

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

**REGULATIONS
on the Educational Programme Guarantor
at the Military Academy (Odesa)**

Odesa
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1. GENERAL PROVISIONS

1.1. The Regulations on the Educational Programme Guarantor at the Military Academy (Odesa) (hereinafter referred to as the Regulations) have been developed in accordance with the Laws of Ukraine 'On Education,' 'On Higher Education,' the Resolution of the Cabinet of Ministers of Ukraine No. 1410 dated 15.12.1997 'On the Transformation of the Military Education System' (with amendments), the Licensing Conditions for Educational Activities approved by the Resolution of the Cabinet of Ministers of Ukraine No. 1187 dated 30.12.2015, the Regulations on the Specifics of Organizing the Educational Process in Higher Military Educational Institutions of the Ministry of Defence of Ukraine, Military Educational Units of Higher Education Institutions, and Institutions of Pre-Higher Military Education, approved by the Order of the Ministry of Defence of Ukraine No. 120 dated 15.02.2024, the Instruction on Planning and Accounting for the Activities of Scientific and Pedagogical Staff of Higher Military Educational Institutions (Military Educational Units of Higher Education Institutions, Training Centres of the Armed Forces of Ukraine), approved by the Joint Order of the Ministry of Defence of Ukraine and the Ministry of Education and Science of Ukraine No. 155/291 dated 08.05.2002 (with amendments), and other resolutions and orders of the Cabinet of Ministers of Ukraine, orders of the Ministry of Education and Science of Ukraine, the Ministry of Defence of Ukraine regarding higher education, legislative and regulatory acts on licensing educational activities, conducting accreditation expertise of educational programs, the Charter, regulations of the Military Academy (Odesa), and orders and directives of the Commandant of the Military Academy (Odesa).

1.2. The Regulations define the concept of the Educational Programme Guarantor, the procedure for their appointment, tasks, functional duties, responsibilities, rights, and interactions with other departments of the Military Academy (Odesa).

1.3. The Educational Programme Guarantor is a scientific and pedagogical or scientific staff member employed at the Military Academy (Odesa) as their primary place of work. They hold qualifications in the relevant speciality of the educational programme, in accordance with the requirements of regulatory documents concerning the Licensing Conditions for Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 1187 dated 30 December 2015. They hold an academic degree and/or academic title. The Guarantor actively engages in scientific research, as evidenced by having scientific publications over the past five years in professional academic journals and international scientometric databases. They comply with the Licensing Conditions for Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 1187 dated 30 December 2015.

1.4. The candidacy of the Educational Programme Guarantor is recommended by the Academic Council of the respective faculty (research centre). The Educational Programme Guarantor is appointed by the order of the Commandant of the Military Academy (Odesa) and is responsible for the licensing, accreditation, and quality assurance of the educational programme.

1.5. A scientific and pedagogical (scientific) staff member may serve as the guarantor of only one educational programme.

1.6. The Educational Programme Guarantor interacts with:

in terms of official duties – with the leadership of the department where the educational programme is implemented;

in the execution of higher education quality assurance activities – with the Head of the Quality Assurance Department for Educational Activities and Higher Education;

in the absence of constructive support regarding the measures for ensuring and improving the educational programme from the department's leadership, they may refer to the Commandant of the Military Academy (Odesa).

1.7. The Educational Programme Guarantor must report at least once a year to the Academic Council of the faculty (research centre) and once every two years to the Academic Council of the Military Academy (Odesa) regarding the measures taken to ensure and improve the educational programme.

1.8. The quality and compliance of educational programmes with a specific level of the National Qualifications Framework for Higher Education is personally ensured by the Educational Programme Guarantor.

2. KEY TERMS

2.1. *Educational and Professional (Educational and Scientific) Programme* – a system of educational components at the relevant level of military education and higher education within the speciality, which defines the requirements for the education level of individuals who may commence studies under this programme, the list of subjects and the logical sequence of their study, the number of ECTS credits required to complete this programme, as well as the expected learning outcomes (competencies) that the applicant for the relevant higher education degree should acquire. The educational programme is reviewed and approved at the meetings of the Academic Council of the faculty where this educational programme will be implemented and is subsequently approved by the Academic Council of the Military Academy (Odesa).

2.2. *Learning Outcomes* – the knowledge, skills, competencies, ways of thinking, views, values, and other personal qualities that can be identified, planned, assessed, and measured, which an individual is capable of demonstrating after completing the educational programme or individual educational components. The programme learning outcomes for the educational and professional programme are reflected in the profile of the educational programme; the learning outcomes for the educational components of the professional programme are reflected in the syllabi of the subjects, practical training, and other components of the educational programme.

2.3. *National Qualifications Framework* – a systematic and structured based on competencies description of qualification levels. It is approved by the Resolution of the Cabinet of Ministers of Ukraine.

2.4. *Educational Component* – a substantive educational element of the educational programme, functioning as an autonomous, officially structured learning experience, which must have a coherent and clear set of learning outcomes, defined

types of learning activities according to the time allocated within the educational programme, and relevant assessment criteria.

2.5. *Working programme of the academic discipline* is developed based on the training curriculum for military specialists of the HMEI (Higher Military Educational Institution) / Military Educational Unit of Institution of Higher Education (MEU of HEI) and the programme of the academic discipline for the entire period of its instruction. It determines the sequence of mastering the educational content, its distribution across organisational forms of study (classroom activities, independent work, completion of individual tasks, control activities), and types of training sessions (lecture, laboratory work, practical session, seminar, group lesson, group exercise, individual lesson, tactical (tactical-special, tactical-drill) exercise, command-staff exercise, military (military-special) game, consultation). It specifies the information-methodological and material-technical (logistical) support, planned learning outcomes, criteria for assessing the level of mastery, as well as the forms and tools for ongoing and semester assessment.

The structural components of the working programme of the academic discipline include: a description of the academic discipline, expected learning outcomes, structure and content of the academic discipline, types and topics of training sessions, and educational questions, tasks for independent work, individual assignments, methods of assessment, scoring scheme for cadets, students, and adjuncts during ongoing and final evaluation, essential and supplementary literature, and information sources.

The distribution of the discipline's study time by semesters and types of sessions in the working programme is carried out in accordance with the academic discipline programme.

2.6. *Syllabus* is an educational-methodological document that includes a description of the academic discipline, its aims and objectives, content modules and names of session topics, duration of each session, assignments for independent work, methods and forms of assessment, requirements set by the academic staff, evaluation criteria, and a list of recommended literature.

2.7. *Quality of higher education* is the compliance of learning outcomes with the requirements established by legislation, the relevant higher education standard, and/or the agreement on the provision of educational services.

2.8. *Accreditation* is the evaluation of an educational-professional programme and/or the educational activities of the academy under this programme to assess: compliance with the higher education standard; the ability to meet the standard's requirements and achieve the learning outcomes stated in the programme.

3. KEY TASKS AND FUNCTIONS OF THE EDUCATIONAL PROGRAMME GUARANTOR

3.1. The Educational Programme Guarantor serves as the primary organiser and responsible person for the development and implementation of the educational programme, as well as for ensuring and monitoring the quality of this educational programme.

3.2. The main tasks of the Guarantor are as follows:

defining the content of the educational programme, and forming and overseeing the process of delivering high-quality educational services in the training of higher education applicants;

facilitating the staffing of the educational programme;

coordinating the development and maintenance of educational-methodological support for educational activities within the educational programme;

ensuring quality control over the implementation of the educational programme and the quality of training for higher education candidates under this programme;

organising and conducting activities aimed at the periodic review of the educational programme, involving all stakeholders and taking into account current requirements of clients, employers for training, and the latest trends in the relevant scientific field;

adhering to standards of ethical conduct, academic integrity, and preventing conflicts at all stages of the educational programme's implementation, as well as ensuring all participants in educational activities comply with these standards;

approving the expert group's work programme for conducting an accreditation evaluation at least three working days before the expert group commences its work at the academy;

cooperating with the National Agency for Higher Education Quality Assurance within the framework of the educational programme;

preparing and submitting, in electronic form via the official portal of the National Agency for Higher Education Quality Assurance, information on the self-assessment of the educational programme.

3.3. The functional responsibilities of the Educational Programme Guarantor include:

defining goals and regularly reviewing programme learning outcomes for compliance with higher education standards and professional standards, the National Qualifications Framework, and the mission and strategy of the academy;

determining the structural and logical sequence of delivering educational components to acquire the relevant competencies;

monitoring compliance with Licensing Conditions for Educational Activities in the field of higher education regarding quantitative and qualitative indicators of personnel, educational-methodological, material-technical, and informational support for educational activities;

analysing and controlling the provision of the educational programme with necessary information resources, educational-methodological literature, equipment, teaching tools, etc., as well as the quality of the educational-methodological content of the programme;

conducting ongoing monitoring and periodic improvement of the educational programme in accordance with the "Regulations on the Procedure for Developing, Monitoring, and Periodically Reviewing Educational Programmes at the Military Academy (Odesa)" based on stakeholder feedback, trends in the field of training, as

well as the experience of similar domestic and foreign educational programmes and the latest achievements in science;

coordinating activities and programmes for international academic mobility of higher education applicants;

reviewing issues regarding the transfer of learning outcomes for cadets (students), adjuncts transferring from other educational programmes (including other HMEIs), and recognising learning outcomes obtained through non-formal education and as a result of academic mobility;

establishing admission features for educational programmes within the academy's (academy's postgraduate studies) admission rules;

ensuring transparency, accessibility, and integrity in the process of forming individual educational trajectories for higher education applicants within the educational programme;

organising and participating in career guidance activities with all stakeholders.

4. RIGHTS AND RESPONSIBILITIES OF THE EDUCATIONAL PROGRAMME GUARANTOR

4.1. The Educational and Professional Programme Guarantor has the right to:

demand from the leadership of the faculties (departments) the replacement of scientific and pedagogical staff who teach disciplines within the educational programme and do not meet the requirements of Article 37 and do not fulfil the four points of Article 38 of the Licensing Conditions for Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine dated December 30, 2015, No. 1187;

request the leadership of the faculties and the Military Academy (Odesa) to encourage scientific and pedagogical staff who provide educational components of the educational programme at a high level and are developing in their professional, educational, and scientific activities;

make proposals for reviewing or updating the educational programme and the curriculum;

make adjustments to the content of academic disciplines, approve syllabi, and provide recommendations on teaching methods;

participate in determining the conditions for implementing the educational programme, developing curricula, working curricula, practice programmes, and other documents related to the methodological support of the educational programme;

take part in the meetings of examination commissions for the certification of higher education applicants studying under the relevant educational programme;

be present and express their opinion at meetings of working groups, departments, scientific councils of faculties, and the scientific council of the Military Academy (Odesa) where issues concerning or potentially affecting the implementation of the educational programme are discussed;

receive information regarding the implementation of the educational programme and the completion of self-assessment data of the educational and professional programme from any structural unit of the Military Academy (Odesa);

conduct periodic monitoring of the educational programme and the educational activities supporting it.

4.2. According to the Regulations on the Peculiarities of Organising the Educational Process in Higher Military Educational Institutions of the Ministry of Defence of Ukraine, Military Educational Units of Higher Education Institutions, and Institutions of Vocational Pre-Higher Military Education, approved by the order of the Ministry of Defence of Ukraine dated February 15, 2024, No. 120, the Educational Programme Guarantor is allocated up to 300 hours per academic year within the working time of the scientific and pedagogical staff member to carry out their assigned tasks, rights, and responsibilities.

In accordance with the Instruction on Planning and Accounting for the Activities of Scientific and Pedagogical (Pedagogical) Staff in Higher Military Educational Institutions (Military Educational Unit of Institution of Higher Education, Training Centres of the Armed Forces of Ukraine), approved by the joint order of the Ministry of Defence of Ukraine and the Ministry of Education and Science of Ukraine dated May 8, 2002, No. 155/291 (as amended), the specified number of hours is indicated in the individual plan as methodological and organisational work in accordance with the time norms for planning and accounting for educational, methodological, scientific, and organisational work of scientific and pedagogical staff.

4.3. Based on the results of the academic year, the Military Academy (Odesa) may award bonuses to the Educational Programme Guarantors from the savings of the salary fund for the year or from a special fund.

4.4. The Educational Programme Guarantor, in accordance with the legislation of Ukraine, is responsible for the poor implementation of the educational programme and for the inadequate or untimely performance of the functional duties outlined in this regulation.

5. INTERACTIONS OF THE EDUCATIONAL PROGRAMME GUARANTOR WITH OTHER DEPARTMENTS

5.1. The Educational Programme Guarantor collaborates with the Deputy Commandants of the Military Academy (Odesa), the Department for Quality Assurance of Educational Activities and Higher Education, the Academic Department, the Research and Organisational Department, the Research Centre of the Military Academy (Odesa), the academic units of the faculties, and other officials (heads of departments, services, and sections) on issues related to the implementation of the educational programme and the preparation and accreditation of educational programmes.

5.2. The Educational Programme Guarantor interacts with the Department for Quality Assurance of Educational Activities and Higher Education to monitor the quality of educational activities and to implement innovative approaches during the programme's delivery.

5.3. The Educational Programme Guarantor, together with the Unified State Electronic Database on Education (EDEBO) administrator, the Personnel Department of the Headquarters, the Academic Department, and the academic units of the faculties, ensures the relevance of information in the EDEBO system and on the academy's official website.

5.4. The Educational Programme Guarantor submits prepared proposals for changes to the educational programme to the head of the faculty where the programme is delivered, to be reviewed and approved by the faculty's academic council and the academy's academic council.

6. FINAL PROVISIONS

6.1. The Regulations are approved by the Academic Council of the Military Academy (Odesa) and come into effect by order of the Commandant of the Military Academy (Odesa).

6.2. Amendments and additions to these Regulations are considered and approved by the Academic Council of the Military Academy (Odesa) and come into effect by order of the Commandant of the Military Academy (Odesa).

6.3. The implementation of the regulations is monitored by the officials of the Military Academy (Odesa) within their authority.