



# REGULATIONS

on the Professional Development of  
Academic and Teaching Staff of 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 the Ivan Kozhedub Kharkiv National  
Air Force University  
Protocol 23.01.2024 №1

REGULATIONS

on Professional Development of Academic and Teaching  
Staff of Ivan Kozhedub Kharkiv National Air Force  
University

Enacted by the order of the Commandant  
of the Ivan Kozhedub Kharkiv National  
Air Force University 29.01.2024 № 114

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## 1. General statements

1.1. The Regulations on professional development of Academic and Teaching staff of Ivan Kozhedub Kharkiv National Air Force University (hereinafter referred to as Regulations), (hereinafter referred to as University) is based on the Laws of Ukraine “On Education” dated September 5, 2017 No. 2145-VII as amended, “On Higher Education” dated July 1, 2014 No. 1556-VII as amended, “On Research and Technical Activities” dated November 26, 2015 No. 848-VIII as amended, Resolutions of the Cabinet of Ministers of Ukraine “Issues of Education of Students and Postgraduates, Internships of Academic and Teaching Staff in Leading Higher Education Institutions and Research Institutions Abroad” of April 13, 2011, No. 411 as amended, “Some Issues of Professional Development of Academic and Teaching Staff” of August 21, 2019, No. 800 as amended, "On Amendments to the Procedure for the Professional Development of Academic and Teaching Staff" dated December 27, 2019, No. 1133; the Order of the Ministry of Education and Science of Ukraine "On the Issues of Professional Development of Academic and Teaching Staff" dated December 4, 2020, No. 1504; regulatory legal acts and guiding documents of the Ministry of Defense of Ukraine, the Department of Military Education and Science of the Ministry of Defense of Ukraine, the General Staff of the Armed Forces of Ukraine, the Command of the Air Forces of the Armed Forces of Ukraine, and other military command authorities, and determines the types, forms, content, procedure, duration (scope), periodicity, and results of the professional development of Academic and Teaching Staff of the University.

1.2. The professional development of Academic and Teaching staff of the University involves a continuous process of acquiring new and improving previously acquired professional and general competencies necessary for professional activities, continuous self-education and other types and forms of professional growth and can be carried out through formal and non-formal education, internships, professional activities, etc.

In particular, professional development may include obtaining the next level of higher education (educational and research, or research), as well as in another specialty, specialization, advanced training, internship and/or self- education, acquiring new competencies in the performance of official duties or in a new (higher) position, which allows the Academic and Teaching staff to maintain or improve their level of professional qualification as a teacher and lasts throughout the entire period of their professional activity.

1.3. The University in every possible way promotes the professional development of Academic and Teaching staff who are employed there on a full-time basis.

1.4. As a rule, the trajectory of professional development and its content is determined by the Academic and Teaching staff member himself. If necessary, an Academic and Teaching staff member may receive advisory assistance from colleagues, the Head of the Department (Head of the Cycle Commission) where he or she works, or another person responsible for the professional development of research and teaching staff at the appropriate level.

In some cases, the Head of the Department (Head of the Cycle Commission) where the Academic and Teaching staff works or the person responsible for the professional development of Academic and Teaching staff at the Department (Cycle Commission) (unit, Military College of Non- Commissioned Officers (hereinafter referred to as College), Faculty, University) may provide the Academic and Teaching staff with specific recommendations on the directions and content of their professional development.

Professional development activities of Academic and Teaching staff may be carried out both in Ukraine and abroad. Participation in professional development programs on the territory of a state recognized by the Verkhovna Rada of Ukraine as an aggressor or occupying state, as well as those held in the temporarily occupied territories, is not allowed.

1.5. Academic and Teaching staff are obliged to constantly improve their qualifications.

1.6. The purpose of advanced training of Academic and Teaching staff is to acquire new and improve previously acquired professional and general competencies necessary for their professional growth.

1.7. Advanced training of Academic and Teaching staff is a mandatory component of the system of internal quality assurance of education.

1.8. Organizational issues of planning, conducting advanced training of Academic and Teaching staff that are employed at the University on a full-time

basis are considered and approved by the Academic Council of the University, taking into account the requirements of this Regulation.

1.9. Academic and Teaching staff of the University improve their qualifications in accordance with these Regulations at least once every five years.

1.10. Professional development of Academic and Teaching staff is carried out through:

- study in adjunctship (postgraduate military school) or doctoral programs;
- participation in methodological, and research activities (conferences, seminars, workshops, practicums, trainings, webinars, master classes, etc.);
- completion of non-formal education programs (distance, electronic, or other professional training);
- informal education (self-education);
- training and performance of duties by Academic and Teaching staff as members of Sectoral Expert Councils of the National Agency for Higher Education Quality Assurance, Experts of the National Agency for Higher Education Quality Assurance, or members of the Research and Methodological Council of the Ministry of Education and Science of Ukraine.

1.11. Professional development of teaching staff is carried out during:

- methodological activities (conferences, seminars, workshops, trainings, webinars, master classes, etc.);

- mastering non-formal education programs (distance, electronic, other training) of a professional specialization;
- informal education (self-education).

Professional development is also carried out by:

1) military Academic and Teaching staff:

while studying at advanced training courses or research internships at higher military educational institutions of the Ministry of Defense of Ukraine (military educational units of higher education institutions) in higher education institutions, organizations and research institutions of the Ministry of Education and Science of Ukraine and other leading foreign countries (except for the state recognized by the Verkhovna Rada of Ukraine as an aggressor or occupying state) that correspond to the profile of the Academic and Teaching staff;

2) Academic and Teaching staff — workers of the Armed Forces of Ukraine:

during participation in professional development courses or internships at higher military educational institutions of the Ministry of Defense of Ukraine (military educational subdivisions of higher education institutions), higher education institutions under the Ministry of Education and Science of Ukraine (including their structural subdivisions), and other leading foreign countries

(excluding those recognized by the Verkhovna Rada of Ukraine as aggressor or occupying states), provided such training corresponds to the professional profile of Academic and Teaching staff;

at enterprises, organizations, and research institutions in Ukraine that correspond to the professional profile of Academic and Teaching staff, or with other legal entities or individuals, including private entrepreneurs, who provide professional development services — as professional development providers.

3) teaching staff — military servicemen:

during participation in professional development courses at higher military educational institutions of the Ministry of Defense of Ukraine (military educational subdivisions of higher education institutions), in institutions of higher (or professional pre-higher) education, organizations and institutions of the Ministry of Education and Science of Ukraine, and in other leading foreign countries (excluding those recognized by the Verkhovna Rada of Ukraine as aggressor or occupying states), provided such training corresponds to the professional profile of the teaching staff;

4) teaching staff — workers of the Armed Forces of Ukraine:

during participation in professional development courses and internships at higher military educational institutions of the Ministry of Defense of Ukraine (military educational subdivisions of higher education institutions), in institutions of higher (or professional pre-higher) education, organizations and institutions of the Ministry of Education and Science of Ukraine, and in other leading foreign countries (excluding those recognized by the Verkhovna Rada of Ukraine as aggressor or occupying states), provided such training corresponds to the professional profile of the teaching staff;

at enterprises, organizations, and institutions in Ukraine that correspond to the professional profile of the teaching staff, or with other legal entities or individuals, including private entrepreneurs, who provide educational services in the area of professional development — as professional development providers.

1.12. The scope (duration) of professional development for Academic and Teaching staff is determined in hours or in credits of the European Credit Transfer and Accumulation System (hereinafter – ECTS; 1 ECTS credit equals 30 hours) using a cumulative system. The total scope (duration) of professional development for Academic and Teaching staff of the University over five years shall not be less than **180 hours or 6 ECTS credits**, and for teaching staff of the University shall not be less than **120 hours or 4 ECTS credits** over the same period.

1.13. The cumulative system allows for the inclusion of hours of professional development, internships, and other forms of professional improvement, which are recognized as professional development activities and which have been undertaken by Academic and Teaching staff from the completion of one professional development course to the next.

1.14. Academic and Teaching staff of the University who are appointed for the first time to the following positions: Commandant of the University and Deputy Commandant for Academic Affairs; Head of a Faculty and Deputy Head for Academic and Research Affairs – Head of Academic Office; Head of a Department; Head of the College and Deputy Head for Academic Affairs – Head of Academic Division; Head of Division; Head of a Cycle Commission — shall undergo professional development relevant to their position during the first two years of service.

1.15. Academic and Teaching staff may undergo professional development with or without interruption of the educational process. In case of professional development involving a break from their primary place of work, Academic and Teaching staff of the University who is sent for such training is entitled to the guarantees and compensations provided by the current legislation of Ukraine.

## 2. Organization of Professional Development

2.1. The management of professional development for Academic and Teaching staff at the University is entrusted to the Deputy Commandant of the University for Academic Affairs.

The organization and monitoring of professional development activities for Academic and Teaching staff of the University are carried out by the Academic Department.

At the Faculty and Department levels, professional development activities of Academic and Teaching staff are planned, organized, and supervised by the Head of the Faculty and the Head of the Department.

At the College, the planning, organization, and supervision of professional development for teaching staff are performed by the Head of the College, the Head of the Division, and the Head of the Cycle Commission.

2.2. The professional development of Academic and Teaching staff of the University is carried out in accordance with the Annual Professional Development Plan for Academic and Teaching staff of Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the Annual Professional Development Plan).

The Annual Professional Development Plan is developed based on proposals from Heads of the Faculties, the Head of the College, and Heads of the University-wide Departments. These proposals are reviewed and approved by the academic Councils of the faculties, the Pedagogical Council of the College, and the meetings of the University-wide Departments.

Proposals from the faculties, the College, and the University-wide Departments are submitted annually to the Academic Department of the University by June 1.

The proposals shall include:



- a list of Academic and Teaching staff scheduled for professional development in the upcoming academic year;
- topics (areas, titles) of the professional development programs;
- forms and types of professional development;
- duration (scope) in hours and/or ECTS credits;
- list of professional development providers (professional development providers);
- schedule (timeline);
- cost of the professional development (if applicable), or confirmation that the service is provided free of charge.

Academic and Teaching staff of the University also have the right to undergo professional development outside the scope of the Annual Professional Development Plan. The conditions for such professional development are specified in Paragraph 8.4 of this Regulation.

The Annual Professional Development Plan is reviewed by the Methodological Council and the Academic Council of the University and is approved by the Commandant of the University.

In cases of official necessity, the Commandant of the University, in agreement with the professional development provider (or internship provider), may reschedule professional development activities for Academic and Teaching staff during the academic year.

Any changes must be reflected in the relevant section of the Annual Professional Development Plan.

The final version of the Annual Professional Development Plan must be approved by the Deputy Commandant of the University for Academic Affairs, the Heads of the Faculties, the Head of the College, and the Heads of the University-wide Departments, and must be published annually by September 1 on the official website of the University.

2.3. Prior to undergoing professional development (internship) in accordance with the Annual Professional Development Plan (or outside the Plan), the Head of the Faculty, Head of a University-wide Department, or the Head of the College shall submit the following documents to the Academic Department of the University:

- a report (application) via command channel requesting the assignment of Academic and Teaching staff to an internship or professional development program (Appendix 1), approved by the Deputy Commandant of the University for Academic Affairs;

- an excerpt from the Protocol of the Faculty Academic Council meeting (Departmental meeting or College Pedagogical Council) regarding the nomination of Academic and Teaching staff for internship or professional development (Appendix 2);

- a request addressed to the Head of the professional development provider for the internship or professional development (Appendix 3);
- an official referral for internship or professional development (Appendix 4);
- an individual internship or professional development program containing the topic, purpose, objectives, duration, and expected outcomes (Appendix 5);
- a consent form for the processing of personal data of the Academic and Teaching staff, in accordance with current legislation (Appendix 7).

2.4. The Head of the Academic Department of the University is responsible for organizing the verification of the presence and accuracy of the documents, compiling the information, and preparing a draft order of the Commandant of the University.

2.5. The assignment of Academic and Teaching staff of the University to professional development or internships with the provider organization (professional development provider) shall be realized by order of the Commandant of the University.

2.6. Academic and Teaching staff of other higher education institutions who wish to undergo professional development courses at the University or to complete internships in relevant University Departments shall submit a request, referral, and individual professional development program to the Commandant of the University for consideration.

2.7. Enrollment for professional development or internship programs for Academic and Teaching staff from other higher education institutions is carried out by order of the Commandant of the University based on a petition, referral, an individual professional development or internship plan, and an agreement (contract) on professional development or internship concluded between the respective higher education institutions (Appendix 6).

### 3. Professional development providers

3.1. The main professional development providers include:

- higher military educational institutions of the Ministry of Defense of Ukraine, military educational subdivisions of higher education institutions, institutions of higher education in Ukraine;

- institutions of higher and professional pre-higher education under the Ministry of Education and Science of Ukraine (excluding those located in temporarily occupied territories) and institutions of other foreign states (except for those recognized by the Verkhovna Rada of Ukraine as aggressor or occupying states);

enterprises, organizations, and research institutions under the jurisdiction of the Ministry of Defense of Ukraine;

enterprises, organizations, and research institutions in Ukraine (excluding those located in temporarily occupied territories);

other legal entities or individuals, including private entrepreneurs, who carry out educational activities in the field of professional development for Academic and Teaching staff.

3.2. Academic and Teaching staff of the University are free to choose their professional development providers.

3.3. It is advisable for the professional development provider to organize educational activities in the field of professional development at the location of its own educational activity and/or at the workplace of Academic and Teaching staff, at other locations and/or remotely, if this is provided for by the contract and/or the corresponding program.

For Academic and Teaching staff employed at the University as their primary workplace, licensed professional development courses are organized:

on the organization of educational activity with a study duration of **120 hours (4 ECTS credits);**

on methodological mastery with a study duration of **240 hours (8 ECTS credits).**

The Head of Psychology and Pedagogy Department of the University is responsible for the organization and functioning of these courses.

At other professional development providers, the University Academic and Teaching staff undergo professional development based on a concluded contract and the corresponding individual program.

3.4. It is recommended to undertake professional development with various providers providing such services.

3.5. The choice of a professional development provider by the Academic and Teaching staff and/or the University Academic Council should be based on openness and reliability of information about the activities of the professional development provider and the relevant programs, as well as documents certifying the right to provide such services.

4. Forms, Types, Areas, and Scope of Professional Development for Academic and Teaching staff.

4.1. Academic and Teaching staff of the University are free to choose the forms and types of professional development.

4.2. Forms of professional development include institutional (in-person (daytime, evening), part-time, remote, network-based), dual, on-the-job, production-based, etc.

Forms of professional development may be combined.

4.3. The main types of professional development are: training according to the professional development program; internships; participation in conferences, seminars, practical workshops, trainings, webinars, master classes, etc.

4.4. The main areas of professional development may include: development of managerial competence in higher education (for the Commandant of the University and the Deputy Commandant for Academic Affairs, Head of Faculty, Heads of the Department) and specialized pre-higher military education (for the Head of the College, Deputy Chief for Academic Affairs – Head of Academic Department, heads of divisions, heads of Cycle Commissions);

acquisition of new and improvement of previously acquired professional and subject-specific competencies of Academic and Teaching staff;

use of modern forms of distance learning, educational technologies, etc. in the educational process;

creation of a safe and inclusive educational environment, features (specifics) of inclusive education.

The mentioned list of professional development areas may be adjusted or supplemented by the decision of the University Academic Council according to the specifics of the structural unit, positions, and needs of Academic and Teaching staff.

In case of teaching several academic disciplines, Academic and Teaching staff independently choose the sequence of professional development in a certain area during the inter-accounting period within the overall scope of professional development determined by legislation.

4.5. The professional development program for Academic and Teaching staff is approved by the professional development provider.

It must include information about:

the developer(s);

the title;

the purpose;

the area;

the content;

the scope, established in hours or ECTS credits;

the form(s) of professional development;

the list of competencies to be improved/acquired (general, professional, etc.).

The program may also include information about:

the distribution of hours by activity types (consultations, classroom, practical, independent work, assessment activities, etc.);

the person(s) implementing the program (level of higher education, category, academic degree, academic title, place and/or work experience, etc.);

the timeline for program completion;

the place of program delivery (at the location of the professional development provider and/or the location of the client, etc.);

expected learning outcomes;

cost (if applicable) or information about the free provision of the educational service;

schedule of the educational process;

minimum and maximum number of participants in the group;

academic and professional opportunities resulting from program completion;

possibility of further support or mentoring;

additional services (organization of transfer, provision of accommodation and meals, list of possible services for persons with disabilities, etc.);

the document issued upon completion of professional development, etc.

The scope of the professional development program is determined according to its actual length in hours or ECTS credits.

The professional development provider ensures openness and accessibility of information about each of its professional development programs by publishing it on its website.

4.6. Internship for Academic and Teaching staff who are workers of the Armed Forces of Ukraine is carried out with the aim of forming and consolidating in practice the professional competencies and skills acquired through theoretical training regarding the performance of duties and responsibilities in the current position or a higher-level position, mastering the best domestic and foreign experience, and developing personal qualities to perform professional tasks at a new, higher qualitative level within a certain specialty.

The internship for Academic and Teaching staff – workers of the Armed Forces of Ukraine – is conducted according to an individual program that defines the terms, topic, purpose, form, scope of the internship program, and expected outcomes. The individual internship program may also contain other information related to the specifics of the internship for Academic and Teaching staff who are workers of the Armed Forces of Ukraine.

This program is reviewed at the Department meeting and approved by the head of the institution where the internship will take place.

A contract (Appendix 6) is concluded between the educational institution whose Academic and Teaching staff undergo the internship and the professional development provider. The contract provides for the internship of one or several Academic and Teaching staff members. The individual program(s) is (are) an integral appendix (appendices) to the contract.

Upon the proposal of one of the parties, changes (clarifications) may be made to the contract by concluding a corresponding supplementary agreement (appendix to the agreement).

The internship of Academic and Teaching staff – workers of the Armed Forces of Ukraine – may be carried out at the University (except the structural unit where the Academic and Teaching staff member – worker of the Armed Forces of Ukraine works, i.e., not at their place of work) or in other higher education institutions, research institutions, etc.

The internship supervisor at the University or other higher education institutions is appointed from among Academic and Teaching staff or Research staff who work at the professional development provider as their primary workplace, hold an academic degree and/or academic title, and have at least ten years of experience in Academic and Teaching or Research positions.

The internship of Academic and Teaching staff – workers of the Armed Forces of Ukraine – at other professional development providers is conducted under the supervision of a specialist who has the appropriate work experience and qualifications.

The total scope of the internship for Academic and Teaching staff – workers of the Armed Forces of Ukraine – is established in hours or ECTS credits and must not exceed **120 hours or 4 ECTS** credits. It may be credited as professional development equivalent to the actual duration of its completion.

4.7. Research internships for Academic and Teaching staff of the University are conducted in accordance with Article 34 of the Law of Ukraine "On Research and Technical Activity."

Research internships of the University Academic and Teaching staff may be credited as professional development according to the actual duration of the internship in hours or ECTS credits.

One week of research internship may be credited as professional development in the amount of **30 hours or 1 ECTS credit**.

**4.8.** The scope of professional development through participation of Academic and Teaching staff in an academic mobility program may be credited within the learning outcomes but **not exceeding 30 hours or 1 ECTS credit per academic year**.

4.9. The scope of professional development obtained through achieving the third (educational and research) level or research level of higher education for

the first time in a specialty or another specialty within the scope of professional activity or field of knowledge is credited according to the established scope of the educational and research program in hours or ECTS credits.

4.10. Participation of Academic and Teaching staff in non-formal education programs (distance, electronic, or other training) of a professional orientation, completed independently and confirmed by a certificate or other official document issued by a specialized (professional) institution (professional community) of domestic or international level, may be credited as professional development according to the actual scope of participation in hours or ECTS credits.

**4.11.** Participation in conferences, seminars, workshops, trainings, webinars, master classes, etc., may be credited as professional development of Academic and Teaching staff according to the actual duration of these events in hours or ECTS credits, but **not exceeding 30 hours or 1 ECTS credit per academic year.**

**4.12.** Knowledge acquired through informal (self-) education by Academic and Teaching staff that hold an academic degree and/or academic, honorary title may be credited as professional development in the amount **not exceeding 30 hours or 1 ECTS credit per academic year.**

**4.13.** Training and performance of duties by Academic and Teaching staff in Sectoral Expert Councils of the National Agency for Higher Education Quality Assurance, Experts of the National Agency for Higher Education Quality Assurance, and members of the Research and Methodological Council of the Ministry of Education and Science of Ukraine may be credited according to the actual duration in hours or ECTS credits but **not exceeding 30 hours or 1 ECTS credit per academic year.**

5. Organization of Professional Development for Academic and Teaching staff at Leading Higher Education Institutions and Research Organizations Abroad.

5.1. Professional development of Academic and Teaching staff in other countries (except those recognized by the Verkhovna Rada of Ukraine as aggressor or occupying states) is carried out in accordance with the professional development plans of the Ministry of Education and Science of Ukraine, the Ministry of Defense of Ukraine, the professional development plan for Academic and Teaching staff of the University, and decisions of the University Academic Council, in compliance with Ukrainian legislation and/or based on international agreements.

Business trips for internships abroad are conducted in accordance with the Order of the Ministry of Defense of Ukraine “On the Implementation of International Cooperation by the Ministry of Defense of Ukraine and the Armed Forces of Ukraine” (as amended) dated December 19, 2017, No. 665, and the “Regulations on the Training of Students and Postgraduates, Internship of Academic and Teaching Staff at Leading Higher Education Institutions and Research Organizations Abroad,” approved by the Cabinet of Ministers of Ukraine on April 13, 2011, No. 411, as well as by physical and legal persons on the basis of contracts concluded with foreign higher education institutions, research, and other organizations.

5.2. Academic and Teaching staff who are full-time employees of the University may be sent abroad for research internships at leading higher education institutions and research organizations by decision of the University Academic Council, in accordance with the provisions of the Law regarding purpose, individual contracts, terms, conditions, and locations (Article 34, paragraphs 1-9 of the Law of Ukraine “On Research and Technical Activity”) and the Order of the Ministry of Defense of Ukraine “On the Implementation of International Cooperation by the Ministry of Defense of Ukraine and the Armed Forces of Ukraine” (as amended) dated December 19, 2017, No. 665.

5.3. The University Academic Council reviews and approves the individual research internship program of the Academic and Teaching staff member and makes decisions regarding the implementation of the internship results into the educational process, research activities, etc., and approves the report on the results of the research internship.

5.4. Payment of expenses related to the professional development of Academic and Teaching staff in other countries is made from state and local budgets, other sources not prohibited by the legislation of Ukraine, as well as from funds of individuals, legal entities, and the Host Institution.

6. Recognition of Results of Professional Development of Academic and Teaching Staff.

6.1. The procedure for recognition and approval of the results of professional development of Academic and Teaching staff is established by this Regulation and approved by the decision of the University Academic Council.

6.2. Results of professional development at providers that hold a license for professional development or conduct educational activities under an accredited educational program do not require separate confirmation and



recognition by the Faculty Academic Council (Pedagogical Council of the College), but require approval by the University Academic Council.

The following require confirmation but do not require special approval by the Faculty Academic Council (Pedagogical Council of the College), yet require approval by the University Academic Council:

- professional development through obtaining the third (educational and research) level or research level of higher education for the first time in a specialty or another specialty within the scope of professional activity or field of knowledge, credited according to the established volume of the educational and research program in hours or ECTS credits.

6.3. Results of professional development at other providers require confirmation and recognition by the Faculty Academic Council (Pedagogical Council of the College) and approval by the University Academic Council, specifically:

- internships of Academic and Teaching staff – workers of the Armed Forces of Ukraine;

- research internships of Academic and Teaching staff;

- participation of Academic and Teaching staff in academic mobility programs;

- participation of Academic and Teaching staff in non-formal education programs (distance, electronic, or other training) of professional orientation, completed independently and confirmed by a certificate or other official document issued by a specialized (professional) institution (professional community) of domestic or international level;

- participation of Academic and Teaching staff in seminars, conferences, workshops, trainings, webinars, master classes, etc.;

- training and performance of duties by Academic and Teaching staff in Sectoral Expert Councils of the National Agency for Higher Education Quality Assurance, Experts of the National Agency for Higher Education Quality Assurance, and members of the Research and Methodological Council of the Ministry of Education and Science of Ukraine;

- knowledge acquired by Academic and Teaching staff holding an academic degree and/or academic, honorary title through informal education (self-education).

6.4. After completing professional development (internship), the Academic and Teaching staff member at their primary workplace submits to the Head of the Department (Head of the Cycle Commission):

- a document (certificate, diploma, review, or other) confirming the results of professional development (internship);

- a report prepared in case of professional development through non-formal education (participation in seminars, conferences, workshops, trainings,

webinars, master classes, etc.) if no document confirming the professional development is available (Appendix 8);

a report prepared in case of professional development through informal (self-) education by an Academic and Teaching staff member who holds an academic degree and/or academic, honorary title, about the results of professional development or creative work, personal development of an electronic educational resource, etc., completed during (as a result of) the professional development and published on the official University website (Appendix 9).

At the next meeting of the Department (Cycle Commission), the Academic and Teaching staff member reports on the results of the professional development (internship).

After approval of the report at the Department (Cycle Commission) meeting, a decision is made regarding the need to confirm and recognize the results of professional development (internship) by the Faculty Academic Council (Pedagogical Council of the College) and approve them by the University Academic Council.

6.5. To confirm and recognize the results of professional development (internship), the Head of the Faculty Department (Cycle Commission) submits to the Faculty Academic Council (Pedagogical Council of the College) the document (certificate, diploma, review, report, etc.) confirming the results of professional development (internship), an excerpt from the Protocol of the Department (Cycle Commission) meeting, and a petition (report, application) for recognition of the results of professional development (internship).

The document (certificate, diploma, review, report, etc.) confirming the results of professional development (internship), the excerpt from the Protocol of the Department (Cycle Commission) meeting, and the petition (report, application) for recognition of the results of professional development (internship) shall be analyzed and reviewed at the meeting of the Faculty Academic Council (Pedagogical Council of the College) within one month from the date of their submission.

To confirm and recognize the results of professional development (internship), the Faculty Academic Council (Pedagogical Council of the College) listens to the Academic and Teaching staff member regarding the quality of implementation of the professional development program (individual internship program), the results of professional development (internship), and compliance by the professional development entity with the terms of the contract.

Based on the results of the hearing, the Faculty Academic Council (Pedagogical Council of the College) must decide on:

- recognition of the results of professional development (internship);
- non-recognition of the results of professional development (internship).

Recognized results of professional development of Academic staff are approved by the Pedagogical Council of the College.

In case of non-recognition of the results of professional development (internship), the Faculty Academic Council (Pedagogical Council of the College) may provide recommendations to the Academic and Teaching staff member for repeated professional development (internship) at other professional development providers and/or decide on the impossibility of further inclusion of such professional development provider (internship) into the Professional Development Plan of Academic and Teaching staff of the University for the academic year until effective measures to improve the quality of educational services are implemented by that provider.

By August 1 each year, each Faculty summarizes data on recognized and non-recognized results of professional development (internship) of Academic and Teaching staff for the previous academic year and submits it for approval to the University Academic Council (Appendix 10).

At its regular meeting, the University Academic Council reviews the results of professional development (internship) of Academic and Teaching staff of each Faculty for the previous academic year and makes a decision on approving or not approving these results.

6.6. For the confirmation and recognition of the results of professional development (internship) of Academic and Teaching staff by the University Academic Council, each Head of a University-wide Department annually, by August 1, summarizes the results of professional development (internship) of Academic and Teaching staff for the previous academic year and submits to the University Academic Council copies of documents (certificates, diplomas, reviews, reports, etc.) confirming the results of professional development (internship), excerpts from the Protocols of Department meetings, data on the results of professional development (internship) of Academic and Teaching staff for the previous academic year (Appendix 11), and a petition (report, application) for confirmation and recognition of the results of professional development (internship).

At its regular meeting, the University Academic Council reviews the results of professional development (internship) of Academic and Teaching staff of each University-wide Department for the previous academic year and makes decisions regarding the confirmation and recognition of these results.

6.7. If necessary, to confirm and recognize the results of professional development (internship), the University Academic Council listens to the Academic and Teaching staff member regarding the quality of implementation of the professional development program (individual internship program), the results of professional development (internship), and compliance by the professional development entity with the terms of the contract.

6.8. Based on the review and/or hearing, the University Academic Council must make a decision on:

- recognition of the results of professional development (internship);
- non-recognition of the results of professional development (internship).

In case of non-recognition of the results of professional development (internship), the University Academic Council may provide recommendations to the Academic and Teaching staff member for repeated professional development (internship) at other professional development providers and/or decide on the impossibility of further inclusion of such a professional development provider (internship) into the Professional Development Plan of Academic and Teaching staff of the University for the academic year until effective measures to improve the quality of educational services are implemented by that provider.

6.9. The result of professional development of Academic and Teaching staff at providers authorized to provide professional development, which hold a license for professional development or conduct educational activities based on an accredited educational program, may be the awarding of full and/or partial professional and/or educational qualifications in accordance with the procedures established by law.

6.10. The results of professional development are taken into account during certification, competition-based appointment to a position, and conclusion of employment contracts with Academic and Teaching staff.

6.11. Original documents (certificates, diplomas, reviews, reports, and others) confirming the results of professional development (internship) are kept by the Academic and Teaching staff.

Copies of documents (certificates, diplomas, reviews, reports, and others) confirming the results of professional development (internship) of Academic and Teaching staff, excerpts from the Protocols of Department meetings, excerpts from the decisions of the Faculty Academic Council regarding recognition (or non-recognition) of the results of professional development (internship), and excerpts from the Protocol of the University Academic Council's decision approving the results of professional development (internship) are stored in the Department at the primary workplace of the Academic and Teaching staff for five years. Additionally, copies of documents (certificates, diplomas, reviews, reports, and others) confirming the results of professional development (internship) of Academic and Teaching staff, copies of excerpts from Department meeting Protocols, copies of excerpts from Faculty Academic Council decisions on recognition (or non-recognition) of the results of professional development (internship), and copies of excerpts from

the University Academic Council Protocol approving these results are submitted to the Personnel and Staff Department of the University.

6.12. Annually, by September 1, the Head of the Faculty and the Head of the University-wide Department shall submit to the University Academic Office a Report on the approved results of professional development (internship) of the Academic and Teaching staff of the Faculty (Department) for the past academic year (Appendix 12).

## 7. Document on Professional Development

Upon completion of professional development, Academic and Teaching staff are issued a document certifying their professional development.

The professional development document shall include:

- the full name of the higher education institution;
- the name of the professional development program;
- the duration of the professional development;
- the full name (surname, first name, patronymic) of the person who completed the professional development;
- the topic(s) of the professional development;
- the scope of professional development in hours;
- the date of issue and registration number of the document;
- the position title, military rank, signature, and full name of the person who signed the document.

Documents on professional development are registered in the relevant registration books of higher military educational institutions and higher education institutions (organizations, establishments).

## 8. Funding of Professional Development

8.1. Sources of funding for the professional development of Academic and Teaching staff include funds from the state and local budgets, funds from individuals and/or legal entities, other own revenues of the educational institution and/or its founder, and other sources not prohibited by law.

8.2. Financing of professional development in the scope established by law and according to the Professional Development Plan of Academic and Teaching staff of the University — for Academic and Teaching staff employed at the University as their primary workplace — is carried out from the funds provided in the University's budget estimate.

8.3. When professional development of Academic and Teaching staff is financed from the state or local budget funds or other funds approved in the

University's budget estimate for professional development, it is mandatory to conclude an agreement between the head of the educational institution and the professional development provider specifying the source of funding.

#### 8.4. Self-financing of professional development is carried out by:

Academic and Teaching staff employed at the University as their primary workplace who undertake professional development outside the University Professional Development Plan;

other persons employed in higher education institutions as Academic and Teaching staff on a part-time or concurrent basis.

8.5. During the period of professional development with detachment from the educational process, within the scope determined by law, the Academic and Teaching staff member retains their job position and average salary.

Expenses related to professional development are reimbursed according to the procedure established by law.

8.6. The fact of professional development of an Academic and Teaching staff member is confirmed by an act of service provision for professional development, which is drawn up according to the procedure established by law, signed by the Commandant of the University or an authorized person and the professional development provider.

The act is not drawn up if no agreement was concluded and the professional development was paid for independently by the Academic and Teaching staff member or provided free of charge.

The act is a primary accounting document, which can be drawn up in paper or electronic form and must contain all mandatory requisites defined in part two of Article 9 of the Law of Ukraine "On Accounting and Financial Reporting in Ukraine."

The act confirms the fact of providing professional development services, but not the quality level of these services or the level of learning outcomes achieved by the Academic and Teaching staff member.

Such an act serves as a basis for payment for the services of the professional development provider according to the concluded agreement (contract) on professional development.

### 9. Procedure for Enacting the Regulation

9.1. The Regulation is reviewed at meetings of the University Methodological Council and Academic Council, approved by a decision of the University Academic Council, and enacted by an Order of the Commandant of the University.

9.2. Amendments and additions to this Regulation are discussed at meetings of the University Methodological Council and Academic Council and approved in the same manner as the Regulation itself, by issuing it in a new edition.

9.3. After approval, the Regulation is published on the official website of the University.

To the Commandant of Ivan Kozhedub  
Kharkiv National Air Force University

\_\_\_\_\_  
(position, department name)

\_\_\_\_\_  
(position, department name)

\_\_\_\_\_  
(military rank, Name, SURNAME)

\_\_\_\_\_  
(military rank, Name, SURNAME)

### Statement

Please send me \_\_\_\_\_  
(military rank, Name, SURNAME, position, department name)

\_\_\_\_\_  
(military rank, name, surname, position, department name)

according to the Professional Development Plan for Academic and Teaching staff of  
Ivan Kozhedub Kharkiv National Air Force University on 20\_\_ - 20\_\_ academic year  
to \_\_\_\_\_

\_\_\_\_\_  
(name of the higher education institution, scientific, another institution, enterprise, organization)

for completion of an internship from “\_\_” \_\_\_\_20\_\_\_\_ to “\_\_\_\_”  
\_\_\_\_20\_\_\_\_.

Internship goal:

\_\_\_\_\_  
Internship form: \_\_\_\_\_

\_\_\_\_\_  
I am adding to the application extract from department meeting protocol \_\_\_\_\_  
(name departments)

with recommendation to complete internship.

\_\_\_\_\_  
(position, department name)

\_\_\_\_\_  
(rank)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name, SURNAME)

“\_\_” \_\_\_\_20\_\_\_\_

AGREED

Head of Department \_\_\_\_\_  
(department name)

\_\_\_\_\_  
(military rank)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name, SURNAME)

“\_\_” \_\_\_\_20\_\_\_\_



AGREED  
Deputy University Commandant for Academic Affairs

_____	_____	_____
(military rank)	(signature)	(Name, SURNAME)
“ _____ ”		
_____20_____		

Note:

Report (Statement) is being filled personally academic worker, one of the forms of training is chosen, it is indicated - with or without separation from the educational process.

## EXTRACT

from protocol no. \_\_\_\_

department meeting \_\_\_\_\_

(name department)

Ivan Kozhedub Kharkiv National Air Force University

from “\_\_” \_\_\_\_\_ 20 \_\_\_\_

According to the

list –

Were present –

Missing –

## AGENDA

2. About referral for a planned internship \_\_\_\_\_

(position, scientific degree, scientist title, military rank, Name, SURNAME)

LISTENED TO:

report \_\_\_\_\_

(position, scientific degree, scientist title, military rank, Name, SURNAME)

about referral for a planned internship \_\_\_\_\_

(position, scientific degree, scientist title, military rank, Name, SURNAME)

PROPOSED:

to send \_\_\_\_\_,

(position, scientific degree, scientist title, military rank, Name, SURNAME)

to complete internship at \_\_\_\_\_

(name positions, educational institution)

without interruption from the educational process in accordance to the Professional Development Plan for Academic and Teaching staff of Ivan Kozhedub Kharkiv National Air Force University for 20\_ - 20\_ academic year for a period of 2 weeks from “\_\_” \_\_\_\_ 20\_\_ to “\_\_” \_\_\_\_ 20\_\_.

Internship topic \_\_\_\_\_

Internship goal \_\_\_\_\_

HAVE DECIDED:

to send \_\_\_\_\_

(position, scientific degree, scientist title, military rank, Name, SURNAME)

to complete internship at \_\_\_\_\_  
 (name positions, educational institution name)

without interruption from the educational process in accordance with the Professional Development Plan for Academic and Teaching staff of Ivan Kozhedub Kharkiv National Air Force University for 20\_\_ - 20\_\_ academic year for a period of 2 weeks from “\_\_” \_\_20\_\_ to “ ” \_\_20\_\_.

Internship topic \_\_\_\_\_

Internship goal \_\_\_\_\_

VOTED:

for –

against –

abstained –

Secretary \_\_\_\_\_  
 (name of department)

(military rank)

(signature)

(Name, SURNAME)

“ ” 20 \_\_

## Appendix 3



MINISTRY DEFENSES UKRAINE  
IVAN KOZHEDUB KHARKIV  
NATIONAL AIR FORCE UNIVERSITY

Code 24980799

“ ” 20\_\_ years

No. \_\_\_\_\_  
61023, Kharkiv, st. Sumska 77/79

\_\_\_\_\_  
(position manager of the provider

\_\_\_\_\_  
organization)

\_\_\_\_\_  
(postal address of the provider

\_\_\_\_\_  
organization)

Dear ..... !

Command of Ivan Kozhedub Kharkiv National Air Force University request  
that you, on basis of the contract No. \_\_\_\_\_ dated “ ”  
\_\_\_\_\_ 20\_\_ allow the internship to proceed \_\_\_\_\_

\_\_\_\_\_  
(position, department name, scientific degree, scientist title, military rank, Name, SURNAME)

on \_\_\_\_\_

\_\_\_\_\_  
(position, department name, name of educational institution)

position \_\_\_\_\_

\_\_\_\_\_  
(name of position)

for a period of 2 weeks from “ ” 20\_\_ to “ ” 20\_\_.

Enclosures:

1. Internship referral;
2. Individual internship program.

Sincerely ,  
Commandant of Ivan Kozhedub Kharkiv National  
Air Force University

\_\_\_\_\_  
(military rank)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name, SURNAME)

“ ” 20\_\_

Done: \_\_\_\_\_ tel . \_\_\_\_\_  
(military rank) (signature) (Name, SURNAME)

## Appendix 4

---

 (full name of the provider organization )

---

 (postal address of the provider organization )

REFERRAL No. \_\_\_\_\_

for an internship \_\_\_\_\_

---

 (position, name of the department, scientific degree, scientist title, military rank, Name, SURNAME)

List of academic disciplines are taught by an Academic and Teaching staff member \_\_\_\_\_

---

 Total work experience

Scientific and teaching experience \_\_\_\_\_

Postgraduate studies (doctoral studies) \_\_\_\_\_

---

 (name of the higher educational institution, completion year)

Information of previous internship \_\_\_\_\_

---

 (where, when and on which position underwent an internship)

Address of residence, phone number \_\_\_\_\_

---

 Please enroll the candidate in a two-week internship from “\_\_\_\_\_” \_\_\_\_\_  
 20\_\_\_\_ to “\_\_\_\_\_” \_\_\_\_\_ 20\_\_\_\_.

Deputy University Commandant for Academic Affairs

---

 (military rank)

---

 (signature)

---

 (Name, SURNAME)

“\_\_\_\_\_” \_\_\_\_\_ 20 \_\_\_\_\_

Stamp location

## APPROVE

\_\_\_\_\_  
(position, scientific degree, scientist title, Name, SURNAME)

\_\_\_\_\_  
(position, scientific degree, scientist title, Name, SURNAME)

“ \_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_

## INDIVIDUAL PROGRAM\*

internship \_\_\_\_\_  
(military rank, Name, SURNAME)

\_\_\_\_\_  
(position, name departments, scientific degree, scientist title)

\_\_\_\_\_  
(name of the higher educational institution, where the Academic and teaching staff member works)

in \_\_\_\_\_  
(name of the institution, in which internship will be carried out)

in the position of \_\_\_\_\_  
(name of the position)

Internship duration from “ \_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_ to “ \_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_.

Topic of the internship (areas, title) \_\_\_\_\_

Purpose of the internship \_\_\_\_\_

Internship form (full-time, evening), part-time, distance learning) \_\_\_\_\_

Program scope \_\_\_\_\_

Expected results of the internship (obtaining competencies) \_\_\_\_\_

Place (places) granting educational services \_\_\_\_\_

Tuition fee (free) \_\_\_\_\_

Other information (previous internship) \_\_\_\_\_

## Completing tasks of the individual internship program

No.	Task content	Scope of hours (ECTS credits)	Expected task performance results

Task of the individual program considered at the meeting \_\_\_\_\_

\_\_\_\_\_  
(name of the department, another structural subdivision of the provider organization)

“ \_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_, protocol No. \_\_\_\_\_.

## Academic and teaching staff member who completed an internship

\_\_\_\_\_  
(military rank)\_\_\_\_\_  
(signature)\_\_\_\_\_  
(Name, SURNAME)

“ \_\_\_\_ ” \_\_\_\_\_ 20

## Internship Manager

\_\_\_\_\_  
(position, scientific degree, scientist title)\_\_\_\_\_  
(military rank)\_\_\_\_\_  
(signature)\_\_\_\_\_  
(Name, SURNAME)

“ \_\_\_\_ ” \_\_\_\_\_ 20

## Head of the Department

\_\_\_\_\_  
(name of the department, another structural subdivision of the provider organization, position, scientific degree, scientist title)\_\_\_\_\_  
(military rank)\_\_\_\_\_  
(signature)\_\_\_\_\_  
(Name, SURNAME)

“ \_\_\_\_ ” \_\_\_\_\_ 20

\* Note: program printed in three copies.

CONTRACT (option)\*  
on internships for Academic and Teaching staff

Kharkiv

No. \_\_\_\_\_

“ \_\_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_

State Higher Military Educational Institution “Ivan Kozhedub Kharkiv National Air Force University”, represented by the Commandant of the University \_\_\_\_\_

\_\_\_\_\_  
(military rank, Surname, Name and middle name)

on the one hand and \_\_\_\_\_

\_\_\_\_\_  
(position, name of the provider institution, Surname, Name and middle name)

\_\_\_\_\_  
(position, name the provider institution, Surname, Name and middle name)

on the other hand, have concluded this Agreement on the organization of internships for Academic and Teaching staff.

The agreement is made in accordance with the laws of Ukraine “On Education” dated September 5, 2017 No. 2145-VII as amended, “On Higher Education” dated July 1, 2014 No. 1556-VII as amended, “On Research and Technical Activities” dated November 26, 2015 No. 848-VIII as amended, Resolution of the Cabinet of the Ministers of Ukraine “Some Issues of Professional Development of Academic and Teaching Staff” dated August 21, 2019, No. 800 as amended, the Order of the Ministry of Education and Science of Ukraine "On the Issues of Professional Development of Academic and Teaching Staff" dated December 4, 2020, No. 1504, the Order of the Ministry of Defense of Ukraine “On the peculiarities of organizing the educational process in higher military educational institutions of the Ministry of Defense of Ukraine, military educational units of higher education institutions, institutions of professional pre-higher military education” dated February 15, 2024 No. 120.

## 1. Subject Contract

1.1. Internships for Academic and Teaching staff are carried out with the aim of professional development by deepening and expanding professional knowledge, skills and abilities, forming professional competencies in scientific and pedagogical activities, familiarizing them with the content of innovative educational technologies, borrowing and introducing new forms and methods of work into the educational process, and preparing and summarizing materials for use in educational, methodological, and scientific activities.

1.2. The parties exchange Academic and Teaching staff for internships in educational and scientific departments of a higher education institution.



1.3. The content of the internship is formed taking into account the specifics of the industry and the focus of the Academic and teaching staff and is determined by:

- society's requirements for providing higher education institutions with highly qualified specialists;
- modern requirements for the forms, methods, and means of professional activity of the academic and teaching staff;
- state and industry standards of higher education;
- achievements in the areas of social, psychological, managerial, economic, legal, technological training, etc.

The internship combines theoretical material with a practical focus on solving specific tasks and problems of higher education institutions.

1.4. Scope of the internship of the Academic and teaching staff is \_\_\_\_\_ hours (\_\_\_\_\_ ECTS credits).

The duration of the internship for Academic and teaching staff is determined by the management of the commissioning institution, taking into account the number of hours of the individual program, its objectives, and the expected learning outcomes, as agreed with the management of the internship provider.

## 2. Rights and obligations of the parties

2.1. Exchange teachers and other employees for internships in accordance with the Annual professional development plans of higher education institutions for full-time (day, evening), part-time, distance, and online forms of study. The forms of internships are established by the higher education institution depending on the complexity of the individual program, its theme, purpose, content, and taking into account production needs.

2.2. Enroll for internship by order of the rector of the higher education institution on the basis of a referral and contract. Attach an Academic and teaching staff member to a department, laboratory or other structural unit of the higher education institution. Appoint for his internship supervisor – an Academic and teaching staff member who works in the subject of advanced training at his main place of work, has a scientific degree and/or academic title and at least ten years of experience in positions of pedagogical or research workers.

2.3. Organize and control the process of internship of an Academic and teaching staff member. Provide the opportunity for the intern to use library funds, laboratory equipment and other available material and technical support. Involve interns in participation in conferences, seminars, symposiums, preparation and publication of scientific and educational and methodological publications. Listen to the intern's reports and information on the implementation of the individual program.

2.4. Academic and teaching staff who will undergo internships in accordance with the Annual professional development plan shall submit the following documents:

an application for internship referral, agreed with the head of the structural unit, the Deputy University Commandant for Academic Affairs and with the resolution of the Commandant of the University;

referral for internship of an Academic and teaching staff member on the form of the customer institution;

an individual internship program containing information about the goal, objectives, term, scope, content, topic of the internship, expected results. The individual program is signed by the head of the department of the professional development institution and approved by the head of the higher education institution – the professional development institution.

2.5. The intern's reports on the implementation of the individual internship program are heard and approved at the meetings of the department of the customer institution.

2.6. Employees who have completed an internship are issued a corresponding document.

### 3. Others conditions

3.1. This Contract shall enter into force on the date of signing and shall be valid for 5 years.

3.2. The Contract is drawn up in two copies, which are kept by each Party and have equal legal force.

3.3. Amendments and supplements to this Contract shall be made by mutual consent of the parties by concluding an additional agreement.

3.4. The processing of personal data of Academic and teaching staff is carried out in accordance with the requirements of the Law of Ukraine “On Personal Data Protection”.

### 4. Legal addresses and signatures of the Parties

Customer: Ivan Kozhedub Kharkiv National Air Force University. Address: 77/79 Sumska St., Kharkiv, Kharkiv region, postal code 61023, tel . (057) 700-21-63, 704-96-45 fax (057) 700-21-63.

Commandant of Ivan Kozhedub Kharkiv National Air Force University

\_\_\_\_\_  
(military rank)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name, SURNAME)

The professional development provider: \_\_\_\_\_

\_\_\_\_\_  
(full name of the provider institution, address, phone numbers, faxes)

\_\_\_\_\_  
(full name of the provider institution, address, phone numbers, faxes)

Rector \_\_\_\_\_  
(full name of the provider institution)

---

(signature)

---

(Name, SURNAME)

Assistant of the University Commandant for Legal Affairs – Head  
of the legal department

---

(military rank)

---

(signature)

---

(Name, SURNAME)

“ ” 20 \_\_\_\_

\*Note:

contract on internships for Academic and teaching staff at leading educational institutions and scientific institutions abroad shall be concluded in two languages in two copies - Ukrainian and English and/or the language of the country where the implementing institution or scientific institution is located.

## CONSENT

for the processing of personal data

I, \_\_\_\_\_,  
(Name, Surname and middle name)  
 was born " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_, identity document (passport series  
 \_\_\_\_\_ No. \_\_\_\_\_), issued \_\_\_\_\_  
 \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_,

in accordance with the Law of Ukraine "On the Protection of Personal Data"  
 (hereinafter referred to as the Law), I consent to the processing of my personal data  
 from primary sources to the following extent:

information about education, profession, specialty and qualifications, work  
 experience, academic degree, academic title, passport details, data on registered or  
 actual place of residence, biographical data, telephone numbers, data on my  
 participation in international and European projects;

use of personal data, which involves actions by the personal data controller  
 regarding its processing, including the use of personal data in accordance with their  
 professional, official, or employment duties, actions to protect it, as well as actions to  
 grant partial or full rights to process personal data to other entities involved in personal  
 data relations (Article 10 of the Law);

dissemination of personal data, which involves actions of the personal data  
 owner regarding the transfer of information about an individual (Article 14 of the  
 Law);

access to personal data by third parties, which defines the actions of the personal  
 data owner in the event of a request from a third party for access to personal data,  
 access of the personal data subject to information about themselves (Article 16 of the  
 Law).

I undertake, in the event of a change in my personal data, to submit accurate and  
 reliable information and the originals of the relevant documents as soon as possible  
 in order to update my personal data.

Professor of the department \_\_\_\_\_  
(name of the department)

\_\_\_\_\_  
(military rank)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name, SURNAME)

" \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_

APPROVE

Head of the Department \_\_\_\_\_  
(name of the department)\_\_\_\_\_  
(name of the department)\_\_\_\_\_  
(military rank, signature, Name, SURNAME)

“ \_\_\_\_ ” 20 \_\_\_\_

REPORT \*

about qualification development (internship)

Surname, first name, patronymic \_\_\_\_\_

Academic degree \_\_\_\_\_

Academic title \_\_\_\_\_

Position \_\_\_\_\_

Department (other structural unit) \_\_\_\_\_

Topic of the qualification development (internship) \_\_\_\_\_

Goal of the qualification development (internship) \_\_\_\_\_

Name of the institution (organization) where the qualification development  
(internship) was carried out \_\_\_\_\_Duration of the qualification development (internship) from “ \_\_\_\_\_ ”  
20 \_\_\_\_ to “ \_\_\_\_\_ ” \_\_\_\_\_20\_\_ in accordance with the order of the customer dated “ \_\_\_\_\_ ” 20\_\_ No. \_\_ and  
the provider of the qualification development (internship) dated “ \_\_\_\_\_ ”  
20 \_\_\_\_ No. \_\_\_\_.Information on the implementation of the qualification development program  
(internship) \_\_\_\_\_

Results of the qualification development (internship) \_\_\_\_\_

Document confirming qualification development (internship) \_\_\_\_\_

(certificate, reference, response departments of the provider institution about internship results, name, series,

number, document issuance date, institution name, what issued document)

Worker (contracting party) \_\_\_\_\_

(signature, Surame and Initials)

Considered and approved at the department meeting \_\_\_\_\_

(name of the department)

“ ” \_\_\_\_\_ 20 \_\_\_\_\_, protocol No. \_\_\_\_\_.

Conclusions and recommendations on the use of the results of qualification development (internship) \_\_\_\_\_

Suggestions of using of the qualification development (internship) results \_\_\_\_\_

Professor of the department \_\_\_\_\_

(name of the department)

(military rank)

(signature)

(Name, SURNAME)

“ ” \_\_\_\_\_ 20 \_\_\_\_\_

\*Note:

the report shall be completed in triplicate:

the first copy shall be retained by the academic staff member;

the second copy shall be retained by the department;

the third copy shall be submitted for consideration by the academic council of the faculty (University).

Head of the Department\_\_\_\_\_

(name of the department)

“ ” 20

## CREATIVE REPORT

Professor of the department\_\_\_\_\_

(military rank)

---

(signature)

---

(Name, SURNAME)

“ ” 20

## LIST

Academic and teaching staff \_\_\_\_\_,  
(name of the faculty)

who, by decision of the academic council of the faculty, have been credited with the results of professional development (internship) in the 20 - 20 academic year

No.	Military rank	Surname, name and middle name	Position, scientific degree and scientist title	Form and type of qualification development (internship)	Topic (areas, name) of qualification development (internship)	Higher education institution, enterprise, institution, organization, where professional development (internship) was completed	Scope of hours / ECTS credit	Date and number of the protocol of the faculty academic council on the recognition (non-recognition) of the results of professional development qualification (internship)
Department _____ (name of the department)								

Head (Dean) \_\_\_\_\_  
(name of the faculty)

\_\_\_\_\_  
(military rank)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name, SURNAME)

“ ” 20 \_\_\_\_



## LIST

department academic and teaching staff \_\_\_\_\_, who have undergone qualification development (internship)  
 (department name)  
 in 20\_\_ - 20\_\_ academic year

N o.	Military rank	Surname, name and middle name	Position, academic degree and academic title	Form and type of qualification development (internship)	Topic (areas, name) of qualification development (internship)	Higher education institution, enterprise, institution, organization, where professional development (internship) was completed	Scope of hours/ ECTS credits	Date and number of the protocol of the department meeting on the results of professional development qualification (internship)

Head of the Department \_\_\_\_\_  
 (name of the department)

\_\_\_\_\_  
 (military rank)  
 “     ”     20 \_\_\_\_

\_\_\_\_\_  
 (signature)

\_\_\_\_\_  
 (Name, SURNAME)

## REPORT

on the results of professional development (internships) of the faculty \_\_\_\_\_ academic and teaching staff

(name of the faculty)

approved by the Academic Council of the University for the 20 - 20 academic year

No.	Military rank	Surname, name and middle name	Position, scientific degree and scientist title	Form and type of qualification development (internship)	Topic (areas, name) of qualification development (internship)	Higher education institution, enterprise, institution, organization, where professional development (internship) was completed	Scope of hours/ ECTS credits	Date and number of the protocol of the University academic council on the recognition (non-recognition) of the results of professional development qualification (internship)	Note
Department _____									
(name of the department)									

Head (Dean) \_\_\_\_\_

(name of the faculty)

\_\_\_\_\_  
(military rank)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name, SURNAME)

“ \_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_

\*Note: If the Annual professional development plan for the University academic ad teaching staff for the academic year has not been fulfilled, indicate the reason for non-fulfillment in the note.