ЗАТВЕРДЖЕНО

Наказ ректора Національної

школи суддів України

\_\_\_\_\_\_\_\_\_\_\_\_2024 р. № \_\_\_\_

**REGULATIONS**

**on the Educational Laboratory for European Union Law Study**

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

**1.** **General provisions**

1.1. The Educational Laboratory for European Union Law Study of the National School of Judges of Ukraine (hereinafter referred to as the Educational Laboratory) is an unbalanced separate structural subdivision (on the basis of a department) of the National School of Judges of Ukraine (hereinafter referred to as the NSJU), without the status of a legal entity, which, as part of the NSJU, carries out scientific, methodological and practical activities on the implementation of European Union law in the educational process of training highly qualified personnel for the justice system.

1.2. Full name of the structural unit ‘Educational Laboratory for European Union Law Study’ of the National School of Judges.

1.2.2. Англійською мовою – «Educational Laboratory for European Union Law Study» of the National School of Judges of Ukraine.

1.3. Short name of the Educational Laboratory for European Union Law Study of the National School of Judges of Ukraine:

1.3.2. Англійською мовою – «ELF EULS» of the NSJU.

1.4. Location of the ‘Educational Laboratory for European Union Law Study’ of the National School of Judges of Ukraine: 120 A Zhylianska St., Kyiv, 01032.

1.5. In its activities, the Educational Laboratory shall be governed by the Constitution of Ukraine, laws of Ukraine, resolutions of the Verkhovna Rada of Ukraine, decrees of the President of Ukraine, acts of the Cabinet of Ministers of Ukraine, other bylaws, decisions of the High Qualifications Commission of Judges of Ukraine, the Statute of the National School of Judges, the Rules of Procedure of the National School of Judges, orders of the Rector of the National School of Judges, other legal acts and this Regulation.

1.6. The work of the Educational Laboratory shall be carried out in accordance with the work plans of the National School of Judges and the work plans of the Educational Laboratory, as well as individual instructions of the National School of Judges' management.

1.7. The structure and staffing of the Educational Laboratory shall be approved by the Rector of the NSJU.

1.8. Employees of the Educational Laboratory shall be appointed to the position by the order of the Rector of the NSJU on the proposal of the Head (Head) of the Educational Laboratory.

1.9. The Educational Laboratory is accountable and controlled by the Rector of the National School of Judges of Ukraine on issues of research and implementation of training courses on EU law in the curricula of the National School of Judges of Ukraine, as well as international cooperation.

1.10. The Educational Laboratory shall use the property owned by the National School of Judges.

**1.** **Main tasks and functions of the Educational Laboratory**

1.1. The main tasks of the Educational Laboratory are:

2.1.1. To unite the intellectual potential of experts in the field of European Union law and direct efforts towards achieving the results set out in the Declaration adopted by the European Council at the Copenhagen Summit in June 1993, as well as in the National Programme for the Adaptation of Ukrainian Legislation to the Legislation of the European Union, in the field of judicial education to guarantee the rule of law and human rights.

2.1.2. To develop and implement relevant training materials for judges (judicial assistants) on the application of European Union law and the case law of the Court of Justice in the educational process of the National School of Judges.

2.1.3. Raising awareness of judges about the development of Ukrainian legislation in the priority areas defined by the National Programme towards its gradual approximation to the EU legislation.

2.1.4. Implementation of the results of scientific research and scientific and practical recommendations into the educational process of the National School of Judges in the area of the training laboratory's activities.

2.1.6. Development of the personnel potential of the Educational Laboratory for the effective performance of its tasks.

2.2 In accordance with the tasks, the Educational Laboratory performs the following functions:

2.2.1. Conducting research related to the general principles of European Union law and the case law of the Court of Justice.

2.2.2. Study the case law of the Court of Justice of the European Union in the following areas (intellectual property, personal data, harmonisation of national court practice with the law of the European Union in the field of guaranteeing and ensuring the observance of human rights and freedoms in judicial practice).

2.2.3. Collection and synthesis of national and international developments on mechanisms of approximation of national legislation and practice of administration of justice to the standards of the European Union.

2.2.4. Implementation of the results of scientific research, scientific and practical recommendations and international experience in adapting national legislation and judicial practice to the standards of European Union law in the educational process of the NSJU (development of thematic lectures, training courses, methodological recommendations).

2.2.5. Studying the impact of the positions of the Court of Justice of the European Union on the law enforcement practice of national courts.

2.2.6. Promoting awareness of judges on the development of Ukrainian legislation in the priority areas defined by the National Programme towards its gradual approximation to the EU legislation through trainings, conferences, roundtables with the involvement of international experts and judges of the Court of Justice of the European Union.

2.2.7. Publication of scientific and methodological developments in the field of European Union law and the results of their implementation in the process of judicial education in reports, at international scientific and practical conferences, in specialised scientific publications, in particular in the professional national scientific, practical and methodological legal publication ‘Slovo of the National School of Judges of Ukraine’.

2.2.8. Submitting proposals to the NSJUwork plan, the NSJUmain events plan, etc.

2.2.9. Documentary support of the Educational Laboratory and record keeping in accordance with the Instruction on Record Keeping in the NSJU.

2.2.10. Preparation of information messages about the activities of the Educational Laboratory on European Union Law on the NSJU website and in the media.

2.2.16. Maintaining the page of the Educational Laboratory on the NSJU website and ensuring its information content.

**3.** **Rights of the Educational Laboratory**

3.1. The Educational Laboratory has the right to:

3.1.1. Receive information on issues related to the areas of work from the NSJU employees.

3.1.2. To get acquainted with the documents, materials, orders of the Rector of NSJU, necessary for the performance of the tasks assigned to the Educational Laboratory.

3.1.3. To inform the management of the NSJU about the assignment to the Educational Laboratory of the work that does not fall within its competence or goes beyond it, as well as about the cases of failure of the NSJU employees to provide documents and other materials necessary for the Educational Laboratory to resolve the relevant issues.

3.1.4. To involve, with the consent of the heads of structural subdivisions, the employees of the NSJU in planning and conducting events for which the Educational Laboratory is responsible.

3.1.5. To participate in meetings, conferences and other events on issues within the competence of the Testing Laboratory.

**4.** **Head of the Educational Laboratory**

4.1 The head of the Educational Laboratory is the head (head), who is appointed and dismissed by the order of the Rector of the NSJU in compliance with the requirements of the current legislation.

4.2. The qualification requirements for the position of the Head (Head) are: higher legal education at the educational qualification level of Master (Specialist), at least 3 years of professional experience or experience in international projects on justice, European Union law, international cooperation, English language proficiency at the B2 level.

4.3. The duties of the Head (Head) of the Educational Laboratory in his/her absence shall be performed by his/her deputy or one of the employees of the Educational Laboratory upon the proposal of the Head (Head) of the Educational Laboratory in accordance with the order of the Rector of the National School of Judges.

4.4. Head of the Educational laboratory:

4.4.1. ensures and coordinates the work of the Educational Laboratory on the issues of research of the European Union law, development of training courses.

4.4.2. Ensures and coordinates the work of the Educational Laboratory in holding international and national roundtables, forums, conferences, methodological seminars, workshops, trainings on the European Union law in cooperation with other structural subdivisions of the NSJU and courts.

4.4.3. Establish research working groups to study the law of the European Union and develop training courses with the involvement of judges, retired judges, academics, and international experts.

4.4.3. Represents the Educational Laboratory in all bodies, institutions, enterprises and organisations within the powers defined by this Regulation and instructions of the NSJU management.

4.4.4. Manages the preparation of the work plans of the Educational Laboratory in accordance with the work plans of the NSJU.

4.4.5. Ensures statistical and analytical analysis of the quality of the organisation of the process of introducing thematic lectures and specialised courses on European Union law into the educational process of judges.

4.4.6. Ensures interaction and coordination with other structural units of the National School of Judges to perform the tasks assigned to the Educational Laboratory.

4.4.7. Analyses the state and development trends in the area within the competence of the Educational Laboratory, submits proposals for the elimination of negative and consolidation of positive trends.

4.4.8. Take the necessary measures to improve the organisation of the work of the Educational Laboratory.

4.4.9. Participate in meetings and other events on issues within the competence of the Educational Laboratory.

4.4.10. Signs and endorses the prepared documents and is personally responsible for the performance of the tasks assigned to the Educational Laboratory.

4.4.11. Submit proposals for the distribution of responsibilities among the employees of the Educational Laboratory and supervise their work.

4.4.12. Organise and control the timely execution by the employees of the Educational Laboratory of orders and instructions of the Rector of the National School of Judges, decisions of the High Qualifications Commission of Judges of Ukraine, orders of the State Judicial Administration of Ukraine and other state bodies.

4.4.13. Ensures that the employees of the Educational Laboratory comply with the requirements for non-disclosure of information contained in documents marked ‘For Official Use’ for technical protection of information, ensures that the employees of the Educational Laboratory comply with the Internal Labour Regulations of the NSJU, safety rules and occupational safety instructions.

4.4.14. Submit proposals for dismissal and transfer of the employees of the Educational Laboratory, encouragement or application of disciplinary measures.

4.4.15. Promote the improvement of the qualification level and professional growth of the employees of the Educational Laboratory.

4.4.16. Supervise the record keeping and storage of documents in the Educational Laboratory, organise the work with documents in accordance with the current legislation of Ukraine and the Instruction on Record Keeping in the NSJU.

4.4.18. Organises the work on the logistical and methodological support of the Educational Laboratory and ensures the safety of material and technical assets.

4.4.19. Performs other assignments of the NSJU management.

**5.** **Responsibilities**

5.1. The indicators for assessing the performance of the Educational Laboratory are the timeliness and quality of performance of the duties, work plans of the NSJU, work plans of the Educational Laboratory, orders and instructions of the NSJU management.

5.2. The employees of the Educational Laboratory shall be liable in accordance with the current legislation of Ukraine for:

non-compliance with the requirements of the current legislation, organisational and administrative acts in the performance of the functions assigned to them;

non-performance or improper performance of official duties, work plans of the NSJU, work plans of the Educational Laboratory, orders and instructions of the NSJU management;

disclosure of information contained in documents marked ‘For Official Use Only’ and personal data that they have become aware of in connection with the performance of their official duties;

exceeding their official powers, failure to comply with the provisions established by the Regulations of the NSJU, violation of the Internal Labour Regulations of the NSJU, labour discipline and requirements for labour protection and fire safety;

inefficient or inappropriate use of software and improper storage of equipment in their use.

**6.** **Interaction**

6.1. The Educational Laboratory interacts with other structural subdivisions of the NSJU, subdivisions of bodies, institutions and establishments within the limits of its authority.

6.2. In accordance with the requirements of the NSJU Regulations and orders of the Rector of the NSJU, the employees of the Educational Laboratory participate in the work of permanent and temporary interstructural formations of the NSJU: commissions, committees, working groups, etc., in particular, those formed on a project-targeted basis, to implement interrelated tasks that require the joint efforts of various structural units of the NSJU.

**7.** **Establishment and termination of the Educational Laboratory**

7.1. The establishment and termination of the Educational Laboratory shall be carried out in accordance with the order of the Rector of the NSJU with subsequent amendments to the structure of the NSJU.

**8.** **Amendments and additions to the Regulations**

8.1. Amendments and additions to this Regulation are made on the basis of the order of the Rector of the NSJU.