

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

APPROVED  
Commandant of the Military Academy  
(Odesa)  
Major General

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**REGULATIONS  
on the Survey of Educational Process Participants  
at the Military Academy (Odesa)**

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

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## I. GENERAL PROVISIONS

1.1. The Regulation on the organization and conduct of the survey of educational process participants at the Military Academy (Odesa) (hereinafter – the Regulation) is an integral part of the internal quality assurance system for education and educational activities. It is developed to regulate the process of organizing the evaluation by higher education applicants of the quality of educational activities, identifying and eliminating shortcomings in the provision of educational services, and serves as the organizational and legal basis for the organization, conduct, and summarization of evaluation results at the Military Academy (Odesa) (hereinafter – the Academy).

1.2. The Regulation is developed in accordance with the requirements of the Constitution of Ukraine, the Laws of Ukraine “On Education,” “On Higher Education,” “On Prevention of Corruption,” regulatory and legal acts of the Ministry of Defence of Ukraine, the Statute of the Armed Forces of Ukraine, and other internal Academy regulatory documents.

1.3. This Regulation is a component of the internal higher education quality assurance system of the Academy. The Regulation establishes unified requirements for the organization, functioning, and continuous improvement of the internal quality assurance system for educational activities and higher education at the Academy. The internal quality assurance system at the Academy is based on the following principles: the autonomy of the Academy as the entity responsible for ensuring the quality of educational activities and higher education; the awareness of all Academy staff of their responsibility for the quality of higher education and educational activities; the recognition of the necessity to develop a strategy and procedures for ensuring the quality of higher education at the Academy; and the continuous improvement of the quality of education, educational activities, and the higher education quality management system at the Academy.

1.4. The survey procedure regarding the state and quality of the educational process at the Academy helps to obtain information about:

- the attitude of higher education applicants towards issues of organizing and conducting the educational process;
- the criteria for higher education applicants' evaluation of the state of educational activities of academic staff;
- ways to improve the quality of the educational process, particularly the teaching activities of the Academy's lecturers.

1.5. The survey of higher education applicants regarding the quality of educational activities is conducted throughout the academic year within timelines that ensure the effective processing of results and the consideration of proposals for improving the quality of educational process organization.

1.6. The quality of educational activities is assessed using the questionnaire survey method.

## 2. AIMS AND CONTENT OF THE SURVEY

2.1. The survey of educational process participants involves obtaining and analyzing information regarding:

- the quality of the educational program structure;
- the quality of educational, organizational, informational, consultative, and social support;
- the quality of staffing, methodological, and material and technical support;
- the quality of teaching;
- the quality of the organization and provision of independent work for higher education applicants;
- adherence to the principles of academic integrity;
- adherence to requirements for corruption prevention in higher education institutions;
- adherence to requirements for social justice;
- other tasks.

2.2. Monitoring the quality of teaching may be combined with surveys regarding the quality of support and organization of study sessions, the conduct of control measures (assessments), etc.

2.3. The survey of higher education applicants provides information on the correspondence of the education content to their expectations and the needs of their future specialty, priorities in choosing a future profession, the specificity of the Academy's educational offerings, etc.

2.4. The survey of academic staff involves obtaining and analyzing information regarding the quality of knowledge of higher education applicants, the implementation of integrity principles, the quality of the organizational environment, the organization of the educational process, the improvement of the content of educational programs, the quality of the Academy's infrastructure, etc.

2.5. The tasks of the survey are:

- increasing the effectiveness of the educational process;
- fostering the aspiration of lecturers for self-assessment of their academic activities;
- developing measures for improving the lecturer's activity and increasing the effectiveness of academic work;
- obtaining reliable and high-quality information about the evaluation of academic staff by higher education applicants, including the use of innovative teaching methods, scientific rigor and accessibility, and a problem-based approach during teaching;
- providing lecturers with necessary information that allows them to purposefully improve individual aspects of their academic activities and enhance its quality;

- providing the Academy's leadership with information about various aspects of the lecturers' academic activities;
- developing measures aimed at improving the quality of the Academy's educational activities, increasing the effectiveness of academic work, and forming the motivation of the teaching staff.

2.6. The information obtained during the questionnaire survey must meet the following requirements:

- Objectivity (reflection of the real state of information);
- Accuracy (minimal measurement errors);
- Completeness (optimal sources of information);
- Sufficiency (for making informed decisions);
- Timeliness (promptness of information);
- Accessibility (reality of the problems being addressed).

### **3. PROCEDURE FOR CONDUCTING THE SURVEY AND COMMUNICATING THE SURVEY RESULTS**

3.1. Surveys are conducted under the conditions of voluntary participation of respondents and anonymously.

3.2. Surveys are conducted using online tools that allow for the creation of data collection forms (recommended – Google Forms), in accordance with the Schedule for conducting surveys for the academic year at the Military Academy (Odesa). This Schedule is developed by the Department of Educational Quality Assurance and Higher Education before the start of the new academic year, based on proposals from the faculties and the scientific and organizational division, and is submitted by the head of the department to the Commandant of the Military Academy (Odesa) for approval.

3.3. After the Commandant of the Military Academy (Odesa) approves the Schedule for conducting surveys for the academic year at the Military Academy (Odesa), the Head of the Department of Educational Quality Assurance and Higher Education communicates it to the deputy heads of the faculties for academic and scientific work – the heads of the educational sections, and to the scientific and organizational division. They also provide a link to the anonymous questionnaire survey, developed in advance using online tools that allow for the creation of data collection forms (recommended – Google Forms).

3.4. The deputy heads of the faculties for academic and scientific work – the heads of the educational sections, and the representative of the scientific and organizational division organize the distribution of the aforementioned link among higher education applicants studying at the faculty, and inform them about the aim, method, and objectives of the survey.

3.5. To study the opinions of graduates on the quality of the educational services provided to them and the opinions of commissioning parties (heads of military administration bodies, commanders of military units, etc.) on the quality of higher education of Military Academy (Odesa) graduates, the Department of

Educational Quality Assurance and Higher Education plans, develops, and conducts surveys of graduates and stakeholders throughout the academic year.

3.6. After receiving the survey results via the aforementioned online tool, the Department of Educational Quality Assurance and Higher Education conducts an analysis of the obtained data and their summarization in the form of a report and proposals. These are communicated to the deputy heads of the faculties for academic and scientific work – the heads of the educational sections and the representative of the scientific and organizational division (excluding the results of graduate and stakeholder surveys, and are submitted to the Commandant of the Military Academy (Odesa) with the signature of the head of the department).

At the end of the academic year, the Department of Educational Quality Assurance and Higher Education submits the summarized results of all surveys conducted during the academic year for consideration by the Academic Council of the Military Academy (Odesa).

The survey report is published on the official website of the Military Academy (Odesa) in the "Surveys" section to allow higher education applicants, academic staff, and others to review it.

3.7. The reports are stored throughout the implementation of the educational program.

#### **4. PROCEDURE FOR USING THE OBTAINED INFORMATION**

4.1. The survey results are taken into account by the Academy's leadership when adopting relevant decisions to improve the quality of the educational process and the Academy's activities.

4.2. The survey results are considered, according to the decision of the Commandant of the Academy, at meetings of the Academic Council, meetings of faculties, departments, and other structural units involved in ensuring the educational process, with the aim of optimizing the educational process, eliminating identified shortcomings, and possible negative phenomena.

4.3. The survey results may serve as a basis for management decisions by the Commandant of the Academy, if necessary, unless otherwise provided by current legislation.

#### **5. FINAL REGULATIONS**

5.1. The Regulation on the survey of educational process participants at the Military Academy (Odesa) is approved by a decision of the Academy's Academic Council.

5.2. Changes and additions to the Regulation may be introduced by a decision of the Academy's Academic Council.

5.3. Educational process participants must be acquainted with this Regulation after its approval and publication, and subsequently – during

employment and enrollment in studies, and must comply with the norms of this Regulation. Ignorance of these norms is not a basis for their non-compliance.

5.4. Responsibility for the actualization of the Regulation and control over the fulfillment of its requirements is borne by the responsible officials of the Academy.