

REGULATIONS
on planning the educational process for the academic year
at the National Defence University of Ukraine

1. General provisions

1.1. Planning of the educational process for the academic year (hereinafter – planning of the educational process) at the National Defence University of Ukraine (hereinafter – NDUU) is implemented by determining and implementing measures (tasks) to ensure the educational process for the training of students for education in certain categories, types of education, forms of education and organisation of the educational process:

students for higher and military education;
students of professional military education (PME) courses;
students of advanced training courses for academic staff;
students of the advanced training courses (ATC).

1.2. Planning of the educational process determines the goals and activities (tasks), deadlines for their implementation and performers, reporting on the results of the planned activities (tasks) to prepare for the academic year.

1.3. The organisation and implementation of the planned activities (tasks) is carried out at the level of the NDUU, institutes (centres) and departments, by academic staff and students.

1.4. The implementation of the planned activities (tasks) is carried out by developing and approving planning and administrative documents (orders, plans, schedules, timetables, etc.) and documents of educational and methodological support of the educational process in accordance with the established procedure.

1.5. The list of basic documents of the NDUU that regulate the organisation and provision of the educational process for the academic year is determined by the Regulations on the organisation of the educational process at the National Defence University of Ukraine.

1.6. The list and forms of documents for educational and methodological support of the educational process in the NDUU, the procedure for their development, review, approval, approval and implementation is determined by the Regulations on educational and methodological support of the educational process in the National Defence University of Ukraine.

1.7. The planning of the educational process is preceded by:

development and implementation of new educational (educational and professional, educational and scientific) programmes for higher military education levels and curriculams for them;

review and amendments to existing educational (educational, professional, educational and scientific) programmes (hereinafter referred to as updating of educational programmes) and curriculams;

development and introduction of new educational programmes of professional military education courses and/or updating of existing educational programmes of professional military education courses;

development and implementation of new and/or updating of existing professional development programmes for academic staff;

development and implementation of new and/or updating of existing curricula-programmes of advanced training courses;

calculation of the number of full-time positions of academic staff in the NDUU for the academic year.

1.8. When planning the educational process, the following are taken into account:

the number of educational (educational and professional, educational and scientific) programmes under which higher education students will be trained and the timing of their implementation;

the number of educational programmes of professional military education courses, which will be used to train students of the PME courses, and the terms of their implementation;

the number of advanced training programmes for academic staff and the timing of their implementation;

the number of curricula-programmes of advanced training courses, according to which the students of the ATC will be trained, and the terms of their implementation;

assignment of educational programmes, programmes (curricula) of advanced training and educational components to institutes (centres, departments);

the expected number of students at the beginning of the academic year, their distribution by educational programmes of higher and military education, educational programmes of professional military education courses, advanced training programmes for academic staff and curricula for advanced training programmes;

types and scope of work on educational, methodological, scientific and technical, and other types of activities in the NDUU;

norms of workload of the academic staff by types of educational, methodological, scientific, research and technical, and other activities in the NDUU.

2. Regulatory and legal framework

The provision is based on: the Law of Ukraine “On Education”; the Law of Ukraine “On Higher Education”; the Licensing Conditions for Educational Activities of Educational Institutions, approved by Resolution of the Cabinet of Ministers of

Ukraine No. 1187 of December 30, 2015; The list of fields of knowledge and specialties for which higher education students are trained, approved by Resolution of the Cabinet of Ministers of Ukraine No. 266 of April 29, 2015; Regulations on the accreditation of educational programs for the training of higher education students, approved by Order of the Ministry of Education and Science of Ukraine No. 686 of May 15, 2024; Regulations on the specifics of organizing the educational process in higher military educational institutions of the Ministry of Defense of Ukraine, military educational units of higher education institutions, and institutions of professional pre-higher military education, approved by Order of the Ministry of Defense of Ukraine No. 120 of February 15, 2024; Order of the Ministry of Defense of Ukraine No. 405 of June 20, 2024, “On the Organization of Training for Officers, Sergeants, and Senior Sergeants in Higher Military Educational Institutions, Military Training Units of Higher Education Institutions, and Institutions of Professional Pre-Higher Military Education”; the Charter of the National University of Defense of Ukraine, approved by Order of the Ministry of Defense of Ukraine No. 260 of May 10, 2017 (as amended by Order of the Ministry of Defense of Ukraine No. 11 of January 7, 2025).

3. Content, list and procedure for implementing the main activities (tasks) for the organisation and support of the educational process in the academic year

3.1. The procedure and features of the development, approval and implementation and updating of educational (educational and professional, educational and scientific) programmes in the NDUU is determined by a separate Regulation.

3.2. New educational (educational and professional, educational and scientific) programmes are developed, approved and put into operation, as a rule, no later than 30 May of the academic year preceding the planned one.

3.3 Revision and updating of existing educational (educational and professional, educational and scientific) programmes

3.3.1. The review of educational (educational and professional, educational and scientific) programmes is carried out annually based on the results of monitoring on the basis of an analytical report, analysis of the experience of training and employment of forces and means of the components of the defence forces, as well as standards and procedures adopted in the NATO member states.

3.3.2. When reviewing educational (educational and professional, educational and scientific) programmes, the following are analysed

- proposals of stakeholders (internal and external);
- compliance of the content of the educational components of the educational programme with the programme competences;
- compliance of the programme learning outcomes with the relevant educational

components of the study programmes;
 relevance of the distribution of credits for mastering the educational components of and ensuring the programme learning outcomes;
 effectiveness of the forms of educational process organisation, teaching and assessment methods used;
 organisation of learning through research;
 quality of practical training;
 compliance with academic integrity.

3.3.3 The review of educational (educational and professional, educational and scientific) programmes is also carried out under the conditions of amendments to the legislative framework in the field of higher education concerning the conduct of educational activities, in particular

 coming into the force of higher education standards corresponding to the specialities and levels of higher education and/or professional standards corresponding to the levels of professional military education;
 amendments to existing higher education and/or professional standards.

3.3.4. Support for the implementation of educational (educational and professional, educational and scientific) programmes and the development of proposals for updating or closing educational (educational, professional, educational and research) programmes, or the absence of a need for their changes, shall be carried out by guarantors and support groups of the relevant educational programmes.

3.3.5. Proposals for the renewal or closure of educational (educational and professional, educational and scientific) programmes or the absence of a need for their changes (hereinafter referred to as renewal proposals) are developed by guarantors and support groups of the relevant educational programmes.

3.3.6. Proposals for updating educational (educational and professional, educational and scientific) programmes are considered by the Methodological Commissions of the institutes responsible for the implementation of these educational programmes, as a rule, after the completion of certification of higher education students and no later than 20 June of the academic year preceding the planned one.

3.3.7. Representatives of the customer for the training of military specialists and the scientific and methodological laboratory of internal quality assurance of educational activities of the scientific and methodological centre for the organisation and conduct of educational activities, higher education students, research and academic staff who implement the relevant educational programmes should be involved in the consideration of proposals for the renewal or closure of educational (educational and professional, educational and scientific) programmes, or the absence of a need for their changes.

3.3.8. Updating of an educational (educational and professional, educational and scientific) programme, which involves making partial changes to its structural elements, except for sections relating to the specifics of the educational programme, its objectives and programme learning outcomes, is carried out without re-approval.

3.3.9. If the results of the review require reform or significant changes in the educational (educational and professional, educational and scientific) programme and/or the quality of the educational programme is found to be inadequate, then such an educational programme is subject to a more significant update.

The update of the educational (educational and professional, educational and scientific) programme is carried out by approving the relevant changes for the next academic year in accordance with the established procedure, as a rule, no later than 30 June of the academic year preceding the planned one.

Decisions of the Academic Council of the NDUU on amendments to the educational (educational-professional, educational-scientific) programme are reflected in the sheet of changes and/or additions to the educational (educational-professional, educational-scientific) programme.

3.3.10. In case of changes in the expected programmatic learning outcomes (competencies) of an accredited educational programme (hereinafter referred to as the EP), the updated educational (educational and professional, educational and scientific) programme is considered a new EP, for which the NDUU enters the relevant information into the Unified State Electronic Database on Education.

Such an educational programme is subject to new accreditation in accordance with the established procedure.

3.3.11. An updated educational (educational and professional, educational and scientific) programme is not considered new if the programme learning outcomes (competenceies) are brought in line with the higher education standard, or the expected programme learning outcomes (competencies) are expanded, or the programme learning outcomes (competencies) are replaced, except as provided by the higher education standards, by up to 50 per cent.

3.4. Development and amendment of curricula for students

3.4.1. The curriculum for training of higher education students is developed on the basis of the relevant educational (educational and professional, educational and scientific) programme for each level of higher and military education, forms of education and each speciality (specialisation).

3.4.2. Curricula are developed under the following conditions:

introduction of new educational (educational and professional, educational and scientific) programmes;

updating existing educational (educational and professional, educational and scientific) programmes.

3.4.3. The curriculum is developed for the entire period of study of higher education students and is valid until the approval and implementation of a new educational (educational and professional, educational and scientific) programme.

3.4.4. Training of higher education students is carried out according to curricula that are valid at the time of their admission to the NDUU.

3.4.5. The curriculum is developed by the working group of the institute responsible for the training of higher education students in the relevant educational programme, under the guidance and in cooperation with the scientific and methodological centre for the organisation and implementation of educational activities of the NDUU.

3.4.6. The procedure for reviewing, agreeing and approving curricula for higher education students is determined by the Regulations on educational and methodological support of the educational process at the National Defence University of Ukraine.

Curricula for new educational (educational and professional, educational and scientific) programmes are approved, as a rule, no later than 30 May of the academic year preceding the planned one.

3.4.7. Amendments to the approved curricula are made after their verification for compliance with the approved educational programme that has been updated.

If the proposed changes lead to a change in the number and/or content of the educational components provided for in the plan, or a change in the sequence of their teaching, the curriculum must undergo the approval procedure again, in accordance with the established procedure, as a rule, no later than 30 June of the academic year preceding the planned one.

3.4.8. If the proposed changes affect the programme learning outcomes, the entire educational programme is subject to re-approval.

3.4.9. In order to detail the peculiarities of training of higher education students in the academic year on the basis of the current curriculum, taking into account the schedule-calendar of the educational process and other documents of the NDUU that regulate the organisation and implementation of the educational process, a working curriculum may be developed, which is approved by the head of the NDUU.

The need to develop a working curriculum is determined in the annual order of the head of the NDUU on the organisation of planning the educational process for the academic year.

3.4.10. Detailed curricula are developed by the institutes responsible for the training of higher education students under the relevant curricula.

As a rule, working curricula are approved no later than 30 June of the academic year preceding the planned one.

3.5. Development and updating of syllabi of academic subjects

3.5.1. Silabuses of academic subjects (hereinafter referred to as the AS) are developed in the event of the introduction of new educational (educational and professional, educational and scientific) programmes and their corresponding curricula.

3.5.2. Changes and additions to the syllabi of academic subjects (hereinafter referred to as the update of syllabi) are made in case of changes and additions to the existing educational (educational and professional, educational and scientific) programmes and their corresponding curricula, the need to make changes and additions to the existing syllabi of AS.

3.5.3. The development and/or updating of syllabuses of academic subjects is carried out by the academic staff of the departments to which these subjects are assigned.

3.5.4. Silabuses of the AS for new educational (educational and professional, educational and scientific) programmes are considered at the meetings of the departments, which are assigned to the subjects, and signed by the heads of departments, as a rule, no later than 30 May of the academic year preceding the planned one.

3.5.5. Silabuses of AS for updated educational (educational-professional, educational-scientific) programmes are considered at the meetings of the departments to which ASs are assigned and signed by the heads of departments, as a rule, no later than 30 June of the academic year preceding the planned one.

3.5.6. Collections of syllabuses of AS are formed by institutes no later than 30 August of the academic year preceding the planned one.

3.6. Development and updating of curricula of academic subjects

3.6.1. Detailed curricula of academic subjects (DCAS) are developed by academic staff who provide teaching of these subjects.

3.6.2. The developers of the DCAS should take into account and coordinate the content of previous, parallel and subsequent subjects in accordance with the structural and logical schemes of educational programmes.

3.6.3. For different forms of education (full-time and part-time), a single DCAS is developed for the entire period of teaching the subject, taking into account the requirements of the curriculum for the training of full-time and part-time higher education students regarding the distribution of classroom hours and independent work of higher education students.

3.6.4. To take into account the peculiarities of academic subjects, separate work programmes of the subject may be developed for full-time and part-time forms of education.

3.6.5. If an academic subject is taught to higher education students studying under different educational programmes, but has the same content, the amount of ECTS credits, the distribution of classroom classes and independent work of higher education students, the form of final control, then one DCAS may be developed.

3.6.6. If the subject is taught to higher education students studying in different educational programmes and has different content, the amount of ECTS credits, the distribution of classroom classes and independent work of higher education students, the form of final control, then separate DCAS are developed for each of the educational programmes.

3.6.7. Work programs of academic subjects are developed and approved, as a rule, no later than 30 June of the academic year preceding the academic year in which the study of the subject begins.

3.6.8. Work programmes of academic subjects are developed for the period of training and are fully updated (new DCAS are developed and approved) in the following cases

- changes in higher education standards in the relevant specialities;
- approval of a new edition of the relevant educational (educational and professional, educational and scientific) programmes or significant changes to their content relating to academic subjects;
- introduction of significant changes to regulatory documents (educational programmes, curricula, etc.) pursuant to the order of the head of the NDUU issued on the basis of reasonable proposals of guarantors of educational programmes, results of surveys and proposals of stakeholders of educational programmes, introduction of new teaching technologies.

3.6.9. Detailed curricula of academic subjects are approved annually, taking into account:

- changes in the regulatory documents governing educational activities and on the basis of relevant orders of the head of the NDUU;
- proposals of guarantors and groups providing educational programmes;
- the results of monitoring and periodic review of educational (educational and professional, educational and scientific) programmes and, in particular, proposals and comments received from higher education students and other stakeholders on their content, types and forms of training and their volume;
- reasonable requirements of customers, including strengthening the practical component of training of higher education students, introduction of combat experience, research results, etc. into the educational process;

improvement of the content of education and methods of teaching subjects, new elements of the educational and material base.

3.6.10. Proposals for amendments and additions to the DCAS (hereinafter referred to as the DCAS update) regarding the clarification of the content of academic subjects, the list of topics for practical, laboratory, seminar or individual learning tasks, including topics for term papers (projects), tasks for independent work of higher education students, the system of control and assessment of their knowledge, recommended sources of information, are usually made no later than 30 May of the academic year preceding the academic year in which the study of the subject begins.

3.6.11. Updated DCAS are considered at meetings of the departments and approved, as a rule, no later than 30 June of the academic year preceding the academic year in which the study of the subject begins.

3.6.12. Changes and additions are attached to the main DCAS update in the form of a separate appendix. The appendix to the work programme of the subject is drawn up in accordance with the requirements for the section to which the relevant changes are made.

3.7. Calculation of the number of full-time positions of academic staff of the NDUU for the academic year

3.7.1. Calculation of the number of full-time positions of academic staff of the NDUU for the academic year is carried out taking into account the number of students by categories, forms of education and terms of their studies:

- students for the degree of Doctor of Philosophy of full-time and part-time forms of education;

- students for a master's degree of the strategic level of military education in full-time and part-time forms of education;

- students for a master's degree of the operational level of military education in full-time and part-time forms of education;

- students for a master's degree of tactical level of military education in part-time form of education;

- students for bachelor's degree of tactical level of military education in full-time and part-time forms of education;

- students of professional military education courses;

- students of advanced training courses for academic staff;

- students of advanced training courses.

3.7.2. The norms of the number of students per one full-time position of a academic staff member are determined by the Resolution of the Cabinet of Ministers of Ukraine of 17 August 2002 No. 1134 "On Approval of the Norms of the Number of Students (Cadets), Postgraduate Students (PhD Students), Doctoral Students, Candidates of Sciences, Trainees, Interns, Clinical Residents per One Full-Time Position of a Academic Staff Member in Higher Education Institutions of III and IV

Accreditation Levels and Higher Education Institutions of Postgraduate Education of State Ownership".

3.7.3. For the categories of students whose period of study is less than an academic year, the number of full-time positions academic staff is calculated for the number of students reduced to the annual period of study.

3.7.4. The number of students reduced to the annual period of study for each such category K_{np} is calculated by the formula:

$$K_{pr} = K1 / K2 \times K3,$$

where: $K1$ - is the number of weeks of study (term of study in weeks) of students of a certain category;

$K2$ - number of weeks in the academic year;

$K3$ - number of students of a certain category.

3.7.5. Calculation of the number of full-time positions of the academic staff is carried out by the scientific and methodological centre for the organisation and conduct of educational activities within ten days after the approval of the Plan for admission of students for education to the National Defence University of Ukraine.

3.7.6. The calculation of the number of academic staff positions for the academic year is signed by the head of the NDUU, agreed with the Department of Military Education and Science of the Ministry of Defence of Ukraine, the Main Personnel Directorate of the General Staff of the Armed Forces of Ukraine and approved by the Deputy Minister of Defence of Ukraine (according to the distribution of powers).

The form of the data for calculating the number of staff positions of the academic staff of the National Defence University of Ukraine for the academic year 20__ - 20__ is given in Appendix 1.

3.8. Planning of measures (tasks) for the organisation of the educational process for the academic year at the NDUU

3.8.1 The goals and measures (tasks), deadlines for the implementation of measures (tasks) and performers, reporting on the results of the planned measures (tasks) to prepare for the academic year are determined by the order of the head of the NDUU on the organisation of planning the educational process at the National Defence University of Ukraine for the academic year.

3.8.2. The draft order is developed by the scientific and methodological centre for the organisation and conduct of educational activities.

The order is issued, as a rule, not later than 25 May of the academic year preceding the planned one.

3.9. Assignment of educational components of educational (educational and professional, educational and scientific) programmes to institutes (departments)

3.9.1. The educational components of educational (educational and professional, educational and scientific) programmes are assigned to institutes (centres, departments) taking into account their specialisation, composition, educational and/or professional qualifications of academic staff.

3.9.2. The assignment of educational components of educational (educational and professional, educational and scientific) programmes is determined by an order of the head of the NDUU, which appoints those responsible for the content of academic subjects and training of military specialists at institutes and departments.

The draft order is developed by the scientific and methodological centre for the organisation and conduct of educational activities.

The order is issued, as a rule, no later than 25 May of the academic year preceding the planned year.

3.10. Assignment of educational components of educational (educational and professional, educational and scientific) programmes to academic staff of departments

3.10.1. The assignment of educational components of educational (educational-professional, educational-scientific) programmes to academic staff of the departments is carried out taking into account their educational and/or professional qualifications.

3.10.2. The assignment of educational components to academic staff is considered at the meetings of the departments, as a rule, not later than five days after the order of the NDUU on the appointment of those responsible for the content of academic subjects and training of military specialists at the institutes and departments is communicated.

3.11. Calculation and distribution of the academic workload of academic staff

3.11.1. The amount of academic workload in the NDUU is determined by the amount of time required for all types of educational activities. It is calculated on the basis of:

educational (educational and professional, educational and scientific) programmes, curricula and work programmes of academic subjects;
educational programmes of professional military education courses;
programmes of advanced training of academic staff;
curricula of advanced training courses;
number of students of all categories;
number of lecture streams and study groups (subgroups).

3.11.2. When calculating the amount of academic workload of academic staff, the number of students in the lecture stream is determined by the number of students studying in the same speciality (specialisation) of training.

If the total number of these students is more than 100, it is allowed to divide them into two streams.

3.11.3. The number of students in a study group during the training of military specialists is

students of the strategic level of military education - 10-15 people;
students of the operational level of military education - 15-20 people.

3.11.4. The number of cadets in a study group for the training of tactical-level military specialists and students of higher education institutions studying under reserve officer programmes is 25-30 people.

3.11.5. The number of students in a study group is allowed to be less than the number specified for training in specialities for which admission is small, but when conducting classes in the same (typical) silobus of subjects, such lecture streams and study groups must be combined.

3.11.6. Study groups of students are divided into subgroups during laboratory classes, group exercises in operational and tactical, tactical and tactical-special subjects, as well as during the use of computers (if there are at least ten appropriately equipped workplaces), practical exercises with weapons and military equipment, as well as with the use of simulation equipment (simulators), classes on topographic surveys and mapping, engineering and computer graphics (drawing), foreign language and physical training.

3.11.7. The calculation of the academic workload of the academic staff of the departments for the academic year (hereinafter - the calculation of the academic workload) is carried out by the heads of departments, as a rule, no later than 10 June of the academic year preceding the planned one.

The calculation of the academic load is signed by the head of the department, agreed by the deputy head of the institute (centre) and the head of the educational part of the institute (centre) and approved by the head of the institute (centre).

The form for calculating the academic workload of the department for the academic year is given in Appendix 2.

3.11.8. Approved calculations of the volume of academic load are provided to the scientific and methodological centre for the organisation and conduct of educational activities.

3.11.9. The scientific and methodological centre for organisation and conduct of educational activities forms a consolidated calculation of the academic workload of academic staff by structural subdivisions (institutes, centres, departments) of the

NDUU for the academic year, taking into account the academic workload of the management staff of the NDUU and instructors of the centre for advanced training and professional development, as a rule, no later than 20 June of the academic year preceding the planned one.

3.11.10. The consolidated calculation of the workload is signed by the deputy head of the university for academic work and approved by the head of the IEE, as a rule, no later than June 25 of the academic year preceding the planned one.

The form of calculation of the academic workload of the academic staff by departments of the NDUU for the academic year is given in Appendix 3.

3.11.11. The approved calculation of the academic workload of the academic staff for the academic year is communicated to the institutes (centres, departments), as a rule, within three days from the date of approval.

3.12. Distribution of academic staff positions

3.12.1. The distribution of positions of academic staff among the departments is carried out taking into account the share of their workload in the total volume of the educational load of the NDUU and the categories of students with whom they implement the educational process.

3.12.2. Proposals for the distribution of academic staff positions among the departments are prepared by the scientific and methodological centre for the organisation and implementation of educational activities and submitted for consideration and approval to the Deputy Head of the University for Academic Affairs, as a rule, no later than 20 June of the academic year preceding the planned one.

3.12.3. As a rule, the decision on the distribution of academic staff positions among the departments is made no later than 25 June of the academic year preceding the planned one.

3.13. Distribution of the academic load among the academic staff of the departments

3.13.1. The distribution of the academic workload among the academic staff of the departments is carried out by the heads of the departments on the basis of the determined volumes of the academic workload of the departments, as a rule, no later than 25 June of the academic year preceding the planned one.

3.13.2. The types of classes included in the mandatory workload of academic staff member in accordance with the position are established by the head of the department.

3.13.3. The distribution of the workload is discussed and assigned to the academic staff at the meetings of the departments, based on the content and time standards for certain types of educational activities.

3.13.4. The distribution of the academic workload of the academic staff of the department is signed by the head of the department.

The form of distribution of the academic workload of the academic staff of the department for the academic year is given in Appendix 4.

3.14. Determination of the workload of departments for other activities

3.14.1 The volumes of methodological, scientific and scientific-technical, other types of workload of the departments are determined as the sum of the terms for all types of activities planned to be performed by the academic staff of the departments.

3.14.2 The workload of departments by type of activity shall be calculated by the heads of departments, as a rule, no later than 25 June of the academic year preceding the planned one.

3.15. Planning the volume of individual workload of academic staff in methodological, scientific and scientific-technical activities

3.15.1. Volumes of individual workload of academic staff by types of methodological, scientific, research and technical, other types of activities are determined taking into account the determined volumes of academic load.

3.15.2. The volume of workload by types of methodological, scientific, research and scientific and technical activities, other types of activities of a academic staff member is planned in agreement with the head of the department.

The planned activities should correspond to the overall goal, tasks and activities of the department's work plan.

3.15.3. The head of the department has the right to adjust the volume and content of the methodological, scientific and scientific-technical, and other types of workload assigned to the academic staff in accordance with the academic degree and/or academic title and position held, level of qualification, work experience, tasks of the department, etc.

3.15.4. Determination, discussion and fixation of the volume of individual workload of the academic staff by type of activity is carried out at the meeting of the department, as a rule, no later than 30 June of the academic year preceding the planned one.

3.16. Development and approval of individual work plans of academic staff for the academic year

3.16.1. Planning, content and consistency in the activities of a academic staff member is ensured by drawing up and implementing the Individual Work Plan of the academic staff member for the academic year (hereinafter - the Individual Plan).

3.16.2. The individual work plan of the academic staff for the academic year is the main document for planning and accounting of the activities of the academic staff of the NDUU.

3.16.3. The individual plan is drawn up on the basis of the types and volumes of educational, methodological, scientific and scientific-technical, other types of workload for the academic year determined for the academic staff and reflects all types and volumes of work in the planned areas of activity.

3.16.4. The indicative distribution of the working time of scientific and pedagogical staff of the National University of Defense among educational, methodological, scientific and scientific-technical, and other types of activities is given in Table 1 of the Instructions for planning and accounting for the activities of scientific and pedagogical (pedagogical) staff of higher military educational institutions (military training units of higher educational institutions, training centers of the Armed Forces of Ukraine), approved by Order of the Ministry of Defense of Ukraine and the Ministry of Education and Science of Ukraine No. 155/291 of May 27, 2002 (hereinafter referred to as the Instructions for planning and accounting for the activities of academic staff).

3.16.5. The planning of educational, methodological, scientific and scientific-technical, and other types of official activities is carried out on the basis of the approximate service (working) time per year for academic staff of the NDUU, given in Table 2 of the Instructions for planning and accounting for the activities of academic staff.

3.16.6. The service (working) time per year in days (for each specific academic staff member) is defined as the difference between the number of calendar days in a year and the number of days off, holidays and vacation days.

Service (working) time per year (in hours) is defined as the product of service time per year (in days) and the duration of service (working) time in hours per day.

The service (working) time in hours per day is determined on the basis of a 40-hour service week for military academic staff personnel and a 36-hour working week for academic staff from among the employees of the Armed Forces of Ukraine.

3.16.7. The volume of academic workload of academic staff in the NDUU is calculated on the basis of the list of main types of educational activities and the established norms for their implementation, given in Table 3 of the Instruction on planning and accounting of the activities of the academic staff.

3.16.8. The list of the main types of methodological, scientific and scientific-technical activities, time norms for their conduct are established by the normative documents of the National Defence University of Ukraine.

3.16.9. Individual work plans are developed by the academic staff of the departments, as a rule, no later than 15 August of the academic year preceding the planned one.

3.16.10. The individual work plan of the academic staff is signed by its compiler and approved by the head of the department no later than 30 August of the academic year preceding the planned one.

The individual work plan of the head of the department is signed by its author and approved by the head of the institute (centre) no later than the beginning of the academic year.

The form of the Individual work plan of the academic staff for the academic year is given in Appendix 5.

3.17. Development of documents for educational and methodological support of the educational process

3.17.1. The documents of educational and methodological support (hereinafter referred to as EMS) of the educational process are developed for all educational components of educational (educational and professional, educational and scientific) programmes, educational programmes of professional military education courses, programmes of advanced training courses for the academic staff, curricula-programmes of advanced training courses.

3.17.2. The composition, forms, content, procedure for review and approval of EMS documents of the educational process are determined by the Regulations on the educational and methodological support of the educational process at the National Defence University of Ukraine.

3.17.3. The documents of the EMS of the educational process are developed by the scientific and pedagogical staff to whom they are assigned, as a rule, no later than 30 June of the academic year preceding the planned one.

3.17.4. The documents of the EMS of the educational process are considered at the meetings of the departments and approved, as a rule, no later than 10 July of the academic year preceding the planned one.

3.18. Development of lists of topics for qualification works of higher education students

3.18.1. Topics of qualification works are developed for each educational (educational and professional, educational and scientific) programme of training of higher education students.

3.18.2. Topics of qualification works are developed at the departments, as a rule, no later than 15 July of the academic year preceding the planned one.

3.18.3. Lists of topics for qualification papers for students for the master's degree of strategic, operational and tactical levels of military education, bachelor's degree of tactical level of military education are formed by the institutes, agreed with customers for the training of military specialists and approved by the head of the NOU no later than 30 August of the academic year preceding the planned one.

3.19. Development of a catalogue of selected educational components (academic disciplines)

3.19.1. The Catalogue of selected educational components (academic disciplines) (hereinafter referred to as the Catalogue) is formed by combining elective educational components (subjects, blocks of AS) of educational (educational and professional, educational and scientific) programmes offered for free choice and further study to higher education students.

The catalogue is a systematic annotated list of educational components (academic subjects) that are part of the elective component of educational programmes for a particular level of higher and military education.

3.19.2. Proposals for amendments to the Catalogue for Higher Education Students for the previous academic year and the list of elective educational components to be included in the Catalogue for the new academic year are formed by the departments, as a rule, no later than 30 May of the academic year preceding the planned one.

3.19.3. Proposals of departments to make changes and additions to the Catalogues are considered by the Methodological Commissions of the institutes, as a rule, no later than 15 June of the academic year preceding the planned one.

Approved proposals are submitted by the heads of institutes to the Deputy Head of the University for Academic Affairs for further consideration by the Methodological Council of the NDUU.

3.19.4. Proposals of institutes to make changes and additions to the Catalogues are considered by the Methodological Council of the NDUU, as a rule, no later than 20 June of the academic year preceding the planned one.

3.19.5. In accordance with the decision, the head of the scientific and methodological centre for the organisation and conduct of educational activities organises the development of the Catalogue of the current year of admission and amendments to the Catalogues of previous years, as a rule, no later than 30 July of the academic year preceding the planned one.

3.19.6. The Catalogue shall be reviewed by the Academic Council of the NDUU, signed by the Deputy Head of the University for Academic Affairs and

approved by the Head of the NDUU no later than 31 August of the academic year preceding the planned one.

The form of the Catalogue of selected educational components is given in Appendix 6.

3.20. Development and approval of the Advanced Training Plan of academic staff of the NDUU for the academic year

3.20.1. The plan for the advanced training of academic staff of the NDUU is developed for the academic year (hereinafter referred to as the Plan for Advanced Training).

The plan of advanced training determines the types, forms, volume (duration), frequency, conditions and types of advanced training.

3.20.2. Proposals of institutes (centres) to the Plan of advanced training shall be submitted in the prescribed form to the scientific and methodological centre for organisation and conduct of educational activities, as a rule, not later than 15 July of the academic year preceding the planned one.

3.20.3. The plan for advanced training is formed by the scientific and methodological centre for the organisation and conduct of educational activities on the basis of proposals from institutes (centres), as a rule, no later than 20 August of the academic year preceding the planned one.

3.20.4. The plan for the advanced training of academic staff of the NDUU for the academic year is signed by the deputy head of the university for initial work and approved by the head of the NDUU, as a rule, no later than 31 August of the academic year preceding the planned one.

The form of the Plan of professional development of academic staff of the NDUU for the academic year is given in Appendix 7.

3.21. Development of the Plan of main activities of the NDUU for the academic year

3.21.1. Proposals of institutes (centres) to the sections "Educational activities", "Methodological activities" and "Measures of the system of internal quality assurance of educational activities and quality of higher education" of the Plan of main activities of the NDUU for the academic year (hereinafter - the Plan of main activities) are submitted in the form established by to the scientific and methodological centre for the organisation and conduct of educational activities, as a rule, no later than 30 June of the academic year preceding the planned one.

3.21.2. Sections "Educational Activities", "Methodological Activities" and "Measures of the system of internal quality assurance of educational activities and quality of higher education" to the Plan of main activities are developed by the scientific and methodological centre for the organisation and conduct of educational

activities on the basis of proposals from institutes (centres) and taking into account university-wide activities, usually no later than 25 July of the academic year preceding the planned one.

3.21.3. The development of sections "Scientific and scientific and technical activity", "Moral and psychological support" and "Material and technical support" to the Plan of main events is organised by deputy heads of NDUU by areas of activity.

The sections "Scientific and scientific and technical activities", "Moral and psychological support" and "Logistics" are submitted to the scientific and methodological centre for the organisation and conduct of educational activities, as a rule, no later than 25 June of the academic year preceding the planned one.

3.21.4. The plan of main events of the NDUU for the academic year is formed by the scientific and methodological centre for the organisation and conduct of educational activities, signed by the chief of staff - deputy head of the university and approved by the head of the NDUU, as a rule, no later than 30 August of the academic year preceding the planned one.

The form of the Plan of main activities of the NDUU for the academic year is given in Appendix 8.

3.22. Development of the schedule-calendar of the educational process of the NDUU for the academic year

3.22.1. The schedule-calendar of the educational process of the NDUU for the academic year (hereinafter referred to as the schedule-calendar of the educational process) is developed to regulate the calendar terms of implementation of the educational process activities by semesters (semesters) of the academic year, conducting training sessions, including practical training using the educational and material base of military units of the Armed Forces of Ukraine, examination sessions, military internships and practices, leaves of absence of students, certification of graduates.

3.22.2. The schedule-calendar of the educational process is developed by the scientific and methodological centre for the organisation and conduct of educational activities, as a rule, no later than 30 June of the academic year preceding the planned one.

3.22.3. The schedule-calendar of the educational process of the NDUU for the academic year is signed by the deputy head of the university for academic work and approved by the head of the NDUU, as a rule, no later than 25 July of the academic year preceding the planned one.

3.23. Development of planning documents of institutes (centres)

3.23.1. Plans of the main activities of institutes (centres) for the academic year are developed, as a rule, no later than 20 August of the academic year preceding the planned one.

3.23.2. Plans for the advanced training of academic staff of institutes (centres) for the academic year are drawn up as extracts from the Plan for the advanced training of academic staff of the NDUU for the academic year, as a rule, no later than August of the academic year preceding the planned one.

3.23.3 Plans of main events of institutes (centres) are signed by the heads of institutes (centres) and approved by the relevant deputy heads of the NDUU according to subordination, as a rule, no later than 30 August of the academic year preceding the planned one.

3.24. Development of Plans of main events of departments for the academic year

3.24.1. Plans of main events of departments for the academic year are developed, as a rule, no later than 30 July of the academic year preceding the planned one.

3.24.2. Plans of main events of departments for the academic year are signed by the heads of departments and approved by the heads of institutes (centres), as a rule, no later than 20 August of the academic year preceding the planned one.

3.25. Development and approval of class schedules

3.25.1. Class schedules are the main planning document for the organisation of the educational process in the NDUU and are drawn up for six months (semesters).

3.25.2. Schedules of classes for six months (semesters) of the academic year (hereinafter referred to as timetables) are developed considering the number and composition of study groups (streams) of students, types of classes, the required and available fund of classrooms, educational and laboratory facilities, weapons and military equipment, other elements of the material and technical base of the NDUU necessary for conducting classes.

3.25.3. Schedules are developed by the institutes for the organisation of training classes for the students for whom they are responsible:

for the first half of the academic year (semester) - no later than 20 August of the academic year preceding the planned one;

for the second half (semester) of the academic year - no later than 15 December of the current academic year.

3.25.4. Tactical, tactical-special, command and staff exercises, command and staff military games, electives, trainings, etc. may be conducted outside the educational (educational and professional, educational and scientific) programmes in accordance with the plans for their conduct.

3.25.5. Class schedules for the first and second semesters (semesters) of the academic year shall be signed by the heads of institutes and approved by the head of the NDUU no later than 30 August of the academic year preceding the planned one and no later than 25 December of the current academic year, respectively.

3.26. Organisation of the educational process in the NDUU for the academic year

3.26.1. To determine the goals, tasks and peculiarities of educational activities, the organisation of the educational process in the NDUU for the academic year, the head of the NDUU shall issue an order "On the organisation of the educational process in the NDUU in the academic year 20__ - 20__".

3.26.2. Goals, tasks and peculiarities of educational activities and the educational process in the NDUU in the academic year are discussed on the eve of the academic year in the form of educational and methodological meetings held at departments and institutes (centres), an expanded meeting of the Academic Council of the NDUU.

3.26.3. The draft order is developed by the scientific and methodological centre for organisation and conduct of educational activities.

3.26.4. The order of the head of the NDUU "On the organisation of the educational process in the NDUU in the academic year 20__-20__" is issued no later than 30 August of the academic year preceding the planned one.

3.26.5. To distribute the amount of academic load between the management staff of the NDUU, academic staff of the structural subdivisions (institutes, centres, departments) of the NDUU in the academic year, the order of the head of the NDUU "On the distribution of academic workload between the management staff, academic staff of the NDUU in the academic year 20__-20__" is issued.

3.26.6. The draft order shall be developed by the scientific and methodological centre for the organisation and conduct of educational activities.

3.26.7. The order of the head of the NDUU "On the distribution of academic load between the management staff, academic staff and researchers of the NDUU in the academic year 20__-20__" is issued no later than 30 August of the academic year preceding the planned one.

3.27. Development and approval of individual study plans for higher education students

3.27.1. The planning, content and sequence of mastering an educational (educational and professional, educational and scientific) programme by a higher education student is ensured by drawing up and implementing an Individual Study Plan of a student (hereinafter referred to as the Individual Study Plan).

3.27.2. The individual curriculum is formed by the higher education student within the relevant educational programme and is drawn up for each subsequent academic year (except for the first year of study).

3.27.3. An individual curriculum is a working document of a higher education student that contains: a schedule of the educational process, names of academic subjects (educational components), distribution of study time by semesters (semesters) and types of classes, individual tasks, forms of control, types of practices and internships, forms of certification.

3.27.4. The Individual Study Plan is formed on the basis of the structural and logical scheme of the educational (educational and professional, educational and scientific) programme and the curriculum. The individual curriculum includes compulsory, elective (academic subjects) and military educational components.

3.27.5. Mastering the compulsory educational components by higher education students is aimed at achieving the learning outcomes defined by the educational programme.

3.27.6. Selective educational components (subjects) are designed to enable higher education students to deepen their professional knowledge within the chosen study programme and/or to acquire additional special professional competencies.

3.27.7. The procedure for the free choice of educational components (subjects) is determined by the Regulations on the exercise of the right of higher education students to freely choose educational components at the National University of Defence of Ukraine, approved by the order of the Head of the National University of Defence of Ukraine dated 21 January 2025 No. 33.

3.27.8. Military educational components are determined by the relevant educational programmes of professional military education courses and educational components of military and professional orientation.

3.27.9. The individual curriculum is made up by the higher education student personally with the advice of the academic staff of the relevant departments, agreed with the head of individual training (qualification work), the head of the educational part of the institute and the head of the department responsible for the training of higher education students in the relevant educational program, and approved by the head of the institute, as a rule, no later than 25 September of the current academic year.

3.27.10. The implementation of the Individual Study Plan is carried out within a time period that does not exceed the period of study determined by the higher education standard for the relevant level of higher and military education within the relevant speciality.

Implementation of the Individual Study Plan is carried out in accordance with the schedule of classes, examination sessions or according to the plan of individual training of a higher education student.

3.27.11. The individual study plan is mandatory for the higher education student.

The status of its implementation is considered at a meeting of the relevant department.

The implementation of the individual curriculum is the basis for the admission of a higher education student to the examination session, certification.

4. Features of the implementation of the main activities (tasks) for planning and organisation of the educational process in the courses of professional military education

4.1 Organisation of the educational process in the courses of professional military education

4.1.1. The educational process at the courses of professional military education is organised for six months of the academic year.

4.1.2. In order to organise the educational process at the courses of professional military education L-3, L-4 for six months (semesters), an order of the NDUU "On the organisation of the educational process at the courses of professional military education L-3, L-4 in the ___th semester (semester) of the academic year 20__-20__" is issued.

4.1.3. The draft order on the organisation of the educational process is developed by the Institute of Professional Military Education "Leadership School" and issued:

for the first half of the academic year (semester) - no later than 30 June of the academic year preceding the planned one;

for the second half of the academic year (semester) - no later than 30 January of the planned academic year.

4.2. Development of schedules-calendars of the educational process of the courses of professional military education

4.2.1. Schedules for the educational process of the professional military education courses L-3 and L-4 are developed by the Institute of Professional Military Education "Leadership School" for the six months (semesters) of the academic year.

4.2.2. The schedules-calendars of the educational process of the courses of professional military education L-3 and L-4 are developed

for the first half of the academic year (semester) - no later than 30 July of the academic year preceding the planned one;

for the second half of the academic year (semester) - no later than 28 February of the planned academic year.

4.2.3. The schedules-calendars of the educational process of the courses of professional military education L-3 and L-4 are signed by the head of the Institute of Professional Military Education "Leadership School" and approved by the deputy head of the university for initial work.

4.3. Development and implementation of educational programmes of the professional military education courses

4.3.1. The educational program of the professional military education course is developed by a working group, which includes representatives of customers, academic staff (directors of modules, courses) of the NDUU, signed by the head of the working group on development, agreed by the customer, the Director of the Department of Military Education and Science of the Ministry of Defence of Ukraine and the Chief of the Central Directorate of Military Education and Science of the General Staff of the Armed Forces of Ukraine.

4.3.2. The composition of the working group on the development of the curriculum of the professional military education course is approved by the order of the head of the military command and control body that is the customer for the training of the relevant military specialists.

4.3.3. The curriculum of the professional military education course is approved by the decision of the Academic Council of the NDUU and put into effect by the order of the head of the NDUU, as a rule, not later than 30 May of the academic year preceding the planned year.

4.4. Revision and updating of existing curricula of professional military education courses

4.4.1 The review and decision-making on updating the curriculum of the professional military education courses or on the absence of the need for its changes is carried out by a working group, which includes academic staff (directors of modules, courses) working at the NDUU at their main place of work, representatives of stakeholders (by agreement).

4.4.2. When reviewing the educational programme, the following are analysed

compliance of educational components with programme competences and programme learning outcomes;
achievability of programme learning outcomes;
effectiveness of the forms of organisation of the educational process, teaching and assessment methods used;
suggestions and comments from stakeholders.

The revision of educational programmes is also carried out in the event of amendments to the legislative framework applicable to professional military education.

4.4.3. The review of the curricula of professional military education courses is carried out at least once a year.

4.4.4. Updating the curriculum of the courses of professional military education, which provides for the introduction of partial changes to its structural elements, except for the sections relating to the specifics of the curriculum, its objectives and programme learning outcomes, does not provide for its re-approval.

4.4.5. If the results of the review require reforming or significant changes in the curriculum of the professional military education courses and/or the quality of this curriculum is found to be inadequate, then such curriculum is subject to a more thorough update.

4.4.6. Updating the curriculum of the professional military education courses is carried out by approving the relevant changes for the next period of study in accordance with the established procedure, as a rule, no later than 30 June of the academic year preceding the planned one.

4.5. Development and amendment of curricula of the professional military education courses

4.5.1. For the educational programme of the professional military education course, the volume of which exceeds 30 ECTS credits, a curriculum and work programmes of academic subjects (modules) are developed.

4.5.2. The curricula are developed on the basis of the relevant curricula of the professional military education courses for

L-3 Joint Staff Officers Course;

L-4 Strategic Level Executive Management Course.

4.5.3. The curriculum of the professional military education courses is developed by the working group of the institute of professional military education "Leadership School" and approved, as a rule, not later than 30 June of the academic year preceding the planned one.

4.5.4. The procedure for review, approval and approval of curricula is determined by the Regulations on educational and methodological support of the educational process at the National Defence University of Ukraine.

4.5.5. Amendments to the approved curricula are made after their verification for compliance with the approved educational programmes of the relevant courses of professional military education that have been updated.

4.5.6. If the proposed changes lead to a change in the number and/or content of the educational components provided for in the plan, the curriculum must undergo the approval procedure again, in accordance with the established procedure, as a rule, no later than 30 June of the academic year preceding the planned one.

4.6. Development and revision of curricula for academic subjects (modules) and module syllabi for professional military education courses

4.6.1. The curricula of academic subjects (modules) are developed by the directors of courses and modules together with academic staff who ensure their teaching within the relevant module.

4.6.2. The working programmes of academic subjects (modules) are signed by the heads of departments and approved by the Head of the Institute of Professional Military Education "Leadership Education", as a rule, not later than two months before the beginning of a new course.

4.6.3. Amendments to the DCAS of academic subjects (modules) concerning clarification of the content, including topics of research projects, the system of control and assessment of knowledge of students of professional military education courses, recommended sources of information are considered at meetings of the departments to which the academic subjects (modules) are assigned, agreed with the directors of modules and course directors and signed by the head of the department.

As a rule, the DCAS of academic subjects (modules) are re-approved no later than two months before the start of a new course.

4.6.4. Changes to the main DCAS of the academic subject (module) are added as a separate appendix. The appendix to the work programme of the subject (module) is drawn up in accordance with the requirements for the section to which the relevant changes are made.

4.6.5. Module syllabi are developed in case of the introduction of new educational programmes of professional military education courses and their corresponding curricula.

4.6.6. Changes and additions to the module syllabuses are made in case of changes and additions to the existing educational programmes of the professional military education courses and their respective curricula, the need to make changes and additions to the existing syllabuses.

4.6.7. The development of module syllabi and/or amendments to existing syllabi is carried out by the module directors, as a rule, no later than two months before the start of a new course.

4.7. Development of research project topics for students of the L-3 Joint Staff Officer Course

4.7.1. Research project topics are developed by the departments of the Institute of Professional Military Education "Leadership School" for the students of the courses of officers of the Joint Staffs of the operational level L-3.

4.7.2. The topics of research projects are approved, as a rule, no later than two weeks before the start of the L-3 professional military education courses.

4.7.3. The list of research project topics is signed by the Head of the Institute of Professional Military Education "Leadership School" and approved by the Deputy Head of the University for Academic Affairs.

5. Features of the implementation of the main activities (tasks) for planning and organisation of the educational process in the advanced training courses

5.1. Organisation of the educational process in the NDUU at the advanced training courses

5.1.1. The educational process at the advanced training courses in the NDUU is organised for the academic year.

5.1.2. To organise the educational process at advanced training courses, the head of the NDUU shall issue an order "On the organisation of training of students of the advanced training courses of the centre for advanced training and professional development".

5.1.3. The draft order on the organisation of the educational process shall be developed by the centre for advanced training and professional development and shall be issued, as a rule, not later than one week before the start of training of the participants of the advanced training courses.

5.2. Development and implementation of curricula-programmes of advanced training courses

5.2.1. The list and number of curricula-programmes of advanced training courses is determined by the Catalogue of advanced training courses (additional training, retraining) in higher military education institutions, military educational units of higher education institutions and institutions of professional pre-higher military education (hereinafter referred to as the Catalogue of advanced training courses).

5.2.2. The development of curricula-programmes for advanced training courses is carried out:

- in case the Catalogue of advanced training courses is put into effect;
- when making changes and additions to the Catalogue of advanced training courses (hereinafter referred to as the update of the Catalogue of advanced training courses);
- in the event of amendments to the legislative framework governing the organisation and conduct of the advanced training courses.

5.2.3. The curriculum of the advanced training course is developed by a working group, which includes representatives of the customer and representatives of the structural unit (institute (centre), department) of the NDUU, which is directly responsible for the content of training and training of the ATC students, as a rule, within a month after the introduction and/or updating of the Catalogue of advanced training courses.

5.2.4. The composition of the working group for the development of the curriculum of the advanced training course is approved by an order of the head of the military command and control body that is the customer for the training of the relevant specialists.

5.2.5. The curriculum of the advanced training course is signed by the head of the working group, approved by the Director of the Department of Military Education and Science of the Ministry of Defence of Ukraine and the Chief of the Central Directorate of Military Education and Science of the General Staff of the Armed Forces of Ukraine, approved by the customer and put into effect by an order of the head of the NDUU.

5.3. Revision and updating of existing curricula-programmes of advanced training courses

5.3.1. The review and decision-making on updating the curricula of the advanced training courses or on the absence of the need for their changes is carried out by the working groups, which include the scientific and academic staff of the IEA, representatives of the customer for the training of the relevant specialists.

5.3.2. When reviewing the curricula of the advanced training courses, the following shall be analysed

compliance of the content of the curriculum with the competences and learning outcomes to be acquired by the ATC students as a result of the advanced training course;
achievability of programme learning outcomes;
effectiveness of the forms of educational process organisation, teaching and assessment methods used.

5.3.3 The update of the curricula of the advanced training courses, approval and implementation shall be carried out, as a rule, no later than one month before the start of training at the relevant advanced training courses.

5.4. Development of educational and methodological support for educational components of curricula

5.4.1. Educational and methodological support of educational components of curricula of relevant advanced training courses is developed by academic staff of institutes (centres, departments), to which they are assigned.

5.4.2. The documents of the EMS of the educational process are considered at the meetings of the departments and approved, as a rule, within a month after the introduction and/or updating of the Catalogue of advanced training courses.

5.4.3. The composition, forms, content, procedure for review and approval of documents of educational and methodological support of the educational process in the advanced training courses are determined by the Regulations on educational and methodological support of the educational process at the National Defence University of Ukraine.

6. Final regulations

6.1. The Regulations are approved by the decision of the Academic Council of the NDUU and put into effect by the order of the Commandant of the National Defence University of Ukraine.

6.2. Amendments and additions to the Regulations are made by the decision of the Academic Council of the NDUU, which is put into effect by the order of the Commandant of the National Defence University of Ukraine.

6.3. The Regulations define the main and mandatory measures (tasks) for planning the educational process in the NDUU for the academic year.

6.4. When planning and organising the educational process in the NDUU for the academic year, the list and content of measures (tasks) by type of activity, as well as the timing of their implementation may be changed and specified.

6.5. The peculiarities of planning the educational process are specified in the annual order of the Commandant of the NDUU, which determines the organisation of planning the educational process in the NDUU for the academic year.

The head of the scientific and methodological centre
for the organisation and conduct of educational activities
Colonel Mykola PALAMAR