

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

**REGULATIONS
on the Educational and Methodological Office
of the Educational Department of the Military Academy (Odesa)**

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1. GENERAL PROVISIONS

The Regulations on the Educational and Methodological Office of the Educational Department of the Military Academy (Odesa) (hereinafter referred to as "the Regulations") define the purpose, subordination, main tasks, functions, rights, and responsibilities of the Educational and Methodological Office, its interaction with the structural units of the academy, and the rights and duties of the head of the office.

2. NAME AND PURPOSE

The Educational and Methodological Office of the Educational Department of the Military Academy (Odesa) (hereinafter referred to as "the Office") is a structural subdivision of the educational department.

The Office is established to summarize and disseminate advanced educational practices, implement the results of pedagogical (methodological) experiments into the educational process, and create conditions for improving the pedagogical (methodical) skills of scientific and pedagogical (teaching) staff.

3. NORMATIVE AND LEGAL ACTS GUIDING THE ACTIVITIES OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

In its activities, the Educational and Methodological Office is guided by:

- The legislation of Ukraine,
- Normative and legal acts of the Cabinet of Ministers of Ukraine,
- Normative acts of the Ministry of Defence of Ukraine and the Ministry of Education and Science of Ukraine,
- Decisions of the Academic Council of the academy,
- The Statute of the Military Academy (Odesa),
- The Regulations on the Organization of the Educational Process at the Military Academy (Odesa),
- Directive documents from clients preparing military specialists,
- Orders and directives of the academy's management,
- These Regulations.

The work of the Educational and Methodological Office is carried out in accordance with the annual work plan, which forms a specific section on "Methodological Activities" within the academy's annual plan of primary measures.

4. SUBORDINATION OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

The Educational and Methodological Office reports to:
the Deputy Academy Commandant of the Academy for Education,
the Head of the Educational Department,
the Deputy Head of the Educational Department.

5. MAIN TASKS OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

The primary tasks of the Educational and Methodological Office include:

- providing recommendations for planning, organizing, and monitoring methodological activities within the academy;
- promoting achievements in pedagogical science, psychology, and teaching methods among scientific and pedagogical (teaching) staff;
- consulting scientific and pedagogical (teaching) staff on educational process organization and development of educational and methodological documentation;
- improving the methodological training of cadets;
- analysing feedback on the academy's graduates;
- summarizing and disseminating advanced pedagogical practices;
- assisting novice instructors in enhancing their methodological skills, organizing the educational process, and maintaining educational and methodological documentation;
- developing proposals to improve the effectiveness of methodological activities within the academy;
- maintaining a bibliography;
- promoting exemplary pedagogical practices of the academy's best scientific and pedagogical staff;
- providing assistance to students on issues of methodological preparation;
- organizing exhibitions of pedagogical and scientific-methodological literature;
- analysing the state of methodological activities in the academy and developing proposals for their enhancement;
- assisting department heads (supervisors) in developing novice instructors;
- organizing, preparing, and conducting methodological events at the academy.

6. FUNCTIONS OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

Coordinating the activities of faculty methodologists and heads of departmental study offices.

Monitoring and analysing the state of methodological activities in the academy's structural educational units.

Developing directions for improving methodological activities to implement them in the educational process for students.

Planning inter-departmental meetings to discuss improvements in student training.

Organizing and conducting methodological, scientific-methodological, and scientific seminars, among other activities.

7. RIGHTS OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

The Educational and Methodological Office has the right to:

have free access to information related to the tasks assigned to it;

obtain, in the prescribed manner, the necessary documents from the academy's structural units to fulfil its tasks;

review draft decisions by the academy's leadership regarding the development of the educational process;

participate in discussions on issues related to improving the academy's methodological work;

submit proposals to the academy's leadership to improve the educational process;

convene meetings and create working groups on matters within its competence.

8. ORGANIZATION OF WORK IN THE FIELD OF STATE SECRECY PROTECTION

The work of the Educational and Methodological Office in the area of state secrecy protection is organized in compliance with Ukrainian legislation regarding the protection of restricted information and cybersecurity.

9. PROCEDURE FOR INTERACTION BETWEEN THE EDUCATIONAL AND METHODOLOGICAL OFFICE AND OTHER STRUCTURAL UNITS OF THE ACADEMY

During the execution of tasks and the exercise of its rights, the Educational and Methodological Office interacts with all structural units of the academy within the framework of ensuring the fulfilment of the responsibilities assigned to it.

10. RESPONSIBILITY OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

The Educational and Methodological Office is responsible for:
the quality and timeliness of completing the tasks assigned to it, as well as the full realization of the rights granted to it;

adherence to the requirements of current legislation and internal organizational and administrative documents during the fulfilment of its duties;

the accuracy and completeness of information and data related to issues within its competence.

The head of the Educational and Methodological Office bears personal responsibility for:

compliance with current legislation in the management of the Educational and Methodological Office;

providing timely and accurate information regarding the activities of the office;

maintaining the documentation of the Educational and Methodological Office;

monitoring the regulatory framework within the scope of their authority;

implementing the orders of the Deputy Academy Commandant for Education, the Head of the Educational Department, and their deputy.

The personal responsibility of the employees of the Educational and Methodological Office is defined in their respective job descriptions.

11. MANAGEMENT OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

Direct management of the Educational and Methodological Office is carried out by the head of the office. The head reports to the Deputy Academy Commandant for Education, the Head of the Educational Department, and their deputy.

The head of the Educational and Methodological Office is the immediate supervisor of the entire staff of the office and bears personal responsibility for the fulfilment of the tasks assigned to the office.

The head performs organizational, managerial, monitoring, and advisory activities.

12. DUTIES OF THE HEAD OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

In addition to the duties specified in the job description approved by the academy's leadership, the head of the Educational and Methodological Office is required to:

- provide overall management of the Educational and Methodological Office;

- ensure the completion of tasks assigned to the office;

- take necessary measures to improve the organization of the office's activities;

- facilitate the creation of favourable working conditions within the office;

- organize monitoring of the regulatory framework in the field of education within the limits of their authority;

- oversee the maintenance of the office's documentation;

- ensure the implementation of the academy leadership's decisions;

- organize the preparation of orders and directives related to the office's activities;

- participate in meetings, seminars, and conferences held at the academy concerning the organization and management of the educational process;

- monitor the implementation of the office's work plans;

- address other matters related to the office's activities in accordance with these Regulations.

13. RIGHTS OF THE HEAD OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE

The head of the Educational and Methodological Office, in addition to the rights specified in the job description approved by the academy's leadership, has the right to:

- issue mandatory orders to the subordinate staff regarding tasks within the competence of the Educational and Methodological Office;

- submit proposals for rewarding the office's staff and apply rewards personally, as per established procedures;

- impose disciplinary actions within the limits of the defined powers;

- submit recommendations for the appointment or dismissal of office employees in the prescribed manner;

exercise other powers in accordance with legislative and other regulatory legal acts.

14. APPOINTMENT AND DISMISSAL OF THE HEAD OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE AND METHODOLOGISTS

The head of the Educational and Methodological Office and methodologists are appointed and dismissed in accordance with the procedures established by normative legal documents.

The rights and responsibilities of the head and methodologists are determined by their respective job descriptions.

In the temporary absence of the head of the Educational and Methodological Office (due to leave, business trips, illness, etc.), their duties are performed by a methodologist or another person designated in the prescribed manner. This person assumes the respective rights and responsibilities for the performance of duties defined by these Regulations and other local normative documents.

15. STATUS OF THE EDUCATIONAL AND METHODOLOGICAL OFFICE AND OFFICIAL ATTRIBUTES

The Educational and Methodological Office of the Educational Department of the Military Academy (Odesa) does not constitute a legal entity. The abbreviation for the office is "HMKHB" (NMCNV) of the academy.

The Educational and Methodological Office may possess official stamps of an established format and its own logo. The logo of the office is reviewed and approved by the Academic Council of the academy.

16. PROCEDURE FOR AMENDMENTS AND SUPPLEMENTS

These Regulations are approved by the Academic Council of the academy, enacted by an order of the academy's head, and come into force upon approval.

All amendments and supplements to these Regulations are made by approving a new edition of the document through the Academic Council of the academy.

Deputy Academy Commandant for Education
Colonel

Oleh MASLIY