ЗАТВЕРДЖЕНО

Наказ ректора Національної школи суддів України

від 04 березня 2025 року № 22

**REGULATIONS**

**on the Legal Department of the National School of Judges of Ukraine**

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

1.1. The Legal Department of the National School of Judges is an independent structural subdivision of the National School of Judges (hereinafter referred to as the Department, NSJU, respectively), subordinated to the Rector of the NSJU, who coordinates the activities of the Department.

1.2. In their activities, the employees of the Division shall be guided by the Constitution of Ukraine and 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, the Labour Code of Ukraine, the Collective Agreement of the National School of Judges, the Internal Labour Rules, the Statute, the Rules and Regulations, and orders of the National School of Judges.

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

1.4. The Division shall function in accordance with the structure and staffing list approved in accordance with the established procedure.

**2.** **Main tasks of the Division**

2.1. The main tasks of the Division are to organise legal work aimed at correct application, strict observance and unconditional fulfilment of the requirements of legislative acts, and to prevent non-compliance with the requirements of legislation and other regulatory legal acts by the employees of the NSJU in the course of performing their tasks and duties.

**3.** **Functions of the Division**

3.1 The Division performs its tasks in accordance with the assigned tasks:

3.1.1. Organises and ensures the correct application of legislative acts, other regulations and documents, submits proposals to the Rector of the NSJU on resolving legal issues related to the scope of the NSJU activities.

3.1.2. Ensures the development and participates in the development of draft regulatory legal acts of the NSJU and other documents on the activities of the NSJU.

3.1.3. Prepares proposals for amendments and additions to the existing regulatory legal acts of the NSJU, recognition of their invalidation or cancellation.

3.1.4. Carries out legal expertise of draft orders and other acts prepared by the structural units of the NSJU.

3.1.5. Provides legal expertise of draft legal acts and other documents received for approval from other state bodies on issues within the competence of the NSJU and prepares legal opinions on them.

3.1.6. Carries out information and reference work (monitoring of newly adopted normative acts) using modern technical means, promptly brings normative acts to the attention of the structural subdivisions of the NSJU.

3.1.7. Analyses materials received from law enforcement and regulatory authorities, results of claims work that characterise the state of legality of the NSJU, activities, develops proposals for eliminating deficiencies and submits them for consideration to the Rector of the NSJU.

3.1.8. Participates in consideration of materials based on the results of inspections, audits, inventories, gives legal opinions on the facts of revealed offences.

3.1.9. Represent the interests of the NSJU in the courts and other bodies in the course of consideration of legal issues and disputes in accordance with the procedure established by law.

3.1.10. Organise claims and lawsuits and control their conduct.

3.1.11. Organise work related to the conclusion of contracts, participate in their preparation.

3.1.12. Ensure organisation and conduct of procurement procedures.

3.1.13. Provides legal support of the NSJU's cooperation with international organisations.

3.1.14. Provides consultations and explanations on issues within the competence of the Division.

3.1.15. Prepares materials on issues within the competence of the Division for posting on the official web-site of the NSJU.

3.1.16. Maintains office work and ensures the storage of documents in the Division in accordance with the Instruction on Office Work in the NSJU.

3.1.17. Prepares work plans for the Division, prepares proposals to the work plan of the NSJU.

3.1.18. Prepares reports on the implementation of the Division's work plans.

**4.** **Rights of the Division**

4.1 The Division has the right to:

4.1.1. Receive information from the staff of the NSJU on issues related to the areas of its work.

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

4.1.3. To engage employees of other structural subdivisions of the NSJU, with the consent of their heads, in the preparation of draft legal acts and implementation of activities for which the Division is responsible.

4.1.4. 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 NSJU in accordance with the procedure established by law.

5.2. The Head of the Division shall be a person who has a complete higher legal education at the master's (specialist's) level, at least 3 years of professional experience in managerial positions or at least 5 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 Head of the Department.

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

5.4. Head of the Department:

5.4.1. Carries out general management of the Department, ensures the fulfilment of the tasks assigned to it, organises its work.

5.4.2. Make proposals on distribution of duties between employees and control their work.

5.4.3. Signs and endorses prepared documents in accordance with the Regulations and the Instruction on Record Keeping in the NSJU, and is personally responsible for the performance of tasks assigned to the Department.

5.4.4. Participate in meetings, workshops, presentations and other events on issues within the competence of the Division.

5.4.5. Supervise the implementation by the Division of legislative and other regulatory acts, orders and instructions of the management of the NSJU, control the timely consideration by the employees of the Division of appeals from public authorities, public associations, enterprises, institutions and organisations, citizens on issues within the competence of the Division.

5.4.6. Organise and control the claims and lawsuits work in the NSJU, represent its interests in courts and other bodies in the course of consideration of legal issues and disputes (by power of attorney) in accordance with the procedure established by law.

5.4.7. Organise and control the work on conducting preliminary legal examination and preparing legal opinions in the NSJU.

5.4.8. Organises and controls the work related to the conclusion of contracts, participates in their preparation, and approves (visits) draft contracts.

5.4.9. Control the work on procurement procedures.

5.4.10. Organises and monitors timely amendments to the constituent documents of the NSJU.

5.4.11. Provides consultations and explanations on issues within the competence of the Division.

5.4.12. Organises and controls the timely and qualitative execution of orders and instructions of the SSU management by the employees of the Division.

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

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

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

5.4.16. Ensures interaction and coordination with other structural subdivisions of the NSJU.

5.4.17. Takes necessary measures to improve the work organisation of the Division.

5.4.18. Promotes the professional growth and advanced training of the Division's employees.

5.4.19. Submits proposals to the Rector of the NSJU regarding dismissal and transfer of the employees of the Division, encouragement or application of disciplinary measures.

5.4.20. Participate in conducting interviews with candidates for vacant positions in the Division.

5.4.21. Participate in the preparation of plans and reports of the Department's work for a certain calendar period.

5.4.22. He/she shall comply with the requirements of labour legislation, the NSJU Collective Agreement, internal labour regulations, business etiquette rules, occupational safety, occupational sanitation, occupational health and fire protection requirements.

5.4.23. He/she shall comply with the requirements for non-disclosure of information marked ‘For Official Use Only’, technical protection of information, and storage of personal data of persons who became known in connection with the performance of official duties.

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

**6.** **Responsibility**

6.1. The indicators for assessing the performance of the Department are the qualitative and timely performance by the employees of the Department of tasks and duties, work plans of the NSJU, work plans of the Department, orders and instructions of the NSJU management.

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

6.2.1. Poor or untimely performance or failure to perform their official duties, work plans of the NSJU, work plans of the Division, orders and instructions of the NSJU management.

6.2.2. Failure to comply with the requirements of the current legislation, organisational and administrative acts in the course of performing their functions.

6.2.3. Disclosure of information contained in the 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, failing to comply with the provisions established by the Regulations of the NSJU, violation of the Internal Labour Regulations, labour discipline and requirements for labour protection and fire safety.

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

**7.** **Interaction**

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 Division 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-target basis, to implement interrelated tasks that require the combined efforts of various structural units of the NSJU.