

**MINISTRY OF DEFENCE OF UKRAINE**

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**NATIONAL DEFENCE UNIVERSITY OF UKRAINE**



**REGULATIONS  
ON THE GUARANTOR OF THE EDUCATIONAL PROGRAM OF  
THE NATIONAL DEFENCE UNIVERSITY OF UKRAINE**

**Kyiv – 2024**

Annex  
to the order of the Commandant of the  
National Defence University of Ukraine  
dated 24.12.2024 № 680/НОД

**REGULATIONS**  
on the guarantor of the educational program  
of the National Defence University of Ukraine

1. General Regulations

1.1. The Regulations on the Guarantor of the Educational Program of the National Defence University of Ukraine (hereafter – the Regulations) defines the concept of the guarantor of the educational program, the procedure for its appointment, tasks, duties, rights, responsibilities and relationships with other departments at the National Defence University of Ukraine (hereafter – the University).

1.2. This Regulations is developed in accordance with:

Law of Ukraine “On Education” dated September 05, 2017 No. 2145-VIII;

Law of Ukraine “On Higher Education” dated July 01, 2014 No. 1556-VII;

National Qualifications Framework approved by Resolution of the Cabinet of Ministers of Ukraine dated November 23, 2011 no. 1341 (as amended by Resolution of the Cabinet of Ministers of Ukraine dated June 25, 2020 no. 519);

Licensing Conditions for the Conduct of Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine dated December 30, 2015, no. 1187 (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated March 24, 2021, No. 365) (hereafter – the Licensing Conditions);

Regulations on Accreditation of Educational Programs for the Training of Higher Education Applicants, approved by Order of the Ministry of Education and Science of Ukraine No. 686 of May 15, 2024;

Statute of the National Defence University of Ukraine, approved by Order of the Ministry of Defence of Ukraine No. 260 of May 10, 2017;

Regulations on the Organization of the Educational Process at the National Defence University of Ukraine, approved by Order of the Commandant of the University No. 516/НОД of September 25, 2024.

1.3. The main terms used in this Regulations are defined by the following regulatory documents.

1.4. Accreditation is an assessment of an educational program and/or educational activities of a higher education institution under this program to ensure and improve the quality of higher education, which is carried out in accordance with the criteria specified in this Regulations, which are given in the Appendix.

1.5. The guarantor of the educational program is the academic staff of the University appointed by the order of the head of the University to organize and coordinate activities for the development, implementation, monitoring and revision of the educational program, as well as to ensure and control the quality of training of higher education students within a particular educational program.

1.6. An educational program is a single set of educational components (academic disciplines, individual tasks, practices, military internships, control measures, etc.) aimed at achieving the goals and learning outcomes provided by such a program, which gives the right to obtain a certain educational or educational and professional qualification(s). The educational program may provide for a single specialization or not provide for specialization.

1.7. Educational activity is the activity of higher education institutions aimed at organizing, providing and implementing the educational process.

## 2. Requirements for the guarantor of the educational program

2.1. The guarantor of an educational program is appointed for only one educational program.

2.2. The guarantor of the educational program is appointed by order of the Commandant of the University. The change of the guarantor of the educational program is carried out by order of the Commandant of the University.

2.3. The guarantor of the educational program may be a person who comply with standards:

- is employed by the University at the main place of work as an academic staff member;

- has a scientific degree and/or academic degree;

- has at least 5 years of experience in research and teaching and/or research work;

- satisfy a requirement of the License Terms.

## 3. Main tasks and responsibilities of the guarantor of the educational program

3.1. The guarantor of the educational program acts as the main organizer and responsible person for the development and implementation of the educational program at a certain level of higher education in the relevant specialty, as well as ensures and controls the quality of this educational program. The guarantor may initiate the revision, updating and modernization of the educational program.

3.2. During the initiation and implementation of educational activities under the relevant educational program, the guarantor of the educational program monitors compliance with the License Terms by academic and/or research employees who are members of project teams or specialty support groups.

3.3. The main tasks of the guarantor of the educational program are to develop the educational program when starting educational activities and to ensure the quality implementation of the educational program and its accreditation.

3.4. Responsibilities of the guarantor of the educational program:

3.4.1. On the development of the educational program:

to develop the educational program, structural and logical scheme in cooperation with the management of institutes and departments responsible for organizing the educational process;

to formulate the purpose, competencies and programmatic learning outcomes of higher education;

to make changes to the educational program taking into account the interests and proposals of all stakeholders (participants in the educational process and customers);

to organize activities for licensing the educational program.

3.4.2. Regarding the implementation of the educational program:

to organize the activities of the developers of the educational program to update its content, taking into account the proposals of stakeholders, including the requirements of the heads of military authorities, trends in the development of the specialty, industry and regional context, as well as the experience of similar domestic and foreign educational programs;

to coordinate activities aimed at promoting the educational program in the market of educational services in accordance with the needs of the military, international and/or academic mobility programs;

to organize events to fill and update the catalogue of elective educational disciplines;

to organize events to form an individual learning path for higher education students in accordance with the needs of the military;

to determine the content of practical training of students in the educational program, taking into account the proposals of stakeholders, heads of military authorities, trends in the development of the specialty, as well as the experience of similar domestic and foreign educational programs;

to organize feedback from higher education students on the forms and methods of teaching in the educational program, the quality of education, etc.

3.4.3. Ensuring quality control of higher education students and improvement of the educational program:

- manage the revision (improvement) of the educational program;
- prepare proposals for consideration by the Methodological and Academic Councils of the University to amend the educational program;
- organize control over compliance with the Licensing Conditions for the conduct of educational activities in accordance with the educational program;
- ensure timely posting of information about the educational program and its educational components on the official website of the University, availability of feedback from stakeholders regarding the educational process in the relevant educational program.

#### 3.4.4. Regarding the accreditation of the educational program:

- personally prepare and submit information on the self-assessment of the educational program;
- organize and carry out activities of interaction with the National Agency for Quality Assurance in Higher Education during the accreditation examination, including preparing responses to requests and providing comments at all stages of accreditation;
- participate in meetings of the sectoral expert council and meetings of the National agency for quality assurance in higher education, during which the relevant accreditation case is considered.

3.5. To fulfil the duties of the guarantor of the educational program, up to 300 hours per academic year are allocated within the working time of the research and teaching (scientific) employee. The specified number of hours is indicated in the individual plan as methodological and organizational work in accordance with the time standards for planning and accounting for the educational, methodological, scientific and organizational work of a academic staff of the University.

Assignments entrusted to the guarantor of the educational program shall be performed within his working hours of the second half of the working day, which is noted in the individual plan and approved by the decision of the relevant department. The decision of the Commandant of the University may establish a material supplement (remuneration) to the guarantor of the educational program in ways that do not contradict the legislation and the Statute of the University.

#### 4. Rights and responsibilities of the guarantor of the educational program

##### 4.1. Within the scope of its tasks, the guarantor has the right to:

- submit proposals for approval, revision or updating of the educational program and curriculum with the involvement of higher education students, relevant heads of military command and control bodies, and graduates;
- to make reasonable proposals for the formation and change of the academic staff who ensure the educational process in accordance with the educational program;
- to attend and express their opinion at meetings of working groups, departments, academic councils of institutes, Methodological and Academic

Councils of the University, where issues related to the implementation of the educational program are considered;

to make proposals for encouraging academic staff involved in the implementation of the relevant educational program;

to receive information from any structural unit of the University to draw up information on self-assessment of the educational program;

involve members of the project/working group, educational program support group, and necessary University officials in the preparation and conduct of the accreditation of the educational program;

initiate (with justification) the accreditation of the educational program by an independent accredited agency or a recognized foreign agency.

4.2. The guarantor of the educational program shall be personally liable for poor quality or untimely performance of the duties provided for in these Regulations.

## 5. Relationships with other departments

5.1. The guarantor of the educational program interacts with the structural units of the University for organizational and regulatory support aimed at the effective functioning of the educational program and improving the quality of the educational process in terms of its powers.

5.2. The guarantor of the educational program in its activities interacts with the group of support of the educational program of the University.

5.3. The guarantor of the educational program interacts with the management of the structural departments of the University to prepare the accreditation process of the educational program, to introduce innovative approaches to the implementation of the educational program and to ensure the relevance of information on the official website of the University.

The Guarantor submits the prepared proposals for changes to the educational program to the heads of the structural departments in which the educational program is implemented for hearing at the Academic Councils of the institutes, the Methodological, Academic Council of the University and approval.

Temporarily acting Head of the Scientific and Methodological Centre for Organization and Coordination of Educational Activity  
colonel

Ruslan TORCHEVSKY

Appendix  
to the Regulations on the  
guarantor of the educational  
program of the National Defence  
University of Ukraine (clause  
1.4)

## **CRITERIA** **for assessing the quality of the educational program**

### **Criteria1.** Design of the educational program

1. The educational program makes it possible to achieve the learning outcomes defined by the standard of higher education in the relevant specialty and level of higher education. In the absence of an approved standard of higher education in the relevant specialty and level of higher education, program learning outcomes are approved by the University and must meet the requirements of the National Qualifications Framework for the relevant qualification level.

2. The content of the educational program takes into account the requirements of the relevant professional standards (if available). Educational programs that provide for the award of professional qualifications must ensure that the requirements of the relevant professional standards are met.

3. The educational program has a clearly defined goal that is consistent with the mission and strategy of the University.

4. The purpose of the educational program and program learning outcomes are determined taking into account the needs of stakeholders.

5. The purpose of the educational program and program learning outcomes are determined taking into account the trends in the development of science, specialty, industry and regional context, as well as the experience of similar domestic and foreign educational programs.

### **Criteria 2.** Structure and content of the educational program

1. The scope of the educational program and individual educational components (in credits of the European Credit Transfer and Accumulation System) meets the requirements of the legislation on the scope of educational programs for the relevant level of higher education and the relevant higher education standard (if any).

2. The content of the educational program has a clear structure; the educational components included in the educational program constitute a logical interconnected system and together make it possible to achieve the stated purpose and program learning outcomes. The content of the educational program ensures the formation of professional competencies, the achievement of program learning outcomes that provide for the readiness of the applicant to independently analyse and determine the cause and effect relationships of processes.

3. The content of the educational program corresponds to the subject area of the specified educational program.

4. The structure and content of the educational program provide for the possibility of forming an individual educational trajectory, in particular through the

individual choice of academic disciplines by higher education students to the extent provided by law.

5. The educational program and curriculum provide for practical training of higher education students, which makes it possible to acquire the competencies necessary for further professional activity.

6. The educational program provides for the acquisition of social skills by higher education students

7. The volume of individual educational components (in credits of the European Credit Transfer and Accumulation System) complies with the legislation, the actual workload of students, and the program learning outcomes.

8. The structure of the educational program, educational components ensure the practice-oriented nature of the educational program or are consistent with the objectives and characteristics of the dual form of education (in the case of implementation of this form of education).

9. The educational program ensures the acquisition of certain competencies by higher education students.

**Criteria 3.** Access to the educational program and recognition of learning outcomes

1. The rules for admission to study under the educational program concluded in accordance with the Terms (Procedure) for admission to study for higher education are clear and understandable, do not contain discriminatory provisions and are published on the official website of the University

2. The rules for admission to study under the educational program take into account its features.

3. The University, within the framework of the educational program, recognizes program learning outcomes and qualifications obtained in other educational programs (including academic mobility). Such recognition is carried out in accordance with clear and understandable rules that do not contradict national legislation and international acts, are accessible to all participants in the educational process and are consistently followed.

The procedure and decisions taken to recognize these program results are duly documented in accordance with the law.

4. Within the framework of the educational program, the University recognizes learning outcomes obtained through non-formal and/or informal education. Such recognition is carried out in accordance with clear and understandable rules that do not contradict the law and are accessible to all participants in the educational process.

**Criteria 4.** Learning and teaching in the educational program

1. The educational process meets the requirements of the law. The methods, means and technologies of learning and teaching contribute to the achievement of the goals and program learning outcomes stated in the educational program, meet the requirements of the student-centred approach and the principles of academic freedom.

2. All participants in the educational process are provided with accessible and understandable information on the goals, content and program learning outcomes, the procedure and criteria for evaluation within individual educational components



(in the form of a work program of the discipline, syllabus).

3. The University provides a combination of teaching and research in the implementation of the educational program in accordance with the level of higher education, specialty and purpose of the educational program.

4. Academic staff and researchers update the content of educational components based on scientific achievements and modern practices in the relevant field.

5. Learning, teaching and research should be related to the internationalization of the University's activities to ensure the quality of the educational program.

**Criteria 5.** Control measures, evaluation of higher education students and academic integrity

1. Forms of control measures and criteria for evaluating higher education students are clear, understandable, make it possible to determine the achievement of learning outcomes by a higher education student for a separate educational component and/or educational program as a whole and are published in advance.

2. The forms of certification of higher education students meet the requirements of the higher education standard (if any). Learning outcomes are confirmed by the results of the Unified State Qualification Exam in the specialties for which it is introduced.

3. Clear and understandable rules for conducting control measures (including the scientific component of the educational and research program for the preparation of candidates for the degree of Doctor of Philosophy) are defined, which are accessible to all participants in the educational process, ensure the objectivity of examiners (in particular, cover procedures for preventing and resolving conflicts of interest), determine the procedure for appealing the results of control measures and their repeated passage, and are consistently followed during the implementation of the educational program.

4. The University has defined clear and understandable rules and procedures for the academic integrity policy, which are followed by all participants in the educational process during the implementation of the educational program. The University promotes academic integrity (primarily through its implementation in the quality culture of the University) and uses appropriate technological solutions as tools to counteract violations of academic integrity

**Criteria 6.** Human resources

1. The academic staff involved in the implementation of the educational program, given their qualifications and/or professional experience, are able to provide the educational components that they implement within the educational program, taking into account the requirements for teachers specified by law.

2. Procedures for competitive selection of academic staff are transparent, non-discriminatory, provide an opportunity to ensure the required level of their professionalism for the successful implementation of the educational program and are consistently applied.

3. The University involves customers for the training of military specialists, practitioners with combat experience and experts in the relevant field of knowledge in the planning and implementation of the educational process.

4. The University promotes the professional development of academic staff

through its own programs or in cooperation with other organizations, encourages the development of pedagogical skills.

**Criteria 7. Educational environment and material resources**

1. The educational and methodological support of the educational program, financial and material and technical resources (software, equipment, library, other infrastructure, etc.) ensure the achievement of the educational program's educational program objectives and program learning outcomes.

2. The university provides teachers and students with access to the appropriate infrastructure and information resources necessary for learning, teaching, and/or scientific activities within the educational program, in accordance with the law.

3. The educational environment provides an opportunity to meet the needs and interests of higher education students enrolled in the educational program and is safe for their life, physical and mental health.

4. The University creates sufficient conditions for the realization of the right to education for persons with special educational needs who study under the educational program.

5. The university creates adequate conditions for the realization of the right to education for persons with special educational needs who are enrolled in the educational program.

6. There are standardized procedures for responding to corruption, cases of harassment, discrimination, sexual harassment, and other conflict situations that are accessible to all participants in the educational process and consistently followed during the implementation of the educational program.

**Criteria 8. Internal quality assurance of the educational program**

1. The University consistently carries out the procedures for the development, approval, monitoring and periodic review of the educational program.

2. Higher education students directly and through the relevant self-government bodies are involved in the process of periodic review of the educational program and other procedures for ensuring its quality as partners. Proposals of higher education students are taken into account when reviewing the educational program.

3. Customers are involved in the periodic review of the educational program and other quality assurance procedures as partners.

4. There is a practice of collecting, analysing and taking into account information on the career path of graduates of the educational program (except in the case of accreditation for the first time).

5. The quality assurance system of higher education of the University ensures timely response to the results of monitoring of the educational program and/or educational activities for the implementation of the educational program, in particular, carried out through a survey of stakeholders.

6. The results of external quality assurance of higher education (including comments and recommendations formulated during previous accreditations) are taken into account when revising the educational program.

7. The academic community of the University forms a culture of quality education, which contributes to the continuous development of the educational

program and educational activities under this program.

**Criteria 9. Transparency and publicity**

This criterion is applied taking into account the requirements and restrictions on the disclosure of restricted information established by law.

1. Clear and understandable rules and procedures governing the rights and obligations of all participants in the educational process are defined, accessible to them and consistently followed during the implementation of the educational program.

2. No later than one month prior to the approval of the educational program or amendments thereto, the University shall publish the relevant draft on its official website for the purpose of receiving comments and suggestions from interested parties.

3. The University provides open access to information and documents on its website in accordance with the law.

The University timely publishes on its official website accurate and reliable information about the educational program (full educational program, curricula, work programs of academic disciplines, opportunities for the formation of an individual educational trajectory of higher education students) in an amount sufficient to inform the relevant stakeholders and society.

**Criteria 10. Learning through research**

This criterion is applied during the accreditation of educational programs of the third (educational and scientific) level of higher education.

1. The content of the educational and scientific program provides full training for adjuncts to solve complex problems in the field of professional and/or research and innovation activities in the relevant specialty (specialties) and/or field of knowledge (fields of knowledge), mastering the methodology of scientific and pedagogical activities.

2. The research activities of adjuncts correspond to the research direction of their supervisors.

3. The University is able to form one-time specialized academic councils (one-time specialized councils for awarding the degree of Doctor of Arts) for the certification of adjuncts studying in the relevant educational program.

4. The University organizationally and materially provides opportunities for research and testing of their results in accordance with the subject matter of adjuncts (holding regular conferences, seminars, colloquia, concerts, performances, master classes, public speeches, providing access to the use of laboratories, equipment, information and computing resources, etc.)

5. The University provides opportunities for adjuncts to engage in the international academic community in their specialty, in particular through presentations at conferences, publications, concerts, performances, master classes, personal exhibitions, public speaking, participation in joint research projects, etc.

6. There is a practice of participation of supervisors of adjuncts in research projects, the results of which are regularly published, presented and/or implemented.

7. The University ensures the observance of academic integrity in the

professional activities of scientific (creative) supervisors and adjuncts, in particular, takes measures to prevent the exercise of scientific supervision by persons who have committed violations of academic integrity.

Temporarily acting Head of the Scientific and  
Methodological Centre for Organization and  
Coordination of Educational Activity  
colonel

Ruslan TORCHEVSKY