

**MINISTRY OF DEFENCE OF UKRAINE**

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**NATIONAL DEFENCE UNIVERSITY OF UKRAINE**



**REGULATIONS  
ON THE IMPLEMENTATION OF THE RIGHT OF HIGHER  
EDUCATION STUDENTS TO FREELY CHOOSE  
EDUCATIONAL COMPONENTS AT THE NATIONAL  
DEFENCE UNIVERSITY OF UKRAINE**

**Kyiv – 2025**

## REGULATIONS

on the implementation of the right of higher education students to freely choose  
educational components at the National Defence University of Ukraine

### 1. General Regulations

1.1. The Regulations on the implementation of the right of higher education seekers to freely choose educational components at the National Defence University of Ukraine (hereafter – the Regulations) contain organizational and educational-methodological principles for the implementation of an individual educational trajectory by an education seeker through the selection of elective educational components in accordance with the Law of Ukraine “On Higher Education,” Regulations on the peculiarities of the organization of the educational process in higher military educational institutions of the Ministry of Defence of Ukraine, military educational departments of higher education institutions, institutions of professional pre-higher military education, approved by order of the Ministry of Defence of Ukraine № 120 of February 15, 2024, Regulations on the organization of the educational process at the National Defence University of Ukraine, approved by order of the Commandant of the National Defence University of Ukraine dated September 25, 2024, № 516/НОД.

The Regulations governs the procedure for developing and administering the Catalogue of Elective Educational Components, Syllabus for elective educational components, informing students about them, and the implementation of students' free choice of educational components.

1.2. Higher education students (hereafter – students) are students, cadets, and adjuncts who study at the National Defence University of Ukraine (hereafter – the University) at a certain level of higher education in order to obtain the appropriate degree and qualification.

1.3. Selective educational components are educational components freely chosen by students, aimed at ensuring general and special (professional) competencies in accordance with the relevant educational program.

1.4. An individual educational plan for a student is a document that defines the sequence, form, and pace at which a student will master the educational components of an educational program in order to achieve their individual educational goals.

1.5. The scope of elective educational components is determined by the relevant educational program, according to which the applicant studies at the relevant level of higher education, and the curriculum.

1.6. The selection of educational components may be carried out both in accordance with the field of study of the graduating department and other departments of the university.

1.7. The adjunct has the right to choose educational components offered at any level of higher education and related to the topic of the dissertation.

1.8. All university departments (responsible for the content of educational components and the training of military specialists) may teach selected educational components, provided that they have the appropriate personnel, teaching and methodological resources, information resources, classroom facilities, and taking into account the teaching load of academic staff.

1.9. The organization of the educational process regarding the acquisition of elective educational components by learners is carried out in accordance with the Regulations on the Organization of the Educational Process at the National Defence University of Ukraine, approved by the Order of the Commandant of the National Defence University of Ukraine dated September 25, 2024, No. 516/нод

## 2. Educational and methodological support for the right of students to choose educational components

### 2.1. Catalogue of selected educational components

2.1.1. Elective educational components offered to students are compiled in the Catalogue of Elective Educational Components (hereafter – the Catalogue), which is revised annually and compiled for the entire duration of study for students admitted in the corresponding year.

The Catalogue is a systematic annotated list of educational components that relate to the elective component of the educational program for a specific level of higher education.

The methodology for preparing Catalogues includes the following steps:

during February and March of this year, department heads will organize discussions at department meetings on the relevance of the elective educational components in the previous year's admission Catalogue, the advisability of their further study by students, and, if necessary, consider the possibility of adding new elective educational components to the Catalogue for the new academic year;

proposals from departments regarding changes and additions to the Catalogues are discussed by the methodological commissions of the institutes and submitted by May 1 of the current year to the Deputy Commandant of the National Defence University of Ukraine for Academic Affairs for consideration by the University's Methodological Council and approval by the University's Academic Council;

in accordance with the adopted decision, the Head of The Scientific and Methodological Centre of Scientific, Scientific and Technical Activities Organization shall organize, before the beginning of the new academic year, the revision of the Catalogue for the current admission year and the updating of Catalogues from previous years.

Modifications to the Catalogue, authorized in accordance with prescribed procedures, are binding on all educational process participants.

2.1.2. The Catalogue is reviewed at a meeting of the Academic Council of the University, signed by the Deputy Commandant of the National Defence University of Ukraine for Academic Affairs, and approved by the Commandant of the University

2.1.3. Before the start of the new academic year, the approved Catalogues for each year of admission of applicants are posted on the official website of the University (in the section University/documents).

## 2.2. Syllabus for selected educational components

2.2.1. The Syllabus of the elective educational component (hereafter – the Syllabus) is a document that explains the mutual responsibilities of academic staff and students. It covers the prerequisites, procedures (including assessment principles), policies (including academic integrity policy), content of the educational component, list of references, etc.

2.2.2. The Syllabus is developed for each elective educational component in accordance with the requirements of the educational program and curriculum.

2.2.3. Before the start of the new academic year, Syllabus are posted on the University's official website (in the section University/documents section) and on the University's remote platform, where all necessary information regarding the procedure and specifics of studying elective educational components is provided.

## 3. Procedure for selecting educational components

3.1. Institute heads, in coordination with the Head of the educational department and academic staff, shall hold general meetings with students to present the main requirements of these Regulations and to review the contents of the Catalogue and Syllabus.

3.2. The student selects educational components (a block of educational components) within the scope of hours provided for by the relevant educational program and curriculum, observing the sequence of their study.

3.3. A student has the right to select educational components outside the Catalogue, subject to approval by the heads of departments responsible for delivering those components.

3.4. The selection of educational components is carried out within the following time frames:

full-time (daytime) students:

third (educational and scientific) level of higher education – before the start of teaching the selected educational component;

strategic level of military education – before March 30 of the first year of study;

operational level of military education for the first year of study – by September 15 of the first year of study;

operational level of military education for the second year of study – by April 30 of the first year of study;

tactical level of military education for the first year of study – by October 30 of the first year of study;

tactical level of military education for the second and subsequent years of study – by March 30 of the current year of study for the next academic year;

part-time students:

third (educational and scientific) level of higher education – before the start of teaching the selected educational component;

strategic level of military education – during the first final and introductory training session;

operational and tactical levels of military education – during the first orientation session;

bachelor's degree (without military education) – during the training course of the relevant course of study, which precedes the training course during which the relevant educational components are taught.

3.5. The selection of educational components involves:

familiarizing students with these Regulations, the Catalogue, and Syllabus on the University's official website and on the University's remote educational platform;  
providing advisory assistance to students as needed;

selection of educational components (blocks of elective educational components), including from the Catalogue, in the scope provided for by the educational program and curriculum;

submission by the student (cadet) to the academic department of the institute of a report with the mandatory indication of the selected elective educational components (blocks of elective educational components) in the form attached (Appendix 1). The deadlines for submitting the report are specified in clause 3.4 of these Regulations;

submission of a report by the adjunct to Deputy Commandant of the National Defence University of Ukraine for Scientific Affairs, indicating the selected educational component (components) in agreement with their scientific supervisor and the head of the relevant institute (department, centre) responsible for teaching the selected educational component.

3.6. The following tasks are assigned to the educational departments of the institutes:

within 3 working days after the deadline for submitting reports by students on educational components (clause 3.4 of these Regulations) analysis and summarization of the information received;

forming preliminary lists of study groups for the study of elective educational components (blocks of elective educational components) within 3 working days after summarizing the information. In this case, priority for inclusion in study groups is given: first, to students who choose educational components aimed at developing professional competencies under a specific educational program; second, according to the order of submission of reports;

providing students with preliminary lists of study groups for studying elective educational components (blocks of elective educational components). If a student is not included in a study group (in accordance with paragraph 3, clause 3.6), the student has the opportunity to change their decision regarding the selection of an elective educational component, which they have been denied, within 3 working days by submitting a corresponding report to the academic department of the institute regarding the selection of another elective educational component;

forming final lists of study groups for the study of elective educational components by students (blocks of elective educational components) and submitting them for approval to the head of the institute (within 3 working days after the completion of paragraphs 2-4 of clause 3.6) in the form attached (Appendix 2);

communicating the approved lists of study groups for the study of elective educational components (blocks of elective educational components) to students;

implementation of the choice of students in the schedules of classes and notification of the composition of study groups for the study of elective educational components (blocks of elective educational components) to the heads of departments who are responsible for their teaching.

3.7. An elective educational component shall be introduced provided that the number of students wishing to study it is sufficient to form a study group.

Study groups for elective educational components shall have a minimum number of students:

10 persons for the first (bachelor's) level of higher education;

3 persons for the second (master's) level of higher education.

In case of insufficient number of applicants to form a study group for the elective educational component, applicants are offered to consider other educational components.

For students for the third (educational and scientific) level of higher education, there are no restrictions on the number of students in a study group.

3.8. The restrictions on the minimum number of students in a study group for studying a selective educational component, specified in clause 3.7 of these Regulations, do not apply when all students enrolled in the relevant educational program have chosen the selective educational component.

3.9. Reports of students regarding the selection of elective educational components are stored in the academic departments of institutes throughout the entire period of study.

3.10. The elective educational components selected by the student are included in the student's individual plan and are mandatory for mastery.

3.11. A student may be denied admission to a selected elective educational component in the following cases:

failure to meet the established conditions for selecting the relevant educational component (lack of already acquired competencies necessary for successful mastering of the educational component);

the number of students who have chosen the educational component is less than the established minimum (clause 3.7 of these Regulations);

preference in choosing educational components is given to applicants in the following order: by educational program, specialty, field of knowledge;

preference in choosing educational components is given to applicants who were the first to choose them and submitted the relevant report to the academic department of the institute within the specified time.

3.12. If, for a valid reason, a student is unable to select an educational component on time or identifies a mistake in their choice, they shall submit a report to the head of the institute regarding the study of the selected educational components, providing documents confirming the validity of the reasons. A report on changing the educational component in the individual study plan must be submitted no later than one month before the start of the semester in which it is taught.

#### 4. Final contributions

4.1. The Regulations shall come into force by order of the Commandant of the National Defence University of Ukraine after its approval by the decision of the Academic Council of the University.

4.2. Amendments and additions to the Regulations shall be made by decision of the Academic Council of the University and shall be put into effect by order of the Commandant of the National Defence University of Ukraine.

Temporarily acting head of the Scientific and Methodological Centre of Scientific,  
Scientific and Technical Activities Organization  
colonel

Ruslan TORCHEVSKY



## Appendix 1

to the Regulations on the implementation of the right of higher education students to freely choose educational components at the National University Defence of Ukraine (clause 3.5)

### **Report by a student on the free choice of elective educational components**

To the Head of the Institute \_\_\_\_\_  
(through the educational section \_\_\_\_\_)

#### **Report**

I request your decision on the inclusion of the following elective educational components in the individual study plan of student (cadet) of study group No. \_\_\_\_\_ for the 202\_\_ - 202\_\_ academic year:

202__ - 202__ academic year			
no.	Selective educational components		Amount of course credit (ECTS)
	Name	Code according to catalogue	
1.	Physical education, special physical training, and sports	BB 7	3
2.	The theory of public administration	BB 2	3
Amount of course credit (ECTS)			6

202__ - 202__ academic year			
no.	Selective educational components		Amount of course credit (ECTS)
	Name	Code according to catalogue	
1.	Joint training	BB 4	3
2.	International strategies for the economic development of the defence industry	BB 13	3
Amount of course credit (ECTS)			6

Student of the study group № \_\_\_\_\_

\_\_\_\_\_  
(military rank, signature, first name and surname)  
“ \_\_\_\_ ” \_\_\_\_\_ 20\_\_ p.

Temporarily acting head of the Scientific and  
Methodological Centre of Scientific, Scientific and  
Technical Activities Organization  
colonel

Ruslan TORCHEVSKY

## Appendix 2

to the Regulations on the implementation of the right of higher education applicants to freely choose educational components at the National Defence University of Ukraine (clause 3.6)

APPROVED

Head of the Institute \_\_\_\_\_

\_\_\_\_\_  
(military rank, signature, first and last name)

“ \_\_\_\_ ” \_\_\_\_ 20 \_\_\_\_ p.

### List of

selective educational components chosen by students (cadets) of the full-time (part-time) form of strategic (operational, tactical) military education of the 20\_\_ admission year of the institute \_\_\_\_\_ for the 202\_\_ - 202\_\_ academic year

(name of department)

no.	Selective educational components			Specialization (educational program)	Study Group Number	Number of students	
	Name	code	Amount of course credit (ECTC)			in the study group	who chose the educational component
1	2	3	4	5	6	7	8
1.	Physical education, special physical training, and sports	ББ 7	3	Strategic leadership in the security and defence sector	1101	8	2 OF 3. Moroz V; OF 2 Grib I.
					1102	7	...
2.	The theory of public administration	ББ 2	3	Strategic leadership in the security and defence sector	1101	8	...
					1102	7	...

Head of the Academic Department of the Institute \_\_\_\_\_

(name of the department)

\_\_\_\_\_  
(military rank, signature, first name and surname)

Temporarily acting head of the Scientific and Methodological Centre of Scientific,  
Scientific and Technical Activities Organization  
colonel

Ruslan TORCHEVSKY