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|  | **APPROVED**  Order of the Rector of the National  Schools of Judges of Ukraine  \_\_\_\_\_\_\_2019 р. № |

**PROVISIONS**

**About the Dnipro Regional Branch**

**National School of Judges of Ukraine**

**1. General provisions**

1.1. The Dnipro 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 of employees of the apparatus of local courts of Dnipropetrovska, Kirovohradska, Zaporizka

1.2. Full name of the Regional Office:

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

1.2.2. in Russian - **Dnipro Regional Branch of the National School of Judges of Ukraine**

1.2.3. in English - **Dnipropetrovs'k Regional Branch of the National school of Judges of Ukraine**

1.3. Short name of the Regional Office:

1.3.1. in Ukrainian - **Dniprovsky District Branch of the National School of** Law

1.3.2. in Russian - **Dniprovsky District Office of the National School of Economics**

1.3.3. in English - **Dniprovsk RB NSJU**

1.4. Location of the regional office: **26 Gagarina Avenue, Dnipro, 49005, Ukraine.**

1.5. In its activities, the Regional Branch shall be guided 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 and other judicial bodies, the Charter of the NSJU, the Rules of the NSJU, orders of the NSJU, other legal acts and this Regulation.

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 Branch is accountable and controlled by the Vice-Rectors in charge of organizing and conducting training and/or advanced training of judges and court staff, as well as organizational support of the Regional Branch's activities.

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

1.11. The regional office 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 professional skills in accordance with the Rules of Procedure of the National School of Judges, the Regulations on Training, the Calendar and programs of seminars (trainings) approved by the order of the National School of Judges.

2.1.3. Training of court staff and improvement their qualifications in accordance with the SJCU Regulations, the SJCU Order, and the Training Schedule and Training Programs.

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. Conducting special training of judicial candidates in accordance with the Procedure for Special Training of Judicial Candidates (hereinafter referred to as the Procedure), Regulations on the Procedure for Determining Success (hereinafter referred to as the Regulations on the Procedure), Curriculum for Special Training of Judicial Candidates (hereinafter referred to as the Curriculum), Schedule of Special Training of Judicial Candidates (hereinafter referred to as the Schedule of Special Training) and approved schedules of special training of judicial candidates.

2.1.6. Development of proposals to the Calendar Plan of Judicial Training for Continuing Professional Development (hereinafter referred to as the Calendar Plan), the Calendar Plan of Periodic Training of Judges for the Purpose of Improving their Qualifications (electronic registration) (hereinafter referred to as the Calendar Plan (electronic registration)), the Calendar Plan of Periodic Training of Judges for the of Improving their Qualifications at the Expense of the State Budget of Ukraine and in Cooperation with International Technical Assistance Projects, International Organizations and Funds (hereinafter referred to as the Calendar Plan of

2.1.7. Monitoring the success of the training program by judges, ensuring regular evaluation of judges based on the results of training by filling out a questionnaire by the teacher (trainer).

2.1.8. Monitoring the successful implementation of the training program and improving the level of qualification of court staff.

2.1.9. Monitoring the successful completion of the special training program by trainees (judicial candidates) and ensuring that the NSJC evaluates the results of special training of judicial candidates.

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

2.1.11. Developing proposals to improve the process of training judges, court staff, special training of candidates for the position of judge, draft documents on introducing relevant amendments to the Calendar Plan of Court Training, the Calendar Plan (electronic registration), the Calendar Plan of Periodic Training of Judges, the Training Schedule, the Special Training Schedule, the Procedure, the Curriculum, etc.

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

2.1.13. Organization of interaction with other structural subdivisions of the NSJUto check the state of readiness of the educational, methodological and material and technical 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 candidates for the position of judge 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 and court staff.

3.1.3. Coordinates and ensures approval in accordance with the established procedure of the developed annual Calendar Plans and Schedules of the educational process and class schedules

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 judges, organize training groups of judges and court staff.

3.1.5. Organizes, in cooperation with other subdivisions of the NSJC, scientific, methodological, logistical and technical support for the process of training and/or advanced training of judges and court staff and special training of candidates for the position of judge.

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 NCJS Certificates to the HQCJ.

3.1.7. Prepare reports on training and/or advanced training of judges and court staff and on the results of special training of candidates for the position of judge 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, 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, which includes:

3.2.1. Formation of training groups of judges and court staff for training at the Regional Office.

3.2.2. Control over compliance with the Calendar Plans, Schedules of the educational process and the Schedule of special training

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 for judges and court staff; attendance of training sessions by trainees (judges, court staff, candidates for the position of judge)

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 CJE conducts a questionnaire survey of students based on the results of the training and/or advanced training of judges and court staff, and special training of candidates for the position of judge.

3.2.6. summarize and analyze internally the results of training and/or advanced training of judges and court staff, and conduct special training of candidates for the position of judge.

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

3.2.8. Accounting and analysis of the current performance of candidates for the position of a judge of the NCJU

3.3 Organizational work of the Regional Office:

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

3.3.2. Preparation of proposals to the NSDC Work Plan, the NSDC 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 NSBSU.

3.3.5. Ensures organizational measures for training and/or advanced training of judges and court staff, as well as special training of candidates for the position of judge.

3.3.6. Prepares information reports on the activities of the Regional Office on training and/or advanced training of judges and court staff, special training of candidates for the position of judge for posting on the website of the NSJC 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 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 employees of the NSJU 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 NSJUin 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 master's (specialist's) level, 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 Director of the Regional Office.

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 as determined by the Director 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 and court staff, special training of candidates for the position of judge; conducting training courses determined by the disciplinary body to improve the qualifications of judges who are 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 NSJUto 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 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.

5.4.13. Ensure that the employees of the Regional Office comply with the requirements for non-disclosure of information contained in documents marked "For Official Use Only", technical protection of information, ensure that the employees of the Regional Office comply with the NSJU Internal Labor Regulations, safety rules and occupational safety and health instructions.

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

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

5.4.16. Exercise control over record keeping and storage of documents in the Regional Office; organize work with documents in accordance with the current legislation of Ukraine and the Instruction on Record Keeping in the NSDC.

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

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

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

5.4.20. Performs other assignments of the NSJU management.

**6. Responsibility**

6.1. The indicators for assessing the performance of the Regional Office shall be the timeliness and quality of performance by the employees of the Regional Office of their official duties, 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. Failure to comply with the requirements of applicable laws, organizational and administrative acts in the performance of their functions.

6.3.2. Failure to perform or improper performance of official duties, the NSJU Work Plans, the Regional Office Work Plans, orders and instructions of the NSJU management.

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 NSDC, violation of the NSDC 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 shall participate in the work of permanent and temporary interstructural formations of the NSJU: commissions, committees, working groups, etc., including those formed on a project-targeted basis, to implement interrelated tasks that require the joint 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:**

Deputy Director

Dniprovsky District Branch of the National School of Education

\_\_\_\_\_\_\_\_\_\_\_\_2019A. G. Bashtannik

**APPROVED:**

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