MINISTRY OF DEFENCE OF UKRAINE

REGULATIONS
on the organisation of the educational process at the Military Academy (Odesa)

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I. GENERAL PROVISIONS

1. **The Regulations on the organisation of the educational process at the Military Academy (Odesa) (hereinafter referred to as the Academy)** are developed in accordance with the Constitution of Ukraine, the Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific-Technical Activity", other laws, standards of educational activity and standards of higher education, normative and regulatory acts of the Ministry of Education and Science of Ukraine (hereinafter referred to as the MES of Ukraine) and the Ministry of Defence of Ukraine (hereinafter referred to as the MoD of Ukraine), the Charter of the Academy, the Academy Development Strategy, other normative and regulatory acts on security issues

The Regulations regulates the organisational, educational and methodological aspects of the Academy's educational activities as a higher education institution of the Ministry of Defence of Ukraine aimed at ensuring the self-realisation of the individual during studying under relevant educational programmes at the appropriate levels of higher education, in order to provide the components of the security and defence sector of Ukraine with highly qualified military specialists.

These Regulations applies to the educational process associated with obtaining a bachelor's, master's, and doctoral degree.

2. In this Regulation, the terms are used in the following meanings:

higher education is a set of systematic knowledge, skills and practical abilities, ways of thinking, professional, ideological and civic qualities, moral and ethical values, and other competencies acquired in a higher education institution (research institution) in a relevant field of knowledge with a certain qualification at higher education levels that are higher in complexity than the level of complete general secondary education;

military education is a type of specialised education aimed at acquiring competences in the field of professional military activity during training in a continuous integrated educational process to achieve the appropriate levels and degrees of education and/or levels of military education;

professional military education is a specialised military education, which is acquired under educational programmes at the relevant levels of military education in order to improve the professional level of a military specialist and acquire professional competences that ensure the performance of service (combat) functions;

level of military education – completed stage of professional military education, characterised by a set of competences defined by the professional standard of a military specialist of the Armed Forces of Ukraine in a military speciality (related military specialities);

academic integrity – a set of ethical principles and rules defined by the Law of Ukraine "On Education", other laws of Ukraine and the regulations of the Military Academy, which should guide the participants of the educational process during

learning, teaching and conducting scientific (creative) activities in order to ensure confidence in the results of learning and/or scientific (creative) achievements;

accreditation of an educational programme is an assessment of an educational programme and/or educational activities of a higher education institution under this programme to ensure and improve the quality of higher education;

higher military educational institution (higher education institution with specific conditions of study) – a state-owned higher education institution that trains cadets (students), adjuncts for further service as officers (sergeants, sergeants major) or commanders at certain levels of higher education in order to meet the needs of the Ministry of Internal Affairs of Ukraine, the National Police, the Armed Forces of Ukraine, other military formations formed in accordance with the laws of Ukraine, central executive authorities

higher education institution – a separate type of institution that is a legal entity of private or public law, operates under a licence to conduct educational activities at certain levels of higher education, conducts scientific, scientific and technical, innovative and/or methodological activities, ensures the organisation of the educational process and the provision of higher education and postgraduate education to persons, taking into account their vocations, interests and abilities;

field of knowledge – a broad subject area of education and science harmonised with the International Standard Classification of Education, which includes a group of related specialities;

The European Credit Transfer and Accumulation System is a system of credit transfer and accumulation used in the European Higher Education Area for the purpose of granting, recognising, validating qualifications and educational components and facilitating the academic mobility of higher education applicants. The system is based on the determination of the academic workload of a higher education applicant required to achieve certain learning outcomes and is recorded in ECTS credits;

higher education applicants – persons who study at a higher education institution at a certain level of higher education in order to obtain a relevant degree and qualification;

qualification is an official result of assessment and recognition obtained when an authorised institution has established that a person has achieved competences (learning outcomes) in accordance with higher education standards, which is certified by a relevant higher education document;

competence is the ability of a person to successfully socialise, learn, and carry out professional activities based on a dynamic combination of knowledge, skills, abilities, ways of thinking, attitudes, values, and other personal qualities;

credit of the European Credit Transfer and Accumulation System – a unit of measurement of the amount of academic workload of a higher education applicant required to achieve certain (expected) learning outcomes. The volume of one ECTS credit is 30 hours. The workload of one academic year of full-time study is usually 60 ECTS credits;

licensing is a procedure for recognising a legal entity's ability to conduct educational activities in accordance with the licensing conditions for conducting educational activities;

educational activity – the activities of higher education institutions aimed at organising, providing and implementing the educational process;

educational (educational-professional, educational-scientific) programme – a single set of educational components (academic disciplines, individual tasks, practices, control measures, etc.) aimed at achieving the learning outcomes provided by such a programme, which gives the right to obtain a certain educational or educational and professional qualification(s). The educational programme may define a single specialisation within its framework or not provide for specialisation;

learning outcomes – knowledge, skills, abilities, ways of thinking, attitudes, values, other personal qualities that can be identified, planned, assessed and measured and that a person is able to demonstrate after completing an educational programme (programme learning outcomes) or individual educational components;

specialisation – a component of a speciality that can be determined by a higher education institution and provides for one or more specialised higher or postgraduate education programmes;

speciality – a subject area of education and science harmonised with the International Standard Classification of Education, which unites related educational programmes that provide common requirements for competences and learning outcomes of graduates;

quality of higher education – compliance of the conditions of educational activities and learning outcomes with the requirements of legislation and standards of higher education, professional and/or international standards (if any), as well as the needs of stakeholders and society, which is ensured through the implementation of internal and external quality assurance procedures;

higher education applicants – cadets (students), adjuncts.

Other terms are used in the meanings given in the Laws of Ukraine "On Education", "On Higher Education", "On Professional Higher Education", "On Scientific and Scientific and Technical Activities" and other regulatory legal acts.

3. Language of instruction

The language of the educational process (language of teaching and assessment) at the Academy is the state language. The use of foreign languages in the educational process at the Academy is carried out in accordance with the law.

II. GENERAL CHARACTERISTICS OF THE EDUCATIONAL PROCESS

2.1. The educational process at the Academy is aimed at training highly qualified military specialists at the levels of higher education and military education to fill officer positions in the Ministry of Defence of Ukraine, the Armed Forces of Ukraine and other components of the security and defence sector of Ukraine, ensuring that they acquire new and improve previously acquired competencies, as well as meeting other educational needs of higher education applicants.

The Academy's educational process combines formal and non-formal education.

Within the framework of formal education, the Academy carries out the educational process on the basis of valid licences for educational activities and issues documents on higher education (academic degree) in an accredited educational programme to graduates who have completed the relevant educational and professional (educational and scientific) programme and successfully passed the certification.

Within the framework of non-formal education, the educational process at the Academy is carried out according to the educational programmes of professional military education courses and provides for the issuance of a certificate to persons who have successfully completed their studies.

2.2. Levels and degrees of higher education

At the Academy, obtaining certain degrees of higher education and levels of military education involves a combination of formal and non-formal education.

The Academy's training for officer positions involves:

obtaining a bachelor's (master's) degree simultaneously with the tactical level of military education;

obtaining the appropriate level of military education at professional military education courses;

obtaining a Doctor of Philosophy degree.

2.2.1 Levels of higher education

The first (bachelor's) level of higher education corresponds to the sixth level of the National Qualifications Framework and the first cycle of higher education of the European Higher Education Area Qualifications Framework. It provides for the acquisition by higher education applicants of the ability to solve complex specialised problems in a particular field of professional activity.

The second (master's) level of higher education corresponds to the seventh level of the National Qualifications Framework and the second cycle of higher education of the European Higher Education Area Qualifications Framework and provides for the acquisition by higher education applicants of

the ability to solve research and/or innovation problems in a particular field of professional activity.

The third (educational and scientific) level of higher education corresponds to the eighth level of the National Qualifications Framework and the third cycle of higher education of the European Higher Education Area Qualifications Framework and provides for the acquisition of theoretical knowledge, skills and other competencies sufficient to generate new ideas, solve complex problems in the field of professional and/or research and innovation, master the methodology of scientific and pedagogical activities, as well as conduct their own research, the results of which should be

2.2.2 Degrees of higher education

Higher education at each level of higher education involves the successful completion by a higher education applicant of a relevant educational (educational, professional or educational and scientific) programme, which is the basis for awarding a relevant higher education degree:

Bachelor's degree;

Master's degree;

Doctor of Philosophy (DPhil).

Bachelor's degree in higher education

A bachelor's degree is an educational degree obtained at the first level of higher education and awarded by the Academy as a result of successful completion of 240 ECTS credits. To obtain a bachelor's degree on the basis of a junior bachelor's degree or on the basis of professional pre-higher education, the Academy has the right to recognise and re-credit ECTS credits, the maximum amount of which is determined by the higher education standard.

A person has the right to obtain a bachelor's degree provided that he or she has a complete general secondary education.

The bachelor's degree and tactical level of military education are obtained on the basis of complete general secondary, vocational (vocational-technical), professional higher education by cadets in educational and professional programmes of the relevant specialities with simultaneous mastering of educational programmes of professional military education of basic (L-1A) and professional (L-1B) courses of tactical level.

Master's degree in higher education

A master's degree is an educational degree obtained at the second level of higher education and awarded by the Academy as a result of successful completion of the relevant educational programme by a higher education applicant. A master's degree is obtained in an educational and professional or educational and scientific programme. The volume of the educational and professional master's programme is 90-120 ECTS credits, the volume of the educational and scientific programme is 120 ECTS credits. The educational and scientific programme of a master's degree must include a research (scientific) component of at least 30 per cent.

A person has the right to obtain a master's degree if he or she has a bachelor's degree.

A master's degree and tactical level of military education are obtained on the basis of a bachelor's degree by cadets (students) in educational and professional (educational and scientific) programmes of the relevant specialities with simultaneous mastering educational programmes of professional military education of the tactical level command course (L-1C).

Degree of higher education "Doctor of Philosophy"

Doctor of Philosophy is an educational and, at the same time, the first scientific degree obtained at the third level of higher education on the basis of a master's degree. The degree of Doctor of Philosophy is awarded by a specialised academic council of a higher education institution or research institution as a result of the successful completion of a relevant educational and research programme by a higher education applicant and the public defence of a dissertation in a specialised academic council.

The higher education degree of Doctor of Philosophy can be obtained by officers on the basis of a master's degree in educational and scientific programmes of relevant specialties in adjuncts of higher military educational institutions, military educational units of higher education institutions, and research institutions, as well as outside the adjunct by persons professionally engaged in scientific and scientific-pedagogical work and working in the Academy.

The standard period of preparation of a Doctor of Philosophy in the adjuncture is four years, outside the adjuncture – five years. The volume of the educational and research programme is 240 ECTS credits (educational – 30-60 ECTS credits, research – 180-210 ECTS credits).

2.3. Specialities and educational programmes in which higher education degrees and qualifications are awarded

Training for higher education at each level of higher education is carried out in licensed specialties and specialisations, which are defined in the Rules of Admission to the Academy, which are annually approved by the Academic Council of the Academy and agreed upon by the Director of the Department of Military Education and Science of the Ministry of Defence of Ukraine and published on the website.

The list of specialities is contained in the information on educational activities in the field of education issued by the Ministry of Education and Science of Ukraine and published on the Academy's website. The speciality includes specialisations.

The specialisation involves a specialised educational programme (educational and professional or educational and scientific programme) for the training of higher education applicants. The Academy guarantees that persons

who have successfully completed the relevant educational programme will receive a diploma or certificate and/or a certificate.

Educational programme - a system of educational components at the appropriate level of higher (professional higher) education and (or) the level of military education within a speciality, which defines the requirements for the level of training and education of persons who can start studying under this programme, the list of academic disciplines and the logical sequence of their study, the number of credits of the European Credit Transfer and Accumulation System (hereinafter – ECTS) required to complete this programme, as well as the expected learning outcomes (competencies) that the applicant must master from

The development of an educational programme at the Academy is carried out by a working group, which includes scientific and pedagogical (teaching) and research staff working at the Academy at the main place of work and qualified in accordance with the specialty within which a particular educational programme is developed. The composition of the working group (chairman and members) for the development of the educational programme shall be approved by order of the Commandant of the Academy on the basis of the proposal of the academic councils of the faculties or the academic council of the Academy.

Approval and approval of the educational programme are carried out in accordance with the procedure established by law.

The Academy develops the following types of educational (educational and professional, educational and scientific) programmes:

by level of education:

first-level bachelor's degree programme;

second-level Master's degree programme;

The third level programme is a Doctor of Philosophy.

by content components:

educational and professional;

educational and scientific.

based on the results of determining the quality of the educational programme:

accredited (with the right to issue a document on higher education);

unaccredited.

at the place of programme implementation:

at the same faculty;

inter-faculty (implemented in parallel at several faculties);

joint (implemented by the Academy in full or in part with a higher education institution (HEI), a partner HEI, including a foreign one).

Higher education programmes are developed taking into account the requirements of the higher education standard of the relevant specialty (ECTS credits, list of graduate competencies, learning outcomes, forms of certification of higher education applicants, requirements for the availability of an internal quality assurance system for higher education), and the requirements of professional standards for tactical level officers. In the absence of a higher education standard, a draft educational programme is developed on the basis of a professional standard and is subject to revision after the approval of the higher education standard.

The educational (educational and scientific) programmes of the Academy are focused on the higher education applicant, create conditions for the formation of individual trajectories, and are aimed at expanding the person's ability to continue learning with a higher level of autonomy. Educational (educational and research) programmes should be designed in a way that promotes the development of a certain set of useful and necessary competencies for the academic, professional, and/or vocational field, helps to adapt in a timely manner to the requirements of the labour market and the professional needs of higher education applicants.

By order of the Commandant of the Academy, the chairman of the working group on the development of the educational programme is appointed as the guarantor of the educational programme, who is a full-time research and teaching (scientific) employee of the Academy, for whom the Academy is the main place of work, who has a scientific degree and experience of scientific and teaching (scientific) work for at least ten years for the educational and scientific degrees of Doctor of Philosophy and Master's degree and five years for the educational degree of Bachelor of Higher Education.

The requirements for the qualification of the guarantor of the educational (educational and scientific) programme are determined by the Licensing conditions for the conduct of educational activities of educational institutions.

One research and teaching (scientific) employee can be a guarantor of only one educational (educational and research) programme. The guarantor of the educational (research) programme is personally responsible for the implementation of the educational programme, ensuring the quality of teaching and learning in the educational (research) programme, timely provision of information on programme monitoring, its accreditation and competitiveness.

The guarantor of the educational programme is allocated the appropriate amount of hours per academic year within the working hours of the academic staff in accordance with the regulations of the Ministry of Defence of Ukraine to implement the tasks, rights and obligations assigned to him/her. The hours are indicated in the individual plan as methodological and organisational work in accordance with the time standards for planning and accounting for the educational, methodological, scientific and organisational work of the academic staff of the Academy.

The absence of a guarantor in an educational (educational and scientific) programme is a formal basis for its termination (closure).

The Academy is responsible for the high professional level of academic and research staff involved in the provision of educational (educational and scientific) programmes, the availability of necessary information resources, specialised equipment and facilities, the relevance, objectivity and openness of the processes of assessing the learning outcomes of higher education

applicants, the relevance of assessment procedures to the level of qualification and speciality.

The procedure for appointment, tasks, rights and obligations of the guarantor of the educational programme are defined in the Regulations on the guarantor of the educational and professional programme at the Military Academy (Odesa).

The departments as the main and basic structural unit are fully responsible for the implementation of the educational programmes in which they are involved.

The Academy's educational (educational and scientific) programmes are opened in licensed specialities to meet the needs of the state for highly qualified military specialists and the citizens of Ukraine for educational services of guaranteed quality, to fulfil the state order, to ensure professional success of graduates, and to increase the role of the Academy in providing educational services at the international level.

To develop a draft educational (research) programme, a project team is formed, the minimum requirements for the staffing of which are determined by the Licensing Conditions for the conduct of educational activities of educational institutions and the current documents governing the accreditation of educational (research) programmes.

The decision to open and close any educational (educational and scientific) programme at the Academy is made under the following conditions:

1) adherence to the principle of transparency;

2) holding consultations with all stakeholders (academic staff, Academy management, higher education applicants, customers for training of military specialists);

3) assessment of the necessary methodological, personnel and material support.

The monitoring of educational (educational and scientific) programmes is carried out at the local and general academic levels.

Local monitoring is usually carried out by members of the working group of the educational (educational-professional, educational-scientific) programme with the participation of the relevant departments and with the involvement of representatives of higher education applicants. The responsibility for organising and conducting local monitoring of an educational (educational and professional, educational and scientific) programme lies with its guarantor. The results of local monitoring are discussed at least once a year at a meeting of the graduating department, the Academic Council of the faculty and the Academy.

Local monitoring reports are submitted to the Department for Quality Assurance of Educational Activities and Higher Education.

The Department of Quality Assurance and Higher Education is responsible for organising and carrying out general academic monitoring, which aims to summarise and disseminate best practices within the Academy, timely identify negative trends, assist in the preparation of self-reports for accreditation of educational (educational and professional, educational and scientific) programmes and form the evidence base for institutional accreditation.

A necessary component of local and general academic monitoring is a survey of higher education applicants and graduates on their satisfaction with the educational programme, its components, organisation and provision of the educational process, and teaching staff.

The main grounds for changing and/or closing educational (educational and research) programmes are:

changes in the regulatory documents governing the content of education at the relevant level and/or speciality, including the adoption of new educational and professional standards.

Monitoring results, if any:

1) inconsistency of the calculated workload with the actual workload of the higher education applicant for mastering the programme as a whole and/or studying academic disciplines;

2) insufficient level of mastery of programme learning outcomes by the majority of higher education applicants;

3) insufficient validity of the assessment results;

4) other facts that indicate failure to achieve the goals set by the educational programme and/or non-compliance with the requirements of quality assurance standards;

5) other circumstances determined by the legislation of Ukraine.

The main conditions for a person's access to study under an educational programme to obtain education at the appropriate level (degree) are the availability of a document certifying the acquisition of an educational qualification at the previous level (degree) of education, as well as competitive selection or compliance with competitive requirements, in particular:

a person has the right to obtain a bachelor's degree provided that he or she has a complete general secondary education. Persons with a junior specialist's degree (junior bachelor's degree) may also apply for a bachelor's degree (shortened programme), provided they are enrolled in a related speciality;

a bachelor's degree is a prerequisite for admission to study for a master's degree;

persons who have obtained a master's degree or have a level of higher education equal to a master's degree are eligible to apply for a PhD programme.

Additional access conditions may be determined for each educational (educational and professional, educational and scientific) programme.

Specific requirements for access to educational (educational and scientific) programmes are specified in the Rules of Admission to the Academy for the relevant year, which are approved by the Academic Council of the Academy and agreed by the Director of the Department of Military Education and Science.

III. ORGANISATION AND MANAGEMENT OF THE EDUCATIONAL PROCESS

3.1 ORGANISATION OF THE EDUCATIONAL PROCESS

3.1.1. Organisation and support of the educational process

The organisation and provision of the educational process at the Academy is carried out by the complex conduct of educational, methodological, scientific and scientific-technical activities, organisational, educational and other types of work by scientific and pedagogical (pedagogical) staff in order to implement higher, professional standards for the training of military specialists.

The educational process is provided by the faculties (centre) and departments on the basis of educational programmes, curricula of professional military education courses, curricula and this Regulation.

The list of documents of the Academy, its structural subdivisions (faculties, centre) that regulate the organisation and provision of the educational process, as well as documents of the department (instructor departments) on the organisation and educational and methodological support of the educational process is determined by the governing documents of the Ministry of Defence of Ukraine.

The list of individual basic (regulatory) documents of the Academy regulating the organisation and provision of the educational process, by the decision of the Academy's management, may be recorded and stored in paper and/or electronic form (PDF (signed and approved)) for the purpose of their further use in the relevant structural units (faculty, centre, department, instructor's department).

The list of the main (normative) documents of the Academy or extracts from them that regulate the organisation and educational and methodological support of the educational process and are necessary for the main structural unit (faculty, centre, department, instructor's department) for the purpose of organising and implementing in the educational process, their type (paper copies and/or in electronic form (RDF (signed and approved)) is determined by the Academy management.

The procedure for accounting, storage of the main (normative) documents of the Academy, its structural subdivisions (faculty, centre) regulating the organisation and provision of the educational process, as well as documents of the department (instructor's department) on the organisation and educational and methodological support of the educational process shall be determined by the Academy taking into account the requirements for archival storage in accordance with the law.

Staffing of the educational activities of the Academy and its structural units is carried out in accordance with the law.

Information support for educational activities at the Academy includes:

activity of the general library of the Academy, which contains: educational and other literature, domestic and foreign professional periodicals in the specialities of training or related training profile, periodical scientific publications;

information and reference materials that support educational, scientific and technical activities;

electronic training courses, computer programmes and electronic textbooks, video and audio materials, electronic libraries and databases;

interactive tools and platforms for cooperation.

The library fund of the Academy should provide complete, high-quality and prompt library, bibliographic and information support for the training of military specialists, scientific and pedagogical (pedagogical, scientific) staff and other categories of readers in accordance with their information requests on the basis of wide access to book collections.

The General Library, in cooperation with the Academic Council of the Academy, the Research Centre, faculties, divisions, departments and other structural subdivisions of the Military Academy, creates access to library and information services, improves traditional and introduces new library forms and methods of work based on the latest information technologies and computerisation of information and library processes.

3.1.2. Form of higher education at the Academy

Education at the Academy is carried out in the following forms: full-time, part-time (distance). Forms of study may be combined.

The full-time form of education is the main form of education at the Academy. In the full-time form, the higher education applicant is directly involved in the educational process at the Academy.

The part-time form of education provides for the organisation of education of applicants for education by combining the full-time form of education during training sessions and independent mastery of the educational programme in the period between training sessions at the Academy. The organisation of the educational process in the part-time form of education is carried out in accordance with the legislation of Ukraine and the requirements of the regulations of the Ministry of Defence of Ukraine.

Distance education is an individualised process of education, which takes place mainly through the indirect interaction of higher education applicants who are distant from each other in a specialised environment that operates on the basis of modern psychological, pedagogical, information and communication technologies.

Distance learning may be used at the Academy in the training of cadets and part-time higher education applicants for programmes that do not involve the study of topics using restricted educational literature. During the training of cadets, students, adjuncts, full-time and part-time students, distance learning technologies may be used in various combinations (mixed forms of education): in the study of individual disciplines (topics) or blocks of disciplines; in the system of professional development; in the course of knowledge tests; in conducting surveys; for monitoring the quality of education and in the system of individual training in programmes that do not involve the study of topics using educational literature.

Distance learning is introduced at the Academy in accordance with the decision of the Academic Council of the Academy.

The terms of study in the relevant forms are determined by the possibilities of implementing the educational programme of training specialists of the relevant level of higher education.

In order to ensure the training of higher education applicants in distance learning or the use of distance learning technologies in the organisation of training of higher education applicants in other forms of education, the Academy shall establish a relevant structural unit (Distance Learning Support Group of the Military Academy (Odesa)), which shall operate in accordance with the regulations approved in accordance with the established procedure.

The basic principles of organising and implementing distance learning at the Academy are defined in the Regulations on Distance Learning at the Military Academy (Odesa).

3.1.3. Organisation of the educational process of training higher education applicants at all levels of higher education.

The educational process of training applicants for all levels of higher education at the Academy is carried out in accordance with the requirements of the regulatory framework of Ukraine, the Ministry of Education and Science of Ukraine, which regulate the procedure for organising the training of officers, sergeants and non-commissioned officers in higher military educational institutions, institutions of professional pre-higher military education of the Ministry of Defence of Ukraine and military educational units of higher education institutions.

3.1.4. Training of Ukrainian citizens under the reserve officer training programme.

The organisation of the educational process of training of Ukrainian citizens under the reserve officer training programme at the Academy is carried out in accordance with the requirements of the regulatory framework of Ukraine, the Ministry of Education and Science of Ukraine and the Ministry of Defence of Ukraine and is entrusted to the head of the relevant structural educational unit (head of the department) .

3.1.5. Organisation of the educational process at the English Language Courses

Foreign language courses of the Military Academy operate in accordance with the Instruction on Foreign Language Courses in the Armed Forces of Ukraine and other applicable regulations governing educational activities in higher education institutions and higher education establishments, with the aim of providing general and special language training for servicemen and employees of the Armed Forces of

Ukraine who need to know foreign languages to perform their duties, military service (work) or study, including abroad.

The composition of foreign language study groups is determined by orders of the Ministry of Defence of Ukraine based on proposals from the Department of Military Education and Science of the Ministry of Defence of Ukraine.

The period of study at the courses is determined by the orders of the Ministry of Defence of Ukraine on the admission of higher education applicants to foreign language courses and, depending on the purpose of the training, can range from 1 to 3 academic semesters of up to 90 days each.

The curricula for English language courses are based on the Model Curricula by level of language training in accordance with the Standardised Language Levels (SLLs) defined in NATO STANAG 6001. The current programme includes 610 hours of training: 450 hours of practical classes, 2 hours of lecture, 150 hours of independent work, 2 hours of consultation before language testing, 6 hours of testing to determine the level of foreign language proficiency.

Classes are held in accordance with the schedule of classes by experienced academic staff of the Department of Foreign Languages of the Academy.

Study groups are composed of higher education applicants with approximately the same level of foreign language proficiency, which is determined by the results of the entrance test based on the materials of the 100-point ALCPT (American Language Course Placement Test) developed by the specialists of the US Military Institute of Foreign Languages.

During the course of training, higher education applicants' knowledge is monitored on a weekly basis in the form of control tests provided for by the curriculum. The results of the current control are used to adjust the methods and ways of teaching at the courses, as well as during the higher education applicants' independent work.

Practical classes are held in classrooms equipped with multimedia teaching aids, as well as in language labs. Classes are primarily focused on active and intensive teaching methods that ensure the formation and development of skills and abilities receptive (listening and reading) and productive (speaking and writing) types of speech activity. Teaching different types of speech activities is based on the formed language (phonetic, lexical and grammatical) skills.

Mastering the phonetic structure of the English language involves correcting pronunciation, improving pronunciation skills and abilities when reading aloud and speaking. Special attention is paid to the intonation of the sentence. Grammatical phenomena are studied in such a sequence and to the extent necessary for the development of skills and abilities in speaking within the scope of the programme.

Communicatively oriented grammar teaching involves not only mastering the form of a particular grammatical phenomenon, but also

understanding its main meanings and functions and using it correctly in the appropriate context.

The main objective of vocabulary training is to expand the vocabulary that meets professional needs and ensures effective communication in English in oral and written forms within the scope of the material provided by the programme. Particular attention is paid to the ambiguity of words, the phenomena of synonymy and homonymy, the use of phraseological combinations, as well as the development of higher education applicants' skills in using potential vocabulary through knowledge of word formation and linguistic guesswork.

In order to master the language material, the practical classes include lexical and grammatical exercises such as substitution, addition, shortening and expansion of sentences, transformation exercises, question and answer exercises. The complexity and ratio of training and communicative exercises varies depending on the level of the group, the topic of the lesson and the material being studied.

Classes in the linguaphone rooms are aimed at developing higher education applicants' listening and pronunciation skills, rhythmic and intonation skills (skills of understanding English in oral speech), as well as improving lexical and grammatical skills developed in other classes.

The higher education applicants' independent work is aimed at consolidating, expanding and deepening the knowledge gained during classes under the guidance of a teacher. It involves active cognitive activity of higher education applicants in the independent study of individual texts and in the performance of individual tasks. In the course of independent work, higher education applicants perform exercises aimed at consolidating lexical and grammatical material and automating speech skills, developing writing skills.

When teaching a foreign language, the current control is carried out at each practical lesson in order to check the quality of higher education applicants' mastery of previously studied educational material and new language phenomena that were studied in the current practical lesson. Control is carried out at the beginning of the lesson when checking homework and during the lesson when higher education applicants perform various oral and written exercises.

Every week, after studying the materials in each book of the American Language Course, tests are conducted to check the level of lexical and grammatical knowledge and to assess the level of listening and reading skills.

At the end of each topic, thematic tests prepared by the department are conducted to check the quality of learning of the relevant topic. Tasks to test the level of mastery of speaking and writing skills are open-ended tasks and are conducted in the format of testing in accordance with the requirements of the NATO STANAG 6001 standard in order to familiarise higher education applicants with the structure and requirements of testing, which in turn contributes to more successful preparation of higher education applicants for language testing.

After completing the curriculum, the higher education applicants take final exams (tests). Higher education applicants take an exam (test) to determine their level of foreign language proficiency in four types of language activities (listening, speaking, reading, writing), which is assessed according to standardised language

levels in accordance with NATO STANAG 6001, and additionally, foreign language proficiency levels are assessed using the ALCPT qualification exam (test).

Test tasks for examinations (tests) are developed by the Educational and Research Centre for Foreign Languages of the National Defence University of Ukraine named after Ivan Chernyakhovskyi.

Final examinations (tests) at the courses are taken by the commission, the composition of which is approved by the order of the Commandant of the Academy. Representatives of the main customers of the training may be involved in the commission upon agreement. The persons included in the commission are responsible for the objectivity and reliability of the results of final examinations (tests).

The results of the final examinations (tests) are documented in the protocols on the results of language testing to determine the levels of foreign language proficiency according to the standardised language levels (SLL) in accordance with STANAG 6001 and the levels of English proficiency using the ALCPT test. These protocols shall be approved by the Commandant of the Academy and kept for 3 years at the Academy. The original answer sheets of the examinees (test takers) are kept at the Academy for 3 years after completion of their training.

Higher education applicants who have completed the curriculum and successfully passed the final exams (tests) are issued a certificate of foreign language proficiency in accordance with STANAG 6001. The period during which the results of language testing indicated in the certificate are considered valid without retesting is 3 years from the date of the exam (test) indicated in the certificate.

Higher education applicants who do not pass the final exams (tests) are issued a certificate stating that they have completed the relevant course.

3.1.6. Planning of the educational process

General provisions.

The educational process at the Academy is planned on the basis of the curriculum and the academic year schedule.

The unit of measurement of the academic workload of cadets (students) and adjuncts at the Academy is the ECTS credit.

One ECTS credit is 30 academic hours.

A unit of study time of a cadet (student) or adjunct is an academic hour, academic day, week, semester, course.

Academic year – the period of study of a cadet (student), adjunct, which usually begins on 1 September and is regulated by the schedule of the educational process and is divided into two academic semesters (autumn and spring) or six months, theoretical training during which ends with examination sessions (winter and summer), during which time is allocated for semester

control.

The beginning and end of the training of a cadet (student) or an adjunct in a particular course shall be formalised by the relevant order of the Commandant of the Academy.

An academic semester is a component of study time that ends with the final semester examination. The duration of a semester is determined by the curriculum.

Academic week - the maximum weekly time budget for a full-time higher education applicant is 54 academic (study) hours. The amount of study time per week for the implementation of the individual curriculum of the higher education applicant is 45 academic (study) hours (during a special period, the distribution of study time is determined by a separate provision approved by an order of the Ministry of Defence of Ukraine).

A study day is a component of a higher education applicant's study time lasting 9 academic hours.

An academic hour is a minimum accounting unit of study time that serves as the basis for planning and accounting for classroom instruction. The duration of an academic hour is 45 minutes. Two academic hours form a pair of academic hours. It is not allowed to change the duration of an academic hour, however, in the case of a pair of academic hours without a break, its duration may vary, but must be at least 90 minutes.

Classes at the Academy last two academic hours and are held according to the schedule. The timetable shall ensure that the curriculum is implemented in full with respect to the classes.

Schedule-calendar of the educational process for the academic year

The academic year timetable is a document of the Academy that defines the calendar terms of theoretical training and practical training, semester control, preparation of qualification papers, certification of cadets (students), adjuncts, and vacation leave of higher education applicants. The schedule-calendar of the educational process is developed by the educational department of the Academy for each academic year, signed by the Deputy Commandant of the Academy for Academic Affairs and approved by the Commandant of the Academy.

The schedule-calendar of the educational process of training of adjuncts determines the calendar terms of theoretical training and practical training, semester control, vacation leave and research work of adjuncts. The schedule-calendar of the educational process of training of adjuncts is developed by the scientific and organisational department for each academic year, signed by the deputy Commandant of the Academy for scientific work - head of the scientific and organisational department and approved by the Commandant of the Academy.

In order to take into account the peculiarities of the organisation and implementation of the educational process and the necessary detail of the events, the faculties may draw up their own schedules-calendars of the educational process in the context of educational programmes and courses (years of study), which are signed by the head of the faculty and approved by the Deputy Commandant of the

Academy for Academic Affairs. If it is necessary to make changes to the timing of the planned activities of the educational process, the faculties must report to the management of the educational department in a timely manner.

Curricula for the training of military specialists

The curriculum is a document of the Academy that regulates the organisation and provision of the educational process.

The curriculum for the training of military specialists is developed on the basis of the educational and professional, educational and scientific programme and determines the list and scope of educational components (disciplines) in ECTS credits, their logical sequence, forms of organisation of the educational process, types and scope of training, the schedule of the educational process, forms of current and final control.

The structure of the curriculum is established by the guiding documents of the Ministry of Defence of Ukraine.

The curriculum is developed according to the relevant degree of higher education and level of military education by the educational units of the faculties responsible for training military specialists in the relevant speciality, educational programme, under the guidance and in cooperation with the educational department.

The curriculum is signed by the head of the faculty, approved by the Deputy Commandant of the Academy for Academic Affairs, the guarantor of the educational programme and approved by the Academic Council of the Academy.

The curriculum for training of adjuncts is developed by the Scientific and Organisational Department, signed by the Deputy Commandant of the Academy for Scientific Work - Head of the Scientific and Organisational Department, guarantor of the educational and scientific programme and approved by the Academic Council of the Academy.

When developing the curriculum for the training of higher education applicants at the Academy, the requirements of the guidelines for the training of military specialists are taken into account:

the duration of the examination session is determined on the basis of: at least 2/3 of a week for one examination. The volume of control measures of the final control (duration of examination sessions) should not exceed 15% of the total amount of study time for the academic year;

the distribution of classroom (contact) hours between lectures, practical, seminar, laboratory classes and consultations, as well as between weeks of theoretical training, is the prerogative of the faculties and departments;

the duration of an academic (training) hour is 45 minutes.

The structure of the curriculum includes compulsory and elective components.

The mandatory component of the curriculum includes academic

disciplines of general and professional training cycles, qualification works, military internships, training practices and other types of academic workload of higher education applicants aimed at achieving the learning outcomes defined by the educational programme.

An elective component of the curriculum designed to enable the higher education applicant to deepen professional knowledge within the chosen study programme and/or acquire additional special professional competencies. Elective disciplines are chosen by higher education applicants independently from the list of disciplines provided for selection, which are formed on the basis of the possibility of awarding the relevant qualification or the relatedness of the competencies to be acquired.

The list of academic disciplines at the discretion of higher education applicants is taken into account by higher education applicants when forming their individual curricula.

The curriculum for part-time study corresponds to the curriculum for full-time (full-time) study of the same educational programme and has a shorter duration of classroom training due to the increase in the amount of independent work of higher education applicants. The total duration of part-time classes is determined by the availability of time and the number of classes, the scope of the educational programme and the ability of higher education applicants to acquire the competencies defined by the higher education standard.

The types of classes and forms of final control must coincide with the plan of full-time (full-time) education.

Amendments to approved curricula are made after their verification for compliance with the approved educational programme. If the proposed changes lead to a change in the number and/or content of the educational components provided for in the plan, the curriculum must undergo the approval procedure again, in accordance with the established procedure. If the proposed changes affect the programme learning outcomes, the entire educational programme is subject to re-approval.

In order to detail the peculiarities of training of cadets in the current academic year, a working curriculum may be developed on the basis of the current curriculum, taking into account the schedule-calendar of the educational process and other documents of the Academy, which shall be approved by the Chief of the Military Academy.

Individual study plans for higher education applicants

The individual curriculum of a higher education applicant (hereinafter referred to as the individual curriculum) is a document of a higher education applicant containing a schedule of the educational process, information on the list and sequence of educational components, the amount of academic workload for all types of educational activities, types of individual tasks, and appropriate forms of control.

An individual curriculum is formed at the appropriate level of higher education within the relevant study programme and is drawn up for each subsequent academic year (except for the first year of study).

The formation of an individual curriculum is carried out 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 applicant in terms of their professional training and the implementation of an individual educational trajectory.

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

All educational components included in the individual curriculum are compulsory.

When forming an individual curriculum for the next academic year, the actual implementation by the higher education applicant of the individual curricula of the current and previous academic years is taken into account.

The individual curriculum 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.

The individual curriculum is signed by the higher education applicant, agreed with the Deputy Head of the Faculty for Academic and Scientific Work, Head of the Academic Department, and approved by the Head of the Faculty within two weeks from the beginning of the new academic year.

The individual curriculum of an adjunct is formed on the basis of the curriculum of the relevant educational and research programme and is drawn up by the adjunct personally under the guidance and in cooperation with the supervisor for each academic year.

Organisational arrangements for the formation and preparation of individual curricula for adjuncts are entrusted to the heads of the relevant departments and the scientific and organisational department. The individual curriculum of the adjunct is signed by the adjunct, agreed with the supervisor and approved by the Academic Council within two months from the date of admission of the adjunct.

The implementation of the individual curriculum by the applicant is carried out within a time period that does not exceed the period of study determined by the standard of higher education within the relevant specialty. The individual curriculum is implemented in accordance with the schedule of classes, examination sessions, or an individual schedule. The mechanism for exercising the right of higher education applicants to freely choose academic disciplines is defined in the Regulations on the free choice of elective academic disciplines by cadets (students) of the Military Academy (Odesa).

Schedule of training sessions

The curricula (working curricula), curricula of academic disciplines and the schedule-calendar of the Academy's educational process for the academic year determine the initial data for drawing up the schedule of classes, examination sessions, schedule of consultations, schedule of defence of military internships and training practices and/or course work (projects).

The timetable of classes is a planning document for organising the educational process of the Academy.

It is drawn up by the academic departments of the faculties for a semester under the guidance of the Academy's academic department, signed by the head of the faculty, agreed with the deputy Commandant of the Academy for academic work and approved by the Commandant of the Academy.

The schedule of classes for the course training shall be drawn up for the entire period of study by the educational part of the Academy's advanced training centre (a person appointed by the order of the Commandant of the Academy), signed by the Head of the advanced training centre, agreed with the Deputy Commandant of the Academy for Academic Affairs and approved by the Commandant of the Academy.

The schedule of training classes for the training of adjuncts shall be drawn up by the Scientific and Organisational Department of the Academy, signed by the Deputy Head of the Scientific and Organisational Department, agreed with the Deputy Commandant of the Academy for Scientific Work – Head of the Scientific and Organisational Department and approved by the Commandant of the Academy.

The schedule of classes for the training of Ukrainian citizens under the reserve officer programme is assigned to the structural subdivision of the Academy (department) responsible for this area of training, signed by the head of the structural subdivision (head of the department), agreed with the Deputy Commandant of the Academy for Academic Affairs and approved by the Commandant of the Academy.

It is allowed to draw up a monthly class schedule if the training of higher education applicants in this semester (period of study) involves driving combat vehicles, live fire and other practical training activities.

They are displayed in the class schedule:

Numbers and names of the higher education applicants' academic departments;

the name of the academic discipline or its conventional designation;

date, venue, time, topic number and type of class;

the name of the classroom teacher or his/her designation.

Tactical, tactical and specialised, command and staff exercises, electives, training and war games are conducted continuously in accordance with the plans for their conduct.

The schedule of classes shall be communicated to the academic staff and units of cadets (students, adjuncts) ten days before the start of classes of the academic semester (academic term), in the conditions of martial law for the following month.

Schedules for consultations by academic (pedagogical) staff, instructors of departments (instructional departments) are drawn up by the departments

(instructional departments) and communicated to higher education applicants no later than three days before the start of the consultation.

Schedules of defence of military internships and training practices and/or term papers/projects are drawn up by the relevant departments, approved by the heads of faculties and communicated to higher education applicants no later than one week before the start of defence.

The form of the class schedule is defined in the Regulations on educational and methodological support of educational activities of the Military Academy (Odesa).

Work programme of the discipline.

The curriculum of an academic discipline is a document that defines the place and importance of the discipline in the implementation of the relevant educational programme, the purpose, sequence and organisational forms of studying the discipline, the learning outcomes that higher education applicants should acquire in the process of studying, the system of their assessment and information and methodological support.

The main purpose of the curriculum, the procedure for development (adoption), approval, amendment (updating), storage and its content, its components are determined by the governing documents of the Ministry of Defence of Ukraine.

The curricula of academic disciplines (as amended), as well as their respective teaching and methodological and methodological support in paper and electronic form, shall be available to higher education applicants during the validity period of the relevant curriculum, taking into account the requirements of the legislation on the protection of state secrets.

The form of the work programme of the discipline is defined in the Regulations on educational and methodological support of educational activities of the Military Academy (Odesa).

Academic disciplines of the higher education applicant's choice or elective academic disciplines.

Disciplines chosen by the higher education applicant or elective disciplines are disciplines that are included in the list of disciplines defined by the educational programme in order to better meet the educational and qualification needs of the higher education applicant.

Elective disciplines can 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 obtained.

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 study. The

catalogue shall be posted on the official website of the Academy and internal websites of the faculties (departments) before the beginning of the academic year.

Based on the work programme of the elective discipline, a syllabus of the discipline is developed, which explains the mutual responsibility of the research and teaching (pedagogical) staff involved in teaching the discipline and the higher education applicant studying this discipline.

3.1.7. Form of organisation of the educational process and types of classes and control

The educational process at the Academy is carried out in the following forms: classes, independent work of higher education applicants, practical training, and control measures.

Training sessions

The main types of training sessions at the Academy are: lecture, seminar, group lesson, practical lesson, tactical (tactical-special, tactical formation) training or exercises, command and staff training and military (military-special) game, training, including training with the use of simulation modelling of combat operations, laboratory lesson, group exercise, individual lesson, consultation. The Academy may establish other types of training sessions.

The types of classes are determined by the curricula of the disciplines.

Training sessions are conducted by persons holding the positions of scientific and pedagogical (teaching) staff. Researchers may be involved in conducting training classes. Other categories of specialists with experience of professional and practical training, as well as instructors, may participate in the conduct of training classes by the relevant order of the Commandant of the Academy.

Training sessions are held in accordance with the training schedule.

Academic and pedagogical (scientific, pedagogical) staff of the Academy from among servicemen, employees of the Armed Forces of Ukraine, officials of other components of the security and defence sector of Ukraine are their direct supervisors when conducting classes with cadets (students, adjuncts).

Types of training sessions

A lecture is a type of classroom lesson that is conducted by the method of oral presentation of new theoretical material in combination with the method of demonstration (showing).

The lecture is an element of the course of study that covers the basic theoretical material of the discipline. The main purpose of the lecture is to provide a systematic basis of scientific knowledge and practical experience in the discipline (a separate topic), to focus on the most complex and relevant issues of the educational material.

The lecture should be problematic, stimulate active cognitive activity of higher education applicants, and promote creative thinking.

Lectures are delivered by heads (heads) of departments, their deputies, professors, associate professors and experienced senior academic staff.

Officials of the Ministry of Defence of Ukraine, the General Staff of the Armed Forces of Ukraine, military command and control bodies, as well as practitioners in the relevant field of knowledge may be involved in the lecture.

Lectures are held for one or more study groups of cadets, students, and adjuncts.

The content of the lecture is discussed at a meeting of the department (centre) and approved by the head of the department (centre).

A lecturer who is assigned to deliver a course of lectures must be fluent in the content of the discipline, have full texts of each lecture or a textbook and plans for their delivery.

The lecturer who starts delivering a course of lectures for the first time is involved in conducting trial lectures with the participation of the academic staff of the department (centre).

The lecturer is obliged to adhere to the work programme of the discipline regarding the topic and educational issues of the lecture, but is not obliged to limit himself in the interpretation of educational material, forms, methods and techniques of communicating it to cadets (students, adjuncts).

Information support for lectures is provided through educational publications (textbooks, study guides, lecture notes, etc.) and information resources on the Internet.

A seminar is a type of class that is conducted by the method of discussion (debate, survey) of questions, reports, abstracts, assignments, essays, etc. previously determined by the teacher.

The seminar is conducted on the main and most complex issues of the curriculum in order to study the discipline in depth, to instil in higher education applicants the skills of independent search and analysis of information, the formation and development of scientific thinking, the ability to actively participate in creative discussion, form value judgements, draw correct conclusions, present and defend their opinions in a reasoned manner.

To prepare higher education applicants for seminars, the department develops plans for seminars, which are issued to higher education applicants before they start studying the relevant topic of the discipline.

At each seminar session, the teacher evaluates the essays and reports prepared by the higher education applicants, their speeches, their activity in the discussion, and their ability to formulate and defend their position.

A group lesson is a type of educational session conducted by scientific and pedagogical (pedagogical) workers by a step-by-step method of explanatory and lecture teaching of new educational material in combination with the method of demonstration, display and subsequent oral, written questioning or testing of the results of higher education applicants' mastering the provided educational material.

A group lesson is conducted with a training group (groups) in specialised, laboratory classrooms, on military equipment (weapons), simulators, using simulation tools, models, stands, other visual aids, as well as static and dynamic projection tools.

In this lesson, the academic (pedagogical) staff member presents new material on theoretical issues in stages, accompanies it with demonstrations and displays of samples of weapons and military equipment, their components, units, operating models, and models. Then, a discussion of this material is organised and the level of its assimilation is monitored.

Practical training is a type of training session during which a research and teaching staff member organises the mastering of theoretical provisions of the discipline by higher education applicants through the individual performance of specially formulated practical tasks and promotes the formation of skills and abilities to apply theoretical provisions in practice.

The list of topics for practical classes is determined by the curriculum of the discipline. Practical classes are conducted in specialised, computer, laboratory classrooms, language rooms equipped with the necessary technical means of training, computer equipment, in training centres, at training grounds, on samples of weapons and military equipment, in sports complexes, facilities and other facilities of the material and technical base for physical training and sports.

Practical training on weapons and military equipment samples is conducted in order to master their structure, master the methods of their use, operation, maintenance, restoration and preservation, practice practical methods of using weapons, military and special equipment, communications, automation and computer equipment, acquire practical skills in measuring signal parameters and technological values in the main units and devices of weapons, search and eliminate typical malfunctions in equipment.

The practical lesson includes preliminary control of higher education applicants' knowledge, formulation of a general problem by a scientific and pedagogical (pedagogical) employee and its discussion, solving control tasks, their verification and evaluation.

The practical lesson is based on pre-prepared methodological material - a set of learning tasks of varying complexity to be solved in class.

The admission of higher education applicants to certain practical classes in any academic discipline is preceded by a safety briefing.

During a practical exercise, a training group may be divided into subgroups. In this case, in one of the subgroups, training sessions are conducted by trained instructors, engineering, technical, teaching and support staff or unit commanders of cadets and higher education applicants who are authorized to conduct training sessions by order of the Commandant of the Academy.

During practical classes, after completing the assigned tasks, higher education applicants report on the results of these tasks (calculations, analysis of research or actions (operations) performed) and their possible consequences (impact) on further actions or use or the state of equipment and weapons.

A laboratory class is a type of class during which higher education applicants, under the guidance of a research and teaching staff member, personally conduct simulation experiments or experiments in order to confirm certain theoretical provisions of a particular discipline, acquire practical skills in working with laboratory equipment, electronic computers, measuring devices, and master the methodology of experimental research in a particular field of knowledge.

During the laboratory class, higher education applicants acquire practical skills in working with laboratory equipment, electronic computers, measuring devices, and master the methodology of experimental research in a particular field of knowledge.

Laboratory classes are held in specialised laboratory classrooms, specialised classes (workshops), on weapons and military equipment, and other elements of the Academy's material and technical base.

The admission of higher education applicants to laboratory classes in any discipline is preceded by a safety briefing.

During the laboratory session, the study group may be divided into subgroups.

The laboratory lesson involves conducting ongoing monitoring of the readiness of higher education applicants to perform a specific laboratory work, completing tasks on the topic of laboratory work, drawing up an individual report (protocol) on the work performed and defending it before the teacher.

Based on the results of the task in the laboratory lesson, higher education applicants prepare individual reports and defend them before the teacher. A higher education applicant who receives an unsatisfactory grade must defend the report again.

An individual lesson is a lesson conducted with individual higher education applicants who have demonstrated special abilities in learning and aptitude for military-scientific work and creative activity, in order to improve their level of training and reveal their individual creative talent.

Individual classes are organised according to a separate schedule drawn up by the educational part of the faculty (department) in accordance with the individual curricula of higher education applicants. Individual classes may also be held with participants of Olympiads (competitions, contests) in the speciality or individual disciplines, with members of the Academy's national teams, as well as with other higher education applicants in order to improve their level of training and reveal their individual creative abilities.

The forms and methods of individual training sessions, their scope, forms and methods of current and final control are determined by the educational units of the faculties (departments) and are reflected in the individual curriculum of the higher education applicant, which is developed with the participation of scientific and pedagogical (pedagogical) staff of the faculty (department).

A group exercise is a type of training exercise that is conducted by training higher education applicants in the performance of functional duties of certain officials of military units and subdivisions.

Group exercises are conducted in training units (groups). The purpose of this type of training is to acquire skills in the organisation and planning of operations (combat actions, combat), command and control of troops (forces) and their comprehensive support.

During group exercises, higher education applicants train in the performance of duties for one official position. Group exercises are conducted after studying the theoretical provisions on the topics of academic disciplines in classrooms, at training command posts and on the ground using topographic maps against the background of a specific operational or tactical situation.

Several group exercises, conducted sequentially and united by a common theme, are usually performed against the background of a single operational, tactical situation by working on a complex training task.

The complexity of the educational task is ensured by the fact that against the general tactical background, the issues of several academic disciplines are studied in accordance with the sequence of work of the commander and staff during the preparation, planning and conduct of combat operations (combat).

Training is a specific type of training conducted by repeating actions, exercises, techniques, and standards by higher education applicants. By type, they are divided into individual and group.

Training is conducted after studying the theoretical provisions in order to acquire practical skills. Training is conducted in specialised and laboratory classrooms, at training command posts, training complexes, weapons and military equipment, and other elements of the Academy's material and technical base.

The training is conducted under the guidance of academic staff, instructors, heads of training laboratories, heads of training courses and course officers.

In preparing for the training, depending on the topic and purpose, the manager is obliged to:

determine the training objective, questions, place, time, procedure, and material support;

organize the training of auxiliary staff and material and technical facilities;

learn the necessary standards and the procedure for assessing each element of training;

allocate time to process training questions;

develop methodological support for the training and give tasks for preparing for it;

provide for and install the necessary security measures.

Training in the management of units in combat is an integral part of the practical training of higher education applicants. They are conducted to improve the practical skills of higher education applicants in collecting situational data, making decisions, setting tasks for units, giving orders, commands and reports to the senior commander (chief) on the results of the combat mission. The training should be based on teaching higher education applicants how to manage a unit in combat. In addition, they should contribute to the development of tactical thinking, analytical and organisational skills, the cultivation of strong individual will, courage, initiative in solving combat tasks.

Other skills in unit management in combat are acquired by higher education applicants through repeated and systematic application of the acquired knowledge and skills in practice, namely in training. Training in unit management should be conducted on the basis of a structural and logical scheme, taking into account the level of knowledge and skills of higher education applicants in various disciplines. The content of the training should correspond to the level of training of higher education applicants and gradually become more complex so that the next training provides for the build-up and improvement of previously acquired skills.

Fire training is designed to develop, improve, maintain and bring to automaticity skills in the use of small arms, weapons of combat vehicles, solving fire tasks, reconnaissance of targets and determining the range to them, fulfilling combat training standards, conducting and adjusting fire, and throwing combat grenades.

The essence of the training is to study and improve the line of action when armed with combat vehicles and small arms, to prepare higher education applicants for practical firing from various types of weapons and combat vehicle armament, to bring skills and abilities to automaticity, with a view to their further application during practical firing and standards.

Training in the implementation of WMD protection standards is carried out to educate and train cadets in the use of personal protective equipment in various conditions, as well as to instil practical skills in responding to radiation, chemical and bacteriological contamination warning signals. Practicing WMD standards during training helps to improve techniques and methods of action in performing the task, educates and increases the psychological readiness of personnel to act in the event of enemy use of weapons of mass destruction and in the event of destruction (accidents) of nuclear and chemical facilities. The essence of the training is to develop and provide solid skills to personnel in the timely and correct use of individual and collective protective equipment, to ensure their confidence in reliable protection during prolonged operations in areas contaminated with radioactive and toxic substances. Training should be used to the maximum extent possible to improve professional skills in the use of protective equipment. Each training session should include no more than two simple or one complex standard.

Special (technical) training is conducted with the aim of improving knowledge and skills in the speciality, developing and maintaining solid practical skills in the performance of their duties in combat. Special training standards are a qualitative and quantitative indicator of the performance of certain tasks, techniques and actions by individual servicemen or units in compliance with the sequence (order) stipulated by statutes, regulations, guidelines and instructions.

Training in the implementation of standards in military topography is conducted in order to instil in higher education applicants practical skills and abilities to quickly study and correctly assess the properties of the terrain on topographic maps; confidently navigate the terrain in any conditions,

effectively using topographic maps, navigation equipment when binding elements of the combat order of units; skilfully work out graphic documents, use the map as a means of control and combat document; determine the correct nomenclature of maps, the correct nomenclature of The essence of training in military topography is the need to improve the skills of higher education applicants in orientation on the terrain, studying and evaluating its tactical properties, in the ability to draw up and maintain graphic documents, determine coordinates, as well as mastering the methodology of working out the standards of military topography.

Training in the performance of technical training standards is conducted with the aim of improving knowledge and skills in the speciality. Technical training standards are time, quality and quantitative indicators of the performance of certain tasks, techniques and actions by individual servicemen or units in compliance with the sequence (order) stipulated by statutes, regulations, guidelines and instructions. If a standard is performed several times in the course of training, the assessment for the performance of the standard is determined by the last result shown or by the result of a control session.

Tactical (tactical-special, tactical-formational) exercises are a form of tactical training of higher education applicants, which is conducted by exercises in the implementation of techniques and methods of individual (collective) actions, training and combat standards. The purpose of tactical (tactical-special, tactical and formation) exercises is to work out practical issues of organizing combat (combat actions), commanding units in combat and their comprehensive support.

Preparation of a tactical (tactical-special, tactical-formational) exercise includes:

determining the initial data;
developing a lesson plan;
preparation of the place (area) of the class and logistical support;
training of the class leader;
monitoring the progress of training;
training of higher education applicants.

Command and staff exercises and military (military-specialist, military-historical) games are conducted with higher education applicants on the most important complex topics of academic disciplines.

Command and staff training is conducted after higher education applicants have mastered the theoretical foundations of the relevant academic disciplines, learned the duties of officials and gained practical skills in their performance: preparation and planning of operations (combat actions), command and control of troops (forces) and their comprehensive support.

In command and staff exercises, higher education applicants perform the full range of functional responsibilities for the management of troops (forces) as part of command and control bodies, in a specific situation that is constantly evolving and characteristic of modern operations (combat operations).

For the purpose of qualitative and timely preparation, proper conduct of command and staff exercises and military (military-specialised, military-historical) games, commanders of command and staff exercises and military (military-

specialised, military-historical) games are appointed and an order is issued by the Commandant of the Academy.

The Commandant of the Academy, his/her deputies, and heads of faculties (departments) may be the leaders of the command and staff exercise.

The heads of faculties (specialised departments) may be appointed as the heads of military special games.

Tactical (tactical-specialised) exercises are aimed at forming and improving the skills and abilities of higher education applicants to organise and support combat operations and command units in combat. Higher education applicants perform the duties of commanders of military units, staff officers and other officials in accordance with the training concept.

Such exercises are conducted on the ground (in training centres, training grounds). It is allowed to conduct certain stages of tactical (tactical-special) exercises in special classes, laboratories equipped with samples of weapons and military equipment, training equipment with the involvement of the required number of service personnel.

Exercises can be bilateral and unilateral, with a defined enemy, with live fire, etc. The heads of such exercises are appointed by the chiefs of the academy.

A consultation is a type of educational session during which a higher education applicant receives answers to specific questions or explanations of certain theoretical provisions or aspects of their practical application from a research and teaching (pedagogical) employee.

Consultation can be individual or conducted for a study group during the independent work of higher education applicants.

Preparing and conducting training sessions

To prepare and conduct training sessions, the department develops teaching and learning materials for each discipline assigned to the department, including:

lecture fund (if there is a textbook or manual that provides teaching of the discipline, the lecture fund may not be created);

methodological developments for practical, group, laboratory classes, group exercises, etc.;

plans for seminars, training sessions, exercises, electives, games, etc.;

guidelines for independent work of higher education applicants on the educational component;

methodological guidelines and recommendations for the development of individual learning tasks for higher education applicants;

methodological recommendations for the final certification of higher education applicants;

other teaching and methodological materials for conducting educational activities in full-time, part-time and distance learning.

For each training session (except for consultations), research and

teaching staff and instructional staff shall develop a training plan and methodological development for conducting the session, which shall be discussed and approved at a meeting of the department and approved by the head (head) of the department.

The methodological development is a document of the department, which sets out recommendations to research and teaching staff and instructional staff on the organisation and methodology of conducting training sessions. It establishes a unified approach to the study of educational issues, determines the most effective teaching technologies and methods of work of research and teaching staff, instructional staff and higher education applicants, without excluding the individual approach of each teacher to the choice of ways to achieve the educational goal.

Educational and methodological materials for each discipline, by the decision of the department, can be developed in the form of an electronic training course using modern information, information and communication technologies and distance learning technologies. The e-learning course should provide higher education applicants with the fullest possible provision of all information and educational materials necessary for the successful study of the discipline, as well as contain tools for self-monitoring of their mastery of certain educational issues, as well as tools for diagnosing and monitoring the success of their studies, criteria for assessing knowledge and the procedure for conducting all types of control (input, current, final) in accordance with the programme of the discipline. If there is an e-learning course in the discipline, methodological developments for conducting training sessions may not be developed. The e-learning course must be placed in the web resource repository of the distance learning system.

The form and structure of teaching and methodological materials of the e-learning course shall be developed by the structural unit responsible for supporting distance learning at the Academy.

Teaching and learning materials for each discipline and changes to them (including e-learning courses) are discussed and approved at a meeting of the department and approved by the head of the department before the start of the new academic year.

The structure of educational and methodological materials for conducting training sessions is defined in the Regulations on Educational and Methodological Support of Educational Activities of the Military Academy (Odesa).

3.1.8. Organisation of training sessions

The time of the classroom lessons is determined by the daily schedule approved by the Commandant of the Academy. The commander of the cadets' unit is obliged to check the higher education applicants before the start of the class:

availability of personnel by name;

uniform, appearance, equipment and weapons;

availability of workbooks, necessary teaching aids and writing utensils.

Arrival to (departure from) classes is carried out in groups under the direction of the training group commander.

Upon arrival at the department, the commander of the study group assigns the task of the duty study group to receive the audience, and personally reports to the teacher about the arrival of the study group. No later than 5 minutes before the start of the class, higher education applicants must take their seats in the classroom (or line up in front of a specialised classroom).

Higher education applicants in the classroom are seated at the tables exclusively as part of their units (department, study group, course), cadets, higher education applicants with insufficient academic performance - at the first tables, at the last - the commander of the study group and department commanders. The group leader takes a seat at the first table in the row furthest to the exit.

When the class is held in a specialised classroom, the group lines up at the entrance and takes their seats in the classroom with the teacher's permission after a greeting and a brief briefing.

The departure of study groups of higher education applicants for classes outside the Academy is carried out through checkpoints No. 1 and No. 2 no later than 10 minutes before the start of the class under the guidance of the commanders of study groups (course officers, course supervisor, etc.) in the presence of flags (lights) for escort. Control over the exit and return of training groups to the Academy territory is entrusted to the Academy duty officer and the checkpoint duty officer.

At the end of the lesson, the study group leaves the classroom, the study group leader hands over the classroom to the head of the classroom (department laboratory assistant), and the group lines up and, under the command of the study group leader, moves to a new location for the lesson.

Classified literature, topographical maps, diagrams, posters for the units of higher education applicants are issued only to cadets (students, adjuncts) or their deputies appointed by the order of the Commandant of the Academy, who are authorised by the classified body. In their absence, classified documents may be issued to a course officer, course director or lecturer. Secret documents are issued to higher education applicants by the authorised classified body against their signature in the issue card. Authorised representatives of the classified body receive classified literature from cadets 5 minutes before the end of the lesson and report its presence to the teacher. Immediately after the lesson, the secret documents are handed over to the secret library, and the authorised representatives of the classified body arrive at a new place of study or at the location of the unit.

Unit commanders are required to monitor the presence of higher education applicants in class on a daily basis. Every morning, the presence of the personnel of the training group is indicated in the report and the information is approved by the personal signature of the course director.

The duty teacher is a higher education applicant appointed the day before. Before the teacher arrives, he/she receives the classroom from the head of the classroom (laboratory assistant) or the department head on duty and checks the availability of teaching and learning materials.

Upon entering the classroom, the training group commander gives the command "Group, Attention!" and reports to the classroom leader, for example: *"Mr Colonel (instructor), training group 121, consisting of 20 people, has arrived for the Tactics class. There are no unauthorised absentees. According to the list of 25, 5 cadets are missing. The commander of the training group is Senior Sergeant Kravchuk"*. In case a lecture stream arrives at the class, the course commander (course officer) reports to the teacher.

Higher education applicants address academic staff who are military personnel by their military rank, and civilian staff by their position (professor, associate professor, senior lecturer, lecturer).

A teacher greets the cadets of the training group: "Glory to Ukraine!". The group responds: "Glory to the heroes!".

The instructor personally checks the presence of personnel, checks the number of people present at the lesson against the records in the report card and makes the appropriate entries in the classroom record book. The remaining entries are made at the end of the class. The instructor monitors compliance with statutory requirements, the presence of higher education applicants, uniforms, and order in the classroom throughout the class.

The uniform of military teachers is military. Teachers who are reserve officers and have the right to wear military uniforms may wear them to classes.

The higher education applicant called for questioning must stand up, take a standing position and answer: "Я". The higher education applicant responds to the teacher's command "To the blackboard" or "To the material part": "Yes, sir" and executes the command. At the end of the lesson, the teacher commands: "End the lesson", "Announce a break". The group leader stands up, goes to the middle of the classroom, turns to face the group and gives the command "Group, stand up. Attention!". With the teacher's permission, he/she commands: "At ease, end of class", "At ease, Break". After this command, all higher education applicants leave the classroom. The person on duty puts things in order and ventilates the room. If there is classified literature in the classroom, a cadet authorised by the security service stays with the person on duty during the break.

3.1.9. Independent work

Independent work is a form of organising the educational process in which higher education applicants master the educational component in their free time.

The independent work of higher education applicants is carried out in order to work out and master the educational material, consolidate and deepen knowledge, skills and abilities; perform individual tasks in the educational component (term papers (projects), calculation and graphic works, abstracts, etc.), military-scientific and qualification works; prepare for future classes and control measures; develop higher education applicants' independence and initiative in the search for and acquisition of knowledge.

The independent work of higher education applicants is provided by information and methodological means (programmes, guidelines, assignments,

textbooks, manuals, etc.) and material and technical means (models, simulators, elements of weapons and military equipment, etc.) provided by the programme of the educational component. In addition, relevant scientific and professional educational literature is recommended for independent work of higher education applicants. Teaching materials for organising and conducting independent work of higher education applicants should provide for the possibility of self-control. Independent work of higher education applicants on studying educational material on a specific educational component is carried out in classrooms (specialised, computer, laboratory), physical training and sports facilities, library, classrooms of the Academy.

To ensure proper conditions for independent work of higher education applicants on samples of weapons and military equipment, in computer complexes, and other high-risk educational facilities, this work may be carried out according to a schedule previously drawn up by the relevant department under the guidance of the department staff, with the provision of necessary advice or assistance and compliance with safety measures.

The creation of conditions for independent work of higher education applicants is the responsibility of the heads of faculties and departments. It is directly organised by the commanders of the units of higher education applicants. Accounting for independent work of higher education applicants is carried out by the commanders of educational units in the journal of accounting for classes (section of accounting for independent work).

Independent work under the guidance of a teacher is carried out with the aim of active learning of new knowledge by higher education applicants, consolidation, dissemination and deepening of knowledge gained in other types of classes, development of abstracts, modelling and other creative tasks, as well as to teach higher education applicants methods of independent work with educational material. Independent classes under the guidance of a teacher take place at the time specified in the schedule of classes.

3.1.10. Organisation of independent work

The independent work of higher education applicants is the main means of learning the educational material. It is carried out with the aim of working out and mastering the educational material defined by the work programme of the discipline for independent study, consolidation and deepening of knowledge, skills and abilities, performing individual tasks in the discipline (term papers (projects), calculation and graphic works, abstracts, etc.), military-scientific and certification works, preparation for the next classes and control measures; formation of a culture of mental work, independence in the search and acquisition of knowledge in higher education applicants.

The responsibility for creating appropriate conditions for independent work lies with the heads of faculties and departments. It is directly organised by the commanders of the higher education applicants' units, and the research and teaching staff provide methodological support.

Heads of faculties, upon reports from the commanders of the higher education applicants' units, are obliged to monitor daily the academic performance and attendance of higher education applicants, as well as take measures to fulfil the tasks, recommendations and comments of teachers.

Prior to the start of independent work, the commander of the cadet unit is obliged to check the availability of the personnel of the training group, workbooks, textbooks and writing materials for independent work, uniforms, appearance of cadets.

Study groups of higher education applicants arrive at the designated classrooms 5 minutes before the start of the lesson and begin independent work. Authorised persons of the classified body receive the necessary literature and secret notebooks before the start of independent work. The group's duty officer receives the study guides and takes over the classroom from the department's duty officer (laboratory assistant).

The group leader writes in the upper right corner of the board: the name of the unit, the number of personnel on the list, the number of absentees for various reasons, and the schedule of classes for the next day, for example:

122 study group
According to the list - 29
Present - 20
Hospital - 1
Detached duty - 3
Duty - 3
Consultation - 2
Training sessions on 15.07.24:
1-2 hours - foreign language;
3-4 hours - general tactics;
5-6 hours - NWU.

Teams during independent work are submitted in the same order as in class. To consult with a teacher, higher education applicants must obtain permission from the commander of the study group. If several higher education applicants are referred to the same teacher, the unit commander appoints a senior teacher. After the consultation, the higher education applicants return to the place of independent work and report their arrival to the group commander and go to their units together with the group. All movements to and from consultations are carried out during breaks.

During the hours of independent work, academic staff conduct individual and group consultations. The purpose of these consultations is to clarify issues that arise in the course of independent study of educational material and individual tasks, to deepen and consolidate knowledge on specific issues and topics of disciplines, and to provide methodological assistance in choosing rational methods of independent work. Consultations are held in accordance with the schedule drawn up by the department, as well as personal plans of research and teaching (pedagogical) staff. During the hours of independent work, the department appoints a lecturer-consultant on duty.

Before each module control, exam (differentiated test, credit), consultations are mandatory. There may be several of them, usually two group and one individual. The content of the consultation may be as follows:

tips on planning independent work for higher education applicants and sources of preparation for the test;

communicating the requirements for organising a control measure, evaluation criteria and the procedure for determining it;

information on the time and place of individual consultations;

defining tasks for the group commander to organise preparation for the control event;

psychological and pedagogical advice to higher education applicants for the quality assimilation of educational information.

At the decision of the teacher, consultations with study groups of higher education applicants may be held before seminars and practical classes or on specific topics whose educational material requires additional clarification. It is strictly forbidden to involve higher education applicants in activities and work not provided for in the plan during the hours allocated for independent work.

3.1.11. Practical training

Practical training of higher education applicants is a mandatory component of the educational programme aimed at the acquisition of professional competences by higher education applicants and provides for

mastery of modern methods and forms of organising the management of military units, operation and combat use of weapons and military equipment in the field of their future service activities;

development of professional skills and abilities of higher education applicants to make independent decisions in real conditions in the course of specific official activities;

fostering the need for military professionals to systematically update their knowledge and apply it creatively in their practical work;

development of skills in research and applied problem solving;

development of teamwork skills;

gaining work experience and work experience necessary for the award of a professional qualification.

The main types of practical training at the Academy are:

primary military and professional training, educational, military, repair, pedagogical, scientific and other types of practice, military internships.

The list of types of practical training of higher education applicants in a particular educational programme, their content, forms, duration, and timing are determined in the description of the educational programme and the relevant curricula.

The procedure for organising and conducting all types of practical training of higher education applicants is regulated by the guiding documents

of the Ministry of Defence of Ukraine and the Regulations on the procedure for organising and conducting practical training of higher education applicants of the Military Academy (Odesa).

3.1.12 Control measures

Control measures are a necessary element of feedback in the educational process. They determine the compliance of the level of knowledge, skills and abilities acquired by higher education applicants with the requirements of regulatory documents on higher education and ensure timely adjustment of the educational process.

The main tasks, principles and mechanism for the implementation of the rating assessment of the achievements of higher education applicants of the Academy in accordance with the European requirements and requirements of the European Credit Transfer System in education, the procedure for assessing learning outcomes, organisation of control measures and the use of rating assessment during the certification of higher education applicants at the Academy are defined in a separate Regulations on the control and assessment of academic achievements of higher education applicants at the Military Academy (Odesa)

Graduates may be assessed in the form of a unified state qualification exam (attestation exam) and/or defence of a qualification paper, a final exam in physical training and a comprehensive final exam.

The organisation, procedure and peculiarities of certification of the Academy graduates are defined in the Regulations on the Examination Board and Certification of Higher Education Applicants at the Military Academy (Odesa), which is approved by the Academic Council of the Academy taking into account the requirements of the guiding documents of the Ministry of Defence of Ukraine.

Assessment of the learning outcomes of higher education applicants at the Academy includes the full range of control measures provided by the work programme of the discipline and is carried out on a 100-point scale, ECTS scale and national scale and is as follows:

90 - 100 points, "excellent";
80 - 89 points, "very good";
65 - 79 points "good";
55 - 64 points, "satisfactory";
50 - 54 points, "sufficient";
1 - 49 points, "unsatisfactory" - with the possibility of retaking.

The result of passing a test on the educational material determined by the educational programme of the professional military education course, the programme of professional military training courses, the curriculum of the advanced training courses and the curriculum of the initial military professional training can be assessed on a two-level scale: "passed" or "failed" based on the results of the current control, the performance of certain types of work during practical, group, tactical (tactical-special, tactical formation) classes, etc.

3.2. MANAGEMENT OF THE EDUCATIONAL PROCESS

3.2.1. The activities of the Academy are directly managed by the Chief of the Military Academy (Odesa).

The head (dean) of the faculty (centre), department is the head (head) of the faculty (centre), head (head) of the department.

The head of a military educational unit is a direct superior for the personnel of the military educational unit and in his/her activity performs the duties and enjoys the rights of the respective superior as defined by the Statutes of the Armed Forces of Ukraine.

The Academy is managed on the basis of principles:

vesting the Chief with full administrative authority over his subordinates and making him personally responsible to the state for all aspects of the life and activities of the Academy and each serviceman;

granting the chief the right to make decisions and give orders on his own;

ensuring the implementation of these decisions (orders) based on a comprehensive assessment of the situation and guided by the requirements of the laws and regulations of the Armed Forces of Ukraine;

autonomy and self-government;

delineation of rights, powers and responsibilities of the Academy's management and its structural units;

a combination of sole authority and collegiality;

independence from political parties, public and religious organisations.

3.2.2. Commandant of the Academy

Direct management of the Academy's activities is carried out by its head, who acts on the basis of sole authority, is guided by this Regulation, the Charter of the Academy and is entrusted with the functions of practical implementation of the Academy's tasks.

The Commandant of the Academy is a direct superior for all personnel of the Academy and is responsible to the state for compliance with the legislation of Ukraine and contractual obligations, readiness to perform the tasks assigned to the Academy, the state of educational, scientific, scientific-technical and innovative activities, individual training, moral and psychological state of personnel, military and labour discipline, state of preservation and improvement of personnel health, organisation of protection of state secrets and protection of restricted information

The main functions, duties, rights and responsibilities of the Commandant of the Academy are defined in the relevant job description.

Direct management of the educational, methodological, scientific, educational, administrative and other activities of the Academy shall be carried out by the deputy heads of the Academy in accordance with their job descriptions.

3.2.3 Academic Council of the Academy

The Academic Council of the Academy is a collegial governing body of the Academy, which is formed for a term of five years. The composition of the Academic Council of the Academy shall be approved by the order of the Commandant of the Academy within five working days from the date of expiry of the powers of the previous composition.

The Academic Council of the Academy shall be headed by its Chairman, who shall be elected for the term of the Academic Council of the Academy at its first meeting by secret ballot from among the members who have a scientific degree and/or academic (honorary) title. Upon the proposal of the Chairman of the Academic Council of the Academy, the Deputy Chairman of the Academic Council shall be elected by open voting. The first meeting of the newly established Academic Council of the Academy shall be chaired by the Commandant of the Academy until the election of the Chairman and Deputy Chairman of the Academic Council.

The Academic Council of the Academy consists of the Commandant of the Academy, Deputy Heads of the Academy, Heads of Faculties, Academic Secretary, Head of the Library, Head of the Financial and Economic Department and Head of the Primary Trade Union Organisation of the Academy employees, as well as elected representatives representing scientific, research and teaching staff and elected from among the Heads (Heads) of Departments and their deputies, professors, Doctors of Philosophy, Doctors of Sciences upon submission of the faculties and structural units in which they work. As a rule, priority preferences among elected representatives from among servicemen and women of the Armed Forces of Ukraine are given to persons holding senior positions and having a scientific degree and/or academic (honorary) title.

By the decision of the Academic Council, it may also include representatives of customers for training. The quantitative composition of the Academic Council is determined by the order of the Commandant of the Academy.

Elections to the Academic Council of the Academy begin 30 calendar days before the expiry of the term of office of the previous Academic Council. The elected representatives of the Academic Council are elected by the supreme collegial body of public self-government (the Conference of the Academy staff) upon the proposal of the structural subdivisions in which they work, and the elected representatives from among the cadets and adjuncts are elected by direct secret ballot.

The organisational form of work of the Academic Council is meetings held at least once every two months. To resolve urgent issues, extraordinary meetings of the Academic Council are held, which may be convened at the initiative of the Commandant of the Academy, the Chairman of the Academic Council or at the request of at least one third of the members of the Academic Council of the Academy. The day of the meeting of the Academic Council is determined by the Plan-calendar of main events for the month and, if necessary, is adjusted by the Chairman of the Academic Council.

The meeting of the Academic Council is chaired by its chairman; in his absence, the meeting is chaired by the deputy chairman of the Academic Council.

A meeting of the Academic Council of the Academy shall be competent if it is attended by at least 2/3 of the members of the Academic Council. A decision is considered adopted if more than half of the members of the Academic Council of the Academy present at the meeting have voted for it. The meeting of the Academic Council of the Academy shall be drawn up by the minutes signed by the Chairman of the Academic Council and the Academic Secretary. Decisions of the Academic Council of the Academy shall be put into effect by orders of the Commandant of the Academy.

Academic Council of the Academy:

determines the strategy and perspective directions of development of the Academy's educational, scientific and innovative activities;

develops and submits to the supreme collegial body of public self-government (general meeting of the Academy's staff (Conference)) the draft Statute of the Academy, as well as decisions on amendments and additions to it;

approves the financial plan and annual financial report of the Academy;

defines the system and approves procedures for internal quality assurance of higher education;

decides on the placement of its own revenues in the territorial bodies of the State Treasury Service of Ukraine;

make decisions on the establishment, reorganisation and liquidation of structural subdivisions upon the proposal of the Commandant of the Academy;

elects by secret ballot the heads (deans) of faculties, heads (heads) of departments, professors and associate professors, head of the library and other academic and research staff on a competitive basis;

approves educational programmes and curricula for each level of higher education and speciality, taking into account combat experience;

makes decisions on the organisation of the educational process, determines the terms of study at the relevant levels;

approves the sample and procedure for producing its own document on higher education, regulations on the procedure and grounds for issuing it to graduates;

allows cadets (students) to retake 1-2 exams (graded tests) during the academic year in which the certification for the relevant educational level is carried out in order to improve their positive grade in the disciplines studied in previous courses of study;

approves the main directions of research and innovation activities;

reviews research plans and results;

reviews the results of educational, methodological, educational work, scientific and technical activities;

analyses the results of the study of the military service experience of the Academy's graduates;

evaluates the scientific and pedagogical activities of structural units;

assigns the titles of professor, associate professor and senior researcher to scientists and submits relevant decisions for approval to the certification board of the central executive body in the field of education and science;

makes final decisions on the recognition of foreign documents on higher education, academic degrees and academic titles when hiring pedagogical, scientific, research and teaching staff and other employees, as well as when enrolling applicants for study;

has the right to submit a motion to recall the head from the position of the Commandant of the Academy on the grounds provided for by the legislation and the Charter of the Academy, which is considered by the general meeting (conference) of the Academy's staff;

approves the results of advanced training of the academic staff (pedagogical) of the Academy (the Academic Council of the Academy has the right to delegate the authority to consider such issues to the academic councils of the faculties);

consider other issues of the Academy's activities in accordance with this Statute.

Academic councils of faculties may be established at the Academy institution, the powers of which are determined by the Academic Council of the Academy in accordance with the Statute of the Academy. The Academic Council of the Academy may delegate some of its powers to the academic councils of the faculties. The composition of the academic councils of the faculties shall be formed on the basis specified in subparagraphs 3.3 and 3.4.

3.2.4. Public self-government bodies of the Academy

General meeting (conference) of the Academy's staff.

The supreme collegial body of the Academy's public self-government is the general meeting (conference) of the Academy's staff.

Meetings of the general meeting (conference) of the Academy's staff shall be held at least once a year.

The general meeting (conference) of the Academy's staff consists of the Commandant of the Academy, his/her deputies, heads of the main structural subdivisions of the Academy, members of the Academic Council of the Academy, the Council of Officers, the Council of Sergeants, the Council of Cadets and the Trade Union Committee of the Academy, as well as elected delegates from the permanent military personnel and employees of the Armed Forces of Ukraine for whom the Academy is a permanent place of work.

At the same time, not less than 75 per cent of the total number of delegates to the general meeting (conference) of the Academy's staff shall be academic staff of the Academy who work at the Academy on a permanent basis, and not less than 15 per cent shall be elected representatives from among the persons studying at the Academy.

The elected delegates shall be elected according to quotas in accordance with the number of employees of each structural unit. The quota for the election of delegates to the general meeting (conference) of the Academy's employees shall be

determined by a preparatory meeting with the participation of the management of the Academy and the main structural subdivisions, chairmen of the relevant councils and the trade union committee.

The election of delegates to the general meeting (conference) of the Academy's staff is held once a year, usually in the last week of August, and in cases where the number of employees of one structural unit is not enough to nominate one delegate, several structural units may nominate one delegate.

A delegate to the general meeting (conference) of the Academy's staff may be a serviceman (employee of the Armed Forces of Ukraine) of the Academy who has been on military service (working on a permanent basis) at the Academy for the last year.

Delegates to the general meeting (conference) of the Academy's staff are elected by open voting by a simple majority of servicemen and employees of the Armed Forces of Ukraine present at the general meeting.

The general meeting (conference) of the Academy's staff shall be held annually on the last day of the educational and methodological meeting. In other cases, the general meeting (conference) of the Academy's staff may be convened at the initiative of the Commandant of the Academy and at least half of the members of the statutory composition of the Academic Council of the Academy.

The presidium shall be formed for holding the meeting of the general meeting (conference) of the Academy's labour collective. The presidium of the general meeting (conference) of the Academy's employees shall consist of the chairman, secretary, three members of the presidium, the Commandant of the Academy and the chairman of the trade union committee.

The chairman, secretary and members of the presidium of the general meeting (conference) of the Academy's employees shall be elected from among the delegates present by a simple majority of votes of the delegates of the general meeting (conference) of the Academy's employees.

The agenda of the general meeting (conference) of the Academy's employees shall be formed by a preparatory meeting with the participation of the Academy's management and main structural subdivisions, chairmen of the relevant councils and the trade union committee, and approved by a simple majority of the delegates present at the general meeting (conference) of the Academy's employees.

The decisions of the general meeting (conference) of the Academy's employees shall be enforced by the minutes of the general meeting (conference) of the Academy's employees, which shall be signed by all members of the presidium of the general meeting (conference) of the Academy's employees.

General meeting (conference) of the Academy's staff:

upon the recommendation of the Academic Council, adopts the Charter of the Academy and amends it;

considers the issues of educational, scientific, economic and social development of the Academy and makes relevant decisions;

reviews the draft collective agreement and authorises the trade union committee to sign the agreement with the Commandant of the Academy on behalf of the Academy staff;

elects a labour dispute commission in accordance with the Labour Code of Ukraine;

approves the internal regulations of the Academy;

approves regulations on cadet self-government bodies;

may delegate certain functions to other governing bodies of the Academy;

considers other issues of the Academy's activities.

The public self-government bodies of the Academy's structural subdivisions shall be the general meetings of the respective structural subdivisions.

The general meeting of the unit shall be convened as needed, but at least once per academic semester (half-year), at the initiative of the unit's management or an initiative group from among the unit's personnel.

Resolutions of the general meeting shall be put into effect by the minutes of the general meeting, which shall be signed by the chairman and the secretary of the general meeting.

Cadet self-government bodies.

The Academy has cadet self-government bodies at the level of the course, speciality, faculty, and the Academy.

The supreme collegial body of the Academy's cadet self-government is the Council of Cadets of the Academy, which functions in accordance with the Regulations on the Cadet Self-Government Bodies of the Military Academy (Odesa), approved by the general meeting (conference) of the Academy's staff.

The executive body of the cadet self-government of a structural subdivision of the Academy shall be elected at the general meeting of cadets of this subdivision.

The decisions of the Academy's cadet council are advisory in nature.

The Academy's Council of Cadets promotes harmonious personal development, shaping the skills of future organisers and leaders, and educating cadets in the spirit of patriotism and dedication to the military profession.

The Academy's cadet self-government bodies enjoy the full support and assistance of the Academy's management and faculties in resolving issues of organisation and activity, in particular, in providing them with premises, equipment, and documentation.

The main tasks of the cadet self-government bodies are:

ensuring and protecting the rights and interests of cadets;

ensuring that cadets perform their duties;

promoting the educational, scientific and creative activities of cadets;

assistance in creating the necessary conditions for cadets' living and recreation;

establishment of various interest groups, societies, associations and clubs;

organising cooperation with higher education applicants of other higher education institutions and youth organisations;

participation in resolving issues of international exchange of cadets.

The bodies of public self-government of certain categories of the Academy's personnel are the general meeting and the council of officers of the Academy, as well as the general meeting and the council of sergeants of the Academy and the general meeting of the main structural subdivisions.

In their activities, the public self-government bodies of officers and NCOs are guided by the governing documents of the Ministry of Defence of Ukraine, the Charter and relevant regulations of the Academy.

3.2.5. Scientific and methodological commission of the Academy

The Scientific and Methodological Commission is a permanent advisory body established to examine textbooks, manuals and other teaching aids for their compliance with modern requirements for training specialists in the areas of training at the Academy; review and approve the topics of scientific research of degree candidates before submitting them to the Academic Council of the Academy; discuss the most important programmes, projects of educational and scientific support of the Academy, other issues related to the

The tasks of the scientific and methodological commission are:

discussion of programmes, projects on educational and scientific support for the training of higher education applicants in certain areas at the Academy, providing proposals for their adjustment;

resolving scientific and methodological issues related to the scope of the Academy's activities;

consideration of proposals for the formation and amendment of annual plans of scientific and scientific and technical activities of the faculties, departments and research units of the Academy.

The Scientific and Methodological Commission, in accordance with the purpose and objectives of its activities, shall consider

drafts of textbooks, manuals and other teaching aids by the Academy's employees;

textbooks, study guides and other teaching aids to be used in the educational process of the Academy;

proposals for the introduction of scientific developments and new educational technologies into the educational process;

proposals for the introduction of combat experience into the Academy's educational process;

problematic issues related to the exchange of experience, information on the latest developments, etc;

plans-prospectuses and detailed plans of dissertation works of adjuncts, doctoral higher education applicants and applicants of the Academy;

research papers of the Academy's higher education applicants, which are planned to participate in competitions at the level of the Ministry of Defence of Ukraine and competitions of international cadet (student) research papers.

In accordance with its tasks, the Scientific and Methodological Commission may participate in organising and conducting scientific seminars, conferences, meetings, round tables on improving the training of military specialists at the Academy.

The quantitative composition of the scientific and methodological commission shall be determined depending on the complexity and focus (specificity) of the issues submitted for consideration by the commission. The commission may include deputy heads of the academy, as well as specialists of the main educational and research departments of the academy. The scientific and methodological commission is chaired by the deputy Commandant of the Academy for scientific work, head of the scientific and organisational department.

Upon the decision of the chairman of the Scientific and Methodological Commission, leading scientific and scientific-pedagogical (pedagogical) employees of the Academy may be involved as experts and consultants on the materials under consideration.

3.2.6 Scientific and Technical Council of the Academy

The Scientific and Technical Council of the Academy is a collegial advisory body formed under the leadership of the Deputy Commandant of the Academy for Scientific Work - Head of the Scientific and Organisational Department.

The Scientific and Technical Council of the Academy is established to develop priority areas of science and technology at the Academy in accordance with the current legislation and to provide assistance:

solving problems of scientific and technological policy;

implementation of innovative measures;

use of the potential of scientific and scientific-pedagogical staff to solve scientific, scientific and technical, educational and upbringing issues of the Academy's life;

optimisation of the relevance of the subject matter and quality of scientific, scientific and technical, scientific and educational research conducted at the Academy;

protection of intellectual property of the Academy's specialists.

The main tasks of the Scientific and Technical Council:

analysis of the state and directions of development of all spheres of life, science and education in the world and in Ukraine in terms of the needs and interests of the public, organisations and enterprises in solving scientific, scientific and technical, research and development problems and the possibilities of their solution by the Academy's specialists;

formulation of the programme for the development of scientific and technical research at the Academy, determination of priority areas for basic, applied and exploratory R&D, R&D and developmental work;

holding an internal competition of proposals submitted by the Academy's scientists for the implementation of research and development;

providing comprehensive support to young scientists, coordinating the work of the cadet scientific society;

Promoting the improvement of the organisation and execution of all types of R&D and development activities, as well as training and research;

holding competitions for the best research and development project, best textbook, monograph, etc;

discussion:

the state of training of adjuncts and applicants and develop proposals for improving their training;

individual dissertations, research papers, articles, proposals for patenting abroad, providing relevant feedback and recommendations for patenting;

implementation of the R&D plan by faculties and research laboratories;

proposals on the composition and content of the Academy's exhibitors for exhibitions held in Ukraine and abroad.

3.2.7. Admissions Committee

The Admissions Board of the Military Academy (Odesa) is established to prepare, organise and conduct the selection of candidates for study from among the most qualified and capable youth and to admit cadets (students, adjuncts) for study. The term of office of the commission is one year.

The decisions of the Admission Committee are made at its meetings in accordance with the Charter of the Academy, the Rules of Admission to the Academy and other regulatory documents, and are drawn up in minutes signed by the chairman and executive secretary of the committee.

The composition of the Admissions Committee is approved by the order of the Commandant of the Academy, who is the Chairman of the Committee.

The Head of the Admissions Committee is personally responsible for the performance of the tasks assigned to the committee and the exercise of its functions.

The admission committee consists of:

Deputy Head of the Admissions Committee;

Executive Secretary of the Admissions Committee;

Deputy Executive Secretary of the Admissions Committee;

members of the admission committee.

The members of the Admission Committee are the Deputy Heads of the Academy, the Heads of the Faculties and their deputies, the Heads of the Departments, the Heads of the Subject Examination Commissions, professors, associate professors, lecturers of the specialised departments, as well as the heads of the structural subdivisions of the Military Academy (the number is not limited).

The selection committee may include representatives of training customers for whom specialists are trained.

The following subdivisions of the Admissions Committee are established by order of the Head of the Admissions Committee:

selection committee (selection committees);

subject examination commissions (for each discipline separately);

professional certification commissions;

of the interview panel;

a psychological examination commission;

a commission to assess the level of physical fitness;

military medical commission;

Appeal Commission.

The most experienced, qualified and conscientious academic staff of the Academy are involved in the work of the Admissions Committee.

The selection committee is established for career guidance, acceptance of documents and processing of personal files of applicants. In the case of large volumes of admission to study, several selection committees may be established at the faculties, which work under the guidance of the admission committee. If necessary, on-site selection committees may be established, the procedure for which is established by the Admissions Committee.

The selection committees are composed of the chairman - the head of the faculty, the executive secretary of the selection committee, research and teaching staff and teaching and support staff of the Academy, the number of which is set based on the needs of the selection committee.

Subject examination commissions and interview commissions (or other units responsible for conducting entrance examinations) are established in cases stipulated by the "Terms of Admission to the Academy" for conducting competitive entrance examinations for admission to the Bachelor's degree programme on the basis of complete general secondary education. It is allowed to include in these commissions employees of other educational institutions, research institutions, institutions on the recommendations of the management at the place of their main work.

Professional attestation commissions (or other units responsible for conducting entrance examinations) are established to conduct competitive professional entrance examinations for admission to study on the basis of previously obtained educational levels. It is allowed to include academic staff of other educational institutions in these commissions.

The Appeals Board is established to consider appeals of applicants. One of the Deputy Heads of the Academy shall be appointed as the Chairman of the Appeal Board. In case of admission to study on the basis of complete general secondary education, the composition of the Appeal Board is formed from among the leading academic staff of the Academy and teachers of the general secondary education system of the region who are not members of the subject board of the Military Academy. The procedure for the work of the Appeal Board is determined by a separate regulation approved by the Head of the Admission Board.

The Admission Committee shall not include persons whose children are entering the Academy in the current year.

The list of employees who are allowed to work to support the activities of the Admission Board and its subdivisions is approved by an order of the Chief of the Military Academy from among the academic staff and teaching and support staff of the Academy.

The composition of the subdivisions of the Admission Committee, except for persons who are members of them in accordance with their official duties, shall be renewed annually by at least one third.

The Admission Committee operates in a democratic, transparent and open manner in accordance with the current legislation of Ukraine, including the Academy Admission Requirements, and is guided in its work by the relevant regulations of the Ministry of Defence of Ukraine and the Ministry of Education and Science of Ukraine, as well as the rules of admission to the Military Academy for the current year.

IV. STRUCTURAL UNITS OF THE ACADEMY

4.1. Structure of the Academy, status and functions of its structural units

The structure of the Academy, status and functions of its structural subdivisions are determined by the Statute of the Academy, regulations on the relevant structural subdivisions and an order of the military command and control body, which has jurisdiction over the Academy. The decision on the establishment, reorganisation and liquidation of the structural subdivisions of the Academy shall be made by the Academic Council of the Academy upon the recommendation of the Commandant of the Academy in accordance with the procedure established by the legislation and the Statute of the Academy.

The organisational structure and the number of personnel of the Academy shall be determined by the Academy's staff (staffing table).

To conduct military training for citizens of Ukraine under the reserve officer training programmes at the expense of individuals (legal entities), the Academy develops a staff list, the procedure for the development and approval of which is established by a relevant order of the state body under whose jurisdiction the Academy is.

4.2. Structural units of the Academy

The structural units of the Academy are: management units; main units (faculties, departments, educational and scientific (research) centres, research departments (laboratories), libraries, cadets (students) units, adjuncts units, retraining and advanced training units (advanced training centre); units for supporting the educational process.

Management units.

The Academy's management units include: command: the Commandant of the Academy and his deputies; departments, divisions, groups; services.

Main divisions.

A faculty is an organisational, educational and scientific structural unit of the Academy, which unites at least three departments and/or laboratories, on the basis of which cadets (students) are trained in one or more related specialities (specialisations).

The faculty consists of the administration, departments, training courses for cadets (students), and laboratories.

The head of the faculty shall manage the activities of the faculty, acting on the basis of sole authority, and who shall be responsible for the practical implementation of the tasks of the faculty. The Head of the Faculty may delegate some of his/her powers to his/her deputies.

Faculties report to the Commandant of the Academy, and in other areas of activity to the Deputy Heads of the Academy.

The educational, methodological, scientific, educational, administrative and other activities of the faculty are managed by the deputy heads of the faculty in accordance with their job descriptions.

The Head of the Faculty is guided by the normative legal acts (regulatory documents) of Ukraine and official documents of the Ministry of Defence of Ukraine in the field of education and science, orders and instructions of the Chief of the Academy, Deputy Chief of the Academy for Academic Affairs and Deputy Chief of the Academy for Scientific Affairs - Head of the Scientific and Organisational Department in the organisation of the educational process for the training of military specialists, scientific and scientific and technical activities.

The Head of the Faculty is guided by the Statutes of the Armed Forces of Ukraine, orders (directives, instructions) of the Minister of Defence of Ukraine, the Chief of the General Staff, the Commander-in-Chief of the Armed Forces of Ukraine, orders (instructions) of customers for the training of military specialists, orders (instructions) of the Commandant of the Academy on issues of daily activities and service of troops.

The head of the faculty is a direct superior for all personnel of the faculty and is responsible for compliance with laws, orders and contractual obligations, combat and mobilisation readiness of the faculty, performance of tasks assigned to the faculty, the state of the educational process, methodological and scientific, scientific, technical and innovative activities, individual training, moral and psychological state of personnel, military and labour discipline, proper operation and preservation of weapons and military equipment of the faculty, the state of buildings, structures and facilities. The head of the faculty is responsible for the quality of training of military specialists.

The department is a basic structural unit of the Academy, faculties, which carries out educational, methodological and scientific activities in a particular speciality (specialisation) or interdisciplinary group of specialities (specialisations), consisting of at least five research and teaching staff for whom the department is the

main place of work, and at least three of them have a scientific degree or academic (honorary) title.

The department is managed by the head (head) of the department, who is elected to this position on a competitive basis by secret ballot by the Academic Council of the Academy for a term of five years, taking into account the proposals of the Academy (faculty) and the department. The Commandant of the Academy concludes a contract with the Head of the Department. The procedure for the appointment and tenure of heads of departments is determined by the normative legal acts of the Ministry of Defence of Ukraine.

The head (head) of the department must have a scientific degree and/or an academic (honorary) title in accordance with the department's profile.

As a rule, departments have a standard structure, which may include subject-methodical commissions, training laboratories (training, laboratory, training and combat complexes, which may consist of departments (groups), and classrooms (language rooms).

The specific composition of each department is determined by the staff of the Academy in accordance with its purpose, the list of specialities (specialisations) of military specialists trained at the department, the list of academic disciplines and the specifics of their teaching at the department.

The Scientific Centre and research laboratories conduct scientific research on topical issues related to the development of military theory and practice, development and improvement of weapons and military equipment for the development and use of the Armed Forces and other components of the security and defence sector of Ukraine, improvement of the military education system, increase of the efficiency of the educational process and quality of training of military specialists. In addition, the research centre and research laboratories are responsible for training scientific personnel and tasks related to the training of cadets (students).

The Academy is obliged to have a library, the library fund of which must meet the licensing requirements for conducting educational activities.

The subdivisions of cadets (students) are a training course (company, platoon), a training department, and a training (flight) group. The subdivisions of adjuncts are a training group.

The units of cadets (students) organise and conduct educational, scientific and methodological work in the disciplines of professional (vocationally oriented) and practical training and educational work with cadets (students).

The Academy's retraining and advanced training units are established to conduct retraining and advanced training of officers, contract servicemen, members of the Armed Forces, officials of other components of the security and defence sector of Ukraine before their appointment to higher positions and to improve their professional level (competence).

Educational process support units are formed to ensure the educational activities and livelihoods of the Academy's personnel.

4.3. Academy staff

The personnel of the Academy shall be divided into permanent and variable. The permanent staff of the Academy includes the personnel of the command (management), management units, main units (except for students), support units, as well as scientific and pedagogical (teaching) and research staff.

The Academy's variable staff includes persons studying at the Academy (students). According to their official status, they (students) are divided into adjuncts, cadets, and students.

The status of "adjunct" is granted to officers who are studying for a PhD degree at the Academy.

Officers studying at the Academy have the status of "student".

The status of "cadet" is granted to servicemen who study at the Academy and do not hold the rank of officer.

Civilians studying at the Academy have the status of "student".

Citizens of Ukraine undergoing military training under the reserve officer programme.

V. SYSTEM OF INTERNAL QUALITY ASSURANCE OF EDUCATION

The Academy is responsible for the formation of certain competencies in higher education applicants at a level that allows them to professionally perform functional duties in the troops (forces) in their assigned positions.

To achieve this goal, the Academy has created and operates a system of internal quality assurance of military education based on the peculiarities of educational activities, set goals for the quality of education, as well as available resources for their achievement, which determines the distribution of tasks/functions among structural units and other participants aimed at implementing the quality strategy, developing effective mechanisms for its practical implementation and continuous improvement of educational and professional training of military specialists at a particular faculty.

The organisational structure of the Academy's internal quality assurance system for military education has five levels:

first level - for higher education applicants

second level - teaching

the third level is the departmental level

fourth level - faculty level

fifth level (highest) - academic

They are involved in the implementation of higher education quality measures:

at the first level (higher education applicant) - the level of the higher education applicant at which educational programmes are mastered and competences of the military specialist are formed.

at the second level (teaching) - scientific and pedagogical (pedagogical),

researchers, who are given the rights and responsibility for ensuring the quality of development and implementation of programmes of specific academic disciplines, (educational components) of teaching and methodological materials, introduction of the latest educational technologies and methods;

at the third level (departmental) - the level of the department that graduates or provides training for higher military education higher education applicants in a number of academic disciplines (educational components) with responsibility for the quality of implementation and quality control of education. To implement quality measures at the departmental level, the head (head) of the department, deputy head of the department, advisory and working bodies of the department (department meetings) are involved;

at the fourth level (faculty level) - the level of the faculty, whose area of responsibility is the quality of development and implementation of specific educational programmes, state final certification, and distribution of graduates. To implement quality assurance measures at the faculty level, the head of the faculty, the academic council of the faculty, deputy heads of the faculty, structural units of the faculty responsible for implementing quality assurance measures in their area of activity, advisory and working bodies of the faculty, and commanders of cadet units are involved;

at the fifth (highest) level (academic) - To implement quality assurance measures at the academic level, the Commandant of the Academy, the Academic Council of the Academy, the Department for Quality Assurance of Educational Activities and Higher Education, deputy heads of the Academy and heads of structural units of the Academy responsible for implementing quality assurance measures in their field of activity, advisory and working bodies of the Academy, guarantors of educational programmes are involved.

The responsibility for organising the implementation of the procedures of the internal quality assurance system of military education at the Academy lies with the Department of Quality Assurance of Educational Activities and Higher Education.

The tasks of the Department for Quality Assurance of Educational Activities and Higher Education are:

organising the implementation of the procedures of the internal quality assurance system of military education, their distribution among the structural subdivisions of the Academy in accordance with the defined principles;

monitoring the effectiveness of the internal quality assurance system for military education;

conducting monitoring studies based on the results of surveys of representatives of customers, the Academy's management, research and teaching (pedagogical) and scientific staff, and higher education applicants;

monitoring compliance with the academic integrity of participants in the educational process;

conducting an annual rating assessment of higher education applicants, academic staff and researchers of the Academy.

The requirements for the organisation, functioning and continuous improvement of the internal quality assurance system of the Academy are established by the Regulations on the Quality Assurance System of Higher Education (Internal Quality Assurance System) of the Military Academy (Odesa).

VII. METHODOLOGICAL ACTIVITIES

6.1. General provisions.

Methodological activity at the Academy is an integral part of the educational process of the Academy and one of the activities of the management, scientific and pedagogical (teaching) staff, commanders of the units of higher education applicants and instructional staff. It covers activities aimed at scientifically sound organisation of the educational process and its implementation, taking into account scientific achievements in the field of education and training of higher education applicants.

The main tasks of the methodological activity are:

scientific and methodological support for organising, conducting and managing the quality of the educational process;

improving the methodological skills of management, research and teaching staff, instructors, and team leaders of higher education applicants' units;

improving the methodology, forms and technologies for conducting all types of training sessions, etc.

The main directions and forms of methodological activities, their organisation and procedure are defined by the guiding documents on higher education, in particular, the Regulations on the peculiarities of organising the educational process at higher military educational institutions of the Ministry of Defence of Ukraine, military educational units of higher education institutions, and institutions of professional pre-higher military education.

In accordance with the content of the tasks, methodological activities are divided into educational and methodological and scientific and methodological.

Educational and methodological work includes:

development of planning, organisational and methodological documents;

analysing the performance of higher education applicants and developing measures to improve the quality of their training;

analysing feedback on the Academy's graduates from the military and developing proposals for improving the training of higher education applicants;

generalisation and dissemination of best practices in methodological activities.

The educational and methodological activity is aimed at constant support at a high methodological level of all types of training sessions, preparation of scientific and pedagogical (pedagogical) staff for their conduct. It ensures the accumulation of experience of the academic staff of the departments for its further dissemination.

Research and methodological activities are aimed at:

development of new academic disciplines, determination of their content and scientific level;

improving the curriculum of academic disciplines;

creation of new or revision of existing textbooks and manuals;

development and implementation of new forms and methods of training in the educational process;

introduction of scientific organisation of work of research and teaching staff and higher education applicants.

Scientific and methodological activities are implemented according to the plan of scientific research aimed at deepening the content of academic disciplines, intensifying the educational process and increasing its efficiency. It is implemented through the participation of academic staff in the planned and initiative research activities of the departments.

Management of methodological activities at the level:

The Academy is entrusted with the Deputy Commandant of the Academy for Academic Affairs and the Academic Council of the Academy;

at the level of the faculty (centre of advanced training), deputy heads for educational, training and research work, and the academic council of the faculties;

at the departmental level, heads of departments.

The organisation of methodological activities is entrusted to:

at the Academy level to the training department;

at the level of a faculty (centre for advanced training) for the educational part;

at the departmental level, heads (heads) of departments and their deputies.

Methodological activities are included as a separate section in the main planning documents of the Academy, faculty and department for the year and month.

The Department is the centre of the Academy's methodological activities.

At the meetings of the department, issues are discussed:

development and improvement of teaching methods for academic disciplines;

developing proposals for improving educational programmes, curricula and work programmes of academic disciplines;

preparation of lecture texts, methodological developments, and other teaching materials for all types of classes;

development of the content of individual tasks for independent work of higher education applicants in academic disciplines;

development of educational and methodological materials for independent work of higher education applicants;

preparation of texts of reports, recommendations of scientific and methodological (methodological) seminars and ways of their implementation in the methodology of teaching academic disciplines;

assisting the academic (teaching) staff appointed to the positions in mastering the content of the academic discipline and in preparing them for conducting classes;

the results of open, demonstration, instructional and trial classes, followed by their discussion;

agreeing on the content and methods of teaching the discipline;

organising communication and cooperation with the departments of higher education applicants on the educational process;

drafts of textbooks, manuals, lecture courses and other scientific and methodological literature;

developing proposals for improving the material and technical base and directly participating in their implementation;

developing test and examination materials and test options;

analysis of monitoring the results of current academic performance, tests and examinations in the relevant discipline;

introducing the best methods of training military specialists, NATO standards and procedures into the educational process;

improving the methodological and professional training of research and teaching staff and instructional staff of the department;

introducing into the educational process the experience of combat operations of the Armed Forces and other components of the security and defence sector of Ukraine, combat and operational training of troops (forces), experience of organising the educational process in other higher education institutions, higher education institutions, and higher education institutions of higher education;

results of implementation of internal quality assurance measures and educational activities at the departmental level;

results of control measures, training practices (military internships), pedagogical (methodological) experiments;

the state of scientific and technical activities, innovation and inventive work;

implementation of individual work plans of the department's research and teaching staff and accounting for their work;

the results of control and mutual attendance of academic (pedagogical) staff at classes.

Decisions at the meetings of the Department are taken by a majority vote. Minutes of the Department's meetings shall be signed by the Secretary and approved by the Head of the Department.

If necessary, subject-methodical commissions are created at the department, consisting of scientific and pedagogical, pedagogical staff, who together conduct educational work in a particular discipline or group of disciplines. The commission shall involve scientific and pedagogical (pedagogical) staff of related departments, cycle commissions, and may also involve representatives of the Academy's management, commanders of units of higher education applicants. The chairman of the subject-methodical commission is appointed by the head of the department, head of the advanced training centre. Interdepartmental and subject-methodical commissions may be established

Control of training sessions is one of the elements of the Academy's internal quality assurance system, which is organised and conducted in its structural units (faculties, departments, training centre).

Control of training sessions is carried out by the Academy's management, the head of the educational department and his/her deputy, the head of the faculty (centre of advanced training) and their deputies, the head (head) of the department and his/her deputy and the most experienced scientific and pedagogical (pedagogical) employees by subordination.

Control visits to classes are conducted by officials of the Academy's academic department, the academic department of the faculty (advanced training centre), representatives of the Department for Quality Assurance and Higher Education. The issues to be studied during the control visits to the classes are determined by the Academy and faculties.

During control visits to classes, their compliance with the schedule of classes, the quality of teaching of the discipline, the use of modern (innovative) pedagogical technologies by the teacher and compliance with the established methods of conducting classes in accordance with the types of classes, the degree of achievement of the purpose of the class, the provision of classes in accordance with the work programme of the discipline, the state of use of the material and technical base are checked.

Based on their results, ways to improve the methodological skills of research and teaching staff and the methods of conducting training sessions are determined. Control of training sessions can be scheduled and unscheduled.

The results of the control of training sessions are discussed at educational and methodological (methodological) meetings, educational and methodological (methodological) meetings, scientific and methodological conferences (seminars), and department meetings.

The control of training sessions may also be carried out by commissions established by the decision of the Chief of the Military Academy, faculty, department.

In order to summarise and disseminate the best practices in teaching higher education applicants, organise pedagogical (methodological) experiments and implement their results in the educational process, create conditions for improving the pedagogical (methodological) skills of the Academy's academic staff, educational and methodological offices, faculty offices, departments, etc. are created.

Activities:

The Academy's teaching and methodological office is organised by the Deputy Commandant of the Academy for Academic Affairs and the Head of the Academic Department;

The educational (methodological) office of the faculty (centre) and methodologists are organised by the deputy head of the faculty for educational and scientific work, the head of the educational department;

The head (head) of the department or deputy head (head) of the department organises the study room (methodological) of the department.

The teaching and methodological office also ensures the accumulation of scientific and methodological materials, conducts teaching and

methodological (methodological) meetings, methodological meetings, maintains a bibliography, organises exhibitions of pedagogical and scientific and methodological literature, etc.

The main tasks, functions, rights and responsibilities, as well as the interaction of the teaching and methodological office of the educational department of the Military Academy (Odesa) with other structural subdivisions of the Academy are defined in the Regulations on the teaching and methodological office of the Military Academy (Odesa). The main tasks, functions, rights and responsibilities of the educational offices of the faculties (departments) are disclosed in the regulations of the faculty and department.

6.2. Best teaching practices

Advanced pedagogical experience is the activity of a scientific and pedagogical (pedagogical) employee that ensures the sustainable effectiveness of the educational process of training a military specialist through the use of original forms, methods, techniques, means of education and training, new systems of education and training or already known forms, methods, techniques, means of work based on their improvement.

The purpose of identifying, studying, summarising and disseminating best pedagogical practices is to accelerate the process of their transformation into a broad pedagogical practice, to promote the development of professional skills of the Academy's academic staff.

The task of identifying, studying, summarising and disseminating the best pedagogical experience is to stimulate creative research of scientific and pedagogical (teaching) staff, develop their pedagogical abilities, create an environment for its application in different conditions of the educational process of the Academy.

The principles of identifying, studying, summarising and disseminating best pedagogical practices are compliance with the regulatory framework of education and military education; scientific, public, tolerant, comprehensive, continuous, mobile and flexible, which ensures its choice depending on the needs.

The work of the Academy's management, faculties and departments in identifying best practice involves:

the process of identifying best practice is targeted and follows a pre-determined plan;

accidental detection is associated with the observation of the work of a research and teaching staff member during the implementation of educational and methodological activities;

analytical assessment of the source materials;

systematising information on best practices and compiling reference and information materials.

The procedure for identifying, studying, summarising and disseminating the best pedagogical practices of the Academy's academic staff, as well as the specifics of organising activities in this area, are defined in the Regulations on the Study and

Dissemination of the Best Pedagogical Practices of the Academic Staff of the Military Academy (Odesa).

6.3. Training of novice teachers

The effectiveness of training military specialists for the Armed Forces of Ukraine and other components of the security and defence sector of Ukraine depends on the qualifications of research and teaching staff. The work of research and teaching staff, in addition to deep professional knowledge and combat experience, requires specific pedagogical knowledge, methodological skills and abilities, the ability to conduct research and educational work among higher education applicants. In this regard, the training of novice teachers is an urgent problem. These include officers who are appointed to the Academy directly from the military as academic staff, after completing their postgraduate studies, as well as persons who previously held teaching positions in other higher education institutions (HEIs) and have up to five years of teaching experience.

The main tasks of preparing novice teachers for teaching are:

development of knowledge and skills necessary for conducting the educational process in the higher military school;

mastering the basics of organising and conducting all types of educational, methodological, scientific and scientific-technical activities in higher education institutions in general and at the department in particular;

mastery of the discipline he/she teaches or is appointed to teach.

Officers appointed to the Academy directly from the armed forces to the positions of academic staff are trained in relevant courses and through independent work.

The training of novice teachers is planned and organised by the head of the department. A professional development plan is developed for each academic staff member assigned to the department who begins teaching.

A supervisor is appointed from among the professors (associate professors, senior lecturers) of the department to provide direct supervision and ongoing assistance to a research and teaching staff member who begins teaching.

6.4. A system for building cadets' methodological and leadership skills

The system of methodological training, the main task of which is to provide future graduates of the Academy with the ability to apply in practice the knowledge and skills acquired in the training and education of subordinates, taking into account the specifics of a particular situation, team and individual. The process of building cadets' methodological and leadership skills should be continuous throughout the entire period of study under the relevant educational and professional (educational and scientific) programme

for training military specialists and closely interconnected with the daily life and activities of cadets as an integral part of the educational process of faculties, departments and units of cadets.

The system of developing methodological and leadership skills of cadets covers the main stages of theoretical training, practical training and development of methodological and leadership skills during service. The educational and methodological activities conducted at each stage together help to form a future officer as a commander-leader with a certain amount of knowledge and skills of a methodological nature.

The stage of theoretical training involves the study of academic disciplines in accordance with the curriculum for the training of military specialists (including military and professional disciplines), the content of which is aimed at forming cadets' worldview, moral and ethical values, general cultural, professional and practical training.

The practical training stage involves:

individual work of the cadets in seminars, group exercises, practical classes, etc;

performing the duties of squad, platoon, and calculation commanders and conducting various types of classes with soldiers and sergeants during practice (military internship);

conducting various types of scheduled classes with cadets in individual disciplines in accordance with the curriculum;

acting as group, platoon and company commanders and conducting various types of training during practical training activities;

participation of cadets in practical activities during tactical exercises (command and staff games); performing duties in their respective positions and conducting various classes with soldiers, sergeants and officers of the military unit during military internships;

completion and defence of certification papers.

The stage of building methodological and leadership skills during service involves:

active military and scientific work;

conducting scientific, technical and other informational events;

presentations and speeches at seminars and conferences;

participation in various contests, theme nights, reviews and competitions;

internal, garrison and guard duty;

performing the duties of teaching assistants in the classroom;

performing the duties of junior commanders;

work in the subject-methodical commissions of the departments;

leadership during training exercises on military equipment;

daily analysis of the results of internal patrols and guard duty;

daily analysis of actions taken with the subordinate unit.

The basis for the implementation of the system is the Academy's experienced, highly qualified academic staff, heads of faculties, departments, commanders of cadet units, modern educational facilities and appropriate information and

methodological support (methodological, pedagogical, scientific, technical and other literature).

In the process of improving the methodological training of cadets, faculties and departments should use technical teaching aids, teaching and methodological rooms, classrooms of faculties and departments, etc.

To ensure methodological skills, the academic departments of the faculties, together with the departments, determine the individual academic disciplines in accordance with the curriculum (working curriculum), which will be used for methodological training of cadets.

When developing curricula for academic disciplines, the departments define certain types of classes (group, practical, seminar, etc.) as methodological. The cadets are expected to conduct such classes in order to acquire methodological and leadership skills. The cadets are prepared for these classes by the class leader at the expense of the time allocated for methodological work or consultation. In order to involve a greater number of cadets in the preparation and conduct of classes, they are pre-divided into groups to work on specific educational issues that are covered by the class.

After the training session (as a methodological one), the leader of the session analyses (discusses) the session (a particular issue), evaluates the preparation for the session (development of the session plan, methodological development, etc.), the quality of the session itself, identifies shortcomings and provides methodological recommendations.

The accounting of training sessions that involve the acquisition of methodological skills by cadets is carried out in the logbook of training sessions and practical training. The results of methodological training and the level of leadership skills of cadets are analysed by the head of the faculty, department, course director and taken into account during the certification process.

VII. PROFESSIONAL DEVELOPMENT OF THE PERMANENT STAFF

Advanced training of academic (pedagogical) staff, servicemen and employees of the Armed Forces of Ukraine of the Military Academy (Odesa) is carried out in order to enhance their professional development in accordance with the requirements of the law.

The advanced training of academic and teaching staff of the Academy is a component of the system of internal quality assurance of education and quality of educational activities and is carried out at the advanced training courses for academic and teaching staff at the Academy, scientific institutions, other institutions that carry out educational activities in the field of advanced training of academic and teaching staff in accordance with the requirements of the law.

Research and teaching (pedagogical) staff from among servicemen can improve their qualifications at officer training courses at higher education

institutions, higher education institutions, research institutions, during internships in the armed forces, at enterprises, in organisations belonging to the sphere of management of the Ministry of Defence of Ukraine, as well as at exercises of the armed forces, testing of weapons and military equipment, etc.

Certain types of activities of research and teaching (pedagogical) staff (participation in academic mobility programmes, research internships, self-education, obtaining a degree) are recognised as advanced training.

The management of the advanced training of scientific and pedagogical (teaching) staff is entrusted to the Deputy Commandant of the Academy for Academic Affairs. The organisation and control of the advanced training of scientific and pedagogical (teaching) staff shall be entrusted to the academic department of the Academy (the academic part of the faculty at the faculty level). The plan of advanced training of scientific and pedagogical (teaching) staff of the Academy for the academic year shall be developed on the basis of proposals of faculties and departments.

At the faculty and department, the activities on advanced training of research and teaching (pedagogical) employees are planned and organised by the head of the faculty, head (head) of the department. The planning of the advanced training of subordinate research and teaching (pedagogical) employees is carried out by the head of the structural unit (faculty, department) in which the research and teaching (pedagogical) employee works or performs military service. Scientific and pedagogical (teaching) staff are obliged to improve their professional level, pedagogical skills and scientific qualification.

The plan of advanced training of scientific and pedagogical (teaching) staff of the Academy for the academic year shall be agreed upon by the Deputy Commandant of the Academy for Academic Affairs, heads of faculties, heads (heads) of departments and approved by the Commandant of the Academy.

The volume (duration) of the advanced training of the academic staff of the Academy is set in hours and/or ECTS credits. The total amount of advanced training of the academic staff of the Academy is determined by the relevant regulatory documents.

The main types of advanced training of the Academy's scientific and pedagogical (teaching) staff are:

training under the professional development programme, including participation in seminars, workshops, trainings, webinars, master classes, etc;

internships.

The procedure for developing, approving, form and structure of the advanced training programme shall be established by the Academy based on the requirements of the governing documents.

The internship of scientific and pedagogical (teaching) staff of the Academy shall be carried out according to an individual programme developed by the scientific and pedagogical (teaching) staff, approved by the head (head) of the department, head of the faculty, deputy Commandant of the Academy for academic work and approved by the Commandant of the Academy.

The evaluation of one day of internship is determined in ECTS hours or credits. The number of hours or credits is set by the governing documents.

Internships for research and teaching (pedagogical) staff may be carried out at the Academy (at the place of work or military service of the research and teaching (pedagogical) staff), another educational institution or research institution. The internship supervisor shall be a research and teaching or scientific employee who works at the Academy, at the main place of work or military service, has a scientific degree and/or academic title and at least ten years of work or military service experience as a research and teaching or scientific employee. If the internship takes place at another higher education institution, higher education institution, or post-secondary education institution, the supervisor is appointed by the higher education institution, higher education institution, or post-secondary education institution where the academic (teaching) staff member is trained.

The internship of scientific and pedagogical (teaching) staff from among the servicemen of the Academy in the troops (forces) is carried out in order to:

improvement of their military professional knowledge and skills in the speciality in the relevant command, staff, engineering and other officer positions;

studying combat and advanced experience of operational, combat and mobilisation training of troops (forces) and service of the Academy graduates in the troops (forces) for use in the educational process;

assisting the troops (forces) in implementing advanced methods of training and education, as well as the results of scientific research, in their practical activities.

Internships may also be conducted in structural subdivisions of the Ministry of Defence of Ukraine and the General Staff of the Armed Forces of Ukraine, in institutions, enterprises and organisations of the Ministry of Defence of Ukraine and other central executive authorities of Ukraine.

The duration of the internship is established by the internship programme. By the decision of the Commandant of the Academy, the secondment of academic (teaching) staff of the Academy to the armed forces (forces) for a period of at least one month to perform an official task related to practical activities in the specialty may be counted as an internship.

The results of the advanced training of scientific and pedagogical (teaching) staff of the Academy shall be approved by the decision of the Academic Council of the Academy.

Within one month after completion of the advanced training, the research and teaching (pedagogical) employee shall submit to the Academic Council of the Academy a report, an application for recognition of the results of the advanced training and documents confirming the completion of the advanced training.

The Academic Council of the Academy has the right to delegate the authority to consider such issues to the academic councils of the faculties.

Consideration of issues on approval of the results of advanced training shall be carried out at least once a year by 25 December of the current year.

The procedure and peculiarities of advanced training of the Academy's academic staff, organisational, educational and methodological, information support, forms of advanced training, list of documents for recognition of the results of advanced training and other measures are determined by the Regulations on advanced training (internship) of academic staff of the Military Academy (Odesa).

The advanced training of servicemen and employees of the Armed Forces of Ukraine of the Academy (except for scientific, scientific-pedagogical (pedagogical) employees) is carried out in order to enhance their professional development, to acquire professional competences that ensure the performance of service (combat) functions within the framework of professional activity in the courses of professional military education of different levels of military education and advanced training courses (pre-training, retraining) in other higher education institutions, higher education institutions, and higher education institutions in accordance with the plan of advanced training for the relevant The plan of advanced training for servicemen and employees of the Armed Forces of Ukraine of the Military Academy (Odesa) is developed by the structural subdivision of the Academy headquarters (personnel and drill staff department) under the supervision of the Deputy Chief of the Academy on the basis of proposals of the commanders (chiefs) of the Academy structural subdivisions and approved by the Chief of the Academy.

The professional development of servicemen (course commanders, course officers of cadets and students) may take place at the Academy or at meetings organised by the decision of the head (chief) of the military command and control body to which the Academy is subordinated, at courses of professional military education of the relevant levels of military education and at courses of advanced training (pre- and post-education).

Individual training is a purposeful and organised process of consistent training and education of all categories of the Academy's servicemen aimed at developing the necessary level of knowledge, skills, abilities, physical and psychological qualities to perform duties in their position (speciality) both in peacetime and in a special period.

The planning, conduct and control of individual training of officers, non-commissioned officers, sergeants and privates of the Academy are carried out under the supervision of the Deputy Chief of the Academy.

VIII. SCIENTIFIC, TECHNICAL AND INNOVATIVE ACTIVITIES IN THE ACADEMY

8.1. General provisions

Scientific and technical activities at the Academy are intended to ensure organisational, legal and economic conditions for scientific activity and deepen its interaction with the educational process, training highly qualified specialists for the Armed Forces of Ukraine and other components of the Defence Forces of Ukraine.

The S&TD is an integral part of the Academy's activities, ensuring the integration of education and science. When organising and conducting research and development activities, the Academy's researchers and academic staff are guided by the current regulatory and legal acts of Ukraine.

The scientific and technical activities of the Academy are aimed at developing and improving the effectiveness of military science, using scientific research to ensure Ukraine's defence capability, and promoting the integration of military science and education. The Academy has created and operates a system of military science research.

The Academy's military science research system consists of subsystems:

management - Commandant of the Academy, Deputy Commandant of the Academy for Scientific Work - Head of the Department, Scientific and Organisational Department; the Academy's Scientific Centre;

advisory bodies: the Academic Council of the Academy; the Scientific and Methodological Commission of the Academy; the Commission for Invention and Rationalisation; the Scientific and Technical Commission; the Academic Councils of the faculties and the Scientific and Technical Council of the Academy's Scientific Centre; and the Scientific Seminar of the Academy;

information and material and technical support - a centre for supporting the educational process; training complexes; training laboratories; airborne training department; libraries.

8.2. Purpose and main tasks of scientific and scientific and technical activities of the Academy

Scientific, scientific, technical and innovative activities at the Academy are an integral part of educational activities and are carried out with the aim of integrating scientific, educational and industrial activities in the higher education system. Carrying out scientific, scientific and technical activities of the Academy is mandatory.

The subjects of scientific, scientific, technical and innovative activities of the Academy are full-time researchers, scientific and pedagogical staff, associate professors, the Academy's management, as well as persons who receive higher education at the Academy.

The main objective of the Academy's S&TD is to acquire new scientific knowledge by conducting research and development and directing it, as well as to create and implement new competitive technologies, participate in the development of new and modernisation of existing weapons and military equipment, useful scientific results for the needs of customers, ensure high-quality training of military specialists for the Armed Forces of Ukraine, scientific and scientific-pedagogical personnel of the highest qualification; solve complex problems in the field of scientific and technological

development

The main tasks of the Academy in the field of scientific and technical activities are:

conducting scientific, scientific, technical and innovative activities in the interests of the Armed Forces and other components of the security and defence sector of Ukraine by conducting scientific research and ensuring creative activity of participants in the educational process, training highly qualified scientific personnel, and using the results obtained in the educational process;

ensuring an organic combination of educational, scientific and innovative activities in the educational process;

development and support of fundamental research in the field of natural, technical and military sciences with the aim of further using the results obtained for the development of priority areas of science and technology, social development, implementation in the military for the development of the Armed Forces of Ukraine, participation of the Academy in scientific support activities, implementation of military standards (regulations);

carrying out applied research and development for the purpose of efficient use and development of the Academy's scientific potential;

research and development of theoretical and methodological foundations for the formation and development of higher education, strengthening the influence of science on solving problems of education and upbringing of cadets (students), preservation and strengthening of the defining character of science in the development of the Armed Forces of Ukraine;

support for existing and formation of new scientific schools;

taking measures to support research by young scientists and gifted higher education applicants and attract them to scientific schools;

ensuring that the Academy trains qualified specialists, research and teaching staff of the highest qualification on the basis of the latest achievements;

efficient use of the Academy's scientific potential to solve priority tasks of scientific and technical activities and in the educational process of the Academy;

development of scientific and creative cooperation with domestic and foreign research institutions and higher education institutions to jointly solve the most important scientific and technical problems;

promoting the protection of intellectual property and copyrights of researchers as a basis for strengthening and developing science and entering the technology market;

organisation of information and publishing activities to support the educational process and research activities of the Academy's structural units;

conducting inventive and patent licensing work;

filling the content of academic disciplines with the latest science and technology.

8.3. Management and organisation of scientific and scientific and technical activities of the Academy

The Commandant of the Academy is responsible for the implementation of educational, scientific, scientific-technical and innovative activities at the Academy and provides general management of scientific and scientific-technical activities. Direct management, planning, and day-to-day management are carried out by the Deputy Commandant of the Academy for Scientific Work - Head of the Scientific and Organisational Department. The Deputy Commandant of the Academy for Scientific Work - Head of the Department carries out the functions of management and organisation of scientific activity through the Scientific and Organisational Department, heads of faculties and the Scientific Centre of the Academy, general academic departments and advisory bodies of the Academy.

The Academy has the right to create temporary creative teams to perform contractual work on the development of scientific and technical products, in particular with the participation of servicemen

The head of the department ensures the organisation of the educational process, the implementation of curricula and programmes of academic disciplines, and exercises control over the quality of teaching disciplines, as well as the teaching, methodological and research activities of teachers.

Research and teaching staff are persons who, at their main place of work at the Academy, carry out educational, methodological, scientific (scientific and technical) and organisational activities.

Researchers are persons who, at their main place of work at the Academy and in accordance with the employment agreement (contract), professionally carry out scientific, scientific, technical or scientific-organisational activities and have the appropriate qualifications, regardless of the availability of a scientific degree or academic title.

The scientific, scientific-technical and innovative activities of the Academy's scientific and scientific-pedagogical staff are regulated by the legislation on scientific and scientific-technical and innovative activities.

Research and teaching staff of the Academy are obliged to:

to ensure teaching at a high scientific, theoretical and methodological level of academic disciplines of the relevant educational programme in the speciality, to conduct research and development (for research and teaching staff);

ensure that research in certain areas is carried out at a high scientific level (for researchers);

improve professional level and scientific qualifications.

8.4. Training of scientific and pedagogical staff of higher qualification

The organisation of training of scientific and scientific-pedagogical personnel of higher qualification at the Academy is entrusted to the Deputy Commandant of the Academy for Scientific Work - Head of the Scientific and Organisational Department and is carried out in accordance with the current

regulatory legal acts.

In order to expand the Academy's research areas, as well as in specialities in which, for objective reasons, postgraduate and doctoral studies cannot be opened, the training of scientific and pedagogical personnel is carried out through postgraduate and doctoral studies at other higher education institutions and research institutions.

For the purpose of preparing dissertations of doctors of philosophy, employees of the Academy and third-party organisations may be assigned by applicants in accordance with the established procedure.

The following list of basic documents regulating the organisation and educational and methodological support of the educational process for the training of adjuncts is being developed by the Academy's Scientific and Organisational Department:

regulations on the Scientific and Organisational Department;

licences to carry out educational activities for the preparation of a Doctor of Philosophy;

certificates of accreditation of educational programmes (specialities);

standards of higher education for each level of higher education within each speciality (copies);

a plan-calendar of the main events for the month;

schedule-calendar of the educational process for the academic year;

individual curricula for higher education applicants;

records of higher education applicants' academic performance;

higher education applicant record books;

study cards of higher education applicants;

summary data on the results of examinations and tests for a semester (half-year, academic year);

a report on activities for the academic year;

schedules of training sessions (examination sessions);

a register of academic certificates issued;

a register of issued diplomas (certificates);

ranking lists of applicants for education;

logs of training sessions by study groups;

educational and research programmes for each level of higher education in each speciality (specialisation if available);

curricula for training higher education applicants;

curricula of internships (training) for higher education applicants.

8.5. Scientific work of higher education applicants

The scientific work of the higher education applicants is a separate type of scientific and technical activity at the Academy and is regulated by the Regulations "On Scientific Work of the Higher education applicants of the Military Academy (Odesa)".

The scientific work of higher education applicants at the Academy is carried

out in close connection with the educational process as its integral continuation and corresponds to the tasks of the educational process and areas of scientific research carried out at the Academy in accordance with the long-term and annual plans of scientific and scientific and technical activities.

8.6. Scientific societies of higher education applicants

The Academy and its faculties form and operate scientific societies of higher education applicants, which are part of the Academy's public self-government system.

The scientific society of higher education applicants is open to persons under the age of 35 (40 for doctoral students) who study or work at the Academy.

The scientific society of higher education applicants ensures the protection of the rights and interests of persons studying or working at the Academy, in particular with regard to scientific activities, support for knowledge-intensive ideas, innovations and knowledge exchange. The governing bodies of scientific societies of higher education applicants are formed on a democratic basis through elections. The structure of the scientific society of higher education applicants and the organisational mechanism of its activities are determined by the Regulations approved by the supreme collegial body of public self-government of the Academy.

In their activities, scientific societies of higher education applicants are guided by the law, the statute of the Academy, etc.

Scientific societies of higher education applicants operate on principles:

freedom of scientific creativity;

voluntary, collegial, and open;

equality of the right of higher education applicants to participate in the activities of scientific societies of higher education applicants.

Scientific societies of higher education applicants:

adopt acts regulating their organisation and activities;

conduct organisational, scientific and educational activities;

promote scientific activity among higher education applicants, facilitate the involvement of higher education applicants in scientific work and innovative activities;

represent the interests of higher education applicants before the Academy's administration and other organisations in matters of research and academic career development;

contribute to improving the quality of scientific research;

promote the development of inter-university and international cooperation;

interact with the National Academy of Sciences of Ukraine and national sectoral academies of sciences, scientific and research institutions;

perform other functions stipulated by the Regulations on Scientific Societies of Higher education applicants.

The command of the Academy has no right to interfere with the activities of the scientific societies of higher education applicants, except when such activities contradict the legislation, the Statute of the Academy or harm the interests of the Academy.

The Commandant of the Academy fully promotes the creation of appropriate conditions for the activities of the scientific society of higher education applicants.

8.7. Editorial and publishing activities of the Academy

The main task of the Academy's editorial and publishing activity is to publish printed products for the needs of the educational process and scientific and technical activities of the Academy (educational publications, including educational and methodological literature (textbooks, manuals, teaching aids, textbooks, textbooks, teaching aids and recommendations, teaching and methodological complexes, workshops, collections of problems), scientific publications (monographs, scientific and practical (scientific and methodological) recommendations and manuals, collections of scientific articles, materials of scientific-practical and scientific-methodical conferences), reference publications (dictionaries, encyclopedias, handbooks, advisors, bibliographic indexes), other types of publications) according to the intended purpose.

The editorial and publishing activities of the Academy are regulated by a separate Regulations on the editorial and publishing activities of the Military Academy, which is approved by the Academic Council of the Academy and enacted by the relevant order of the Commandant of the Academy.

The Academy may be a founder of periodical scientific publications, which should publish specially prepared articles containing new theoretical, experimental and practical results of scientific research in the field of military and technical sciences.

The establishment of new scientific publications of the Academy is carried out in accordance with the procedure established by the legislation of Ukraine.

The Academy may act as an organiser and co-organiser of international, national and regional scientific and technical meetings, seminars, symposia and conferences.

8.8. Intellectual property rights and their protection

In order to effectively use the intellectual and scientific potential and ensure modern methods of managing activities in the field of intellectual property, the Academy establishes a commission for invention and innovation work under the chairmanship of the Deputy Commandant of the Academy for Scientific Work - Head of the Scientific and Organisational Department.

The Commission resolves issues related to patent research, preparation of documents for obtaining patents and licences, registration of patent protection of intellectual property, and information support of scientific activities and innovation work.

Acquisition, protection and defence of the rights of the Academy, participants of the educational process and scientific and technical activities regarding the results of scientific, scientific and technical and other types of activities shall be ensured in accordance with the law.

The Academy shall have the right to dispose of intellectual property rights to intellectual property objects.

Objects of intellectual property rights shall be subject to valuation. Based on the results of the evaluation, their value shall be reflected in the Academy's accounting records in accordance with the procedure provided for by law.

The Academy carries out measures for the implementation, including the transfer of technologies, of intellectual property rights to which it has acquired property rights.

The Academy takes measures to prevent academic plagiarism, i.e. the publication (in part or in full) of scientific results obtained by others as the results of their own research and/or reproduction of published texts of other authors without appropriate reference.

An agreement on the creation of an intellectual property right object to order shall determine the methods, conditions and procedure for exercising the relevant intellectual property rights.

8.9. Work to detect plagiarism

Academic integrity at the Academy is ensured by:

development of codes of honour for higher education applicants and ethical codes for teachers and representatives of the Academy's command, establishment of independent ethics committees with the involvement of experts and the public to oversee compliance with ethical standards and resolve disputes in case of violation;

taking measures to prevent academic plagiarism, including the establishment of a commission to check scientific papers for plagiarism, which is appointed by the relevant order of the Commandant of the Academy.

IX. MORAL AND PSYCHOLOGICAL SUPPORT AND SOCIAL SUPPORT FOR PARTICIPANTS IN THE EDUCATIONAL PROCESS

The moral and psychological support of the participants of the educational process at the Academy is an integral part of the educational process and includes: organisational, psychological, pedagogical, informational, cultural, educational and military-social activities, which are carried out with the aim of developing the moral and psychological qualities necessary for further military service.

The main tasks of moral and psychological support for participants in the educational process are:

fostering in higher education applicants a deep sense of love for Ukraine and its people, developing in them combat skills, spiritual and psychological readiness to defend the Ukrainian state with arms in hand, developing the qualities of a patriotic citizen, personal responsibility for the defence and security of Ukraine;

fostering respect for the Constitution of Ukraine and the laws of Ukraine, conscious fulfilment of the requirements of the military oath and the statutes of the Armed Forces of Ukraine, orders of the Ministry of Defence of Ukraine, the General Staff of the Armed Forces of Ukraine, and the Commander-in-Chief of the Armed Forces of Ukraine among participants of the educational process;

fostering a conscious attitude to learning among higher education applicants;

education of high moral and combat qualities, psychological stability based on the historical traditions of the Ukrainian people, conscious attitude to the performance of official duties, loyalty to traditions and the battle flag, and effective use of military rituals for this purpose;

organisation of leisure activities for the Academy's personnel;

moral and psychological study of the Academy's personnel;

ensuring psychological adaptation of all categories of personnel in accordance with their speciality and individual psychological characteristics, and conducting appropriate preventive work;

studying the social and psychological situation in the structural units of the Academy, processing proposals from commanders of all levels to improve educational work with cadets, students, and adjuncts;

studying and adjusting the social and psychological state in the structural units of the Academy, conducting social and psychological measures to strengthen military discipline;

organising and carrying out activities to fulfil the requirements of Ukrainian legislation on social and legal protection of military personnel and their families, as well as employees of the Armed Forces of Ukraine;

fostering a creative atmosphere, high morale and responsibility in the teams of research and teaching staff;

developing in cadets, students, and adjuncts the qualities necessary for an officer to train and educate subordinates, strengthen military discipline and organisation, maintain constant combat readiness, skilfully unite military teams, and work in the context of democratisation of life in the troops (forces).

X. PARTICIPANTS OF THE EDUCATIONAL PROCESS

10.1. Participants in the Academy's educational process include:

personnel of the management units;

scientific and pedagogical (pedagogical) and scientific workers (from among military personnel performing military service under contract, employees of the Armed Forces, officials of other components of the security and defence sector of Ukraine);

research and teaching (pedagogical) and scientific employees (from among civilian specialists (employees) working under a separate employment contract);

persons studying at an educational institution (adjuncts, cadets, students).

10.2 Procedure for filling positions and forming functional responsibilities

The procedure for staffing the positions of the Commandant of the Academy and his/her deputies, heads (heads) of departments (centres) and their deputies, heads of faculties (and their deputies, other scientific and pedagogical, pedagogical and scientific workers, qualification requirements for candidates are determined by the regulatory legal acts of the Ministry of Education and Science of Ukraine, the Ministry of Defence of Ukraine, taking into account the requirements of the Law of Ukraine "On Higher Education".

Functional duties of the officials of the educational institution shall be developed in accordance with the procedure established by law and approved by the relevant supervisors.

10.3. Involvement of the Academy's personnel in activities not related to the educational process

Involvement of the command (management) personnel, management units, scientific and pedagogical (pedagogical) and research staff of the Academy in activities not related to the performance of their functional duties, conducting or ensuring the educational process is not allowed.

It is prohibited to involve cadets (students, adjuncts) in the educational process to perform work or participate in events not related to the implementation of the educational programme, except in cases provided for by the decision of the Cabinet of Ministers of Ukraine.

10.4. Rights and obligations of academic and teaching staff, research and teaching staff, and instructional staff

The rights and obligations of academic, research and teaching staff are determined by the legislation of Ukraine, the Charter of the Academy and job descriptions.

10.5. Commanders of cadets' (students') units, their rights and responsibilities

Commanders of cadets' (students') units - heads of courses, course officers, commanders of training companies and platoons - are direct supervisors of cadets (students). They are responsible for the successful

completion of the relevant educational or scientific programme by the cadets (students), for the education of the cadets (students), their knowledge and strict compliance with the requirements of the statutes of the Armed Forces of Ukraine, the daily routine, maintaining exemplary internal order in the units, preservation and condition of weapons, military equipment and military property belonging to the Academy.

The positions of commanders of cadet units are held by officers with higher education who have at least two years of military service in the troops (forces).

Rights of cadet unit commanders

In addition to the rights defined by the Statutes of the Armed Forces of Ukraine, commanders of cadets' (students') units have the right to:

to elect and be elected to the Academic Council of the Academy or Faculty;

to participate in the development and discussion of the main issues of educational, methodological, educational and scientific work, and other activities of the Academy;

attend all types of classes conducted with cadets (students) of their subordinate units;

Participate in scientific discussions, conferences and seminars, conduct research and publish their results in accordance with the established procedure in accordance with the applicable law.

Responsibilities of cadet unit commanders

In addition to the duties defined by the Statutes of the Armed Forces of Ukraine, commanders of cadet units are obliged to:

to be a model for cadets (students) of impeccable performance of duty, diligence, creative attitude, high culture and morality;

to know the basic requirements of regulatory legal acts on training of military specialists and organisation of the educational process of the Academy, requirements of educational and professional programmes and the main content of the programmes of academic disciplines for training of subordinate cadets (students);

to know the personal qualities of cadets (students), their current academic performance and, taking this into account, to conduct individual educational work, to develop and improve their military and professional qualities, to form determination and perseverance, courage and loyalty, and devotion to the Fatherland;

to develop cadets' (students') determination, will, high responsibility for the results of their work, discipline, and physical endurance;

to develop in cadets (students) the desire for continuous enrichment and updating of knowledge, skills in organising educational work and management activities, and the ability to solve practical problems in a proactive, creative and responsible manner;

personally conduct classes with cadets (students) in general military disciplines;

to constantly monitor and assist cadets (students) in their studies, organise and ensure their independent work, maintain constant communication with the academic staff of the departments;

participate in conducting exercises and classes on tactical, tactical and specialised training, etc., in organising and supervising military internships and practice of cadets (students);

to take care of timely and full provision of cadets (students) with all types of maintenance, creating conditions for them to master their chosen military speciality creatively;

to maintain military discipline and internal order, to motivate cadets (students) to a healthy lifestyle, and to work to prevent bad habits;

to participate in the career guidance of applicants to the Academy, in their selection for admission to the Academy, in the conclusion of a contract and in the distribution of graduates;

ensure the protection of cadets (students) from any form of physical and mental violence and work to prevent the emergence of bad habits;

ensure compliance with the requirements of the legislation on the protection of state secrets and protection of classified information and require the same from subordinates.

10.6. Cadets (students), their rights and obligations.

Rights of cadets (students):

participate in the work of the Military Science Society, creative circles, sports sections, and other organisations specified in the Academy's charter;

to attend additionally, in agreement with the command of the faculty (institute), any type of classes held at the Academy and contributing to the successful mastery of the speciality;

choose the topic of the attestation work (project) or propose their own with a justification for the feasibility of its development;

independently organise their work at the time specified in the daily routine and class schedule;

with the permission of the Commandant of the Academy, independently improve their sports skills during morning physical exercises, physical training classes, sports and mass work on the basis of approved individual plans of preparation for competitions, provided that they successfully complete the physical training curriculum if they are members of the Academy's national teams;

enjoy benefits for excellent academic performance that do not contradict the law, the Academy's charter and these Regulations;

use the Academy's educational and production, scientific, cultural, sports and recreational facilities;

receive all types of open scientific information and scientific advice;

participate in the scientific activities of the department and laboratory.

Cadets (students) are obliged to:

comply with the requirements of the laws of Ukraine, the statutes of the Armed Forces of Ukraine, orders of commanders and superiors;

comply with the requirements of the contract, the Academy's charter and the Academy's internal regulations;

strictly observe life safety measures during training sessions and work on weapons and military equipment;

conscientiously fulfil the requirements of the educational (educational and scientific) programme;

know the purpose and objectives of studying at the Academy, as defined by the educational and professional (educational and scientific) programmes;

be responsible for the storage of the Academy's property, weapons and military equipment;

comply with cybersecurity rules and the requirements of legislation on the protection of restricted information. Comply with the requirements of the secrecy regime and prevent the disclosure of state secrets that they will be entrusted with or will become known during their studies;

conscientiously study military affairs, persistently master leadership, methodological and practical skills in the established military (military registration) speciality;

attend all classes, pass tests and examinations provided for by the training programme, and participate in events held at the Academy;

arrive to classes neatly dressed (citizens of Ukraine who are studying under reserve officer training programmes, as well as higher education applicants studying under officer training programmes for military service on a contract basis - dressed in uniforms determined by the Commandant of the Academy), have a neat hairstyle.

10.7. Supervisors of cadet (student) units

10.7.1. General provisions.

The Academy's supervision system is designed to provide a comprehensive impact of scientific and pedagogical (teaching) staff on the quality of training and education of military specialists, to develop their moral, combat, professional and personal qualities and to ensure their close cooperation in these matters with the command staff of the students' and cadets' units.

Officers and civilian research and teaching (pedagogical) staff, as a rule, of specialised (graduate) departments, who are distinguished by high moral and professional qualities, possess the necessary pedagogical and methodological skills and organisational abilities and can provide a positive educational impact on students and cadets (citizens of Ukraine studying under the reserve officer programme), are appointed as curators of study groups.

Curators of study groups are appointed by order of the Heads of the Academy,

upon the proposal of the Heads of Faculties and Departments for the relevant academic year.

The direct organisation and supervision of the work of curators is the responsibility of the heads of faculties and departments.

10.7.2. Rights and obligations of curators

The main areas of curatorial activity:

cadets' awareness of the requirements of educational and professional programmes, the content of the curriculum of professional training disciplines, the purpose and objectives of studying at the Academy and individual learning path, and the Academy's policy on education quality;

intensify activities to improve academic performance and the state of military discipline in the units, to develop cadets' abilities in a comprehensive manner, and to overcome difficulties in the educational process. Particular attention should be paid to the training and social and psychological support of cadets who have participated in combat operations;

organisation of additional classes, consultations, independent training; creation of appropriate pedagogical and educational prerequisites for the full-fledged entry into the educational environment of the Military Academy (Odesa) of first-year cadets, especially those from the military personnel - combatants;

conducting individual educational work with all categories of servicemen, providing methodological assistance to officials of cadet units in conducting individual work with cadets;

introducing combat experience of military units of the Armed Forces of Ukraine into the educational process;

assisting students and cadets during independent study and outside of school hours in working with teaching materials, improving teaching technology and their professional development;

participation in planning and conducting activities aimed at instilling methodological and leadership skills in students and cadets in their professional activities and work with personnel;

systematic analysis of the level of success of training groups of students and cadets and provision of necessary information to commanders of structural units during the preparation and conduct of the results of training and military discipline;

participation in organising and conducting military-patriotic and cultural activities (themed evenings, quizzes, debates, recreation evenings, etc.), assisting unit officers in organising and conducting cultural tours and excursions for personnel, sports and other events.

Curators have the right to:

attend training sessions and control measures conducted with students and cadets (citizens of Ukraine studying under the reserve officer programme) of the subordinate unit;

participate in staff meetings of the command staff of the units under their supervision on the organisation of the educational process and daily life;

to make proposals to the Academy's management regarding the assessment of the work of the unit's officers and their personal contribution to improving the quality of training of military specialists;

to make recommendations to the management of students' and cadets' units on improving the educational process and the quality of their training;

to submit issues related to curatorial activities to the meetings of the departments and the Academic Council of the Academy, faculties.

Curators are obliged:

to educate, primarily by personal example and on the examples of the heroes of the liberation war of Ukraine, students and cadets (citizens of Ukraine studying under the reserve officer programme) of the training group to have high moral and professional qualities, to develop in them a sense of patriotism and military duty, loyalty to the Military Oath, respect for national and military traditions, readiness to defend the Ukrainian people, sovereignty, territorial integrity and inviolability of Ukraine;

to systematically monitor and analyse the progress of training and the state of military discipline in the units under its care, the attitude of students and cadets (citizens of Ukraine studying under the reserve officer programme) to mastering their future speciality, their abilities objective conditions and difficulties of the educational process;

together with the officers of the students' and cadets' units, resolve issues related to the organisation of additional classes, consultations, and independent work;

to personally conduct individual educational work with students, to provide methodological assistance to officials of students' and cadets' units in conducting individual work with their subordinates;

during independent work, provide methodological assistance to students and cadets (citizens of Ukraine studying under the reserve officer programme) to instil skills in working with teaching and learning materials, improve teaching technology and professional development;

participate in the planning and implementation of activities aimed at instilling in students and cadets (citizens of Ukraine enrolled in the reserve officer programme) methodological, leadership and educational skills in personnel;

to actively involve students and cadets in the work of the military scientific society's clubs, provide them with methodological assistance in writing research papers, abstracts, articles, etc;

periodically participate in summing up the state of military discipline, personnel meetings, and analyse the performance of servicemen of all categories in

the performance of their duties, statutory requirements, level of success and strengthening of military discipline;

provide methodological and practical assistance to the command staff of students' and cadets' units in planning organisational and educational activities for the month, academic semester and academic year;

take personal part in the organisation and conduct of moral and psychological support of the educational process;

cooperate with officers of students' and cadets' units to study and maintain a healthy moral and psychological state and social and psychological climate in the teams, and to unite them;

to promote the exercise of constitutional rights of servicemen and their families, social guarantees established by the laws and other regulatory legal acts of Ukraine;

take care of improving the living conditions of students and cadets and providing them with the established standards of supply.

10.7.3. Curatorial planning and reporting

Planning the activities of curators:

The planning of activities related to the performance of curatorial duties is carried out by research and teaching (pedagogical) staff in the work plans for the month.

The total number of hours planned to perform the duties of a study group supervisor is reflected in the section "Other activities and organisational work" of the individual work plan of the teacher and its accounting for the academic year.

Heads of departments plan activities to organise the supervisory activities of their subordinate research and teaching staff in the monthly departmental work plan.

Curatorial reporting:

Curators report on their work:

summing up the state of military discipline at the level of the Academy, faculty, and department;

at meetings of the Academy's academic councils and faculties.

The performance of the duties of the curator of the study group of students and cadets is reflected and taken into account in the rating card of the academic staff member.

The mandatory working document of the curator, which reflects the work done by him/her, is the "Pedagogical diary of the curator", which records:

generalised socio-demographic data on students, cadets (citizens of Ukraine studying under the reserve officer programme) of the relevant unit

(study group);

the content and conclusions of the individual educational work conducted with each student, cadet (citizen of Ukraine studying under the reserve officer programme), and the results of their additional study;

data on the academic performance and discipline of each of the students and cadets under our care, their participation in social and scientific activities.

The work of the designated supervisors on moral and psychological support is supervised by the Deputy Commandant of the Academy on moral and psychological support - Head of the Department of moral and psychological support, who provides them with the necessary information materials and assists in organising and conducting moral and psychological support activities.

The direct organisation and control of the work of tutors is entrusted to the heads of faculties and departments, who, before the start of the new academic year, during the educational and methodological meeting, specify the requirements for organising the work of tutors, taking into account the analysis of their activities in the previous academic year and the requirements of governing documents and organisational and methodological instructions for the current academic year.

Appointment of cadets' study group supervisors for the respective academic year is carried out by issuing a relevant order of the Commandant of the Academy.

At the end of the training, the tutor's pedagogical diary is submitted to the deputy head of the faculty for moral and psychological support

X. ADMISSION, EXPULSION, INTERRUPTION OF STUDIES, RENEWAL AND TRANSFER OF HIGHER EDUCATION APPLICANTS OF THE MILITARY ACADEMY

Admission to the Academy is carried out in accordance with the Terms of Admission to Higher Education approved by the Ministry of Education and Science, in accordance with personal applications on a competitive basis on a voluntary basis.

The procedure for expulsion, interruption of study, renewal and transfer of persons studying at the Academy, as well as the procedure for granting them an academic leave, shall be determined by regulations approved by the Ministry of Education and Science.

Special requirements for the procedure of expulsion, interruption of studies, renewal and transfer of persons studying at the Academy shall be established by the military command and control body, which is in charge of the Academy.

XII. MATERIAL AND TECHNICAL BASE OF THE ACADEMY

12.1. General provisions.

The material and technical base of the Academy is a complex of educational, material and technical means and equipped facilities (terrain areas, training grounds, shooting ranges, etc.), buildings, structures, equipment and other property intended to provide training of military specialists in accordance with educational (educational and professional, educational and scientific) programmes, curricula and work programmes of academic disciplines, as well as for research and training of scientific and pedagogical (pedagogical) and scientific staff.

12.2. The structure of the material and technical base and its purpose.

The material and technical base of the Academy is divided into a material and technical base at the place of permanent deployment and a field training base.

The material and technical base of the Academy at the place of permanent deployment is a set of objects and elements of the material and technical base, which is intended for conducting theoretical and practical classes, training, working out of standards for general military and special training and other subjects of study at the place of permanent deployment of the Academy.

The field training base of the Academy is a set of elements of the material and technical base located at the training ground (training support centre, training complexes) outside the permanent location of the Academy.

The field training base is designed to conduct theoretical and practical training at training ranges (training support centre, training complexes), tactical (tactical and special), special and general military training using weapons and military equipment, practical firing, maintenance and repair of weapons and military equipment, driving exercises and organisation of comprehensive support in conditions close to combat.

12.3. Tasks of the material and technical base .

The material and technical base of the Academy shall be created and improved in accordance with the needs of the Academy and shall ensure the solution of the following tasks:

acquisition of general, professional (military professional, military special) competences by higher education applicants, which are defined by the standards of higher education in the speciality of training, professional standards in the relevant military specialities and educational programmes;

quality implementation of educational programmes, curricula, syllabi and work programmes of academic disciplines by higher education applicants;

ensuring quality general military training and development of professional skills of higher education applicants in all specialities (specialisations), educational programmes in accordance with the curricula and work programmes of academic disciplines;

ensuring that all types and forms of training are conducted to provide higher education applicants with practical skills in commanding troops (forces, military units), using and maintaining relevant weapons and military equipment;

training of higher education applicants in the management of military units and the organisation of interaction, the work of command posts and combat posts;

training higher education applicants in the use of electronic warfare and weapons of mass destruction;

ensuring that higher education applicants receive firearms training with personal small arms;

achievement of a high level of field training of higher education applicants and physical training of the Academy's personnel;

building moral resilience and psychological readiness of higher education applicants to perform combat missions;

preventing injuries to higher education applicants and environmental pollution.

12.4. The main elements of the material and technical base.

The main elements of the Academy's material and technical base are:

educational premises: educational buildings, lecture halls, classrooms (general purpose, laboratory, computer, specialised), offices (language, training, teaching and methodological), classrooms (halls) for course and diploma design, stationary command posts;

educational and auxiliary premises: premises for scientific and pedagogical (pedagogical) and research staff, office premises for engineering and technical staff, premises for personal support of the educational process, premises for personal educational department (unit), archive, library, film library, reading room;

auxiliary premises: sanitary and storage facilities, as well as property (weapons) storage facilities, storerooms, corridors, switchboards, boiler rooms, dressing rooms, utility rooms, server rooms;

samples of weapons and military equipment used for training (theoretical and practical classes), as well as for supporting the educational process, simulators and operational complexes (multimedia complexes, technical simulators, interactive shooting ranges, software, computerised 3D control systems for providing a virtual combat environment, technical means of simulating combat);

training and laboratory facilities (laboratory equipment, measuring and electronic computing equipment, technical means of training and control, visual aids);

clinical base - a polyclinic to support the educational process;

printing facilities (publishing, copying and reproduction);

facilities for scientific research: research laboratories, computing centres (laboratories, halls), etc;

sports facilities: sports complexes and facilities, sports training camps (grounds), gyms (grounds), stadiums, game halls (grounds), parade grounds, shooting ranges, and an all-military obstacle course;

premises for personnel: barracks, dormitories, shelters for personnel (bomb shelters, protective structures);

textbooks and manuals, scientific and reference literature, statutes, manuals, technical descriptions, shooting and driving courses, other regulatory documents and teaching materials;

training and production workshops, laboratories;

auxiliary means and property: other material and technical means (furniture, equipment, tools) used in the educational process, musical instruments and accessories, stationery, paper (paper products) and souvenirs, buildings, structures, property complexes, land plots, communications, equipment, vehicles, electronic network of library collections and other property used to support the educational process and training of military specialists;

field training base (airborne, air assault or maritime training), landing sites, multi-purpose classrooms, training centres, training grounds, training support centre, training complexes, areas of terrain that provide for general military training, firing ranges, combat vehicle directories, water areas, base camps, modular structures, tent camps (field camps in places of temporary deployment for general military training and other types of educational activities), control points, simulators, samples of weapons and military equipment used for training (theoretical and practical classes), as well as for educational support, means of simulating the combat environment, training ground equipment used in the educational process.

12.5. Work with volunteer organisations to improve the material and technical base.

The Commandant of the Academy organises work with volunteer organisations, patrons, foundations, and public organisations to improve and develop the material and technical base within the framework of the autonomy provided for by the Law of Ukraine "On Higher Education".

12.6. Providing the Academy with material and technical facilities. The procedure for its maintenance and operation.

Logistical support is provided by the relevant services of the Academy, which identify, order and receive military and educational property from the relevant support services.

The procedure for the maintenance and operation of the material and technical base for the provision of training sessions must meet the requirements of the guidelines for the operation of property of the relevant types of support, the requirements of operating instructions and technical descriptions for the relevant samples of property, as well as ensure the constant readiness of the material and technical base for its use for the successful implementation of the educational activities of the relevant educational programme.

The operation of military educational property, weapons and military equipment is carried out in accordance with the technical descriptions and operating instructions for this sample (product). Military educational property is assigned to the relevant structural subdivisions (faculty, department), categorised and accounted for. The accounting of military-educational property is carried out in quantitative, qualitative, cost, accounting and number indicators in units, warehouses and other facilities, in the Academy's support services in accordance with the established procedure in accordance with the requirements of the governing documents. Military educational property is written off on the basis of technical condition reports after their approval by the Chief of the Academy or the relevant military command and control authorities within the limits of their authority, as well as on the basis of reports and inspection certificates.

12.7. The development (improvement, modernisation, updating) of the Academy's material and technical base is carried out in conjunction with changes in the organisation of the educational process.

For the medium-term planning of the development of the material and technical base of the Academy, a Prospective Plan for the development and improvement of the material and technical base for a period of five calendar (budget) years is developed.

The development of the Prospective Plan is organised by the Deputy Commandant of the Academy. The deputy heads of the Academy, heads of faculties (centres), departments, divisions, branches and services, as well as commanders of units for the provision of the educational (training) process in their areas of activity take part in the development of the Long-Term Plan.

The perspective plan is signed by the Commandant of the Academy, his deputy and the head of the financial and economic body of the Academy, approved by the head of the military command and control body to which the Academy is subordinated and agreed with the relevant support services, customers for training of military specialists, structural units of the Ministry of Defence of Ukraine and the General Staff of the Armed Forces of Ukraine responsible for the formation and implementation of budget programmes (subprogrammes) of the Ministry of Defence of Ukraine, as well as the Central Military Intelligence of the General Staff of the Armed Forces of Ukraine.

If necessary, the Perspective Plan may be amended and supplemented in accordance with changes in the state order for military training and with the approval of the relevant military command and control bodies in the relevant part.

On the basis of the Prospective Plan, the Annual Development Plan for the improvement of the material and technical base of the Academy for the short term is developed, which is signed by the Deputy Commandant of the Academy and approved by the Commandant of the Academy for two calendar (budget) years.

The Academy develops Explanatory Notes as annexes to the Prospective and Annual Plans, which reflect the prospects for the development of the material and

technical base, the purpose (need), planned goals (what is planned to be achieved), the final result, etc.

A copy of the Perspective and Annual Plans shall be submitted to the Central Military Intelligence Department of the General Staff of the Armed Forces of Ukraine within ten days after their approval.

The deputy Commandant of the Academy is responsible for the overall planning, control and organisation of the development and improvement of the material and technical base at the Academy.

The deputy heads of the Academy, heads of departments and services in the area of their activities are responsible for ensuring the implementation of the Long-Term and Annual Plans.

The deputy Commandant of the Academy is responsible for planning the development and improvement of the Academy's field training facilities.

An excerpt from the Annual Plan with a detailed list of measures for its implementation is available at the Academy's subdivisions in the part relevant to them (departments, faculties, support centres, etc.).

Development and improvement of the Academy's material and technical base is carried out in accordance with changes in the training programmes for military specialists.

XIII. FINANCIAL AND ECONOMIC RELATIONS IN THE ACTIVITIES OF THE ACADEMY

The Academy shall carry out its financial and economic activities in accordance with the law, taking into account the peculiarities of financial and economic activities.

The material and technical base of the Academy shall include buildings, structures, land, property complexes, communications, equipment, vehicles, service housing and other material assets that, in accordance with the law and taking into account the organisational and legal form of ownership, are assigned to the Academy on the basis of the right of economic disposal in order to ensure its statutory activities.

The property assigned to the Academy on the right of economic management may not be pledged, and may not be withdrawn or transferred to legal entities and individuals without the consent of the founder (Ministry of Defence of Ukraine) of the Academy, except in cases provided for by law.

The Academy has the right to conduct financial and economic activities in Ukraine.

The Academy shall have the right to carry out capital construction, reconstruction, overhaul and current repair of fixed assets.

The Academy is financed from the state budget on the terms of a state order for the training of military specialists and from other sources not prohibited by law, in compliance with the principles of targeted and efficient use of funds, publicity and transparency in decision-making.

The funds raised shall be used to carry out the statutory activities of the Academy in accordance with the procedure and on the terms and conditions established by the legislation and the Academy's charter.

The financial plan (estimate) of the Academy shall include expenses related to the development of the educational material and technical base, provision of licensed software products for scientific, scientific, technical and innovative activities, as well as the completion of educational, industrial, repair and other types of practice, military (naval) internships by higher education applicants.

The Academy may provide paid services to individuals and legal entities in accordance with the list of paid services that may be provided by educational institutions, other institutions and establishments of the educational system belonging to the state and municipal form of ownership, approved by the Resolution of the Cabinet of Ministers of Ukraine of 27 August 2010 No. 796 (Official Gazette of Ukraine, 2010, No. 67, p. 2410; 2018, No. 68, p. 2289).

Financing of the Academy's activities and its payments shall be made in the national currency in accordance with the law.

The Academy independently determines the content and forms of financial and economic relations between structural units, except as provided by law.

Remuneration at the Academy is paid in accordance with the laws of Ukraine.

Forms and systems of remuneration, conditions and indicators of bonuses for employees of the Academy, the procedure for establishing bonuses for high achievements in work, as well as the procedure for establishing and cancelling increased salaries, scholarships, additional payments for employees who combine positions, performing duties of temporarily absent employees shall be determined by separate regulatory legal acts of Ukraine.

The property of the Academy consists of fixed assets, non-current, current and other assets, the value of which is reflected in its balance sheet. The use of the Academy's property is carried out in accordance with the Law of Ukraine "On the Legal Regime of Property in the Armed Forces of Ukraine".

The land plots within the boundaries defined by the relevant documents belong to the Academy on the basis of permanent use in accordance with the Land Code of Ukraine.

The Academy independently carries out operational, accounting, financial and management accounting of its work, maintains statistical and financial reporting, submits information and certificates at the request of the authorities authorised by the legislation of Ukraine to control the relevant areas of activity.

The Academy's activities are audited in accordance with the law.

XIV. INTERNATIONAL COOPERATION

International cooperation at the Academy is carried out in order to promote the implementation of a mechanism for guaranteeing the quality of higher education

to create the necessary mutual trust, harmonisation of the quality assessment systems of higher education in Ukraine and the European Higher Education Area, cooperation with the European Network of National Information Centres for Academic Mobility and Recognition, and the introduction of the results of scientific, technical, technological and other developments of the Academy on the international market.

The Academy shall have the right to carry out international relations in accordance with the procedure established by the legislation of Ukraine.

The main areas of international cooperation of the Academy are:

training, retraining, advanced training and internships for military personnel (military specialists) of other states;

training, retraining, advanced training, internships for academic staff and cadets of the Academy in higher military educational institutions of other countries;

conducting joint research and scientific and methodological conferences, symposia and other events;

holding international weeks (information days) with the participation of academic, scientific and pedagogical staff and military specialists from other countries;

participation in bilateral and multilateral interstate exchange programmes for cadets (adjuncts, students) and academic staff;

joint publishing activities;

participation in international educational and research programmes;

engaging, in accordance with the requirements of the legislation of Ukraine, pedagogical, scientific and pedagogical and research staff of foreign higher education institutions to participate in the pedagogical and scientific and pedagogical work of the Academy;

other areas and forms not prohibited by law.

The Academy trains specialists of foreign countries on the basis of international treaties (agreements) in accordance with the procedure established by law.

XV. USE OF INFORMATION COMPUTER NETWORKS OF THE ACADEMY

To increase the efficiency of the educational process, the Military Academy uses the global information network INTERNET, the network of the automated system for managing the daily activities of troops "SEDO", and the internal local computer network of the Academy.

The use of information networks is carried out in accordance with the instructions approved by the Deputy Commandant of the Academy. Each researcher, higher education applicant has the opportunity to have free (free of charge) access to the information resources of the INTERNET network exclusively for information, educational, training and research purposes. The

workplaces for using the INTERNET are: for higher education applicants and research and teaching staff - an electronic library, classrooms of departments or designated access points in structural units.

Before starting work, the user must familiarise themselves with the Network Rules, cybersecurity requirements, their rights and obligations.

The rights and obligations of courser users.

The user has the right to:

use the network services if there is a free workstation in the electronic library, classroom, or training room and according to the schedule;

receive advice on the use of computers and Internet services before or during work;

check the amount of information used for the month and change your password for access to the Internet.

Users are obliged:

read the rules for using the network, use its resources only for informational, educational, training and research purposes;

take care of computer and other equipment;

it is prohibited to modify computer hardware and software;

not to interfere with the work of other users (talk loudly, use a mobile phone, etc.), bring food and drink with you and consume it in the premises;

not to disclose your username and password to other persons;

not to violate copyright (copy and distribute software protected by copyright law);

not to use or distribute materials prohibited by the legislation of Ukraine;

in case of any difficulties with the use of the equipment (or any technical deficiencies), contact the administrator for assistance. Users are not allowed to browse websites that violate public morality, pornographic content, promote violence against the individual, etc. For deliberate violation or non-compliance with these rules, the administrator shall report to the user's manager in accordance with the established procedure.

The user shall be liable for processing, distribution and receipt of documents that are classified (for official use), as well as intentional damage to equipment and software in accordance with the current legislation of Ukraine.

Responsibilities of the personnel organising the use of the Internet:

ensure the smooth operation of computer equipment in accordance with the schedule of the digital library (classroom, auditorium);

provide qualified consulting assistance to users;

to ensure the safety of the classroom, the operator may use remote computer monitoring tools.

The classroom staff is not responsible for the information that the user may receive from the Internet and for any disruption to the work for reasons beyond its control.

XVI. PROCEDURE FOR MAKING AMENDMENTS AND ADDITIONS

FOR THE REGULATIONS

In the event of amendments to the current legislation, all amendments to this Regulations shall be made by approving them by the Academic Council of the Academy and issuing an order of the Commandant of the Academy on amendments to the Regulations.

XVII. FINAL PROVISIONS

In order to determine the procedure, regulate the requirements for the organisation and conduct of certain events of the educational process and other activities of the Academy, separate regulations and other normative documents may be developed taking into account the requirements of the said Regulations, which shall be approved by the Academic Council of the Academy and put into effect by order of the Commandant of the Academy.