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

# PROVISIONS

**about the international cooperation department**

**National School of Judges of Ukraine**

1. **General provisions**
   1. The International Cooperation Department of the National School of Judges of Ukraine (hereinafter referred to as the Department) is an independent structural unit of the National School of Judges of Ukraine (hereinafter referred to as the NSJU), subordinated to the Rector of the NSJU and accountable to and under the control of the Vice-Rector for Research of the NSJU, who coordinates the activities of the Department.

1.2. In its activities, the Division is governed 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, the Council of Judges of Ukraine and the High Qualifications Commission of Judges of Ukraine, the Statute of the NCJU, the Rules of the NCJU, orders of the NCJU, the Concept of National Standards of Judicial Education, 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 NSJU.

1.4. The Department shall operate in accordance with the structure and staffing approved in accordance with the established procedure.

1. **Main tasks of the Department**
   1. The main tasks of the Department are:
   2. Establishing cooperation between the National School of Judges and international organizations and institutions, projects and programs of international technical assistance to Ukraine, and foreign judicial education institutions.
   3. To study and implement best practices for the development of judicial education in Ukraine.
2. **Functions of the Department**
   1. Department in accordance with the assigned tasks:
      1. Collects, analyzes, and systematizes information on opportunities for the NSJU to participate in international projects and programs
      2. Establishes relations and cooperation with international organizations, international technical assistance projects, embassies of countries accredited in Ukraine, independent experts and foreign judicial education institutions.
      3. Negotiates, prepares draft agreements/memorandums of the National Security Service of Ukraine with foreign partners and coordinates their implementation after signing by the Parties.
      4. Researches and analyzes the experience of foreign countries on issues related to the main areas of the NSJU's activities, prepares proposals on the possibility of implementing the best foreign experience in the NSJU.
      5. Develops long-term and annual plans for international cooperation of the NSJU, taking into account the scientific and educational needs and prospects of the institution.
      6. He participates in the development of the main areas of scientific research and the work of working groups to fulfill the tasks specified in the NSJU Research Plan.
      7. Coordinates the implementation of international technical assistance programs and projects, activities of intergovernmental plans and international programs to which the NSJU is a party, and analyzes the effectiveness of their implementation.
      8. Organizational support for foreign business trips of the NSJU employees.
      9. Prepares information and analytical materials in the areas of international cooperation of the NSJU.
      10. Prepares materials for reports and meetings of the NSJU management on issues within the competence of the Department.
      11. Organizes the reception of foreign delegations and meetings with representatives of international organizations, international technical assistance programs and projects, foreign experts, and ensures the preparation of necessary materials on issues within the competence of the Department.
      12. Prepares materials on issues within the competence of the Division for posting on the official website of the NSJU.
      13. Ensures translation and processing of information received by the NSJU in foreign languages, as well as current documentation of the NSJU in terms of international cooperation, as well as some general information on the official website of the NSJU.
      14. Prepares draft organizational and administrative documents on issues within the competence of the Department.
      15. Provides organizational and methodological assistance in conducting scientific and practical conferences, seminars, and other events of the NSJU.
      16. Executes the instructions of the Vice-Rector for Research and the Rector of the NSJU in accordance with the functions assigned to the Department.
      17. Provides advice and clarifications on issues within the competence of the Department.
      18. Prepares reports on the implementation of the Department's work plans.
      19. Maintains office work and ensures the storage of documents in the Department in accordance with the Instruction on Office Work in the National School of Law.
3. **The rights of the Department**
   1. The department has the right to:
      1. Receive documents and other materials from the relevant state authorities, structural subdivisions of the NSJU necessary to perform the tasks assigned to the Department.
      2. To get acquainted with documents, materials, orders of the NSJU necessary to perform its tasks.
      3. To engage employees, with the consent of the heads of the relevant structural units of the NSJU, in the preparation of draft regulations and implementation of activities for which the Division is responsible.
      4. Participate in meetings, conferences and other events on issues within the competence of the Department.
      5. To use the automated information databases of the National School of Law.

4.1.6. Use the available material, technical and information bases of the NSJU.

1. **Head of the Department**
   1. The department is headed by a head who is appointed and dismissed by order of the Rector of the National School of Economics and Law in compliance with the requirements of the current legislation.
   2. The qualification requirements for the position of the Head of the Department are: complete higher education in the relevant professional field at the educational qualification level of a specialist or master's degree; at least 3 years of professional experience in managerial positions or at least 5 years of 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.
   3. In his/her absence, the duties of the Head of the Department shall be performed by an employee of the Department on the basis of an order of the NSJU.
   4. Head of the Department:
      1. Manages and organizes the work of the Division to fulfill its tasks of establishing cooperation of the NSJC with international organizations and institutions, projects and programs of international technical assistance to Ukraine, foreign judicial education institutions in order to study and attract the best practices for the development of judicial education in Ukraine.
      2. Assigns responsibilities to employees and supervises their work.
      3. Takes necessary measures to improve the organization of the Department's work and the effective performance of duties by employees, submits proposals to the Vice-Rector for Research to improve the efficiency of the Department.
      4. Manages and organizes the development of long-term and annual plans of the NSJU in terms of international cooperation, taking into account the scientific and educational needs of the NSJU, as well as the prospects for the development of the institution
      5. Manages the preparation and development of the Department's work plans in accordance with the NSJU work plans, submits them for approval to the Vice-Rector for Research of the NSJU. Analyzes the status of implementation of the Department's work plans, submits relevant reports.
      6. Analyzes the status and development trends in the area of work within the competence of the Department and makes relevant proposals
      7. He participates in the development of the main areas of scientific research and the work of working groups to fulfill the tasks specified in the NSJU Research Plan.
      8. Coordinates the implementation of international technical assistance programs and projects, activities of intergovernmental plans and international programs in terms of the participation of the NSJU in them
      9. Ensures the preparation of materials on specific areas of international cooperation of the NSJU.
      10. Organizes the reception of foreign delegations and meetings with representatives of international organizations, international technical assistance programs and projects, foreign experts, and ensures the preparation of necessary materials on issues within the competence of the Department.
      11. Participates in organizing research and analysis of foreign legislation, studying international experience on issues related to the main areas of the NSJU's activities, preparing proposals for the implementation of positive foreign experience in Ukraine.
      12. Provides organizational and methodological assistance in holding scientific and practical conferences, seminars, and other events of the NSJU, and participates in these events.
      13. Executes and supervises timely and high-quality consideration, processing and execution by the employees of the Department of orders of the Rector of the National School of Economics and Management of the National School of Economics and Management of the Vice-Rector for Research, as well as other orders received by the Department.
      14. Ensures preparation of materials for reports and meetings of the NSJU management, information for posting on the official website of the NSJU on issues within the competence of the Division.
      15. Ensures translation and processing of information received by the NSJU in foreign languages, as well as current documentation of the NSJU in terms of international cooperation, as well as some general information on the official website of the NSJU.
      16. Coordinates the cooperation of the Department with the structural subdivisions of the National School of Law and other institutions.
      17. Gives oral or written instructions that are binding on the employees of the Department.
      18. Promotes the professional growth and advanced training of the Department's employees.
      19. Submits proposals to the Vice-Rector for Research on dismissal and transfer of employees of the Department, rewards and penalties.
      20. In the event of dismissal of an employee of the Department, he/she shall organize the transfer of material assets provided to this employee for use in the performance of official duties, as well as documents and materials in accordance with the nomenclature of cases to another designated person.
      21. Conducts interviews with candidates for the positions of employees of the Department.
      22. Ensures that the employees of the Division comply with the requirements of labor legislation, the NSJU Rules of Procedure, Internal Labor Regulations, Safety Rules and Occupational Safety and Health Regulations.
      23. Organizes and controls the work on record keeping in the Department in accordance with the requirements of the Instruction on Record Keeping in the National School of Law.
      24. Takes measures to ensure material, technical and methodological support of the Department.
2. **Responsibility**
   1. The indicators for evaluating the work of the Department are the timeliness and quality of the performance of official duties by the employees of the Department.
   2. Employees of the Department are personally responsible in accordance with the current legislation of Ukraine for:
   3. Failure to comply with the requirements of applicable laws, organizational and administrative acts in the performance of their functions.
   4. Poor or untimely performance or failure to perform their official duties.
   5. 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. Exceeding their official authority.
   7. Inefficient or inappropriate use of equipment and machinery in their use and improper storage.

**7. 7.**

* 1. The Department interacts with other structural subdivisions of the SSU, subdivisions of other bodies, institutions and establishments within the limits of its powers.

DONE:

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| Head of the department  international cooperation  \_\_\_\_\_\_\_\_\_\_\_\_ 2015 | T. L. Pustovoitova |
| APPROVED: |  |
| Vice-rector  on research and development work  \_\_\_\_\_\_\_\_\_\_\_\_ | Н. G. Shuklin |
|  |  |
| Chief  of the legal department  \_\_\_\_\_\_\_\_\_\_\_\_ | O. A. Pelykh |
| Acting Head of the Department  on work with personnel  \_\_\_\_\_\_\_\_\_\_\_\_2015 | E. I. |
| Head of the department  documentation and control  \_\_\_\_\_\_\_\_\_\_\_\_2015 | T. O. Shalaeva |