



NATIONAL EDUCATIONAL UNIVERSITY

Legal Support Service Regulations



Article 1. General Provisions

1.1. The Legal Support Service of the “NEU - National Educational University” (hereinafter referred to as the “University”) is a structural unit of the University;

1.2. The Service conducts its activities in accordance with the applicable legislation, subordinate normative acts, the University’s Regulations, the Personnel Management Rules and these Regulations.

Article 2. Management and Functions of the Service

2.1. The Service is headed by a head, who is appointed and dismissed by the Rector of the University;

2.2. The Service may have a specialist/chief specialist, the issue of whose appointment and dismissal will be regulated in accordance with paragraph 2.1 of the same Article;

2.3. Tasks of the Service:

A. Consulting the structural units of the University, students and academic staff on legal issues related to educational activities;

B. Representation of the interests of the University in court and administrative bodies to protect them;

C. Preparing legal conclusions on draft acts submitted by the University or other relevant bodies, organizations and institutions within the scope of competence;

D. Legal support for the activities of the structural units of the University;

E. Ensuring compliance of individual administrative and legal acts of the University with normative acts having primary legal force;

F. Participation in the formation of the budget.

2.4. The functions of the Head of the Service are:

A. Legal support for the activities of the structural units of the University;

B. Consulting the structural units of the University, students and academic staff on legal issues related to educational activities;

- C. Preparing final responses to incoming letters and applications and reviewing responses and correspondence prepared by other structural units;
- D. Representing the University in court and administrative bodies to protect its interests;
- E. Preparing legal conclusions on draft acts submitted by the University or other relevant bodies, organizations and institutions within its competence;
- F. Participating in the process of forming the University budget;
- G. Performing other tasks of the Rector.

2.5. The functions of the Service Specialist/Chief Specialist are:

- A. Preparing draft legal acts of the University;
- B. Legal examination of draft legal acts prepared by the structural units of the University and forwarding them to the head;
- C. Ensuring compliance of individual administrative and legal acts of the University with normative acts of primary legal force;
- D. Performing other legal tasks of the Head.

Article 3. Transitional and Final Provisions

- 3.1.** This Regulation is approved by the University Senate;
- 3.2.** This Regulation of the University shall enter into force upon signing;
- 3.3.** The adoption, cancellation, amendment and addition of the Regulation shall be carried out by the Senate;
- 3.4.** This Regulation shall cease to be valid in the event of the approval of a new Regulation.