MINISTRY OF DEFENCE OF UKRAINE
MILITARY ACADEMY (Odesa)

REGULATIONS
for the professional development of scientific and pedagogical staff of the Military academy (Odesa)

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1. GENERAL PROVISIONS

The **Regulations on the professional development of scientific and pedagogical staff of the Military academy (Odesa)** (hereinafter referred to as "the Regulations") establish the procedures and specifics of professional development, its organizational, educational-methodological, and informational support, as well as the forms and necessary documentation to recognize professional development outcomes for scientific and pedagogical staff.

These Regulations are intended to serve as a guide and reference for the scientific and pedagogical staff of the Military academy (Odesa) (hereinafter "the Academy") and other military higher educational institutions (HEIs) as a normative document of the Academy.

The Regulations are based on current Ukrainian legislation and other regulatory documents governing the Academy's activities, primarily:

- The Law of Ukraine "On Education";
- The Law of Ukraine "On Higher Education";
- Order No. 120 of the Ministry of Education and Science of Ukraine dated February 15, 2024, "On approving the Regulations on the specifics of organizing the aducational process in higher military educational institutions of the Ministry of Defence of Ukraine and military training units of higher education institutions";
- Order No. 1504 of the Ministry of education and science of Ukraine dated December 4, 2020, "Some aspects of professional development for scientific and pedagogical staff";
- Order No. 7 of the Ministry of Defence of Ukraine dated January 4, 2023, "On the organization and conduct of professional military education and professional development courses in higher military educational institutions, military training units of higher education institutions, and institutions of specialized military education in 2023-2024."

Professional development for scientific and pedagogical staff encompasses a continuous process of acquiring new and enhancing existing professional and general competencies essential for the Academy's professional activities, which includes ongoing self-education and other forms of professional growth, carried out through formal and informal education, internships, and practical activities. It considers the relevant professional standards, specific job duties, and/or future role expansions, along with the personal professional interests, experience, and level of job performance of the scientific and pedagogical staff.

Professional development for scientific and pedagogical staff is a mandatory element in the quality assurance of education and educational activities.

Scientific and pedagogical staff are required to continually enhance their professional skills, teaching competencies, and scientific qualifications throughout their professional careers.

Professional development organization for scientific and pedagogical staff aims to strengthen their professional growth and acquire the competencies necessary to fulfill their service (combat) functions within the Academy's scope of activities.

Professional development can be achieved through:

the courses for professional development at the Academy, higher military educational institutions, research establishments, and other educational institutions that offer professional development for scientific and pedagogical staff in compliance with legal requirements;

acquisition of a subsequent level of higher education (educational, educational-professional, educational-scientific, educational-creative, or scientific) within the same or a different specialty;

completion of new or more complex professional tasks, enabling scientific and pedagogical staff to maintain or enhance their professional qualifications;

participation in academic mobility programs;

scientific internships;

engagement in self-education activities;

obtaining of an academic degree.

Scientific and pedagogical staff members who are military personnel may also undertake professional development:

through internships in the armed forces or at enterprises and organizations under the jurisdiction of the Ministry of Defence of Ukraine;

through military training exercises, weapon testing, etc.

The administration of the institution hosting the long-term professional development or internship is responsible for organizing and overseeing the learning process for scientific and pedagogical staff.

Professional development activities for scientific and pedagogical staff may be conducted domestically or abroad. Participation in professional development programs within any state recognized by the Ukrainian Parliament as an aggressor or occupying state is prohibited.

The professional development of beginner academic staff is conducted according to the Methodological Recommendations for organizing the training of novice instructors at the Military Academy (Odesa), approved in 2024.

2. FREQUENCY AND SCOPE OF PROFESSIONAL DEVELOPMENT

The frequency of professional development for scientific and pedagogical staff is determined by the Academy based on necessity but must occur at least once every five years. Generally, the professional development pathway and content are defined by the scientific and pedagogical staff member.

The scope (duration) of professional development is measured in hours and/or ECTS credits. The total volume of professional development for the scientific and

pedagogical staff of the Academy over five years should not be less than six ECTS credits (180 hours) in an accumulative system. The scope (duration) of a professional development program is determined based on its actual duration in hours, excluding independent study, or in ECTS credits with independent study included.

The accumulative system allows for the recognition of any prior professional development activities completed by the academic staff within the inter-assessment period as professional development.

For newly appointed scientific and pedagogical staff members of the Academy, it is recommended to undergo position-related professional development within the first two years of employment.

Responsibility for timely professional development and internships for academic (teaching) staff rests with the department head.

3. TYPES, FORMS, AND AREAS OF PROFESSIONAL DEVELOPMENT

The main types of professional development for scientific and pedagogical staff include training programs, participation in seminars, workshops, training sessions, webinars, masterclasses, and internships.

Scientific and pedagogical staff are encouraged to independently choose the forms, types, areas, and providers of their professional development. It is recommended that professional development is pursued through various service providers offering these educational services.

Professional development can be undertaken in different forms: institutional (in-person – day or evening classes, part-time, distance learning, online networking), dual education, on-the-job, or within production environments.

Recommended areas of professional development include:

the use of information-communication and digital technologies in the educational process, including e-learning, information, and cybersecurity;

development of communication, digital, interpersonal, and emotional-ethical competencies;

mastery of modern methodologies and technologies, familiarization with state-of-the-art equipment, devices, weaponry, and technology;

enhancement of managerial competencies, among others.

For scientific and pedagogical staff responsible for teaching multiple disciplines, it is recommended to independently determine the order of professional development in specific areas within the inter-assessment period, in accordance with the total duration set by legislation.

Professional development may be conducted at the academic staff member's workplace (excluding the specific department in which they work), at other locations, and/or remotely if provided by an agreement or relevant program.

Certain professional activities undertaken by scientific and pedagogical staff may qualify as professional development, including:

participation in academic mobility programs, credited up to 30 hours or one ECTS credit per year;

scientific internships, credited at 30 hours or one ECTS credit per week;

obtaining a first (Bachelor's), second (Master's), third (educational-scientific), or academic level of higher education within the scope of their professional field, credited according to the established program the scope in hours or ECTS credits, excluding recognized learning results from prior education levels.

4. INTERNSHIPS

Internships are one of the primary forms of professional development, conducted through the fulfillment of professional tasks and responsibilities by scientific and pedagogical staff in specific roles.

Internships for scientific and pedagogical staff are carried out according to an individual program developed by the academic staff member, approved by the department head, the head of the relevant structural unit, the deputy academy commandant for education, and ratified by the academy commandant. Each internship day is counted as six hours or 0.2 ECTS credits.

Internships scientific and pedagogical staff for military personnel are conducted within the military forces to:

enhance their military-professional knowledge and skills within specific officer positions;

study and apply best practices in operational, combat, and mobilization training of forces and the service experience of Academy graduates;

assist the forces in implementing advanced training methods, educational strategies, and research findings.

Internships for scientific and pedagogical staff may be organized at the Academy, in other educational or research institutions, or within military service, under the guidance of scientific and pedagogical staff holding a minimum of ten years of professional or military service experience in educational or research positions.

Internships can also be arranged within the structural units of the Ministry of Defence of Ukraine, the General Staff of the Armed Forces of Ukraine, and affiliated institutions, enterprises, and organizations.

The duration of internships is determined by the program. Assignments of the scientific and pedagogical staff one month or longer for specific operational duties in the field may qualify as internship experience.

A formal agreement is recommended between the educational institutions and the professional development provider. Internship assignmentsis carried out according of contracts.

Arrangements may be modified as necessary through supplementary agreements.

The scientific and pedagogical staff are enrolled in long-term professional development or internships by submitting an application, an assignment, and ratified by the head of the institution.

The professional development (internship) of the the scientific and pedagogical stuff is conducted according to an Individual professional development (Internship) plan. Professional development while fulfilling tasks in the armed forces is confirmed by a completed Internship program plan.

The main tasks of personal internships for officers and the scientific and pedagogical stuff are:

updating and expanding knowledge and skills in the specialty, forming new professional competencies in psychological-pedagogical, research, and organizational-administrative activities;

gaining experience with the modern weapon during the Russia-Ukraine war;

learning best practices in operational, combat, and mobilization preparation of the forces and the service of graduates from the Academy in the troops, for application in the educational process;

providing assistance to the forces in implementing advanced methods of training and education, and applying scientific research results.

Funding for expenses related to officer and scientific and pedagogical staff training at the Academy is provided according to Ukrainian legislation. Travel to and from the internship site is covered by the Academy's budget. Payment for travel expenses for officers and scientific and pedagogical staff on personal internships is handled in accordance with current Ukrainian law.

One week of internship for academic staff is credited as 30 hours or one ECTS credit of professional development.

The leadership of the institution where long-term professional development and internships are conducted is responsible for organizing and monitoring the training process for academic staff.

The individual professional development (internship) plan is reviewed by the department and should contain information on the goals, objectives, necessity, and duration of the training, its content, expected outcomes, and requirements for executing planned educational activities.

The individual professional development (internship) plan may include:

independent theoretical preparation;

acquisition of professional and organizational skills;

direct participation in work planning;

developing proposals for improving the functioning of the Academy, preparing scientific work (article, teaching manual, monograph) on current issues related to the development of the Armed Forces of Ukraine;

performing the functional duties of officials (as acting or assistant);

participation in meetings, conferences, official and business meetings, etc.

5. ORGANIZATION OF PROFESSIONAL DEVELOPMENT

The responsibility for managing professional development of scientific and pedagogical staff asigns to the deputy commandant of the Academy for education.

Organization and control of development of scientific and pedagogical staff are delegated to the educational department.

The faculty (department) heads plan and organize professional development activities for their staff. The planing documentation at the faculty (department) level includes the Chapter of professional development of scientific and pedagogical staff in the Annual activity plan and Prospective professional development plan, stored with verification materials and record cards of professional development. This plan is developed for five years and includes all scientific and pedagogical staff.

An Academy annual professional development plan is formulated based on faculty and departmental propositions by August 1, approved by the deputy commandant, and ratified by the Academy comandant.

Faculties (departments) Prospective plans are created and submitted to the Academy education department by March 15, according of the Ministry of Defence order No. 7, January 4, 2023. The Education department by March 20 for the following calendar year colects requests and subsequent budget periods.

6. PROCEDURES FOR REPORTING AND RECOGNITION PROFESSIONAL DEVELOPMENT RESULTS

After completing an internship, the supervisor prepares a written review for each participant, signed by the unit commander or department head.

The scientific and pedagogical staff who completed an internship must submit a report within a month, detailing the fulfillment of all program requirements and offering suggestions for incorporating their training outcomes into the educational process.

The internship outcomes are defended before the faculty (department), with considerations given to:

supervisor's review and internship performance assessment;

quality of individual task;

quality of the internship report;

developed education- metogical manuals, instructional materials;

recommendations for enhancing the Academy's educational framework.

After department approval, the results are submitted to the faculty council for formal recognition or rejection. In the case of positive feedback, the report is ratified by the Academy commandant. If the results are not recognized, further development opportunities may be suggested.

Approval of professional development results takes place biannually during council meetings following.

Results obtained in institutions accredited for professional development do not require additional verification.

7. PROFESSIONAL DEVELOPMENT ABROAD

Scientific and pedagogical staff with significant scientific achievements, who conduct high-level fundamental or applied research, and have received recommendations from the Academy council, may be nominated for training and internships abroad.

The Ministry of Education and Science of Ukraine (MES) annually announces a competition to select individuals for foreign training and internships, outlining the procedure, requirements, deadlines, priority educational and scientific fields, and a list of leading foreign higher education institutions and research organizations.

A contract is drawn with individuals selected for overseas training or internships. This standard contract, approved by MES, applies to students, research interns, graduate students, doctoral candidates, and academic staff undertaking foreign training or research internships.

The selection process is managed by a MES-appointed commission.

Overseas internships may also be initiated by the scientific and pedagogical staff.

Scientific and pedagogical staff are required to submit a written report within a month of completing their training or internship abroad, detailing their achievements and the extent to which their goals were met. This report is reviewed by the respective department and subsequently ratified by the Academy academic council.

8. PROFESSIONAL DEVELOPMENT (INTERNSHIPS) FOR SCIENTIFIC AND PEDAGOGICAL STAFF FROM OTHER HIGHER EDUCATION INSTITUTIONS IN UKRAINE

The Academy welcomes scientific and pedagogical staff from other higher education institutions for internships, based on agreements between the Academy and sending institutions, in compliance with current legislation.

The heads of sending institutions submit an official request to the Academy commandant for staff participation in professional development (internship) at least one month before the planned start.

Individual professional development plans are created by the sending department in collaboration with the Academy's unit responsible for training and approved by the Academy commandant. The training duration from other institutions is based on the complexity of the individual plan and the practical experience of the instructor.

Enrollment in the Academy's training program is formalized by an order from the Academy commandant upon receipt of the official request and the approved individual plan.

Each visiting scientific and pedagogical staff is assigned an advisor from the Academy's senior academic staff, who provides guidance, monitors progress, and prepares a written evaluation of the intern's performance.

Upon completion of the internship, participants receive a Certificate of completion.

9. PROCEDURE FOR MAKING AMENDMENTS AND ADDITIONS

These Regulations are approved by the Academy academic council and come into effect upon ratification.

The Academy commandant and all participants of the educational process have the right to propose amendments and additions to the approved Regulations.

Any changes or additions follow the same approval process as the original document.

In the event of urgent amendments due to legislative changes, modifications may be proposed at the next Academy meeting.

Deputy Academy Commandant for Education
Colonel **Oleh MASLIY**
"___"_____2024