

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

APPROVED
Commandant of the Military Academy (Odesa)
Major General

D. DELIATYTSKYI

“ _____ ” _____ 2023

**REGULATIONS
on the System of Control of Program Learning Outcomes
for Higher Education Seekers
at Military Academy (Odesa)**

Approved
by the Academic Council
of the Military Academy (Odesa)
by ____ . ____ .20__ № _____

The Regulations on the System of Control of Program Learning Outcomes for Higher Education Seekers at Military Academy (Odesa) were developed by a team of staff members under the general supervision of the Commandant of the Military Academy (Odesa), Major General Dmytro Deliatytskyi.

Development team:

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CONTENTS

1. GENERAL PROVISIONS.....	4
2. COMPOSITION, CONTENT, AND PROCEDURE FOR DEVELOPING TASK PACKAGES FOR CONTROLLING LEARNING OUTCOMES	5
3. PROCEDURE FOR CONTROLLING LEARNING OUTCOMES	6
4. DETERMINATION OF RESULTS AND ANALYSIS OF LEARNING OUTCOMES CONTROL.....	8
5. FINAL PROVISIONS	9
6. APPENDICES.....	10

1. GENERAL PROVISIONS

1.1. The Regulation on the System of Control of Program Learning Outcomes for Higher Education Seekers at Military Academy (Odesa) (hereinafter – the Regulation) defines the fundamental principles for the organization and implementation of the control of program learning outcomes for higher education seekers at Military Academy (Odesa).

1.2. The Regulation has been developed in accordance with the Laws of Ukraine: “On Education”; “On Higher Education”; the Regulation on the Accreditation of Educational Programs under which the training of higher education seekers is carried out, approved by the Order of the Ministry of Education and Science of Ukraine dated 11.07.2019 No. 977; the governing documents of Military Academy (Odesa): “Regulation on the Organization of the Educational Process at Military Academy (Odesa)”; “Regulation on the Internal Quality Assurance System for Education at Military Academy (Odesa)”; and in accordance with the structure of the internal education quality assurance system of Military Academy (Odesa).

1.3. The terms in this Regulation are used in the following meanings:

Control of Learning Outcomes (CLO) – a type of control aimed at measuring the level of formation of program learning outcomes of higher education seekers for an educational program (educational-professional, educational-scientific program) after a certain period of studying mandatory educational components or their separate modules that ensure the formation of these learning outcomes. As a rule, CLO is conducted in the form of Comprehensive Control Works (CCW).

Comprehensive Control Work (CCW) – a list of tasks that allows for diagnosing the level of formation of program learning outcomes of higher education seekers for an educational program (educational-professional, educational-scientific program).

Package of Comprehensive Control Works for the Assessment of Knowledge of Cadets (Trainees, Students) (PCCW) – a set of documents prepared for conducting the CCW.

1.4. CLO is an important element of the internal education quality assurance system and is used for internal interim monitoring of the quality of training of higher education seekers. It allows for identifying the degree of assimilation of the program learning outcomes of the educational program (educational-professional, educational-scientific program) for individual educational components, followed by an analysis of the quality of education of higher education seekers and, if necessary, the timely adjustment of the content of educational components and the process of their teaching.

1.5. CLO materials may be used by authorized bodies for the purpose of conducting external independent assessment of the learning outcomes of higher education seekers at Military Academy (Odesa).

1.6. The assessment of the quality level of training of higher education seekers is carried out based on the ECTS system, which is built on the principles of objectivity and transparency, individuality, compliance with higher education

standards, application of a standardized and unified diagnostic system, defined evaluation criteria, comprehensiveness, ethical conduct, and a competency-based approach that considers the acquired system of typical universal and special competencies, which reflect the learning outcomes.

2. COMPOSITION, CONTENT, AND PROCEDURE FOR DEVELOPING TASK PACKAGES FOR CONTROLLING LEARNING OUTCOMES

2.1. For each mandatory academic discipline (for which semester assessment in the form of an examination or a differentiated test is provided) according to the educational-professional or educational-scientific program and other main documents that regulate and ensure the organization of educational activities at Military Academy (Odesa), under which the training of higher education seekers is carried out at Military Academy (Odesa), Comprehensive Control Works (CCW) are developed, which are part of the Package of Comprehensive Control Works (PCCW).

2.2. The PCCW includes:

Title page (Appendices 1, 2);

Abstract (Appendix 3);

Review (Appendix 4);

Set of control tasks for the academic discipline (CCW variants) (Appendix 5);

Answers (test keys) to the CCW control tasks (Appendix 6).

2.3. The PCCW for conducting control works with cadets and trainees are reviewed and approved by the Faculty Academic Council, signed by the developers, the guarantor of the educational-professional program, the reviewer, the head of the department, the head of the faculty, and agreed upon by the Deputy Head of Military Academy (Odesa) for Academic Affairs.

The PCCW for conducting control works with adjuncts are reviewed and approved by the Academic Council of Military Academy (Odesa), signed by the developers, the guarantor of the educational-scientific program, the reviewer, the head of the department teaching the academic discipline, and agreed upon by the Deputy Head of Military Academy (Odesa) for Scientific Work – Head of the Scientific and Organizational Department.

The PCCW for academic disciplines of the department are reviewed and approved by the Academic Council of Military Academy (Odesa), after which they are approved by the Head of Military Academy (Odesa).

2.4. The content of the CCW is updated in case of and in accordance with changes to existing or the appearance of new regulatory legal documents regarding the training of military specialists, the requirements of customers for their training, etc.

The organization of the development of the CCW, the formation of the PCCW, and the responsibility for their quality are entrusted to the Head of the Faculty, Head of the Department.

The Abstract for the CCW of the respective discipline constitutes its brief content.

The Review of the CCW is provided by the guarantor or a member of the working group of the educational-professional (scientific) program in accordance with Appendix 4.

2.5. The list of control tasks for assessing the level of knowledge that constitute the CCW is developed under the supervision of the department head by the scientific and pedagogical staff, reviewed at the department meeting, and signed by the Head of the Department.

A control task can be developed in the form of a theoretical question, a practical task, or a test by the scientific and pedagogical staff of the relevant department, determined by the Head of the Department, usually the one who teaches the respective discipline. The number of control tasks must be at least 30; each test must contain at least 4 answer options. The number of practical types of tasks is determined by the team of developers. Control tasks must uniformly cover the main topics (sections) of the academic discipline.

The organization of the development of control tasks for assessing the level of knowledge and responsibility for their quality are entrusted to the Head of the Department.

2.6. The Head of the Department for Quality Assurance of Educational Activities and Higher Education monitors the availability of the PCCW (for mandatory academic disciplines) and their content.

3. PROCEDURE FOR CONTROLLING LEARNING OUTCOMES

3.1. The CCW is conducted in the semester following the submission of the exam or credit for the discipline, in accordance with the Schedule for Conducting Comprehensive Control Works for the Academic Year at Military Academy (Odesa), which is developed by the Department for Quality Assurance of Educational Activities and Higher Education before the start of the new academic year according to the proposals of the faculties, the scientific and organizational department, general academy departments, and is submitted by the Head of the Department for approval to the Head of Military Academy (Odesa). If necessary, the CCW may be conducted on an unscheduled basis by order of the Head of Military Academy (Odesa).

3.2. No later than the 1st day of each month, the Head of the Department for Quality Assurance of Educational Activities and Higher Education forms the Schedule for Conducting Comprehensive Control Works for the next month at Military Academy (Odesa) based on the approved Schedule for the Academic Year.

3.3. No later than the 5th day of each month, the Head of the Department for Quality Assurance of Educational Activities and Higher Education provides the Deputy Heads of Faculty for Academic and Scientific Work – Heads of the Academic Unit, Heads of General Academy Departments, and the Scientific and Organizational Department, who are involved in the CCW, with the relevant forms of the Schedule for Conducting Comprehensive Control Works for the next month at Military

Academy (Odesa) to fill in information regarding the date and time of the CCW, the auditorium where the CCW will be conducted, and the composition of the commission.

3.4. No later than the 10th day of each month, the Head of the Scientific and Organizational Department and the Heads of the Departments involved in the CCW submit candidates for the CCW commission for the next month to the academic units of the faculties.

3.5. No later than the 20th day of each month, the Deputy Heads of Faculty for Academic and Scientific Work – Heads of the Academic Unit, Heads of General Academy Departments, and the Scientific and Organizational Department, who are involved in the CCW, provide the Department for Quality Assurance of Educational Activities and Higher Education with the relevant forms of the Schedule for Conducting Comprehensive Control Works for the next month at Military Academy (Odesa) with the completed information regarding the date and time of the CCW, the auditorium where the CCW will be conducted, and the composition of the commission. The academic units of the faculties and the scientific and organizational department enter the information about the CCW into the timetable of classes.

3.6. No later than the 21st day of each month, a representative of the Department for Quality Assurance of Educational Activities and Higher Education enters the information regarding the planned CCW into the draft Plan-Calendar of Main Events of Military Academy (Odesa) for the next month.

3.7. No later than the 25th day of each month, the Head of the Department for Quality Assurance of Educational Activities and Higher Education submits the Schedule for Conducting Comprehensive Control Works for the next month at Military Academy (Odesa) to the Head of Military Academy (Odesa) for approval, after which a representative of the Department for Quality Assurance of Educational Activities and Higher Education organizes its communication.

3.8. No later than the 28th day of each month, the relevant departments submit the PCCW to the Head of the Department for Quality Assurance of Educational Activities and Higher Education, along with printed forms for completing the CCW control tasks (Appendices 7-8) and CCW completion statements (Appendix 9).

The forms for completing the CCW control tasks are printed by the department, and the CCW completion statements are printed in three copies, registered, and issued to the representative of the relevant department under signature by the academic unit of the faculty or the scientific and organizational department.

3.9. The CCW is conducted in a designated auditorium or in a specialized computer classroom at Military Academy (Odesa) under the supervision of a commission, which includes:

Commission Chairman – the guarantor of the educational-professional program or a representative of the faculty administration;

Commission Members – a representative of the scientific and organizational department and scientific and pedagogical staff from the departments and faculties.

Representatives of the Department for Quality Assurance of Educational Activities and Higher Education, the Academic Department, and the Scientific and Organizational Department may be present during the CCW.

3.10. Higher education seekers of one academic group perform no more than one CCW per day.

3.11. Higher education seekers are prohibited from exchanging information in any form or using materials and means other than those permitted during the CCW. Leaving the auditorium is only possible in case of urgent need.

3.12. The CCW is considered to have been conducted if at least 80% of the total number of higher education seekers in the academic group participated. Responsibility for the presence of higher education seekers is entrusted to the Course Commander (Head of Course) and the Head of the Adjunct Studies Department.

3.13. Control over the organization and conduct of the CCW is carried out by the Department for Quality Assurance of Educational Activities and Higher Education.

4. DETERMINATION OF RESULTS AND ANALYSIS OF LEARNING OUTCOMES CONTROL

4.1. After conducting the Comprehensive Control Work (CCW) in the academic group, the Head of the Commission organizes the checking of the control works, the filling out of the statement of completion of comprehensive control works for assessing the level of knowledge of higher education seekers, and the preparation of the Report on the Results of the CCW (Appendix 10).

4.2. The assessment of the CCW results is carried out in accordance with the current orders of the Ministry of Defence of Ukraine and the regulations that define the specifics of organizing educational activities in higher military educational institutions of the Ministry of Defence of Ukraine, and the regulations of Military Academy (Odesa).

When assessing the CCW performance, the following should be taken as a basis: the completeness and correctness of the task execution, and the ability of higher education seekers to:

- Generalize acquired knowledge to solve specific tasks;
- Apply rules, methods, principles, and laws in specific situations;
- Analyse and evaluate facts and events, and draw substantiated conclusions;
- Interpret schemes, graphs, and diagrams;
- Present material logically and consistently, etc.

4.3. The level of formation of a program learning outcome for the educational program among higher education seekers is considered sufficient if 90% of higher education seekers successfully complete the control tasks (i.e., 50 points and above on a 100-point scale), and the quality of task completion is not lower than 50% (i.e., 65 points and above on a 100-point scale) as a percentage of the total number of higher education seekers who participated in the CCW.

4.4. One copy of the completed reporting materials (statements of completion of comprehensive control works for assessing the level of knowledge of higher education seekers, the CCW results report) must be provided to the Department for Quality Assurance of Educational Activities and Higher Education within three working days after the CCW; the second copy – to the Academic Unit of the Faculty; and the third copy is stored at the Department.

4.5. Based on the submitted reporting materials, the Head of the Department for Quality Assurance of Educational Activities and Higher Education analyses the results of the CCW, based on which recommendations are provided to the heads of the relevant faculties and departments for implementing measures to improve the instruction of the specific educational component.

In case a significant difference (over 15%) is found between the results of previous semester assessments and the CCW, proposals for improving the teaching of the corresponding academic discipline are submitted for consideration by the Academic Council of Military Academy (Odesa).

4.6. The statement of the CCW results is stored in the Department for Quality Assurance of Educational Activities and Higher Education for 5 years after the last accreditation of the educational-professional program.

4.7. The results of the CCW and proposals for the improvement of educational-professional programs, curricula, syllabi of academic disciplines, and the internal education quality assurance system are reviewed at the meetings of the Academic Council of Military Academy (Odesa), Academic Councils of the faculties, and at department meetings.

5. FINAL PROVISIONS

5.1. The Regulation is approved by the Academic Council of Military Academy (Odesa) and ratified by the Head of Military Academy (Odesa).

5.2. Amendments and additions to this Regulation are reviewed and approved by the Academic Council of Military Academy (Odesa) and ratified by the Head of Military Academy (Odesa).

5.3. Control over the implementation of the Regulation is carried out by the officials of Military Academy (Odesa) within their powers.

* *Note.* The provided appendices are prepared in accordance with the requirements of the order of the Head of Military Academy (Odesa) dated 25.06.2020 No. 246 “On the Introduction of the Main Forms of Documents for the Organization of the Educational Process in the Academy”.

MILITARY ACADEMY (Odesa)

Head of Military Academy (Odesa)

(Military rank, signature, initials, surname)

“ _____ ” _____ 20 _____

Internal Education Quality Assurance System**PACKAGE
of Comprehensive Control Works for Assessing the Level of Knowledge of
Cadets (Trainees)**Department _____
(Full name of the department)Higher Education Level _____
(Name of the higher education level)Higher Education Degree _____
(Name of the higher education degree)Field of Study _____
(Code-name of the field of study)Specialty _____
(Code-name of the specialty)Specialization under the EPP _____
(Name of the specialization)Reviewed and Approved
by the Academic Council of Military Academy
(Odesa)

Protocol dated „ ____ “ ____ 20 No. ____

MILITARY ACADEMY (Odesa)

Faculty for Specialist Training _____
(Full name of the faculty)

Department _____
(Full name of the department)

AGREED

Deputy Commandant of Military Academy (Odesa) for Academic Affairs
(Deputy Commandant of the Academy for Scientific Work – Head of the Scientific and Organizational Department of Military Academy (Odesa)

(Military rank, signature, initials, surname)
“ ” _____ 20_____

Internal Education Quality Assurance System

**Comprehensive Control Works
for Assessing the Level of Knowledge of Cadets
(Trainees, Students)**

Academic Discipline _____
(Code, full name of the discipline according to the curriculum)

Higher Education Level _____
(Name of the higher education level)

Higher Education Degree _____
(Name of the higher education degree)

Field of Study _____
(Code-name of the field of study)

Specialty _____
(Code-name of the specialty)

Specialization under the EPP _____

(Name of the specialization)

Comprehensive Control Works Reviewed by _____

(Full name)

Developers:

(Position, military rank, scientific degree, academic title, initial, surname)_____
(Position, military rank, scientific degree, academic title, initial, surname)_____
(Position, military rank, scientific degree, academic title, initial, surname)

Guarantor of the Educational-Professional Program:

(Position, military rank, scientific degree, academic title, initial, surname)

Reviewer:

(Position, military rank, scientific degree, academic title, initial, surname)

Reviewed and Approved by the Academic Council of the Faculty _____

(Full name of the faculty)

Protocol No. from "___" _____ 20 ____ .

Head of the Faculty for Specialist Training _____

(Full name of the faculty)

(Military rank)_____
(Initial, surname)

Head of the Department _____

(Full name of the department)

(Military rank)_____
(Initial, surname)

ABSTRACT
for the Comprehensive Control Works on the Academic
Discipline _____

(Full name of the academic discipline)

for Assessing the Level of Knowledge of Cadets (Trainees, Students)

(Position, military rank, scientific degree, academic title, signature, initial, surname)

(date)

REVIEW

for the Comprehensive Control Works on the Academic Discipline

(Full name of the academic discipline)

for Assessing the Level of Knowledge of Cadets (Trainees, Students)

(Position, military rank, scientific degree, academic title, signature, initial, surname)

(Date)

Note:

When preparing the review, it is necessary to indicate the following: the correspondence of the CCW variants to the content and complexity of the academic discipline syllabi and the time allotted for control; the justification of the CCW assessment criteria; and deficiencies and ways to improve the formulation of tasks.

MILITARY ACADEMY (Odesa)**Internal Education Quality Assurance System**

CONTROL TASKS
for Assessing the Level of Knowledge of Cadets
(Trainees, Students)
for the ___ semester of study

Faculty for Specialist Training _____
 (Full name of the faculty)

Department _____
 (Full name of the department)

Field of Study _____
 (Code-name of the field of study)

Specialty _____
 (Code-name of the specialty)

Specialization under the EPP _____
 (Name of the specialization)

Academic Discipline _____
 (Code, full name of the discipline according to the curriculum)

Control Task
Variant No. 1
Test No. 1
 (Content of the task)

.....

Reviewed at the Department Meeting
 Protocol № _____ dated “ _____ ” _____ 20 _____

Head of the Department _____
 (Military rank, signature) (Initial, surname)
 “ _____ ” _____ 20 _____

MILITARY ACADEMY (Odesa)**Internal Education Quality Assurance System**

ANSWERS (TEST KEYS)
to the Control Tasks of Comprehensive Control Works
for Assessing the Level of Knowledge of Cadets (Trainees, Students)
for the ___ semester of study

Faculty for Specialist Training _____
 (Full name of the faculty)

Department _____
 (Full name of the department)

Field of Study _____
 (Code-name of the field of study)

Specialty _____
 (Code-name of the specialty)

Specialization under the EPP _____
 (Name of the specialization)

Academic Discipline _____
 (Code, full name of the discipline according to the curriculum)

Control Task № 1
 (Text of answers or test keys)

.....

Reviewed at the Department Meeting
 Protocol № _____ dated “_____” _____ 20 _____

Head of the Department _____
 (Military rank, signature) (Initial, surname)
 “_____” _____ 20 _____

MILITARY ACADEMY (Odesa)

Internal Education Quality Assurance System

**COMPREHENSIVE CONTROL WORK
for Assessing the Level of Knowledge of Cadets
(Trainees, Students)
for the ___ semester of study**

on the Academic Discipline _____
(Full name of the academic discipline)

of Cadet of the _____ Course _____ Academic Group _____
(Military rank, initials, surname)

Faculty for Specialist Training _____
(Full name of the faculty)

Department _____
(Full name of the department)

Field of Study _____
(Code-name of the field of study)

Specialty _____
(Code-name of the specialty)

Specialization under the EPP _____
(Name of the specialization)

Date of the Comprehensive Control Work “ _____ ” _____ 20_____

Variant Number of the Control Task _____

Start Time _____ hr. _____ min.

Completion Time _____ hr. _____ min.

(Cadet answers the Control Task question)
(Text of the answer)

.....
.....
.....
.....
.....
.....
.....
.....

Cadet's Signature _____

MILITARY ACADEMY (Odesa)**Internal Education Quality Assurance System****COMPREHENSIVE CONTROL WORK
for Assessing the Level of Knowledge of Cadets
(Trainees, Students)
for the ___ semester of study**

on the Academic Discipline _____
(Full name of the academic discipline)

of Cadet of the _____ Course, _____ Academic Group _____
(Military rank, initials, surname)

Faculty for Specialist Training _____
(Full name of the faculty)

Department _____
(Full name of the department)

Field of Study _____
(Code-name of the field of study)

Specialty _____
(Code-name of the specialty)

Specialization under the EPP _____
(Name of the specialization)

Date of the Comprehensive Control Work “ _____ ” _____ 20_____

Variant Number of the Control Task _____

Start Time _____ hr. _____ min.

Completion Time _____ hr. _____ min.

(Cadet answers the Control Task tests)

Question Number	Answer Variants
1.	5
2.	
3.	
4.	

Cadet's Signature _____

MILITARY ACADEMY (Odesa)

Faculty _____
 Field of Study _____
 Specialty _____
 Specialization _____
 Course _____ Academic Group _____

Internal Education Quality Assurance System

**STATEMENT
 of Comprehensive Control Works Completion
 for Assessing the Level of Knowledge of Cadets (Trainees, Students)
 at the Level _____**

(Indicate the level at which the check is conducted: academy, faculty)

№ _____

20____

Academic Discipline _____

(Code, full name of the discipline according to the curriculum)

Instructor _____

(Position, military rank, scientific degree, academic title, initial, surname)

Instructor _____

(Position, military rank, scientific degree, academic title, initial, surname)

No. P/P	Military Rank, Surname and Initials of Cadet	Exam Results (Scale)			Task Variant	CCW Results			Instructor's Signature
		Score (100- point scale)	National Scale	ECTS		Score (100- point scale)	National Scale	ECTS	
1.									

Total cadets in the academic group _____
 received based on the final control:

Number of cadets who took the Comprehensive
 Control Work (CCW) _____, of which
 received the grade:

Did not appear for CCW _____ (%)

of which:

for valid reason _____ (%)

without valid reason _____ (%)

Total took CCW _____ (%)

“5” _____, %

“5” _____, %

“4” _____, %

“4” _____, %

“3” _____, %

“3” _____, %

“2” _____, %

“2” _____, %

Average score

Average score

Absolute progress _____ %

Absolute progress _____ %

Quality of education _____ %

Quality of education _____ %

The discrepancy between the indicators of absolute progress is _____%, quality _____%

Brief analysis of cadets' knowledge, skills, and abilities

Instructor _____
(Position, military rank, scientific degree, academic title, signature, initial, surname)

Head of the Commission _____
(Position, military rank, scientific degree, academic title, signature, initial, surname)

Commission Members: _____
(Position, military rank, scientific degree, academic title, signature, initial, surname)

MILITARY ACADEMY (Odesa)

Internal Education Quality Assurance System

REPORT

on the Completion of Comprehensive Control Works for Assessing the Level of Knowledge of Cadets (Trainees, Students) at the Level _____

(Indicate the level at which the check is conducted: academy, faculty)

With the aim of obtaining information and analytical material for monitoring, reviewing educational programs for the training of military specialists, and annual assessment of higher education seekers, and determining their level of preparedness, a Comprehensive Control Work was conducted on the academic discipline: _____

Field of Study _____
(Code-name of the field of study)

Specialty _____
(Code-name of the specialty)

Specialization under the EPP _____
(Name of the specialization)

The Comprehensive Control Work consisted of tasks that, *for example*, required the demonstration of theoretical knowledge, and tasks aimed at revealing the ability to apply acquired theoretical knowledge when solving problems.

The control work covered ___ cadets of the ___ course.

Based on the results of the control work, the average absolute progress was ___ %, and the quality of education was ___ %.

Compared to the indicators of the final control results, the following discrepancy was found: in terms of absolute progress – (+ ___ %, – ___ %), in terms of quality of education – (+ ___ % – ___ %).

Analysis of the results of the control work on the academic discipline _____ proved that some cadets (____ out of the total number of cadets who took the Comprehensive Control Works) are not oriented in _____.

However, the majority of cadets (____ cadets, which constitutes ___ %) are generally oriented in _____.

In the future, when teaching the academic discipline, it is advisable to pay more attention to cadets' study of _____, to conduct intermediate and final control more objectively, and other measures.

The issue of reviewing the content of the EPP in the section of _____ needs to be resolved.

Proposals for improving the educational-professional (educational-scientific) programs for the training of military specialists: _____

Instructor		Commission Members	
Surname	Signature	Surname	Signature