

MINISTRY OF DEFENCE OF UKRAINE

NATIONAL DEFENCE UNIVERSITY OF UKRAINE



REGULATIONS
ON THE ORGANIZATION OF REMOTE WORK FOR ACADEMIC
STAFF AT THE NATIONAL DEFENCE UNIVERSITY OF UKRAINE

Kyiv – 2025

Annex
to the order of the Commandant of the
National Defence University of Ukraine
dated 11.08.2025 № 474/НОД

REGULATIONS on the organization of remote work for academic staff at the National Defence University of Ukraine

1. Structure and general provisions

1.1. This Regulations has been developed to establish uniform norms and rules for organizing the remote working regime for academic staff (hereinafter employees), define their rights, obligations and guarantees when working remotely, it determines the procedure, methods and means of communication and reporting between supervisors and employees while performing their duties remotely. It also defines technical and organizational measures for ensuring remote work and establishes responsibility for violations of the terms of this Regulations. Finally, it controls the remote work regime at the National Defence University of Ukraine (hereinafter the University).

1.2. This Regulations is an integral part of the University's system of internal (local) regulatory legal acts, which are recognized as mandatory for execution by the University's employees and officials.

1.3. Remote work is a form of work organization where work is performed by an employee outside the University's premises or territory, at any location chosen by the employee, and using information and communication technologies.

1.4. In remote work, employees manage their working hours at their own discretion, and they are not subject to the internal labour Regulations, unless otherwise stipulated in the employment agreement (contract). However, the total duration of working hours may not exceed the norms stipulated in Articles 50 and 51 of the Labour Code of Ukraine. Performing remote work does not entail any restrictions on the scope of employees' labour rights. Furthermore, unless the employee and the University have agreed otherwise in writing, remote work provides for full payment for labour within the terms defined by the current employment agreement (contract). Remote work for academic staff may be implemented provided they are capable of and able to perform the assigned tasks.

1.5. Academic staff are individuals who, at their primary place of employment in higher education institutions, conduct educational, methodological, scientific (scientific-technical, artistic), and organizational activities.

2. Regulatory legal framework

2.1. This Regulations is based on the following laws of Ukraine:

Laws of Ukraine “On Education”, “On Higher Education”, “On Scientific and Scientific-Technical Activities”;

Order of the Ministry of Defence of Ukraine dated 9 January 2020 “On Approval of the Regulations on Peculiarities of Organizing Educational Activities in Higher Military Educational Institutions of the Ministry of Defence of Ukraine and Military Educational Units of Higher Education Institutions”;

Order of the Ministry of Defence of Ukraine dated 2 October 2017, No. 507 “On approval of the instruction on maintaining the time sheet in the Ministry of Defence of Ukraine and the Armed Forces of Ukraine”;

Order of the Ministry of Education and Science of Ukraine dated 25 April 2013, No. 466 “On approval of the Regulations on distance learning”,

International Labour Organization Convention No. 177 on Home Work and International Labour Organization Recommendation No. 184 concerning Home Work;

Letter from the Ministry of Education and Science of Ukraine, No. 1/9-224, dated 27 April 2020 “Regarding Certain Issues of Educational Institutions Activities During Quarantine”

Other regulatory legal acts and international conventions define the procedure for implementing the remote work regime for academic staff at the University.

3. Term of validity

3.1. The Regulations is approved by order of the Commandant of the University, in coordination with the Academic Council and the Chair of the Trade Union Committee, and remains in effect for the duration of the remote work regime implemented within the institution

3.2. This Regulations may be cancelled or amended on the basis of an order from the Commandant of the University, in agreement with the Academic Council and the Head of the Trade Union Committee.

4. Procedure for changing to a remote work regime

4.1 General provisions.

If the terms of the employment contract with an employee do not allow them to perform their labour function remotely, the change to a remote work regime occurs on the basis of a corresponding order from the Commandant of the University:

- a) upon application from the academic staff member;
- b) based on relevant recommendations or decisions of state authorities or local self-government bodies;
- c) based on a formalised additional written agreement introducing changes to the employment contract concerning the change of work regime.

4.2 The list of the University positions for which the remote working regime may be applied is agreed by the Academic Council and the Head of the Trade Union Committee, and approved by the Commandant of the University.

4.3 Academic staff members are obliged to familiarise themselves with the corresponding order by signing it.

4.4 An academic staff member begins working remotely from the date agreed upon by the parties in an additional written agreement to the employment contract, or specified in the text of the corresponding order issued by the Commandant of the University regarding the transfer of an academic staff member to remote work.

5. Organizational and technical conditions for ensuring a remote work regime

5.1 Academic staff perform their work remotely either at their residential address (information about which is kept by their direct supervisor) or at any other location chosen by the employee (about which they must inform their direct supervisor). Throughout the period of remote working, employees must ensure that their workplace is clean, tidy and safe. It must not be in any public place, such as cafés, restaurants, shopping centres, amusement parks, hotels, co-working spaces, parks, squares, hotel lobbies, airports, train stations and metro stations.

5.2 When performing remote work, academic staff members must use only their own equipment, which is not leased, pledged or subject to alienation. To ensure the integrity of information processed during remote working and prevent its alteration or distortion, the academic staff member must create a separate user account on their personal computer (PC) with password access. They are responsible for ensuring the technical functionality of the equipment and protecting it against viruses and other unauthorised actions.

5.3 If necessary, the academic staff member is permitted to print any open-source information on personal equipment throughout the period of performing the defined work remotely, provided they adhere to the following rules:

- do not violate the procedures and rules for storing official documents and valuable materials, strictly maintain state secrets;

- third parties (including family members of the employee) must not be informed of the purpose, goals, plans or prospects of using materials (information) utilized at home for the benefit of the Armed Forces of Ukraine or the national security of Ukraine;

- Storage, use, copying, reproduction and other types of dissemination of information (materials) classified as “Top Secret”, “Secret”, “Confidential”, “For Official Use Only” are prohibited when working remotely, including information (materials) that, in its entirety, may be subject to restricted access classification, as well as the use of official information whose disclosure could harm the state's

national interests;

the academic staff member is permitted to use USB drives, external storage devices and CD/DVDs, provided they are necessary for performing their employment duties and are only used for working with open-source information.

When processing an operational task that does not contain restricted information, ensure that your personal PC is physically disconnected from the internet and other local networks.

Restricted information may only be processed on the University premises.

Any information (files, folders, etc.) stored on a personal PC must be deleted immediately after the personal task has been completed and reported on.

5.4 Academic staff members are obliged to adhere to the following rules when working remotely:

- perform employment duties in compliance with internal labour protection rules, safety Regulations, fire safety and the security regime;

- do not disclose information about the University's activities or your own activities to the media or third parties without the written consent of the employer;

- do not allow the disclosure of state secrets (official information) entrusted to you or that has become known to you in connection with the performance of your duties, by any means;

- do not assist foreign states, foreign organisations or their representatives, or individual foreigners and stateless persons, in activities that harm Ukraine's national security interests;

- information obtained in the course of performing official duties must not be used for personal gain or in the interests of third parties;

- report to the officials who granted you access to state secrets, as well as to the relevant security and classified information bodies, about any circumstances stipulated by Article 23 of the Ukrainian Law "On State Secrets", or any other circumstances that hinder the preservation of state secrets entrusted to you. Also report on your departure from Ukraine;

- only software permitted for use in Ukraine must be installed on the PC.

While performing remote work, the academic staff member bears personal responsibility for searching for, storing, disseminating and ensuring the accuracy of information

6. Working hours and right to leave

6.1 A work schedule is established for all academic staff performing remote work.

Employees working remotely determine the start and end times of their daily work, rest and meal breaks independently, subject to the remote working regime. The working week for academic staff may not exceed 40 hours and an eight-hour working day.

6.2 An academic staff member is entitled to annual paid leave, as well as

other types of leave as set out in Ukraine`s current labour legislation and the University's internal legal Regulations.

7. Procedure for defining tasks for academic staff working remotely

7.1 Academic staff members who are working remotely perform their work according to the list of tasks assigned to them by the heads of structural units.

7.2 The tasks for each employee are drawn up at least once a month, signed by the head of the relevant department and approved by the senior supervisor. The tasks for academic staff members specify the type of work, activities, time allotted for completion, deadline and necessary results.

7.3 The content of the tasks assigned to academic staff must correspond to their functional duties as applied to the remote working regime.

7.4 The direct functional duties of higher education academic staff members working remotely include:

- development of training courses, their methodological and instructional support, and the selection of information support tools (audio, video, computer, telecommunication, etc.);

- creation of educational, training and control programs, including computer-based ones;

- author's participation in the preparation of educational literature and teaching materials;

- lecturing and conducting group, seminar and other practical classes, conferences and business games etc;

- organizational and methodological support for students` (adjuncts, cadets and students) practical training, and participation in its conduct;

- searching for and developing new pedagogical methods and educational technologies to increase effectiveness;

- consultative and other individual work with students (adjuncts, cadets and students);

- planning, organising and conducting scientific research and specific practical developments;

- preparation of scientific, popular science and other materials;

- implementation of educational functions during group and individual work with students, and during informal communication with them;

- continuous professional development and improvement of scientific and pedagogical competence and qualifications;

- possession of various professionally necessary practical skills.

7.5 In order to fulfil their duties successfully, an employee must be an organiser, speaker, analyst and psychologist, as well as a highly competent specialist in their field and well-read in other areas of knowledge. This requires significant

mental, physical, temporal and emotional expenditure.

7.6 Academic staff members of higher education institutions perform pedagogical activities in educational, methodological, scientific, scientific-technical and organizational areas.

7.7 Employee tasks are stored by the head of the structural unit for the term of the employment agreement, but no less than until the end of the calendar year in which the employment agreement expired.

7.8 Employees working remotely provide the results of their work to the heads of structural units for consideration regarding their future use.

7.9 Employees must arrive at the University within 4 hours if the head of the structural unit requests them to perform urgent, unforeseen or unexpected tasks or work.

8. Reporting on work performed and timekeeping

8.1 Academic staff report on their work to their direct supervisor in writing on the last working day of each calendar month.

8.2 Reporting materials are submitted in the form of prepared sections or points of reports on the work performed. These materials are submitted to the head of the structural unit for acceptance in paper or electronic form and are stored by them for the period necessary for processing, generalization and further use in the unit's and institution's educational activities.

8.3 Time keeping for academic staff members who work remotely is recorded in a timesheet for the department. This is completed based on the number of hours allocated to the employee for performing assigned tasks, and on the timely submission of reporting materials. This is calculated at no more than eight hours per working day. Timekeeping is carried out in accordance with Order no. 507 of the Ministry of Defence of Ukraine dated 2 October 2017 “On Approval of the Instruction on Maintaining the Time Sheet in the Ministry of Defence of Ukraine and the Armed Forces of Ukraine”.

8.4 Effective work performance, discussion of current work issues and processes, and maintaining communication between employees and unit heads are all facilitated through verbal contact and electronic mailboxes.

9. Remuneration and other compensatory payments

9.1 Remuneration for employees of institutions and organizations funded by the budget is carried out on the basis of Ukrainian laws and other regulatory legal acts, general, sectoral and regional agreements and collective agreements, within the limits of budget allocations.

9.2 Remuneration is paid for work carried out in accordance with timesheets, class schedules and tasks defined by heads of structural units.

9.3 Labour remuneration legislation is based on the Constitution of Ukraine and consists of the Labour Code of Ukraine and the Laws of Ukraine “On Labour Remuneration”, “On Collective Agreements and Agreements”, “On Enterprises in Ukraine”.

9.4 The employee is responsible for covering their monthly expenses for mobile communication, landline and mobile internet for performing remote work, as well as any other expenses.

10. Final Provisions

10.1 The employee shall continue to enjoy all social, economic, and labour guarantees provided by the current labour legislation of Ukraine, without exception, subject to the specific provisions set out in this Regulations.

10.2 The employee’s official and job-related duties, as defined in the employment contract and job description, shall remain unchanged, with due regard for the specific provisions outlined in this Regulations.

10.3 All existing employees, as well as newly hired staff, must be acquainted with this Regulations.

10.4 Any amendments or additions to this Regulations shall be made with the consent of the University’s Academic Council and the Head of the Trade Union Committee.

10.5 An academic staff member shall return to their regular working mode in accordance with a decision by the Commandant of the University.