

# REGULATIONS

## on the Procedure for Recognition of Learning Outcomes Acquired in Formal and Non-Formal Education at the National Defence University of Ukraine

### 1. General provisions

1.1. The Regulations on the procedure for recognition of learning outcomes in formal and non-formal education at the National Defence University of Ukraine (hereinafter referred to as the Regulations) have been developed in accordance with the requirements of the Laws of Ukraine "On Education", "On Higher Education" and the Procedure for Recognition in Higher and Professional Pre-Higher Education of Learning Outcomes Acquired in Non-Formal and/or Informal Education, approved by the Order of the Ministry of Education and Science of Ukraine No. 130 dated 8 February 2022 (as amended by Order of the Ministry of Education and Science of Ukraine No. 1136 dated 19 December 2022).

1.2. The Regulation governs the procedure for recognition, through validation, of learning outcomes acquired in formal and non-formal education by students at levels of higher education, as well as by students of non-formal education (professional military education) studying at the National Defence University of Ukraine (referred to as the University).

1.3. The learning outcomes and competencies required for the award of an educational or professional qualification can be achieved and acquired with the system of formal and non-formal education.

The credit transfer of learning outcomes obtained through non-formal education is the process of recognition, within the formal education system, of knowledge, skills and other competencies acquired through non-formal education.

### 2. Recognition of Learning Outcomes Acquired in Formal Education

2.1. The recognition of learning outcomes through the transfer of credits and results obtained within formal education is permissible in the following cases:

upon the transfer of higher education students from another educational institution;

upon their reinstatement to studies at the University;

based on the results of studies completed within academic mobility programs.

2.1.1. The University recognises the learning outcomes and transfers ECTS credits to students of higher education, the maximum volume of which is defined by the higher education standard (in the absence of a standard – no more than 120 ECTS credits obtained within the previous educational and scientific (educational and professional) educational program of students of higher education that corresponds to the one pursued under the current educational and scientific (educational and professional) program; no more than 60 ECTS credits obtained within the previous educational and scientific (educational and professional) subject curriculum of a student of higher education in other specialties).

2.1.2. A student of higher education studying at the University has the right to refuse to re-enroll in an educational component (academic subject, credit module) if he or she is not satisfied with the previously received grade and has the right to study the relevant educational component (academic subject, credit module) again or to complete it as an academic difference.

In the event that a person's academic achievements in an educational component (academic subject, credit module) previously studied were evaluated with several grades, the weighted average grade shall be assigned during credit transfer.

2.1.3. The basis for the recognition of learning outcomes shall be an academic transcript provided by the student of higher education, certified in accordance with the established procedure; an individual curriculum (academic record book) of the student of higher education; or a diploma appendix from previous education.

2.1.4. Re-accrual of learning outcomes from an educational component (academic subject, credit module) shall be carried out on the basis of a comparison of curricula and detailed curriculum (syllabus) of the educational component (academic subject) of the relevant specialty, the academic transcript, and the individual curriculum or academic record book provided by the student of higher education.

In addition, during the transfer of summative assessment from an educational component (academic subject, credit module), the exam may be credited as a differentiated credit with the appropriate grade according to the scale determined by the University.

2.1.5. Upon reinstatement (transfer) of individuals to study at the University, a condition for admission to the semester following the one completed by the individual is that the maximum allowable amount of academic difference shall not exceed 10 ECTS credits.

2.1.6. Recognition of learning outcomes is generally carried out during the academic leave period (prior to the commencement of studies according to the relevant schedule). Recognition of learning outcomes from an educational component (academic subject, credit module) that is included in the curriculum for the current semester may be carried out during the semester but must be completed before the commencement of the semester assessment.

Recognition of learning outcomes of a student of higher education shall be carried out in accordance with the deadlines specified in the individual curriculum.

Learning outcomes may be recognised within the scope of the educational component (academic discipline, credit module), the study of which is provided for by the detailed academic subject curriculum.

2.1.7. Recognition of learning outcomes and transfer of credits from educational components (academic subjects, credit modules) obtained through formal education shall be performed by the chief of the institute on the basis of conclusions of the Subject Committee, which is established by the decision of the chief of the institute within three days following the submission of a relevant application to the

institute for recognition of learning outcomes and transfer of credits from educational components (academic subjects, credit modules).

The Subject Committee shall include the chief (chairman) of the department of the educational and scientific (educational and professional) curriculum where the student is studying (or intends to study), the guarantor of the educational and scientific (educational and professional) curriculum, and the academic staff member responsible for the educational component (academic subject) proposed for credit transfer. The composition of the Subject Committee is approved by the Deputy Commandant of the University on Academics.

2.1.8. The Subject Committee reviews the submitted documents, analyses their compliance with the detailed educational component curriculum (academic subject) and syllabus, and, if necessary, conducts an interview with the student of higher education to clarify the content of the educational component (academic subject, credit module) studied at the previous educational institution that is subject to re-accreditation.

2.1.9. The Subject Committee resolves contentious issues related to the recognition of learning outcomes obtained through formal education and the re-accreditation of credits from educational components (academic subjects, credit modules) in the following cases: the titles of the educational components (academic subjects, credit modules) differ significantly, but upon comparison of the academic subject curricula and the educational training curricula, the learning outcomes achieved by the student of higher education are equivalent; the total number of hours (ECTS credits) allocated for studying the educational component (academic subject, credit module) at the previous higher education institution differs but is not less than 75% of the volume of the educational component (academic subject, credit module) stipulated by the curriculum of the educational program for the given specialty.

2.1.10. The Subject Committee may recommend full recognition, partial recognition, or non-recognition of learning outcomes.

Full recognition of learning outcomes is recommended in the following cases:

when the total number of hours (ECTS credits) and the forms of summative assessment in the curricula coincide with those of the given educational component;

when, based on a comparison of the educational programs, the curriculum of the specialty, and the academic transcript, diploma supplement, or academic record of the student, the titles of the academic subjects are identical or show only minor stylistic differences;

when the educational component (academic subjects, credit module) studied at another higher education institution is included in the current academic curriculum and corresponds to the intended learning outcomes (competences, knowledge, and skills), or has minor differences, and is similar in volume (not less than 75% of the total number of hours).

In such cases, the educational component (academic subject, credit module) shall be re-enrolled, with the grade obtained during previous study converted to the grading scale used at the University.

The results of the re-enrollment of the educational component (academic subject, credit module) are entered into the student's academic record, academic record book, and the diploma supplement.

Partial recognition of learning outcomes is recommended when the curriculum of the educational component (academic subject, credit module) studied at another higher education institution is recognised, but not in full, and additional reassessment is required for certain content modules. In such cases, re-accreditation of the educational component (academic discipline, credit module) may be conducted based on the completion of an individual assignment, examination, or interview. The assignment is administered by the department responsible for the relevant academic subject, as assigned by the Deputy Commandant of the University on Academics. Based on the results of the reassessment, the Subject Committee determines the number of ECTS credits and the corresponding grade.

Non-recognition of learning outcomes is applied when the academic subject (credit module) does not meet the requirements of the relevant academic (or educational professional) curriculum in terms of the formation of the planned competences, knowledge, and skills.

The presence of unrecognised educational components (academic subjects, credit modules) that are included in the detailed curriculum of the educational curriculum shall be considered academic debt, with a defined deadline for its elimination. The volume of such unrecognised academic subjects (credit modules) must not exceed 10 ECTS credits.

2.1.11. The conclusions (decisions) of the Subject Committee regarding full recognition, partial recognition, or non-recognition of learning outcomes shall be documented in a protocol. The protocol shall be stored at the Institute in accordance with the applicable legislation. A copy of the Subject Committee's (Institute's) meeting protocol shall be submitted to the Academic Office (in the case of PhD students — to the Scientific and Methodological Centre of Scientific, Scientific and Technical Activities Organisation).

2.1.12. As a rule, the deadline for eliminating academic debt (academic difference) is the last day before the start of classes in the semester during which the reinstatement is to take place. An alternative deadline for eliminating academic debt (academic difference) may be set by decision of the Commandant of the University, provided there are objective grounds.

A person who fails to eliminate their academic debt (academic difference) before the beginning of the academic semester shall lose the right to transfer or reinstatement.

### **3. Submission of Applications and Identification of Non-Formal Learning Outcomes**

3.1 An individual who applies to the University for the recognition of non-formal learning outcomes (hereinafter referred to as the applicant) shall submit an appropriate application, a declaration of prior learning, and any additional documents that confirm the information provided in the declaration of prior learning (if available).

3.2. The declaration of prior learning must include:

surname, first name, and patronymic (if applicable);

a description of the non-formal learning outcomes for which recognition is being requested;

information about the entity that provided the non-formal learning or with which professional, civic, or other activities were associated (if applicable), during which the relevant learning outcomes were acquired;

information about the applicant's previous education and work experience during which the non-formal learning outcomes were obtained, including the periods of non-formal learning;

a list of additional documents submitted by the applicant to confirm the information regarding non-formal learning (if available).

**3.3.** The University provides advisory support to applicants regarding the completion of declarations of prior learning, in particular concerning the description of non-formal learning outcomes for their further comparison with the learning outcomes defined by the relevant educational program or a certain level of education.

**3.4.** The University conducts an analysis of the sufficiency of information on the applicant's previous experience and non-formal learning outcomes, as well as a verification of the information provided by the applicant.

To confirm or clarify the necessary information, the University sends inquiries to the entities specified in the declaration of prior learning that provided non-formal education or where the applicant carried out professional, civic, or other activities during which the relevant learning outcomes were acquired.

The responses from such entities are considered as additional documents (materials) verifying the information provided by the applicant.

If a request is sent to an entity that provided non-formal learning, or where professional, civic, or other activities were carried out during which the applicant

obtained the relevant learning outcomes, the review period for the recognition application may be extended. The higher education institution (or research institution) shall inform the applicant accordingly.

Based on the results of the analysis and verification of the received information, the University shall decide whether further recognition procedures can be carried out.

**3.5.** The period for reviewing the application and making a decision on the possibility/impossibility of proceeding with further recognition procedures based on the information submitted by the applicant shall not exceed ten working days. If requests for confirmation or clarification of necessary information are sent to the entities specified in the declaration of prior learning – those who conducted the non-formal learning or where the professional, civic, or other activity during which the learning outcomes were acquired took place – the review period shall be extended until the information is received and processed by the University.

**3.6.** If the information provided in the declaration of prior learning and the additional documents submitted by the applicant and/or the non-formal learning entity (entities) do not allow for the identification of the applicant's non-formal learning outcomes for their subsequent comparison with the learning outcomes defined by the relevant educational program, or if the information in the declaration regarding non-formal learning or the applicant's experience is not confirmed, the educational institution (research institution) returns the documents to the applicant without further consideration, stating the reasons for such a decision.

**3.7.** The applicant has the right to resubmit to the University an application for the recognition of non-formal learning outcomes and a declaration containing updated information, along with additional documents that confirm and enable the identification of the applicant's non-formal learning outcomes.

**3.8.** Based on the information contained in the declaration of prior learning and the submitted documents, the University conducts a comparison of the applicant's non-formal learning outcomes with the learning outcomes defined by the relevant educational program.

The comparison of the non-formal learning outcomes declared by the applicant with the learning outcomes specified in the relevant educational programme involves their analysis and comparison in terms of content and level of complexity.

Following this comparison, the educational institution (research institution) makes a decision regarding the correspondence or non-correspondence of the declared non-formal learning outcomes of the applicant to certain learning outcomes provided for in the mandatory components of the educational program and identifies which learning outcomes are subject to assessment.

In cases where the declared non-formal learning outcomes of the applicant do not correspond to the learning outcomes defined in the mandatory components of the

educational program of the educational institution (research institution), the institution considers the possibility of recognising such learning outcomes within the elective components of the educational program in which the applicant is enrolled.

A mandatory condition for recognising the applicant's non-formal learning outcomes within the elective components of the educational program is that these learning outcomes correspond to the level of education at which the educational program is implemented.

#### 4. Organisation of Recognition of Learning Outcomes Acquired through Non-Formal Education

4.1 The total volume of educational components of the educational program that may be credited to a student based on the recognition of non-formal learning outcomes shall not exceed 25 percent of the respective educational program (for specialties in the field of study F "Information Technologies" – no more than 35 percent; for K "Security and Defence" – no more than 50 percent of the respective educational program).

4.2 If the syllabus (working curriculum) of an educational component (academic subject) contains recommendations from the academic staff regarding the possibility of completing a specified online course or another element of non-formal education, additional validation of the non-formal learning outcomes is not required. Semester and current assessments in the respective subject shall be carried out by the academic staff member in accordance with the rating system for evaluating learning outcomes and the assessment policy of the academic subject.

4.3. The recognition of learning outcomes acquired through non-formal education is permitted for educational components included in the curriculum of the higher education student, starting from the second semester. Recognition shall be carried out before the beginning of the semester during which the relevant educational component is scheduled to be studied according to the curriculum and may be partially or fully credited. Recognition must also take into account learning outcomes supported by international certificates (e.g. Coursera, edX, NATO DEEP) confirming the acquisition of the educational component that may be partially or fully credited.

4.4. The recognition of learning outcomes acquired through non-formal education applies to both compulsory and elective academic subjects included in the curriculum, with the exception of the final attestation (Master's or Bachelor's) thesis.

#### 4.5. Recognition

may be granted for an entire academic subject or for its individual components (educational elements, credit (content) modules, or separate topics).

4.6. The University may recognize learning outcomes acquired through non-formal education in an amount not exceeding 25% of the total volume of the educational program of a higher education student or a non-formal education student (professional military education).

The recognition and credit transfer of learning outcomes obtained by higher education students at partner institutions outside Ukraine is carried out through the analysis and transfer of academic load and assessment results. If the partner country uses a different grading system (e.g., CATS or SCH), the University applies a standardized conversion algorithm based on international Bologna Process recommendations and adapted institutional practices. For this purpose, the relevant documents (academic transcripts) must be certified by the partner institution and must include the number of academic load hours and the assessment methodology.

4.7. A student of higher education (professional military education) shall submit a formal report through the chain of command with a request for recognition of learning outcomes acquired through non-formal education. The report must be accompanied by supporting documents (certificates, diplomas, links, etc.) that specify the subject matter, scope, and list of learning outcomes achieved during non-formal learning, as well as the results of assessment.

Such documents may include certificates from platforms such as Coursera, edX, NATO DEEP programmes, references confirming participation in military internships, as well as a portfolio containing completed projects or other evidence of acquired competencies.

4.8. By order of the Chief of the relevant institute (Director of the respective course), a Subject Committee shall be established, composed of the following members: the Head of the Department; the academic staff member responsible for the educational component proposed for recognition; and, as a rule, the academic advisor of the student's group (or, in the case of PhD students – the academic supervisor). In the case of a professional military education course, the Subject Commission shall include the Course Director, the Module Director(s), and the academic mentor).

The composition of the Subject Committee shall be approved by the Deputy Commandant of the University on Academics.

4.9. The Subject Committee reviews the submitted documents, analyses their compliance with the working curriculum of the educational component (academic subject) and the syllabus, and conducts an interview with the higher education student (student of professional military education) (if necessary) in order to clarify the



content of the educational component studied at the previous educational institution, which is subject to recognition.

The subject commission may recommend full recognition, partial recognition, or non-recognition of learning outcomes, specifically:

- to recognise the results acquired through non-formal education and credit them as a semester (module) assessment in the relevant educational component (academic subject);

- to recognise the results acquired through non-formal education and credit them according to the university's rating assessment system as part of the continuous assessment for a specific component of the educational component (academic subject or module);

- to reject the recognition of learning outcomes acquired through non-formal education;

- to schedule an extraordinary assessment activity in accordance with the academic plan for the relevant educational component (academic subject) that may be recognised.

4.10. If the Subject Committee deems it necessary to conduct an assessment activity, the higher education student (student of professional military education) shall be acquainted with the detailed educational component curriculum (academic subject, module), the syllabus, and the list of questions to be covered in the assessment. If the academic plan provides for the completion of an individual assignment for the educational component (academic subject, module) (such as a report, calculation work, essay, etc.), the higher education student (student of professional military education) shall be familiarised with the list of topics and the assessment criteria.

4.11. The Subject Committee grants the higher education student (student of professional military education) up to 10 working days to prepare for the assessment activity in each educational component (academic subject, module) and to complete the chosen topic/variant of the individual assignment (if applicable). The preparation period is discussed with the higher education student (student of professional military education).

4.12. Based on the results of the assessment activity, the Subject Committee evaluates the outcomes and makes a decision on whether to validate these results as a semester assessment grade for the corresponding educational component (academic subject). If the higher education student (student of professional military education) receives fewer than 50 points, the learning outcomes acquired through non-formal education are not validated.

4.13. In case of validation of an educational component (academic subject, module), the academic office of the institute enters the following into the higher education student's academic record: the name of the educational component (academic subject), the total number of hours/credits, the grade, and the basis for validation (minutes number of the committee meeting). The higher education student

(student of professional military education) is exempt from studying the validated educational component (academic subject, module).

4.14. In case only a specific content module or modules of a subject are validated, the higher education student is exempt from completing the corresponding tasks and is awarded the maximum score for them according to the grading system of the respective educational component (academic subject, module).

4.15. The minutes of the Subject Committee containing the conclusion regarding the validation (or non-validation) of the learning outcomes acquired through non-formal education, as well as the report addressed to the Chief of the Institute (with copies of documents such as certificates, diplomas, links, etc.), are submitted to the academic office (for PhD students – to the Scientific and Methodological Centre of Scientific, Scientific and Technical Activities Organisation).

## 5. Final provisions.

5.1. The Regulations shall be approved by the Academic Council of the University and enacted by order of the Commandant of the University.

5.2. Control over compliance with the requirements of these Regulations shall be entrusted to the Deputy Commandant of the University on Academics.

5.3. Amendments and additions to the Regulations shall be considered and approved by the Academic Council of the University and enacted by order of the Commandant of the University.

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

Mykola PALAMAR