

REGULATIONS  
on Advanced Training of Academic Staff  
of the National Defence University of Ukraine

1. General provisions.

1.1. The Regulations on Advanced Training of Academic Staff of the National Defence University of Ukraine (hereinafter referred to as the Regulations) are a normative document of the National Defence University of Ukraine (hereinafter referred to as the University).

1.2. The purpose of the Regulations is to introduce at the University the procedure for organising the advanced training of academic staff determined by the Ministry of Education and Science of Ukraine and the Ministry of Defence of Ukraine.

1.3. The Regulations define the procedure for the advanced training of academic staff, its organisation and timing.

1.4. The Regulations are developed in accordance with:

Laws of Ukraine "On Education", "On Higher Education";  
the Procedure for Advanced Training of Academic Staff, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 21.08.2019 No. 800 (as amended);

Methodological recommendations for the professional development of academic staff, approved by the order of the Ministry of Education and Science of Ukraine dated 04.12.2020 No. 1504;

Regulations on the peculiarities of organising the educational process in higher military educational institutions of the Ministry of Defence of Ukraine, military educational units of higher education institutions, institutions of professional pre-higher military education, approved by the Order of the Ministry of Defence of Ukraine No. 120 of 15.02.2024;

Order of the Ministry of Defence of Ukraine dated 06.02.2025 No. 85 "On the organisation and conduct of advanced training courses at higher military educational institutions, military educational subdivisions of higher education institutions and institutions of professional pre-higher military education in 2025-2026".

1.5. Advanced training of academic staff is a purposeful, continuous development of professional competences and pedagogical skills necessary to perform tasks that contribute to improving the quality of management, educational, methodological, and scientific activities of the University.

1.6. The purpose of the advanced training of academic staff is: formation and/or maintenance and continuous development of pedagogical (professional), research, digital, organisational and managerial, communication, speech, media, inclusive competences, etc.

It involves

formation of new or improvement of previously acquired professional competences within the professional activity or field of knowledge, academic subjects, in particular, the implementation of NATO standards, the use of artificial intelligence tools and modern teaching methods, best practices and technologies of educational components;

gaining experience in performing additional tasks and responsibilities within the speciality and/or profession, position held;

mastering innovative technologies, forms, methods and means of teaching;

applying innovative technologies for implementing learning content involves differentiation, individualisation, introduction of distance, information and communication technologies;

gaining experience in forming the content of education, taking into account its purpose, job responsibilities of academic staff, their previous education, experience of practical work and professional activity, interests and needs of individuals;

studying pedagogical experience, management methods and familiarisation with the achievements of science and military technology, prospects for their development;

developing specific proposals to improve the educational process, implementing the best achievements of science and technology, and gaining experience in modern warfare and military practice in teaching.

#### 1.7. Professional development is carried out on the following principles:

compliance with the quality standards of education;

science, systematicity, complementarity;

innovation;

integration and continuity;

individualisation and differentiation (taking into account the specifics of the educational needs of the University's academic staff);

self-organisation and self-control.

#### 2. Subjects of advanced training

2.1. As a rule, the subject of advanced training is an educational institution (its structural unit), a scientific institution that carries out educational activities in advanced training of academic staff. Academic staff are free to choose the subjects of advanced training.

2.2. Academic staff may improve their qualifications at the University (except for the structural unit where they work).

2.3. Academic staff of the University may also be sent to participate in military exercises, tests of weapons and military equipment according to the plans of the Ministry of Defence of Ukraine, the Commander-in-Chief of the Armed Forces of Ukraine, the Chief of the General Staff, Commanders of the Armed Forces of Ukraine, commanders of troops, operational commands, chiefs of structural subdivisions of the apparatus of the Ministry of Defence of Ukraine and the General Staff of the Armed

Forces of Ukraine, command and control bodies and military units of the Armed Forces of Ukraine.

#### 2.4 Peculiarities and procedure of advanced training abroad.

The participation of academic staff is planned under international memoranda (agreements) between the University and foreign educational institutions, as well as agreements, invitations, existing international programmes, and projects under the auspices of NATO and partner countries.

#### 3. Types and forms of professional development.

The in-service training of academic staff is carried out in various types and forms, which are chosen independently, taking into account the results of self-assessment of competencies and professional needs, the content and experience of their teaching activities, job responsibilities, etc.

The main types of advanced training are:

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

internships at research institutions, educational institutions, military command and control bodies of the Armed Forces of Ukraine and other components of the security and defence sector.

Certain types of activities of academic staff (participation in academic mobility programmes, scientific internships, self-education, obtaining a scientific degree, higher education, activities as part of the working bodies of the Ministry of Education and Science of Ukraine, the National Agency for Quality Assurance in Higher Education) may be recognised as advanced training.

Forms of professional development include institutional (full-time (day, evening), part-time, distance, network), dual, and on-the-job. Forms of advanced training may be combined.

#### 4. Planning, organisation and scope of advanced training.

4.1 The University's Academic Council determines the organisational issues of planning and conducting advanced training of academic staff working at the University at the principal place of work.

4.2. Management of the advanced training of academic staff at the University is entrusted to the Deputy Commandant of the University on Academics;

at institutes - on deputy chiefs of institutes;

in educational and research centres - on the chiefs of educational and research centres or their deputies.

4.3. The organisation and coordination of advanced training of academic staff is carried out by the Scientific and Methodological Centre for the Organisation and Conduct of Educational Activities.

Scientific and Methodological Centre of Organisation and Conduct of Educational Activities:

- keeps records of academic staff of the University, terms, places and duration of their professional development in hours and credits of the European Credit Transfer and Accumulation System (hereinafter - ECTS);

- provides methodological assistance to academic staff in the preparation of relevant documents for their advanced training;

- informs academic staff and their supervisors in advance about the timing of the in-service training;

- coordinates and carries out other organisational measures for advanced training of the academic staff.

4.4. The plan for advanced training of academic staff of the University for a calendar year is developed in the Scientific and Methodological Centre for the Organisation and Conduct of Educational Activities on the proposals of the institutes (centres) and the Department of Military Training before the beginning of the academic year. Changes and additions to the approved plan are made based on reports of the heads of structural subdivisions after approval, following the established procedure.

4.5. Responsibility for planning and timely advanced training of academic staff is assigned to the Chief (Head) of the department.

The Chief (Head) of the department is personally responsible for the timely submission of the academic staff application for the advanced training and the redistribution of their academic load for the period of advanced training.

The academic staff in-service training issues are reflected in the planning and reporting documents of the department and institutes (educational and research centres).

At the end of each reporting period (end of the year), institutes and centres shall prepare reports for the year on the results of the advanced training of their academic staff and submit them to the Scientific and Methodological Centre for the Organisation of Educational Activities no later than 20 January of the following year.

4.6. An academic staff member is sent for advanced training following the plan of advanced training of the University academic staff for the academic year. The internship is planned based on approval forms from military command and control bodies, higher military educational institutions, scientific institutions, enterprises, and organisations.

4.7. The advanced training is mandatory. The postponement of its term is allowed in the presence of valid reasons (confirmed by the relevant official document) that lead to a change in the advanced training or internship plan (that is proven by the appropriate application agreed with the Chief (Head) of the department addressed to the Chief of the institute (centre)).

4.8. Academic staff, who, according to the plan, will undergo advanced training, shall draw up the following documents

report (application) to undergo advanced training (internship);  
assignment for advanced training (internship);  
individual programme of advanced training (internship), which contains information about the purpose, topic, tasks, expediency and scope (duration) of training, its content, expected learning outcomes, and requirements for implementing planned training activities. A report shall be prepared based on the results of the academic staff internship.

4.9. Assignment to study abroad is carried out in accordance with the requirements of the current legislation.

4.10. The volume (duration) of the advanced training of academic staff is set in hours and/or credits of the European Credit Transfer and Accumulation System (hereinafter - ECTS, (one ECTS credit is 30 hours)) on a cumulative basis.

The volume of advanced training of the University's academic staff within five years may not be less than six ECTS credits, which is taken into account accordingly. During the specified period, taking at least one refresher course from the Catalogue of professional military education courses and advanced training courses or servicemen and women of the Armed Forces of Ukraine is mandatory.

The cumulative system allows for considering the amount of advanced training or other types of professional development recognised as advanced training and carried out by the academic staff at any time during the inter-attestation period.

Academic staff appointed to the relevant position shall undergo advanced training following the position held during the first two years of service (work). The Academic Council of the University determines the scope of such advanced training.

## 5. Internships.

5.1. Internship is one of the main types of advanced training carried out by academic staff members performing professional tasks and functions in a particular position.

5.2. The internship is carried out to form, develop and consolidate in practice the professional competences acquired as a result of theoretical training to perform tasks and duties in the position held or a higher level position, assimilating domestic and foreign experience, developing personal qualities to perform professional tasks at a new, higher quality level within a particular speciality.

During the internship, the academic staff of the University study pedagogical experience, innovative teaching methods, and technologies, and they get acquainted with the latest achievements of science and technology.

5.3. The internship is carried out according to an individual programme developed by the structural unit that provides training, considered at its meeting and approved by the head of the place of training.

The individual internship programme shall contain information about its purpose, general topic, tasks, scope (duration), content and expected learning outcomes. The individual internship programme may also include other information

related to the internship, and is drawn up taking into account the speciality of the academic staff and their practical work experience in a particular form, and may include

- development of educational and methodological materials for use in the educational process;
- independent theoretical training;
- acquisition of knowledge, skills and abilities in the use of innovative technologies;
- acquisition of professional and organisational skills;
- study of regulations on the organisation of the educational process;
- performing the functional duties of officials (as an acting or understudy);
- studying technologies for individualising educational activities;
- development of proposals for improving the educational process, preparation of scientific work (articles, textbooks, monographs, etc.) on topical issues of education and science development;
- studying the latest achievements of science and technology, technologies and prospects for their development;
- mastering the methodology of scientific research;
- providing scientific, technical, consulting, advisory, and educational assistance to enterprises, organisations, troops, scientific institutions and educational institutions where the internship is carried out;
- participation in meetings, conferences, official and business meetings, etc.

5.4. Internships for research and teaching staff of the University may be carried out at the place of work of the research and teaching staff (except for the structural unit in which the research and teaching staff works, i.e. the direct place of work), or in another educational institution or research institution.

Internships of academic staff in other subjects of advanced training shall be carried out under the supervision of an employee with appropriate work experience and qualifications.

5.5. The internship of academic staff in the armed forces is carried out to:

- improve military professional knowledge and skills in the speciality in the relevant command, staff, engineering and other positions;
- study the best practices of operational, combat and mobilisation training of troops (forces) and the service of University graduates in the troops (forces) to use them further in the educational process and research;
- assist the troops (forces) in implementing advanced methods of teaching and education, and the results of scientific research in their practical activities.

The primary focus of such internships should be on the following issues

- deepening knowledge of the subject taught by the academic staff member;
- studying related subjects to implement an integrated approach to teaching higher education students;

study of new models of weapons, military equipment and methods of their combat use;

deepening professional knowledge and improving methodological skills;

problematic issues of the military, based on the analysis of which the topics of scientific and technical activities of higher education students and Master's (qualification) works are determined (adjusted).

The duration of the internship is determined by its curriculum.

A secondment of an academic staff member to the armed forces (forces) for at least one month to perform an official task related to practical activities in the speciality may be counted as an internship.

5.6. The internship supervisor makes notes in the programme on the progress and results of the internship.

The internship is completed by summarising and evaluating the acquired knowledge, skills and abilities. Forms of summative assessment are determined by the institution providing training.

6. Recognition of results and a document on advanced training.

6.1. It is recommended to take into account the results of advanced training during:

certification of academic staff of the University;

election to a position by competition or conclusion of an employment contract with academic staff.

6.2. The results of advanced training obtained from entities with a licence for advanced training or carrying out educational activities under an accredited educational programme do not require separate recognition or confirmation.

6.3. Certain academic staff activities (participation in academic mobility programmes, research internships, self-education, obtaining a scientific degree, higher education) may be recognised as advanced training.

6.4. In the case of advanced training through informational education (self-education), instead of a document on advanced training, it is recommended to submit a report or creative work, personal development of an electronic educational resource published on the website of the educational institution and/or in the electronic portfolio of the academic staff (if any).

6.5. After completion of the advanced training, the academic staff is recommended to submit to the Academic Council a petition for recognition of the results of advanced training and a document on the completion of advanced training.

The application is considered at a meeting of the University's Academic Council. The University's Academic Council may entrust the consideration of such issues to the academic councils of structural subdivisions. It is recommended that the issues of

recognition of the results of advanced training be considered at least once a year until 25 December of the current year.

6.6. To recognise the results of advanced training, the Academic Council is recommended to hear the academic staff regarding:

quality of implementation of the advanced training programme,  
results of advanced training,  
compliance by the subject of advanced training with the terms of the contract.

6.7. Based on the review results, the Academic Council decides on the recognition or non-recognition of the results of the advanced training. In case of non-recognition of the results of the advanced training, the Academic Council of the University provides appropriate recommendations to the academic staff for repeated advanced training with other subjects of advanced training and/or to decide on the impossibility of further inclusion of such a subject of advanced training in the plan of advanced training of the educational institution until it takes adequate measures to improve the quality of educational services.

The Academic Council of the University determines the procedure for enrolment.

6.8. Certain academic staff activities may be recognised as advanced training. In particular:

academic mobility programme, which is counted within the framework of recognised learning outcomes, but not more than 30 hours or one ECTS credit per year;  
internships, one week of which is counted as 30 hours or one ECTS credit;

recognised learning outcomes acquired through informal education (self-education) in the amount of no more than 30 hours or one ECTS credit per year (for academic staff who have a scientific degree and/or academic, honorary title);

the Academic Council of the University recognises participation of academic staff in academic mobility programmes and research internships as advanced training. Its volume is credited within the limits of no more than 30 hours or one ECTS credit per year. The scientific internship of academic staff is carried out following Art. 34 of the Law of Ukraine "On Scientific and Scientific-Technical Activity", is recognised by the University's Academic Council as advanced training. One week of scientific internship is counted as advanced training in the amount of 30 hours or one ECTS credit;

obtaining the second (Master's) level of higher education, the third (educational and scientific) level or scientific level of higher education for the first time or in another speciality within the framework of professional activity or field of knowledge by the established volume of the educational and professional (educational and scientific) programme in hours or ECTS credits, except for recognised (credited) learning outcomes from previously obtained levels of education.

6.9. Document of advanced training.



Based on the results of the advanced training, academic staff are issued a document on advanced training, the technical description, design, method of production, and the procedure for issuing and accounting, which is determined by the relevant subject of advanced training.

The document on advanced training shall contain

full name of the subject of advanced training (for legal entities) or surname, name and patronymic (if any) of an individual who provides educational services for advanced training of academic staff (for individuals, including individual entrepreneurs);

topic (direction, name), scope (duration) of the advanced training in hours and/or ECTS credits;

surname, first name and patronymic (if any) of the person who has completed the advanced training;

description of the achieved learning outcomes;

date of issue and account of the document;

title of the position (if any), surname, initials of the person who signed the document on behalf of the subject of the advanced training and their signature.

Documents on advanced training (certificates, certificates, etc.) issued due to advanced training for non-residents of Ukraine may contain other information and require recognition by the University's Academic Council.

7. Advanced training of academic staff of other higher education institutions of Ukraine at the University.

7.1. The University provides an opportunity for academic staff of other higher education institutions, higher education institutions (HEI) to improve their skills under the approved in-service training programmes for academic staff with a training period of 1 to 3 months (with or without interruption from the principal place of work).

7.2. The University accepts academic staff for internships at the departments of institutes (educational and research centres) and military training departments in accordance with the requirements of the current legislation.

7.3. The institution's leadership determines the specific form of training, which sends academic staff to the University for advanced training.

7.4. Commandants (rectors) of higher education institutions, or their deputies who plan to send an academic staff member to study at the University shall notify the Commandant of the University or the Deputy Commandant of the University on Academics by letter no later than 2 weeks before the start of the activities. The letter shall be accompanied by an assignment for advanced training in the form given in Appendix 2.

7.5. The Chief (Head) of the department, who has accepted an academic staff member of another HEI for an internship, appoints a supervisor of the internship from

among the leading academic staff, who supervises their training, makes notes with a conclusion in their individual programme on the progress and results of training.

7.6. Academic staff who have completed an internship at the University shall be issued a document certifying advanced training.

## 8. Procedure for making changes and additions

8.1. The Regulations shall be approved by the Academic Council of the University and shall come into force from the moment of their implementation by the order of the Commandant of the University.

8.2. All participants in the University's educational process may make proposals for amendments and additions to the approved Regulations.

8.3. Amendments and additions to the Regulations shall be made and approved in the same manner as the Regulations.

Chief of the Scientific and Methodological Centre  
for the Organisation and Conduct of Educational Activities  
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