

**MINISTRY OF DEFENCE OF UKRAINE**

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**NATIONAL DEFENCE UNIVERSITY OF UKRAINE**



**REGULATIONS  
ON THE SUPPORT GROUPS OF THE EDUCATIONAL  
PROGRAM OF THE NATIONAL DEFENCE UNIVERSITY OF  
UKRAINE**

**Kyiv – 2024**

Annex  
to the Order of the Commandant of the  
National Defence University of  
Ukraine dated 23.12.2024 № 678/НОД

**REGULATIONS**  
on the educational program support group of the  
National Defence University of Ukraine

**1. General Regulations**

1.1. The Regulations on the Support Group of the Educational Program of the National Defence University of Ukraine (referred to – the Regulations) defines the concept of the support group, the procedure for its appointment, tasks, duties, rights, responsibilities and relationships with other units at the National Defence University of Ukraine (referred to – the University).

1.2. This Regulations is developed in accordance with:

Law of Ukraine “On Education” dated September 05, 2017 No. 2145-VIII;  
Law of Ukraine “On Higher Education” dated July 01, 2014 No. 1556-VII;

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

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

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

Regulations on the Peculiarities of Organizing the Educational Process in Higher Military.

Regulations on the peculiarities of organizing the educational process in higher military educational institutions of the Ministry of Defence of Ukraine, military educational units of higher education institutions, and institutions of pre-higher military education, approved by Order of the Ministry of Defence of Ukraine No. 120 of February 15, 2024.

The Statute of the National Defence University of Ukraine, approved by the

Order of the Ministry of Defence of Ukraine No. 260 of May 10, 2017;

Regulations on the organization of the educational process at the National Defence University of Ukraine, approved by the Order of the Commandant of the University No. 516/nod of September 25, 2024.

1.3. The main terms used in these Regulations are defined in the specified regulatory documents.

1.4. Educational program support group is a group of scientific and pedagogical and/or research workers for whom the educational institution is the main place of work and who are responsible for the implementation of educational programs in the specialty at certain levels of higher education, personally participate in the educational process and meet the qualification requirements specified in the License Terms. The composition of the support group is determined by order of the Commandant of the University at the beginning of the year.

1.5. Project group - a group of scientific and pedagogical and/or research workers, determined by the order of the Commandant of the University, who are responsible for the launch of educational activities under the educational program at a certain level of higher education and meet the qualification requirements specified in the License Terms

## 2. Formation and requirements for the educational program support group

2.1. The Educational Program Support Group is created at the University to ensure the implementation of educational activities in all educational programs of the relevant specialty

2.2. The Educational Program Support Group is appointed by order of the Commandant of the University.

2.3. The support group for the educational program consists of academic staff who are not (were) members of any support group of the University or other higher education institution in the current academic year, except for enrolment in educational programs within the same specialty.

2.4. The following requirements are imposed on the composition of the collateral group:

- work at the University at the main place of work as research and teaching or researcher;

- have qualifications in accordance with the specialty;

- have a scientific degree and/or academic title;

- have at least 3 years of experience in scientific and pedagogical and/or scientific work;

comply with the License Terms.

The proportion of research and teaching and/or research workers who have a scientific degree and/or academic title and work at the main place of work must be at least 50 percent at the appropriate level of higher education, of which persons with a doctorate and/or academic title of professor must be:

for the second (master's) level of higher education - at least 10 percent; for the third level of higher education - at least two doctors to manage the scientific component of each educational and research program.

2.5. The head of the support group is appointed one of the members of the support group who has a degree in a relevant or related specialty to the educational program and has at least five years of experience in teaching and/or research, has academic authority in his/her professional field. The head of the support group may not simultaneously manage other support groups in the current academic year, except for the management of support groups at different levels of higher education within the same specialty at the University.

The head of the support group, by order of the Commandant of the University, is appointed as the guarantor of the educational program, who is responsible for the implementation of the educational program. The guarantor of the educational program is allocated up to 300 hours per academic year within the working hours of a research and teaching (scientific) employee to fulfil the tasks, rights and obligations assigned to him/her. The specified number of hours is indicated in the individual plan as methodological and organizational work in accordance with the time standards for planning and accounting for the educational, methodological, scientific and organizational work of an academic staff of the University.

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

2.6. The relevance of the educational and/or professional qualifications of academic staff to the provision of the educational program is determined:

on the basis of documents of the established form about:

on higher education;

award of a scientific degree (the same specialty (subject specialty, specialization);

at least five years of professional experience (occupation) in the relevant specialty (specialty, specialization);

supervising (advising) a dissertation for a scientific degree in a specialty that was defended in Ukraine or abroad;

at least five publications in scientific journals included in the list of professional publications of Ukraine, in scientometric databases, in particular

Scopus, Web of Science Core Collection, over the past five years.

Achievements in professional activities that are counted for the last five years:

at least five publications in periodicals included in the list of professional publications of Ukraine, in scientometric databases, in particular Scopus, Web of Science Core Collection;

one patent for an invention or five declarative patents for an invention or utility model, including secret ones, or at least five certificates of copyright registration for a work;

availability of a published textbook or manual (including electronic ones) or monograph (with a total volume of at least 5 author's sheets), including those published in co-authorship (with a volume of at least 1.5 author's sheets for each co-author)

availability of published teaching aids/guides for independent work of higher education and distance learning students, e-courses on the licensees' educational platforms, lecture notes/workshops/guidelines/recommendations/work programs, other printed teaching aids in the total amount of three titles;

defence of a dissertation for a scientific degree;

scientific supervision (consulting) of an applicant who has received a document on awarding a scientific degree;

participation in the certification of scientific personnel as an official opponent or a member of a permanent specialized academic council, or a member of at least three ad hoc specialized academic councils;

performing the functions (powers, duties) of a scientific supervisor or responsible executor of a scientific topic (project), or an editor-in-chief/member of the editorial board/expert (reviewer) of a scientific publication included in the list of professional publications of Ukraine or a foreign scientific publication indexed in bibliographic databases;

work as a member of the expert council for the examination of dissertations by the Ministry of Education and Science of Ukraine (hereinafter - MES) or as a member of a sectoral expert council as an expert of the National Agency for Quality Assurance in Higher Education, or as a member of the Accreditation Commission, or the inter-sectoral expert council on higher education of the Accreditation Commission, or three expert commissions of the Ministry of Education and Science of Ukraine/ the said Agency, or the Scientific and Methodological Council/ scientific and methodological commissions (sub commissions) for higher or professional higher education of the Ministry of Education and Science, scientific/ scientific and methodological/ expert councils of state authorities and local self-government bodies, or as a member of commissions of the State Service for Quality Education for the implementation of planned (unscheduled) measures of state supervision (control);

participation in international scientific and/or educational projects, involvement in international expertise, holding the title of "international category judge";

scientific consulting of enterprises, institutions, organizations for at least three

years, carried out on the basis of an agreement with a higher education institution (scientific institution);

availability of testing and/or popular science and/or consulting (advisory) and/or scientific expert publications on scientific or professional topics with a total of at least five publications;

conducting classes in special disciplines in a foreign language (except for language training disciplines) in the amount of at least 50 classroom hours per academic year;

supervision of a student (cadet), adjunct, who won prizes at the All-Ukrainian competition for the best scientific work;

having the status of a combatant (for higher military educational institutions, higher education institutions with specific learning conditions, military educational units of higher education institutions);

activity in the specialty in the form of participation in professional and/or public associations;

experience of practical work in the specialty for at least five years (except for pedagogical, scientific and pedagogical, scientific activities).

When determining the achievements in the professional activity of a research and teaching (scientific) employee, the achievements at previous places of work may be taken into account, and the five-year period may be extended for the period of a break in work for objective reasons (social leave, academic leave, conscription/mobilization for military service or military service under a contract, long-term disability, etc.)

2.7. The head of the educational program support group (guarantor of the educational program) has a deputy and a secretary.

2.8. The composition of each group of the educational program is approved by the order of the Commandant of the University on the basis of the report of the head of the institute, an extract from the minutes of the meeting of the Academic Council of the institute.

2.9. The head and members of the educational program support team are personally responsible for poor quality or untimely performance of the duties provided for in these Regulations.

### 3. Main tasks and responsibilities of the educational program support group

3.1. The educational program support group carries out the educational process in accordance with the Regulations on the organization of the educational process of the University.

3.2. Members of the educational program support group choose the forms and methods of learning and teaching in educational programs that best contribute to the achievement of program learning outcomes.

3.3. Carry out the educational process taking into account the requirements of the student-centred approach, the principles of academic freedom, constantly update the content of educational components based on scientific achievements and modern practices.

3.4 Choose forms of control measures and assessment criteria that allow to prove the achievement of program learning outcomes.

3.5. Ensure the objectivity of evaluation, adhere to the principles of academic integrity.

3.6. Constantly improve their professional qualifications and pedagogical skills.

3.7. Initiate the revision of educational programs to update the content of educational components in accordance with the development trends of the specialty, industry, etc.

3.8. Provide feedback to customers, graduates in order to involve them in monitoring, periodic review of educational programs.

3.9. Assist the guarantors of educational programs in preparing and conducting accreditation of educational programs.

3.10. Members of the educational program support group are obliged to:

be guided by the legislation of Ukraine, resolutions of the Cabinet of Ministers of Ukraine, orders of the Ministry of Education and Science of Ukraine and the National Agency for Higher Education Quality Assurance, decisions of the Academic Council of the University, and other regulatory legal acts;

perform work in accordance with the functions assigned to members of the support group;

adhere to the norms of academic integrity at all stages of the development and maintenance of the educational program and ensure compliance with these norms by higher education students studying under a particular educational program.

Members of the educational program support group have the right to:

to make proposals to the head of the support group regarding the personal composition and distribution of responsibilities among the members of the support group; to make proposals to the head of the support group regarding the encouragement of

participants in the educational process in the relevant educational program;

to submit proposals to the Methodological Council and the Academic Council of the University to ensure the quality of education and methodological work at the University;

to receive information from departments and institutes on the quality of higher

education, organization and conduct of methodological work, activities of academic staff;

to develop recommendations for creating tools for diagnosing the quality of training of higher education students.

The support group works within the working hours of the academic staff in the second half of the working day, which is noted in the individual plan of the teacher and approved by the decision of the relevant department. The decision of the Commandant of the University may establish material remuneration for the members of the group in ways that do not contradict the legislation and the Charter of the University.

### 3.11. Head of the support group:

organizes the activities of the support group, teachers of the educational program regarding the implementation of the decisions of the support group and other tasks of the development of the educational program;

organizes the development of documentary support for the implementation of educational activities (accreditation file, educational and methodological complex of disciplines, curriculum, documents required for certification of higher education students, etc;)

monitors the quality of work of scientific and pedagogical (scientific) workers who provide the educational process in the disciplines for the training of higher education applicants of the relevant educational program;

interacts with the heads and employees of the structural units of the University on issues related to the implementation of the educational program;

defines the tasks for the educational program support group;

make proposals for changes in the academic staff who provide the educational process in academic disciplines for higher education students of the appropriate level, in compliance with licensing requirements;

take measures aimed at improving the quality of the educational process and not contrary to the requirements of Regulations.

## 4. Organization of the work of the educational program support group

4.1 The educational program support group determines the Regulations and forms of its activities for the current academic year.

4.2. Meetings of the educational program support group are held within the time limits specified in the Regulations. If necessary, members of the educational program support group convene meetings of the educational program support group. Such meetings may be convened by the head of the educational program support group or  $\frac{1}{3}$  of the members of the educational program support group.

4.3. Decisions are made by open voting. The decision is made if more than half of those present at the meeting voted for it.

4.4. The materials of the meetings of the educational program support group shall be drawn up by the minutes signed by the head and the secretary.



## 5. Relationship of the educational program support group with other units

The head, members of the educational program support group in their activities interact with the departments of the University, centres, support units and other structural units of the University within the framework of their duties.

Temporarily acting head of the scientific  
and methodological centre for organization  
and coordination of educational activity  
colonel

Ruslan TORCHEVSKY