MINISTRY OF DEFENCE OF UKRAINE

MILITARY ACADEMY (Odesa)

REGULATIONS
on the educational office of the departments of the Military academy (Odesa)

Odesa
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MINISTRY OF DEFENSE OF UKRAINE
MILITARY ACADEMY (Odesa)

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REGULATIONS
of the educational office of the departments of the Military academy (Odesa)

Approved by the Academic Council
of the Military Academy (Odesa)
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Regulations on the department educational offices (hereinafter referred to as the Regulations) is a normative document that governs the activities of the department educational offices at the Military academy (Odesa) (hereinafter referred to as the Academy). It defines the purpose, main tasks, educational and methodological support, procedures for documentation and planning of the office's activities, its interaction with the Academy's structural units and faculties, as well as the rights and responsibilities of the head of the department educational office. The Regulations were developed by a team of staff members under the general supervision of the deputy commandant of the Academy for education, doctor of pedagogical sciences, professor, colonel Oleg Masliy.

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1. GENERAL PROVISIONS

1.1. This Regulation applies to the educational office that are currently functioning and those that are being established.

1.2. A educational office is a structural unit of the department and serves as a place for academic (pedagogical) staff to prepare for classes, for students' independent work, and for conducting and organizing extracurricular activities that promote a deeper study of the department's academic disciplines.
The training room is a center of the department's methodological activities and is involved in the process of improving the methodological training of students.

1.3. The training room is subordinated to the head (chief) of the department and their deputy.

1.4. In its activities, the educational office is guided by the current legislation of Ukraine, regulatory legal acts of the Cabinet of Ministers of Ukraine, the Ministry of defense of Ukraine, the Ministry of education and science of Ukraine, decisions of the Academic council of the Academy, the Charter of the Military Academy (Odesa), the Regulations on the organization of the educational process at the Military academy (Odesa)", regulatory documents, orders and directives of the Academy's leadership, and these Regulations.

2. PURPOSE AND MAIN TASKS OF DEPARTMENT EDUCATIONAL OFFICE

2.1. The main purpose of establishing educational office is to organize and support methodological activities at the departmental level, to summarize and disseminate advanced pedagogical experience in student education, to organize and implement pedagogical (methodological) experiments and incorporate their results into the department's educational process, and to create conditions for improving the pedagogical (methodological) skills of academic (pedagogical) staff within the department.

2.2. The main tasks of the educational office are:

promoting among lecturers and academic group supervisors the achievements of pedagogical science, psychology, and teaching methodology;

establishing and maintaining connections with educational office of other departments regarding the implementation of new forms and methods of student education;

providing consultations to the department's academic staff on organizing the educational process and developing educational and methodological documentation;

improving the methodological training of cadets;

promoting among lecturers and academic group supervisors the achievements of pedagogical science, psychology, and teaching methodology;

establishing and maintaining connections with educational office of other departments regarding the implementation of new forms and methods of student education;

providing consultations to the department's scientific-pedagogical staff on organizing the educational process and developing educational and methodological documentation;

improving the methodological training of cadets;

analyzing student performance in the department's academic disciplines and providing analytical reports to the department's leadership for decision-making;

analyzing feedback from the troops regarding academy graduates and summarizing proposals from the department's scientific-pedagogical staff to improve student training;

summarizing and disseminating best practices in the department's methodological activities;

developing measures for the training of novice lecturers and enhancing the methodological skills of the department's scientific-pedagogical (pedagogical) staff;

providing methodological assistance to novice lecturers in organizing the educational process and maintaining educational and methodological documentation;

analyzing the results of attendance control and providing analytical reports to the department's leadership for decision-making;

ensuring the systematization and accumulation of educational and methodological materials for the department's disciplines, developing proposals for conducting educational-methodological meetings at the department level, organizing methodological councils, exhibitions of pedagogical and methodological literature, etc.;

monitoring and analyzing the implementation of methodological activities in the department and developing proposals to improve their effectiveness;

maintaining a bibliography;

accumulating reporting materials on the results of methodological activities conducted;

forming a database of key regulatory documents in the field of education and guidelines for organizing and managing the educational process in military higher educational institutions, and communicating them to the department's leadership and academic staff;

promoting best pedagogical practices of the academy's top scientific-pedagogical staff;

studying, summarizing, and disseminating advanced scientific-pedagogical experience of the department's best lecturers;

providing students with reference and professional literature;

cooperating with the academy's educational and methodological office and the faculty methodologist;

organizing exhibitions of pedagogical and scientific-methodological literature at the department.

<u>formulating proposals for the department's leadership regarding:</u>

planning methodological activities for the academic year and month (department's main activity plan for the academic year, calendar plan of main activities for the month);

organizing and conducting key forms of methodological work;

improving the methodology, forms, and technologies of all types of academic classes;

implementing innovative technologies and advanced forms of learning organization in the department's educational process;

discussing relevant issues at department meetings.

3. EDUCATIONAL AND METHODOLOGICAL SUPPORT OF EDUCATIONAL OFFICE

3.1. The educational and methodological support of educational office consists of working programs, a collection of educational and methodological materials for each academic discipline of the department, handbooks, educational and methodological manuals.

3.2. The equipment and resources of the educational office include:

list educational and methodological materials for the department's disciplines (in electronic format);

working programs of the department's academic disciplines;

educational and methodological materials for each academic discipline assigned to the department (lecture notes, methodological guidelines for conducting practical, group, laboratory classes, group exercises, etc.; lesson plans for seminars, training sessions, exercises, electives, games, etc.; methodological guidelines for students' independent work on an educational component; guidelines and recommendations for the development of individual learning tasks; methodological recommendations for conducting final assessments; and other materials for delivering educational activities in full-time, part-time, or distance learning formats);

information boards on methodological activities (teaching methods for academic disciplines), maintained by the department's scientific-pedagogical staff;

textbooks and educational manuals;

professional magazines;

reference and regulatory-technical literature;

popular science and methodological literature;

samples and outlines of model, open, and instructor-methodical lessons;

instructions for conducting laboratory and practical work, experiments, observations, practicums, training maps, etc.;

bibliography;

list of educational films;

the regulation on educational and methodological support;

requirements for academic classes, their types and formats, and teaching methods;

materials on best pedagogical practices;

printed and electronic versions of key regulatory documents in the field of education and science, as well as guidance documents on organizing and conducting the educational process in military higher educational institutions.

4. DESIGN OF EDUCATIONAL OFFICE

4.1. The entrance door of educational office must have an appropriate sign indicating the name of the room. In addition, the door must display a numerical designation. The format of the signs and numerical designations must comply with the Academy's regulatory documents.

4.2. The design of educational office should include the creation of educational and methodological displays of both permanent and temporary mode.

4.2.1. Permanent displays, depending on the specialization of the training room, include:

state symbols;

safety instructions;

portraits of prominent scientists, public figures, engineers, etc.;

boards on methodological activities (teaching methods for academic disciplines), which are maintained by the department's scientific-pedagogical staff;

political map of Ukraine, etc.

4.2.2. Temporary displays include:

exhibitions of the best works by students;

additional information about innovations in educational, scientific, and methodological activities;

results of contests and tournaments;

working programs and educational-methodological materials for each discipline of the department.

5. PLANNING THE WORK OF EDUCATIONAL OFFICE

5.1. The activities of the educational office are planned in the "Methodological Activities" section of the Annual department plan of Main activities and in the monthly Calendar plan of Main activities, under the item "Work of the educational office."

5.2. The list of main activities must be sequential and include specific deadlines.

5.3. The head of the educational office organizes and controls the implementation of the plan and prepares an annual report on the training room's activities.

6. MANAGEMENT OF THE EDUCATIONAL OFFICE

6.1. The educational office is managed by a head, appointed by order of the Academy commandant.

6.2. The head of the educational office is responsible for the organization, storage, and use of educational visual aids, equipment, and other material assets.

6.3. The of head of the educational office is pedagogical staff position.

6.4. The head of the educational office is allowed to work independently only after undergoing introductory and initial briefings on occupational safety, electrical safety, and fire safety.

6.5. The head of the educational office has the right to:

have free access to information related to the tasks assigned to the educational office;

receive the necessary documents from department lecturers, in accordance with established procedures, to carry out the tasks assigned to the educational office;

be informed of the decisions made by the department's leadership;

participate in the discussion of issues related to improving the department's educational and methodological work;

attend department meetings;

submit proposals to the department’s leadership on improving the department’s educational and methodological activities;

specific rights and responsibilities of the head of the educational office are defined by the job description.

7. RESPONSIBILITY

7.1. The educational office is responsible for:

the quality and timeliness of the tasks assigned to it, as well as for the full exercise of the rights granted to it;

compliance with applicable legislation and internal organizational and administrative documents in the performance of its tasks;

the accuracy and completeness of information and data within the scope of its competence.

7.2. The head of the educational office bears personal responsibility for:

compliance with applicable legislation in the performance of duties as head of the training room;

providing timely and accurate information about the activities of educational office;

maintaining the documentation of the educational office;

monitoring the regulatory and legal framework within the scope of official responsibilities;

executing the orders of the department's leadership.

7.3. The personal responsibility of the head of the educational office is determined by the corresponding job description.

8. COOPERATION WITH OTHER STRUCTURAL UNITS

In the performance of its tasks and functions and in the exercise of its rights, the educational office cooperates with all structural units of the Academy and the faculty within the scope of ensuring the fulfillment of the tasks assigned to the training room.

9. PROCEDURE FOR AMENDMENTS AND ADDITIONS

9.1. This Regulations is approved by the Academic Council of the Academy, enacted by order of the Academy commandant, and enters into force upon its approval.

9.2. All changes and additions to this Regulations are made by approving a new edition of the Regulations by the Academic Council of the Academy.

Deputy Commandant of the Academy for educational work
colonel Oleh MASLII
"___" _____ 2024