



REGULATION

**on the Scientific and Methodological
Department for Quality Assurance in
Educational Activities and Higher Education
at the 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 №. 5, November 18, 2025.

REGULATIONS

on the Scientific and Methodological Department for Quality Assurance in
Educational Activities and Higher Education
at the Ivan Kozhedub Kharkiv National Air Force University

Enacted by the order of the Commandant of
the Ivan Kozhedub Kharkiv National Air
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1. General Provisions

1.1 The Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education (hereinafter referred to as the SMD) is a structural unit of the Ivan Kozhedub Kharkiv National Air Force University (hereinafter referred to as the University).

The full name in Ukrainian is: Науково-методичний відділ забезпечення якості освітньої діяльності та вищої освіти.

The full name in English is: Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education.

The abbreviated name is: SMD for QAЕAHE.

1.2 These Regulations are an integral part of the SMD's documentation and govern the organization of its activities.

1.3 The main purpose of the SMD is to organize the implementation of procedures for the internal quality assurance system of military education at the University.

1.4 The Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education reports directly to the Commandant of the University, who oversees of its activities. When carrying out licensing and accreditation procedures, the SMD coordinates its work with the Deputy Commandant for Academic Affairs.

1.5 The Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education, in its activities, is guided by the Constitution and Laws of Ukraine, acts of the President of Ukraine and the Verkhovna Rada of Ukraine, orders and directives of the Cabinet of Ministers of Ukraine, orders of the Ministry of Education and Science of Ukraine, orders and directives of the Ministry of Defense of Ukraine, the Commander-in-Chief of the Armed Forces of Ukraine, the General Staff of the Armed Forces of Ukraine, the Commander of the Air Force of the Armed Forces of Ukraine, decisions of the National Agency for Higher Education Quality Assurance, the State Service for Education Quality of Ukraine, and the National Qualifications Agency. It also adheres to the Statute of the Ivan Kozhedub Kharkiv National Air Force University, the Regulations on the Organization of the Educational Process at the Ivan Kozhedub Kharkiv National Air Force University, the Code of Academic Integrity of the Ivan Kozhedub Kharkiv National Air Force University, the Regulations on Academic Integrity of the Ivan Kozhedub Kharkiv National Air Force University, and other regulatory legal acts on quality assurance in educational activities and higher education, as well as these Regulations.

1.6 The Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education interacts with the University's structural units within the framework of its functions and tasks related to quality assurance of military education at the University.

2. Functions of the SMD

2.1 The main functions of the SMD are:

- organizing the implementation of procedures within the internal quality assurance system of military education and distributing them among the educational structural units of the University in accordance with defined principles;
- monitoring the effectiveness of the internal quality assurance system for military education;
- monitoring adherence to the principles of academic integrity by participants in the educational process;
- organizing the annual rating assessment of students and academic and teaching staff of the University;
- evaluating the quality of professional development activities conducted for academic and teaching staff of the University;
- conducting scientific research on the specific aspects of educational activities, and introducing innovative educational technologies and teaching methods at the University.

3. Tasks of the SMD

3.1 The Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education, in accordance with its assigned functions, performs the following tasks:

- participating in the development, review, and revision of core documents regulating the organization, implementation, and assurance of educational activities at the University;
- organizing the development, review, and revision of key documents regulating the organization and operation of the internal quality assurance system for military education at the University;
- organizing, supporting, and coordinating licensing and accreditation procedures for educational programs and professional military education course programs;
- organizing, planning, coordinating, and controlling the implementation of the University's main action plan, in the part concerning the internal quality assurance system of educational activities and higher, professional pre-tertiary, and professional military education;
- organizing the monitoring of compliance with the academic calendar for the academic year, in terms related to quality assurance of educational activities and higher, professional pre-tertiary, and professional military education;
- providing recommendations for the development and improvement of the material and technical base based on the results of monitoring the quality of the educational process;
- monitoring and developing recommendations for improving the quality of professional development activities for academic and teaching staff;

organizing and summarizing the results of the rating assessments of students and academic and teaching staff;

monitoring and developing recommendations to improve the effectiveness of integrating the experience of units and subunits of the Armed Forces of Ukraine into the educational process;

organizing the preparation of reporting, informational, analytical, reference, and other documents related to quality assurance in educational activities and higher, professional pre-tertiary, and professional military education;

monitoring the quality of military internships and practical training of students, and developing recommendations for revising internship and practical training programs;

monitoring, organizing, and coordinating activities related to the evaluation and periodic review of educational programs, retraining courses, advanced training programs, professional military education (training) programs, training plans and programs for advanced training courses, and basic general military training programs, as well as developing recommendations for their revision;

analyzing the results of examination board activities and providing recommendations for improving the internal quality assurance system of military education at the University based on those results;

monitoring the completeness, quality, and relevance of materials posted on the distance learning platform to ensure they align with the content of educational programs and course syllabi;

organizing the study, generalization, and determination of ways to implement in the educational process the requirements of regulatory documents issued by the Ministry of Education and Science of Ukraine, the Ministry of Defense of Ukraine, the General Staff of the Armed Forces of Ukraine, the Commander-in-Chief of the Armed Forces of Ukraine, clients for the training of military specialists, the National Agency for Higher Education Quality Assurance, and advanced pedagogical practices related to ensuring the quality of military education;

conducting monitoring studies based on surveys of representatives of training clients, the University's leadership, academic and teaching staff, and students regarding the effectiveness of the internal quality assurance system of military education;

researching and implementing new scientific solutions aimed at improving the quality of military education;

organizing and conducting scientific and methodological events (seminars, trainings, webinars, round tables, etc.) within the department's area of activity, and promoting scientific and scientific-technical engagement among participants in the educational process;

organizing efforts to ensure adherence to the principles of academic integrity and ethics in academic relations among participants in the educational process, including the creation and maintenance of an effective system for preventing and detecting academic plagiarism, and promoting academic integrity as one of the core principles of corporate culture at the University;

analyzing the functioning of components within the internal quality assurance system for military education, forecasting its development, and developing recommendations for improvement;

coordinating procedures and activities aimed at enhancing the quality of educational activities at the University;

summarizing, analyzing, and providing recommendations based on the results of external evaluations of the University's educational activities, and developing proposals for their implementation.

4. Rights of the SMD

4.1 The Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education, for the fulfillment of its assigned tasks, in the prescribed manner, has the right to:

report to the Commandant of the University on any identified violations of quality assurance requirements in military education;

demand that the heads of the University's educational structural units eliminate identified deficiencies and violations related to quality assurance in military education;

within the scope of its authority, provide explanations and recommendations to officials of the University's educational structural units and collegial bodies of the University in matters related to the activities of the SMD;

conduct surveys (questionnaires, interviews, etc.) of all participants in the educational process;

participate in the development of the University's strategy and policy regarding the formation of the internal quality assurance system for military education.

5. Interaction with Other Units

5.1 The organization of interaction with the University's Academic Department includes:

participation in the development, review, and revision of key documents regulating the organization, implementation, and quality assurance of educational activities at the University;

monitoring and developing recommendations to improve the quality of professional development for academic and teaching staff;

monitoring and developing recommendations to enhance the effectiveness of integrating the experience of units and subunits of the Armed Forces of Ukraine into the educational process;

monitoring the quality of military internships and practical training for students, and developing recommendations for revising internship and practical training programs;

analyzing the results of the examination board's work and providing recommendations based on these results to improve the functioning of the internal quality assurance system of military education at the University;

monitoring the completeness, quality, and compliance of materials posted in the distance learning system with the content of educational programs and course syllabi.

5.2 Interaction with other structural units of the University is organized within the scope of the functions and tasks of the SMD regarding the quality assurance of military education at the University.

6. Organizational Structure of the SMD.

6.1 The structure of the SMD is defined by the organizational and staffing structure of the University in accordance with the requirements of the regulatory legal acts of the Ministry of Defense of Ukraine.

6.2 The SMD includes:

Head of the SMD;

Lead scientific researchers of the SMD;

Senior scientific researchers of the SMD;

Senior assistant to the Head of the SMD;

Assistants to the Head of the SMD.

7. Management of the SMD Activities

7.1 Direct management of the SMD is carried out by the Head of the SMD, who acts on the principles of single-command in accordance with current legislation. The Head has full authority and responsibility for the execution of the tasks assigned to the SMD. The Head of the SMD reports to the Head of the University and is the direct supervisor for all personnel of the SMD.

7.2 The Head of the SMD is responsible for:

organizing the development, revision, and updating of core documents regulating the organization and functioning of the internal quality assurance system for military education at the University;

organizing, ensuring, and coordinating licensing and accreditation procedures for educational programs and professional military education course programs;

organizing, planning, coordinating, and monitoring the implementation of the University's main activities plan related to the internal quality assurance system of educational activities, as well as higher, professional pre-tertiary, and professional military education;

organizing control over the implementation of the academic year calendar schedule in terms of ensuring the quality of educational activities and higher, professional pre-tertiary, and professional military education;

providing proposals for the development and improvement of the material and technical base based on the results of monitoring the quality of the educational process;

monitoring and developing recommendations to improve the quality of professional development for academic and teaching staff;

organizing and summarizing the results of the ranking of learners and academic and teaching staff;

monitoring and developing recommendations to improve the effectiveness of incorporating the operational experience of the Armed Forces of Ukraine units into the educational process;

organizing the preparation of reporting, informational, analytical, reference, and other documents related to ensuring the quality of educational activities, higher, professional pre-tertiary, and professional military education;

monitoring the quality of military internships and practical training of learners, and developing recommendations for revising internship and practice programs;

monitoring, organizing, and coordinating activities related to the quality assessment and periodic review of educational programs, retraining and advanced training course programs, professional military education (training) programs, training plans and programs for advanced training courses, and basic general military training; developing recommendations for their revision;

analyzing the results of the examination board's work and providing recommendations based on these results to improve the internal quality assurance system of military education at the University;

monitoring the completeness, quality, and relevance of materials posted in the distance learning system to the content of educational programs and course syllabi;

organizing the study, generalization, and determination of ways to implement in the educational process the requirements of regulatory documents of the Ministry of Education and Science of Ukraine, the Ministry of Defense of Ukraine, the General Staff of the Armed Forces of Ukraine, the Commander-in-Chief of the Armed Forces of Ukraine, customers for military specialists training, the National Agency for Higher Education Quality Assurance, and advanced pedagogical practices related to higher education quality assurance;

conducting monitoring studies based on surveys of representatives of training customers, University leadership, academic and teaching staff, and learners regarding the effectiveness of the internal quality assurance system for military education;

organizing the enforcement of academic integrity principles and ethics of academic relations among participants in the educational process, including the establishment and functioning of an effective system for preventing and detecting academic plagiarism, and promoting adherence to academic integrity as a fundamental principle of the University's corporate culture;

conducting scientific research and implementing new scientific results to improve the quality of military education;

organization and conduct of scientific and methodological events (seminars, trainings, webinars, round tables, etc.) within the department's area of activity, and the promotion of scientific and scientific-technical activities among participants of the educational process;

analysis of the functioning of the components of the internal quality assurance system of military education, forecasting its development and developing recommendations for improvement;

generalization, analysis, and provision of recommendations based on the results of external evaluation of the University's educational activities, as well as the development of proposals for their implementation.

7.3 The Head of the SMD is obligated to:

be familiar with the requirements of regulatory documents on the organization of the educational process and quality assurance of military education, accreditation, and licensing of educational programs;

directly manage the activities of the SMD, demand and ensure the fulfillment of the tasks assigned to the SMD within the established timeframes;

organize monitoring of the quality of educational services provided by the University;

report to the Commandant of the University on identified violations of quality assurance requirements in military education;

provide consultative support to participants of the educational process on improving the quality of educational activities and higher education, as well as on accreditation and licensing of educational programs;

organize scientific and methodological events (seminars, trainings, webinars, round tables, etc.) on quality assurance in military education;

control the elimination of weaknesses, shortcomings, and ensure the implementation of recommendations for the improvement of educational programs provided as a result of accreditations;

organize annual ranking assessments of the University's academic and teaching staff and students;

ensure compliance with the principles of academic integrity and ethics in academic relations among all participants of the educational process;

organize the development and improvement of the University's regulatory documents in the area of SMD's responsibility;

organize activities for the periodic review of educational-scientific, educational-professional, and professional military education course programs based on graduate attestation results, assessments of military specialist training by stakeholders, and the analysis of student survey results;

organize surveys of University students to assess their satisfaction with the quality of educational activities, prepare reports based on survey results, and provide recommendations for improving educational quality;

organize scientific research on issues related to quality assurance in military education;

organize the implementation of research results into the University's educational activities;

conduct an analysis of the timeliness and quality of professional development undertaken by the academic and teaching staff of the University.

7.4 In the absence of the Head of the SMD, their duties shall be performed by the lead researcher of the SMD responsible for the licensing and accreditation of the University's educational programs.

8. Official Duties of SMD Officials

8.1 Lead Scientific Researcher of the SMD

8.1.1 The Lead Scientific Researcher of the SMD in the area of licensing and accreditation of the University's educational programs is responsible for:

- supporting the functioning of the quality assurance system for military education at the University in accordance with national and international standards;

- organizing the support for the licensing and accreditation processes of educational programs within the University's specializations;

- organizing the monitoring of the elimination of weaknesses, deficiencies, and implementation of recommendations for the improvement of educational programs provided as a result of accreditation procedures;

- organizing the monitoring of the quality of educational services provided by the University;

- organizing the coordination of procedures and activities to involve all participants in the educational process in matters of improving the quality of military education at the University;

- organizing the development of new research tasks aimed at improving educational activities;

- ensuring high-quality and timely execution of scientific research assigned to the SMD and the implementation of obtained research results into the educational process.

8.1.2 The Lead Researcher of the SMD in the area of licensing and accreditation of the University's educational programs is obliged to:

- know the requirements of regulatory documents regarding the organization of the educational process and the quality assurance of military education, as well as the accreditation and licensing of educational programs;

- organize the systematic monitoring of the quality of educational services provided by the University;

- provide consultative support to participants of the educational process on issues of improving the quality of military education, licensing, and accreditation of educational programs;

- participate in events (seminars, trainings, webinars, round tables, etc.) related to the quality assurance of military education;

- control the elimination of weaknesses, deficiencies, and implementation of recommendations for the improvement of educational programs provided as a result of accreditation;

- participate in activities related to the periodic review of educational and scientific, educational and professional programs, as well as professional military

education course programs, based on the results of graduate attestation, evaluations of the quality of military specialist training by stakeholders, and analysis of student feedback surveys at the University;

organize the conduct of scientific research on issues related to quality assurance in military education;

implement the results of scientific research into the educational activities of the University;

fulfill the duties of the Head of the SMD in their absence.

8.1.3 The Lead Researcher of the SMD in the area of adherence to the principles of academic integrity and surveys of all participants in the educational process is responsible for:

supporting the functioning of the quality assurance system for military education at the University in accordance with national and international standards;

organizing the monitoring of the quality of educational services provided by the University;

organizing the coordination of procedures and activities involving all participants in the educational process on issues related to improving the quality of military education at the University;

organizing the assurance of adherence to the principles of academic integrity and ethics in academic relations by all participants in the educational process;

organizing surveys of the University's students to assess their satisfaction with the quality of educational activities;

organizing the development of new research tasks aimed at improving educational activities;

ensuring high-quality and timely execution of scientific research assigned to the SMD and implementing the obtained research results into the educational process.

8.1.4 The Lead Researcher of the SMD in the area of adherence to the principles of academic integrity and surveys of all participants in the educational process is obliged to:

know the requirements of regulatory documents on the organization of the educational process and quality assurance of military education, as well as the accreditation and licensing of educational programs;

organize the systematic monitoring of the quality of educational services provided by the University;

provide consultative assistance to participants in the educational process on issues related to the improvement of military education quality, accreditation, and licensing of educational programs;

participate in events (seminars, trainings, webinars, round tables, etc.) related to the assurance of military education quality;

organize student surveys at the University to assess their satisfaction with the quality of educational activities, prepare reports based on survey results, and provide recommendations for improving the quality of military education;

conduct monitoring research based on the results of periodic surveys, questionnaires, discussions, and interviews with higher education students, academic and teaching staff, university graduates, internal and external stakeholders (employers);

organize activities to ensure adherence to the principles of academic integrity and ethics of academic relations by all participants in the educational process;

participate in activities related to the periodic review of educational and scientific, educational and professional programs, and professional military education course programs based on the results of graduate attestations, evaluations of the quality of military specialist training by employers, and the analysis of student survey results;

organize scientific research on issues related to quality assurance in military education;

implement the results of scientific research into the educational activities of the University.

8.1.5 The Lead Researcher of the SMD in the area of rating evaluation of academic and teaching staff, university students, and professional development of academic and teaching staff is responsible for:

supporting the functioning of the quality assurance system for military education at the University in accordance with national and international standards;

organizing annual rating evaluation activities for academic and teaching staff and students of the University;

monitoring professional development and qualification improvement activities for academic and teaching staff of the University;

organizing the monitoring of the quality of educational services provided by the University;

organizing the coordination of procedures and activities involving all participants in the educational process to improve the quality of military education;

organizing the development of new research tasks aimed at improving educational activities;

ensuring the high-quality and timely implementation of scientific research assigned to the SMD and integrating the obtained results into the educational process.

8.1.6 The Lead Researcher of the SMD in the area of rating evaluation of academic and teaching staff, university students, and professional development of academic and teaching staff is obliged to:

know the requirements of regulatory documents concerning the organization of the educational process and the quality assurance of military education, as well as accreditation and licensing of educational programs;

organize the monitoring of the quality of educational services provided by the University;

participate in events (seminars, trainings, webinars, round tables, etc.) related to quality assurance in military education;

- organizing activities for the annual rating evaluation of academic and teaching staff and students of the University;
- analyzing and providing recommendations for the professional development of academic and teaching staff of the University;
- conducting an analysis of the timeliness and quality of qualification improvement activities undertaken by academic and teaching staff of the University;
- participating in the periodic review of educational and scientific, educational and professional programs, and courses of professional military education based on graduate certification results, employer assessments of military specialist training, and analysis of student survey results;
- organizing scientific research on issues of quality assurance in military education;
- implementing the results of scientific research into the educational activities of the University.

8.2 Senior Scientific Researcher of the SMD.

8.2.1 The Senior Researcher of the SMD in the area of licensing and accreditation of the University's educational programs is responsible for:

- supporting the processes of licensing and accreditation of educational programs;
- monitoring the elimination of weaknesses and deficiencies in educational programs identified during accreditation procedures;
- monitoring the quality of educational services provided by the University;
- developing new research tasks aimed at improving educational activities;
- ensuring high-quality and timely completion of scientific research assigned to the SMD.

8.2.2 The Senior Researcher of the SMD in the area of licensing and accreditation of the University's educational programs is obliged to:

- know the requirements of regulatory documents regarding the organization of the educational process and quality assurance in military education;
- participate in the monitoring of the quality of educational services provided by the University;
- provide consultative assistance to participants in the educational process on issues related to improving the quality of military education, accreditation, and licensing of educational programs;
- take part in activities (seminars, trainings, webinars, round tables, etc.) on the topic of quality assurance in military education;
- analyze the elimination of weaknesses, deficiencies, and implementation of recommendations for improving educational programs based on accreditation results;
- conduct scientific research on quality assurance in military education;
- implementing the results of scientific research into the educational activities of the University;
- fulfilling the duties of the Leading Researcher of the SMD in the area of licensing and accreditation of the University's educational programs in their absence.

8.2.3 The Senior Researcher of the SMD in the area of upholding academic integrity principles and conducting surveys among all participants in the educational

process is responsible for:

- ensuring compliance with the principles of academic integrity and the ethics of academic relationships among all participants in the educational process;
- organizing surveys of students to determine their level of satisfaction with the quality of educational activities;
- monitoring the quality of educational services provided by the University;
- developing new scientific tasks aimed at improving educational activities;
- ensuring the high-quality and timely execution of scientific research assigned to the SMD.

8.2.4 The Senior Researcher of the SMD in the area of upholding academic integrity principles and conducting surveys among all participants in the educational process is obliged to:

- know the requirements of regulatory documents regarding the organization of the educational process and quality assurance in military education;
- participate in monitoring the quality of educational services provided by the University;
- participate in events (seminars, trainings, webinars, round tables, etc.) related to the assurance of military education quality;
- conduct surveys of students to determine their level of satisfaction with the quality of educational activities and prepare reports based on the survey results;
- develop questionnaire forms (for surveys, assessments, etc.) and other materials for conducting monitoring studies;
- participate in activities related to ensuring academic integrity and the ethics of academic relationships among all participants in the educational process, taking into account requirements for the handling of restricted information;
- perform the duties of the anti-plagiarism system administrator;
- conduct scientific research on military education quality assurance;
- implement the obtained results of scientific research into the University's educational activities;
- fulfill the duties of the Leading Researcher of the SMD in the area of academic integrity and participant surveys in their absence.

8.2.5 Senior Researcher of the SMD in the area of rating evaluation of academic and teaching staff, University students, and professional development of academic and teaching staff is responsible for:

- organizing and conducting annual rating evaluations of academic and teaching staff and University students;
- monitoring professional development activities of academic and teaching staff at the University;
- monitoring the quality of educational services provided by the University;
- developing new scientific tasks aimed at improving educational activities;
- ensuring high-quality and timely execution of scientific research assigned to the SMD.

8.2.6 The Senior Researcher of the SMD in the area of rating evaluation of academic and teaching staff, students, and professional development of academic and teaching staff at the University is obliged to:

- be knowledgeable about regulatory requirements regarding the organization of the educational process and the quality assurance of military education;
- participate in monitoring the quality of educational services provided by the University;
- attend events (seminars, trainings, webinars, round tables, etc.) related to the quality assurance of military education;
- participate in the annual rating evaluation of academic and teaching staff and University students;
- analyze the timeliness and quality of professional development undertaken by academic and teaching staff at the University;
- conduct scientific research on military education quality assurance;
- implement the results of scientific research into the University's educational activities;
- fulfill the duties of the Lead Researcher of the SMD in the area of rating evaluation and professional development of academic and teaching staff and University students in their absence.

8.3 Senior Assistant to the Head of the SMD.

8.3.1 Senior Assistant to the Head of the SMD is responsible for:

- supporting and overseeing the processes of accreditation and licensing of educational programs;
- maintaining and monitoring the planning, record-keeping, and reporting of normative documents within the assigned areas.

8.3.2 Senior Assistant to the Head of SMD is obliged to:

- know the requirements of regulatory documents on the organization of the educational process and quality assurance of educational activities and higher education, accreditation and licensing of educational programs;
- coordinate the activities of educational structural units regarding accreditation and licensing of educational programs;
- maintain accounting and reporting regulatory documents related to SMD activities;
- participate in events (seminars, trainings, webinars, round tables, etc.) on quality assurance of military education;
- develop and assist in drafting regulations, orders of the University Commandant, directives of the Chief of Staff – Deputy Commandant of the University, reports (briefings), and other documents related to SMD tasks;
- organize the publication of current information on SMD tasks in the prescribed manner;
- add and store data in databases concerning SMD activity areas;
- keep records of material assets accounted for by SMD;
- participate in calculations related to SMD activities during the University's transition to higher states of combat readiness and operation under special conditions (martial law);
- perform duties of a computer administrator for handling documents with restricted access;
- organize activities for protecting information with restricted access.

8.3.3 In case of the Senior Assistant to the Head of SMD's absence, their duties are performed by the Assistant to the Head of SMD responsible for the rating evaluation of academic and teaching staff, students, and professional development of academic and teaching staff of the University.

8.4 Assistant to the Head of the SMD

8.4.1 The Assistant to the Head of SMD responsible for rating evaluation of academic and teaching staff, students, and professional development of academic and teaching staff of the University is responsible for:

- organizing and controlling the conduct of annual rating evaluations of academic and teaching staff and students of the University;

- analyzing the timeliness and quality of qualification improvement activities by academic and teaching staff of the University;

- systematically analyzing the results of these activities and maintaining planning, accounting, and reporting regulatory documents related to these areas.

8.4.2 Assistant Chief of the SMD in the field of rating evaluation of academic and teaching staff, students, and professional development of academic and teaching staff of the University is obliged to:

- know the requirements of normative documents regarding the organization of the educational process and ensuring the quality of military education, accreditation, and licensing of educational programs;

- organize the conduct of annual rating evaluations of academic and teaching staff and students of the University;

- monitor the timeliness of professional development of academic and teaching staff of the University;

- maintain accounting and reporting normative documents within the scope of the SMD's activities;

- add and store information in databases related to the SMD's areas of activity;

- ensure the publication of relevant information regarding the tasks of the SMD in a prescribed manner;

- participate in calculations related to the activities when the University is brought to higher levels of combat readiness and operates under special conditions (martial law);

- organize activities to protect information with restricted access;

- perform the duties of the Senior Assistant of the SMD in their absence.

8.4.3 Assistant Chief of the SMD in the field of compliance with academic integrity principles and surveys of all participants in the educational process is responsible for:

- planning, organizing, and controlling activities to ensure compliance with the principles of academic integrity and the ethics of academic relations among participants in the educational process;

- ensuring the conduct of surveys among students to determine their level of satisfaction with the quality of educational activities.

8.4.4 Assistant Chief of the SMD in the field of compliance with academic integrity principles and surveys of all participants in the educational process is obliged to:

- know the requirements of normative documents on the organization of the educational process and ensuring the quality of military education, accreditation, and licensing of educational programs;

- add and store information in databases related to the SMD's areas of activity;

- participate in the conduct of surveys among participants of the educational process;

- participate in events (seminars, trainings, webinars, round tables, etc.) concerning the quality assurance of military education;

- participate in activities related to compliance with academic integrity principles and the ethics of academic relations, taking into account the requirements for the dissemination of restricted-access information;

- maintain records of violations of academic integrity principles at the University;

- maintain accounting and reporting normative documents within the scope of the SMD's activities;

- organize the accounting and storage of qualification works of students of the University in the repository;

- perform the duties of the anti-plagiarism system operator;

- organize the publication of relevant information about the SMD's tasks on the official website of the University;

- participate in calculations related to the activities when the University is brought to higher levels of combat readiness and operates under special conditions (martial law);

- organize activities to protect information with restricted access.

9. Final Provisions.

9.1 This Regulation has been approved by the Academic Council of the University and enacted by the order of the Commandant of the University.

9.2 Control over compliance with the provisions of this Regulation is entrusted to the Commandant of the University in accordance with their functional responsibilities.

9.3 Amendments and additions to this Regulation shall be reviewed and approved by the Academic Council of the University in accordance with the requirements of the current legislation and enacted by the order of the Commandant of the University.