

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

APPROVED

Commandant of the Military Academy
(Odesa)

Major General

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**REGULATIONS
ON THE INDIVIDUAL STUDY SCHEDULE FOR HIGHER
EDUCATION APPLICANTS AT THE MILITARY ACADEMY
(ODESA)**

Approved

by the Academic Council

of the Military Academy (Odesa)

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1. GENERAL PROVISIONS

1.1. These Regulations has been developed in accordance with the requirements of current legislation and the Regulations on the Organisation of the Educational Process at the Military Academy (Odesa) and defines the conditions and procedure for transferring higher education applicants to an individual study schedule at the Military Academy.

1.2. The individual study schedule is a form of organising the education of a higher education applicant, whereby a portion of the subjects from the curriculum is studied independently by the applicant.

1.3. The individual study schedule should focus on individualising education, enhancing the independent work of higher education applicants with guidance from instructors, improving the level of preparation of future specialists, and uncovering their individual creative abilities.

1.4. Higher education applicants (cadets, students) are entitled to study according to an individual study schedule for the following reasons:

- they participate in the sporting life of the academy (athletes, candidates for master of sports, members of the academy's sports teams in a specific discipline);
- they engage in scientific research activities;
- the cadet suffers from a prolonged illness (confirmed by relevant medical certificates and requiring inpatient treatment);
- the need to eliminate discrepancies in academic curricula (when transferring from other higher military educational institutions) to enable further study at the Military Academy (Odesa), or to change their field of study (transferring from one specialization to another within the academy).

The individual learning trajectory of the adjuncts is ensured by the educational and scientific programme.

2. PROCEDURE FOR GRANTING AN INDIVIDUAL STUDY SCHEDULE AND CONDITIONS FOR STUDYING UNDER IT

2.1. The Academy Commandant, upon the recommendation of the faculty head, may establish an individual study schedule for specific higher education applicants if necessary, and in other cases, this may occur where there are relevant grounds.

2.2. The individual study schedule is formalised on the basis of an order from the Academy Commandant and is updated each semester.

2.3. When enrolling in an individual study schedule, the higher education applicant submits the following documents:

2.3.1. If the applicant participates in the sporting life of the academy:

- a statement addressed to the Academy Commandant with endorsements from the Deputy Academy Commandant for Education, the faculty head, and the head of the Department of Theory and Organisation of Physical Training;
- copies of certificates confirming the athlete's title;

- a copy of the athlete's qualification book;

an individual study schedule that includes the subjects specified in the curriculum and has been approved by the faculty head.

2.3.2. If the applicant participates in scientific research activities:

- a statement addressed to the Academy Commandant with endorsements from the Deputy Academy Commandant for Education, the Deputy Academy Commandant for Research – Head of the Scientific and Organisational Department, and the faculty head;

- an individual study schedule that includes the subjects specified in the curriculum and has been approved by the faculty head.

2.3.3. Due to health reasons:

- a statement addressed to the Academy Commandant with endorsements from the Deputy Academy Commandant for Education, the faculty head, and the head of the medical service;

- a medical certificate confirming the need for treatment, along with a doctor's referral for treatment;

- an individual study schedule that includes the subjects specified in the curriculum and has been approved by the faculty head.

2.3.4. In the case of transfer from other higher military educational institutions:

- a statement addressed to the Academy Commandant with endorsements from the Deputy Academy Commandant for Education and the faculty head;

- a justified reason for the transfer;

- an individual study schedule that includes the subjects specified in the curriculum and has been approved by the faculty head.

3. RIGHTS AND OBLIGATIONS OF HIGHER EDUCATION APPLICANTS STUDYING UNDER AN INDIVIDUAL STUDY SCHEDULE

3.1. Higher education applicants studying under an individual study schedule are obliged to:

- update the individual study plan for each subsequent semester;
- regularly attend consultations with the academy's instructors.

3.2. Higher education applicants studying under an individual study schedule must receive assignments from the departments that ensure their comprehension of the educational material specified in the curriculum and working educational programme for all mandatory academic disciplines.

3.3. The individual study schedule includes forms of assessment and deadlines for final evaluations. The deadline for final assessment should align with the academic schedule for that course. In certain cases, an individual schedule for conducting assessment activities may be established.

3.4. The higher education applicant is responsible for the execution of the individual study schedule. The individual study schedule is developed in strict accordance with the curriculum for the specialisation. Deviations from the execution of the individual study schedule indicate non-compliance with the curriculum for the specialisation, which provides grounds for relevant organisational conclusions.

3.5 The individual study schedule for the cadet is processed by the faculty's educational department.

3.6. The supervision of the execution of the individual study schedule is carried out by the faculty head or their deputy for educational and scientific work, who is the head of the educational department.