

Ferenc Rakoczi II Transcarpathian Hungarian University

Approved

by the Academic Council of the THI

on August 28, 2025, Minutes No. 8

and by Order of the Rector

No. 95-BH of September 2, 2025



Rector

..... Chernychko S. S.

September 2, 2025

Regulations on the Division of Carrier Tracking of the Ferenc Rakoczi II Transcarpathian Hungarian University

Berehove, 2025

1. General Provisions

1.1. Regulations on the Division of Career Tracking of the Ferenc Rakoczi II Transcarpathian Hungarian University (hereinafter referred to as University) have been developed in accordance with the Laws of Ukraine "On Education" and "On Higher Education", Letters of the Ministry of Education and Science of Ukraine No. 1/9-216 and No. 1/9-216 (with amendments), Resolution of the Cabinet of Ministers of Ukraine No. 992 of August 22, 1996 "On Approval of the Procedure for Employment of Graduates of Higher Educational Institutions Trained under State Order" (with amendments), Order of the Cabinet of Ministers of Ukraine No. 1726-r of August 27, 2010 "On Increasing the Employment Level of Graduates of Higher Educational Institutions" and the Statutes of the Ferenc Rakoczi II Transcarpathian Hungarian University.

1.2. These Regulations define the legal status of the Division of Career Tracking, its structure, tasks, functions, rights, competences of management, responsibilities and interaction with other structural subunits.

1.3. The Division is an organizational subunit of the University and directly reports to the Rector.

1.4. The Division is established to facilitate the realization of the rights of students and graduates to work and to ensure that graduates are provided with their first job position.

1.5. In its activities the Division is guided by the Constitution and laws of Ukraine, in particular "On Higher Education", decrees of the President of Ukraine and resolutions of the Verkhovna Rada of Ukraine, orders of the Ministry of Education and Science of Ukraine, the Statutes of the University as well as other regulatory documents, legal acts and these Regulations.

1.6. The Division of Career Tracking carries out its work regarding graduate employment and the signing of cooperation agreements with enterprises jointly with academic departments, the Division of Personnel Management, heads of University departments, self-government bodies of students and other subunits of the University.

1.7. The Division is established, reorganized or liquidated by order of the Rector and/or the President of the University. Termination of the Division's activities is carried out through its liquidation or reorganization. In the event of reorganization, all documentation of the Division must be timely transferred for preservation to the legal successor, in the case of liquidation – to the University archives.

2. Main Tasks

2.1. The main tasks of the Division are:

- to ensure coordination of activities with central and local executive authorities, public employment services, enterprises, institutions and organizations (employers) regarding the optimal alignment of the real needs of the labor market and the market of educational services;
- to organize and conduct events aimed at student employment, completion of internships by students and networking with employers;
- to collect and analyze data on the employment of graduates of the current year and previous years.

2.2. The tasks of the Division are accomplished through the complete and effective implementation of all elements of the organizational process with the extensive use of modern information technologies.

3. Functions

3.1. The main area of activity of the Division is to facilitate student employment and ensure their rights, interests and needs regarding employment within their specialization as well as to ensure the functioning of the University's quality management system.

3.2. To accomplish its tasks, the Division performs the following functions within its areas of activity:

3.2.1. Preparation of reporting documentation according to established forms as well as reference information upon request of the leadership of the University, particularly those regarding graduate employment.

3.2.2. Continuous analysis of demand and supply in the labor market for specialists trained by the University.

3.2.3. Establishing cooperation with the state employment service, enterprises, institutions and organizations, regardless of their form of ownership, that may serve as potential employers for students and graduates.

3.2.4. Ensuring coordination of activities with central and local executive authorities, public employment services, enterprises, institutions and organizations regarding the optimal alignment of the real needs of the labor market and the market of educational services.

3.2.5. Informing students and graduates of the University about vacancies in enterprises, institutions and organizations (employers) that correspond to their professional training (specialization).

3.2.6. Cooperation with the state employment service at the place of residence regarding graduates whose employment remains unresolved and referring graduates to the state employment service for consultations on the possibilities of retraining and professional development to expedite their subsequent employment.

3.2.7. Establishing business relationships between the University and central/local executive authorities, public employment services, enterprises, employment intermediaries (recruitment agencies), institutions and organizations (employers) on issues related to the professional training and employment of students and graduates. Conducting meetings with potential employers to conclude long-term agreements for student internships.

3.2.8. Implementation of a feedback system between enterprises, institutions, organizations (employers) and the University to obtain an objective assessment of the quality of professional training and to submit relevant proposals to the leadership of the University.

3.2.9. Creation of a database on students and graduates regarding their employment.

3.2.10. Accumulation of a database of potential enterprises, institutions and organizations (employers) for students and graduates. Providing information to students and graduates about job vacancies in accordance with their professional training (specialization).

3.2.11. Organizing meetings between employers and students/graduates regarding opportunities for their subsequent employment at specific enterprises, institutions and organizations as well as events to facilitate the employment of students and graduates (career days, workshops, scientific and practical conferences, job fairs, round tables etc.)

3.2.12. Planning and coordinating the work of graduating departments regarding the organization of student employment.

3.2.13. Informing graduating departments about available vacancies for the subsequent employment of graduates.

3.2.14. Establishing close cooperation with self-government bodies of students in resolving employment issues.

3.2.15. Ensuring the development of its own webpage, placement of it on the webpage of the University and its continuous update.

3.2.16. Involving enterprises, institutions and organizations in charitable activities.

3.2.17. Processing relevant materials and submitting them to the archives.

3.2.18. Planning, organizing and monitoring the work at an appropriate level.

3.2.19. Conducting the annual "Job Fair" forum.

3.2.20. Participating in the organization and development of the dual form of education at the University. (Dual education is a format of study where students undergo

training both at the university and at a certain company where they work within their specialization.)

4. Rights and Responsibilities

4.1. The rights and responsibilities of the Division are realized through the rights and responsibilities of the Head of the Division and its employees. The Division has the right to familiarize itself with draft decisions and orders of the leadership of the University.

4.2. The Head of the Division is endowed with the following rights and responsibilities:

- to submit proposals to the leadership of the University on issues related to improving the work of the Division;
- to organize the exchange of experience and facilitate the professional development of the Division's employees;
- to participate in the development and approval of projects of the University, regulations and other regulatory documents of the University concerning the activities of the Division;
- to represent the interests of the University on matters within the competence of the Division in relevant institutions and organizations;
- to conduct correspondence with relevant institutions and organizations on matters related to the activities of the Division;
- to request from the structural subunits of the University materials necessary for the performance of the functions assigned to the Division;
- to coordinate the work of academic departments on issues related to the organization of employment;
- to participate in the consideration of issues related to the work of the Division as well as matters regarding the transfer or dismissal of employees.

4.3. The rights of the Division's employees are defined by the current legislation of Ukraine, the Statutes and Internal Rules of the University and the respective job descriptions.

5. Management

5.1. The management of the Division of Carrier Tracking is carried out by the Head of the Division, who is appointed to and dismissed from office by order of the Rector and/or the President of the University.

5.2. The Head of the Division may be dismissed from office on the grounds specified by labor legislation as well as for violations of the Statutes of the University, in accordance with the current legislation.

5.3. A person with a complete higher education (Master's degree, Specialist's degree) shall be appointed to the position of the Head of the Division.

5.4. The Head of the Division must know the Constitution of Ukraine, the laws of Ukraine, acts of the President of Ukraine, the Verkhovna Rada of Ukraine and the Cabinet of Ministers of Ukraine regarding the educational sector, orders and regulations of the Ministry of Education and Science of Ukraine, other legislative and regulatory legal acts on issues of education and employment, internal regulations, rules and norms of occupational health and safety, fire safety.

5.5. The Head of the Division issues instructions regarding the activities of the Division, which are mandatory for execution by its employees and may be canceled by the higher management of the University if they contradict the legislation, the Statutes or damage the interests of the University.

5.6. In his/her work, the Head of the Division is guided by the provisions set forth in the respective job description.

5.7. The Head of the Division of Carrier Tracking:

- coordinates the activities of the Division in accordance with legislation in education;
- plans the work of the Division;
- exercises monitoring over the work of the Division's employees;
- implements measures to improve the organizational structure of the Division;
- ensures the preservation of the educational and material base of the Division in accordance with regulatory requirements and is responsible for compliance with internal labor regulations, sanitary and hygienic regimes, occupational health and safety techniques;
- monitors the development, implementation, functioning and improvement of quality management system processes in the part concerning the activities of the Division.

5.8. In the absence of the Head of the Division his/her duties are performed by a person appointed in accordance with the established procedure. This person acquires the relevant rights and bears responsibility for the performance of the duties assigned to him/her.

5.9. Internal relationships – the Head of the Division is a member of the labor collective, interacts with the Rector of the University, the Vice-Rector for Education and Methodology, heads of academic departments and teaching staff, heads and employees of other University departments and self-government bodies of students.

5.10. External relations – in his/her work, the Head of the Division interacts with the Ministry of Education and Science of Ukraine, educational institutions and establishments subordinated to it, public employment services, enterprises, institutions and organizations (employers) as well as with other organizations of the city, region and country to resolve issues related to the employment of students and graduates.

6. Responsibility

6.1. Responsibility for the high-quality and timely execution of the tasks and functions assigned under these Regulations is borne by the Head of the Division.

6.2. The degree of responsibility of other employees is established by their respective job descriptions.

7. Final Provisions

7.1. These Regulations shall be signed by the Head of the Division and approved by the Vice-Rector for Education and Methodology, the Head of the Division of Personnel Management and the Leading Legal Counselor of the University.

7.2. The Regulations on the Division shall be approved by the Academic Council of the University and enacted by order of the Rector.

7.3. Amendments and/or additions to these Regulations shall be made in accordance with the procedure established for its adoption.