

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

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**REGULATIONS  
on the Procedure for the Development, Monitoring and Periodic  
Review of Educational Programmes at the Military Academy (Odesa)**

Approved  
by the Academic Council  
of the Military Academy (Odesa)  
\_\_\_. \_\_. 20\_\_ No. \_\_

The Regulations on the Procedure for the Development, Monitoring and Periodic Review of Educational Programmes at the Military Academy (Odesa) were developed by a team of staff members under the general supervision of the Commandant of the Military Academy (Odesa), Major General Andrii KOVALCHUK.

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## 1. GENERAL PROVISIONS

1.1. The Regulation on the Procedure for the Development, Monitoring, and Periodic Review of Educational Programmes of the Military Academy (Odessa) (hereinafter referred to as the Regulation) is developed as part of the internal quality assurance system of the educational process at the Military Academy (Odessa).

The Regulation defines the procedures for the development, approval, implementation, monitoring, periodic review, and modernization of educational programmes at the Military Academy (Odessa).

The Regulation is developed in accordance with the Laws of Ukraine "On Education," "On Higher Education," the Resolution of the Cabinet of Ministers of Ukraine dated 15.12.1997 No. 1410 "On the Transformation of the Military Education System" (as amended), the Licensing Conditions for Educational Activities approved by the Resolution of the Cabinet of Ministers of Ukraine dated 30.12.2015 No. 1187, the Regulation on Higher Military Educational Institutions approved by the Resolution of the Cabinet of Ministers of Ukraine dated 12.05.2021 No. 467, the Regulation on the Specifics of Organizing the Educational Process in Higher Military Educational Institutions of the Ministry of Defence of Ukraine, Military Training Units of Higher Education Institutions, and Institutions of Vocational Pre-Higher Military Education approved by the Order of the Ministry of Defence of Ukraine dated 15.02.2024 No. 120, the resolutions and orders of the Cabinet of Ministers of Ukraine, orders of the Ministry of Education and Science of Ukraine, Ministry of Defence of Ukraine concerning higher education, as well as legislative and regulatory acts on licensing educational activities and conducting accreditation expert evaluations of educational programmes.

The implementation of educational activities at the Military Academy (Odessa) for educational programmes within licensed specialties is carried out to meet the needs of the state and society in training highly qualified military specialists, enhancing Ukraine's defense capability, and improving the ranking of national military education in the international arena.

The educational programme is used during:

licensing of the specialty;

the implementation of educational activities for licensed specialties, specifically for the development of the curriculum, working programmes of academic disciplines, tools for diagnosing the quality of higher education, preparation of individual plans for higher education applicants, the formation of content for working programmes of academic disciplines, internships, individual tasks, and so on;

the certification of future military specialists;

the accreditation of educational and professional programmes, inspection of educational activities for the specialty.

The language of instruction and assessment for educational programmes is the state language. However, one or more disciplines may be taught in a foreign language. The use of foreign languages in joint programmes with foreign higher education institutions is carried out in accordance with the legislation of Ukraine and the regulations of the partner countries' institutions with which the Military Academy

(Odessa) collaborates.

1.2. In this Regulation, the terms are used in the following meaning:

*Accreditation of an educational programme* refers to the evaluation of the educational programme and the educational activities under this programme to ensure and improve the quality of higher education according to the criteria defined in the Regulation on the Accreditation of Educational Programmes, under which higher education applicants are trained, approved by the Order of the Ministry of Education and Science of Ukraine dated 11.07.2019 No. 977.

*The guarantor of the educational programme* is a scientific-pedagogical or scientific worker who is employed at the Military Academy (Odessa) as their primary workplace, possesses qualifications corresponding to the specialty of the educational programme in accordance with the requirements of regulatory documents on licensing conditions, holds a scientific degree and/or academic title. They carry out active scientific work, evidenced by scientific publications in professional scientific journals and international scientometric databases within the last 5 years. They comply with the Licensing Conditions for Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 30.12.2015 No. 1187.

*Competence* is a dynamic combination of knowledge, skills, practical abilities, ways of thinking, professional, worldview, and civic qualities, as well as moral and ethical values, which determines an individual's ability to successfully engage in professional and further educational activities and is the result of learning at a certain level of higher education.

*Licensing* is the procedure for recognizing the ability of a legal entity to carry out educational activities in a specific specialty at a certain level of higher education in accordance with the requirements of the Licensing Conditions for Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 30.12.2015 No. 1187.

*Modernization of an educational programme* is a form of reviewing the educational programme (in the form of a fundamental change) carried out with the aim of adjusting and improving the focus of the educational programme and altering its structure, as well as developing and implementing new goals, tasks, and strategies. During the modernization process, professional competencies and programme learning outcomes of the educational programme may be changed, which may lead to the replacement of components of the educational programme.

*Monitoring of the educational programme* is a continuous, targeted control and diagnosis of the state of educational programmes based on the systematization of existing information sources, as well as specially organized research and measurements, with the aim of comparing the actual state with the expected results during the creation of the educational programme, and tracking the educational process within the framework of the given educational programme according to clearly defined indicators.

*Updating of the educational programme* is a form of reviewing the educational programme in the form of updating individual elements of the educational programme with corresponding changes in the programmes of educational components, the

curriculum of the educational programme, and so on. During the updating process, the goals, objectives, competencies, and learning outcomes of the educational programme cannot be changed.

*An educational (educational-professional, educational-scientific) programme for training military specialists* is a system of educational components at the relevant level of military education and higher education within the specialty. It defines the requirements for the education level of individuals who can start training under this programme, the list of academic disciplines and the logical sequence of their study, the number of ECTS credits required to complete this programme, as well as the expected learning outcomes (competencies) that the student should acquire at the corresponding level of higher education.

The educational programme may define a specific specialization within it or may not include any specialization.

The educational programme must include: a list of educational components; their logical sequence; the requirements for the education level of individuals who can start training under this programme; the number of ECTS credits required to complete the programme; as well as the expected programme learning outcomes (competencies) that the higher education applicant should acquire.

*Learning outcomes* are knowledge, skills, abilities, ways of thinking, views, values, and other personal qualities that can be identified, planned, assessed, and measured, and which an individual is capable of demonstrating after completing the educational programme or individual educational components.

*Specialty* is a component of the field of knowledge under which professional training is carried out.

*The higher education standard* is a set of requirements for educational programmes of higher and vocational pre-higher education, which are common for all educational programmes within a certain level of education and within a specific specialty.

*A professional standard* is the officially approved set of requirements for the competencies of military specialists, which serve as the basis for forming professional qualifications.

*Stakeholders* are interested parties, individuals, and legal entities who have a legitimate interest in the activities of an organization, meaning they are, to some extent, dependent on it or can influence its activities. Stakeholders are classified into external and internal:

*external stakeholders* are the state, regional government bodies and local self-government authorities, military command bodies that are clients for the training of military specialists, applicants and their parents, as well as various public associations.

*internal stakeholders* are higher education applicants and their parents, scientific and pedagogical staff, and the command of the Military Academy (Odessa).

## **2. DEVELOPMENT, IMPLEMENTATION AND EXECUTION OF EDUCATIONAL PROGRAMMES**

2.1. The content of the educational programmes at the Military Academy (Odessa) must ensure the development of key competencies in students that are necessary for self-realization, active civic engagement, including:

the formation of spiritual and moral values at a level that will contribute to their integration into society and the development of an active civic position;

the formation of a worldview that is consistent with the current level of scientific knowledge (in accordance with the level of higher education), basic competencies in the field of science and technology; communicative competence, and cultural literacy;

promoting the multifaceted development of the individual, including the formation of the ability to learn with an appropriate level of independence, critical thinking, creativity, initiative, the ability to solve problems by applying acquired knowledge and skills, assessing risks, and the ability to make decisions.

Higher education programmes are developed taking into account the requirements of the higher education standard for the respective specialty (the volume of ECTS credits, the list of competencies for graduates, learning outcomes, forms of certification for higher education applicants, requirements for the internal quality assurance system of higher education) and the requirements of professional standards for specializations.

In accordance with the Law of Ukraine "On Higher Education," the Military Academy (Odessa) has the right to develop and implement one or more educational (educational-professional and educational-scientific) programmes within the framework of a licensed specialty.

The volume of higher education programmes is determined in ECTS credits and usually amounts to (unless otherwise specified by the higher education standard):

by the Bachelor's degree based on complete general secondary education – 180-240 ECTS credits;

by the Master's level, educational and professional programme – 90–120 ECTS credits;

by the educational and scientific level of Doctor of Philosophy – 4 years; the volume of the educational component of the educational and scientific programme for the training of a Doctor of Philosophy is defined within the range of 30 to 60 ECTS credits, in accordance with the requirements of the higher education standard for a given speciality.

The volume of educational programmes that do not lead to the attainment of higher education degrees (such as professional development programmes, etc.) is defined in hours.

The titles of educational programmes must include features (keywords) of the corresponding specialities (specialisation or specialisations), allowing for full matching or the use of paraphrasing, or must correspond in content to these titles, taking into account the specifics of implementing educational programmes based on the established human resources, academic-methodological, and material-technical

potential of the Academy, as well as other characteristics of the educational process (e.g., the use of foreign languages in the educational process).

It is necessary to avoid conflicts in naming, in particular, by not using wholly or partially the names of other fields of knowledge and specialities (including outdated speciality titles), names of professions and job titles specific to them, key specialised (professional, subject-specific) competences, or the titles of other educational programmes.

The use of identical or nearly identical titles for educational programmes across different specialities is not permitted.

Each specialisation corresponds to a separate educational programme; therefore, a single educational programme may not include multiple specialisations.

The Military Academy (Odesa) may develop and design educational programmes for different specialisations with an identical list of compulsory educational components.

The use of languages at the Military Academy (Odesa) is determined by the Laws of Ukraine “On Supporting the Functioning of the Ukrainian Language as the State Language” and “On Education.”

The Military Academy (Odesa) has the right to decide on the instruction of one, several, or all academic disciplines, the completion of individual assignments, and the conduct of assessments in a foreign language, provided that all higher education applicants studying the respective disciplines have proficiency in that foreign language.

The components of an educational programme include:

title page;

approval sheet;

preface;

profile of the educational programme:

*general information (full name of the higher military educational institution and the faculty; level of higher education and the name of the qualification in the original language; official name of the educational programme in Ukrainian and English; type of diploma and volume of the educational programme; information on accreditation and its validity period; level according to the NQF; prerequisites, language of instruction, validity period of the educational programme; web address of the educational programme);*

*purpose of the educational programme;*

*characteristics of the educational programme (subject area: field of knowledge, speciality, specialisation; orientation of the educational programme; main focus of the educational programme and specialisation; specific features of the programme);*

*employability and further education opportunities for graduates;*

*teaching and assessment;*

*programme competencies (integral competence, general competencies, professional competencies by speciality, military-professional and military-specialised competencies by specialisation);*

*programme learning outcomes (general and professional training;*

*military-professional training; military-specialised training);*

*resource support for programme delivery (personnel, material and technical, informational, and educational-methodological);*

*академічна мобільність;*

List of components of the educational and professional programme and their logical sequence:

*list of components of the educational programme (general training cycle; professional training cycle);*

*structural and Logical Diagram of the Educational Programme;*

form of attestation for higher education applicants;

matrix of alignment between program competencies and components of the educational programme;

matrix of ensuring programme learning outcomes through corresponding components of the educational programme.

The format of the educational programme is reviewed at a meeting of the Academic Council of the academy and approved by an order of the Commandant of the academy.

2.2. The educational programme is implemented within the framework of the licensed speciality. The licensed volume for the new educational programme is allocated through the distribution of the licensed volume within the speciality for a specific level of higher education.

The development of educational programmes is carried out by a working group consisting of representatives of the clients for the training of military specialists in the speciality (specialisation), employers, higher education applicants, and representatives of the Military Academy (Odesa).

The programme comes into effect upon receiving the relevant licence.

2.3. The educational programmes of the Military Academy (Odesa) are implemented under licensed specialities to meet the state's (society's) need for highly qualified military specialists.

The development of the educational programme project is initiated by the military command authorities, who are the clients for military specialist training, in collaboration with the faculties or other structural units of the Military Academy (Odesa).

The procedure for developing the educational programme:

the composition of the working group for developing the educational programme (in the case of introducing a new educational programme within the licensed speciality);

the working group develops the draft of the educational programme with all the components defined by these Regulations;

the draft of the educational programme is reviewed at the meeting of the structural unit or the academic council of the faculty to obtain recommendations on submitting the draft for public discussion; the public discussion includes: the review of the draft educational programme by the leadership of the Military Academy (Odesa) and the structural units of the Military Academy (Odesa) involved in the

implementation of the educational programme;

In accordance with the requirements of the fourth paragraph of point 8, section II “Standards and Educational Programmes for the Training of Higher and Professional Pre-Higher Education Applicants” of the Regulations on the Specifics of Organising the Educational Process in Higher Military Educational Institutions of the Ministry of Defence of Ukraine, Military Educational Units of Higher Education Institutions, and Institutions of Professional Pre-Higher Military Education, approved by Order No. 120 of the Ministry of Defence of Ukraine dated 15.02.2024, the educational and professional (educational and scientific) programme for obtaining a higher education degree shall be approved by the customer, the Director of the Department of Military Education and Science of the Ministry of Defence of Ukraine, the Head of the Central Directorate of Military Education of the General Staff of the Armed Forces of Ukraine, and adopted by the decision of the Academic Council of the Military Academy (Odesa);

submission by the head of the working group of the draft educational programme and the results of its public discussion for consideration and approval by the Academic Council of the Military Academy (Odesa);

implementation of the educational programme, upon the recommendation of the Academic Council of the Military Academy (Odesa), by order of the Commandant of the Military Academy (Odesa); the decision of the Academic Council of the Military Academy (Odesa) to approve the educational programme serves as the basis for the development and approval of the curriculum for the training of higher education applicants under this programme, at the corresponding level of higher education, in accordance with the regulatory documents of the Military Academy (Odesa);

verification of the educational programme by the relevant commission for the presence of information constituting restricted or state-classified information;

after its implementation, an excerpt from the educational programme that does not contain information classified as restricted or state secret shall be published on the website of the Military Academy (Odesa).

### **3. MONITORING AND PERIODIC REVIEW, MODERNISATION, UPDATE AND CLOSURE OF EDUCATIONAL PROGRAMMES**

3.1. The main purpose of monitoring and periodic review of educational programmes is to confirm their relevance, taking into account the development trends of the relevant field of knowledge, as well as to improve the quality and effectiveness of the organisation of the educational process, and to meet the needs of higher education applicants and customers for the training of military specialists.

Monitoring and periodic review of educational programmes are carried out with the involvement of stakeholders (cadets, customers for training, employers (military specialists), academic staff, and other stakeholders) and include procedures related to the collection and analysis of information concerning the content and organisation of the educational process.

Educational programme monitoring is carried out annually by programme

guarantors, graduating departments, faculty administrations, the Department for Quality Assurance of Educational Activities and Higher Education, the Educational Department, the Scientific and Organisational Department, and the Command of the Military Academy (Odesa).

3.2. The guarantor of the educational programme monitors:

the quality of the educational programme's content, its compliance with higher education standards and professional standards (if available), and the requirements of the National Qualifications Framework;

ensuring the required level of quality of the educational programme in accordance with the criteria for evaluating educational programmes set by the National Agency for Higher Education Quality Assurance, in accordance with the Regulations on the Accreditation of Educational Programmes, under which the training of higher education applicants is carried out;

the correctness of the structural and logical scheme;

consideration of stakeholders' interests, involving representatives of the clients for military specialist training in the educational process.

3.3. Departments, faculty management, the educational department, and the scientific and organisational department conduct monitoring of the quality of the content of professional training of specialists according to educational programmes:

assessment of the quality of the structure and content of the educational programme;

assessment of the degree of achievement of the goals and learning outcomes of the educational programme;

assessment of the availability, quality, and accessibility of the educational and methodological support, including the course syllabi, practice programmes, term papers, and so on;

analysis of the control measures and assessment criteria for the components of the educational programme, their clarity and adequacy;

ensuring the integration of teaching and research during the implementation of the educational programme;

ensuring the improvement of qualifications and pedagogical skills of teachers;

evaluation of the quality of the educational programme by stakeholders.

3.4. The Department of Quality Assurance of Educational Activities and Higher Education, along with the leadership of the Military Academy (Odesa), carries out the monitoring process by:

assessing the quality of personnel and material-technical support;

organising and analysing surveys (questionnaires, evaluations) of higher education applicants and academic staff regarding the organisation of the educational process for the educational programme;

organising and analysing surveys of graduates and feedback from employers on the quality of educational programmes and the preparedness of graduates for professional activities;

assessment of the availability, quality, and accessibility of information support;

analysis of adherence to academic integrity by participants in the educational

process according to the educational programme.

3.5. The results of the monitoring, obtained from the graduating departments, and the results of the surveys are summarized and communicated to the command of the Military Academy (Odesa).

3.6. The decision on the need to revise the educational programme is made by the graduating department and the guarantor of the educational programme if necessary, but not less than once per academic year (usually at the end), based on the analysis and evaluation of the monitoring results.

The result of the review of the educational programme may be decisions on updating, modernising, or determining that there is no need for changes to the educational programme.

The adoption or modification of the educational activity standard is the basis for the development of a new educational programme or the review of the existing one. The review of educational programmes also occurs based on the results of self-analysis and the outcomes of accreditation.

A mandatory review of the educational programme is conducted if:

the introduction of changes to the legislative framework in the field of education and science;

the approval of higher education standards, professional standards for the specialty, as well as amendments to them;

proposals and recommendations from stakeholders;

based on the results of the licensing and accreditation commissions;

the introduction of new forms of learning;

state accreditation, etc.

The main criteria for reviewing the educational programme are:

the results of the annual monitoring of the educational programme;

the results of stakeholders' evaluation of the quality of the educational programme;

aligning with current requirements, taking into account the latest research in the relevant field of knowledge;

objective changes in infrastructure, staffing, or other conditions for the implementation of the educational programme.

The educational programme may be updated annually in terms of structural components, including the content of working programmes of educational components (and syllabi), practice programmes, etc.

The update of the educational programme is carried out by approving the relevant changes by 1st September of the current year, in which the students will be educated under the revised educational programme.

If the results of the review require reforming or substantial changes to the educational programme, as well as if the monitoring procedures determine the inadequate quality of education under the given educational programme, the educational programme is subject to modernization.

The modernization of the educational programme aims for a more significant change (more than 50%) in its content and implementation conditions compared to

planned updates. It may also involve the goal (mission), intended learning outcomes of the educational programme, its educational components, defined programme learning outcomes, number of credits, etc., in order to achieve and implement the tasks and goals of the Military Academy (Odesa).

The change in the type of educational programme is also considered part of modernization. In the case of a fundamental modernization of the educational programme through the merging or splitting of existing programmes, the new educational programme is developed and approved as a new one. For those educational programmes that were implemented before the modernization, the enrollment of higher education applicants for training is discontinued.

After the completion of studies by higher education applicants in the final year (or academic year), the educational programme is removed from the list of educational programmes at the Military Academy (Odesa).

#### **4. FINAL PROVISIONS**

4.1. The leadership and oversight of the monitoring of the educational programme are assigned to the head (chair) of the graduating department, the guarantor of the relevant specialty, the faculty management, the department of educational quality assurance and higher education, and the command of the Military Academy (Odesa).

The individuals responsible for monitoring the educational programme bear personal responsibility for the accuracy and objectivity of the provided information, for the correctness of the processing of monitoring data, their analysis, use, and the confidentiality of the results.

Information about the educational programme is published on the official website of the Military Academy (Odesa) in the "Educational Programmes" section, as well as on the official page of the faculty, and is updated no later than 10 working days after any changes are made.

The responsibility for the formation and storage of paper (electronic) versions of the educational programme and for the completeness and timeliness of the information about the educational programme on the official website of the Military Academy (Odesa) lies with the guarantor of the educational programme and the head (chair) of the graduating department.

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

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

4.4. The implementation of these regulations is monitored by the officials of the Military Academy (Odesa) within the scope of their responsibilities.