

Approved  
by the decision of the academic council of the  
faculty

\_\_\_\_\_  
(name of faculty)

protocol № \_\_\_\_ from " \_\_ " \_\_\_\_\_

Dean of the Faculty \_\_\_\_\_

\_\_\_\_\_  
(signature) (full name)

Recommended  
at a meeting of the department

\_\_\_\_\_  
(name of the department)

protocol № \_\_\_\_ from " \_\_ " \_\_\_\_\_

Head of Department \_\_\_\_\_

\_\_\_\_\_  
(signature) (full name)

### SYLLABUS on discipline

#### LEGAL ISSUES OF THE MANAGER'S ACTIVITY

Semester and year of study The second semester of the 2020-2021 academic year

Educational level (first or second) first (bachelor)

Field of knowledge 19 Architecture and construction

27 Transport

Code and name of the specialty

192 Construction and Civil Engineering

273 Railway transport

Lectures and practical classes according to the schedule <http://rasp.kart.edu.ua>

Teacher team:

Lecturer: Lysiak Alexander Ivanovych

(Full Name)

Lecturer's contacts:

+38 (057) 730-10-28, e-mail: [etip12@ukr.net](mailto:etip12@ukr.net)

Lecturer's assistant: \_\_\_\_\_

(Full Name)

Lecturer's assistant contacts:

\_\_\_\_\_

Course web page: <http://do.kart.edu.ua/>

Additional information resources: <http://metod.kart.edu.ua>



## LEGAL ISSUES OF THE MANAGER'S ACTIVITY II semester 2020-2021 academic year

Lectures: \_\_\_\_\_

**Audience:** \_\_\_\_\_

### Teacher's team:

<b>Lecturer:</b> Lysiak Alexander Ivanovych
<b>Contacts:</b> <a href="mailto:a.lysvak@ukr.net">a.lysvak@ukr.net</a>
Hours of reception and consultations: 14.00-15.00 Thursday

«Legal issues of the manager's activity "is a selective discipline, the study of which is an important component of modern education of students of the Ukrainian State University of Railway Transport, who intend to get acquainted with the activities of the manager and study the features of such activities in the field of railway transport.

The main purpose of the discipline is to form in future managers the ability to organize personal work and the work of subordinates, to teach to compile the main types of management documentation.

Under the organization of work of the manager, the technique of personal work means, first of all, the order, the rules of official conduct in the management apparatus, aimed at performing current and future tasks by managers and other employees in accordance with current job descriptions and regulations. To this end, in the process of studying the course, students have the opportunity to develop the ability to organize personal work and the work of subordinates, to learn to compile basic types of management documentation.

Legal issues of the manager's work are based on the study of regulations governing the work of the manager, on the development of a set of regulations that determine the place and role of the manager in the field of railway transport.

The course aims to form and develop the following student competencies:

### **1. Integral competence.**

Ability to solve complex specialized problems and solve practical problems in the field of transport using theories and methods of modern transport science based on a systems approach and taking into account the complexity and uncertainty of the conditions of operation of transport systems.

### **2. General competencies:**

2.1. Knowledge and understanding of the subject area and understanding of professional activity.

2.2. Ability to search, process and analyze information from various sources.

2.3. Ability to identify, pose and solve problems.

- 2.3. Ability to make informed decisions.
- 2.4. Ability to develop and manage projects.
- 2.5. Ability to evaluate and ensure the quality of work performed
- 2.6. Safe activities skills.
- 2.7. Ability to work independently and in a team.

**3. Special (professional, subject) competencies:**

- 3.1. Ability to organize and manage the transportation of goods by rail.
- 3.2. Ability to organize and manage the transportation of passengers and luggage by rail.
- 3.3. Ability to take into account social, environmental, ethical, economic and commercial considerations that affect the implementation of technical solutions in railway transport.
- 3.4. Ability to solve tasks using social skills of business communication and management, demonstrating understanding of the need to comply with high-level professional and ethical standards, as well as the legal framework related to the functioning of information and communication infrastructure of Ukraine and their complexes based on computer network technologies, including personnel, health, safety and risk (including environmental risk).
- 3.5. Be able to transfer their knowledge, decisions and the basis for their adoption to specialists and non-specialists in a clear and unambiguous form, to present the results of work performed in the form of reports, abstracts, scientific articles, reports and applications for inventions.
- 3.6. Manage technological processes in accordance with job responsibilities, ensure technical safety of production in the field of their professional activity.

### **WHY YOU SHOULD TAKE THIS COURSE**

Every modern professional manager knows and is able to use the principles and methods of personal work planning; basics of interaction between the leader and subordinates; basic technical means of management; requirements for drafting and execution of documents; the order of passage and execution of documents, etc.

The manager must have the skills to organize his workplace; work with text materials; organization and holding of meetings and gatherings; organization of business conversations, negotiations; visitor flow management; rationalization of telephone contacts, etc.

Acquaintance with the specified course will help students to acquire the corresponding theoretical knowledge and skills, ability to be guided in the current legislation, to work with normative-legal acts, to apply correctly legal norms to concrete practical situations.

If you are interested in gaining these skills, then you should definitely take this course!

### **COURSE OVERVIEW**

This course is studied from February to May 2020-2021 academic year.

The course consists of one lecture and one seminar every two weeks. It is accompanied by text material and group tasks.

Number of ECTS credits - \_\_\_\_.

Lectures - \_\_\_\_ hours.

Seminars - \_\_\_\_ hours.

Independent work - \_\_\_\_ hours.

Students will have the opportunity to apply the acquired knowledge and solve practical problems during discussions in the classroom.

### **RESOURCE**

Information about the course is posted on the University website (<http://kart.edu.ua>), including the curriculum, lecture materials, tasks and rules of course evaluation).

Additional material and links to electronic resources are available on the University's website in the section "distance learning" along with the issues to consider during the preparation for discussion in the audience. The necessary preparation must be completed before the next lecture.

During the discussion, we invite you to think critically about the legal issues of the manager. You have to be ready for discussions and brainstorming - we want to know your thoughts and opinions!

## COURSE TOPICS

### II semester. For full-time study

The list of the main lectures of the course is given below. Watch for changes in the schedule.

Week	Number of hours	Lecture topic	Number of hours	The topic of practical classes
1	2	Labor functions of the manager.	2	Labor functions of the manager.
3	2	Legal issues of work organization of the manager. Working conditions.	2	Legal issues of work organization of the manager. Working conditions.
5	2	Legal issues of the organization of the manager's workplace.	2	Legal issues of the organization of the manager's workplace.
7	2	Legal bases of labor protection of the manager.	2	Legal bases of labor protection of the manager.
Modular knowledge control №1				
9	2	Legal analysis of the main types of work of the manager.	2	Legal analysis of the main types of work of the manager.
11	2	Documentary support of the manager's work.	2	Documentary support of the manager's work.
13	2	Labor discipline, financial responsibility of the manager.	2	Labor discipline, financial responsibility of the manager.
15	1	Legal issues of management culture and corporate ethics in the activities of the manager.	1	Legal issues of management culture and corporate ethics in the activities of the manager.
Modular knowledge control №2				
Exam in the discipline				

### For distance learning

Week	Number of hours	Lecture topic	Number of hours	Theme of practical, seminar and laboratory classes
	2	Theme of practical, seminar and laboratory classes.	2	Theme of practical, seminar and laboratory classes.
	2	Legal analysis of the main types of work of the manager. Documentary support of the manager's work.	2	Legal analysis of the main types of work of the manager. Documentary support of the manager's work.
	2	Labor discipline, financial responsibility of the manager. Legal issues of management culture and corporate ethics in the activities of the manager	2	Labor discipline, financial responsibility of the manager. Legal issues of management culture and corporate ethics in the activities of the manager
Exam in the discipline				

## EVALUATION RULES

When filling in the student's test report and test book (individual curriculum), the grade set on a 100-point scale must be transferred to the national scale (5, 4, 3,) and the ECTS scale (A, B, C, D, E)

Determination of the name on a state scale (assessment)	Determining the name on the ECTS scale	On a 100-point scale	ECTS rating
EXCELLENT - 5	<b>Excellent</b> - excellent performance with only a small number of errors	90-100	A
GOOD - 4	<b>Very good</b> - above average with a few errors	82-89	B
	<b>Well</b> - in general correct work with a certain number of gross errors	75-81	C
SATISFACTORY - 3	<b>Satisfactory</b> - not bad, but with many shortcomings	69-74	D
	<b>Enough</b> - the performance meets the minimum criteria	60-68	E
UNSATISFACTORY - 2	<b>Unsatisfactory</b> - you need to work before you get credit (without re-studying the module)	35-59	FX
	<b>Unsatisfactory</b> - serious further work required (re-study of the module)	<35	F

### **Tasks for independent work**

Students are asked to choose one of 13 options for topics for written development during the semester. For timely and correct performance of the task 25 points are accrued to the current modular control. For timely and partially correct performance - from 15 points. Points are not awarded for a failed task. The required amount of the task is 50% for the first modular control and 100% for the second modular control. The course of the current task and questions for discussion are sent to the teacher's e-mail or checked by him personally.

Students must review one student's work during the semester in person and express their critical remarks.

<b>Topics of written works</b>	
1	Features of legal regulation of the manager's work on railway transport
2	General and special legislation on the work of the manager on the railway transport of Ukraine
3	Labor discipline of a manager in the field of railway transport
4	Working hours of the manager in the field of railway transport
5	Rest time of the manager in the field of railway transport
6	Working hours of the manager in the field of railway transport
7	Legal issues of the organization of the manager's workplace
8	Legal analysis of the tasks of the manager in the management of the enterprise
9	Normative acts that regulate the organization of interaction and powers of the manager with subordinates
10	Technology of preparation of meetings and meetings by the manager
11	Documentary support of the manager's work
12	Legal issues of corporate ethics in the activities of the manager
13	Legal issues of management culture in the activities of the manager

### **Attending lectures:**

Points for this component are not accrued at all, if the student did not attend more than 50% of lectures in the module without good reason. The maximum amount is 10 points.

Degree of involvement:

The purpose of participating in the course is to engage you in a discussion, expand your learning opportunities for yourself and your classmates, and give you another way to test your knowledge of the application of legal norms. Participation will be evaluated based on the number and accuracy of your answers. Issues, although encouraged, are not evaluated in this block. We strive to provide all students with equal and fair opportunities to increase their own involvement. The maximum amount is 10 points.

Seminars:

Evaluated by visits (up to 5 points); degree of activity: performance of abstract work (up to 10 points), performance of test tasks, incidents (up to 30 points). The maximum amount is 35 points.

Modular testing:

Evaluated by the correct answers to the test modular questions (10 questions in the test, each correct answer is evaluated in 4 points). The maximum number is 40 points per module.

Exam:

The student takes the exam based on the results of the modular 1st and 2nd control by accumulating points. The maximum number of points that a student can receive is 100 (up to 60 points of current control and up to 40 points of testing). The arithmetic mean of the sum of modular grades is the examination score. If the student does not agree with the proposed scores, he can increase them on the exam by answering the questions in the ticket.

## TEACHING TEAM

**Lysyak Oleksandr Ivanovych** (<http://kart.edu.ua/kafedra-etip-ua/istoriya-stvorenniya-kafedri-etip-ua>) - lecturer on jurisprudence at UkrDUZT. He received the degree of Ph.D. in the specialty 12.00.05 - "Labor law; the right to social security "at the National University of Internal Affairs of the Ministry of Internal Affairs of Ukraine in 2005. Areas of research: labor law; social security law; agrarian law; water law; land law; environmental law; environmental ethics.

## Program learning outcomes

As a result of studying the discipline, the student acquires knowledge of the main legal categories and institutions of labor law that form legal thinking; developing the ability to interpret and analyze the rules of labor law; acquisition of skills of correct application of theoretical knowledge and prescriptions of normative-legal acts of labor law in concrete administrative situations. Masters the necessary theoretical provisions on labor relations and relations closely related to labor; mastering the normative material enshrined in the labor legislation of Ukraine; get acquainted with the practice of application of labor law in practical situations when working with human resources, trade unions, partners, government agencies, strategic planning.

## CODE OF ACADEMIC INTEGRITY

Violation of the Code of Academic Integrity of the Ukrainian State University of Railway Transport is a serious violation, even if it is unintentional. The code is available at:

<http://kart.edu.ua/documentu-zvo-ua>

In particular, compliance with the Code of Academic Integrity of UkrDUZT means that all work on exams and tests must be performed individually. When working independently, students can consult with teachers and other students, but must solve problems on their own, guided by their own knowledge, skills and abilities. References to all resources and sources (eg in reports, independent

works) should be clearly identified and properly designed. In the case of working with other students on individual tasks, you should indicate the degree of their involvement in the work.

## **Integration of students with disabilities**

Higher education is a leading factor in raising social status, achieving spiritual, material independence and socialization of young people with disabilities and reflects the state of development of democratic processes and humanization of society.

To integrate students with disabilities into the educational process of the Ukrainian State University of Railway Transport, a system of distance learning based on modern pedagogical, information, telecommunication technologies has been created.

Access to distance learning materials from this course can be found at: <http://do.kart.edu.ua/>