

**Private Joint Stock Company "Higher Educational Institution  
"Interregional Academy of Personnel Management"**

**APPROVED:**

By the Academic Council of  
the IAPM

protocol No. 10

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**REGULATIONS  
ON THE COUNCIL OF EMPLOYERS  
in PJSC "Higher Educational Institution "Interregional  
Academy of Personnel Management"**

**Kyiv**

**2019**

## **1. General provisions**

1.1. The Regulations on the Employers' Council at the Private Joint Stock Company "Higher Educational Institution Interregional Academy of Personnel Management" (hereinafter - the Regulations) have been developed in accordance with the Constitution of Ukraine, the Law of Ukraine "On Higher Education", the Charter of the Private Joint Stock Company "Higher Educational Institution Interregional Academy of Personnel Management" (hereinafter - the Academy) and other regulatory legal acts.

1.2. The Regulation regulates the establishment and organisation of the Academy Employers' Council (hereinafter referred to as the Employers' Council).

1.3. The purpose of forming the Employers' Council is to ensure high quality training of specialists on the basis of comprehensive cooperation of the Academy with stakeholders (interested enterprises and organisations - leading employers) by combining the intellectual potential, material, financial and corporate resources of partners.

1.4. The main tasks of the Employers' Council are as follows:

- Improving the image of the Academy in the Ukrainian educational services market;
- forecasting the labour market for specialists in the relevant speciality;
- providing proposals for improving professional requirements for specialists in the speciality;
- assessment of the quality of curricula and educational programmes;
- participation in the development of content, information, methodological and logistical support for the elective component of curricula and educational programmes;
- joint implementation and resource support of educational programmes, industrial and undergraduate internships;

- involvement of students and academic staff in the real production and research activities of enterprises and organisations - partners of the Academy;
- development of partnership infrastructure, creation of joint offices, laboratories, etc;
- Involvement of employees, institutions, enterprises and organisations in the educational process (lecturing, conducting practical classes, supervising industrial practices, course and diploma design);
- development and testing of effective mechanisms of interaction between the Academy and employers;
- holding joint conferences and seminars;
- creation of a database of advanced Ukrainian enterprises that can provide high-level practical training for students;
- participation in the assessment of the quality of graduates' training;
- ensuring employment of the Academy's graduates (preliminary assignment of future graduates to their first job);
- continuous monitoring of the quality of training among graduates and leading employers;
- organisation of advanced training and internships for academic staff of the Academy on the basis of employers.

## **2. The procedure for forming the composition of the Employers' Council**

2.1. The Employers' Council is formed with the involvement of leading employers in the industry that corresponds to the profile of training.

2.2. The Employers' Council consists of representatives of city and regional associations of employers' organisations, heads (deputy heads) of market-forming enterprises in the industry, other representatives of institutions, organisations, enterprises interested in the services of specialists trained by the Academy, heads of

departments of the Academy's structural subdivisions, director(s) of regional and Kyiv city employment centres.

2.3. The participation of employers' representatives in the work of the Employers' Council is voluntary and is carried out on a voluntary basis.

2.4. The composition of the Employers' Council is approved by its decision at the Council meeting.

2.5. If necessary, the Employers' Council shall form sections by areas of activity. Each section elects a chairman who organises and plans the work of the section.

### **3. Management of the Employers' Council**

3.1. The Chairman of the Employers' Council of the Academy is elected by open vote at the meeting of the Council.

3.2. The Chairman of the Employers' Council shall perform the following functions:

- organise the activities of the Board in accordance with the plan approved at the Board meeting for the current year;
- convene meetings of the Board, organise its preparation;
- preside at the meetings of the Board, monitor compliance with the regulations;
- sign the documents of the Board;
- represents the Council at representative meetings in state bodies and public organisations, informs the public about the Council's activities.

3.3. At the first meeting, the Employers' Council elects the Deputy Chairman and the Secretary from its list.

3.4. The Deputy Chairman of the Employers' Council performs the functions of the Chairman in his absence or inability to perform his duties.

3.5. The Secretary of the Employers' Council shall perform the following functions:

- informs the Employers' Council members about the place and time of the meeting;
- draw up minutes of the Employers' Council meetings;
- Prepare necessary materials for the meetings and draft resolutions of the Employers' Council;
- Ensures the information activities of the Employers' Council, acquaints the Council members with the relevant materials, documents, etc;
- is responsible for keeping and preserving the Employers' Council's documentation;
- performs other duties and powers delegated by the Chairman of the Employers' Council.

3.6. The meeting of the Academy Employers' Council shall be held at least once a semester.

3.7. The activities of the Employers' Council are regulated by the Regulations approved by its decision.

3.8. A meeting of the Employers' Council shall be deemed valid if it is attended by at least half of the members of the Employers' Council.

3.9. The Employers' Council may invite to its meeting persons who are not members of the Employers' Council and give them the floor to speak and report.

3.10. The decision of the Employers' Council shall be recorded in the minutes signed by the Chairman and the Secretary.

3.11. Every year, the Employers' Council prepares a report on its activities during the year and plans for the next year.

#### **4. Interaction of the Employers' Council with the graduating departments of the Academy**

4.1. The organisational and technical support of the Employers' Council is provided by the Academy's graduating departments.

4.2. The Employers' Council and the heads of the Academy's departments cooperate in improving the image of the Academy, ensuring its financial stability, improving the quality of curricula, their information, methodological and logistical support, implementing and resource support for students' industrial and undergraduate practices, holding joint conferences, seminars for students, ensuring the employment of graduates, conducting continuous monitoring of the quality of their training, organising advanced training and internships for research and teaching staff.

4.3. The Employers' Council has the right to address submissions, proposals and recommendations to the heads of graduate departments.

4.4. The head of the graduating department has the right to address inquiries, submissions, proposals to the Employers' Council.

4.5. The head of the graduating department takes into account the recommendations provided by the Employers' Council in his/her further work. In case of impossibility to implement the recommendations, the Head of the Graduate Department shall provide the Employers' Council with a reasoned response in writing.