**APPROVED**

Order of the Rector of the National School of Judges of Ukraine

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_

# REGULATIONS

**on the Department of Training of Teachers (Trainers)**

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

## 1. General provisions

1.1. The Training of Trainers Department of the National School of Judges (hereinafter referred to as the Department, NSJU) is an independent academic structural unit of the NSJU, which is directly subordinate and accountable to the Vice-Rector in charge of the NSJU and coordinates its activities with the Rector of the NSJU.

1.2. In their activities, the employees of the Division are guided by the Constitution of Ukraine, the Law of Ukraine ‘On the Judiciary and the Status of Judges’, other laws of Ukraine, acts of the President of Ukraine and the Cabinet of Ministers of Ukraine, anti-corruption legislation, decisions of congresses of judges of Ukraine, the Council of Judges of Ukraine, the High Qualifications Commission of Judges of Ukraine, the High Council of Justice, the Concept of National Standards of Judicial Education, the Strategy for the Development of Judicial Education in Ukraine for 2021-2025, the Labour Code of Ukraine, the Collective Agreement of the National School of Judges, the Regulations of the National School of Judges, and the Rules of Procedure.

1.3. The work of the Division is carried out in accordance with the work plans of the National School of Judges and the work plans of the Division, individual orders of the Rector and Vice-Rector in the area of work of the National School of Judges.

1.4. The functioning of the Department is carried out in accordance with the structure and staffing approved in accordance with the established procedure.

## 2. Main tasks of the Department

2.1. Coordination and support of the activities of the NSJUand its regional branches on the selection and training of judges-teachers (trainers) of the NSJU.

2.2. Participation in the scientific, research and methodological work of the NSJUo n the development of teaching methodology, interactive forms and methods of teaching; conducting research on the latest methods of adult education, development of professional skills, innovations, study and application of foreign experience in the field of judicial education.

2.3. Coordinating activities with the structural units of the NSJU that train judges, conduct initial training of judges, and train court staff and regional offices of the NSJC in terms of introducing interactive learning methods in the training process, periodic and distance learning.

2.4. Scientific and methodological support for the training of judges-teachers of the NSJU in accordance with the Concept of National Standards of Judicial Education.

2.5. Organising trainings for trainers (methodological and thematic), providing recommendations on the selection of candidates for participation in these trainings.

2.6 In accordance with the Plan of Research and Methodological Work of the National School of Judges for the current year, participate in the research and methodological activities of the National School of Judges on scientific and methodological support for the initial training of judges, training and periodic training of judges, as well as training of court staff and employees of the Court Security Service in order to maintain and improve their qualifications.

2.7. Scientific and methodological support for the training of lecturers (trainers) on courses developed by the Training of Lecturers (Trainers) Department.

2.8. Ensuring the effectiveness of work on the implementation of interactive methods of training judges, analysing questionnaires, statistics, and summarising materials on the training of judge-teachers and trainers of the National School of Judges.

2.9. Scientific and methodological support for the initial training of judges in the NSJU in terms of drafting the Programme of Initial Training of Judges of the relevant specialisation and the Procedure for Initial Training of Judges in the NSJU.

2.10. Organise and prepare (collect, organise, review) materials for their further publication in the NCJU print media in the form of a professional national scientific, practical and methodological legal publication ‘Word of the National School of Judges of Ukraine’.

2.11. Ensuring the activities of the Scientific and Methodological Council of the NSJU.

### 3. Functions of the Division

3.1 The Division, in accordance with its tasks, selects lecturers (trainers) of the NSJU and its regional branches from among judges, retired judges and researchers with high professional level and good reputation. It also carries out activities for their training and professional development. To this end, the Department:

3.1.1. Analyses and assesses the needs for teachers (trainers) of the National School of Judges who provide training for judges, periodic and distance learning for judges, training for court staff and employees of the Judicial Protection Service, and selects teachers based on the data of this analysis and needs assessment.

3.1.2. Develops training products for the initial training of judges.

3.1.3. Prepares drafts of the Initial Training Programme for judges of the relevant specialisation and the Procedure for Initial Training of Judges in the National School of Judges.

3.1.4. Proposes research topics and topics of training products for inclusion in the Plan of Research and Scientific and Methodological Work of the National School of Judges for the relevant year, which are to be developed by the Division.

3.1.5. Develops curricula, a list of courses and trainings for training of the target groups specified in clause 3.1 of this Regulation.

3.1.6. The Division shall develop educational products (curricula, courses and trainings) in accordance with the Concept of National Standards of Judicial Education using interactive teaching methods to fulfil its tasks.

3.1.7. Forms the composition of working groups for the development of training products developed by the Division.

3.1.8. Provides scientific and methodological support for the activities of the working groups.

3.1.9. Ensures updating of the training products previously developed by the Department.

3.1.10. Conducts testing of the training products developed by the Division, and organises training for trainers with subsequent transfer of course materials to the Divisions providing training for the justice system.

3.1.11. At the request of other departments, the NSJU shall select teachers (trainers) for testing (piloting) the developed training courses and trainings.

3.1.12. Ensures the development of courses and trainings for teachers in cooperation with international technical assistance projects.

3.1.13. Carries out training and advanced training of teacher-trainers from among judges and retired judges, researchers, as well as NSJ staff involved in teaching activities in the NSJ and the NSJ Regional Schools, in accordance with the requirements specified in the Concept of National Standards of Judicial Education. For this purpose, it conducts methodological seminars, workshops, trainings, methodological summer schools, etc.

3.1.14. Provide methodological recommendations on the use of interactive teaching methods in the educational process aimed at developing judicial skills.

3.1.15. Write textbooks, monographs, teaching and methodological and practical manuals.

3.1.16. conducts research to provide scientific support for the training of the target groups referred to in clause 3.1. of this Regulation in order to integrate scientific, educational and practical activities, identify and develop new forms, methods and technologies of training, improve methods, increase efficiency and quality of all types of training activities.

3.1.17. In order to check the quality of work of teachers, attract qualified teachers to teach at the NGSU, it participates in the development of feedback questionnaires for participants of courses and trainings, analyses the results of monitoring the quality of educational activities.

3.1.18. Organising and conducting methodological seminars, workshops, training seminars, methodological summer schools for judge-trainers and staff of the NSJUwho participate in the selection and training of teachers, development of courses and trainings for teachers, provide scientific and methodological support for teaching courses and conducting trainings at the NSJU.

3.1.19. Organise and conduct, jointly with the Information Technology Department, seminars and workshops for developers, faculty moderators and administrators of distance learning courses; prepare the necessary materials for the purpose of training and professional development of faculty.

3.1.20. Preparation of draft orders, action plans, instructional and methodological materials on issues related to the training of judges-teachers and trainers of the National School of Judges, implementation of interactive teaching methods during training, periodic training and distance learning of judges, and other issues within the competence of the Division.

3.1.21. To study and summarise international experience on improving judicial education, principles of selection and training of teachers.

3.1.22. Studying domestic and foreign experience in editorial and publishing activities, making proposals for the implementation of best practices.

3.2. Organisational work of the Department:

3.2.1. Preparation of materials for reports and meetings of the NSSU management on issues within the competence of the Department.

3.2.2. Preparation of the information and analytical report on the Division's activities and the report on the Division's work.

3.2.3. On behalf of the Rector of the NGSU or the Vice-Rector for the area of work, prepare a draft Plan of Research and Scientific and Methodological Work of the NSJU in accordance with the annual plans of structural subdivisions.

3.2.4. On behalf of the Rector or Vice-Rector for the area of work of the NSJU, in accordance with the information and analytical reports on the activities of structural units for the six months and a year, prepares a draft generalised section ‘Research and Scientific and Methodological Activities, International Cooperation’ of the Information and Analytical Report on the activities of the NSJU for the six months and a year.

3.2.5. On the instructions of the Rector or Vice-Rector in the area of work of the NMSU, prepare information and analytical materials on the implementation of the Plan of research and scientific-methodical work of the NSJU for the year.

3.2.6. Provide organisational and methodological assistance in conducting scientific and practical conferences, seminars, and other events of the NSJU.

3.2.7. Consideration and processing of appeals from public authorities, public associations, enterprises, institutions and organisations, citizens on issues within the competence of the Department, preparation of draft decisions and their submission for consideration and approval to the management of the NSJU.

3.2.8. Providing consultations and explanations on issues within the competence of the Division.

3.2.9. Preparation of information reports on the activities of the NSJU on the issues of training and professional development of teachers.

3.2.10. Keeping records in accordance with the Instruction on Record Keeping in the NSJU.

### 4. Rights of the Department

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

4.2 To get acquainted with the documents, materials, orders of the NSJU necessary for the performance of its tasks.

4.3. In accordance with the work plans, to analyse and inspect the work of the regional branches of the NSJU in terms of the quality of teaching of the NSJC judge-trainers.

4.4. Notify the Vice-Rector in charge of the area of work and the Rector of the NSPS of violations of the rights and obligations of the Division by other employees.

4.5. To engage employees of other structural subdivisions of the NSPS with the consent of their supervisors to organise and conduct events for which the Department is responsible.

4.6. Participate in meetings, conferences and other events on issues within the competence of the Division.

### 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. The qualification requirements for the position of the Head of the Division are as follows: complete higher legal education at the educational qualification level of Master (Specialist), PhD or Doctor of Law degree, at least 5 years of work experience in the field of law, at least 3 years of work experience in managerial positions or as a judge. In some cases, a person who does not have the above work experience may be appointed to the position of a chief.

5.3. In case of his/her absence, the duties of the Head of the Division shall be performed by the Deputy Head of the Division or another employee of the Division on the basis of the order of the Rector of the National School of Judges.

5.4. Head of the Department:

5.4.1. Manages the activities of the Department, makes proposals for the distribution of responsibilities between employees and supervises their work.

5.4.2. Ensure the fulfilment of the tasks assigned to the Department.

5.4.3. Organise scientific, methodological and research work of the Department, supervise the conduct of research in the areas within the competence of the Department.

5.4.4. Selects forms and methods of scientific research.

5.4.5. Ensure the preparation of educational and methodological materials for conducting trainings for the categories of target groups specified in clause 3.1. of this Regulation.

5.4.6. Provides scientific and methodological support for the initial training of judges in the NSJU in terms of drafting the Programme of Initial Training of Judges of the relevant specialisation and the Procedure for Initial Training of Judges in the NSJU, as well as developing training materials for the initial training of judges in the NSJU.

5.4.7. Analyses the status and development trends in the areas within the competence of the Division, makes proposals to eliminate negative and consolidate positive trends, in particular, innovative trends in the work of the Division.

5.4.8. Manage the preparation of work plans of the Division.

5.4.9. Provide advisory assistance to the employees of the Division in the course of scientific research and preparation of scientific and methodological materials.

5.4.10. Submit proposals for dismissal and transfer of employees of the Department, encouragement or application of disciplinary measures.

5.4.11. Participate in interviews with candidates for vacant positions in the Department.

5.4.12. Ensure that the employees of the Department comply with the requirements for non-disclosure of information contained in documents marked ‘For Official Use Only’, technical protection of information, internal labour regulations, safety rules and occupational safety instructions.

5.4.13. Control the record keeping and storage of documents in the Division, organise work with documents in accordance with the current legislation of Ukraine and the Instruction on Record Keeping in the NSDC.

5.4.14. Organises and controls the timely and qualitative execution by the employees of the Department of orders and instructions of the Rector and Vice-Rector in the area of work of the NSJU.

5.4.15. Gives oral orders or written instructions to the employees of the Division in the areas within the competence of the Division.

5.4.16. Ensures interaction and coordination with other structural subdivisions of the NSJU and, if necessary, with other institutions in the areas within the competence of the Division.

5.4.17. Approves prepared documents in accordance with the Regulations and the Instruction on Record Keeping in the NSPS.

5.4.18. Organise work on material, technical and methodological support of the Division.

5.4.19. Take necessary measures to improve the work organisation of the Division.

5.4.20. Promote professional growth and advanced training of the employees of the Department.

**6.** **Responsibilities**

6.1. The indicators for evaluating the work of the Department are the quality and timely performance by the employees of the Department of tasks and job responsibilities, work plans of the NSJU, work plans of the Department, orders and instructions of the Rector and Vice-Rector in the area of work of the NSJU.

6.2. Employees of the Department are personally responsible in accordance with the current legislation for:

6.2.1. Low-quality or untimely performance or failure to perform their official duties, work plans of the NSJU work plans of the Department, orders and instructions of the Rector and Vice-Rector in the area of work of the NSJU

6.2.2. Failure to comply with the requirements of the current legislation, regulations and administrative acts of the NSJU in the performance of their functions.

6.2.3. Disclosure of information contained in documents marked ‘For Official Use Only’ and personal data that they became aware of in connection with the performance of their official duties.

6.2.4. Exceeding their official powers, failure to comply with the provisions established by the Regulations of the NSJU, violation of the Collective Agreement of the NSSU, Internal Labour Regulations, labour discipline and requirements for occupational health and safety.

6.2.5. Inefficient or inappropriate use of equipment and machinery at their disposal.

**7.** **Interaction**

7.1. The Department interacts with other structural subdivisions of the NSJU, organisations, 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 of the NSJU, employees of the Department 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 combined efforts of various structural units of the NSJU.

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| **ПІДГОТОВЛЕНО:** |  |  |
| Начальник відділу  підготовки викладачів (тренерів)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_ |  | Любов ГОНЧАР |
| **ПОГОДЖЕНО:** |  |  |
| Проректор з науково-дослідної та науково-методичної роботи  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_   |  |  |  | | --- | --- | --- | | Заступник начальника  юридичного відділу  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_  Начальник відділу  по роботі з персоналом  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_  Начальник відділу  документального  забезпечення та контролю  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_ |  | Ю  В. А. Мазурок  О. А. Пелих | |  |  | Т. О. Шалаєва | |  | Ю  Наталія ШУКЛІНА    Ірина ПАНАСЕНКО  Олег ЦИМБАЛЮК    Тетяна ШАЛАЄВА |