**APPROVED**

Order of the Rector of the National School

judges of Ukraine

*October 16, 2024*№

**PROVISIONS**

**about the judicial training department**

**National School of Judges of Ukraine**

**1. General provisions**

* 1. The Judicial Training Department of the National School of Judges of Ukraine is an independent structural unit of the National School of Judges of Ukraine (hereinafter referred to as the Department, NSJU, respectively), subordinated to the Rector of the NSJU and accountable to the Vice-Rector in a particular area.

1.2. In its activities, the Division is guided by the Constitution of Ukraine, acts of the President of Ukraine and the Cabinet of Ministers of Ukraine, the Law of Ukraine "On the Judiciary and the Status of Judges", anti-corruption legislation, decisions of congresses of judges of Ukraine, the Council of Judges of Ukraine, the High Council of Justice, the High Qualifications Commission of Judges of Ukraine (hereinafter - HQCJ), the Statute of the National School of Judges, the Rules of the National School of Judges, orders of the National School of Judges, other legal acts and this Regulation

1.3. The work of the Division shall be carried out in accordance with the work plans of the NSJU and the work plans of the Division, as well as individual instructions of the NSDC management.

1.4. The composition of the Department shall be determined by the structure and staffing approved in accordance with the established procedure.

1.5. The department has a round seal with the name of the structural unit, the sample of which is approved by the order of the NSJU.

**2. Tasks of the Department**

2.1. The main tasks of the Department are:

2.1.1. Ensuring the implementation of training programs for judges who:

a) appointed to the position of a judge;

b) elected to administrative positions in courts.

2.1.2. Conducting initial training of persons appointed to the position of a judge and who do not have any work experience as a judge in accordance with the procedure and program approved by the High Qualifications Commission of Judges of Ukraine upon the proposal of the NSJU (hereinafter - initial training).

2.1.3. Conducting periodic training of judges in order to improve their professional qualifications in accordance with the calendar plans for maintaining qualifications and calendar plans and programs for periodic training of judges to improve their qualifications approved by the Rector of the National School of Judges.

2.1.4. Conducting training courses determined by the disciplinary body to improve the qualifications of judges temporarily suspended from the administration of justice.

2.1.5. Training and periodic education of judge assistants in order to improve their professional qualifications in accordance with the calendar plan of training and professional development approved by the Rector of the National School of Judges.

2.1.6. Develop a set of training programs for judges and judicial assistants:

2.1.6.1. Standardized training programs for judges and judges elected to administrative positions in courts

2.1.6.2. Calendar plans for training judges to maintain their qualifications and relevant training programs;

2.1.6.3. Schedules of periodic training of judges to improve their qualifications and relevant training programs;

2.1.6.4. Programs of training courses for advanced training of judges temporarily suspended from the administration of justice;

2.1.6.5. Draft programs of initial training of judges and submit them for approval by the High Qualifications Commission of Judges of Ukraine;

2.1.6.6. Calendar plans for the training and periodic education of judge assistants in order to improve their professional qualifications and relevant training programs.

2.2. Participation in the development and implementation, within the framework of international legal cooperation, of joint programs of the NSJU with foreign specialized institutions for the training of judges and judicial assistants.

2.3. Monitoring the success of judges' training programs and ensuring that judges are regularly evaluated on the basis of their training.

2.4. Coordination and control of training activities for judges and judicial assistants in the regional branches of the National School of Judges.

2.5. Developing proposals for improving the process of initial training, training of judges and training of judge assistants, drafting acts on introducing relevant changes to the procedure, programs and training activities.

2.6 Develop, in cooperation with other units of the National School of Judges, a draft procedure for the initial training of judges and submit it for approval by the High Qualifications Commission of Judges of Ukraine.

2.7. Development of training schedules and timetables for the initial training of judges and control over their implementation.

2.8. Developing draft regulatory legal acts on issues within the competence of the Department

**3. Functions of the Department**

3.1 In accordance with the tasks assigned to it, the Department plans and organizes events for initial training, training of judges and judicial assistants:

3.1.1. Submit proposals for the formation of working groups for the preparation of draft training programs (including Standardized ones), as well as provide general guidance and coordination of their activities.

3.1.2. Organizes the development, formation and ensures approval in accordance with the established procedure of the calendar plan for training of judges; calendar plan for training and advanced training of judicial assistants; individual training program for advanced training of judges temporarily suspended from the administration of justice; calendar plan for periodic training of judges; and relevant programs for each training event.

3.1.3. Coordinates and ensures approval in accordance with the established procedure of the developed annual schedules (plans) of the educational process and schedules of classes for initial training of judges.

3.1.4. Coordinates dates, terms and venue of training events for judges and judge assistants (including trainings), and together with the scientific and methodological support departments of the National School of Judges conducts testing of the developed training programs within the framework of the training program.

3.1.5. In cooperation with the regional branches of the National School of Judges, territorial departments of the State Judicial Administration of Ukraine, the Supreme Court, higher specialized courts, general courts of appeal, courts of appeal, and local administrative and economic courts, it organizes the formation of training groups of judges and judicial assistants for training.

3.1.6. Organizes, in cooperation with other units of the National School of Judges, material and technical support for the initial training, training of judges and judicial assistants.

3.1.7. Organizes, together with the departments of scientific and methodological support of the NSJU, the filling of training events with educational and methodological literature and manuals.

3.1.8. Organizes, in cooperation with other subdivisions of the NSJU, the provision of training activities with educational, methodological and logistical support for the initial training of judges.

3.1.9. Form and maintain the Register of Judges who have undergone training and issuance of electronic Certificates.

3.1.10. Issue to judges an extract from the Register of Training.

3.1.11. Organize submission of information to the HQCJ and SJA of Ukraine on judges' training and retraining in accordance with the established procedure.

3.1.12. Sends judges and the HQCJ evaluation forms based on the results of their training to judges and the HQCJ in accordance with the established procedure.

3.1.13. Create a register of judges' initial training and issuance of electronic certificates based on its results, and ensure maintenance of this register.

3.1.14. Sends to the HQCJ an extract from the order on dismissal of a judge in connection with the initial training to be included in the judicial dossier.

3.1.15. Sends to the court at the place of work of the judge and the judge an extract from the order on the judge's dismissal in connection with the initial training.

3.1.16. Prepare a draft report on the results of initial training, training of judges and judicial assistants in the National School of Justice and its regional branches.

3.3 The Department shall oversee the organization of initial training, training of judges and judicial assistants, including:

3.3.1. Formation of training groups of judges and judicial assistants for training at the NSJU.

3.3.2. Monitoring compliance with the calendar plans for training and periodic education of judges and judge assistants and programs of their training activities, as well as their attendance and attendance at classes.

3.3.3 Record attendance of students at initial training classes.

3.3.4. Coordination of measures to prepare the schedule of initial training classes.

3.4 Organizational work of the Department:

3.4.1 Preparation of analytical materials for meetings of the NSJU management.

3.4.2. Preparation of the Department's work plan.

3.4.3. Preparation of materials on judges who have undergone training and retraining for submission to the courts at their place of work and to the HQCJ (in respect of those temporarily suspended from the administration of justice).

3.4.4. Summarizing and analyzing the materials of the organizational work of the NSJU on training of judges, judicial assistants and initial training.

3.4.5. Preparation of information reports on the activities of the NSJU on training of judges, judicial assistants and initial training.

3.4.6. Preparation of proposals to the NSJU work plan for educational, methodological and research work.

3.4.7. Summarize and analyze the materials of the educational and methodological work of the National School of Judges on the initial training of judges.

3.4.8. Maintain record keeping in accordance with the Instruction on Record Keeping in the NSJU.

**4. Rights of the Department**

4.1. The Department has the right to:

4.1.1. Receive information from the employees of the NSJU and regional offices on issues related to the areas of work.

4.1.2. To familiarize himself/herself with documents, materials, orders of the NSJU necessary for the performance of the tasks assigned to the Department.

4.1.3. Engage, with the consent of the heads of the relevant structural units of the NSJU, the developers of training courses and other employees in conducting training and exercises.

4.1.4. With the consent of the heads of the relevant structural units of the NSJU, engage other employees in the preparation of draft regulations and implementation of activities for which the Division is responsible.

4.1.5. Attend all training events, as well as seminars, workshops, round tables, etc.

4.1.6. Participate in meetings, conferences and other events on issues within the competence of the Department.

**5. Head of the Department**

5.1. The Department is headed by the Head, who is appointed and dismissed by the Rector of the National School of Economics and Business in accordance with the procedure established by law.

5.2. A person with a complete higher legal education at the master's (specialist's) level and at least 5 years of experience in the field of law or in another specialty in managerial positions shall be appointed to the position of the Head of the Department.

5.3. Head of the Department:

5.3.1. Carry out general management of the Department, ensure the fulfillment of its tasks, and organize its work.

5.3.2. Make proposals for the distribution of responsibilities among employees and monitor their work.

5.3.3 Signs and endorses prepared documents and is personally responsible for the performance of tasks assigned to the Department.

5.3.4. Ensure that the employees of the Department comply with the Internal Labor Regulations of the SSU.

5.3.5. Supervise the implementation by the Division of legislative and other regulatory acts, orders of the NSJU and other instructions of the NSJU management.

5.3.6. Organizes statistical and analytical analysis of the quality of the educational process.

5.3.7. Ensures interaction with other departments of the SJCU and regional offices to conduct initial training, training of judges and judicial assistants.

5.3.8. Promote professional development and professional growth of the employees of the Department.

5.3.9. Exercise control over the record keeping and preservation of documents in the Department, organize work with documents in accordance with the current legislation of Ukraine and the Instruction on Record Keeping in the NSDC.

5.3.10. Ensure that the employees of the Department comply with the requirements for non-disclosure of information from documents marked "For Official Use" and technical protection of information, internal labor regulations, safety rules and occupational safety instructions.

5.3.11. Submit proposals for encouraging the employees of the Department and applying disciplinary measures.

5.3.12. Ensure that the Department fulfills other orders of the Rector and Vice-Rector of the NSJU.

5.3.13. Responsible for keeping the seal of the Department.

5.4.  The duties of the Head of the Department in his/her absence shall be performed by the Deputy Head or another employee of the Department on the basis of the order of the SSU.

**6. Responsibility**

6.1. The indicators for evaluating the performance of the Division are the timeliness and quality of performance by the employees of the Division of their official duties, the work plans of the NSJU the work plans of the Division, orders and instructions of the NSDC management.

6.2**.**  Employees of the Department shall be responsible in accordance with the current legislation of Ukraine for:

6.2.1. Failure to comply with the requirements of applicable laws, organizational and administrative acts in the performance of their functions.

6.2.2. Failure to perform or improper performance of official duties, work plans of the NSJU, work plans of the Division, orders and instructions of the NSJU management.

6.2.3. Disclosure of information from documents marked "For Official Use Only" and personal data entrusted to or learned in connection with the performance of official duties.

6.2.4. Exceeding his/her official authority, failure to comply with the provisions established by the Regulations of the NSJU, violation of the Internal Labor Regulations, labor discipline and requirements for labor protection and fire safety.

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

**7. 7.**

7.1. The Department interacts with other structural subdivisions of the NSJU, subdivisions of bodies, institutions and establishments within the limits of its powers.

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