

**MINISTRY OF DEFENCE OF UKRAINE
MILITARY ACADEMY (Odesa)**

**REGULATIONS
on the Procedure for the Recognition of Learning Outcomes Obtained
in Other Higher Education Institutions and Non-formal Education
at the Military Academy (Odesa)**

Odesa – 2023

GENERAL PROVISIONS

REGULATIONS on the procedure for recognising academic achievements obtained at other higher education institutions and those acquired through non-formal education at the Military Academy (Odesa) (hereinafter referred to as the Regulations) have been developed in accordance with the Law of Ukraine on "Higher Education," methodological recommendations for implementing the European Credit Transfer System and its key documents in higher educational institutions, and the Instruction on the procedure for transferring, expelling, and reinstating cadets (students) at higher military educational institutions of the Ministry of Defence of Ukraine, approved by the Order of the Ministry of Defence of Ukraine No. 490 dated 24 December 1997.

The Regulations define the procedure for re-accreditation academic achievements, determining academic differences, and recognising learning outcomes obtained through non-formal education for higher education applicants who:

- are transferring from other higher military educational institutions;
- wish to continue their studies at the next educational and qualification level;
- are reinstating their studies after expulsion;
- have completed studies at other higher education institutions or received education in non-formal education before enrolling in the Academy;
- have studied at other higher education institutions or in non-formal education before entering the Military Academy (Odesa) or have undertaken non-formal education while studying in the adjunctura.

The Regulations apply to all faculties of the Academy.

I. PROCEDURE FOR RECOGNISING ACADEMIC ACHIEVEMENTS OBTAINED AT OTHER HIGHER EDUCATION INSTITUTIONS

The recognition of learning outcomes acquired at other higher education institutions is carried out through the transfer of academic results for courses studied at other higher military educational institutions (higher education institutions or under conditions of non-formal education). However, this does not reduce the duration of study or the Academy's responsibility for the level of knowledge of graduates in all academic disciplines stipulated by the curriculum.

1. Procedure for Re-accreditation Academic Disciplines

1.1. Re-accreditation academic disciplines is carried out upon the report of the cadet, student, or adjunct based on the academic certificate or supplement to the educational document issued by the educational institution.

The report on the re-accreditation of academic disciplines is submitted by the cadet or student to the name of the faculty head, and by the adjunct to the name of the

Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department, no less than one week before the start of the semester. The re-accreditation of results from previously completed academic disciplines, according to the individual study plan, is carried out at the discretion of the faculty head by comparing them (compliance of the content of the academic discipline with the educational and professional programme, total volume in hours and ECTS credits, forms of final assessment) or based on the conclusion of the expert commission of the relevant department.

1.2. The re-accreditation of results from previously completed academic disciplines by the cadet, student (or adjunct) is carried out at the discretion of the faculty head (or the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department) by comparing them (compliance of the content of the academic discipline with the educational and professional programme, total volume in hours and ECTS credits, forms of final assessment) or based on the conclusion of the expert commission of the relevant department.

1.3. A unilateral decision by the faculty head (or the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department) on the re-accreditation of academic disciplines may be made under the following conditions:

- when comparing the current curriculum with the educational programme and the academic certificate or supplement to the educational document of the cadet, student (or adjunct), the names of the academic disciplines (educational components) are identical or have minor stylistic discrepancies;

- if the total volume of hours (ECTS credits) and forms of final assessment for the academic discipline are consistent in the curricula.

1.4. An expert commission is formed in cases where there are grounds for re-accreditation academic disciplines, but a unilateral decision by the faculty head is unacceptable, specifically:

- the names of the academic disciplines differ, but when comparing the programmes of the academic disciplines, the content and competency requirements coincide;

- the total volume of hours (ECTS credits) allocated for studying the academic disciplines at another educational institution differs, but is not less than 75% of the volume of the discipline specified in the curriculum of the Military Academy (Odesa).

The expert commission is formed of three members: the faculty head (or the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department), the head of the department responsible for the academic

discipline, and one of the instructors who teaches the same or a related academic discipline.

The expert commission reviews the application (report) of the cadet, student (or adjunct), examines their documents regarding previously obtained education, and, if necessary, conducts an interview with the cadet, student (or adjunct) to clarify the content of the discipline studied at the previous educational institution that is being re-accrediting.

The expert commission makes a conclusion regarding the possibility (or impossibility) of re-accreditation the academic discipline. The conclusion of the expert commission is noted on the application (report) of the cadet, student (or adjunct). The final decision, based on the conclusion of the expert commission, is made by the faculty head (or the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department).

1.5. When re-accrediting an academic discipline, the previously earned positive assessment of the cadet's (or adjunct's) academic achievements is retained. In cases of transfer, reinstatement, or admission based on a prior educational and qualification level for individuals who did not study under the credit-modular system, their grades are converted according to the ECTS scale and the 100-point scale in line with the Academy's current grading scale, using the maximum values.

A decision to re-accreditation academic disciplines may also be made under the following conditions:

- an examination taken at the institution where the cadet (or adjunct) previously studied can be recognised as a pass with the corresponding ECTS grade;
- a pass, if graded according to the ECTS scale, may be recognised as an examination with the corresponding grade, provided the hours (credits) fully match.

If the grade for an academic discipline comprises several assessments, the applicant is assigned a weighted average grade.

1.6. A candidate for transfer or reinstatement among the cadets (or adjuncts) has the right to decline the re-accreditation of a discipline if they are not satisfied with the previously earned grade and may choose to complete it as an academic difference or study it again.

2. Procedure for Determining Academic Differences

2.1. The determination of academic differences in academic disciplines is carried out by the faculty's academic office and should take no more than one working week.

2.2. Academic differences consist of disciplines that have not been studied by the individual at the time of transfer (or reinstatement), or where the total number of

hours (credits) allocated for the discipline is less than 75% of the volume specified in the Academy's curriculum.

2.3. The cadet must make up for any credit shortfall, based on a total of $60 \times n$ ECTS credits (where n is the number of courses), while the adjunct must do so based on a total of $30 \times n$ ECTS credits (where n is the number of courses).

2.4. The number of final assessments that constitute the academic difference should generally not exceed 10 control units (passes, differentiated passes, or exams). If the curriculum includes both a pass and an exam for an academic discipline, only the exam is included in the academic difference.

3. Procedure for Completing Academic Differences

3.1. The procedure and timeframe for addressing academic differences for cadets are determined by the faculty head, while for adjuncts, they are determined by the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department.

3.2. Individuals with determined academic differences must complete them within the timeframe specified in the schedule for addressing academic differences, prior to the start of the first pass-examination session. In the case of reinstatement or transfer from another higher military educational institution, academic differences are generally to be resolved before the start of the semester.

3.3. The main form of mastering the educational material during the resolution of academic differences is independent study.

3.4. With the aim of facilitating preparation for completing academic differences, the departments and the faculty head (or the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department) provide the necessary advisory and explanatory assistance.

3.5. The departments responsible for the academic disciplines that constitute the academic differences provide the necessary instructional and methodological guidelines and recommendations for independent study, ensure a sufficient level of advisory support, and conduct an objective final assessment of knowledge.

4. Documentation Procedures

4.1. The preparation of materials regarding the re-accreditation of disciplines and the determination of academic differences is the responsibility of the faculty's academic office (scientific-organisational department) to which the application for study has been submitted.

4.2. The academic certificate (a copy of the appendix to the higher education diploma) and the application for the restarting of academic disciplines, approved by the faculty head (or the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department), are filed in the personal file of the cadet (or adjunct).

4.3. Records of the re-accreditation of results for passes and examinations are entered into the cadet's (or adjunct's) record book (individual study plan), certified by the signature of the faculty head (or the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department). Grades are recorded according to the scale currently in use at the Military Academy (Odesa).

4.4. The results of completing academic differences are recorded in the success accounting records and the record book (individual study plan) of the cadet (or adjunct). Information regarding academic differences is registered in a journal on separately designated pages.

4.5. Individuals with foreign education documents must undergo the procedure for their recognition (nostrification) and obtain a certificate confirming their right to continue their education in Ukraine.

II. PROCEDURE FOR DETERMINING LEARNING OUTCOMES

Non-formal education is a complement and/or alternative to formal education in lifelong learning.

Non-formal education takes place in the following forms: vocational courses (trainings), workshops, seminars, professional internships, online courses, and others.

5. Rules for Recognising Learning Outcomes Obtained through Non-Formal Education

5.1 The right to recognise learning outcomes obtained through non-formal education applies to cadets at all levels of higher education, as well as adjuncts.

5.2 Recognition of learning outcomes obtained through non-formal education is permitted for academic disciplines whose instruction in the educational and professional programme begins in the second semester.

5.3 Considering the likelihood of the cadet (or adjunct) not validating the learning outcomes obtained through non-formal education, their recognition occurs in the semester preceding the semester in which the academic discipline is studied.

5.4 Recognition of learning outcomes in non-formal education applies only to compulsory disciplines of the educational programme, as elective disciplines can be chosen independently by the cadet (or adjunct) from a wide range, allowing them to prefer a subject whose content differs from that acquired through non-formal education.

5.5 The Academy may recognise learning outcomes from non-formal education up to a maximum of 10% of the total volume for a specific educational and professional programme.

5.6 The cadet (or adjunct) submits a report to the head of the faculty (Deputy Academy Commandant for Education – head of the Scientific and Organisational Department) requesting the recognition of learning outcomes from non-formal education. The report is accompanied by the documents obtained as a result of non-formal education (certificates, diplomas, etc.).

5.7 To recognise the learning outcomes obtained from non-formal education, the head of the faculty (or upon the proposal of the Deputy Academy Commandant for Education – head of the Scientific and Organisational Department) establishes an expert commission from the relevant department by order of the Commandant of the Military Academy (Odesa). The commission includes: the guarantor of the educational programme under which the cadet (or adjunct) is studying; academic staff who teach the subjects proposed for re-accreditation based on the acknowledgement of learning outcomes obtained through non-formal education.

5.8 The expert commission determines the method and form of assessing the learning outcomes in accordance with the curriculum, informing the cadet (or adjunct) accordingly.

5.9 The cadet (or adjunct) is familiarised with: the syllabus of the academic discipline; the list of questions to be assessed; the list of topics for written work (in the case of written assessments); the assessment criteria and the rules for contesting the results.

5.10 The expert commission allocates 10 working days (for each discipline) to the learner for preparation for the final assessment.

5.11 If the learner receives a score of less than 60 points on a 100-point grading scale, the results of the training obtained through non-formal education will not be credited.

5.12 Following the evaluation, the expert commission prepares a report that includes a conclusion regarding the recognition or non-recognition of the results of training obtained through non-formal education.

5.13 When re-accrediting academic subjects according to the decision of the expert commission, the following are entered into the student's academic record: the name of the subject, the total number of hours/credits, the grade, and the basis for the recognition of the results of learning obtained through non-formal education (protocol number).

5.14 The student is exempted from studying the re-accredited subject in the following semester.

5.15 In the event of a negative conclusion by the expert commission regarding the recognition of the learning outcomes, the student (adjunct) has the right to appeal to the Commandant of the Military Academy (Odesa).

According to the appeal, an appellate commission is established by order of the Commandant of the Academy, which, after considering the complaint, makes a reasoned decision to fully or partially uphold the appeal or to dismiss it.