



REGULATIONS

**on the System of Internal Quality Assurance
of Educational Activities and the Quality
of Higher Education at Ivan Kozhedub
Kharkiv National Air Force University**



**The Air Force of the
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council
of Ivan Kozhedub Kharkiv National
Air Force University
Protocol 19.08.2022 № 9

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of the Ivan Kozhedub Kharkiv National
Air Force University 19.08.2022 № 975

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General Provisions

Quality of Higher Education – the level of knowledge, skills, abilities, and other competencies acquired by an individual, which reflects their competence in accordance with higher education standards.

The Internal Quality Assurance System of Educational Activities and Higher Education of the University (hereinafter – the System) is a set of measures by the University administration and structural units aimed at increasing the efficiency of educational activities in the preparation of military specialists.

The purpose of the University's internal quality assurance system of higher education is to:

- guarantee the achievement of the declared level of higher education in a specific specialty for the preparation of military specialists;

- conduct continuous monitoring of the content of higher education;

- develop high-quality educational programs (educational-professional or educational-scientific) (hereinafter – educational programs) in accordance with national and international educational standards, taking into consideration the needs of customers in the preparation of military specialists;

- monitor the educational process and scientific activities;

- monitor educational learning technologies;

- monitor and manage the University's resource potential;

- develop recommendations for improving the quality of educational activities and higher education, and participate in strategic planning, etc.;

- provide customers in preparation with the opportunity to evaluate the quality of the components of the University's training system;

In accordance with the Law of Ukraine "On Higher Education," the system of internal quality assurance of educational activities and the quality of higher education provides for the implementation by the University of the following procedures and measures:

- defining the principles and procedures for ensuring the quality of educational activities and the quality of higher education;

- conducting monitoring and periodic review of educational programs;

- annual evaluation of higher education students, scientific-pedagogical and pedagogical staff of the higher education institution, and regular publication of the results of such evaluations in the departments on information boards and in any other manner;

- ensuring the professional development of pedagogical, scientific, and Academic Staff;

- ensuring the availability of necessary resources for the organization of the educational process, including the independent work of cadets (trainees, students, adjuncts) for each educational program;

- ensuring the availability of information systems for the effective management of the educational process;

- ensuring the publicity of information about educational programs (taking into consideration restrictions on information protection), higher education

degrees, and qualifications;

ensuring compliance with academic integrity by University staff and higher education students, including the creation and functioning of an effective system for preventing and detecting academic plagiarism.

The persons responsible for the functioning of the system are:

at the University level – the Commandant of the University, the Deputy Commandant of the University according to areas of activity, the University's Academic Department;

at the faculty (college) level – the Chief of the faculty (college), the Academic Section, commanders of cadet units;

at the department (cycle committee) level – the Chief of the department (cycle committee).

The evaluation of the effectiveness of the internal system of quality assurance of higher education is the University's position in the consolidated ranking of higher education institutions of Ukraine. At the same time, the main indicators are determined as follows:

evaluation of the quality of scientific-pedagogical potential;

evaluation of the quality of education;

evaluation of indicators of methodological and scientific work of scientific-pedagogical and scientific staff;

evaluation of international recognition;

evaluation of the results of professional orientation work concerning admission to the University;

feedback from employers regarding graduates of the University one year after graduation;

dynamics of graduates' appointments to higher positions and analysis of graduates serving in the Armed Forces of Ukraine.

Principles of Ensuring the Quality of Higher Education

scientific approach – the use of proven results of scientific research;

systematicity, integrity, consistency, and logical structure of the components of educational activity;

rational balance of rights, duties, and responsibilities of participants in the educational process, with the formation of corporate culture;

fair competition, openness, transparency, and equality;

objectivity and impartiality in the assessment of participants in the educational process;

integration into the international educational-scientific space;

measurability of indicators of the quality of higher education.

1. Implementation of monitoring and periodic review of educational programs. Control of the organization of the educational process

The mechanism for the development, approval, monitoring, and periodic review of educational programs is regulated by the "Regulation on the Organization of the Educational Process at the University."

The educational (educational-scientific) program must comply with the requirements of the higher education standard, which is developed and approved by the Ministry of Education and Science of Ukraine in agreement with the National Agency for Higher Education Quality Assurance, as well as the professional standard of higher military education in the relevant specialization, which is developed by the working group of the customer for the preparation of military specialists and approved by them.

The educational program for a specific specialty (specialization) is developed by a working group, which includes leading experts in the given field and representatives of the customer for the preparation of specialists. The educational program is approved by the customer for the preparation of military specialists, the Department of Military Education and Science of the Ministry of Defense of Ukraine, endorsed by the decision of the Academic Council of the University, and enacted by order of the Commandant of the University.

The educational-scientific program for the preparation of Doctors of Philosophy in a specific specialty is developed by a working group (a specialty support group), which may include representatives of the customer and higher education students. The educational-scientific program is approved by the Department of Military Education and Science of the Ministry of Defense of Ukraine, endorsed by the decision of the Academic Council of the University, and enacted by order of the Commandant of the University.

Based on the educational (educational-scientific) program, the faculty (college) develops an academic plan for the respective specialty (specialization).

Academic plans are developed by working groups of graduating departments (cycle committees), with the involvement of representatives of supporting departments (cycle commissions) and the guarantor of the educational program.

The academic plan for the preparation of Doctors of Philosophy are approved by the Deputy Commandant of the University for Academic Affairs, the Deputy Commandant of the University for Scientific Work, the chiefs of the Academic Department and the Scientific-Organizational Department, and are approved by the decision of the Academic Council of the University.

The programs of academic disciplines are developed by the departments (cycle committees) in accordance with the requirements of the relevant educational programs for the preparation of specialists.

Based on the results of attestation of graduates, inspections of the quality of preparation of military specialists by the customers, feedback from the troops on graduates one year after completion of the University, and on the basis of the experience of the application of the branch of troops (forces) in combat operations, in the University, according to the requirements of the customer for the preparation of military specialists or on an initiative basis, a review of educational (educational-scientific) programs, academic plan, programs of academic disciplines, working programs of academic disciplines, and educational-methodical materials for the provision of educational classes is conducted.

Representatives of higher education students who are members of the cadet and student self-government bodies, the university's council of young scientists,

the academic councils of faculties (the pedagogical council of the college), and the university itself may submit proposals regarding the revision of educational (educational-scientific) programs, improvement of the organization of the educational process, scientific-research activities, leisure, development of the educational material-technical base, and participation in educational, scientific, sports, health-improving, and other activities.

The analysis of the results of student surveys conducted before examination sessions is also an important factor for reviewing educational programs and improving the organization of the educational process.

All changes are discussed at department (cyclical committee) meetings, considered by faculty academic councils (the college's pedagogical council), and approved by the University Academic Council (in accordance with the requirements of the regulatory documents of the Ministry of Defense of Ukraine).

2.1. Annual evaluation of higher education students and Academic Staff of the University, as well as the publication of their results.

The evaluation of higher education students is conducted in accordance with the requirements of the "Regulation on the Organization of the Educational Process at the University" and the assessment criteria defined by the working program of the educational discipline. Based on the results of the annual evaluation of higher education students, relevant rankings are compiled as a comprehensive quantitative assessment for a specific period of study, which records their position among the equivalent assessments of other students within the specialization.

The objectives of quality control of learning outcomes are:

- evaluating the level of knowledge acquisition by each student and the educational group as a whole;
- identifying the students' abilities and skills to apply the acquired knowledge;
- identifying the level of professional competence formation;
- monitoring the students' independent work;
- identifying the reasons for insufficient or poor material assimilation;
- searching for effective teaching methods, etc.

At the University, the following types of assessment are used: entrance, current, self-assessment, midterm (modular), semester, and final.

Entrance assessment of knowledge (diagnostics of the initial level of knowledge) is conducted during the first academic classes in order to determine the level of basic knowledge, skills, and abilities in the discipline.

The entrance assessment does not involve awarding a performance grade; based on its results, the instructor must select appropriate educational methods. The results of the initial knowledge diagnostics are discussed at a meeting of the department (or cycle committee) and may serve as a basis for making adjustments to the course syllabus and further teaching of the discipline.

Current assessment is conducted during the study of the educational discipline to determine the extent to which the learner understands the material covered and can apply it in practice.

The main purpose of current assessment is to check the level of preparation in relation to a particular topic (educational element).

The main purpose of the current assessment is to ensure feedback between Academic Staff and students, as well as to manage students' educational motivation. The information obtained through current assessment is used both by the lecturer – to adjust teaching methods and tools, and by the students – to plan independent work.

The forms and methods of conducting current assessment during educational classes, as well as the system for evaluating the quality of learning outcomes (knowledge), are determined by the department (cycle committee) when approving the course syllabus. The instructor develops the syllabus and communicates it to the students.

The main forms of current assessment are:

- written express-check (quiz);
- oral questioning;
- control test;
- presentation during discussion of questions at seminar classes;
- presentation or defense of essays, creative works, and various types of individual assignments, etc.;
- solving situational tasks, resolving problem situations, answering questions, etc.;
- verification of calculation-graphic works;
- practical check (defense of laboratory works);
- computer testing.

The student receives information about the results of current assessment during classes, consultations, or through the respective information systems.

Students conduct self-assessment of the process and results of their education, which consists of determining their ability to perform educational (including independent) and scientific work.

To support self-assessment during the educational process, lecturers include self-assessment tools (tests, control tasks, questions for self-check) in textbooks, lecture notes, and methodological materials. Greater effectiveness of self-assessment is ensured by specialized self-check and self-evaluation programs, which are part of electronic textbooks, automated educational courses, and virtual educational environments.

An effective means of comprehensively assessing the level of achievement of program educational outcomes is the conduct of semester tactical-special (tactical-drill) exercises (classes) for senior-year cadets. These exercises allow evaluation not only of individual practical skills of cadets but also the degree of their readiness for typical initial positions in the armed forces, as well as their command-methodical skills and interaction with specialists of other professions during the joint execution of training-combat tasks.

Final assessment is conducted in the form of semester control and graduation certification. Its purpose is to evaluate learning outcomes as well as the level of knowledge and skills that students must demonstrate to confirm that their acquired

competencies meet normative requirements.

Semester control is conducted in the form of defense of a term project (work), a semester exam, or a credit test for the discipline.

The organization, procedure, and specific features of conducting graduation certification are determined by the Order of the Ministry of Defense of Ukraine dated 09.09.2015 № 472 “On Approval of the Regulations on Examination Boards of Higher Military Educational Institutions and Military Units of Higher Educational Institutions.”

For the purpose of checking the quality of the educational process and comparing the effectiveness of students’ learning, by order of the Commandant of the University, residual knowledge control may be conducted in academic disciplines. The results of assessing residual knowledge are analyzed taking into consideration the following requirements: quality of knowledge, academic performance, and comparison of the results of the control measure with the results of the previous final assessment in the academic discipline.

Monitoring and summarizing the results of the educational activities of senior-year cadets (including taking into consideration the level of development of their physical abilities and the state of military discipline) is conducted monthly by the academic units of the faculties (college).

Monitoring and summarizing the results of the current progress control of 1st–2nd year cadets is conducted through the University’s Academic Department in cooperation with the chiefs (chairs) of the general university departments.

The commanders of cadet units, based on interaction with Academic Staff, conduct weekly reviews of the results of educational and educative work with the involvement of curators, lecturers, the chiefs of faculties (college), and other interested persons.

Information on current progress and final control is published on the “Academic Affairs” bulletin boards in cadet units.

Periodic assessment (evaluation, review, appraisal) may also be conducted by representatives of the customer commissioning the preparation of specialists before important stages of practical training, as well as by specialists from military units during military internships, in order to assess the ability to obtain the qualification of a military specialist of class III in specific specializations.

In order to comply with the requirements of the Law of Ukraine “On Higher Education” regarding the annual evaluation of the educational, scientific-research, and innovative achievements of higher education students, the University applies a rating system of assessment of education outcomes.

The procedure for applying the rating system of assessment of students’ results is determined by the “Regulation on the Organization of the Educational Process at the University”.

The rating serves as a tool for managing the educational and educative process, which provides for the ranking of students based on the accumulation of their personal achievements in educational and everyday activities.

The use of rating is aimed at:

increasing the responsibility and motivation of students toward active

educational and scientific work throughout the academic year;

improving the planning and organization of the educational process through strengthening the role of individualization and differentiation of learning;

obtaining information about the quality and effectiveness of learning, as well as about the personal academic achievements of students;

ensuring the effective use of graduates according to their preparation specialization.

For the purpose of increasing the efficiency and effectiveness of the professional activity of Academic Staff, ensuring transparency and objectivity in the evaluation of each Academic Staff member, ensuring healthy competition, raising motivation for labor efficiency, and stimulating activities aimed at improving the quality of education, the University applies rating evaluation of Academic Staff. The procedure for its implementation is regulated by the "Regulation on the rating evaluation of the professional activity of academic and teaching staff at Ivan Kozhedub Kharkiv National Air Force University."

The procedure for its implementation is regulated by the "Regulations on the rating assessment of the professional activity of Academic Staff at Ivan Kozhedub Kharkiv National Air Force University."

The results of rating-based evaluation are applied when making decisions regarding:

summarizing the outcomes of educational activities;

encouraging the best scientific-pedagogical (pedagogical) staff of departments (cycle committees), faculties (college) of the University;

certification of the Academic Staff of departments (cycle committees);

competitive selection for filling vacant positions of Academic Staff.

The rating of an Academic Staff member is determined based on the results of the academic year, considering individual types of work performed and the calculation of evaluation indicators in the following areas of activity: educational; methodological; scientific (scientific-technical); organizational. In addition, extra incentive points may be awarded to a Academic Staff member for specific outstanding achievements during the academic year.

Information regarding the rating lists of Academic Staff is considered during the competition conducted for filling vacant positions of Academic Staff.

2. Ensuring the professional development of Academic Staff. Control over staffing. Selection of Academic Staff.

In accordance with the requirements of Articles 57 and 60 of the Law of Ukraine "On Higher Education" (Rights of scientific-pedagogical, scientific, and pedagogical staff; Postgraduate education, professional development, and internships of pedagogical and Academic Staff), Academic Staff have the right to conduct professional development and internships at least once every five years, and the higher educational institution must ensure the professional development and internships of Academic Staff at least once every five years.

The requirements regarding professional development of scientific-

pedagogical (pedagogical) staff are also determined by the Resolution of the Cabinet of Ministers of Ukraine “On Approval of the Licensing Conditions for Conducting Educational Activities of Educational Institutions.”

The purpose of professional development for scientific-pedagogical (pedagogical) staff is to improve professional preparation through deepening and expanding professional knowledge, skills, and competencies, as well as gaining experience in performing additional tasks and responsibilities within the scope of the specialty.

The results of professional development and internships are considered: during the attestation of pedagogical staff; when selecting for a position through a competitive process or concluding an employment contract with Academic Staff.

Professional development of scientific-pedagogical (pedagogical) staff is conducted according to academic plans and programs and may be conducted in full-time, evening, part-time, or distance learning formats.

Professional development of Academic Staff concludes with a final assessment and the issuance of a corresponding document.

Scientific-pedagogical (pedagogical) staff who have completed professional development (internship) must submit a report in the prescribed form within two weeks. The report is considered at a meeting of the department (cycle committee), where a decision is made regarding its approval or rejection, and, if necessary, conclusions and relevant recommendations are provided.

The results of professional development are considered during the next attestation or when participating in a competition for filling vacant positions.

The Educational Department has the right to submit proposals to the Commandant of the Ivan Kozhedub Kharkiv National Air Force University regarding the further use of the results of professional development of scientific-pedagogical (pedagogical) staff.

Copies of documents on postgraduate education are kept in the departments (cycle committees) and in the personal file of the Academic (pedagogical) staff member.

Control over staffing is conducted in compliance with the requirements of the Cabinet of Ministers of Ukraine Resolution “On Approval of the Licensing Conditions for Conducting Educational Activities by Educational Institutions.”

Control over staffing is conducted as follows:

by the Personnel and Drill Department – when accepting applications from candidates to participate in the competitive selection for filling vacant Academic Staff positions;

by the departments (cycle committees) – when distributing the educational workload among the Academic Staff of the department (cycle committee);

by the Academic (Research and Administrative) Department – when conducting inspections of structural units’ compliance with the licensing conditions for conducting educational activities;

by the Academic Department – when organizing licensing and accreditation procedures;

by the Research and Administrative Department – when organizing the

preparation of specialists at the educational-scientific and scientific levels in the adjunct (doctoral) program;

by specialized committees (University Academic Council) – when making decisions on awarding academic titles and scientific degrees.

When distributing the educational workload among the Academic Staff of the department (cycle committee), the following are considered:

licensing requirements regarding the minimum percentages of hours defined by the academic plan for conducting lectures by staff who hold a scientific degree and/or academic title;

requirements for conducting lectures by the University's management, chiefs of faculties (college), their deputies, professors, associate professors, and senior lecturers, as well as leading scientists or practitioner-specialists invited to deliver lectures.

In all cases, decisions regarding the results of staffing control indicators are considered by the Commandant of the University based on the decisions of the University Academic Council.

The selection of Academic Staff is conducted based on the requirements of the orders of the Ministry of Defense of Ukraine, which establish the procedure for filling vacant positions of command (management) staff, research, Academic (pedagogical) staff in higher military educational institutions, military educational units of higher educational institutions, and scientific-research institutions of the Armed Forces of Ukraine, as well as in accordance with the University Statute, on a competitive basis.

Candidates for positions of Academic Staff must be citizens of Ukraine and have fluency in the state language.

Announcements regarding the competition for vacant positions are published in the printed mass media of the Ministry of Defense of Ukraine and on the official website of the Ministry of Defense of Ukraine.

3. Ensuring the Availability of Necessary Resources for Conducting the Educational Process, Including Independent Work for Each Educational Program

Resource support for organizing the educational process for the preparation of military specialists at the University is conducted in the following fields:

material-technical support;

information support.

The main elements of the University's material-technical base include:

classrooms, specialized classrooms, offices, laboratories, libraries, reading rooms, faculty rooms, and other educational and auxiliary premises;

weaponry and military equipment;

educational-laboratory base (laboratory equipment, measuring and electronic-computing devices, technical teaching and control tools, visual aids);

field training base: training centers, ranges;

printing and publishing facilities;

educational-production workshops and laboratories;

facilities for conducting scientific research, computing centers;
 sports complexes and facilities, educational campuses;
 drill grounds;
 shooting ranges;
 educational-training complexes;
 barracks and dormitories;

other material and technical resources, buildings, structures, property complexes, land plots, communications, equipment, vehicles, and other property used to ensure the educational process and the preparation of military specialists.

The quantity and area of classrooms, specialized classrooms, offices, laboratories, service rooms, educational-auxiliary premises, and other facilities are calculated in accordance with the Licensing Conditions for the Provision of Educational Services in the Field of Higher Education, the established norms for quartering military units and institutions, and the norms for providing samples of weaponry and military equipment according to staffing, tables, and supply standards.

The University's information support system includes:

the library collection (classified and general libraries) with the "UFD Library" automation suite;

the University's local information network and the Moodle environment;

the University's local information network providing access to the Internet;

electronic information resources of Electronic Document Management System (EDMS), the Automated Control System "Dnipro," and the Internet;

scientific periodicals.

The creation of information support for educational disciplines is conducted based on the analysis of the compliance of educational literature content with the educational programs for the preparation of military specialists, considering the achievements of military science and new methods and forms of troop (force) application.

Annually, based on proposals from departments (cycle committees), the University develops a plan for editorial-publishing activities.

In accordance with the established procedure, after receiving positive reviews, authors submit manuscripts for expertise to the committee of the University Methodological Council.

Textbooks (manuals) approved by the Methodological and Scientific Councils of the University are admitted for publishing.

To optimize user service in the University library, an electronic catalog of publications has been created, featuring a search system, barcode-labeling, and automation of the service system for readers at both the lending desk and reading rooms.

The library collections are filled through purchases from Ukrainian publishers and by printing educational literature at the University publishing house.

The established system of information support for the educational process, scientific, and scientific-technical activities of the University satisfies the needs for information necessary for mastering educational disciplines and producing

scientific output. The system ensures its collection, processing, storage, updating, and dissemination, and scientific output is registered and recorded in accordance with the established procedure.

Using the electronic educational environment MOODLE (Modular Object Oriented Distance Learning Environment), students have the opportunity to access an electronic course remotely within the University's internal network, review educational materials, complete assignments and submit them for evaluation, and take electronic tests.

A Academic Staff member can independently create electronic educational courses, conduct distance education, send messages to students, distribute, collect, and check assignments, maintain electronic grade and attendance records, configure various course resources, and more.

Access to resources is personalized. Users receive their login and password from the server administrator or the person responsible for implementing information-communication, and distance technologies at the respective faculty (college).

4. Ensuring the availability of information systems for effective management of the educational process

Management of the educational process at the University is conducted using software certified in Ukraine and the Unified State Electronic Database on Education (USEDE).

At the same time, the use of information systems is conducted in compliance with the requirements of the Ministry of Defense of Ukraine's order "On the procedure for using the Internet network in the Ministry of Defense of Ukraine and the Armed Forces of Ukraine" and the Cabinet of Ministers of Ukraine's resolution "On approving the Procedure for organizing and ensuring secrecy in state bodies, local self-government bodies, enterprises, institutions, and organizations."

For direct management of the educational process within the University's local information network, the automated system "KASKAD" is used. This system is a combination of logically organized software tools designed for creating, processing, and storing information; compiling the academic schedule; providing informational-analytical support to all University units; organizing the work of methodologists; and reducing the volume of paper-based documentation.

The system covers all stages of education, is adaptable to changes in processes and management methods, and allows for modifications in the hierarchical organizational structure. Documentation generated by the system complies with the current regulatory framework in Ukraine.

5. Ensuring transparency of information on educational programs, higher education degrees, and qualifications

To ensure transparency and openness regarding higher education in the specialties for the preparation of military specialists of the Armed Forces of

Ukraine, the University operates an official website - <http://www.hups.mil.gov.ua/>.

The University's official website contains information that must be publicly disclosed, including:

- documents regulating the University's activities;
- the University's chief staff;
- information and documents related to the organization of the educational process;
- information for applicants;
- information on the University's scientific activities.

Information required for disclosure on the official website is updated systematically.

6. Ensuring an effective system for preventing and detecting academic plagiarism in the scientific works of staff and higher education students

The system for preventing and detecting academic plagiarism, as a violation of the principles of academic integrity, is aimed at forming academic ethics and respect for intellectual property. It is intended to promote the practice of proper citation through the definition of the concept and forms of plagiarism, methods to prevent its spread, procedures for reviewing and recording instances of plagiarism, as well as formalizing potential consequences within the University.

The policy and procedures for compliance with academic integrity at the University are conducted in accordance with "Regulations on the Organization of the Educational Process at the University", "Regulations on Academic Integrity and the Ethics of Academic Relations at the University", "Regulations on the Committee for Ethics and Academic Integrity at the University", "Code of Academic Integrity at the University".

The main methods for preventing plagiarism at the University include:

- familiarizing scientific-pedagogical, pedagogical, and scientific staff of the University, as well as higher education students, with regulatory documents regarding the principles of academic integrity and the prevention of academic plagiarism, and establishing responsibility for academic plagiarism;

- conducting the functioning of a system for detecting academic plagiarism within educational and scientific units;

- creating, distributing, and ensuring compliance with methodological recommendations on citing materials used in scientific, educational-methodical, and assessment works;

- conducting classes with higher education students on the requirements for writing written works, emphasizing the principles of independent work on different types of assignments, correct use of information from other sources, and avoidance of plagiarism, as well as rules for citing sources and formatting quotations;

- including in the educational work of faculties, departments, and educational and scientific units activities aimed at forming ethical norms in students that prevent academic plagiarism;

- publishing this Regulation on the official website of the University, as well

as posting information regarding ethical norms of publication and peer review on the websites of periodicals and continuing publications.

The University has concluded an agreement with the company “Antiplagiat” for the use of the online service Unicheck provided by LLC “Antiplagiat” to check scientific publications, educational-methodical works, and to implement the principles of academic integrity within the University culture, as well as to improve the academic motivation of higher education students and lecturers.

Based on the conclusions of the Unicheck online service regarding students’ open works, the department (center) considers whether the work is allowed for publication or defense. The responsibility for the objectivity of the conclusion regarding the absence of academic plagiarism rests with the chief of the structural unit that conducted the plagiarism check. Works that do not pass the plagiarism check are not allowed for defense; the chief of the structural unit reports the detected facts and provides proposals for decision-making through the chain of command.

7. Other Procedures and Measures

The internal system for ensuring the quality of higher education at the University provides for the conduct of quality control over the organization and implementation of the educational process and the preparation of military specialists, which is conducted in the form of:

- mutual visits;
- trial classes;
- open classes;
- control of educational classes;
- expert evaluation;
- surveys;
- self-assessment.

Mutual visits are a form of reciprocal control and training, an effective method for acquiring professional experience from colleagues and improving the pedagogical skills of scientific-pedagogical (pedagogical) staff.

Open Classes are conducted according to the academic plan schedule with the purpose of exchanging experience, providing assistance to Academic Staff in organizing classes, and improving the methodology of their implementation. Experienced Academic Staff are involved in these classes, who, after the class, conduct a detailed analysis, identify positive aspects, and provide recommendations for enhancing the effectiveness of the class methodology.

Trial Classes are conducted to determine the readiness of scientific-pedagogical (pedagogical) staff for independently conducting educational classes and to develop methodologies for teaching new topics and issues. Trial classes are conducted without the participation of students.

Control of Classes is conducted by the Commandant of the University and their deputies, the chief (or deputy chief) of the educational department, the chiefs of faculties (colleges), chiefs of departments (committees) and their deputies,

professors, associate professors, and senior lecturers. The purpose is to assess the scientific and methodological level of the class, the degree of achievement of educational and educative objectives, the preparedness of the person conducting the class, improvement of the quality of training and education of students, identification of positive practices and shortcomings in teaching, and to provide assistance to departments (committees) in improving the educational process.

Expert Evaluation of teaching quality is conducted in the presence of conflict situations related to the activities of a lecturer. To conduct expert evaluation, a committee is formed from the department (cycle committee) staff or from individuals delegated with the authority to conduct the evaluation.

Questionnaires are conducted to assess the level of student satisfaction regarding the quality of teaching and the pedagogical mastery of lecturers.

Self-Evaluation is conducted independently by the lecturer, determining the effectiveness of their completed educational, methodological, scientific, and organizational work during the reporting period. The procedure for self-evaluation of a lecturer's work is regulated by the "Regulations on the Annual Rating Evaluation of the Activities of Academic Staff of the University."

Key Issues Checked During the Control of Classes:

a) during the control of a lecture class:

availability of an approved lecture plan-outline (or notes) by the lecturer;
compliance of the lecture content with the academic plan of the educational discipline, covering the main problems of the topic;

content of the lecture, its scientific level, and military-practical (methodological) orientation;

structure and logic of the lecture (presence of an introduction, definition of relevance, logical sequence of presenting educational issues, presence of conclusions, content of the final part);

ability of the lecturer to present the material clearly, visually, and using problem-based learning methods, to apply statutory and specialized terminology, and to explain the most complex issues accessibly;

connection with combat preparation of troops and experience from military operations;

availability of sources for independent study of the topic by cadets and their qualified review;

speech and language culture of the lecturer;

organization of the class and effective use of class time;

degree of achievement of the educational and educative objectives of the class;

b) during the control of group classes and group exercises:

availability and quality of the approved class plan;

compliance of the class content with the academic plan of the academic discipline;

the instructor's ability to combine theoretical and practical components of the class, to instill in cadets the skills of operating weapons and military

equipment, as well as actions related to the organization and conduct of combat;
 preparedness of cadets, their activity and intensity of work during the class;
 organization of the class and the efficiency of using instructional time;
 material-technical support of the class;
 compliance with confidentiality regulations;
 the instructor's ability to analyze the class as a whole and evaluate each cadet;
 the degree to which the educational and educative objectives of the class have been achieved;

c) during the control of practical classes:
 availability and quality of the approved class plan;
 compliance of the content of classes with the academic plan of the academic discipline;
 theoretical, methodological, and organizational level of conducting classes;
 effectiveness of methods of practical training of cadets, the military-professional orientation of classes;
 connection of practical issues with the lecture (theoretical) course;
 the instructor's ability to create a creative environment during the class;
 material-technical support of classes;
 level of preparedness and effectiveness of the work of support staff (personnel of educational laboratories);
 availability and enforcement of safety instructions;
 organization of the class and efficiency of instructional time usage;
 the instructor's ability to conduct an analysis and evaluate the practical actions of each cadet as well as the class as a whole;
 the degree to which the objectives of the class are achieved, the level of skills acquired by cadets in unit management, mastering and using weapons and military equipment, solving tactical tasks, performing live-fire exercises, standards, map work, preparing and completing calculations, combat and service documents, and practical command of foreign languages;

d) during the control of seminar classes:
 the availability and quality of the academic plan for conducting the seminar class, the correctness of defining the educational goal and the relevance of the questions set in it;
 the theoretical, methodological, and organizational level of conducting the seminar, its methodological orientation;
 the ability of the lecturer to manage the intellectual work of cadets in the seminar class, to direct them toward deepening and consolidating knowledge;
 the ability of the lecturer to summarize the seminar class, analyze each presentation, evaluate the cadets' knowledge and their analytical skills;
 the preparedness of the cadets, their activity in discussing the issues of the seminar class;
 the organization of the class and the efficiency of educational time use;
 the degree of achievement of the seminar class goal;

e) during the control of independent work:

- the provision of cadets with educational-methodological materials for conducting independent work and their quality;

- the methodology of the teacher's work in providing assistance to cadets in independently acquiring knowledge;

- the level of independence in the cadets' work (the amount of time spent by the cadets on independent work);

- the organization of the class and its efficiency;

- the achievement of the class goal;

- f) during the control of tactical (tactical-special), tactical-drill classes and war games:

- the presence and quality of the concept, the plan of conducting, and all documents for the class (war game), and their compliance with the experience of modern combat actions;

- the methodological, organizational, and military-professional level of the class (war game);

- the preparation of cadets for the class (war game), the quality of their development of documents in accordance with the task;

- the procedure for building up the operational-tactical situation, the quality and timeliness of inputs, and the possibilities of their implementation in the new situation;

- the actions of cadets according to the inputs, the timeliness and correctness of decision-making, the clarity of reports and commands, the use of established military terminology, the level of staff culture of cadets;

- the organization of educative work during the training (war game);

- the workload of cadets during the class (war game);

- compliance with the secrecy regime;

- the effectiveness of the use of educational time;

- the quality of preparation and work of auxiliary staff and support units;

- the presence and fulfillment of the requirements of the safety instructions;

- the ability of the chief to conduct analysis and evaluation of the practical actions of each cadet and of the class (war game) as a whole;

- the degree of achievement of the goal of the class (war game), the level of knowledge, skills, and abilities acquired by cadets in practical preparation for combat and unit management.

For the purpose of providing methodological assistance, identifying characteristic shortcomings and problems of educational-methodological work at the faculties and departments of the University, and determining the priority directions for improving the educational process at the University for the academic year, under the guidance of the Deputy Commandant of the University for Academic Affairs, the work of a group of the best methodologists of the University on quality control of the organization of the educational process at the faculties and departments of the University is organized, which conduct:

- generalization and dissemination at the departments of advanced pedagogical experience, results of conducted pedagogical (methodological) experiments, combat training of troops (forces), participation in international

peacekeeping exercises, and experience of the use of the Armed Forces of Ukraine in the anti-terrorist operation;

control over the timely introduction of changes into the working programs of academic disciplines based on the results of combat training of troops (forces), participation in international peacekeeping exercises, and the experience of the use of the Armed Forces of Ukraine in the anti-terrorist operation;

provision of assistance to lecturers who are beginning their pedagogical activity;

verification of the organization of educational and methodological work at the faculties and departments of the University in accordance with the approved academic plans and during comprehensive inspections of the structural units of the University.

Discipline control of the organization of the educational process is conducted by the officers of the Educational Department of the University in accordance with the schedule approved by the Deputy Commandant of the University for Academic Affairs.

The inspection of cadets' self-study classes is carried out during the hours specified in the class schedule before lunch and during the hours allocated for cadets' self-study (preparation).

The inspection of a class under the supervision of a lecturer is conducted before the start of the academic class or during the break. Inspection during the academic class is conducted in the presence of potential signs of its disruption (absence of the lecturers or cadets, detection of the fact of a cadet's unlawful absence from the class, cadets sleeping, violation of military discipline by cadets, inability of the teacher to maintain military discipline during the class, etc.).

During the control of discipline in the educational process by the officers of the Academic Department, the following elements may be checked:

compliance with the time indicators of the daily schedule;

the order of actions of cadet unit commanders throughout the day to ensure the organization of cadets' educational work in accordance with the timetable and during independent classes (announcing the schedule, formation, checking readiness for classes and independent work, presenting cadets to instructors for classes, exams, assessments, targeted consultations, organizing and monitoring independent classes, preparing and conducting their own classes and training sessions, organizing practical activities outside the permanent deployment point, controlling journals and notebooks, etc.), as well as the existence of effective interaction with Academic Staff;

presence of cadets (according to the roster on the board) and the Academic Staff member according to the timetable in the designated location of the class;

compliance of the forms and types of classes with the timetable;

availability of lesson plans and teaching-methodological materials from Academic Staff for conducting the class;

the order of giving and executing established commands, as well as reports by junior commanders;

the procedure for conducting classes in general-military training subjects

conducted by cadet unit commanders;

compliance to the principles of academic integrity by cadets (cheating, deception, etc.);

organization of cadets' independent work in the assigned classroom and its provision, arrangement of the board, placement of cadets, the procedure for attending consultations, etc;

the procedure for maintaining journals of classes by staff and lecturers, the content of remarks from lecturers and supervising officers, and decisions of cadet unit commanders regarding the remarks;

the existence of grounds for cadets to attend clubs of the cadet military-scientific society, sports, arts, and other activities during independent classes;

presence of book carriers and the quality of the fulfillment of their duties;

availability of a consultation schedule at the department and the lecturer according to the schedule;

informational support for the class or independent work (availability of teaching-methodological literature, cadets' note-taking, registration and access to the distance learning system, availability of class materials there, access to the Internet, cadets' knowledge of Moodle and Internet access points, etc.);

use of the reading rooms of the educational library, and improper use by cadets of the library's information networks (entertainment sites, social networks, etc.);

material-technical support of the classes (availability of serviceable information display devices and PC, availability of functional material-technical resources, educational-laboratory equipment and their sufficiency, condition of classroom facilities (equipment and furniture), provision of heating and power supply, lighting, etc.);

the condition of corridors, stairways, and their capacity, as well as cadets' access to restrooms in educational buildings;

compliance of cadets' uniform with statutory requirements, established dress code for lecturers, internal order in classrooms, arrangement of headwear, outerwear, bags, and other items;

compliance with the established procedure for the use of mobile phones and gadgets;

compliance by cadets and lecturers with the requirements for the protection of restricted information (compliance of classrooms, presence of monitoring of MIM, etc.);

дотримання вимог курсантами та викладачами щодо захисту інформації з обмеженим доступом (відповідність аудиторії, наявність контролю за МНСІ та інше);

organization of summarizing educational results for the day and week;

availability and relevance of information on current and final performance of cadets on the "Educational Work" information boards in the cadet units;

presence of unlawfully absent cadets in cadet units, the infirmary, and dining facilities;

organization of park-utility day activities and maintaining order in

classrooms for independent work;

availability of problematic issues and proposals from cadets and lecturers for improving the content of education and the organization of the educational process.

Based on the results of the discipline control of the educational process, the officer of the educational department prepares a report addressed to the chief of the educational department for further summarization and preparation of materials to review the results of educational activities at the University level.