

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

**REGULATIONS
on the Free Choice of Elective Disciplines
of Higher Education Applicants
of the Military Academy (Odesa)**

Odesa
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1. GENERAL PROVISIONS

1.1. The Regulations on the free choice of elective disciplines of higher education applicants of the Military Academy (Odesa) (hereinafter referred to as the Regulations) contains the basic requirements for the exercise of the right of choice by applicants for higher education in accordance with Section X of Article 62 of the Law of Ukraine "On Higher Education", paragraph 15.

1.2. An educational programme is a single set of educational components (academic disciplines, individual tasks, educational practices, military internships, control measures, etc.) aimed at achieving the learning outcomes provided for in the programme, which gives the right to obtain a certain educational or educational and professional qualification.

An educational programme is a separate document that provides its characteristics and an idea of:

specialty (specialization) of the relevant field of knowledge;

programme objectives that determine the specifics of each individual programme;

the qualification that a graduate receives upon successful completion of the programme;

learning outcomes planned upon successful completion of the study programme;

planned competencies that characterize a graduate of the relevant study programme;

disciplines of free choice provided to applicants for higher education and constituting:

for the field of knowledge 25 "Military sciences, national security, state border security" – not less than 10 percent of the total number of ECTS credits provided for the educational programme of the relevant level of higher education;

for civilian fields of knowledge – not less than 25 percent of the total number of ECTS credits provided for the educational programme of the corresponding level of higher education.

1.3. Elective disciplines are disciplines introduced by a higher military educational institution to enable the applicant to deepen professional knowledge within the chosen study programme and/or to acquire additional special professional competencies. Elective disciplines may be chosen by higher education applicants

independently, either individually or in blocks formed on the basis of the possibility of awarding the relevant qualification or the relatedness of the competencies to be acquired.

1.4. When choosing disciplines, a higher education applicant must ensure that the established annual volume of academic credits is 60 credits per academic year.

1.5. The choice of elective disciplines of the educational programme is carried out by the higher education applicant in the formation of an individual study plan.

An individual study plan (hereinafter referred to as the ISP) is a document that determines the sequence, form, and pace of mastering the educational components of the educational programme by the higher education applicant in order to implement his/her individual educational trajectory.

The ISP is formed by the higher education applicant under the guidance and in cooperation with the academic staff of the relevant departments for each academic year, signed by the higher education applicant, agreed with the Deputy Head of the Faculty for Academic and Research Work, and approved by the Head of the Faculty within two weeks from the beginning of the new academic year.

The individual study plan is formed on the basis of the curriculum for the training of higher education applicants of a particular educational programme, with the aim of individualising the educational process – taking into account the individual needs of the higher education applicants in terms of their professional training and the implementation of an individual educational trajectory.

The ISP contains a list of compulsory educational components and an elective part. The elective part of the individual study plan provides in-depth training under the educational programme determines the nature of the graduate's future activities and is formed from a list or blocks of elective general and professional training disciplines.

All educational components included in the ISP are compulsory for study.

The elective disciplines recommended for study in the next academic year are formed into a catalogue of elective disciplines for each level of education of the educational programme, course, and form of education.

The elective disciplines of the curriculum of the relevant specialty, specialization are represented by a list of disciplines that includes both the disciplines of the relevant graduating department and the disciplines of other departments that are the same in terms of credits and form of control.

The number and scope of disciplines of free choice of higher education applicants for a particular semester is indicated in the curriculum. Higher education applicants have the right to choose disciplines from the proposed list of disciplines that meet the required number of credits and are taught in the relevant semester.

1.6. The study of elective disciplines is carried out:

- at the bachelor's level of higher education – from the second year of study. The formation of an individual trajectory takes place before the beginning of the new academic year, no later than 2 months;

- at the master's level of higher education – from the first academic year. The formation of an individual trajectory for the first year of study takes place during the admission campaign, for the second year of study – before the start of the new academic year, no later than 2 months in advance.

If a higher education applicant starts classes at a certain level of higher education from 1 September, he or she can participate in the choice of academic disciplines from the cycle of free choice only for the next year of study.

2. EDUCATIONAL AND METHODOLOGICAL SUPPORT OF ELECTIVE DISCIPLINES

2.1. All departments of the Academy can teach elective disciplines, provided that they have appropriate staffing, scientific, educational, methodological, and information support, which is evidence of the department's ability to meet the needs of higher education applicants in the implementation of an individual educational trajectory in the chosen specialties.

2.2. The departments that provide teaching of elective disciplines each academic year submit to the academic department of the faculty curricula and annotations (syllabuses) of the disciplines.

2.3. The list of elective disciplines for the next academic year may change.

2.4. Approved lists of elective disciplines are posted for review by higher education applicants on the official website of the Academy, on the internal websites of departments and faculties, indicating a brief description of the content of the disciplines, the volume in ECTS credits, and the semester of teaching.

3. THE PROCEDURE FOR FORMING THE ELECTIVE COMPONENT OF THE INDIVIDUAL STUDY PLAN

3.1. To form a contingent of higher education applicants to study elective disciplines for the next academic year, the educational departments of the faculties acquaint higher education applicants with the list of elective disciplines, their annotations (syllabuses), and assist higher education applicants in obtaining full information about the elective discipline. For more detailed information, higher education applicants have the right to read the curricula and work programmes of academic disciplines, as well as curricula for training specialists in other specialties.

3.2. To formulate individual plans for the next academic year, higher education applicants submit a report in the prescribed form to the academic department of the faculty regarding the study of certain elective disciplines in the next academic year. Within two weeks after submitting the reports, the academic departments of the faculties form lists of groups for studying elective disciplines and communicate this information to the departments. The departments include the selected disciplines in the working curricula for the next academic year.

3.3 After the disciplines have been agreed with the academic department of the faculty, the head of the faculty considers the reports of higher education applicants on the inclusion of the selected disciplines in individual plans.

3.4. In case 90 % of higher education applicants studying in one specialization choose the same elective disciplines, the head of the faculty may decide to teach the remaining cadets (students) the same list of elective disciplines.

3.5. Reports of higher education applicants on elective courses included in individual plans after approval in accordance with the established procedure are kept at the faculty for one year.

3.6. If a cadet (student) for a valid reason could not enrol in time, he/she, having provided the relevant documents, applies to the head of the faculty with a report for enrolment in the study of the disciplines chosen by him/her. A cadet (student) who has neglected his/her right of choice will be enrolled in those disciplines that are considered basic for his/her specialty or for reasons of optimization of study groups and courses.

3.7. A cadet (student) cannot unilaterally refuse to study the planned disciplines. Unauthorized withdrawal from the planned disciplines entails academic debt.

The inclusion of additional academic disciplines in the ISP without the consent of the head of the faculty is not legally binding. Courses studied in this way are not credited.

3.8. For objective reasons, the higher education applicant may make changes to the declared elective component of the ISP for the next academic year by submitting a report to the faculty addressed to the head of the faculty.

The report may be submitted before the beginning of the academic year, provided that the cadet (student) has not started studying the elective discipline.

If the study of an academic discipline is designed for several semesters, it is impossible to change the ISP in the part concerning the elective discipline, the study of which has begun.

3.9. Annually, in the first week after the end of the academic year, cadets (students) submit to the educational department of the faculty the ISP to check the actual implementation of the plan.

3.10. Responsibility for the implementation of the individual study plan lies entirely with the higher education applicant. Failure to complete the individual study plan through the fault of the higher education applicant is grounds for expulsion from the Academy.

4. FINAL PROVISIONS

4.1. The graduating department may allow the transfer of course credits in the case of reinstatement or transfer of a cadet (student).

4.2. The transfer of credits is carried out based on the disciplines actually studied within a specific cycle, provided they fulfil the function of related competencies.

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