

Approved
by the order № 7/153
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REGULATION
on assistance in employment
of the students and graduates
of Igor Sikorsky Kyiv Polytechnic Institute

Kyiv 2020

1. GENERAL PROVISIONS

- 1.1** Regulation on assistance in employment of the students and graduates of Igor Sikorsky Kyiv Polytechnic Institute is a normative document that regulates the procedure for introduction and organization of the interaction with employers (stakeholders), intensification of higher education seekers' professional orientation, taking into account the competencies and qualifications acquired by them at National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» (hereinafter – the University).
- 1.2** The Regulation was developed and approved in accordance with the Laws of Ukraine «On Education», «On Higher Education», «On Employment», «On Promoting Social Formation and Development of Youth in Ukraine», in terms of implementing the state policy in the field of employment and encouragement of workplaces creation.
- 1.3** The Regulation is aimed at forming new principles of employment promotion, taking into account the balance of interests of employers and students / graduates of the University, by determining the procedure for organising work and providing information, counselling, career guidance services, attracting the studying youth to participate in activities aimed at raising their level on their integration on the labour market.
- 1.4** Changes and additions to this Regulation are approved by the Academic Council of the University and put into effect by order of the Rector.
- 1.5** Employers (stakeholders) (hereinafter – the Employer) – enterprises, institutions, organisations of all forms of ownership, public authorities, etc.
- 1.6** Graduates of the Igor Sikorsky Kyiv Polytechnic Institute (hereinafter – the Graduate) are persons who studied at the University and who according to the results of certification were awarded the degree of Bachelor, Master, Doctor of Philosophy.
- 1.7** Students (hereinafter – the Student) are persons who study at the University at a certain level of higher education in order to obtain the appropriate degree and qualification.
- 1.8** The university provides the person with the educational process organisation as well as with higher education. The State in cooperation with employers ensures the creation of conditions for the realisation of the right to work by the graduates of higher education institutions, guarantees the creation of equal opportunities for choosing a place of work, type of work, taking into account higher education and social needs.
- 1.9** Seekers and Graduates are free to choose their career.

2. ORGANIZATION OF WORK AT THE UNIVERSITY LEVEL

- 2.1** Coordination activity on employment promotion of Students and Graduates of the University is provided by the department of employment promotion and professional development – Career Development Centre (hereinafter – the Department) of the Department of Educational Work.
- 2.2** The Department involves other structural units of the University within their power.

2.3 The activities of the University in the field of employment promotion are aimed at:

- 2.3.1** Monitoring the current state of the labour market, analysis of trends and forecasts of its development in order to adjust and adapt educational programs to the requirements of employers.
- 2.3.2** Coverage of the University's information resources on the proposals of Employers-partners on employment, internship programs, etc. to assist Students and Graduates in identifying career paths, forming the first stage of the career path and adapting to market economy conditions.
- 2.3.3** Organisation and conducting professionally-oriented informational and introductory events (vacancy fair, meetings, lectures, excursions to enterprises, etc.) aimed at developing partnerships with the University and Employers, professional orientation of Students.
- 2.3.4** Organising and conducting professionally oriented workshops, business cases, webinars, etc. in order to increase the competitiveness of Students and Graduates in the labour market by further developing their professional competencies and gaining new practical experience in the chosen field.
- 2.3.5** Coordination of the procedure of registration and formation of the base of Partnership and Cooperation Agreements (hereinafter – the Agreement), monitoring the state of their implementation.
- 2.3.6** Involvement of Employers in professionally oriented activities in order to intensify partnerships aimed at ensuring the highest level of training for higher education, providing opportunities for rapid retraining, taking into account current trends in economic development, maintaining favourable conditions for lifelong learning.
- 2.3.7** Promotion of technical education and interdisciplinary humanitarian educational programs among young people, focusing Students and Graduates' attention on the opportunities to build a successful career in their chosen profession.
- 2.3.8** Information and documentary support of professional internship programs abroad.
- 2.3.9** Monitoring the changes in normative-legal acts concerning employment and consulting of coordinators of faculties / institutes.
- 2.3.10** Providing proposals for improving the performance of the Department and reporting to the Vice-Rector for Educational Work.

3. ORGANISATION OF WORK AT THE LEVEL OF FACULTY / INSTITUTION

- 3.1** The dean of the faculty / director of the institute is responsible for organising the events aimed at promoting employment and professional self-determination of Seekers and Graduates.
- 3.2** In the structural subdivisions of the University the issue of employment promotion is decided by the profile coordinators of the faculties / institutes, who are appointed by the order of the dean of the faculty / director of the institute.

- 3.3** Coordinators for promoting the employment of faculties / institutes (hereinafter – Coordinators), together with the Department organise and conduct a set of professionally oriented events (meetings, lectures, workshops, business cases, webinars, field trips to companies / offices, etc.) for Students and involve Employers in the events; participate in similar events at the University level.
- 3.4** The main functions of the Coordinators in promoting the employment of Seekers and Graduates at faculties / institutes are:
- 3.4.1** Communication support with Graduates who agree to participate in the monitoring study of the Centre for Applied Sociology research "Socioplus" of Igor Sikorsky Kyiv Polytechnic Institute in order to form a database to determine their career trajectory.
 - 3.4.2** Establishing feedback with Employers-partners to involve them in an expert survey to determine the quality of training of Students and Graduates at the University.
 - 3.4.3** Cooperation with Employers on signing Agreements with the University.
 - 3.4.4** Regular provision of information on new Agreements with the University to the Department.
 - 3.4.5** Analysis of the labour market of specialists trained by the faculty / institute, with the involvement of departments that graduate students and reflecting the results in the minutes of the meeting of departments and Academic Councils of faculties / institutes.
 - 3.4.6** Providing proposals for improving the work of this area to the deans of faculties / directors of institutes and the Department.
 - 3.4.7** Informing the guarantors of educational programs about changes in labour market trends, involving employers in the educational process and providing recommendations for changes in educational programs within their powers.
 - 3.4.8** Participation in the organisation and holding Job Fairs and other career guidance events at the University.
 - 3.4.9** Preparation and submission of annual reports to the Department.
 - 3.4.10** Advising Students and Graduates on employment regulations.
 - 3.4.11** Information support of Students and Graduates on career-oriented personality development.

4. PROCEDURAL ISSUES CONCERNING THE CONCLUSION OF PARTNERSHIP AND COOPERATION AGREEMENTS

- 4.1** The initiator of the Agreement may be the University and the Employer.
- 4.2** The main tasks and forms of cooperation, obligations and responsibilities of the parties are determined by the Agreement based on the results of negotiations between representatives of the University and the Employer.
- 4.3** Approval of the Agreement at the University is carried out by the vice-rector for education, deans of Faculties / directors of institutes whose educational programs are related to the activities and requests of Employers, and legal management.
- 4.4** The first vice-rector signs the Agreement at the University.

- 4.5** The procedure for approval and signing of the Agreement by the Employer is set by them independently.
- 4.6** Registration of the Agreement at the University is carried out by the General Department in the prescribed procedure with further information on the official Internet resources of the University. Copies of the Agreement are provided to the faculties / institutes and structural subdivisions involved in its implementation.
- 4.7** On the day of registration the General Department provides the Department with a scanned copy of the registered Agreements for inclusion in the general database of Partnership and Cooperation Agreements of the University.
- 4.8** Control over the implementation of the provisions of the Agreement is carried out by the Department, and their implementation is provided by the Coordinators within specified powers.
- 4.9** Forms of documents, algorithm of actions on registration and signing of Contracts are regulated by the separate orders on University.

Vice-rector for educational work _____ Natalia Seminska