

*N. Huberska*

*Candidate of Law Sciences, Associate Professor,  
Doctoral Candidate at the Department of Financial Law,  
Taras Shevchenko National University of Kyiv*

## **THE PROCEDURES OF ACCEPTANCE AND REALIZATION OF THE ADMINISTRATIVE DECISIONS IN THE HIGHER EDUCATION SPHERE**

Modern processes of democratization of public relations and decentralization of the government significantly affect the character and content of administration of executive bodies and local authorities in the field of higher education.

The purpose of the article is to analyze the procedure of decision-making and implementation of decisions in higher education, which involves definition of the essence of the concept “administrative decision”, consideration of types of administrative decisions in higher education, elucidation of the structure of this procedure and content of its individual elements.

The article states that the principles that are fundamental for the development and implementation of administrative decisions in the field of higher education include: principles of scientific validity, commitment, reality, competence, effectiveness, timeliness, objectivity, consistency, clarity, regulation of decisions, optimal allocation of functional responsibilities of administrative staff, rational delegation of authority and responsibility, and others.

Today there are distinguished the following stages of the procedure of making administrative decisions: problem definition, problem selection, creation of information model of the problem situation, building a conceptual model of the

problem situation, solutions to problems.

It is noted that the administrative decision in higher education is a key element of administration by authorities and local self-governments aimed at solving specific educational problems by determining the most effective course of action to achieve the goal. Administrative decisions in higher education can be classified by such grounds as the level of management hierarchy, the level of binding decisions, time, the number of participants; functional and administrative content; causes; development methods and others. The main elements of the procedure of making administrative decision in the field of higher education include: the stage of preparation of the decision, the main steps of which are acquisition and analysis of information; identification and analysis of the problem; prediction of the situation development; stage of development and making decision, the basic steps of which include: setting goals (priorities); development of alternative administrative decisions; selection and adoption of the best administrative decision; stage of implementation of administrative decision, the basic steps of which are: organization of implementation of administrative decision; managing the implementation of the decision; evaluation of the results of administrative decision.