

"APPROVED"
Rector of
Lviv Polytechnic
National University

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" 31 " 08 2018

REGULATION
on the Department of Employment and Industrial Relations of
Lviv Polytechnic National University

1. GENERAL PROVISIONS

1.1. Regulation on the Department of Employment and Industrial Relations of Lviv Polytechnic National University (hereinafter - the Regulation) was developed on the basis of the Laws of Ukraine "On Higher Education", "On Employment of the Population", resolution of the Cabinet of Ministers of Ukraine from 27.08.2010 № 1726 "On increasing the level of employment of graduates of higher educational institutions", Order of the Ministry of Education and Science of Ukraine dated 27.04.2011 № 404 "On approval of the Standard Regulation on the Division of Higher Education Institutions for the Promotion of Employment of Students and Graduates", the Statute and other internal documents of Lviv Polytechnic National University (hereinafter - the University).

1.2. The Regulation regulates the activities of the Department of Employment and Industrial Relations (hereinafter - the Department) regarding the organization of all types of practice (internship) of University's students and control over their conduct, promotion of employment of students and graduates in order to exercise their right to work and provide the first work place.

1.3. The Department is a subdivision of the University and in its activity is subordinated to the Vice-Rector for Scientific and Pedagogical Work.

1.4. The Department establishes relations with the State Employment Service, executive authorities, enterprises, organizations, institutions of various forms of ownership of Ukraine and other states, promotes the creation of conditions for the integration of education, science and industry.

1.5. Within the areas of activity, the Department coordinates the work of representatives of graduating departments - responsible for the organization of practice and responsible for the employment of students and graduates.

1.6. The Department consists of two groups:

- group of relations with industry (practice);
- group of employment.

1.7. The staff of the Department is formed according to the staff list of the University.

1.8. Liquidation or reorganization of the Department is carried out by order of the Rector of the University. In case of liquidation or reorganization, all documentation of the Department must be timely transferred to the University archives.

2. TASKS OF THE DEPARTMENT

2.1. Promoting the employment of students and graduates:

- labor market monitoring, conducting a constant analysis of the demand for specialists trained by

the University;

- informing students and graduates of the University about employment opportunities and conditions, vacancies at enterprises, institutions and organizations that correspond to their professional training (specialties);

- establishing cooperation with the State Employment Service, enterprises, institutions and organizations - potential employers;

- organization and holding of Career Fairs, presentations of employers at the University;

- monitoring the state of graduates' employment together with graduating departments and tracking their career growth;

- organization of explanatory work among students and graduates on normative legal acts on employment and state regulation of population employment;

- consulting students of the University on the CV preparation for the successful employment;

- coordination of the work of institutes and departments on employment of students and graduates;

- preparation for concluding agreements on cooperation with potential employers, tripartite agreements on training and employment of specialists, their record, control over the implementation of contractual obligations;

- preparation and recording of documents for graduates' employment - job referrals, interviews, etc.;

- participation in events (conferences, round tables, meetings, etc.) of executive bodies, the State Employment Service and other organizations on issues related to the labor market, professional training, student internships and employment of graduates;

- coordination of actions with central and local executive bodies, the State Employment Service, employers to coordinate the proposals of the market of educational services with the needs of the labor market;

- organization of production of advertising and information-analytical products related to the tasks of the Department;

- preparation of reports to the Ministry of Education and Science and state control bodies on the employment of University graduates.

2.2. Organization of practice of the University students:

- establishing cooperation with enterprises, institutions and organizations with potential bases for student practice;

- informing the departments about the opportunities for University's students for practice and internship on the basis of requests from the enterprises, institutions and organizations;

- control over the conclusion of contracts for practice using the information-analytical system "Graduate - Employment", their registration and recording, control over the implementation of contractual obligations;

- control over the timeliness of development and approval of practice programs, their compliance with the requirements of the Regulation on the organization of practice for the students of Lviv Polytechnic National University;

- control over the timeliness of preparation of Orders for practice and their implementation;

- coordination of the work of institutes and departments on the organization of practice;

- preparation of reports to the Ministry of Education and Science and other controlling organizations on the organization of practice (internship) of University's students.

2.3. Mandatory processes of the Quality Management System implemented by the Department are:

- management of documented information;

- corrective actions;
- precautionary actions;
- discrepancy management.

3. MANAGEMENT OF THE DEPARTMENT

3.1. The Department is headed by a chief, who is appointed and dismissed by the Rector of the University order. The chief of the Department may be dismissed on the grounds specified by current legislation.

3.2. The chief of the Department must know the Constitution of Ukraine, laws of Ukraine and Resolutions of the Cabinet of Ministers of Ukraine on educational activities, orders and directives of the Ministry of Education and Science of Ukraine, other legislative and normative-legal acts on education, internal regulations of the University, rules and regulations for fire safety.

3.3. The chief issues orders on the activities of the Department, which are mandatory for its employees and may be revoked by the senior management of the University if they contradict the legislation, the Statute or harm the interests of the University.

3.4. The responsibilities of the chief of the Department are:

- planning and organization of the Department's activities;
- control over the work of employees of the Department;
- ensuring the effective implementation of the tasks assigned to the Department;
- reporting on the activities of the Department to the rector and vice-rector for scientific and pedagogical work and social security;
- ensuring the preservation of material, technical and information base of the Department in accordance with regulatory requirements, compliance with the rules of internal regulations, labor protection and safety.

3.5. The chief of the Department has the right to:

- make proposals to the University administration on improving the work of the Department;
- organize the exchange of experience and promote training of employees of the Department;
- report to the direct management on all identified shortcomings and problems in the activities of the Department;
- on behalf of the Rector represent the interests of the University on matters within the competence of the Department in relevant institutions and organizations;
- on behalf of the Rector correspond with relevant institutions and organizations on issues related to the activities of the Department;
- demand from the structural subdivisions of the University to provide the materials necessary for the performance of the functions assigned to the Department;
- make proposals for the encouragement for success in work and application of disciplinary measures for violations of labor discipline by employees and the Rules of the internal order;
- participate in the consideration of issues related to the work of the Department;

3.6. The rights and responsibilities of the employees of the Department are determined by the current legislation of Ukraine, the Statute, the Rules of the internal order of the University and relevant job descriptions.

4. RESPONSIBILITY

4.1. The chief of the Department is responsible for the quality and timely performance of the tasks assigned to the Department in accordance with this Regulation.

4.2. The responsibility of the employees of the Department is established by their job descriptions.

5. INTERACTION WITH OTHER STRUCTURAL DIVISIONS

5.1. In order to carry out its tasks, the Department may receive or provide information in accordance with its competence, participate in the initiation and implementation of joint activities,

interact, within its competence, with other structural units of the University.

5.2. Performing its functions, the Department interacts:

- with educational and scientific institutes, departments, Research and Development Department, Center of Information Support, Lviv Polytechnic Publishing House and other structural subdivisions of the University on the organization of students' practice (internship) and employment of graduates;
- with the Ministry of Education and Science of Ukraine on reporting issues related to the organization of practice (internship) of students and employment of graduates of the University;
- with the State Employment Service for labor market monitoring.

6. FINANCING OF THE DEPARTMENT WORK

5.1. Financing of the department's activities (seminars, trainings, career fairs, scientific-practical conferences, etc.) is funded by the University on the basis of the budget approved by the Rector in the manner prescribed by the legislation, as well as other sources not prohibited by current legislation of Ukraine.

First Vice-Rector	V.A. Pavlysh
Vice-Rector	R.O. Korzh
Head of SMC	A.G.Zagorodniy
Scientific Director LHEIM	L.M.Pylypenko
Chief of Department of Employment and Industrial Relations	S.O. Gladun