Education Institution
«Belarusian State Pedagogical University named after Maxim Tank»

APPROVED
Vice-Rector for Academic Affairs
_____ A.V.Makovchik
_____ 2023
Registration No. УД 03-527-2023/уч

LEGAL MANAGEMENT IN EDUCATION

Academic programme of the higher education institution for the specialty 7-06-0114-02 Educational Management

2023

The academic programme is developed in accordance with the advanced higher education standard for the specialty 7-06-0114-02 Educational Management and the curriculum for the specialty 7-06-0114-02 Educational Management 22.06.2023 № 120-2023/ya.

COMPILED BY:
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RECOMMENDED FOR APPROVAL:

By the Department of Pedagogy of the education institution "Belarusian State Pedagogical University named after Maxim Tank" (Minutes No. 14 as of 30.05.2023)

Head of the Department _____ S. N. Sirenko

The council of the Faculty of Social and Pedagogical Technologies of the education institution "Belarusian State Pedagogical University named after Maxim Tank" (Minutes No. 7 as of 11.07.2023).

The format of the programme and accompanying materials corresponds to the current requirements of the Ministry of Education of the Republic of Belarus

Methodologist of the Master's
Studies Department _____ A.M. Kondybailo

EXPLANATORY NOTE

Goals and objectives of the academic discipline

The goal of studying the academic discipline "Legal Management in Education" for the master's degree students is to form a holistic image of the educational law, legislative and normative basis of the educational system of the Republic of Belarus and to develop the skills of working in the legal educational space.

The objectives of the discipline:

– to help the master's degree students to acquire knowledge about the conditions of development of normative legal regulations of the educational system of the Republic of Belarus, its structural elements and mechanisms of their coordination, structures and types of normative legal acts and peculiarities of using them in the practice of education;

– to develop the skills of using the main legislative acts on the issues of education, principles of forming the normative legal support of the education in the Republic of Belarus;

– to help the master's degree students to develop managerial competence in the field of state control of the quality of education based on the implementation of legal support.

The place of the academic discipline in the system of training a specialist of a particular profiling, connections with the other academic disciplines

The place of the academic discipline "Legal Management in Education" is determined by the significance of pedagogical competences, developed during studying the discipline. The formed competences are aimed at mastering, developing and implementing the innovative mission of an education institution in the process of education. This process is based on normative legal acts.

The academic discipline "Legal Management in Education" is connected to the academic discipline "Management of the Education Institution". It has the links with the academic discipline "Managing Experimental and Innovative Projects in an Education Institution".

Requirements for the discipline study in accordance with the standard curriculum

According to the standard curriculum of the master's degree education standard for the specialty 7-06-0114-02 Educational Management and the curriculum for the specialty 7-06-0114-02 Educational Management No. 087-2023/a as of 23.02.2023 the study of the academic discipline "Legal Management in Education" should help the master's degree students to develop specialized competences: to manage the education institution in accordance with the regulations governing educational activities and relations, as well as through the effective use of information and analytical technologies.

Master's degree students who have completed the study of the discipline should **know:**

– the nature and principles of implementing the environmental and competence-based approaches in the process of education;

– main legal and normative acts in the sphere of education;

– normative legal and organizational basis of the activity of education institutions;

– the main legal acts of the Republic of Belarus and international laws on education.

Master's degree students who have completed the study of the discipline should **be able to**:

– determine the mission and purposes of an education institution;

– use the gained knowledge in the educational practice;

– evaluate the quality of implemented educational programs based on the active normative legal acts;

– solve the problems of managing the educational process on the level of education institution and its subdivisions;

– analyse normative legal acts of the sphere of education;

– use the gained knowledge in the process of education;

– create and implement competence-oriented tasks and studies (or educational events) as innovative elements of educational environment.

Master's degree students who have completed the study of the discipline must **have a command of**:

– creation, designing and restructuring their own pedagogical (methodological) system of education and upbringing within the frame of a master's thesis;

– analysis of quality of the implemented educational programmes based on the current legal normative acts;

– designing missions and purposes of an education institution based on the current legal normative acts;

– solving the legal problems on behalf of the subjects of education institutions.

Total number of classes (in-class and out-of-class) allocated to the study of the discipline according to the standard curriculum

The programme of the academic discipline "Legal Management in Education" of higher education institution is provided with the following number of classes: 96 academic hours in total, 36 hours of which are in-class hours. Distribution of in-class hours according to the type of classes: lectures - 16 hours; practical classes - 20 hours. 60 hours are allocated for self-study. Intermediate certification is carried out in the form of a **credit.**

THE CONTENT OF EDUCATIONAL MATERIAL

Topic 1. Education as the object of law

The system of education of the Republic of Belarus. The state educational policy, its legal regulation. The role of the state in the establishment and development of education.

Normative legal acts of the Republic of Belarus, regulating the structure of the Republican educational system; types, kinds, levels of the education institutions; organs of state government in the sphere of education, their levels, subordination, functions and competences.

Topic 2. The law regulating the relationships within the sphere of education

Normative legal acts of the Republic of Belarus, defining the strategy of development of the levels of the central education in the Republic of Belarus.

The Constitution of the Republic of Belarus as the basis of legal regulation of the sphere of education. The formation of the normative legal support in the sphere of education. The Codex of Education of the Republic of Belarus.

The principles of the state educational policy. The structure and types of the normative legal acts and the peculiarities of their application in the educational practice of the Republic of Belarus.

Topic 3. The normative legal basis of the activity of education institutions

The legal status of education institutions. Types and kinds of education institutions and organizations. Branches, departments, subordinate departments of the education institutions, joint enterprises, alliances, unions, associations.

Rights and duties, the responsibility of education institutions. The demands for the regulations of the institution and its legal status.

The control of the institution's activity corresponding to the goals, defined by its regulations. The basis of legal regulation of the financial and economical activity of an education institution.

The state accreditation of an education institution.

Topic 4. Educational sphere management

Nortmative legal acts in the system of pre-school education. The legal support of the activity of a pre-school institution teacher. Normative legal documents in the system of secondary education. The legal support of the activity of a specialist teacher.

Management system in the higher education institutions. The mission of a higher education institution. The higher education quality policy. A certificate. The current problems of improving the higher education quality in Belarus. The innovative educational technologies as the basis of a pedagogical process management. Improving the higher education quality: a quality management-based approach.

Topic 5. The state control of the education institution activity

Licensing, certification and state accreditation of the educational sphere. The system of education institution quality control (intermediate, final check, exams).

Normative legal acts of the Republic of Belarus, regulating the Republican informatization strategy and the trend of IT development within the sphere of education.

Normative legal acts of the Republic of Belarus, regulating the processes of conducting the accounts on statistics as well as filling in, gathering, transfer and processing of the forms of state statistic reports within the sphere of education.

Normative legal acts of the Republic of Belarus, regulating the processes of filling in, gathering, transfer and processing of the forms of departmental accounts of Ministry of Education of the Republic of Belarus.

Normative legal acts of the Republic of Belarus, regulating the processes of integration with the related information systems and resources.

EDUCATIONAL AND METHODOLOGICAL CHART OF THE DISCIPLINE

(full-time education)

LEGAL MANAGEMENT IN EDUCATION

No. of section, topic	Name of section or topic	Number of in-class hours			Independent work	Literature	Form of assessment
		Lectures	Practical classes	Laboratory work			
1.	**Education as the object of law**	**2**	**2**		**10**		
1.1	The state educational policy, its legal regulation.	2			4	2	Glossary and road map creation
1.2	Normative legal acts of the Republic of Belarus, regulating the structure of the Republican educational system.		2		6	1; 2; 4; 6	Presentation of learning outcomes
2.	**The law regulating the relationships within the sphere of education**	**4**	**4**		**10**		
2.1	The formation of the normative legal support in the sphere of education. The Code of Education of the Republic of Belarus.	2			2	3; 8	Creation of a scheme of a lecture
2.2	Normative legal acts of the Republic of Belarus, defining the strategy of development of the levels of the central education in the Republic of Belarus	2	2		4	2; 5	Case study
2.3	The principles of the state educational policy.		2		4	1; 4; 5; 6;8	Case study
3.	**The normative legal basis of the activity of education institutions**	**4**	**4**		**10**		
3.1	The legal status of education institutions	2			4	6; 7; 8	Discussion
3.2	Rights and duties, the responsibility of education institutions		2		4	2	Creation of a smart map

3.3	The control of the institution's activity corresponding to the goals, defined by its regulations	2	2		2	2	Mini-study "Development of the project of education institutions regulations"
4.	**Educational sphere management**	**4**	**4**		**10**		
4.1	The legal support of the activity of a pre-school institution teacher.	1	1		2	2; 3; 7; 8	The legal aspects of personal scientific and methodological projects
4.2	Normative legal documents in the system of secondary education.	1	1		4	7	The legal aspects of personal scientific and methodical projects
4.3	Normative legal documents in the system of higher education.	2	2		4		The legal aspects of personal scientific and methodical projects
5.	**The state control of the education institution activity**	**2**	**6**		**20**		
5.1	Licensing, certification and state accreditation of the educational sphere.	2			4		Discussion
5.2	Normative legal acts of the Republic of Belarus, regulating the Republican informatization strategy and the trend of IT development within the sphere of education.		1		4		Review reports
5.3	Normative legal acts of the Republic of Belarus, regulating the processes of conducting the accounts on statistics as well as filling in, gathering, transfer and processing of the forms of state statistic reports within the sphere of education		2		4		Adding the information to the mind map
5.4	Normative legal acts of the Republic of Belarus, regulating the processes of filling in, gathering, transfer and processing of the forms of departmental accounts of Ministry of Education of the Republic of Belarus		2		4		Adding the information to the mind map
5.6	Normative legal acts of the Republic of Belarus, regulating the processes of integration with the related information systems and resources.		1		4		Colloquim
	Total	**16**	**20**		**60**		

INFORMATION AND METHODOLOGICAL SECTION

List of basic literature:

1. Кодекс Республики Беларусь об образовании [Электронный ресурс] : 13 янв. 2011 г., № 243-З : принят Палатой представителей 2 дек. 2010 г. : одобр. Советов Респ. 22 дек. 2010 г. : в ред. Закона Респ. Беларусь от 14.01.2022 г., №154-З : по состоянию на 1 сент. 2022 г. // ilex: информ. правовая система / ООО «ЮрСпектр», Нац. центр правовой информ. Респ. Беларусь. – Минск, 2022.

List of additional literature:

2. Конин, Н. М. Правовые основы управленческой деятельности : учебное пособие для среднего профессионального образования / Н. М. Конин, Е. И. Маторина. — Москва : Издательство Юрайт, 2021. — 139 с.

3. Кузнецов, И. Н. Документационное обеспечение управления персоналом : учебник и практикум для среднего профессионального образования / И. Н. Кузнецов. — Москва : Издательство Юрайт, 2019. — 521 с.

4. Интегрированные образовательные программы высшего образования: национальный и международный опыт: учеб.-метод. пособие / С.М. Артемьева, А.Н. Петрова, С.В. Мирошникова, Ю.М. Лавринович, Н.П. Захарова, А.А. Денисевич. – Минск : РИВШ, 2016. – 104 с.

5. Информационно-образовательный потенциал инновационного развития дополнительного педагогического образования : [монография / Н. Н. Кошель и др.] ; под редакцией Н. Н. Кошель ; Министерство образования Республики Беларусь, Государственное учреждение образования "Академия последипломного образования". — Минск : АПО, 2016. — 564 с.

6. Конституционное право Республики Беларусь : учеб. пособие / В. А. Кодавбович, В. А. Круглов. – Минск : Амалфея, 2016. – 528 с.

7. Круглов, В. А. Семейное право Республики Беларусь : учеб. пособие / В. А. Круглов. – Минск : Амалфея, 2015. – 220 с.

8. Круглов, В. А. Уголовное право. Особенная часть : курс лекций / В. А. Круглов. – Минск : Амалфея, 2017. – 591 с.

9. Курс трудового права. Общая часть : учеб. пособие / А. А. Войтик [и др.] ; под общ. ред. О. С. Курылевой, К. Л. Томашевского. – Минск : Тесей, 2017. – 602 с.

10. Пашенцев, Д. А. Образовательное право : учеб. пособие / Д. А. Пашенцев. – М. : Инфра-М, 2017. – 180 с.

Assessing learning outcomes

The following means can be used for evaluating the level of master's degree students' professional and pedagogical competences on designing the content and technologies of the educational environment: working with problem-solving situations, fulfilling the tasks on competence and problems, discussions, case study, teamwork over a creative task, etc.

The requirements for successful assessing. The procedure of assessing the level of master's degree students' competence includes the following stages: defining the object of assessing; examining the academic achievements of a master student with the help of above mentioned methods of assessment; measuring and evaluating the correspondence between the mentioned above achievements and the requirements of the educational standard. The criteria, established by the Ministry of Education of the Republic of Belarus and the higher education institution are used to assess the students' academic achievements.

Methodological recommendations for the organization and implementation of independent work of master's degree students

The independent work of master's degree students within the academic discipline of "Legal Management in Education" is organized according to the "Regulation of the independent work of students (cadets, attendees)", established by the order of the Minister of Education on 06.04.2015.

The content and forms of independent work for master's degree students are created (or chosen and adapted) in accordance with the goals and objectives of the discipline, the professional orientation of the master's degree course.

The most effective forms and methods of organizing the students' independent work are the following:

Problem-solving situations analysis (case method);

working with competence-based tasks or performing creative tasks (article analysis, watching videos/films and creating reviews and annotations);

essay writing;

doing exercises;

development and subsequent defense and presentation of projects, etc.

The master students' independent work is conducted through the cooperative interaction: a student gets direct instructions and teacher's recommendations on organizing and content of his/her independent work; the teacher acts as a manager (through registration, control and error correction) and the result assessor.

While studying the discipline, special attention should be paid to master students' independent work on mastering the conceptual and methodological basis of pedagogical modeling, creation and technologization of the educational environment components. The same should be said about the ability of developing the mechanisms of creation an innovative informational and educational environment in education institutions.

List of credit questions

1. Main structural elements of the system of education.
2. The goals and objectives of education in the modern society, the conditions of the development of the educational system of the Republic of Belarus.
3. The system of education of the Republic of Belarus. The role of the state in the establishment and development of education.
4. The state educational policy.
5. Normative legal support in the sphere of education. The Code of Education of the Republic of Belarus.
6. The structure and types of the normative legal acts, peculiarities of its application in the educational practice of the Republic of Belarus.
7. The legal basis of the creation of informational and analytical support of the educational system.
8. The legal status of education institutions.
9. Types and kinds of education institutions and organizations.
10. Managing an education institution.
11. Rights and duties, the responsibility of education institutions. Typical regulations on the definite types and kinds of education institutions, the procedure of creating, reorganizing and disbanding them.
12. The control of the institution's activity corresponding to the goals, defined by its regulations.
13. The state accreditation of the educational institution.
14. The state management of the sphere of education based on the normative and legal regulations.
15. The management of local executive and administrative bodies in the sphere of education.
16. The tasks and structure of the system of state control in the sphere of education.
17. Licensing, certification and state accreditation of the educational sphere.
18. The notions of the state educational standard and an academic programme.
19. The procedure of development, approval and introduction of the state educational standards.
20. The normative and legal support of interaction between the systems of secondary and professional education.
21. The legal regulation of relationships within the family education.
22. The legal regulation of the relationships within the education and upbringing of orphaned children and children without the parental care.
23. The forms of getting continuous education and its legal regulation.
24. The peculiarities of introducing the additional general education programmes.
25. The legal status of education institution students. The students' social defense.
22. The legal status of the teaching staff of education institutions and other employees of an education institution. The forms of defending the rights of education institution employees.
26. The improvement of the quality of higher education: quality-management based approach. Normative and legal regulation of the higher education quality in Belarus.
27. The system of postgraduate education.

28. The organization of educational process during the introduction of educational programmes of postgraduate education.
29. Normative legal support of the advanced training as a researcher or pedagogue for education institution employees, the participation in the scientific and methodological research.
30. The additional education for adults. The additional education for children and youth. Normative and legal regulation.

Methodological recommendations for the organization and implementation of independent work of master's degree students

The following forms of independent work are used during the course study:

– a controlled independent work, guided by a teacher, presented as separate tasks while preparing for practical studies;
– the development of an education process project;
– the development of a final project in the sphere of managing the educational sphere organization.

The list of the recommended assessment methods

The following tools are used to evaluate the master students' achievements:

– the presentation of reports during the practical studies;
– doing test exercises;
– the defense of the final project on educational sphere management;
– taking the academic discipline credit.

Criteria of assessing learning outcomes

1. The degree of knowledge on the legal support of educational programmes

Pass:

- knowledge of the management theories;
- knowledge of the thesaurus of educational programmes legal support;
- knowledge of the main trends in the sphere of designing the educational process;
- knowledge of the main types of planning and controlling in the sphere of legal support of educational programmes;
- knowledge of the main functions of managing education institutions and educational processes in them;
- knowledge of the essence of organizational culture in education institutions.

Not pass:

- absence of knowledge of the thesaurus of educational programmes legal support;
- absence of knowledge of the main trends in the sphere of designing the educational process;
- absence of knowledge of the main types of planning and controlling in the sphere of legal support of educational programmes.

2. The skill of performing management functions according to the position and dealing with professional problems on behalf of the education institution in general.

Pass:

- knowledge of the general problems of the organizational structures theory;
- mastering the skills of solving the problems of planning, predicting, organizing and coordinating of educational process, scientific research and innovative activity.
- skills in professional-level management within his or her position and coping with the typical professional problems on behalf of the education institution in general;
- solving practical problems in the sphere of legal support of the educational programmes;
- skills in controlling education quality and the outcomes of educational activity;

- setting personal goals on achieving successful self-education.

Not pass:

- absence of knowledge of the general problems of the organizational structures theory;
- absence of knowledge in mastering the skills of solving the problems of planning, predicting, organizing and coordinating of educational process, scientific research and innovative activity.
- absence of knowledge of professional-level management within his or her position and copes with the typical professional problems on behalf of the education institution in general;
- absence of skills in solving practical problems in the sphere of legal support of the educational programmes;
- absence of skills in controlling education quality and the outcomes of educational activity;
- absence of skills in setting personal goals on achieving successful self-education.

3. The skills, connected with mastering the typical professional tasks within the sphere of pedagogical management:

Pass:

– mastery in the skills of developing and implementing the projects of educational programmes;
– mastery in the skills of implementing the functions of management according to the duties of the position;
– mastery in the ability of solving typical professional problems on behalf of an education institution;
– mastery in the methods of solving practical problems within the sphere of legal support of educational programmes and implementing them into practice.

Not pass:

– lacking the skills of developing the projects of educational programmes;
– lacking the skills of implementing the functions of management according to the duties of the position;
– lacking the ability of solving typical professional problems on behalf of an education institution;
– lacking the mastery in methods of solving practical problems within the sphere of legal support of educational programmes and implementing them into practice.

INTERDISCIPLINARY COMPLIANCE OF THE ACADEMIC PROGRAMME IN THE ACADEMIC DISCIPLINE «Legal Management in Education»

The educational discipline to be complied with	Department	Proposals for changes in the content of the academic programme of the higher education institution in the educational discipline	The decision made by the Department that has developed the academic programme (with the date and the minutes number)
Management of the Education Institution	Department of Pedagogy	No proposals	Minutes_____ No. _____2023