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|  | **APPROVED**  Order of the Rector of the National  Schools of Judges of Ukraine  03.03.2025 № |

**PROVISIONS**

**About the Kharkiv Regional Office**

**National School of Judges of Ukraine**

**1. General provisions**

1.1. The Kharkiv Regional Branch of the National School of Judges (hereinafter referred to as the Regional Branch) is a non-balance sheet, separate structural subdivision of the National School of Judges (hereinafter referred to as the NSJU), without the status of a legal entity, which on behalf of the NSJU carries out activities related to the organization and conduct of: training of judges, including those elected to administrative positions in courts; periodic training of judges to improve their qualifications; training and advanced training of employees of the apparatus of local and appellate courts; training of judges in the

1.2. Full name of the Regional Office:

1.2.1. in Ukrainian - **Kharkiv Regional Branch of the National School of Judges of Ukraine**

1.2.2. in English - **Kharkiv Regional Branch of the National school of Judges of Ukraine**

1.3. Short name of the Regional Office:

1.3.1. in Ukrainian - **Kharkiv Regional Branch of the National School** of Economics

1.3.2. in English - **Kharkiv RB NSJU**

1.4. Location of the regional office: **13, Nezalezhnosti Avenue, Kharkiv, 61022**

1.5. In its activities, the Regional Office is guided by the Constitution of Ukraine, laws of Ukraine, decrees of the President of Ukraine and resolutions of the Verkhovna Rada of Ukraine, acts of the Cabinet of Ministers of Ukraine, the Law of Ukraine "On the Judiciary and Status of Judges", the Law of Ukraine "On Prevention of Corruption", decisions of congresses of judges of Ukraine, the Council of Judges of Ukraine and the High Qualifications Commission of Judges of Ukraine, the High Council of Justice and other judicial authorities, the Labor Code of Ukraine, the Collective Agreement of the National School of Judges, the Internal Labor Regulations, Art.

1.6. The work of the Regional Office shall be carried out in accordance with the work plans of the NSJU and the work plans of the Regional Office, as well as separate instructions of the NSJU management.

1.7. The composition of the Regional Office shall be determined by the structure and staffing approved in accordance with the established procedure.

1.8. Employees of the Regional Office shall be appointed by order of the NSJU upon the proposal of the Director of the Regional Office.

1.9. The Regional Office shall be subordinated to the Vice-Rector in charge of the area of work and the Chief of Staff and shall coordinate its activities with the Rector of the NSJU

1.10. The regional office uses the property on the balance sheet of the NSJU.

1.11. The regional office shall have a round seal with the name of the structural unit and the corresponding stamps, samples of which shall be approved by the order of the NSJU.

**2. Main tasks of the Regional Office**

2.1. The main tasks of the Regional Office are

2.1.1. Training of judges, including those elected to administrative positions in courts, in accordance with the Rules of Procedure of the National School of Judges, the Regulations on Training and Periodic Training of Judges in the National School of Judges (hereinafter - the Regulations on Training), the Calendar and Training Programs approved by the order of the National School of Judges

2.1.2. Periodic training of judges in order to improve their qualifications in accordance with the Rules of the NSJU, the Regulations on Training, the Calendar and Program of Events approved by the NSJU Order.

2.1.3. Training of court staff and improvement their qualifications in accordance with the SJCU Regulations, the SJCU Calendar Plan and training programs approved by the SJCU Order.

2.1.4. Training of employees of the Judicial Protection Service and improvement of their qualifications in accordance with the Regulations of the NSJU, the Training Plan and training programs approved by the NSJU order.

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

2.1.6. Conducting initial training of judges in accordance with the Rules of Procedure of the National School of Judges.

2.1.7. Developing proposals to the Calendar Plans for training and advanced training of judges, court staff, and employees of the Court Security Service

2.1.8. Coordination and control of the educational process at the Regional Office.

2.1.9. Developing proposals for improving the training of judges, court staff, employees of the Court Security Service, and initial training of judges.

2.1.10. Developing draft regulations on issues within the competence of the Regional Office.

2.1.11. Organization of interaction with other structural subdivisions of the NSJU to check the state of readiness of the educational, methodological and logistical support of the educational process of the Regional Branch.

**3. Functions of the Regional Office**

3.1. The regional office, in accordance with the tasks assigned to it, shall plan and organize the educational process:

3.1.1. Organizes the development of measures for theoretical, practical training and advanced training of judges, court staff, and employees of the Judicial Protection Service before the beginning of the academic year.

3.1.2. Participates in determining the main directions of organizing training and/or advanced training of judges, court staff, and employees of the Court Security Service.

3.1.3. Coordinate and ensure approval of the developed annual Calendar Plans and Programs of Events in accordance with the established procedure

3.1.4. In cooperation with the National School of Judges, territorial departments of the State Judicial Administration of Ukraine, heads of local and appellate courts, and territorial departments of the Court Security Service, the formation of training groups is organized.

3.1.5. Organizes, in cooperation with other subdivisions of the SJA, scientific, methodological, material and technical support for the process of training and/or advanced training of judges, court staff, and employees of the Court Security Service.

3.1.6. Forms and provides information for maintaining the register of the Judicial Training Database, recording and sending evaluation questionnaires, information on judges' training at the Regional Office and issuance of NSJU Certificates to the HQCJ.

3.1.7. Prepares reports on training and/or advanced training of judges, court staff, and employees of the Court Security Service at the Regional Office.

3.1.8. Invite the most experienced lecturers from among judges, retired judges, court staff, employees of the State Judicial Administration of Ukraine and its territorial departments, employees of the Judicial Security Service, professors of higher education institutions, employees of state institutions, organizations and other persons with relevant knowledge.

3.2. The regional office shall control the organization of the educational process, including:

3.2.1. Formation of study groups for training and/or advanced training at the Regional Office.

3.2.2. Control over compliance with the Calendar Plans, Schedules of the educational process

3.2.3. Exercise current control over the organization and conduct of training and/or advanced training at events held in accordance with the approved Training and/or Advanced Training Programs; attendance of training sessions by trainees (judges, court staff, employees of the Court Security Service)

3.2.4. Control over the planning, implementation and compliance with the established workload standards of the academic staff.

3.2.5. In order to improve the educational process, the Company conducts a questionnaire survey of students based on the results of the training and/or advanced training activities.

3.2.6. Summarizes and analyzes internally the results of training and/or advanced training.

3.2.7. The judge shall be regularly evaluated by the NSJU lecturers (trainers) based on the results of the training by filling out a questionnaire.

3.3 Organizational work of the Regional Office:

3.3.1. Preparation of analytical materials for the meetings of the NSJU.

3.3.2. Preparation of proposals to the NSJU Work Plan, the NSJU Key Action Plan, etc.

3.3.3. Upon request of the relevant structural subdivisions, the NSJC shall invite teachers and form lists for training and advanced training of teacher-trainers from among judges and retired judges, researchers and other professionals involved in teaching activities at the NSJC and regional branches.

3.3.4. Provides documentary support for the work of the regional office and record keeping in accordance with the Instruction on Record Keeping in the NSJU.

3.3.5. Provides organizational measures for training and/or advanced training.

3.3.6. Prepares information reports on the activities of the Regional Office for training and/or advanced training to be posted on the NSJU website and in the media.

**4. Rights of the Regional Office**

4.1 The Regional Branch shall have the right to:

4.1.1. Receive information from the NSJU employees on issues related to the areas of its 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 Regional Office.

4.1.3. To notify the management of the NSJU of entrusting the Regional Office with the performance of work that does not fall within its competence or goes beyond it, as well as of cases when the NSJU employees fail to provide documents and other materials required by the Regional Office to resolve the issues raised.

4.1.4. To involve, with the consent of the heads of structural subdivisions, the NSJU employees in planning and conducting events for which the Regional Office is responsible.

4.1.5. Participate in meetings, conferences and other events on issues within the competence of the Regional Office.

**5. Director of the Regional Office**

5.1. The Regional Office shall be headed by a Director who shall be appointed and dismissed by an order of the NSJU in compliance with the requirements of the applicable law.

5.2. The qualification requirements for the position of the Director of the Regional Office are: higher legal education at the educational qualification level of a master's degree (specialist), at least 3 years of professional experience in managerial positions or at least 7 years of professional experience in other fields. In some cases, a person who does not have the above work experience may be appointed to the position of the Regional Branch Director.

5.3. In case of his/her absence, the duties of the Director of the Regional Office shall be performed by the Deputy Director or one of the employees of the Regional Office in accordance with the order of the NSJU.

5.4. Director of the Regional Office:

5.4.1 Ensures and coordinates the work of the Regional Office in organizing and conducting training and/or advanced training of judges, court staff, employees of the Judicial Security Service, initial training of judges; conducting training courses determined by the disciplinary body to improve the skills of judges temporarily suspended from the administration of justice.

5.4.2. Represent the Regional Office in all bodies, institutions, enterprises and organizations within the powers specified in this Regulation.

5.4.3. He/she shall represent the interests of the NSJU within the powers defined by the power of attorney or upon written or oral instructions of the NSJU management.

5.4.4. Manage the preparation of the Regional Office's Work Plans in accordance with the NSJU Work Plans.

5.4.5. Provides statistical and analytical analysis of the quality of the organization of the educational process of the Regional Office.

5.4.6. Ensures interaction and coordination with other structural units of the NSJU to fulfill the tasks assigned to the Regional Office.

5.4.7. Analyzes the status and development trends in the area within the competence of the Regional Office, makes proposals to eliminate negative and consolidate positive trends.

5.4.8. Take necessary measures to improve the organization of the Regional Office's work.

5.4.9. Participate in meetings and other events on issues within the competence of the Regional Office.

5.4.10. Sign and endorse the prepared documents and bear personal responsibility for the fulfillment of the tasks assigned to the Regional Office.

5.4.11. Make proposals on the distribution of responsibilities among the employees of the Regional Office and supervise their work.

5.4.12. Organize and control the timely execution by the employees of the Regional Office of orders and instructions of the management 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.

5.4.13. Submit proposals for dismissal and transfer of employees of the Regional Office, encouragement or application of disciplinary measures.

5.4.14. Promote professional development and professional growth of the employees of the Regional Office.

5.4.15. Exercises control over record keeping and storage of documents in the Regional Office; organizes work with documents in accordance with the current legislation of Ukraine and the Instruction on Record Keeping in the NSJU.

5.4.16. Responsible for the preservation of the seal of the Regional Office and for the correct use thereof.

5.4.17. Organize work on material, technical and methodological support of the Regional Office.

5.4.18. Notify the management of the NSJU of all circumstances that threaten the safety of the NSJU's material assets in the Regional Office.

5.4.19. Performs other assignments of the NSJU management.

5.4.20. He/she is obliged to comply with the requirements of labor legislation, the NSJU Collective Agreement, internal labor regulations, business etiquette, occupational safety, occupational sanitation, occupational health and fire protection requirements.

5.4.21. He/she shall comply with the requirements for non-disclosure of information contained in documents marked "For Official Use Only", technical protection of information, ensure compliance by the employees of the Regional Office with the NSJU Internal Labor Regulations, safety rules and occupational safety instructions.

5.4.22. Transfer material assets provided for personal use for the performance of official duties to a person designated by management in the event of dismissal.

**6. Responsibility**

6.1. The indicators for assessing the performance of the Regional Office shall be timely and high-quality fulfillment by the employees of the Regional Office of their tasks and job responsibilities, the NSJU Work Plans, the Regional Office Work Plans, orders and instructions of the NSJU management.

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

6.3.1. Poor or untimely performance or non-performance of their official duties, the NSJU Work Plans, the Regional Office Work Plans, orders and instructions of the NSJU management.

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

6.3.3. 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.

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

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

**7. 7.**

7.1. The Regional Branch shall interact 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 NSJU, employees of the Regional Office participate in the work of permanent and temporary interstructural formations of the NSJU: commissions, committees, working groups, in particular, those formed on a project-targeted basis, to implement interrelated tasks that require the combined efforts of various structural units of the NSJU.

**8. Establishment and termination of the Regional Office**

8.1. Establishment and termination of the Regional Branch shall be carried out in accordance with the order of the NSJU with subsequent introduction of appropriate changes to the structure of the NSJU.

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

9.1. Amendments and additions to this Regulation shall be made on the basis of an order of the NSJU.

**DONE:**

Director

Kharkiv Regional Branch of the National School of Education

\_\_\_\_\_\_\_\_\_\_\_\_Lilia Gutsal

**APPROVED:**

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