4%D0%BE%20%D0%BE%D1%84%D0%BE%D1%80%D0%BC%D0%BB%D0%B5%D0%BD%D0%BD%D1%8F%20%D0%B4%D1%80%D1%83%D0%BA%D0%BE%D0%B2%D0%B0%D0%BD%D0%B8%D1%85%20%D0%B4%D0%BE%D0%BA-%D1%82%D1%96%D0%B2,%20%D0%A0.doc) shall be executed in accordance with the requirements of office work.

2.5. The procedure for making photocopies of documents for use in work is governed by the Rules for Copying (Multiplying) Documents by Printing Devices in the National School of Judges of Ukraine [(Appendix 69)](https://www.nsj.gov.ua/files/1486121611%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2069.doc).

**3. Drafting, approving, and signing orders**

3.1. Draft orders shall be prepared in accordance with the Instruction and these Rules.

3.2. A draft order, its approval by the heads of structural units and vice-rectors, chief of staff, whose competence includes the issues raised therein, shall be prepared by an employee of the structural unit responsible for the preparation of the order.

3.3 The head of the relevant structural unit responsible for the issues raised shall approve the draft order with a visa containing: position title, signature, initials and surname of the person who visits the document, date of visits.

3.4. Draft orders on core activities, administrative and economic issues and annexes thereto shall be signed by the employee who created the document, the head of the structural unit in which it was created, officials and officers who are defined in the draft document as performers of the tasks contained therein, as well as the head of the department responsible for documentary support of the NSJU activities, the Vice-Rector, the Chief of Staff in the area of work.

3.5. Draft orders on personnel issues (personnel) are signed by the employee of the department responsible for personnel support of the NSJU activities, who created the document, and its head, as well as by the heads of the department responsible for legal support of the NSJU activities, the department responsible for financial support of the NSJU activities and the Vice-Rector for Organizational Support.

3.6. Draft orders of a regulatory and legal nature shall be reviewed by the employees referred to in clause 3.4. of this paragraph, as well as by the head responsible for legal support of the NSJU activities and the Vice-Rector for Organizational Support.

Draft orders that directly or indirectly amend the Regulations of the National School of Economics and Management or provide for such amendments in the future are additionally reviewed by the Assistant Rector before being approved by the Vice-Rector for Organizational Support.

3.7. The entire period for the approval of a draft order is 3 business days. A large draft order (more than 3 pages with annexes), as well as a draft order that has undergone significant changes, shall be approved within 5 business days.

3.8. Agreed draft orders shall be submitted to the Rector for signature by the Vice-Rector, Chief of Staff or Head of the structural unit responsible for preparing the draft order.

3.9. Disagreements during the approval of draft orders shall be settled in accordance with subparagraphs 1.5.9., 1.5.10. of paragraph 1 of Chapter 1 of Section VI of these Regulations. In case of impossibility to settle differences in accordance with the established procedure, draft orders shall be submitted for signature to the Rector with the obligatory addition of a legal opinion of the department responsible for legal support of the NSESU activities, as well as proposals of structural subdivisions and vice-rectors, chief of staff in the areas of work.

3.10. If the Rector signs an order without prior approval and signature, the period for familiarization with the draft order and its signature shall be 1 working day.

**4. Drafting memos, reports, and explanatory notes**

4.1 Reporting, service and explanatory memoranda in the NSJU shall be drawn up on a standardized sheet in accordance with the Instruction on Record Keeping in the NSJU. They are subject to registration in the department responsible for documentary support of the NSJU activities.

4.2. A memorandum is prepared by the head of a structural unit to the rector, vice-rectors, chief of staff of the [NSJU](https://www.nsj.gov.ua/files/1467359505%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2034,%20%D0%94%D0%BE%D0%BF%D0%BE%D0%B2%D1%96%D0%B4%D0%BD%D0%B0%20%D0%B7%D0%B0%D0%BF%D0%B8%D1%81%D0%BA%D0%B0,%20%D0%A0.doc), or an employee of a structural unit to its head in order to present conclusions and proposals to determine possible ways to resolve the issue, inform about the results of the work performed or the current situation, etc.

4.3. Memos are prepared for the exchange of information between the structural units of the NSJUS (may have a generalized addressee) in order to highlight any business issues (primarily on logistical, informational and economic support) related to the work of the unit or a particular employee, and the solution of which depends on another structural unit [(Appendix 35)](https://www.nsj.gov.ua/files/1467359510%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2035,%20%D0%A1%D0%BB%D1%83%D0%B6%D0%B1%D0%BE%D0%B2%D0%B0%20%D0%B7%D0%B0%D0%BF%D0%B8%D1%81%D0%BA%D0%B0,%20%D0%A0.doc).

4.4. An explanatory note shall be written by an NSGS employee at the request of the NSGS management, by the head of a structural unit at the request of the Rector, Vice-Rectors, and the NSGS Chief of Staff to explain the situation and circumstances that have arisen, as well as the facts, acts or deeds that have taken place, indicating the relevant details [(Appendix 36)](https://www.nsj.gov.ua/files/1467359518%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2036,%20%D0%9F%D0%BE%D1%8F%D1%81%D0%BD%D1%8E%D0%B2%D0%B0%D0%BB%D1%8C%D0%BD%D0%B0%20%D0%B7%D0%B0%D0%BF%D0%B8%D1%81%D0%BA%D0%B0,%20%D0%A0.doc).

**Chapter 4. Registration, review and processing of documents**

**1. Preliminary review of documents**

1.1. All documents received by the NSJU (including by e-mail, fax) are received centrally in the department responsible for documentary support of the NSJU activities and are subject to preliminary review on the day of receipt or on the next first business day if received on weekends and public holidays.

1.2. Orders from higher-level institutions, telegrams, and telephoned messages shall be considered immediately.

1.3. The purpose of the preliminary review of documents is to record, register, and prepare them technically for transmission to the subjects of review, sort and identify those that require review by the Rector and other managers to whom they have been submitted.

Written appeals and inquiries from citizens are not subject to consideration in cases stipulated by the legislation on information, in particular, when it is impossible to establish their authorship (letters without specifying the names of the authors, their place of residence, not signed by the authors).

1.4. When accepting source documents from executors, an employee of the department responsible for documentary support of the activities of the NSJU shall check: correctness of the document, availability of the address, marks on the annexes and their completeness, required signatures on the document and annexes thereto.

**2. Registration of documents**

2.1. Registration of documents, regardless of the method of their delivery or creation, shall be carried out using a special computer program in the department responsible for documentary support of the activities of the NSJU.

*2.2. Each document is registered once.*

2.2.1. Incoming documents shall be registered on the day of receipt or no later than the next day if the document is received outside of business hours.

2.2.2. Documents created: outgoing and internal (memos, reports and explanatory notes) are registered on the day of signing or approval.

2.3. During registration, documents are assigned a conventional designation - a registration index, which consists of a serial number and is supplemented by indices according to the nomenclature of cases in accordance with the Instruction on Record Keeping.

2.4. In case of transfer of a registered document from one structural unit to another, a new registration index shall not be affixed to the document.

2.5. It is not allowed to send or transfer documents without their registration.

**3. Passage of documents**

**3.1. All documents sent to the NSJU and/or addressed to the Rector shall be reviewed by the Rector of the National School of Judges of Ukraine.**

Other documents are submitted for consideration to the managers in whose name they were received and are executed by the employees of the NSJUunder resolutions assigned in accordance with the powers and competence of these managers

Other documents are submitted for consideration to the managers in whose name they were received and are obligatorily executed by the NSBSU employees under resolutions assigned in accordance with the powers and competence of these managers. Resolutions are a documentary form of instructions of the Rector, Vice-Rectors, Chief of Staff and heads of structural subdivisions of the NSBSU, which are assigned by them personally by conventional or electronic means, and which provide for the setting of a specific task (and/or determination of its subject, purpose), term and person responsible for its implementation.

3.2. Documents received from the President of Ukraine, the Verkhovna Rada of Ukraine, the Cabinet of Ministers of Ukraine, heads of central executive authorities, the Supreme Court, the High Council of Justice, the High Qualifications Commission of Judges of Ukraine, the Council of Judges of Ukraine, inquiries and appeals of people's deputies of Ukraine, as well as other documents containing important information on the main issues of theNSJU activities, including contractual and claim work, shall be submitted to the Rector for consideration and approval immediately after registration, but not later than the day of their receipt.

It is prohibited to scan documents received in electronic form and/or send them out without complying with the requirements established by the Regulations of the National School of Law.

3.3 Correspondence related to claims and lawsuits shall be accompanied by envelopes bearing a postal stamp as proof of timely or untimely dispatch.

3.4 Information on changes in the content of the management resolution shall be simultaneously communicated to the department responsible for documenting the activities of the NSJU.

3.5. To ensure timely execution of documents, persons entrusted with record keeping in structural subdivisions shall receive incoming correspondence daily from 14.00 in the department responsible for documentary support of the NSJU activities. Telegrams, telegrams and other urgent documents are immediately forwarded to the units after the resolution is attached.

3.6. The outgoing documents shall be sent by the department responsible for documentary support of the NSJU activities.

3.7. Structural divisions and individual executives shall deliver outgoing documents and other postal items to the specified department no later than 4 p.m.

3.8. In case of urgent delivery of correspondence, the contractor shall deliver the documents to the addressees after their registration.

**Chapter 5. Organizing control over the execution of documents**

**1. Putting documents under control**

1.1. The Rector shall directly supervise the execution of documents defined by the laws of Ukraine, resolutions of the Verkhovna Rada of Ukraine, acts of the President of Ukraine, the Cabinet of Ministers of Ukraine and instructions of the Prime Minister of Ukraine, orders of the State Judicial Administration of Ukraine, decisions of the High Qualifications Commission of Judges of Ukraine and the High Council of Justice relating to the activities of theNSJU. The Rector may control the execution of documents, the deadlines for which are set by the management of theNSJU.

1.2. The Rector may delegate control over the execution of the document (together with the right to sign the response) to the Vice-Rector, whose chief of staff is responsible for organizing the execution.

1.3. Control over the implementation of the Rector's orders is exercised by the NSJU managers specified in the order.

1.4. A document is placed under control on the basis of a resolution of the rector or vice-rectors. On its first page in the left margin at the level of the title, a stamp with the name "CONTROL" is affixed to the text.

1.5. . The Chief of Staff shall supervise the execution of documents in the NSJU and analyze the relevant statistics. In case of detection of facts of improper and untimely execution of documents, the department responsible for documentary support of theNSJU activities shall report the matter to the Chief of Staff, who, in turn, shall submit a proposal to the Rector to bring the perpetrators to justice.

**2. Terms of execution of documents**

2.1. The term for the execution of the document may be established by a regulatory legal act, an administrative document of the NSJU or a resolution of the Rector.

2.2. The terms may be standard or individual. Standard deadlines for the execution of basic documents are established by the legislation      [(Annex 37)](https://www.nsj.gov.ua/files/1467359523%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2037,%20%D0%A1%D1%82%D1%80%D0%BE%D0%BA%D0%B8%20%D0%B2%D0%B8%D0%BA-%D0%BD%D1%8F%20%D0%BE%D1%81%D0%BD-%D1%85%20%D0%B4%D0%BE%D0%BA-%D1%82%D1%96%D0%B2,%20%D0%A0.doc). Individual deadlines are set by the management of the NSJU.

2.3. The deadlines for execution of internal documents shall be calculated in calendar days starting from the date of signing, and incoming documents - from the date of receipt. If the last day of the document execution period falls on a non-working day, the last day of the document execution period shall be the first working day after the non-working day.

2.4. Co-executors are obliged to submit proposals to the principal executor of the document within the first half of the period allotted for the execution of the document, order, task.

2.5. The individual deadline for execution of a document may be changed only by order of the manager who set it. Upon a substantiated request of the executor submitted no later than three business days before the expiration of the established deadline, the deadline for execution of the document may be extended.

**3. Removal of documents from control**

3.1. Documents are removed from control after execution. Documents are considered executed and removed from control after completion of tasks, requests, notification of results to interested institutions and persons or other confirmation of execution.

3.2. A document may be removed from control only by the Rector, Vice-Rectors, Chief of Staff who set the control period in the resolution, or on their behalf by the department responsible for documentary support of the NSJU activities. Documents with standard deadlines are removed from control by the above-mentioned department.

3.3 The day of execution of tasks, requests, appeals, and correspondence shall be the day of registration of outgoing documents on the execution of tasks with the NSJU.

**Chapter 6. Systematization and storage of documents in office work**

**1. Preparation of the nomenclature of cases**

*1.1. Nomenclature of the NSJU cases.*

1.1.1. The nomenclature of cases is a systematized list of titles (headings) of cases formed in its office work, which is mandatory for the SJSU, with indication of the period of storage of cases in accordance with the current legislation.

1.1.2. The nomenclature of files is intended to establish a unified procedure for the formation of files, ensure their accounting, prompt search for documents by their content and type, determine the period of storage of files and is the basis for the preparation of file descriptions.

1.1.3. The nomenclature of files of the SSSU shall be compiled from the nomenclature of files of structural subdivisions by the end of December of the current year by the department responsible for documentary support of the SSSU activities and shall be put into effect from January 1 of the next calendar year for a period of one year.

*1.2. Nomenclature of cases of a structural unit.*

1.2.1. The nomenclature of files of a structural subdivision shall be developed by the person responsible for record keeping in the structural subdivision and submitted no later than November 15 of the current year to the department responsible for documentary support of the activities of the NSJU.

1.2.2. Structural subdivisions receive excerpts from the relevant sections of the approved nomenclature of the SBSU cases for use in their work.

**2. Formation of cases**

2.1. Formation of cases is the grouping of executed documents into cases in accordance with the NSJU case nomenclature.

2.2*. Cases are formed in structural units in compliance with the following rules*:

2.2.1. only executed documents shall be placed in the files in accordance with the case headings in the nomenclature;

2.2.2. documents executed within one calendar year shall be grouped into files, except for transitional files (for the next year) and personal files;

2.2.3. only originals or, in case of their absence, duly certified copies of documents shall be placed in the files;

2.2.4. drafts, personal documents, duplicate copies and documents to be returned may not be included in the files;

2.2.5. documents of permanent and temporary storage are separately grouped into files.

2.3. Documents are grouped into files in chronological order and remain in the units for use during the last two years.

2.4. Methodological guidance and control over the formation of files in the SSU and its structural subdivisions shall be carried out in accordance with the Instruction on Record Keeping by the department responsible for documentary support of the SSU activities.

**3. Storage of documents**

3.1. Archival documents belonging to the National Archival Fond are kept in the NSJU for 15 years. Then the archival documents of the NSJU are transferred for permanent storage to the Central State Archive of Higher Authorities and Governments of Ukraine.

3.2. Every year, in the structural subdivisions of the NCJS, the Commission for Examination of the Value of NCJS Documents with the participation of persons responsible for organizing office work in these subdivisions and the chief specialist responsible for archiving and storage of NCJS documents, conducts an examination of the value of documents. The examination procedure is regulated by the Regulation on the Expert Commission for Examination of the Value of Documents of the National School of Judges of Ukraine   [(Annex 38)](https://www.nsj.gov.ua/files/1467359529%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2038,%20%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D0%B5%D0%BA%D1%81%D0%BF%D0%B5%D1%80%D1%82%D0%BD%D1%83%20%D0%BA%D0%BE%D0%BC%D1%96%D1%81%D1%96%D1%8E%20%D0%B7%20%D0%BF%D1%80%D0%BE%D0%B2-%D0%BD%D1%8F%20%D0%B5%D0%BA%D1%81%D0%BF-%D0%B7%D0%B8%20%D1%86%D1%96%D0%BD%D0%BD%D0%BE%D1%81%D1%82%D1%96%20%D0%B4%D0%BE%D0%BA-%D1%82%D1%96%D0%B2,%20%D0%A0.doc).

3.3 During the examination of the value of documents, the documents for permanent and long-term storage are selected and the documents for temporary storage are determined. After that, the official responsible for record keeping in the structural unit shall draw up inventories of permanent, long-term (more than 10 years) storage, personnel issues (personnel) of the structural unit [(Appendix 39)](https://www.nsj.gov.ua/files/1467359538%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2039,%20%D0%9E%D0%BF%D0%B8%D1%81%20%D1%81%D0%BF%D1%80%D0%B0%D0%B2%20%D0%BF%D0%BE%D1%81%D1%82%D1%96%D0%B9%D0%BD%D0%BE%D0%B3%D0%BE%20%D0%B7%D0%B1%D0%B5%D1%80%D1%96%D0%B3%D0%B0%D0%BD%D0%BD%D1%8F,%20%D0%A0.doc).

3.4. The heads of structural units are personally responsible for the storage of documents and files in the unit.

3.5. The files of permanent and long-term (over 10 years) storage, on personnel issues (personnel) of structural subdivisions shall be transferred in an orderly manner according to the descriptions to the department responsible for documentary support of the activities of the NSJU two years after their completion.

**4. Case management**

4.1 Registration of a permanent and long-term storage file involves numbering the sheets in the file, drawing up (if necessary) an internal description of the file documents, having a certifying inscription on the file about the number of sheets and about the peculiarities of the physical condition and formation of the file, binding or filing the file, and making the cover (title page) of the file.

4.2. Temporary storage documents formed into files shall not be bound, sheets shall not be numbered, and the elements of cover design shall not be specified, except for primary accounting documents.

4.3. The date on the cover of the file shall correspond to the year of the beginning and end of the file. In a file containing documents for earlier years than the year of the file's formation, the following inscription shall be made under the date: "there are documents for years".

4.4. The covers of files consisting of several volumes (parts) shall bear the dates of the first and last documents of each volume (part).

4.5. The case number according to the summary description shall be affixed to the cover of the case.

4.6. If the name of the SBSU (its structural subdivision) changes during the period covered by the case file documents, the new name shall be indicated on the case file cover, and the previous name shall be placed in brackets.

4.7. Inscriptions on the covers of permanent and long-term storage files shall be made in clear black lightfast ink or paste. It is prohibited to paste the title page on the cover of the file.

**5. Transfer of cases to the department responsible for documentary support of the NSJU activities**

5.1. The files of permanent and long-term (over 10 years) storage, on personnel issues (personnel) shall be transferred to the department responsible for documentary support of the NSJU activities in an orderly manner according to the descriptions two years after their completion for further storage and use.

5.2. Cases shall be transferred according to the schedule agreed with the heads of structural units and approved by the Rector.

5.3. If certain files need to be left in the structural unit for current work, the department responsible for documentary support of the SSSU activities shall arrange for the loan of files for temporary use.

5.4. In the event of liquidation or reorganization of a structural unit, the person responsible for organizing office work in the unit shall, during the period of liquidation measures, form all documents into files, file the files and transfer them to the department responsible for documentary support of the activities of the NSJU, regardless of the storage period. The files are transferred according to descriptions and nomenclature.

**Chapter 7. Use of seals and stamps, certification of copies of documents**

**1. Large and small stamps of the National School of Law of Ukraine, seals of structural subdivisions**

1.1. To ensure the performance of the functions assigned to the National School of Judges of Ukraine, the large and small seals of the NSJU and simple seals of its structural subdivisions are used.

1.2. The Great Seal of the National Security and Defense Service of Ukraine has a round shape and is used on financial documents and on documents listed in the Instruction on Record Keeping.

1.3. The small seal of the NCJS has a round shape and is used only to confirm the validity of the National School of Judges' employee ID card.

1.4. Round seals with the names of structural units shall be used to certify entries in employment record books on dismissal of employees, certificates of employment of employees at the National School of Judges, copies of NSJU documents, tender documents, travel certificates for trainees and Certificates, on acceptance certificates for services rendered and work performed, registers of issuance of Certificates, registers of use of envelopes and stamps for sending documents, summary statement of use of envelopes and stamps for sending documents

1.5. Persons responsible for the proper use and storage of seals and stamps in structural subdivisions shall be appointed by order of the Rector and shall exercise their powers in accordance with this paragraph and the Procedure for the Use and Storage of Seals and Stamps of the National School of Judges of Ukraine [(Appendix 40)](https://www.nsj.gov.ua/files/1662456472%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%D0%BE%D0%BA%2040.docx).

**2. Stamps of structural subdivisions**

2.1. The department responsible for HR support of the NSJU activities has stamps necessary for certifying copies of HR documents and making extracts from HR documents.

2.2 The department responsible for documentary support of the activities of the NSJU and regional offices have the stamps necessary for record keeping. In addition, the said department has the stamps necessary for making and certifying copies and extracts from documents (except for personnel documents).

2.3 The department responsible for librarianship has a stamp with the name "National School of Judges of Ukraine LIBRARY", which is used to stamp printed publications included in the book fund of the NSJU.

2.4. The department responsible for the financial support of the NCJS activities has a stamp with the name "National School of Judges of Ukraine PAYED", which is used to confirm payment of invoices, payment orders and other accounting documents.

2.5. The department responsible for legal support of the NCJS activities has a stamp with the name "National School of Judges of Ukraine Legal Department Head of Department", which is used as necessary on original copies of contracts that remain at the National School of Judges of Ukraine.

**3. Certification of copies of documents**

3.1. A copy of the document is made and issued with the permission of the management.

3.2. A copy of the document must correspond to the original.

3.3 The NCSU may only certify copies of documents created within it. In case of preparation of documents for submission to judicial authorities, as well as in the process of forming personal files of employees, copies of documents issued by other institutions (copies of diplomas, certificates of education, etc.) may be made.

3.4 The mark "Copy" shall be affixed on the front side in the upper right corner of the first sheet of the document. The document certification inscription shall consist of the following: the words "According to the original", the title of the position, the personal signature of the person certifying the copy, his/her initials and surname, the date of certification of the copy and shall be placed below the document requisite "Signature".

3.5. The inscription on the certification of the copy shall be affixed with the seal of the NSJU without the image of the coat of arms, or with the seal of a structural unit (departments responsible for documentary and personnel support of the NSJU activities).

**Chapter 8: Control over the activities of the regional branches of the NSJU**

**1. General provisions**

1.1. Control over the activities of the regional branches of the NSJU is systematic and is carried out in order to improve the work of these structural units, increase the efficiency of the educational process and the quality of educational activities (trainings, seminars, etc.), achieve unity of scientific and teaching practice in all regional branches and in the NSJU as a whole.

1.2. Control over the activities of regional offices of the NSJU shall be exercised by the management and employees of the respective separate independent departments of the NSJU both indirectly, through modern means of communication during their daily work, and directly, by organizing and conducting on-site inspections.

**2. Organizing and conducting inspections in the regional offices of the NSJU**

2.1. The organization and conduct of inspections of the regional branches of the NSJU shall be governed by these Regulations.

2.2. Depending on the criteria, inspections of the regional offices of the NSBSU are divided into scheduled and unscheduled, comprehensive and targeted, collective and individual.

2.3 The nature of the inspection of the regional branch of the NSJU - the type and indicative list of inspection tasks [(Appendix 41)](https://www.nsj.gov.ua/files/1467359843%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2041,%20%D0%9E%D1%80%D1%96%D1%94%D0%BD%D1%82-%D0%B9%20%D0%BF%D0%B5%D1%80%D0%B5%D0%BB%D1%96%D0%BA%20%D0%B7%D0%B0%D0%B2%D0%B4%D0%B0%D0%BD%D1%8C%20%D0%BF%D0%B5%D1%80%D0%B5%D0%B2%D1%96%D1%80%D0%BA%D0%B8%20%D0%A0%D0%92,%20%D0%A0.doc), persons authorized to conduct the inspection (hereinafter referred to as authorized persons), its terms - are determined by the order of the rector.

2.4. During the inspection, the authorized persons are obliged to provide practical and scientific and methodological assistance to the employees of the regional branch of the NSJU, participate in training activities as observers, teachers, trainers, etc.

*2.5. After completion of the check:*

2.5.1. within 3 business days, the authorized persons shall draw up a certificate of the results of the inspection of the regional office of the NSJU, which shall indicate

1) date of the certificate *(day, month, year);*

2) the name and location of the regional office of the NSJU;

3) positions and names of authorized persons;

4) grounds for the audit;

5) type of inspection (scheduled/unscheduled, etc.);

6) the period for which the audit is conducted;

7) participation of authorized persons in training events and assistance provided;

8) application of the latest forms and interactive teaching methods in accordance with the Criteria for assessing the state of application of interactive teaching methods in the regional branch of the NSJUU [(Appendix 42)](https://www.nsj.gov.ua/files/1467359848%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2042,%20%D0%9A%D1%80%D0%B8%D1%82%D0%B5%D1%80%D1%96%D1%97%20%D0%BE%D1%86%D1%96%D0%BD%D0%BA%D0%B8%20%D1%81%D1%82%D0%B0%D0%BD%D1%83%20%D0%B7%D0%B0%D1%81%D1%82%D0%BE%D1%81-%D0%BD%D1%8F%20%D1%96%D0%BD%D1%82%D0%B5%D1%80%D0%B0%D0%BA%D1%82.%20%D0%BC%D0%B5%D1%82-%D0%B2%20%D0%B2%20%D0%A0%D0%92,%20%D0%A0.doc);

9) conclusions on the results of the audit in the relevant area *(a generalized brief description of violations identified during the audit, or their absence; new interesting work experience is displayed)*;

10) recommendations for eliminating the identified shortcomings in the activities of the regional office;

2.5.2. the director of the regional branch shall provide explanations or comments within 2 business days from the date of receipt of the certificate, which shall be attached to the certificate;

2.5.3. after receiving explanations or comments from the director of the regional office, the authorized persons shall immediately report to the rector on the results of the audit and, if necessary, on behalf of the rector, prepare a draft order, which, in particular, sets out the instructions and deadlines for eliminating the identified deficiencies, and determines measures for generalizing and disseminating best practices;

2.5.4. within the time limits established by the order, the director of the regional office shall provide written information on the measures taken to eliminate the deficiencies, written explanations if the identified deficiencies are not eliminated.

**Section VI.**

**Legal support of activities**

**National School of Judges of Ukraine**

**Chapter 1: Drafting, adoption, revision, repeal, accounting and storage of regulations**

**1. 1. Preparation, development and adoption of regulations**

1.1. The rulemaking of the National School of Judges of Ukraine is of a local (internal) nature and is aimed at fulfilling its tasks and functions.

1.2. A normative act of the National School of Judges of Ukraine is an official document of the NCJU adopted within its powers and in a certain manner, containing legal norms (rules of conduct) intended for repeated use regardless of the term of validity (permanent or limited to a certain time) and binding on all employees of the NCJU.

1.3. The normative acts of the NSJU are: Charter, Rules, Regulations, Instructions, Procedures, Rules, Order.

1.4. Preparation of legislative proposals of the National School of Judges of Ukraine is regulated by paragraph 2 of Chapter 1 of Section VI of these Rules.

*1.5. Preparation of a draft regulatory act*

1.5.1. The preparation of a draft regulatory act (hereinafter referred to as the draft) is entrusted to one or more structural subdivisions of the NSJU in the relevant area of work (hereinafter referred to as the responsible structural subdivision of the NSJU) on the basis of an assignment or order of the Rector.

1.5.2. To prepare the most important and complex projects, a commission or a working group shall be formed by order of the NSJU.

1.5.3. As a rule, a project is prepared in accordance with a plan that specifies the main activities for the development of the project, the timing of their implementation and the executors. The plan shall be approved by the head of the responsible structural unit or the head of the commission or working group after preliminary discussion of the plan at its meeting.

1.5.4. The approved plan shall be sent to all officials involved in the project.

1.5.5. The prepared draft is agreed upon in electronic form with the interested structural units, and, if necessary, with the advisory bodies of theNSJU, and then with the department responsible for legal support of theNSJU activities. In some cases, the rector decides to send the draft for feedback to academic institutions or to the HQCJ. The cover letter indicates the desired timeframe for receiving a response.

1.5.6. When a draft is approved, the following materials shall be attached to it: an explanatory note, calculations, statistical and analytical data, and a comparative table [(Annex 43)](https://www.nsj.gov.ua/files/1467359853%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2043,%20%D0%9F%D0%BE%D1%80%D1%96%D0%B2%D0%BD-%D0%BD%D0%B0%20%D1%82%D0%B0%D0%B1%D0%BB.%20%D0%B4%D0%BE%20%D0%BF%D1%80%D0%BE%D0%B5%D0%BA%D1%82%D1%83%20%D0%BD%D0%B0%D0%BA%D0%B0%D0%B7%D1%83%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc) to the draft on amending an existing regulatory act.

1.5.7. The project shall be approved within three business days, and a large project (more than three pages with annexes) - within five days in accordance with the procedure provided for in paragraphs 3.4., 3.6., 3.7. - 3.9. of Chapter 3, Section V of these Rules.

1.5.8. The project is considered approved if there are visas on the back of the last page.

1.5.9. In case of disagreement with the content of the project, comments and suggestions on disputed issues shall be made in writing.

1.5.10. Comments and suggestions to the project are promptly reviewed and agreed upon by the specialists of the responsible structural unit of the NSJU, commissions and working groups. A meeting of heads of structural subdivisions and other interested bodies of the NSJU with the participation of vice-rectors is convened to consider uncoordinated (disputed) issues of the project.

1.5.11. After making the necessary clarifications to the draft, it is submitted to the department responsible for legal support of the NSJU activities, which, within the established time limits, additionally checks it for compliance with the current legislation and submits it to the responsible structural unit of the NSJU for re-visiting.

**2. Revision and repeal of regulations**

2.1. In case of detection of gaps, inaccuracies in the normative act of the NSJU, occurrence of legal facts, emergence of new circumstances and relations to be regulated by this act, the responsible structural unit shall prepare proposals for amendments and additions to the normative act or its cancellation within 5 days.

2.2. Amendments and additions to a regulatory act shall be made by changing its individual provisions, introducing new provisions, or adopting a new version of the regulatory act.

2.3. Revision and repeal of regulatory acts shall be carried out in accordance with the procedure provided for in clause 1.5. of paragraph 1 of chapter 1 of this section.

**3. Accounting and storage of regulatory acts**

3.1 Accounting and storage of the normative acts of the NSJU after their adoption and assignment of the corresponding number shall be entrusted to the department responsible for documentary support of the NSJU activities. Copies of normative acts shall be transferred to the department responsible for legal support of the NSJU activities for appropriate accounting.

3.2. Regulatory acts shall be recorded in the form of a register kept in the journal of regulatory acts of the NSJU [(Annex 44)](https://www.nsj.gov.ua/files/1467359860%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2044,%20%D0%A0%D0%B5%D1%94%D1%81%D1%82%D1%80%20%D0%BE%D0%B1%D0%BB%D1%96%D0%BA%D1%83%20%D0%BD%D0%BE%D1%80%D0%BC-%D1%85%20%D0%B0%D0%BA%D1%82%D1%96%D0%B2%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc).

3.3 When accounting for regulatory acts, all changes made to regulatory acts shall be taken into account and the necessary notes shall be made in each case, namely: "distributed", "supplemented", "invalidated", etc. In this case, the exact text of the instruction to amend the act is reproduced and a reference is made to the type, date and number of the act that makes the changes. An act that contains an instruction to amend another act shall emphasize the number and date of the act in respect of which the instruction is submitted.

3.4. Changes made to a normative act shall be reflected in the register of normative acts of the NSJU. It shall be marked similarly to the marks made on acts in case of their amendments.

**Chapter 2. Conducting a legal examination of the normative acts of the NSJUand preparing legislative proposals**

**1. Conducting legal due diligence and preparing a legal opinion**

*1.1. Legal expertise*

1.1.1. Draft regulatory acts of the NSJU developed by the structural subdivisions of the NSJU, as well as personnel orders are subject to legal expertise.

1.1.2. Legal expertise is an examination of the provisions of the normative acts of the NSJU for compliance with the legislation of Ukraine, previous normative and regulatory acts of the NSJU, which is carried out by the department responsible for legal support of the NSJU activities in accordance with the requirements established by the acts of the Ministry of Justice of Ukraine and these Rules.

1.1.3. The term for conducting a legal examination shall be set by the Head of the Department, but shall not exceed 5 business days.

*1.2. Legal opinion*

1.2.1. Based on the results of the legal examination, a legal opinion is drawn [up (Annex 45)](https://www.nsj.gov.ua/files/1467359866%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2045,%20%D0%AE%D1%80%D0%B8%D0%B4%D0%B8%D1%87%D0%BD%D0%B8%D0%B9%20%D0%B2%D0%B8%D1%81%D0%BD%D0%BE%D0%B2%D0%BE%D0%BA,%20%D0%A0.doc), which reflects reasonable proposals (comments) to eliminate contradictions and bring the provisions of the regulatory act in line with the current legislation and regulatory acts of the NSJU.

1.2.2. Oral or written proposals to a draft regulatory act based on the results of legal expertise shall be taken into account by the responsible structural unit (drafting unit) in the course of its implementation.

1.2.3. In case of refusal to take into account the proposals in the working order, the legal opinion shall be compiled in writing with a corresponding record. In this case, the disputes shall be settled in accordance with subparagraphs 1.5.9. and 1.5.10. of paragraph 1 of Chapter 1 of this Section.

**2. Preparation of legislative proposals**

2.1. Legislative proposals of the National School of Judges of Ukraine are prepared in the form of draft legislative acts based on decisions of judicial authorities, the NSJU Work Plans, orders and instructions of the Rector.

2.2. Draft legislative acts and accompanying documents shall be drawn up in accordance with the Rules of Procedure of the Verkhovna Rada of Ukraine, the Regulation on the Procedure for Working with Draft Laws, Resolutions, and Other Acts of the Verkhovna Rada of Ukraine.

2.3. The procedure for preparing legislative proposals of the NSJU is determined by clause 1.5. of paragraph 1 of chapter 1 of section VI of these Rules.

**Chapter 3. Conducting contractual, claim and lawsuit work**

**1. General provisions**

1.1. The purpose of contractual, claim and lawsuit work at the National School of Judges of Ukraine is to improve the efficiency of the NSJU, ensure participation of the NSJU in civil turnover, and protect its rights and legitimate interests.

1.2. Contractual, claim and lawsuit work at the National School of Judges is carried out by the department responsible for legal support of the NSJU and with the participation of the NSJU structural units in accordance with the requirements of the legislative acts of Ukraine, recommendations of the Ministry of Justice of Ukraine, these Rules and on the basis of orders and instructions of the Rector.

**2. Contract work**

*2.1. Contract work includes:*

2.1.1. drafting agreements and sending them to the relevant counterparties;

2.1.2. reviewing draft agreements received from counterparties;

2.1.3. approval of draft agreements by the structural subdivisions of the NSJU;

2.1.4. registration and storage of concluded agreements;

2.1.5. issuing orders to ensure the fulfillment of cooperation agreements;

2.1.6. control over the execution of the concluded agreements.

*2.2. Preparation and conclusion of contracts.*

2.2.1. NCJS agreements shall be concluded only in writing and shall be divided into: agreements on economic issues; agreements on full liability; cooperation agreements; agreements on engaging in research and teaching activities at the National School of Judges of Ukraine and its regional branches; employment agreements.

2.2.2. The draft agreement shall be signed on a separate approval sheet, which shall be drawn up on an A5 letterhead [(Appendix 46)](https://www.nsj.gov.ua/files/1467359888%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2046,%20%D0%9B%D0%B8%D1%81%D1%82%20%D0%BF%D0%BE%D0%B3%D0%BE%D0%B4%D0%B6%D0%B5%D0%BD%D0%BD%D1%8F%20%D0%B4%D0%BE%20%D0%94%D0%BE%D0%B3%D0%BE%D0%B2%D0%BE%D1%80%D1%83,%20%D0%A0.doc) within 5 business days:

an employee and head of the department responsible for legal support of the NSJU;

Head of the department responsible for financial support of the NSJU;

head of a structural unit and vice-rector in the relevant area of work;

Vice-Rector for Organizational Support.

2.2.3. Disagreements arising between the parties during the conclusion of the agreement shall be considered by the heads of departments responsible for legal and financial support of the NSJU activities, with the participation of vice-rectors in the relevant areas of work, vice-rector for organizational activities (if necessary).

2.2.4. The agreed and certified draft agreement shall be submitted for signature to the Rector or Vice-Rector (in accordance with the authority granted) by the Head of the Department responsible for legal support of the NSJU activities.

*2.3. Registration, storage and control over the execution of contracts.*

2.3.1. Until the expiration of the agreement, its original shall be kept in the department responsible for legal support of the NSJU activities, and for economic issues - in the department responsible for financial support of the NSJU activities.

2.3.2. The concluded agreements shall be kept in separate folders and registered in separate accounting journals by their type with the assignment of a number and letter accordingly:

on economic issues - No. 00-g [(Annex 47)](https://www.nsj.gov.ua/files/1467359893%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2047,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D1%80%D0%B5%D1%94-%D1%86%D1%96%D1%97%20%D0%B4%D0%BE%D0%B3-%D1%80%D1%96%D0%B2%20%D0%B7%20%D0%B3%D0%BE%D1%81%D0%BF.%20%D0%BF%D0%B8%D1%82%D0%B0%D0%BD%D1%8C,%20%D0%A0.doc);

on full liability - No. 00-m [(Annex 48)](https://www.nsj.gov.ua/files/1467359903%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2048,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D1%80%D0%B5%D1%94-%D1%86%D1%96%D1%97%20%D0%B4%D0%BE%D0%B3-%D1%80%D1%96%D0%B2%20%D0%BF%D1%80%D0%BE%20%D0%BF%D0%BE%D0%B2%D0%BD%D1%83%20%D0%BC%D0%B0%D1%82.%D0%B2%D1%96%D0%B4%D0%BF-%D1%81%D1%82%D1%8C,%20%D0%A0.doc);

No. 00-c [(Annex 49)](https://www.nsj.gov.ua/files/1549614593dod49.docx);

on involvement in research and teaching activities at the NSJU and its regional branches - No. 00-p [(Appendix 50)](https://www.nsj.gov.ua/files/1467359914%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2050,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D1%80%D0%B5%D1%94-%D1%86%D1%96%D1%97%20%D0%B4%D0%BE%D0%B3-%D1%80%D1%96%D0%B2%20%D0%BF%D1%80%D0%BE%20%D0%B7%D0%B0%D0%BB%D1%83%D1%87-%D0%BD%D1%8F%20%D0%B4%D0%BE%20%D0%BD.-%D0%B2%D0%B8%D0%BA%D0%BB-%D1%86%D1%8C%D0%BA%D0%BE%D1%97%20%D0%B4%D1%96%D1%8F-%D1%81%D1%82%D1%96,%20%D0%A0.doc);

labor agreements - No. 00-t [(Annex 51)](https://www.nsj.gov.ua/files/1467359918%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2051,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D1%80%D0%B5%D1%94-%D1%86%D1%96%D1%97%20%D1%82%D1%80%D1%83%D0%B4.%20%D1%83%D0%B3%D0%BE%D0%B4,%20%D0%A0.doc).

2.3.3 In pursuance of the signed cooperation agreement, an order of the rector is issued within a week, which determines the vice-rector and a separate independent department of the NSJU, which organize and monitor the implementation of this agreement, ensure coordination of the work of the structural units of the NSJU and reporting under this agreement, communication with the institution - party to the agreement, and approves an action plan for the implementation of the provisions provided for by this agreement, which is previously agreed with the institution - party to the agreement;

2.3.4. Structural subdivisions in the areas of work, or approved by the Rector's order, control the fulfillment of concluded agreements and compliance with financial discipline. Coordination and control over this work are assigned to the departments approved by the Rector's order and the departments responsible for legal and financial support of the NSJU activities.

**3. Claims and lawsuits work**

*3.1. Claims and lawsuit work includes:*

3.1.1. obtaining, drafting and sending documents required for filing and consideration of claims and lawsuits;

3.1.2. filing and consideration of claims, preparation of lawsuits;

3.1.3. preparation of responses (responses), applications and complaints for review of court decisions on appeal and cassation, as well as in connection with exceptional and newly discovered circumstances;

3.1.4. protecting the rights and legitimate interests of the NSJU in the course of consideration of disputes in courts;

3.1.5. implementing organizational and technical measures for registration, accounting, storage and sending of claim materials;

3.1.6. ensuring control over the claims and lawsuits proceedings.

*3.2. Claims work.*

3.2.1. In cases and in accordance with the procedure provided for by the commercial procedural legislation of Ukraine, if there are grounds and reasonable requirements, the department responsible for legal support of the NSJU shall collect materials and take measures to prepare a written claim of the NSJU to the other party or a response to the claim of the other party to the NSJU.

3.2.2. The claim of the other party to the NSJU shall be registered in the relevant logbook [(Appendix 52)](https://www.nsj.gov.ua/files/1467359923%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2052,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D0%BE%D0%B1%D0%BB%D1%96%D0%BA%D1%83%20%D0%BF%D1%80%D0%B5%D1%82%D0%B5%D0%BD%D0%B7%D1%96%D0%B9,%20%D0%BF%D1%80%D0%B5%D0%B4%D1%8F%D0%B2%D0%BB%D0%B5%D0%BD%D0%B8%D1%85%20%D0%B4%D0%BE%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc), a case file shall be opened and a draft response on rejection or acknowledgment (full or partial) of the claim shall be prepared. Leaving a claim unanswered is not allowed.

3.2.3. If the claim is rejected, the original documents attached thereto shall be returned to the other party, and copies of these documents shall be filed in the relevant file.

3.2.4. The response to the claim is signed by the head of the department, agreed with the heads of the concerned structural units and the vice-rector in charge of the area of work, agreed with the vice-rector for organizational support of the NSJU activities and submitted for signature to the rector or vice-rector (in accordance with the authority granted).

3.2.5. The original claim with a copy of the response and evidence of its sending (receipt for registered mail, receipt of delivery) shall be filed in the relevant file.

3.2.6. The prepared claim of the NSJU to the other party shall be signed by the head of the department, agreed with the heads of the interested structural units and the vice-rector in the area of work, agreed with the vice-rector for organizational support of the NSJU activities and submitted for signature to the rector or vice-rector (in accordance with the authority granted).

3.2.7. A claim of the NSJU to another party shall be registered in the respective logbook [(Appendix 53)](https://www.nsj.gov.ua/files/1467359935%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2053,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D0%BE%D0%B1%D0%BB%D1%96%D0%BA%D1%83%20%D0%BF%D1%80%D0%B5%D1%82%D0%B5%D0%BD%D0%B7%D1%96%D0%B9,%20%D0%BF%D1%80%D0%B5%D0%B4%D1%8F%D0%B2%D0%BB%D0%B5%D0%BD%D0%B8%D1%85%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc), and a file shall be opened to it, in which all materials related to the claim consideration shall be filed.

3.2.8. If a claim is rejected in whole or in part without proper grounds or left unanswered, appropriate measures shall be taken to prepare a claim.

*3.3 Lawsuits.*

3.3.1. The statement of claim is prepared with the participation of the structural units of the SBSU in the relevant areas of work (explanation of the circumstances of the case; provision of materials, including additional materials confirming the claimant's claims, etc.)

3.3.2. The statement of claim shall be prepared in accordance with the procedure provided for in subparagraph 3.2.6. of this paragraph, signed by the Rector of the NSBS or a person authorized to represent the NSBS (by power of attorney), registered in the journal of statements of claim [(Appendix 54](https://www.nsj.gov.ua/files/1467359940%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2054,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D0%BE%D0%B1%D0%BB%D1%96%D0%BA%D1%83%20%D0%BF%D0%BE%D0%B7%D0%BE%D0%B2%D0%BD%D0%B8%D1%85%20%D0%B7%D0%B0%D1%8F%D0%B2,%20%D0%BF%D1%80%D0%B5%D0%B4%D1%8F%D0%B2%D0%BB%D0%B5%D0%BD%D0%B8%D1%85%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc)) and kept in a separate file.

3.3.3 During the court proceedings, the department responsible for legal support of the NSJU activities, by resolution of the Rector or Vice-Rector for Organizational Support, shall fulfill the requirements of the court ruling within the time limits specified by the court.

3.3.4. Applications for appeal of court decisions, appeals and cassation appeals, as well as applications for review of court decisions due to newly discovered and exceptional circumstances shall be filed in the manner prescribed for the preparation of a claim and statement of claim (subparagraphs 3.2.6, 3.3.1, 3.3.2 of this paragraph).

3.3.5. The statements of claim received by the NSJU shall be registered in the relevant register [(Appendix 55)](https://www.nsj.gov.ua/files/1467359945%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2055,%20%D0%96%D1%83%D1%80%D0%BD%D0%B0%D0%BB%20%D0%BE%D0%B1%D0%BB%D1%96%D0%BA%D1%83%20%D0%BF%D0%BE%D0%B7%D0%BE%D0%B2%D0%BD%D0%B8%D1%85%20%D0%B7%D0%B0%D1%8F%D0%B2,%20%D0%BF%D1%80%D0%B5%D0%B4%D1%8F%D0%B2%D0%BB%D0%B5%D0%BD%D0%B8%D1%85%20%D0%B4%D0%BE%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc).

3.3.6. Based on the analysis of the claims and relevant documents of the NSJU, a response (objection) shall be prepared in accordance with the procedure provided for in subparagraph 3.2.6 of this paragraph and signed by the Rector of the NSJU or a person authorized to represent the NSJU (by proxy).

3.3.7. Representation of the NSJU in court proceedings shall be carried out by employees of the department responsible for legal support of the NSJU activities or by another person (in accordance with the powers granted).

**Section VII.**

**Human resources support of activities**

**National School of Judges of Ukraine**

The state policy on personnel work in theNSJU is carried out in accordance with the requirements of the legislation of Ukraine, theNSJU Charter, these Regulations, other regulatory acts of theNSJU on the basis of decisions of the HQCJ, orders and instructions of the Rector and is entrusted to the department responsible for personnel support of theNSJU activities.

**Chapter 1: Procedure for Forming the Staff of the National School of Law**

1.1. The staffing level of the NSJU, including each structural subdivision separately, is determined by the order of the Rector.

1.2. Positions created in the structural subdivisions of the NSJU are determined by the staffing table approved by the order of the Rector.

1.3. The staff list, in addition to officials, includes employees engaged in servicing the institution (drivers, cleaners of office premises, etc.). Their number and names shall be approved by the rector's order in accordance with the list of professions determined by the authorized executive body that regulates relations in this area.

1.4. Employees of the NSBS are not civil servants. Appointment to positions in the NCJS does not require competitive selection, except for those positions that are determined by an order of the Rector. Competitive selection is regulated by the Procedure for Competitive Selection to Fill Vacant Positions of Employees of the National School of Judges of Ukraine [(Annex 56)](https://www.nsj.gov.ua/files/1734436365%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2056,%20%D0%9F%D0%BE%D1%80%D1%8F%D0%B4%D0%BE%D0%BA%20%D0%BF%D1%80%D0%BE%D0%B2-%D0%BD%D1%8F%20%D0%BD%D0%B0%20%D0%BA%D0%BE%D0%BD%D0%BA%D1%83%D1%80%D1%81%D1%83%20%D0%BD%D0%B0%20%D0%B7%D0%B0%D0%BC%D1%96%D1%89-%D0%BD%D1%8F%20%D0%B2%D0%B0%D0%BA..doc).

**Chapter 2. Performance appraisal of NSJU employees**

**1. Certification of researchers**

1.1. Attestation of researchers is carried out in accordance with the procedure established by the Cabinet of Ministers of Ukraine and is aimed at assessing the level of professional training of a researcher, the effectiveness of his/her work, labor efficiency, taking into account specific requirements for this category of officials, prospects for the use of the researcher's abilities, identifying needs and determining measures to improve his/her qualifications and professional level.

**2. Attestation of employees**

2.1. Employees are evaluated in accordance with the Law of Ukraine No. 4312-VI "On Professional Development of Employees" dated January 12, 2012, to assess the professional level of employees in accordance with qualification requirements and job responsibilities, and to decide whether an employee is suitable or unsuitable for the position held.

2.2. The appraisal is conducted once every three years by order of the Rector of the NSJU, which approves the relevant regulations, composition of the appraisal committee, and the appraisal schedule. Information about the performance appraisal shall be communicated to the employees no later than two months prior to the appraisal. The results of the appraisal may be appealed by the employee in accordance with the procedure established by law.

2.3. The procedure for organizing and conducting appraisals of the National School of Judges, as well as for implementing decisions of the appraisal committee, is regulated by this Chapter and the Regulations on Appraisals of the National School of Judges [(Annex 57)](https://www.nsj.gov.ua/files/1467359957%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2057,%20%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D0%BF%D1%80%D0%BE%D0%B2%D0%B5%D0%B4%D0%B5%D0%BD%D0%BD%D1%8F%20%D0%B0%D1%82-%D1%86%D1%96%D1%97%20%D0%BF%D1%80%D0%B0%D1%86%D1%96%D0%B2%D0%BD%D0%B8%D0%BA%D1%96%D0%B2%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc).

**3. Professional development of employees**

3.1. Professional development of the National School of Judges is carried out in accordance with the labor legislation of Ukraine at the expense of the National School of Judges.

3.2. Measures to improve the qualifications of an employee shall be taken taking into account his/her education, length of service, position held and the results of certification.

3.3 The employee's qualification improvement is carried out both on the job and off the job.

3.4. Depending on the regulations of the training institution, each employee may be issued a certificate or a certificate certifying advanced training.

**Chapter 3. Measures of moral and material incentives for the employees of the NSBSU**

**1. Measures of moral encouragement**

*1.1. State awards and honors.*

1.1.1. In accordance with the legislation of Ukraine (taking into account the requirements for education, length of service in general and continuous service at the NSJU), an employee of the NSJU, on the initiative of the management and in agreement with the NSJU staff, is nominated for state awards and honors.

1.1.2. Submissions and materials for awarding shall be sent to the President of Ukraine after the relevant decision of the HQCJ is made.

*1.2. Insignia of public authorities.*

1.2.1. Proposals to reward the employees of the NSJU with gratitude, certificates of honor from the Verkhovna Rada of Ukraine, the Cabinet of Ministers of Ukraine, the High Qualifications Commission of Judges of Ukraine, the High Council of Justice, the State Judicial Administration of Ukraine, the Council of Judges of Ukraine, and other public authorities shall be submitted in accordance with the procedure established by public authorities and subparagraph 1.1.1. of this chapter of the Rules.

1.2.2. Submissions and materials for employee incentives shall be sent to the state body before which the relevant issue is raised.

*1.3. Departmental incentives.*

1.3.1. The following moral incentives are established in the NSJU: The Honorary Award of the National School of Judges of Ukraine (hereinafter referred to as the Honorary Award), the Certificate of Merit of the National School of Judges of Ukraine (hereinafter referred to as the Certificate of Merit) and the Acknowledgment of the National School of Judges of Ukraine (hereinafter referred to as the Acknowledgment).

1.3.2. The honorary award shall be given to the NCJS employees who have worked in the institution for more than 3 years and have not been brought to disciplinary responsibility during this period, as well as to employees of public authorities and other citizens of Ukraine for high professionalism, significant contribution to the development of judicial education and the establishment and development of the NCJS. The procedure for awarding the Honorary Award is regulated by the Regulations on the Honorary Award of the National School of Judges of Ukraine [(Annex 58)](https://www.nsj.gov.ua/files/1517223888dod58.doc).

1.3.3 The National School of Judges of Ukraine shall be awarded the Certificate of Merit to employees of the National School of Judges who have worked in the institution for more than 2 years and have not been brought to disciplinary responsibility during this period, as well as to employees of public authorities and other citizens of Ukraine for their significant personal contribution to the development of judicial education and the establishment and development of the National School of Judges.

1.3.4. The National School of Judges of Ukraine is awarded with the Certificate of Appreciation to employees of the National School of Judges who have worked in the institution for more than 1 year and have not been brought to disciplinary responsibility during this period and for their impeccable work performance in the National School of Judges.

The procedure for awarding the Certificate of Honor and the Certificate of Appreciation of the National School of Judges is regulated by the Regulations on the Certificate of Honor of the National School of Judges and the Certificate of [Appreciation(Annex 59)](https://www.nsj.gov.ua/files/1467359970%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2059,%20%D0%9F%D1%80%D0%BE%20%D0%9F%D0%BE%D1%87%D0%B5%D1%81%D0%BD%D1%83%20%D0%B3%D1%80%D0%B0%D0%BC%D0%BE%D1%82%D1%83,%20%D0%9F%D0%BE%D0%B4%D1%8F%D0%BA%D1%83%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc) of the National School of Judges .

1.3.5. The issue of incentives is raised:

an employee - by the head of a structural unit before the rector after approval by the vice-rector in charge of the area of work;

the head of a structural unit - by the vice-rector in charge of the area of work before the rector;

Vice-Rector - Rector.

1.3.6. The issue of rewarding shall be considered on the basis of the relevant submission, which shall indicate the name, position, type of reward and for what significant achievements the person is being rewarded and on the occasion of which holiday or other circumstances, which shall be approved by the Vice-Rector in the relevant area.

1.3.7. The approved application shall be submitted to the Rector of the National School of Management for further decision-making, after which the relevant order shall be issued and the relevant entry shall be made in the employee's employment record book.

1.3.8. The award order is announced, and the award is presented to the employee, as a rule, in a solemn atmosphere.

**2. Measures of material incentives**

2.1. The only measure of financial incentives for the National School of Judges is bonuses. The bonus system is established by these Rules and the Regulations on Bonuses for Employees of the National School of Judges of Ukraine, which is approved by the order of the Rector.

2.2. Bonuses to the employees of the NSJU shall be paid based on their contribution to the overall performance of the NSJU within the bonus fund, which is an integral part of the remuneration fund.

2.3. The bonus fund shall be approved by the budget of the NSJU for the respective year and shall be formed in the amount of not less than 10 percent of official salaries and payroll fund savings.

**Chapter 4. Internal labor regulations**

4.1 The Internal Labor Regulations shall establish a procedure for the use of working time that shall be binding on all employees of the National School of Judges, and shall promote conscientious attitude to work, further strengthen labor discipline, organization of work, high quality of work, and increased productivity.

4.2. Labor regulations shall be approved by the meeting of the labor collective and shall be an integral part of the collective agreement.

*4.3. Employees of the NSBSU are obliged to comply with the institution's working hours, namely:*

4.3.1. the duration of employees' working hours is 40 hours per week;

4.3.2. on the eve of holidays and non-working days, the working hours shall be reduced by one hour;

4.3.3. duration of the working day:

The work starts at 9.00;

work ends at 18.00, except on Fridays, when work ends at 16.45;

break for rest and meals: from 13.00 to 13.45.

4.4. On the basis of an order, in exceptional cases, an employee may be required to work on weekends and non-working days in compliance with the relevant provisions of the labor legislation of Ukraine, in particular, compensation for work on these days by providing another day of rest, or double remuneration (by agreement of the parties).

4.5. An employee, if he or she meets the qualification requirements and upon application, may work part-time and on a combined basis in addition to his or her main job. However, the norm of working time in these cases shall not exceed 4 hours per day.

*4.6. The NSJU management undertakes to:*

4.6.1. properly organize the work of employees in order to comply with the employee's specialty and qualifications, assign a workplace to the employee, familiarize him/her with the assigned task and provide work throughout the working day, and provide healthy and safe working conditions;

4.6.2. constantly improve the organization of work;

4.6.3 strictly comply with labor legislation and labor protection rules, improve working conditions, ensure proper equipment of all workplaces and create working conditions that comply with labor protection rules, organize training of employees in accordance with the Regulations on the Procedure for Training and Testing of Knowledge on Labor Protection [(Annex 60)](https://www.nsj.gov.ua/files/1467359992%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2060,%20%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D0%BF-%D0%B4%D0%BE%D0%BA%20%D0%BF%D1%80%D0%BE%D0%B2-%D0%BD%D1%8F%20%D0%BD%D0%B0%D0%B2%D1%87-%D0%BD%D1%8F%20%D1%96%20%D0%BF%D0%B5%D1%80-%D0%BA%D0%B8%20%D0%B7%D0%BD%D0%B0%D0%BD%D1%8C%20%D0%B7%20%D0%BE%D1%85.%20%D0%BF%D1%80%D0%B0%D1%86%D1%96,%20%D0%A0.doc), the Procedure for Admission of Persons to the Premises of the National School of Judges of Ukraine [(Annex 61)](https://www.nsj.gov.ua/files/1636468373%D0%B4%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2061%20%D0%9F%D1%80%D0%B0%D0%B2%D0%B8%D0%BB%D0%B0%20%D0%BF%D1%80%D0%BE%D0%BF%D1%83%D1%81%D0%BA%D1%83%20%D0%B4%D0%BE%20%D0%9D%D0%A8%D0%A1%D0%A3-1-1.doc);

4.6.4. ensure systematic improvement of employees' qualifications and the level of their legal knowledge, create the necessary conditions for combining work and study.

4.7. For exemplary performance of duties established by the employment agreement, initiative, long and faultless service, and significant labor achievements, incentives provided for in Chapter 3 of this Section shall be applied.

*4.8. For violation of labor discipline, the head of the institution shall impose a disciplinary sanction in the form of a reprimand or dismissal.*

4.8.1. Before applying a disciplinary sanction, the administration must receive a written explanation from the violator of labor discipline.

4.8.2. Dismissal as a disciplinary sanction may be applied for systematic failure of an employee to fulfill the duties assigned to him/her by the employment contract or internal labor regulations without valid reasons, if the employee has previously been subject to disciplinary sanctions, for absenteeism (including absence from work for more than three hours during a working day) without valid reasons, as well as in case of a single gross violation of labor discipline, in particular for appearing at work in a drunken state, under the influence of drugs or other substances.

4.8.3. If an employee is not subjected to a new disciplinary sanction within one year from the date of disciplinary sanction, he/she shall be deemed not to have been subjected to a disciplinary sanction.

4.9. Disciplinary sanctions are applied by order of the Rector.

4.10. Instead of imposing a disciplinary sanction, the management of the NSJU may refer the issue of violation of labor discipline by an employee to the labor collective in accordance with the provisions of the collective agreement.

4.11. Employees shall be financially liable for damage caused to the institution as a result of violation of their labor duties.

4.12. In case of imposing material liability on an employee, his/her rights and legitimate interests are guaranteed by establishing liability only for direct actual damage within the limits and in the manner prescribed by law.

**Chapter 5. Labor collective and its participation in solving labor, social and economic issues**

5.1. The staff of the National School of Judges shall consist of all persons employed by the National School of Judges on the basis of an employment contract, including part-time and part-time employees.

5.2. The powers of the labor collective, social guarantees of employees are determined by the labor legislation and the collective agreement concluded in accordance with the established procedure between the Rector representing the administration and the representative of the labor collective elected by the meeting of the labor collective of the NSJU and representing its interests.

5.3. The collective agreement shall be concluded on the basis of the current legislation, obligations assumed by the management of the NSBSU and the labor collective in order to regulate labor and socio-economic relations and to harmonize the interests of employees and the institution represented by the management.

5.4. Each employee is obliged to familiarize himself/herself with the collective agreement in the department responsible for personnel support of the NSJU activities or with the representative of the labor collective.

5.5. Employees who are in labor relations with the NSJU shall directly participate in meetings of the labor collective, discussions and voting on the issues submitted for consideration, as well as elect a representative of the labor collective who represents them in relations with the NSJU management.

5.6. Employees may contact a representative of the labor collective and raise issues related to the protection of their social and labor rights.

**Section VIII.**

**Information support of activities**

**National School of Judges of Ukraine**

**Chapter 1: Information system**

1. Information support of the National School of Judges of Ukraine is aimed at maintaining an adequate level of public awareness of the work of the NCJU, increasing transparency and publicity in its activities in the context of rapid development of information technologies, and creating a positive image of the NCJU.

2. The procedure for creating, collecting, publishing information on the activities of the NSJU, using information technologies and resources of the NSJU, conducting information events aimed at improving and increasing the effectiveness of the NSJU information policy is determined by the legislation of Ukraine and these Regulations.

*3. The information system in the NSJU is based on the following principles:*

3.1. guaranteeing and realizing the rights of citizens to access information on the activities of the NSJU;

3.2. Organization of security in the NSJU information and telecommunication system.

3.2.1. Security in the NCJS information system is organized in accordance with the comprehensive information security system of the NCJS information and telecommunication system (hereinafter referred to as the NCJS ITS), part of the documentation of which is the Instruction on Ensuring Cyber Protection by Employees of the National School of Judges of Ukraine in the Performance of Duty (Annex 82).

3.2.2. Access to the NSJU ITS shall be provided using personal accounts of employees.

3.2.3. Any information created to fulfill the statutory tasks of the NSJU and/or stored in its information and telecommunication system is the property of the NSJU and is not considered personal, except for the personal data of employees. The use of such information is allowed only in the interests of the institution.

Personal data of the NCJS employees are used (collection, processing, storage and use) in accordance with the Regulations on the Processing and Protection of Personal Data in the personal databases owned by the National School of Judges of Ukraine (Annex 62).

3.2.4. Any information classified as critical (information with appropriate classification marks, for official use) or containing state secrets, when transmitted via open communication channels or recorded on external storage media in case of official need, must be encrypted using cryptographic systems.

3.2.5. The use of e-mail by employees of the National School of Judges shall be limited to official correspondence. The use of e-mail in the National School of Judges is prohibited:

- send emails containing computer viruses (emails are sent only after they have been checked for computer viruses);

- disseminate information prohibited by the current legislation of Ukraine or that does not meet the moral and ethical standards of its recipients, as well as send deceptive, disturbing or threatening messages containing rude and offensive language and suggestions;

- send mass emails that have not been agreed upon in advance, as well as advertising, commercial or propaganda emails (hereinafter referred to as "spam");

- open emails that are identified by the computer as "spam" and/or "junk mail";

- open files attached to emails that do not have a return email address; the return address is unknown and the email does not have a signature that can be used to identify the sender, etc.

The exchange of official documents is regulated by this paragraph and the Procedure for Sending Official Documents by E-mail at the National School of Judges of Ukraine ([Annex 63)](https://www.nsj.gov.ua/files/1467360010%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2062,%20%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D0%BE%D0%B1%D1%80%D0%BE%D0%B1%D0%BA%D1%83%20%D1%96%20%D0%B7%D0%B0%D1%85%D0%B8%D1%81%D1%82%20%D0%BF%D0%B5%D1%80%D1%81.%20%D0%B4%D0%B0%D0%BD%D0%B8%D1%85,%20%D0%A0.doc).

3.2.6 The use of Internet resources is allowed only for work purposes and should not threaten the NSJU ITS.

3.2.7. Employees shall bear disciplinary, property and legal liability for violation of the requirements of the above-mentioned Instruction, transmission or dissemination of information on the Internet in a manner contrary to the provisions of this Regulation and the legislation of Ukraine in the information sphere.

3.3. ensuring the accuracy, objectivity and timeliness of information about the NSJU.

3.4. coordinating information campaigns with the justice system institutions in cases stipulated by the concluded agreements.

*4. The objectives and principles of the NSJU information policy are mediated by the following means*:

4.1. comprehensive and sectoral planning of information support for the activities of the NSJU;

4.2. use of own information resources;

4.3. use of external information resources;

4.4. control over the implementation of plans, analysis of statistical data of information activities, preparation of analytical notes on improving the effectiveness of information policy.

*5. Coverage of the NSJU activities is carried out by:*

5.1. creating and maintaining its own website and official social media pages;

5.2. systematic preparation of information materials (articles, research papers, columns, comments) by the NSJU staff for the media, information and analytical websites, scientific periodicals, etc;

5.3. participation of employees in thematic (legal) television and radio programs and broadcasts;

5.4. providing information support during certain events related to the main activities, participation of the NSJU employees in scientific conferences, seminars, round tables, etc;

5.5. issue and disseminate express information, press releases, reviews, information collections, newsletters (special bulletins), etc;

5.6. conducting targeted information events: briefings, press conferences, interviews with the management of the NSJU;

5.7. organization of library and museum business;

5.8. conducting editorial and publishing activities, in particular, publishing and distributing the professional scientific, theoretical and practical journal "Slovo of the National School of Judges of Ukraine";

5.9. fulfill information requests from citizens, representatives of public organizations and the media, and inform the HQCJ;

5.10. monitoring of the media, preparation of reports for the management on legal events in the life of the state, reports on the NSJU and its employees;

5.11. responding to publications that are untrue or legally incompetent and taking measures provided for by applicable law (refutation, apology, filing lawsuits, etc.) to establish the truth, actively counteracting paid-for materials.

*6. The following documents and information about the NSJU are subject to disclosure:*

6.1. the regulatory framework of the NSJU, except for documents constituting official secrets;

6.2. information on the organizational structure, functions, powers, main tasks, plans, directions and results of the NSJU activities;

6.3. personal data of the management and other employees of the NSJU (upon consent);

6.4. information on advisory and working bodies of the NSJU;

6.5. information on the conditions for candidates for the position of a judge to undergo special training at the National School of Judges, forms and samples of documents, and rules for filling them out;

6.6. information on the conditions of training of judges and court staff, conducting trainings, and the procedure for regular evaluation of judges;

6.7. information on research and scientific and methodological activities of the NSJU;

6.8. information about activities and events in the life of the NSJU;

6.8. information on public procurement;

6.9. other information on the activities of the NSJU approved by the management of the NSJU.

*7. Information about the activities of the NSJU is disseminated in the state language.*

7.1. If it is necessary to disseminate information in foreign languages, the structural units of the NSJU in the respective area of work shall provide authentic translation from the state language into another language in which this information is disseminated.

8. The Rector shall provide general management of the information policy and activities of the NSJU.

*9. The information work is organized and coordinated by an employee of the NSJU who performs the functions of a press secretary (hereinafter referred to as the press secretary)*), who reports directly to the rector and is appointed by an order of the NSJU. Press Secretary:

9.1. ensure and organize comprehensive and sectoral planning of the NSJU information activities;

9.2. monitor the implementation of plans on information activities, analyze statistical data of information activities, prepare analytical notes on improving the effectiveness of information policy;

9.3. determine the list of print and electronic media, thematic television and radio programs, scientific periodicals for establishing cooperation, prepare, if necessary, drafts relevant agreements, and maintains contacts with them on behalf of the NSJU;

9.4. submits to the media, editorial offices of information and analytical Internet sites, scientific periodicals information and scientific materials prepared by the NSJU employees;

9.5. ensure participation of the NSJU employees in thematic (legal) television and radio programs and broadcasts;

9.6. organize issuance and distribution of express information, press releases, reviews, information collections, newsletters (special bulletins), etc;

9.7. prepares and participates in targeted information events: briefings, press conferences, interviews with the management of the NSJU;

9.8. provides information support during certain events related to the core activities, participation of the NSJU employees in scientific conferences, seminars, round tables, etc;

9.9. organize the information content (support) of the NSJU website and the institution's official page on social media.

9.10. performs other functions necessary for the implementation of the information activities of the NSJU.

*10. All structural subdivisions of the NSJU participate in the information activities of the NSJU in the areas of work that*:

10.1. plan information work based on the preparation of at least one publication per month for publication in the media (the information work plan is an integral part of the unit's work plan for the year);

10.2. prepare and provide the Press Secretary with information messages and materials for posting on the NSJU website;

10.3. at the request of the press secretary, send employees of the NSJU (including, upon consent, judges-teachers, specialists of other institutions) to participate in thematic (legal) television and radio programs and broadcasts;

10.4. participate in the preparation of express information, press releases, reviews, information collections, newsletters (special bulletins), etc;

10.5. prepare responses to information requests from citizens, representatives of public organizations and mass media, information and analytical reports on the activities of the structural units of the NSJUU;

10.6. participate in responding to publications that are untrue or legally incompetent, in taking measures to establish the truth, counteracting paid-for materials (refutation, apology, filing lawsuits, etc.).

11. The external communication policy of the NCJS with the institutions of the justice system shall be ensured by the authorized persons of the NCJS in accordance with the Regulations on the Committee for Ensuring External Communication Policy of the National School of Judges of Ukraine [(Annex 70)](https://www.nsj.gov.ua/files/1490878653%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2070.doc).

12. Technical support of information activities is provided by the department responsible for the implementation and development of information technologies in the NSBSU.

**Chapter 2. The Procedure for Coverage of Information on the Activities of the NSJU**

**1. Fulfillment of information requests**

1.1. Information requests received by the NSJU shall be assigned by the Rector to vice-rectors and heads of structural subdivisions by areas of activity.

1.2. Information requests shall be fulfilled within 5 business days from the date of receipt of the request, or at the request of a person who, in accordance with the legislation of Ukraine, has the right to receive an information request urgently (within 3 business days).

1.3. If the request concerns the provision of a large amount of information or requires the search for information among a significant amount of data, the term for consideration of the request may be extended up to 20 business days with justification for such an extension and mandatory notification of the requestor in writing no later than 3 business days from the date of receipt of the request.

1.4. Information upon request is provided free of charge.

*1.5. Refusal to fulfill an information request is allowed in the following cases:*

1.5.1. In accordance with the powers provided for by law, the NSJU does not possess and is not obliged to possess the information in respect of which the request has been made;

1.5.2. the requested information belongs to the category of restricted information (access to documents marked "For Official Use" is regulated by the Instruction on the Procedure for Accounting, Storage and Use of Documents, Files, Publications and Other Material Media Containing Official Information at the National School of Judges of Ukraine).

1.6. The response to information requests shall be agreed with the vice-rectors in the areas of activity and signed by the rector.

**2. Interaction with print and electronic media, scientific publications**

*2.1. Publications in external information resources, participation in TV and radio programs*

2.1.1. Information about the NSJU, articles, and scientific papers prepared by structural subdivisions are approved by the vice-rectors in the areas of activity and provided to the press secretary within the first decade of the month in which the publications are scheduled.

2.1.2. After editorial review of the submitted materials by the department responsible for documenting the activities of the NSJU, the press secretary places them in print and electronic media, scientific publications in accordance with the agreements or contracts concluded.

2.1.3. The Spokesperson monitors the media on a daily basis and prepares written reports for the management on legal events in the life of the state, media reports on the NSJU and its employees, which are sent to the addressees by e-mail by 11 a.m. every Monday. In special cases, this information is transmitted immediately.

2.1.4. Media invitations to participate in thematic (legal) TV and radio programs shall be transmitted to the Rector to determine the employees who will represent theNSJU at these events.

*2.2. Responding to publications that do not correspond to reality.*

2.2.1. Reaction to publications that are untrue or legally incompetent, as well as taking measures provided for by the current legislation (refutation, apology, filing lawsuits, etc.) to establish the truth, active counteraction to paid-for materials is carried out on behalf of the rector on the basis of relevant materials.

2.2.2 Responses to publications containing inaccurate information are prepared by structural subdivisions of the NSJU, agreed with vice-rectors, chief of staff in the areas of activity, with the department responsible for legal support of the NSJU, vice-rector for organizational activities and submitted for signature to the rector within 10 working days.

2.2.3. In cases stipulated by the legislation and on behalf of the Rector, the department responsible for legal support of theNSJU activities shall prepare statements of claim based on the materials provided by the structural subdivisions of theNSJU in accordance with the procedure stipulated by paragraph 3.3. "Claims Work" of Chapter 3, Section VI of these Regulations.

*2.3. Holding briefings, press conferences, and interviews.*

2.3.1. Briefings are conducted by the management of the NSJU with the participation of media representatives and are organized on the occasion of an important event in the activities of the NSJU, or are held on a specific day and time and provide a brief overview of the main events, answers to journalists' questions.

2.3.2. Invitations to briefings and press conferences shall be made by the press secretary by sending a message by non-addressed mail (fax, e-mail), which shall specify the date, time and place of the event, its topic and the method of accreditation.

2.3.3 At the press conference, journalists are given a press release, which briefly presents information on the main issues of interest to journalists, and indicates contact numbers of persons who can clarify the information provided in the press release. The press release may be accompanied by information collections, newsletters (special bulletins), photographs, materials on electronic media (floppy disks, disks, cassettes), statistical data, biographical references, regulations, advertising materials, etc.

2.3.4. In order to organize an interview, the press secretary shall preliminarily agree on the date and time of the event, receive a list of questions of interest to the media and coordinate them with the head of the NSJU who participates in the interview. If necessary, structural units, on behalf of the head, prepare information and reference materials on the topic of the interview within 3 working days.

2.3.5. In case of written answers to interview questions, the press secretary receives the necessary materials from structural units within 3 working days, processes them, agrees them with the manager participating in the interview, and sends them to the media outlet.

*2.4. Information support of individual events.*

2.4.1 During certain important events related to the main activities of the NSJU, media representatives are invited, information materials are prepared for them, and accreditation is carried out.

2.4.2. Participation of NSJU employees in educational events of the NSJU, as well as in events organized by other institutions (scientific conferences, seminars, round tables, etc.), is covered by the NSJU Press Secretary with the use of technical means (photo and video recording, recording of speeches on electronic media). The material prepared for publication is agreed with the employee who participated in the event, and, if necessary, with the vice-rectors, the chief of staff in the areas of activity, and the rector of the NSJU.

**3. Use of information technologies**

*3.1. The procedure for posting materials on the NSJU website.*

3.1.1. The NSJU website - registered with the domain name nsj.gov.ua - is an information resource that covers the activities of the NSJU, its structure and tasks, etc.

3.1.2. Information on the activities of the NSJU for posting on the website shall be prepared by the structural units of the NSJU in the respective areas of work.

3.1.3. Heads of structural subdivisions coordinate information with vice-rectors, chief of staff in the areas of activity, submit it for technical editing to the department responsible for documentary support of the NSJU activities and further posting on the NSJU website. The information is provided in printed and electronic form.

3.1.4. Only the press secretary and employees of the department responsible for information systems and technologies of the NSJU shall post information on the NSJU website and modify it.

3.1.5. Normative legal acts of the NSJU shall be posted on the website only by order of the Rector.

*3.2. Organization of security in the information system.*

3.2.1. Access to the NSJU information system shall be provided using personal accounts of employees.

3.2.2. Any information created to fulfill the statutory tasks of the NSJU and/or stored in its information system is the property of the NSJU and is not considered personal, except for the personal data of employees. The use of such information is allowed only in the interests of the institution.

Personal data of the NCJS employees are used (collection, processing, storage and use) in accordance with the Regulation on the Processing and Protection of Personal Data in the personal databases owned by the National School of Judges of Ukraine [(Annex 62)](https://www.nsj.gov.ua/files/1467360010%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2062,%20%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D0%BE%D0%B1%D1%80%D0%BE%D0%B1%D0%BA%D1%83%20%D1%96%20%D0%B7%D0%B0%D1%85%D0%B8%D1%81%D1%82%20%D0%BF%D0%B5%D1%80%D1%81.%20%D0%B4%D0%B0%D0%BD%D0%B8%D1%85,%20%D0%A0.doc).

3.2.3. Any information classified as critical (information with appropriate classification marks, for official use) or containing state secrets, when transmitted via open communication channels or recorded on external storage media in case of official need, must be encrypted using cryptographic systems.

3.2.4. The use of e-mail by the National School of Judges employees shall be limited to official correspondence. The use of e-mail in the National School of Judges is prohibited:

- send emails containing computer viruses (emails are sent only after they have been scanned for computer viruses);

- disseminate information prohibited by the current legislation of Ukraine or that does not meet the moral and ethical standards of its recipients, as well as send deceptive, disturbing or threatening messages containing rude and offensive language and suggestions;

- send mass emails that have not been agreed upon in advance, as well as advertising, commercial or propaganda emails (hereinafter referred to as "spam");

- open emails that are identified by the computer as "spam" and/or "junk mail";

- open files attached to emails that do not have a return email address; the return address is unknown and the email does not have a signature that can be used to identify the sender, etc.

The exchange of official documents is regulated by this paragraph and the Procedure for Sending Official Documents by E-mail at the National School of Judges of Ukraine ([Annex 63)](https://www.nsj.gov.ua/files/1467360014%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2063,%20%D0%9F%D0%BE%D1%80%D1%8F%D0%B4%D0%BE%D0%BA%20%D0%BD%D0%B0%D0%B4%D1%81-%D0%BD%D1%8F%20%D0%B5%D0%BB.%D0%BF%D0%BE%D1%88%D1%82%D0%BE%D1%8E%20%D1%81%D0%BB%D1%83%D0%B6%D0%B1.%20%D0%B4%D0%BE%D0%BA-%D0%BD%D1%82%D1%96%D0%B2,%20%D0%A0.doc).

3.2.5. The use of Internet resources is allowed only for   
work purposes and should not threaten the NSJU information system.

3.2.6 Employees shall be legally liable for transmitting or disseminating information on the Internet in a manner that contradicts the provisions of these Regulations and the legislation of Ukraine in the information sphere.

**4. Organization of library and museum business**

*4.1 Library of the National School of Judges of Ukraine.*

4.1.1. The NSJU Library (hereinafter referred to as the Library) is an organized collection of printed and electronic publications that are formed in accordance with the needs of its users.

4.1.2. These Regulations establish the rules for using the NSJU Library in accordance with the legislation of Ukraine on librarianship.

4.1.3. The use of the library is provided by the department responsible for organizing the library business of the National School of Economics and Law of the National Academy of Sciences of Ukraine, and is free of charge for users for all types of services and is carried out in a specially equipped room.

4.1.4. Employees of the National School of Judges, the High Qualifications Commission of Judges of Ukraine and the High Council of Justice, judges and employees of judicial offices, and students of the National School of Judges have the right to use the library.

4.1.5. Registration to the library is carried out on the basis of the user's identity document and his/her obligation to comply with the rules of using the library, confirmed by his/her personal signature on the library form.

*4.2. The procedure for using the library.*

4.2.1. Reference, bibliographic and information services to users are provided during the working day by means of the electronic library database.

4.2.2. Rare and valuable printed publications are provided to users in the original in exceptional cases and only for scientific work. Photocopying and scanning of such publications is limited.

4.2.3. Users have the right to:

visit the library and use publications from the library's collection;

receive information (free of charge) about the composition of the library collection through a reference and search engine (except for commercial databases), consulting assistance in finding and selecting information sources;

to get acquainted with the publications exhibited at new acquisitions and thematic exhibitions;

photocopy and scan printed publications from the library's collection, subject to the requirements of the Law of Ukraine "On Copyright and Related Rights" and taking into account the physical condition and value of the publication.

4.2.4. Users are obliged to:

notify the department's employees of any changes in the place of residence or surname indicated in the passport;

take care of publications from the library collection, hardware and software of automated reading workstations;

upon receipt of publications, check their quantity, compliance with the order, availability of pages, inserts, illustrations, physical condition, and notify the department employee of any defects;

report problems that occurred during work on the library users' computers;

comply with copyright regulations and the procedure for using databases and other intellectual property of the library, as well as the rules for using the Internet in the NSJU;

present notebooks, folders, and papers for review at the request of the department's employees;

to deposit documents on any media (books, newspapers, magazines, CD-ROMs, etc.) that do not belong to the library, as well as outerwear, briefcases and bags, except for money and valuables, which are not accepted for storage;

to observe the rules of public order, silence and cleanliness in the library premises, and to take care of property and equipment.

4.2.5. Users are prohibited from:

spoil the publication;

take publications out of the library collection, transfer them to other persons in a manner not provided for by the library's rules of use;

violate the order of placement of books, magazines and other documents on open access shelves;

violate the rules for working with readers' computers;

use cell phones in the reading room;

use their own computers, cameras, recorders, etc. without permission.

4.2.6. A user who has caused damage to a printed publication of the library shall replace it with a similar or equivalent copy or reimburse the market value of the publication. He/she shall be liable for damage to the library property in accordance with the legislation of Ukraine and shall be deprived of the right to use the library for a period of one year.

*4.3. Museum business.*

4.3.1. Museum business is an activity aimed at creating and operating a museum room at the National School of Judges of Ukraine.

4.3.2. A museum room shall be created at the department responsible for organizing the library business of the NCJS and shall collect, preserve, study and exhibit items - monuments of the history of the establishment and functioning of the NCJS, the system of judicial training, development and reform of the judiciary, etc.

4.3.3 Photo archives, copies of documents, awards of state authorities, which are given to the NSJU, as well as any gifts to the NSJU, which are received by its management in the course of its main activities, shall be transferred to the museum room.

**Chapter 3. Editorial and publishing activities of the NSJU**

**1. Organization of editorial and publishing activities**

1.1. The editorial and publishing activities of the National School of Judges of Ukraine are a set of consistent actions of the National School of Judges staff, developed in practice, aimed at preparing and publishing publishing products, and are aimed at disseminating scientific knowledge in the field of law, and carrying out information and educational work.

1.2. Responsibility for the editorial and publishing activities of the NSJU lies with a separate structural unit and the Vice-Rector for Research and Scientific and Methodological Work.

*1.3. The editorial and publishing activities of the NSJU consist of several stages:*

1.3.1. preparatory - covers activities related to the search for authors and materials (authors submit scientific papers with all components - main, auxiliary and additional texts, as well as original illustrations with the necessary captions, summaries, etc. - for editorial and publishing processing);

1.3.2. editorial - includes reviewing, first reading, literary editing, and technical editing; layout, layout reading, proofreading, and artistic design - is performed by the publisher;

1.3.3. production - printing works (carried out under the control of the publisher directly in printing houses);

1.3.4. marketing - involves the distribution of printed materials both by the NSJU itself and by the publisher.

1.4. To organize and carry out editorial and publishing activities, the NSJU concludes an agreement with a publishing house for a period of one year.

**2. The publication "Word of the National School of Judges of Ukraine"**

2.1. The main area of editorial and publishing activities of the National School of Judges is the preparation and publication of a professional national scientific, practical and methodological legal publication "Slovo of the National School of Judges of Ukraine" (hereinafter - the Journal).

2.2. The purpose, status, target readership, corporate identity, structure, technical requirements for the issue, information, editorial and scientific support of the publication, as well as the features of its distribution are determined by the Concept of the journal, which is agreed by the editorial board and approved by [the](https://www.nsj.gov.ua/files/1626094264%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2079.docx) order of the rector.

2.3 Information, editorial and scientific support of the journal is carried out in strict compliance with the requirements for scientific professional publications of Ukraine, as well as the criteria for selecting publications for inclusion in the world scientific and metric databases.

2.4. The journal accepts unpublished scientific articles of scientific and practical value, containing a deep independent analysis of current problems of development of legal science, legislation and practice.

2.5. Internal peer review of scientific articles and information materials prepared for publication in the journal, as well as external peer review, is carried out by the editorial board, the composition of which is approved by the Scientific and Methodological Council of the NSJU.

2.6 The editorial board of the journal consists of the chairman, deputy chairman and deputies, executive secretary and members of the editorial board.

2.7. The editorial board of the journal is formed in accordance with the requirements established for the editorial boards of scientific professional publications of Ukraine.

2.8. The decision to publish the next issue of the journal is realized through the procedure of recommendation for publication by the Scientific and Methodological Council of the NSJU and the chairman of the editorial board of the journal.

**Section IX.**

**Economic and financial support of the National School of Judges of Ukraine**

**Chapter 1: Economic support of the NSJU activities**

1.1. A separate independent department responsible for this area of work provides economic support for the activities of the NSJU.

*1.2. Economic support includes:*

1.2.1. maintenance of the NSJU premises in accordance with the standards of industrial sanitation and fire safety, etc;

1.2.2. develop plans for current and capital repairs of the premises, power supply, water supply, communication, air ducts and other facilities, and prepare estimates of business expenses;

1.2.3. control over the use of energy resources in the NSJU premises, rational use of materials and funds allocated for business purposes;

1.2.4. accounting for material assets and ensuring their storage;

1.2.5. accounting, storage and issuance of scientific and methodological materials received from other organizations, institutions and establishments, including international ones, under cooperation agreements and/or as free-of-charge assistance at the NSJU shall be carried out in accordance with the Procedure for Receiving, Accounting, Storage and Issuance of Scientific and Methodological Materials Received from Other Organizations, Institutions and Establishments, Including International On Cooperation Agreements and/or as Free-of-Charge Assistance at the National School of Judges of Ukraine ([Annex 72](https://www.nsj.gov.ua/files/1526040351dod72.docx)).

1.2.6. performing works on landscaping, gardening and cleaning of the territory, facade design, etc;

1.2.7. drafting agreements with relevant enterprises, organizations and institutions on the provision of services in the field of business, control over the implementation of the concluded agreements;

1.2.8. ensuring working conditions in each structural unit of the NSJU in accordance with the requirements of regulatory legal acts.

1.3. In order to take care of the property of the NSJU and ensure its preservation, certain employees are assigned financial responsibility. A full liability agreement shall be concluded with such employees.

*1.4. Receipt of inventory items*

1.4.1 To receive inventory, the head of a structural unit sends a memo with a substantiated request to the Vice-Rector, Chief of Staff for the relevant area of the NSJU.

1.4.2. The said application with the corresponding resolution of the Vice-Rector, Chief of Staff shall be sent for execution to the department responsible for economic support of the NSESU activities.

1.4.3. In case of absence of necessary inventory items, the department responsible for economic support of the NSJU activities, in agreement with the department responsible for financial support of the NSJU activities, shall purchase the necessary goods.

1.4.4. Inventories are directly received by the financially responsible person of the department responsible for the economic support of the NSJU, and a corresponding register is drawn up and signed.

1.5. In case an employee uses his/her own property at the workplace, such an employee is obliged to submit an application for the use of his/her own property to the department responsible for financial support of the activities of the NSJU within one day [(Annex 65)](https://www.nsj.gov.ua/files/1467360024%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2065,%20%D0%97%D0%B0%D1%8F%D0%B2%D0%B0%20%D0%BF%D1%80%D0%B0%D1%86%D1%96%D0%B2%D0%BD%D0%B8%D0%BA%D0%B0%20%D0%BD%D0%B0%20%D0%B2%D0%B8%D0%BA%D0%BE%D1%80%D0%B8%D1%81%D1%82%D0%B0%D0%BD%D0%BD%D1%8F%20%D0%B2%D0%BB%D0%B0%D1%81%D0%BD%D0%BE%D0%B3%D0%BE%20%D0%BC%D0%B0%D0%B9%D0%BD%D0%B0,%20%D0%A0.doc).

*1.6. Acceptance of the work performed*

1.6.1. In order to ensure proper performance of work with the use of material assets at the National School of Judges, the Act of Work Performed with the Use of Material Assets at the National School of Judges of Ukraine [(Appendix 66 shall be drawn up](https://www.nsj.gov.ua/files/1467360030%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2066,%20%D0%90%D0%BA%D1%82%20%D0%B2%D0%B8%D0%BA%D0%BE%D0%BD%D0%B0%D0%BD%D0%B8%D1%85%20%D1%80%D0%BE%D0%B1%D1%96%D1%82,%20%D0%A0.doc)).

1.6.2. Responsible persons shall be appointed for acceptance of works performed and services rendered under contracts concluded by the NSJU:

under lease (sublease) agreements for premises and for reimbursement of expenses for utilities provided by the regional branch - directors of regional branches;

under contracts for administrative, economic and material support - the head of the department responsible for economic support of the NSJUU;

under contracts for information and technical support - the head of the department responsible for information support of the NSJU activities;

under other agreements - heads of structural units by areas of work.

**Chapter 2. Financial support of the NSJU activities**

2.1. Issues related to the disposal of funds and property of the NCJS, opening of accounts with the State Treasury Service of Ukraine, and approval of financial statements on the activities of the NCJS are resolved by the Rector of the National School of Judges of Ukraine.

2.2. The financial support of the activities of the NSJU shall be provided on the basis of the NSJU budget for the respective year by a separate independent department responsible for this area of work. The procedure for preparing, calculating and approving the budget is determined by the Cabinet of Ministers of Ukraine.

2.3. All financial flows of the NSBSU (receipt of funds from the state budget for the institution's expenses, payments for goods, works, services, etc.) are channelled through the treasury system by the territorial body of the State Treasury Service of Ukraine.

*2.4. The sources of financial support of the NSJU are:*

2.4.1. funds of the general fund of the State Budget of Ukraine;

2.4.2. funds of a special fund (own revenues of a budgetary institution) - funds received in accordance with the established procedure as payment for the provision of services, performance of works, grants, gifts and charitable contributions, funds from the sale of products or property, as well as other activities, other revenues of a special fund - court fees and revenues from the transfer of collateral to the state.

The procedure for receiving funds to the special fund is regulated by the Regulations on the Special Fund of the National School of Judges of Ukraine established to credit funds received from other sources of own revenues [(Annex 67)](https://www.nsj.gov.ua/files/1467360036%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2067,%20%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D1%81%D0%BF%D0%B5%D1%86.%D1%84%D0%BE%D0%BD%D0%B4%20%D0%BA%D0%BE%D1%88%D1%82%D1%96%D0%B2,%20%D1%89%D0%BE%20%D0%BD%D0%B0%D0%B4%D1%96%D0%B9%D1%88%D0%BB%D0%B8%20%D0%B7%D0%B0%20%D1%96%D0%BD%D1%88.%D0%B4%D0%B6%D0%B5%D1%80%D0%B5%D0%BB.%20%D0%B2%D0%BB.%D0%BD%D0%B0%D0%B4%D1%85-%D0%BD%D1%8C,%20%D0%A0.doc), the Regulations on the Special Fund of the National School of Judges of Ukraine established as a result of the sale and disposal of property [(Annex 68)](https://www.nsj.gov.ua/files/1467360042%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%2068,%20%D0%9F%D0%BE%D0%BB-%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%20%D1%81%D0%BF%D0%B5%D1%86%D1%96%D0%B0%D0%BB%D1%8C%D0%BD%D0%B8%D0%B9%20%D1%84%D0%BE%D0%BD%D0%B4%20%D0%B7%20%D1%83%D1%82%D0%B8%D0%BB%D1%96%D0%B7%D0%B0%D1%86%D1%96%D1%97%20%D0%BC%D0%B0%D0%B9%D0%BD%D0%B0%20%D0%9D%D0%A8%D0%A1%D0%A3,%20%D0%A0.doc).

*2.5. Financial support of activities includes:*

2.5.1. budget planning - preparation of the NSJU budget request for the next year and its approval by a higher body;

2.5.2. payroll of the NSJU employees;

2.5.3. payment of taxes and fees to the state budget and relevant funds in accordance with applicable law;

2.5.4. making settlements under the NSJU agreements;

2.5.5. accounting;

2.5.6. control over the use of the NSJU funds within the approved budget for the current year;

2.5.7. organization of control over the write-off of inventory.

*2.6 Budget planning*

2.6.1. In order to formulate the budget request of the NSJU for the next planned budget period, the heads of structural subdivisions shall submit to the department responsible for financial support of the NSJU activities substantiated proposals on the budgetary requirements for the activities of the respective structural subdivisions by April 1 of the current year.

2.6.2. The proposal shall contain information on the name, quantity of goods, works and services, planned price per unit and annual cost of the required resources, as well as an extended justification for the need to purchase the specified goods, works, services.

2.6.3. The main requirement for planning by the spending unit is to ensure that budgetary funds are used to cover labor costs, taxes and mandatory payments to the budget and state trust funds, and utility bills. Secondary expenses include the purchase of goods, works and services, capital repairs, etc. These expenses are financed after urgent expenses have been covered and in the absence of debt.

2.6.4. Estimates, plans of allocations are made only on the basis of limit certificates on budget allocations containing approved budget allocations (established budget allocations) and their monthly distribution, as well as other indicators that, according to the legislation, must be determined on the basis of standards. Limit certificates on budgetary allocations of an institution are issued by the central executive body responsible for implementing the state policy in the field of finance, the main administrator of public funds.

2.6.5. After summarizing the submitted proposals, forming the draft budget request for the next year, signing and approving the budget program passport and cost estimates by the central executive body responsible for implementing the state policy in the field of finance, if necessary, during the budget year, the institution's budget may be amended (adjustments, redistribution of allocated funds by cost items) within the established expenditure limit.

*2.7. Making payments*

2.7.1. Any business transactions of the NSJU that have a financial component must be properly executed and documented and comply with the requirements of the current legislation of Ukraine in the field of public sector finance.

2.7.2. The documentary evidence of the fact of business transactions (purchase of goods, performance of works, services, etc.) shall be duly signed contracts, consignment notes, acts of work performed, etc.

2.7.3. Duly executed documents (consignment notes, acts of completion, checks, receipts, advance reports, etc.) shall be the basis for making payments for goods, works and services.

*2.8. Control over the use of the NCJS funds and accounting shall be carried out in accordance with the Regulations on the Organization of Accounting in the National School of Judges of Ukraine (*[*Appendix 73*](https://www.nsj.gov.ua/files/1568730428dod73_.pdf)*):*

2.8.1. compliance with the procedure for making payments for goods, works and services purchased with budgetary funds;

2.8.2. reliable and correct execution of information included in the registers of budgetary obligations and budgetary financial obligations;

2.8.3. ensuring completeness and accuracy of data of supporting documents on business transactions, which are formed and submitted in the course of treasury services;

2.8.4. storage, processing and transfer to the archive of processed primary documents and accounting registers that are the basis for recording transactions in accounting and preparing financial and statistical reports;

2.8.5. providing users with full and unbiased information on the financial condition of the budgetary institution, its performance and the movement of budgetary funds;

2.8.6. providing the management and relevant structural units of the NSJU with accounting and reporting data for making informed management decisions, preparing economically justified cost estimates for services that may be provided for a fee in accordance with the law, and identifying possible risks of financial and economic activities;

2.8.7. development and implementation of measures to maintain and improve the level of financial and budgetary discipline of the institution;

2.8.8. taking measures to eliminate violations and deficiencies identified during control measures taken by state bodies authorized to monitor compliance with the requirements of the budget legislation.

*2.9. Procedure for writing off inventory*

2.9.1. The procedure for writing off inventories shall be determined by the Cabinet of Ministers of Ukraine and the central executive body responsible for implementing the state policy in the field of finance.

2.9.2. In order to ensure proper write-off of inventory from the NSJU balance sheet, a relevant commission shall be formed, and, if necessary, separate orders of the NSJU shall be issued.