

APPROVED  
Order of the Commandant of the  
Military Academy (Odesa)  
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**REGULATIONS**  
on the examination commission and  
certification of higher education applicants at the  
Military Academy (Odesa)

Approved  
by the Academic Council  
of the Military Academy (Odesa)  
on 30 April 2024 No. 8

# 1. GENERAL REGULATIONS

## 1.1. Purpose of the regulations

The regulations on the examination board and certification of higher education applicants at the Military Academy (Odesa) define: the procedure for establishing and organising the work of the examination commission for the certification of applicants for bachelor's and master's degrees, the requirements for the organisation of certification, as well as the activities of the structural units of the Military Academy (Odesa) and participants in the educational process in organising and conducting certification.

## 1.2. Designations and abbreviations

The following designations and abbreviations are used in these Regulations:

higher military educational institution – HMEI;  
Military Academy (Odesa) – Academy;  
examination commission – EC;  
electronic digital signature – EDS;  
unified state qualification examination – USQE;  
higher education institution – HEI;  
higher education applicant – HE applicant;  
educational and professional programme – EPP;

## 1.3. Key terms and their definitions

- **certification of HE applicants** – establishing the compliance of HE applicants' learning outcomes with the requirements of the EP and/or the requirements of the certification exam (SQE, comprehensive qualification exam). The forms of certification are determined by higher education standards and the EP.

- **certification exam (EDKI, comprehensive (qualification) exam)** – a form of certification of higher education applicants, conducted with the aim of verifying the acquired competencies, level of theoretical knowledge and practical preparedness of HE applicants obtained during their studies through the systematisation and analysis of this knowledge. The certification exam can be conducted as a single state qualification exam or as a comprehensive qualification exam.

- **feedback from the supervisor (academic supervisor)** – the supervisor's assessment of the preparation of the qualification work, its quality level, which includes justification of the relevance of the topic, the logic and structure of the presentation of the material, the quality of the review and analysis of the literature, the correctness of citations and references to other authors' quotations in the text, the correctness and validity of the choice of research methods, the quality of empirical material, the thoroughness of the processing of experimental data, the correctness of the formulation of own conclusions, the correspondence of the conclusions to the purpose and objectives of the work, the quality of the work's design, and the testing of the research results;

- **examination committee** – a committee created to conduct the certification of higher education applicants.

- **the unified state qualification exam** is a standardized form of final assessment of the learning outcomes of individuals pursuing bachelor's and master's degrees in specialties and in the manner determined by the Cabinet of Ministers of Ukraine, with the aim of establishing the compliance of the quality of training of specialists with higher education standards.

- **qualification work** – a means of diagnosing the degree of competence in solving typical tasks in accordance with the requirements of higher education standards.

- **comprehensive (qualification) exam** – a form of final assessment of the learning outcomes of higher education applicants, which they must demonstrate to confirm that they have acquired the competencies defined by the higher education standard and the educational program.

- **a review** is a critical response to the work of a higher education applicant, provided by highly qualified specialists from industrial, scientific, and design organizations, scientific-pedagogical (scientific) staff of higher military educational institutions who do not work at the Academy or work in other structural units of the Academy and contains an assessment of the work according to the accepted knowledge assessment scale.

#### **1.4. General requirements for the organization of certification of higher education applicants**

Certification of higher education applicants is carried out after the completion and assimilation of the educational programme for training military specialists of the corresponding level of higher education. Higher education applicants who have successfully completed the educational programme for training specialists of the corresponding level of higher education in their specialty are admitted to certification.

The results of the certification of higher education applicants are an indicator of the Academy's performance in fulfilling the state order for the training of military specialists for the Armed Forces of Ukraine and other military formations established in accordance with the laws of Ukraine.

The completion of qualification work and preparation for certification exams (EDKI, comprehensive qualification exams) are the final stages of training for higher education applicants and are aimed at systematizing, consolidating, and expanding theoretical knowledge, practical skills, and abilities, as well as determining the ability of graduates to solve professional tasks.

Preparation for certification is carried out by HE applicants independently under the guidance of scientific and pedagogical (scientific) staff of the relevant departments (faculties). They are provided with workplaces, equipment, and materials necessary for preparation, performing calculations and graphic work, drawing, conducting experiments, and formatting work (projects), as well as conditions for publishing research results.

Lists of higher education applicants admitted to certification are announced by order of the commandant of the Academy.

The certification of applicants for higher education in all accredited educational programmes for military specialists and forms of education (full-time, part-time) at the Academy is carried out by the same Examination Commission.

In cases where a state of martial law and/or a state of emergency and/or quarantine restrictions, as well as other legal restrictions, are introduced in the country, part-time students may be assessed using distance learning technologies.

The commandant of the Academy shall report to the commander of training – the deputy commander of the Land Forces of the Armed Forces of Ukraine – on the start and end of the EC's work.

## **2. TERM OF OFFICE AND TASKS OF THE EC**

### **2.1. Term of office of the EC**

The dates of the assessment are determined by the curricula. The term of authority of the EC is one calendar year.

After the completion of the certification, based on the results of the certification, by decision of the EC, applicants for higher education are awarded the appropriate degree of higher education (bachelor's, master's), assigned the appropriate professional qualification and issued the appropriate document of higher education.

The Department of Military Education and Science of the Ministry of Defence of Ukraine is responsible for forming the composition of the EC, organising methodological support for its work and monitoring its activities.

## **2.2. Tasks of the EC**

The tasks of the EC are:

comprehensive verification and assessment of the level of theoretical and practical training of HE applicants, establishing its compliance with the requirements of higher education standards and professional standards (if any) for the relevant specialities;

determining the actual compliance and quality of training of HE applicants with the requirements for military specialists, as defined by higher education standards and professional standards (if any) for the relevant specialities;

making a decision on awarding applicants who have successfully completed the training programme for military specialists of the relevant level of higher education with a professional qualification and issuing a document of higher education (diploma, diploma with honours); awarding gold medals 'For High Achievements in Education' and entering the names of graduates on the Military Academy's Honour Board;

making proposals for improving the educational process and the quality of training of specialists at the Academy.

## **3. FORMS OF CERTIFICATION OF HIGHER EDUCATION APPLICANTS**

### **3.1 Forms of assessment of higher education applicants at the first (bachelor's) level of higher education**

The forms of assessment of higher education applicants at the first (bachelor's) level of higher education, which are determined by higher education standards for the relevant specialities, at the first (bachelor's) level of higher education are: public defence of a bachelor's qualification work and/or an attestation exam (EDKI, comprehensive qualification exam) and a comprehensive exam in physical education and special physical training.

The bachelor's qualification work must contain a mechanism, ways, and methods for solving current military-scientific, military-technical, service, or scientific-methodological tasks related to the analysis (synthesis), modelling, research of processes (phenomena), objects, systems in the field of combat use, management and support of troops (forces) by type of support.

When developing a bachelor's thesis, the HEI applicant must comply with the requirements for academic integrity. No later than 3 weeks before the defence of the bachelor's thesis, the HEI applicant is required to submit an explanatory note to the responsible person for checking the bachelor's thesis for academic plagiarism. Based on the results of the check, the responsible person issues a certificate of verification of the bachelor's thesis for plagiarism (Appendix 1). The bachelor's thesis must not contain academic plagiarism, including textual borrowings.

Theses that do not contain restricted information are published in the Academy's repository of academic texts or on the Academy's official website. The decision to publish such theses is made by the EC in compliance with the requirements of Ukrainian legislation in the field of state secrecy and

protection of other restricted information, after an expert assessment of bachelor's theses for the presence of information constituting state secrets and restricted information.

The bachelor's qualification work is presented in the form of an explanatory (calculational and explanatory) note (textual part) with the addition of calculational and graphic materials, diagrams, drawings, tables, illustrations, etc.

The certification exam (EDKI, comprehensive qualification exam) is conducted in accordance with the approved programme in order to verify the compliance of the learning outcomes of higher education applicants with the requirements of higher education standards for the relevant specialities and educational programmes.

### **3.2. Forms of assessment of higher education applicants at the second (master's) level of higher education**

The forms of assessment of higher education applicants at the second (master's) level of higher education, which are determined by higher education standards for the relevant specialities, are: public defence of a master's thesis and/or a qualification examination (EDKI, comprehensive qualification examination) and a comprehensive examination in physical education and special physical training.

The master's thesis should involve solving a scientific research problem or practical problem characterised by uncertainty of conditions and requirements and requiring research and/or innovation in the field of military sciences, in matters of combat use, management and comprehensive support of units (military units) of the branches of the Armed Forces of Ukraine and other military formations and law enforcement agencies during their joint performance of tasks in operations of troop (force) groupings in the course of their deployment as part of inter-service military command bodies using military science methods.

When developing a master's thesis, the HEI applicant must comply with the requirements for academic integrity. No later than 3 weeks before the defence of the master's thesis, the HEI applicant is required to provide an explanatory note to the responsible person for checking the master's thesis for academic plagiarism. Based on the results of the check, the responsible person issues a certificate of verification of the master's thesis for plagiarism (Appendix 1). The master's thesis must not contain academic plagiarism, fabrication or falsification.

Theses that do not contain restricted information are published in the Academy's repository of academic texts or on the Academy's official website. The decision to publish such theses is made by the EC in compliance with the requirements of Ukrainian legislation in the field of state secrecy and protection of other restricted information, after an expert assessment of the master's theses for the presence of information constituting state secrets and restricted information.

The master's qualification work must be accompanied by materials that characterize the scientific and practical value of the work performed, namely: printed articles, methodological developments, presentations at seminars (conferences), etc.

The certification exam (EDKI, comprehensive qualification exam) is conducted in accordance with the approved programme in order to verify the compliance of the learning outcomes of higher education applicants with the requirements of higher education standards for the relevant specialities and educational programmes.

### **3.3. Additional forms of certification and assessment of the physical fitness level of higher education applicants**

The Academy has the right to introduce additional forms of certification of higher education applicants, independently determining the list of disciplines, practices and other types of educational activities necessary to acquire the competencies specified by higher education standards and

professional standards (if any). The list of competencies and learning outcomes provided in the standards is not exhaustive.

When developing educational programmes, the Academy may specify additional competencies and programme learning outcomes in accordance with higher education standards (professional standards).

The verification and assessment of the physical fitness level of HE applicants is carried out in accordance with the requirements of the Instructions on Physical Training in the System of the Ministry of Defence of Ukraine, approved by Order of the Ministry of Defence of Ukraine No. 225 of 5 August 2021, registered with the Ministry of Justice of Ukraine on 1 October 2021 No. 1289/36911, according to two indicators: the level of personal physical readiness (preparedness) and the level of methodological preparedness.

#### **4. TOPICS AND TASKS, REVIEW AND PROCEDURE FOR ADMITTING APPLICANTS TO DEFEND THEIR QUALIFICATION WORKS**

##### **4.1. Topics and tasks of qualification works**

The topics of qualification works are formed in departments based on proposals from officials of military management bodies, structural units of the Ministry of Defence of Ukraine, the General Staff of the Armed Forces of Ukraine, and customers for the training of military specialists.

Applicants for higher education are given the right to propose their own topic for a qualification work with convincing arguments regarding its relevance.

The list of topics for qualification works is agreed with the customer for the training of military specialists and approved by the commandant of the Academy.

Assignments for qualification works are issued to applicants no later than three months before the start date specified in the curriculum.

By order of the commandant of the Academy, upon the recommendation of the heads (deans) of departments, each HE applicant is assigned a supervisor for their bachelor's (master's) qualification work from among the management, scientific and pedagogical (scientific) staff of the Academy. For the high-quality development of qualification works and their preparation for defence, each HE applicant, with the help of the appointed supervisor (scientific supervisor) of the work, draws up an individual plan for its development, which is approved by the head (deputy head) of the department.

##### **4.2. Reviewing qualification works**

Completed qualification works with a review from the supervisor (academic supervisor) are submitted for review. Review of qualification works is carried out by scientific and pedagogical (scientific) staff of the Academy who are not members of the department (subdivision) where the work was completed, or by specialists from other military higher education institutions, higher education institutions, military command bodies, military units (ships), institutions, enterprises and organisations who are experienced specialists in the relevant specialities (specialisations) of military specialist training.

The reviewer cannot be an employee of the department (subdivision) from which the scientific supervisor is appointed. The composition of reviewers of qualification works is determined on the basis of proposals from departments and announced by order of the commandant of the Academy no later than two weeks before the start of the certification of higher education applicants.

The candidate for a higher education degree must be familiarised with the content of the review no later than one day before the date of the defence of the qualification work. No changes may be made to the qualification work after familiarisation with the review.

### **4.3. Procedure for admitting candidates for higher education to the defence of qualification works**

The defence of the qualification work characterises the level of theoretical preparedness of the candidate for higher education, his ability to systematise scientific information, analyse current problems in the relevant field of training, and develop practical recommendations for the activities of the armed forces (forces) on this basis.

By decision of the head (chair) of the relevant department, candidates for higher education who have received positive feedback from their supervisors (academic supervisors) and reviewers for their work are admitted to the defence of their qualification works.

If the head (chair) of the department does not consider it possible to admit the candidate to the defence, this issue is considered at a meeting of the department and the academic council of the faculty with the participation of the candidate and his supervisor (scientific supervisor). The relevant decision of the head (chair) of the department is approved by order of the commandant of the Academy.

## **5. CERTIFICATION EXAM (EDKI, COMPREHENSIVE QUALIFICATION EXAM)**

### **5.1. Procedure for conducting the certification exam (EDKI, comprehensive qualification exam)**

The certification exam (EDKI, comprehensive qualification exam) with separate testing of the level of theoretical knowledge and practical preparedness of higher education applicants is conducted over one to two days, and in some cases over three days. In this case, no additional time is allocated for preparation for the second or third days.

The comprehensive qualification examination is conducted according to a programme that contains the most important, generalised questions from several programmes of academic disciplines of professional (professionally-oriented) training in the relevant speciality (specialisation).

The EDP for the certification of HE applicants is conducted in accordance with the specialities and in the order determined by the Cabinet of Ministers of Ukraine, according to a programme that contains the most significant, generalised questions from several programmes of academic disciplines of professional (professionally-oriented) training, corresponding to the speciality (specialisation).

The ECE is a mandatory component of the individual study plan of a higher education applicant. In accordance with the programme, the ECE is conducted in the form of external independent assessment or in other forms: test tasks, tasks with detailed answers, situational tasks, etc. Successful completion of the ECE is the basis for the award of professional qualifications.

### **5.2. Comprehensive qualification examination programme**

The comprehensive qualification examination programme includes:

the name of the programme, the level (degree) of education for the certification of HE applicants, the field of knowledge, the specialisation, and the OP for which the comprehensive qualification examination is conducted;

the objectives and content of the programme, which cover the issues of the relevant programmes of academic disciplines of professional training in the relevant speciality (specialisation);

the programme learning outcomes;  
the form of the comprehensive qualification examination (oral, written, over one or two days, a combination of oral and written answers, answers to tests (tickets) and comprehensive control tasks, etc.);

uniform requirements for assessing the knowledge, skills and abilities of HE applicants.

The comprehensive qualification examination programme is developed by the relevant departments of the Academy under the guidance of the deputy commandant of the faculty for educational and scientific work – the commandant of the educational section and the educational department of the Academy separately for each speciality (specialisation) of specialist training, signed by the head (head) of the department, agreed upon by the deputy commandant of the Academy for educational work and the customer for the training of military specialists, and approved by the commandant of the Academy.

The comprehensive qualification examination programme is communicated to HE applicants one semester before the start of the certification process.

### **5.3. Guiding documents for conducting the EDP**

EDP programmes for the certification of military specialists are approved by orders of the Ministry of Defence of Ukraine (joint orders of the Ministry of Defence of Ukraine and other ministries, if the training of military specialists is carried out according to uniform standards of higher education and the same specialities).

EDKI programmes are published and communicated to HE applicants subject to certification no later than six months before the EDKI (except for information with restricted access) and consist of the following components:

the name of the EIT programme, the level (degree) of education for the certification of higher education applicants, the field of knowledge and the speciality for which the EIT is conducted;

introduction;

cognitive levels;

generalised and detailed structure of the EDE;

organisational and methodological guidelines for the preparation and conduct of the EDE; criteria for assessing the results of the EDE.

The EDE programme defines general and specific criteria for assessing the knowledge, skills and competences acquired by HE applicants.

The assessment criteria should allow for a realistic and unbiased evaluation of the degree and quality of learning outcomes, the readiness of higher education applicants for practical work, and serve as a basis for awarding the appropriate qualification.

In accordance with the EDI programme, higher education standards, professional standards, and separately for each OP for training specialists, instructions for conducting the EDI are developed.

The instructions for conducting the EDI are developed by the relevant departments together with the departments involved in conducting the EDI, under the guidance of the deputy commandant of the faculty for educational and scientific work – the head of the educational unit and the educational department of the Academy, signed by the heads (deans) of the relevant departments, agreed upon by the deputy commandant of the Academy for educational work and the customer for the training of military specialists, and approved by the commandant of the Academy.

The instructions for conducting the EITC consist of two parts:

the integrated general military test component of the EITC (part 1);

the structured military-professional and military-special practical component (part 2).

The integrated general military test component of the EDPT (part 1) and the structured military-professional and military-special practical component (part 2) include:

the name of the EDPT, the level (degree) of education for the certification of higher education applicants, the field of knowledge, speciality, OP for which the EDP is conducted, EDP component, part of the instruction;

the target orientation and content of the EDP components that reveal the issues of the relevant programmes of academic disciplines of professional training in the relevant speciality (specialisation);  
program learning outcomes for each component of the EITC;

the procedure for conducting the EITC component (tests, oral, written, a combination of oral and written answers, answers to tickets and comprehensive control tasks, etc.);

uniform requirements for assessing the knowledge, skills and abilities of HE applicants when taking the EITC component.

An appendix to each part of the instructions for conducting the EIT is the answers to the exam tickets (tests, comprehensive control tasks).

## **6. FEATURES OF THE CERTIFICATION OF HIGHER EDUCATION APPLICANTS WHO ARE STUDYING PART-TIME USING DISTANCE LEARNING TECHNOLOGIES**

### **6.1. Organisation of the assessment of HE applicants studying part-time using distance learning technologies**

The decision to conduct the assessment of HE applicants studying part-time using distance learning technologies is made by the academic council of the Academy one semester before the start of the assessment.

Higher education applicants who study part-time and have valid reasons for being unable to attend the Academy during the work of the assessment committee shall, in the last semester of study, send a report to the commandant of the Academy requesting that they be admitted to assessment using distance learning technologies. The report must indicate objective reasons (confirmed by relevant documents) that make it impossible for the higher education applicant to come to the Academy during the period of certification of graduates.

If the reason is not objective or there are no supporting documents, the Academy has the right to refuse to admit the HE applicant to the certification using distance learning technologies. In this case, the HE applicant is obliged to arrive at the Academy on the specified date for certification.

Lists of applicants admitted to the assessment using distance learning technologies are announced by order of the commandant of the Academy.

The Academy informs applicants who are studying part-time about the form of their admission to the assessment and the procedure for conducting the final assessment using modern communication technologies.

The schedule of examinations and defence of qualification works shall indicate separately the conduct of certification examinations (EDKI, comprehensive qualification examinations) and the defence of qualification works using distance learning technologies. It also specifies the additional time for taking the certification exam (EDKI, comprehensive qualification exams) and defending qualification works by those students who encountered technical difficulties during their first attempt.

In the event of force majeure circumstances arising during the certification exam (EDKI, comprehensive qualification exam) or the defence of qualification works, the HE applicant must immediately notify the examination subcommittee or other responsible person of these circumstances using the specified communication channel (telephone, messenger, etc.) with mandatory photo or video recording of the status of the tasks and objective factors preventing their completion. In these circumstances, the retake (completion) of the certification exam (EDKI, comprehensive qualification

exam) or the defence of the qualification work will take place at an additional time specified in the schedule of exams and defence of qualification works.

The organisation of the use of distance learning technologies during the preparation and conduct of the certification of HE applicants studying part-time is the responsibility of the relevant structural unit of the Academy.

## **6.2. Features of conducting certification examinations (EDKI, comprehensive qualification examinations) using distance learning technologies**

The method and stages of taking certification exams (EDKI, comprehensive qualification exams) are determined taking into account technical and communication capabilities, but must be conducted in synchronous mode (video conference format) and with mandatory authentication of the higher education applicant.

Information about the content and structure of the tasks included in the certification exam (EQI, comprehensive qualification exam) using distance learning technologies is communicated to higher education applicants one semester before the certification. If the list of questions for the certification exam (EDKI, comprehensive qualification exam) is communicated to HE applicants in advance, in order to avoid premature preparation of answers, the procedure for conducting the certification exam (EDKI, comprehensive qualification exam) shall provide for the completion of an additional task, which HE applicants shall be informed of during the certification exam (EDKI, comprehensive qualification exam).

A mandatory condition for conducting the certification exam (EDKI, comprehensive qualification exam) using remote technologies is to ensure that HE applicants can choose their tickets (tasks).

The certification of HE applicants in the form of a certification exam (EDKI, comprehensive qualification exam) in a remote mode includes a written and/or oral component.

The exam task may consist of:

- a set of practical situations (stereotypical, diagnostic and heuristic tasks) that involve solving typical professional tasks of a specialist in the workplace and allow diagnosing the acquired competences of HE applicants, the level of theoretical knowledge and practical preparedness of HE applicants obtained during their studies;
- test questions with an activated option for automatic selection of random test questions from the test database for each HE applicant, as well as shuffling of the proposed answer options;
- creative tasks and experimental situations, the solution of which requires the HE applicant to have comprehensive knowledge in their specialisation;
- other tasks that can demonstrate the level of learning outcomes achieved, which are verified by the attestation exam (EDKI, comprehensive qualification exam).

## **6.3. Features of defending qualification works using distance learning technologies**

Works that do not contain restricted information are allowed to be defended using distance learning technologies.

The defence of qualification works using distance learning technologies must be conducted in synchronous mode (video conference format), with mandatory authentication of the higher education applicant and mandatory digital video recording. For identification purposes, the higher education applicant shall present the original identity document.

A digital recording of the qualification work defence process must be stored in the academic section of the faculty or department where the higher education applicant studied for at least one year.

The room shall be prepared before the start of the defence procedure. The higher education applicant shall be alone in the room. Electronic devices, except those used directly for the defence, shall be absent. If necessary, the higher education applicant shall demonstrate online the room in which he or she is located during the event. If any foreign objects are found, they must be removed from the room. Failure to comply with these requirements will result in the defence being terminated. During the defence of the qualification work, the candidate must not leave the webcam's field of view and is prohibited from involving third parties and/or providing access to electronic devices to unauthorised persons.

A paper copy of the qualification work, signed by the applicant, must be available to the examination subcommittee at the time of the defence.

Instead of a paper copy of the qualification work, the HE applicant may send an electronic copy certified by his/her personal qualified electronic signature. The examination subcommittee shall verify such electronic signature. A candidate who has sent an electronic copy must provide a paper copy, prepared in accordance with the applicable requirements, as soon as possible, but no later than the deadline for the completion of the certification of graduates. Electronic and paper copies have equal validity and are stored together in accordance with the applicable requirements for the storage of qualification works.

Before the start of the defence of the qualification work sent in electronic form, the secretary of the examination subcommittee shall ask the applicant whether he/she confirms the sending of the qualification work (specifying the topic, volume, date of sending) to the Academy's e-mail address. If confirmed, which is recorded on video and noted in the minutes of the examination committee meeting, the defence procedure begins.

During the defence of their qualification work, applicants demonstrate their presentation via screen sharing, give a report (presentation) in front of the camera to the members of the subcommittee, and answer oral questions from the members of the subcommittee.

## **7. PROCEDURE FOR FORMING THE COMPOSITION OF THE EC, POWERS AND DUTIES OF EC OFFICIALS**

### **7.1. Procedure for forming the composition of the EC**

The EC consists of: the chair and his/her deputy (deputies), the secretary, the chairs of the subcommittees and the members of the EC. The Examination Commission consists of subcommittees, each of which includes the chair of the subcommittee and 2-3 members.

The chairperson of the EC and his/her deputy (deputies) are appointed by order of the Ministry of Defence of Ukraine. The chairperson of the EC is appointed from among the heads of structural units of the Ministry of Defence of Ukraine, the General Staff of the Armed Forces of Ukraine and other military command bodies that are customers for the training of military specialists.

The deputy chairpersons of the EC are appointed from among representatives of structural units of the Ministry of Defence of Ukraine, the General Staff of the Armed Forces of Ukraine and other military command bodies that are customers for the training of military specialists.

The same official may be appointed as chairperson or deputy chairperson of the EC for no more than three consecutive years.

The secretary of the EC and the chairpersons of the EC subcommittees (including those from other military command bodies, military units, institutions and organisations that are not customers for the training of military specialists) for the certification of Academy applicants are appointed by order of the Commander-in-Chief of the Armed Forces of Ukraine.

Members of the EC who are military personnel or employees of the Academy shall be appointed by order of the commandant of the Academy.

The chairpersons of the EC subcommittees shall be appointed from among the officials of the structural units of the Ministry of Defence of Ukraine, the General Staff of the Armed Forces of Ukraine and military command bodies that are customers for the training of military specialists, as well as representatives of military command bodies and military units who hold positions not lower than deputy commander (chief of service) of a military unit and are specialists in the relevant field (specialisation) of training.

Members of the EC subcommittees are appointed from among scientists and highly qualified specialists from among the scientific and pedagogical (scientific) staff of the relevant and other departments of the Academy who train military specialists in the relevant or related specialty (specialisation), as well as from among scientific and pedagogical (scientific) staff who are specialists in the relevant or related specialty (specialisation).

The number of scientific and pedagogical (scientific) workers involved in the work of the EC subcommittees from other military higher educational institutions, higher educational institutions and representatives of the customer for the training of military specialists shall be at least 10% of the total number of subcommittee members.

The commandant of the Academy's training department or his/her deputy shall be appointed as the secretary of the EC.

No later than 60 days before the certification of applicants for higher education, proposals for the chairpersons of the EC subcommittees, officials of the subcommittees, secretary of the EC, subordinate to the military command bodies of the Armed Forces of Ukraine (including other military command bodies, military units, institutions and organisations that are not customers for the training of military specialists).

Lists of selected candidates are submitted in the following format: military rank, surname, first name and patronymic (if any), position in the staff and position in the EC, name of the military educational institution, contact telephone number.

The total number of EC subcommittees and their membership are determined depending on the number of training programmes for military specialists of the relevant level of education and the number of applicants undergoing certification at the Academy.

The subcommittee of the EC accepts exams and conducts the defence of qualification works of applicants for higher education who have been trained in one educational programme for military specialists of the corresponding level of education.

If there are only a few applicants who have been trained in the relevant specialty (specialisation), joint subcommittees are created for several related specialties (specialisations).

In order to perform the tasks of preparing the subcommittees' documents and organising their storage, the commandant of the Academy appoints subcommittee secretaries who are not members of the EC.

## **7.2. Powers and duties of EC officials**

### **7.2.1. Powers and duties of the EC chair**

The EC chair is responsible for ensuring compliance with the procedure for assessing applicants to the Academy.

The chair of the EC is obliged to:

be familiar with the requirements of regulatory and legal acts and documents governing the organisation of the Academy's educational process;  
familiarise themselves with the report on the results of the EC's work in the previous year and the Academy's activities to eliminate shortcomings and implement the EC's recommendations;

inform the members of the Examination Commission of the requirements of regulatory and legal acts regarding the certification of higher education applicants: the forms of conducting examinations and defending qualification works, uniform requirements for assessing the knowledge, skills and abilities of higher education applicants, criteria for assessing qualification works, etc.;

ensure the work of the EC in accordance with the approved schedule and timetable for examinations and defence of qualification works;

manage the work of the EC;

participate in the work of subcommittees, including those conducting the certification of HE applicants who are candidates for the gold medal 'For High Achievements in Education';

hear reports from the heads of subcommittees and approve the minutes on the results of examinations and defence of qualification works for the current day;

supervise the work of the EC secretary in preparing the necessary documents before the commission begins its work and in drawing up the minutes;

sign decisions on awarding higher education degrees and professional qualifications to applicants who have successfully passed the assessment, issuing them diplomas, awarding them gold medals 'For High Achievements in Education' and entering them on the Academy's Honour Board;

considering applications or complaints from applicants for higher education regarding the taking of examinations, the defence of qualification works and making appropriate decisions;

approving the report on the results of the EC's work and the EC's decisions after their discussion.

### **7.2.2. Powers and duties of the deputy chair of the EC**

The Deputy Chair of the EC is responsible for organising the work of the EC and ensuring compliance with the procedure for certifying applicants for higher education at the Academy.

The Deputy Chair of the EC is obliged to:

manage the work of the EC on behalf of the Chair of the EC;

be familiar with the requirements of regulatory and legal acts and documents on the organisation of the educational process at the Academy;

organise the work of the EC to check and assess the theoretical knowledge and practical preparedness of applicants for higher education at the Academy in order to establish their compliance with the requirements of higher education standards, the OP for training military specialists, and the curricula and programmes of academic disciplines in the speciality (specialisation);

familiarise themselves with the requirements of regulatory and legal acts regarding the certification of applicants for higher education at the Academy: the form of conducting examinations and defending qualification works, uniform requirements for assessing the knowledge, skills and abilities of applicants for higher education, criteria for assessing qualification works, etc.;

monitor the implementation of the EC's work schedule, examination schedule and defence of qualification works;

at the request of the chair of the EC, participate in the work of the EC subcommittees;

manage the work on the draft decision of the EC, the report on the certification of applicants for higher education at the Academy.

### **7.2.3. Powers and duties of the chair of the EC subcommittee**

The chair of the EC subcommittee is responsible for assessing the quality of preparation and compliance with the procedure for certifying applicants for higher education at the Academy in the relevant subcommittee.

The chair of the EC subcommittee is obliged to:

manage the work of the EC subcommittee;

be familiar with the requirements of regulatory and legal acts and documents on the organisation of the educational process at the Academy, the content of the educational programme for training military specialists of the relevant level of education, the curriculum and programmes of academic disciplines in the speciality (specialisation) for which the Academy's applicants are being certified;

be familiar with the requirements of regulatory and legal acts regarding the certification of applicants for higher education at the Academy: the forms of conducting examinations and defending qualification works, uniform requirements for assessing the knowledge, skills and abilities of applicants for higher education, criteria for assessing qualification works;

objectively assess the knowledge and skills of HE applicants within the limits defined by the relevant higher education standards (professional standards), in accordance with the requirements of regulatory and legal acts regarding the certification of HE applicants at the Academy;

be present at examinations and the defence of qualification works, at meetings of the subcommittee during the discussion of the results of certification and the awarding of grades, the resolution of issues regarding the awarding of the relevant degree of higher education and professional qualification, and the decision to issue diplomas;

prepare proposals for further improvement of the educational process and improvement of the quality of training of military specialists at the Academy in the relevant specialities (specialisations) of training of military specialists;

ensure compliance with the requirements for the protection of state secrets and other information with limited access during the examination and defence of qualification works by applicants for higher education at the Academy;

daily, after the approval by the chair of the EC of the protocols for taking exams and defending qualification works, personally provide the secretary of the EC with the results of exams, defence of qualification works, proposals on positive experience and comments for the formation of a report on the work of the examination commission.

#### **7.2.4. Powers and duties of the secretary of the EC**

The secretary of the EC is responsible for the timely execution of the instructions of the chair and deputy chair of the EC regarding the organisation of the EC's work.

The secretary of the EC is obliged to:

be familiar with the requirements of regulatory and legal acts and documents on the organisation of the Academy's educational process;

on behalf of the chair of the EC, monitor the timely implementation of the EC's work plan;

organise and ensure the holding of organisational and final meetings of the EC;

timely communicate the orders of the chair of the EC to the chairs of the EC subcommittees;

organise the work of the secretaries of the examination subcommittees;

monitor the implementation of the certification schedule;

prepare a draft decision of the EC and a report on the certification of applicants for higher education at the Academy;

summarise proposals for further improvement of the educational process and the quality of training of military specialists at the Academy in the relevant specialities (specialisations) provided by the chairpersons of the subcommittees.

### **7.2.5. Powers and duties of an EC member**

An EC member is responsible for objectively assessing the quality of preparation of applicants to the Academy.

A member of the EC is obliged to:

be familiar with the requirements of regulatory documents on the organisation of the educational process at the Academy, the content of the educational programme for training military specialists of the relevant level of education, the curriculum and programmes of academic disciplines in the speciality (specialisation) in which the Academy's applicants are assessed;

be familiar with the requirements of regulatory and legal acts regarding the certification of applicants for higher education at the Academy: the form of conducting examinations and defending qualification works, uniform requirements for assessing the knowledge, skills and abilities of applicants for higher education at the Academy, and criteria for assessing qualification works;

objectively assess the knowledge and skills of military specialists within the limits defined by higher education standards (professional standards) and in accordance with the requirements of regulatory and legal acts regarding the certification of Academy applicants;

be present at examinations and/or the defence of qualification works, at subcommittee meetings during the discussion of examination results and the awarding of grades, the resolution of issues concerning the awarding of the appropriate degree of higher education and professional qualification, and the decision to issue diplomas;

prepare proposals for further improvement of the educational process and improvement of the quality of training of military specialists at the Academy in the relevant specialty (specialisation) of training of military specialists;

ensure compliance with the requirements for the protection of state secrets and other information with limited access during the examination and defence of qualification works by applicants for higher education at the Academy.

## **8. WORK OF THE EC BEFORE THE START OF THE CERTIFICATION OF HIGHER EDUCATION APPLICANTS AT THE ACADEMY**

### **8.1. Guiding documents submitted to the EC before the start of the certification of higher education applicants at the Academy**

The EC begins its work at the Academy two days before the start of the certification of higher education applicants.

In order to study the state of affairs regarding the organisation of the educational process by the Academy's command, the heads (chiefs) of structural units provide the EC with the following documents:

- copies of licences to provide educational services and certificates of accreditation of educational programmes (specialities) for the training of graduates (on the websites of state bodies responsible for education management);

- educational programmes for training military specialists of the appropriate level of education;

- curricula and work programmes for academic disciplines;

- order of the commandant of the Academy on the admission of higher education applicants to certification. The order includes graduates who have fulfilled the requirements of the OP for training military specialists of the relevant level of education and the curriculum, as well as persons admitted to retake exams and defend their qualification works;

- order of the commandant of the Academy on the appointment of officials who are military personnel or employees of the Academy to the EC;

- the schedule for the certification of higher education applicants, signed by the head of the training department, agreed with the deputy commandant of the Academy for training and approved by the commandant of the Academy;
  - examination materials: (examination tests (tickets), comprehensive qualification tasks, etc.), developed in accordance with the programme and instructions of the EDE (comprehensive qualification examination programme);
  - service characteristics and service cards for each graduate;
  - EC report on the certification of last year's HE applicants, acts, orders of the relevant heads based on the results of checks (inspections), conclusions of the accreditation expertise (check) of educational activities, analytical materials on the admission and graduation of HE applicants to the Academy;
  - study cards and a summary report for each higher education applicant of the Academy.
- The summary report is signed by the head of the specialist training faculty and contains grades that are entered in the appendix to the diploma.

## **8.2. Responsibilities of the chair of the EC prior to the certification of applicants to the Academy**

During this period, the chair of the EC holds an instructional meeting with the chairs of the subcommittees and other members of the EC and an organisational meeting of the EC, at which the composition of the EC is presented to the command of the Academy, faculties, commanders of graduate units, heads of departments, divisions, services, and hears a report from the commandant of the Academy on the implementation of the educational programme for training military specialists of the corresponding level of education, the Academy's readiness for certification, as well as reports from the heads of faculties on the quality and degree of preparedness of higher education applicants to perform their duties according to their official appointments.

The chair of the EC reviews and approves:

- the EC's work schedule;
- examination papers (options for comprehensive tasks, test tasks for certification examinations (EDKI, comprehensive qualification examinations);
- a list of visual aids and reference materials that applicants for higher education are allowed to use during examinations.

The content of examination papers (comprehensive and qualification tasks) must comply with the EDE programme and instructions (comprehensive qualification examination programme). The number of sets of examination papers (comprehensive qualification tasks) corresponds to the number of study subgroups taking the certification examination (EDKI, comprehensive qualification examinations).

For the certification exam (EDKI (comprehensive qualification exam) with separate testing of theoretical knowledge and practical skills, separate sets of tasks (tickets) are developed for the theoretical and practical parts of the certification exam (EDKI, comprehensive qualification exam).

The number of tasks (tickets, test options) in each set must exceed the number of HE applicants in the study subgroup by 15%.

Before the start of the certification exams (EDKI, comprehensive qualification exams) and the defence of qualification works, the chair of the EC:

- informs the members of the EC of the uniform requirements for assessing the theoretical knowledge and practical skills of HE applicants during the certification exam (EDKI, comprehensive qualification exam), the criteria for assessing the defence of qualification works;

- determines the compliance of HE applicants with the established requirements for awarding the gold medal 'For High Achievements in Education';

organises the work of the heads of subcommissions on the preliminary study of qualification works;

sets tasks for the heads of subcommittees regarding the systematic daily accumulation and summarisation of material for the preparation of the EC's work report, determines the timing and procedure for reporting on the results of current work to the head of the EC;

determines the time for receiving HE applicants and scientific and pedagogical (scientific) employees of the Academy on personal matters;

introduces the heads of the EC subcommittees to applicants for higher education and scientific and pedagogical (scientific) staff of the Academy.

### **8.3. Responsibilities of the deputy (deputies) chair of the EC and chairs of subcommittees prior to the start of the certification of applicants for higher education at the Academy**

The deputy (deputies) chair of the EC and chairs of subcommittees review the summary information, academic and service records of applicants for higher education.

If the academic record of an applicant contains several exam grades for one academic discipline, the weighted average grade rounded to the nearest whole number is entered in the diploma supplement.

## **9. WORK OF THE EC DURING THE CONDUCT OF CERTIFICATION EXAMS (EDC, COMPREHENSIVE QUALIFICATION EXAMS) AND DEFENCE OF QUALIFICATION WORKS**

### **9.1. Schedule of examinations and defence of qualification works**

The schedule of examinations and defence of qualification works is drawn up by the academic department of the Academy, signed by the head of the academic department, agreed upon by the deputy commandant of the Academy for academic work, approved by the commandant of the Academy and communicated to the applicants no later than one month before the start of the certification.

The schedule should allow up to 3 days for preparation for each exam, except for the comprehensive exam in physical education and special physical training, for which no preparation time is provided.

It is advisable to plan the following for one meeting of the Examination Commission:

defence of bachelor's qualification works – up to 10 HE applicants;

defence of master's theses – up to 5 HE applicants;

for oral certification exams (EDKI, comprehensive qualification exam) – no more than 15 HE applicants.

If there are a large number of HE applicants, the study group in which the certification is conducted is divided into the appropriate number of study subgroups for the examination.

The duration of certification examinations (EDKI, comprehensive qualification examinations) and the defence of qualification works should not exceed 6 academic hours per day.

### **9.2. Taking certification exams (EDKI, comprehensive qualification exams) and defending qualification works**

Certification examinations (EDKI, comprehensive qualification examinations) and the defence of qualification works are conducted at a meeting of the examination subcommittee, with the participation of at least half of its members and the mandatory presence of the subcommittee chair.

The following may also be present: the supervisor of the qualification work, representatives of the customer for the training of military specialists, scientific and pedagogical (scientific) workers, and other members of the management team. With the permission of the chair of the EC or his/her deputy, candidates for higher education may be present during the certification examinations (EDKI, comprehensive qualification examinations) or the defence of qualification works.

### **9.3. Procedure for the defence of qualification works**

When organising the defence of qualification works, no later than one day before the defence, the following shall be submitted to the EC through the secretary of the subcommittee for preliminary review:

- qualification works with written comments from supervisors on their performance;
- reviews of the completed qualification work;
- materials characterising the scientific and practical value of the completed qualification work (patents and applications for inventions, printed articles, documents attesting to the practical use of the results of the work, models, if available);
- certificates of verification of qualification works for plagiarism;
- acts of the expert commission on the assessment of qualification works for the absence (presence) of information constituting state secrets and information with limited access.

The following documents are also submitted to the examination subcommittee:

- a list of persons who will defend their qualification work;
- educational and service cards of each graduate;
- methodological recommendations for the defence of bachelor's (master's) qualification work.

The members of the subcommittee study the qualification work submitted for defence and carry out a preliminary assessment of its quality.

The defence of qualification works containing information with restricted access is carried out in compliance with the requirements of the legislation in the field of state secrecy protection.

### **9.4. Procedure for taking certification examinations (EDKI, comprehensive qualification examinations)**

When taking certification exams (EDKI, comprehensive qualification exams), the following documents shall be submitted to the subcommittee:

- EDKI programme and instructions or comprehensive qualification exam programme;
- list of persons taking the certification exam (EDKI, comprehensive qualification exam);
- educational and service cards of each graduate;
- a set of examination papers, tests or task options;
- a list of visual aids and reference materials intended for use by students during preparation and answering questions on the examination paper, including technical and didactic aids and laboratory equipment.

The level of practical preparedness of higher education applicants in tactical training is checked in accordance with the requirements of the certification exam programme (EDKI, comprehensive qualification exam) by solving tactical and tactical-special tasks (comprehensive qualification or situational tasks) related to the organisation, conduct and support of combat operations, as a rule, in the field, at command posts (control points) using standard means of control, communication, as well as weapons and military equipment.

Based on the results of the certification exam (EDKI, comprehensive qualification exam) with separate testing of theoretical knowledge and practical preparedness of applicants, a general assessment is given.

In addition to the members of the EC, the following persons may be present at the certification exam (EDKI, comprehensive qualification exam): the Academy's management, the commandant of the Academy or his representatives, representatives of the customer for the training of military specialists in the relevant specialities (specialisations).

Other persons may be present with the permission of the chair of the EC or his/her deputy.

### **9.5. Assessment of the knowledge of HE applicants during the defence of qualification works and the certification exam (EDKI, comprehensive qualification exam)**

To assess knowledge during the defence of qualification works, the Academy develops methodological recommendations for the defence of bachelor's (master's) qualification works, which determine:

- the procedure for preparing to write and the structure of the qualification work;
- the form of defence of the qualification work;
- uniform requirements for assessing the knowledge, skills and abilities of HE applicants, criteria for assessing qualification work.

Methodological recommendations for the defence of qualification works are developed by the relevant departments where these works are defended, under the guidance of the deputy head of the faculty for educational and scientific work — the head of the educational section, the educational department of the Academy for all specialities (specialisations) of military specialist training, signed by the head (head) of the developer's department, agreed upon by the deputy commandant of the Academy for educational work, approved by the academic council of the faculty and the Academy, and approved by the commandant of the Academy. Methodological recommendations for the development and defence of qualification works are communicated to applicants for higher education no later than one semester before the start of the certification of graduates.

The results of the defence of the qualification work and the certification exam (EDKI, comprehensive qualification exam) by HE applicants are assessed in accordance with the EDKI programme and instructions and the comprehensive qualification exam programme.

Repeated taking of the certification exam (EDKI, comprehensive qualification exam) and defence of the qualification work in order to improve the assessment are not allowed.

During the certification, the following are taken into account when determining the assessment of the HE applicant:

- the level of their theoretical knowledge in the disciplines of professional (scientific) training, knowledge of statutes, guidelines and other governing documents, the ability to creatively apply the knowledge gained to solve practical problems, knowledge of standards, combat capabilities and technical characteristics of weapons and military equipment in the relevant military specialty;
- practical preparedness, field training, practical training and experience gained during participation in combat operations in Ukraine;
- ability to use the experience of applying and training troops (forces), modern achievements in science and technology, and to make informed conclusions;
- use of electronic computing technology in tactical and engineering calculations, quality of materials submitted for defence;
- quality of the report (reasonableness, clarity, conciseness), the ability of the applicant to confidently and correctly answer theoretical questions and justify practical actions, logically structure their report (presentation), and reasonably defend their point of view;
- the applicant's methodological skills.

Discussion of the results of the attestation exam (EDKI, comprehensive qualification exam) or defence of the qualification work for each HE applicant is held at a closed meeting of the EC subcommittee.

To resolve controversial (disputed) issues, the head of the qualification work, the head of the relevant department, according to the profile of which the attestation exam (EDKI, comprehensive qualification exam) is taken or the qualification work is defended, and, if necessary, with the permission of the chair of the EC, also specialists from other subcommittees of the EC.

The decision on the assessment of the certification exam (EDKI, comprehensive qualification exam) and the defence of the qualification work for each applicant for a higher education degree is made by open vote only by the members of the subcommittee by a majority vote.

In the event of a tie between different grades, the chair of the subcommittee shall have the casting vote.

#### **9.6. Procedure for the EC in case of unsuccessful completion of the attestation exam (EDKI, comprehensive qualification exams) or defence of qualification works by the HE applicant, in case of receiving an ‘unsatisfactory’ grade for other exams during the attestation and in case of non-arrival of HE applicants for attestation**

In case of failure to pass the examinations or defend the qualification work during the certification, the person is considered to have failed to complete the individual study plan.

If a higher education applicant fails to attend the meeting of the EC subcommittee without valid reasons for taking exams or defending a qualification paper, the commission's minutes shall indicate ‘Did not appear’ next to the graduate's surname. They are considered uncertified due to their failure to appear at the subcommittee meeting and are considered to have failed to complete their individual study plan.

In accordance with paragraph 4 of part one of Article 46 of the Law of Ukraine ‘On Higher Education’, in the event of failure to complete the individual study plan, the HE applicant is expelled from the Academy.

Such a person may be reinstated to study for a higher education degree in the same speciality for a one-time retake of the certification exam (EDKI, comprehensive qualification exam), defence of the qualification work or comprehensive exam in physical education, special physical training.

If a higher education applicant fails to appear for the certification exam (EDKI, comprehensive qualification exam) or defence of the qualification work for a valid reason (illness, family circumstances, business trip, etc.) confirmed by documentary evidence, the chair of the EC, at the request of the commandant of the Academy, may determine a separate procedure, time and place for conducting examinations or defending a qualification work for this HE applicant during the period of the EC's work at the Academy.

Applicants for higher education who have not been certified within the approved period, have not defended their qualification work or have not passed the certification exam (EDKI, comprehensive qualification exam), the comprehensive exam in physical education and special physical training, are entitled to re-certification during the next period of the EC's work at the Academy within three years after expulsion. Re-certification is carried out only for those forms of certification for which unsatisfactory grades were previously received, and within the scope of those training programmes in which the HE applicant studied. In cases of repeated unsatisfactory examination results or repeated unsatisfactory defence of the qualification work, the persons concerned are not admitted to the certification for a third time.

A candidate for higher education who has received an ‘unsatisfactory’ grade on the certification exam (EDKI, comprehensive qualification exam), during the defence of the qualification work or on the comprehensive exam in physical education, special physical training, is not deprived of the right to continue taking other exams or defending the qualification work.

### **9.7. Recording the results of the certification exam (EDKI, comprehensive qualification exam), defence of qualification works and comprehensive exam in physical education, special physical training**

The results of the certification exam (EDKI, comprehensive (qualification exam), comprehensive exam in physical education, special physical training) are recorded in a protocol drawn up for a group of HE applicants: EDKI – Appendix 2, comprehensive qualification exam, comprehensive exam in physical education, special physical training – Appendix 3.

The results of the defence of qualification works are recorded in a protocol drawn up separately for each HE applicant (Appendix 4).

Individual opinions of the members of the EC subcommittee, expressed during the discussion of the defence of the works or the determination of the assessment of HE applicants, based on the results of the attestation exam (EDKI, comprehensive qualification exam), as well as recommendations on the practical use of the qualification work and proposals for publication on the official website of the Academy or in the repository of academic texts of qualification works shall be recorded in the protocol.

The minutes of the subcommittee meeting on the certification exam (EDKI, comprehensive qualification exam), comprehensive exam in physical education, special physical training or defence of qualification works shall be approved by the chair of the EC on the day of the exam or defence of these works.

If a decision is made to evaluate the applicant for a higher education degree with a separate opinion of a subcommittee member, the chair of the EC considers controversial (disputed) issues, involving specialists from the EC or from among the scientific and pedagogical (scientific) staff of the Academy, and makes a final decision on the approval of the minutes.

The results of the attestation exam (EDKI, comprehensive qualification exam), comprehensive exam in physical education, special physical training and defence of qualification works are announced to HE applicants on the day of approval of the protocols by the chair of the EC.

### **9.8. Procedure for the chair of the EC when summarising the work of the commission**

Every day, when summarising the work of the commission, the chair of the EC:

hears reports from the deputy (deputies) chair of the EC, the secretary of the commission and the chairs of the EC subcommissions on the results of the certification exam (EDKI, comprehensive qualification exam), comprehensive exam in physical education, special physical training and defence of qualification works;

summarises comments and suggestions regarding the report on the certification of Academy graduates;

approves the protocols on the results of the certification exam (EDKI, comprehensive qualification exam), comprehensive exam in physical education, special physical training and defence of qualification works for the current day;

provides recommendations to the secretary of the EC and the chairpersons of the EC subcommittees regarding the work for the next day;

reports on the results of the work to the Director of the Department of Military Education and Science of the Ministry of Defence of Ukraine and the Commander of the Land Forces of the Armed Forces of Ukraine.

After all applicants have completed their exams and/or defended their qualification papers in one of the subcommittees, the chair of the subcommittee, together with the deputy chair of the EC, holds a joint meeting of the subcommittee with the management of the relevant faculty and departments.

At this meeting, the exams and defence of qualification works are analysed, the positive aspects and shortcomings in the preparation of applicants for higher education are noted, a conclusion is made on the degree of compliance of the curricula and programmes of disciplines with the requirements of the OP for the training of specialists of the corresponding level of higher education, and other issues related to the improvement of the educational process at the Academy are considered.

Complaints and statements from HE applicants regarding the taking of exams and the defence of qualification works are considered personally by the chair of the EC, who makes the appropriate decisions before the end of the EC's work.

## **10. WORK OF THE EC AFTER COMPLETION OF THE CERTIFICATION OF HEADERS IN HIGHER EDUCATION**

### **10.1. Holding a final meeting of the EC**

After completion of the certification of headers in higher education at the Academy, a final meeting of the EC is held, at which:

discuss and make decisions on awarding applicants who have successfully completed the training programme for military specialists of the corresponding degree of higher education and professional qualification, issuing higher education documents, as well as awarding gold medals 'For High Achievements in Education' and entering the names of such graduates on the Academy's Honour Board;

the EC makes decisions regarding students who have not passed their exams or defended their qualification work. In the EC's decision, these individuals are identified as having failed the certification (not completed their individual study plan);

the EC's comments and proposals on improving the educational process at the Academy are discussed and summarised;

the quality of the theoretical and practical training of HE applicants is assessed;

the EC's decision is considered and approved.

### **10.2. EC decision on the graduation of HE applicants**

A higher education applicant who has successfully completed the educational programme for military specialists of the corresponding level of education and passed the certification is awarded the corresponding degree of higher education (bachelor's, master's) by decision of the EC, is assigned a professional qualification and is issued with the corresponding document of education for the accredited educational programme (speciality).

The decision of the EC on the graduation of higher education applicants is the basis for issuing them a document on higher military education (diploma of obtaining the corresponding degree of higher education), awarding professional qualifications, as well as awarding gold medals 'For high achievements in studies' and the names of such graduates are entered on the Academy's Honour Board.

A higher education applicant who, throughout the entire period of study at the Academy, has successfully completed the OP for the training of military specialists, passed all exams and tests, completed individual assignments and practical training provided for in the curriculum, received 90-100 points, which corresponds to the national scale grade 'excellent', had no unsatisfactory grades in the semester exams, defended their qualification work and passed the exams, for which they received 90-100 points, which corresponds to the national scale grade 'excellent', and also distinguished themselves in scientific and public work, showed exemplary discipline, by decision of the EC, the corresponding degree of education is awarded, professional qualification is assigned, and a document

of education is issued, in which the following entry is made in the 'Additional Information' column: 'Completed the educational programme with distinction and awarded a gold medal 'For high achievements in learning', awarded a gold medal 'For high achievements in learning", his/her surname is entered on the Academy's Honour Board.

A higher education applicant who has successfully completed the educational programme for training military specialists of the corresponding level of education and received at least 75% of the marks in all academic disciplines, individual assignments and practical training provided for in the curriculum, with a result of 90-100 points, which corresponds to the mark 'excellent' on the national scale, and for the rest of the academic disciplines, individual assignments and practical training received 80-89 points – 'very good' or 65-79 points – 'good', had no unsatisfactory grades according to the results of the semester control, defended their qualification work and passed the exams, for which they received

90-100 points, which corresponds to the national scale grade 'excellent', demonstrated themselves in scientific and public work, showed exemplary discipline, by decision of the EC, the corresponding degree of education is awarded, professional qualification is assigned, and a document of higher education is issued, in which the following entry is made in the 'Additional Information' column: 'Completed the educational programme with distinction'.

Applicants for higher education at the Academy are issued with badges in accordance with the qualification obtained.

The decision of the Examination Commission is signed by the chair of the EC, his/her deputy (deputies), the secretary and all members of the EC (Appendix 5).

### **10.3. Preparation of the EC report on the certification of HE applicants**

Based on the results of the EC's work, a report on the certification of HE applicants to the Academy is prepared (Appendix 6).

The report shall reflect:

the results of the certification examinations (EDKI, comprehensive qualification examinations), comprehensive examination in physical education, special physical training and defence of qualification works;

the quality of theoretical and practical training of higher education applicants in specific specialities (specialisations), their level of field training;

the formation of the necessary competencies and the degree of achievement of the requirements of higher education standards and professional standards for the training of military specialists of the corresponding level of education, shortcomings in the training of HE applicants in certain academic disciplines and training sections, and the reasons for their occurrence;

the level of development of qualification works, their relevance and compliance with the current state of development of military science and technology, the scientific and theoretical level and practical orientation of these works, the quality of their implementation and defence;

taking into account in the topics of qualification works the experience of the use of troops (forces) in the course of combat operations;

compliance of the Academy's material and technical base with the licensing requirements for higher education institutions;

general characteristics of the Academy's higher education applicants with a corresponding analysis of the implementation of curricula and programmes. The quality of training of part-time students is noted separately;

analysis of the state of the organisation of the educational process;

brief description of the scientific and methodological levels of scientific and pedagogical (scientific) staff, the composition and level of qualification of the members of the Examination Commission;

involvement of representatives of customers in the educational process of the Academy;  
compliance of the Academy's educational, methodological and material and technical base, especially the field base and internship bases, with the requirements of modern higher education and training programmes;

provision of conditions for the daily activities and life of higher education applicants, compliance with the appropriate conditions of location in accordance with the requirements of the statutes of the Armed Forces of Ukraine;

proposals for eliminating the shortcomings identified during the work of the EC, and recommendations for improving the educational process, the content of training and the quality of training of military specialists at the Academy.

The decisions and report of the EC are drawn up in four copies and submitted within a week after the completion of the certification of Academy graduates:

the first copy – to the commandant of the Military Academy (Odesa);

the second copy – to the Director of the Department of Military Education and Science of the Ministry of Defence of Ukraine;

the third copy – to the Commander-in-Chief of the Armed Forces of Ukraine through the Central Military Education Directorate of the General Staff of the Armed Forces of Ukraine;

the fourth copy – to the Commander of the Land Forces of the Armed Forces of Ukraine through the Training Command of the Land Forces of the Armed Forces of Ukraine.

## **11. PROCEDURE FOR AMENDING AND SUPPLEMENTING THE REGULATIONS AND FINAL REGULATIONS**

In the event of changes to the current legislation, all changes and amendments to these Regulations shall be made by approval of the Academic Council of the Academy and the issuance of an order by the commandant of the Academy on changes and amendments to the Regulations.

Paragraph 7 of subparagraph 1.4. General requirements for the organisation of the certification of HE applicants in paragraph 1 General Provisions and paragraph 6. The specifics of the certification of applicants for higher education who study part-time using distance learning technologies shall come into effect from the 2024–2025 academic year.

Deputy Commandant of the Academy for Academic Affairs  
Colonel

Oleh MASLIY