



Regulation of Legal Support Service



Article 1. General Provisions

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

1.2. The service carries out its activities in accordance with the current legislation, subordinate normative acts, the University's regulations, personnel management rules, and this provision.

Article 2. Management and Functions of the Service

2.1. The service is managed by a director, who is appointed and dismissed by the Rector of the University;

2.2. The service may have specialists/chief specialists, whose appointment and dismissal are regulated in accordance with paragraph 2.1 of this article.

2.3. Tasks of the Service:

- a. Consulting the University's structural units, students, and academic staff on legal issues related to educational activities;
- b. Representing the University's interests in court and administrative bodies;
- c. Preparing opinions on draft legal acts developed and submitted by the University and other bodies, organizations, and institutions, within the scope of its competence;
- d. Legal support for the activities of the University's structural units;
- e. Ensuring compliance of the University's individual administrative-legal acts with normative acts of superior legal force;
- f. Participation in the formation of the budget.

2.4. Functions of the Head of the Service:

- a. Legal support for the activities of the University's structural units;
- b. Consulting the University's structural units, students, and academic staff on legal issues related to educational activities;
- c. Preparing final responses to incoming letters and applications and supervising the responses and correspondence prepared by other structural units;
- d. Representing the University's interests in court and administrative bodies;
- e. Preparing opinions on draft legal acts developed and submitted by the University and other bodies, organizations, and institutions, within the scope of its competence;
- f. Participating in the process of forming the University's budget;
- g. Performing other tasks assigned by the Rector.

2.5. Functions of the Specialist/Chief Specialist of the Service:

- a. Preparing draft legal acts of the University;

- b. Conducting legal expertise of the draft legal acts prepared by the University's structural units and submitting them to the director;
- c. Ensuring compliance of the University's individual administrative-legal acts with normative acts of superior legal force;
- d. Performing other legal tasks assigned by the director.

Article 3. Transitional and Final Provisions

- 3.1. This provision is approved by the University Senate;
- 3.2. This provision of the University takes effect immediately upon signing;
- 3.3. The adoption, cancellation, amendment, and addition of the provision are carried out by the Senate;
- 3.4. This provision will become invalid upon the approval of a new provision.