

**Regulations
on the examination board
of Hetman Petro Sahaidachnyi
National Army Academy**

Introduction.

An examination board (hereinafter - the EB) is established to conduct certification of applicants for education.

The Regulation on the Examination Board (hereinafter - the Regulation) is developed pursuant to Article 6 "Certification of Higher Education Applicants" of the Law of Ukraine "On Higher Education" of 01.07.14 No. 1556-VII and regulates the procedure for certification of applicants for higher military education of bachelor's or master's degrees (hereinafter - applicants for education) who study at Hetman Petro Sahaidachnyi National Army Academy (hereinafter - the Academy).

The Regulations are intended to be used by applicants for higher education, members of examination boards, academic staff and command and administrative staff of the Academy.

The Regulations are developed in accordance with the requirements of the "Methodological Recommendations for the Organization and Conduct of Certification of Applicants for Professional Higher and Higher Military Education, Interns" developed by the Department of Military Education and Science of the Ministry of Defense of Ukraine, the experience of leading higher education institutions of Ukraine and other documents that determine the certification.

Certification is the determination of compliance of the results of learning (research) of higher education applicants for higher education with the requirements of the educational (scientific) program and/or the requirements of the Unified State Qualification Examination (hereinafter - the USQE), comprehensive qualification exam).

The certification of applicants for higher education is carried out after the completion and mastery of the educational program for the training of military specialists of the appropriate level of higher education.

To ensure the transparency and publicity of the certification of graduates, video surveillance and video recording may be carried out.

In case of disagreement with the results of the USQE (other types of certification), a higher education student has the right to file an appeal within three days.

The Regulation on the Examination Board of Hetman Petro Sahaidachnyi National Army Academy and the Military College of Non-Commissioned Officers, reviewed and approved by the Academic Council of the National Army Academy (Protocol No. 3 of October 27, 2015), shall be declared invalid.

1. Activities of the Academy's officials in preparing and conducting certification

Certification of the Academy's higher education applicants for higher education is a planned component of the educational process and is accordingly reflected in the Plan of the main activities of the Academy for the academic year, the Schedule-calendar of the educational process of the Academy for the academic year and other documents.

These documents define the main activities and deadlines for the preparation and conduct of certification. They are approved before the beginning of the new academic year.

Detailed activities of officials and structural subdivisions for the preparation and conduct of certification are determined in the Academy's Work Plan for the preparation for the certification of graduates, which is developed by the academic department, usually one semester before the start of certification. The Plan shall be signed by the Deputy Commandant of the Academy for education, Chief of the Academic Department, approved by the First Deputy Commandant of the Academy and signed by the Commandant of the Academy.

On the basis of the Academy's Work Plan for preparation for the certification of graduates, structural subdivisions and departments develop their own Work Plans for structural subdivisions (departments) for preparation for the certification of graduates. The work plans of structural subdivisions are signed by the chiefs of structural subdivisions, agreed by the Deputy Commandant of the Academy for education and approved by the First Deputy Commandant of the Academy, usually a semester before the start of certification.

An exemplary version of the Academy's Work Plan for the preparation for the certification of graduates is given in Annex 1.

The deputy commandants of the Academy, chiefs of departments and services shall submit proposals to the Academy's Work Plan for preparation for the certification in advance, and also reflect the activities to ensure certification in their personal work plans for the month.

2. Terms of authority and tasks of the EB

2.1. Term of office of the EB

The terms of certification are determined by the curricula.

The term of authority of the EB is one calendar year.

Certification of applicants for education in all accredited educational (educational and professional, educational and scientific) programs (hereinafter referred to as the educational program) for training of military specialists and forms of education (full-time, part-time) at the Academy is carried out by the same EB.

2.2. Tasks of the EB

The tasks of the EB are:

comprehensive verification and assessment of the level of theoretical and practical training of applicants for education and establishing its compliance with the requirements of higher education standards in specialties and professional standards (if any);

determination of the actual compliance and quality of training of applicants for higher education with the requirements for military specialists defined by the standards of higher education in the relevant specialties and professional standards (if any);

making a decision on publishing on the official website of the Academy or its subdivision or in the depository of academic texts of qualification works of applicants for education (not performed on special topics);

decision-making on awarding the educational program for training military specialists of the appropriate level of higher education to applicants who have successfully completed the educational program, awarding professional qualifications and issuing a document on higher education, awarding gold medals "For High Achievement in Education" and entering the names of graduates on the Academy's Board of Honor;

providing proposals for improving the educational process, improving the quality of training at the Academy.

3. Forms of certification of higher military education applicants for higher education, organization of training and admission to certification

Applicants for education who have successfully completed the educational program of training specialists of the appropriate level of higher education in the specialty in full are admitted to the certification.

Lists of applicants admitted to certification are announced by order of the Commandant of the Academy.

The order includes graduates who:

have fulfilled the requirements of educational programs for training military specialists of the appropriate level of education and curriculum, persons;

persons admitted to retake exams and defend qualification papers.

In the case of conducting the USQE on the basis of standardized testing technologies using distance learning systems, the order defines the task of the head of the educational department to register graduates admitted to certification for the USQE in the central repository of web resources of the distance learning system of the Armed Forces of Ukraine.

Preparation for the certification is carried out by applicants for higher education independently under the guidance of research and teaching staff, with workplaces, equipment and materials necessary for preparation, execution of calculation and graphic works, drawings, experiments, design of works (projects), as well as conditions for publication of research results.

By the order of the Commandant of the Academy, upon the submission of the chiefs (heads) of the departments, each student is assigned a supervisor of the bachelor's (master's) qualification work from among the senior academic staff of the Academy.

Assignments for qualification works shall be issued to applicants for higher education no later than three months before the start of their development, as determined by the curriculum.

Prior to the start of the development of qualification works, applicants for education, with the help of the appointed supervisor (supervisor) of the work, draw up a calendar plan for its development, which is approved by the chief (head) of the department.

3.1. Forms of certification of applicants for higher education at the first (bachelor's) level of higher education

The forms of certification of applicants for higher education at the first (bachelor's) level of higher education, determined by the standards of higher education in the relevant specialties, at the first (bachelor's) level of higher education are

- public defense of bachelor's thesis;
- certification exam (USQE);
- physical training exam;
- foreign language exam.

The bachelor's qualification work must contain a mechanism, ways, methods of solving an actual military-scientific, military-technical, service or scientific-methodical task related to the analysis (synthesis), modeling, research of processes (phenomena), objects, systems in the field of combat employment, command and support of troops (forces) by type of support.

The bachelor's qualification work must not contain academic plagiarism, including textual borrowings.

Works that do not contain information with restricted access are published on the official website of the Academy or in the depository of academic texts.

The decision to publish such works is made by the EB in compliance with the requirements of the legislation of Ukraine in the field of state secret protection and protection of other restricted information.

The bachelor's qualification work is drawn up in the form of an explanatory (calculation and explanatory) note (textual part) with the addition of calculation and graphic materials, diagrams, drawings, tables, figures, etc.

The certification exam or the USQE is conducted to verify the compliance of the learning outcomes of applicants for higher education with the requirements of higher education standards in the relevant specialties and educational programs.

3.2. Forms of certification of applicants for higher education at the second (master's) level of higher education

The forms of certification of applicants for higher education at the second (master's) level of higher education, which are determined by the standards of higher education in the relevant specialties, are

- public defense of a master's qualification work;
- and / or the USQE;
- physical training exam.

The master's thesis should involve solving a complex scientific research problem or practical issue characterized by uncertainty of conditions and requirements and requiring research and/or innovation in the field of military sciences, in matters of combat employment, command, and comprehensive support of units (military units) of the armed forces and other military formations and law enforcement agencies during their joint performance of tasks in operations of military formations (forces) in the course of their deployment

within inter-service military command structures using military science methods.

The master's qualification work should not contain academic plagiarism, fabrication and falsification.

Works that do not contain information with restricted access must be published on the official website of the Academy or in the depository of academic texts of the educational institution.

The decision to publish such works is made by the EB of the Academy in compliance with the requirements of the legislation of Ukraine in the field of state secret protection and protection of other restricted information.

The master's qualification work must be accompanied by materials characterizing the scientific (creative) and practical value of the work performed - printed articles, methodological developments, speeches at seminars (conferences), etc.

The certification exam or the USQE is conducted to verify the compliance of the learning outcomes of applicants for higher education with the requirements of higher education standards in the relevant specialties and educational programs.

3.3. Additional forms of certification and assessment of physical training of applicants for higher military education

The Academy has the right to introduce additional forms of certification of applicants for education, to independently determine the list of disciplines, practices and other types of educational activities necessary for the acquisition of competencies and professional standards (if any) defined by the standards of higher education.

The Academy may determine additional competencies and program learning outcomes in accordance with higher education standards (professional standards) when developing educational programs.

The physical fitness of applicants for education is checked and assessed in accordance with the current requirements of the Ministry of Defense of Ukraine.

The ability of graduates to communicate in a foreign language is determined using the military standard VST 003.001:2024(01) "Linguistic support. Levels of language competence".

4. Topics and tasks, review and procedure for admission of applicants for higher military education to the defense of qualification works

4.1. Topics and tasks of qualification works

The topics of qualification works are formed at the departments with the participation of officials of military authorities, structural subdivisions of the Ministry of Defense of Ukraine and the General Staff of the Armed Forces of Ukraine, to which the Academy is subordinated, or in whose interests the training of military specialists is carried out.

Applicants for education are entitled to propose their own topic of qualification work, provided that they justify the feasibility of its development.

The list of qualification work topics is agreed with the customer for the training of military specialists (usually during the first month of the last year of study) and approved by the Commandant of the Academy.

Assignments for qualification papers are issued to applicants for higher education no later than three months before the start of their development, as defined by the curriculum.

4.2. Review of qualification works

The completed qualification work with the feedback of the supervisor (supervisor) is submitted for review.

The review of qualification works is carried out by scientific and pedagogical (scientific) staff of the Academy who are not members of the department (unit) where the work was performed, or specialists of other higher education institutions and higher education establishments, military units (ships), institutions, enterprises and organizations who are experienced specialists in the relevant specialties (specializations) of military training.

The reviewer cannot be an employee of the department (subdivision) from which the supervisor is appointed.

The composition of the reviewers of qualification works is determined by the submission of the departments and announced by the order of the Commandant of the Academy no later than two weeks before the start of the certification of applicants for education.

The applicant for higher education must be familiarized with the content of the review no later than one day before the defense of the qualification work. Changes to the qualification work after familiarization with the review are not allowed.

4.3. The procedure for admission of applicants for higher military education to the defense of qualification works

The defense of a qualification work characterizes the level of theoretical training of the applicant, his/her ability to systematize scientific information, analyze current problems in the relevant field of study, and develop practical recommendations for the activities of troops (forces) on this basis.

No later than three weeks before the start of the certification, applicants for higher education submit the completed qualification work to be checked for academic plagiarism.

By the decision of the chief (head) of the relevant department, applicants for higher education who have received positive feedback from their supervisors (supervisors), reviews of reviewers and conclusions about the absence of plagiarism are allowed to defend their qualification works.

If the chief (head) of the department does not consider it possible to admit the student to the defense, this issue is considered at a meeting of the department with the participation of the student and his/her supervisor (academic advisor) and is documented in a protocol.

The relevant decision of the chief of the department is submitted for consideration by the Academic Council of the structural subdivision and the Academy, and their decision is approved by the Commandant of the Academy.

5. Certification examination (USQE, comprehensive qualification examination)

5.1. Procedure for conducting the certification exam (USQE, comprehensive qualification exam)

The qualification (certification) exam or the USQE with a separate test of the level of theoretical knowledge and practical training of applicants is held within one to two (in some cases, three) days. In this case, no additional time is allocated for preparation for the second and third days.

The USQE for the certification of applicants for higher education is conducted by specialties and in accordance with the procedure determined by the Cabinet of Ministers of Ukraine, according to a program that contains the most important, generalized questions of several programs of academic disciplines of professional (professionally oriented) training, the relevant specialization.

The USQE is a mandatory component of the individual curriculum of the student.

In accordance with the program, the USQE is conducted in the form of an external independent evaluation or in other forms: test tasks, tasks with a detailed answer, situational tasks, etc.

Successful completion of the USQE is the basis for awarding a professional qualification.

5.2. Program of the certification exam (USQE, comprehensive qualification exam)

The program of the qualification (certification) exam or USQE includes:
the purpose and content of the program, which cover the issues of the relevant programs of academic disciplines of professional (professionally oriented) training of the relevant specialization;

form of assessment (oral, written, within one or two days, a combination of oral and written answers, answers based on question papers and comprehensive control tasks, etc;)

unified requirements for assessing the knowledge, skills and abilities of applicants for higher education.

The program of the qualification (certification) exam is developed by the relevant departments under the guidance of the Academy's academic department separately for each specialization of training, signed by the chief of the department, agreed upon by the Deputy Commandant of the Academy for education and the customer for training, and approved by the Commandant of the Academy.

The programs of the USQE are developed by working groups and approved by the relevant orders of the Ministry of Defense of Ukraine.

The program of the qualification (certification) exam, the USQE are published and communicated to the applicants for higher education one semester before the start of the certification.

The programs of the qualification (certification) examination, the USQE have the following components:

- program name, level (degree) of education for certification of applicants for higher education, field of knowledge and specialty;

- admission;

- cognitive levels;

- generalized and detailed structures;

- organizational and methodological guidelines for preparation and conduct;

- criteria for assessing the results of the examination.

The program defines general and partial criteria for assessing the knowledge, skills and competencies acquired by applicants for higher education.

The values of the evaluation criteria should allow to assess the degree and quality of mastering the educational program, the readiness of the applicants for higher education for practical activities and become the basis for awarding the appropriate qualification.

6. The procedure for forming the composition, authorities and duties of the EB officials

6.1. The procedure for forming the composition of the examination commissions

The EB consists of:

- chairman;

- his/her deputy(s);

- secretary;

- heads of subboards;

- EB members.

The Examination Board consists of subboard, each of which consists of a subboard chairman and 2-3 members.

In order to fulfill the tasks of executing the documents of the subboards and organizing their storage, the Commandant of the Academy shall appoint secretaries of the subboards who are not members of the EB.

The chairman of the EB and his/her deputy(s) are appointed by the Minister of Defense of Ukraine. The chairman of the EB is appointed from among the chiefs of structural subdivisions of the Ministry of Defense of Ukraine, the General Staff of the Armed Forces of Ukraine and other military command and control bodies that are customers for the training of military specialists.

The same official may be appointed as the chairman of the EB or deputy chairman of the EB for no more than three consecutive years.

The Secretary of the EB, heads of subboards and members of the EB (including those from other military control bodies, military units, institutions and organizations that are not customers for the training of military specialists) for certification of the Academy's applicants for higher education subordinate to the heads of military management bodies of the Armed Forces of Ukraine are appointed by the order of the Commander-in-Chief of the Armed Forces of Ukraine.

The members of the EB who are servicemen and employees of the Academy are appointed by the order of the Commandant of the Academy.

The heads of the subboards of the EB are appointed from among the officials of the structural subdivisions of the Ministry of Defense of Ukraine, the General Staff of the Armed Forces of Ukraine and military command and control bodies that are customers for the training of military specialists, as well as representatives of military command and control bodies and military units who hold positions not lower than deputy commander (chief of service) of a military unit and are specialists in the relevant specialty (specialization) of training.

The members of the subboards of the EB are highly qualified specialists from among the scientific and pedagogical (research) staff of the specialized and other departments of the Academy, who train military specialists in the relevant or related specialty (specialization).

The number of scientific and pedagogical (research) workers involved in the work of the subboards of the EB from other higher education institutions and higher education institutions and representatives of the customer for the training of military specialists should be not less than 10% of the total number of subboard members.

The Secretary of the EB is appointed by the chief of the Educational Department of the Academy or his deputy.

The total number of subboards of the EB and their personnel shall be established depending on the number of educational programs for training military specialists of the relevant level of education, the number of applicants for higher education undergoing certification at the Academy and the timing of certification.

The EB subboard takes exams and conducts defence of the qualification papers of the applicants who were trained under one educational program for military specialists of the corresponding level of education.

If the number of applicants for education who have been trained in the relevant specialty (specialization) is small, joint subboards for several related specialties (specializations) are established.

6.2. Powers and duties of officials of examination boards

6.2.1. Powers and duties of the Head of the EB

The chairman of the EB is responsible for compliance with the procedure for certification of the Academy's applicants for higher education.

The chairman of the EB is obliged to:

know the requirements of regulations and documents on the organization of the educational process at the Academy;

familiarize himself with the report on the results of the previous year's work of the EB and the activities of the Academy to eliminate shortcomings and implement the proposals of the EB;

to inform the members of the EB the requirements of the regulatory legal acts on the certification of the Academy's applicants for higher education: forms of examinations and defense of qualification works, uniform requirements for assessing the knowledge, skills and abilities of applicants for higher education, criteria for evaluating qualification works, etc;

to ensure the work of the EB in accordance with the approved regulations and schedule of examinations and defense of qualification works;

to manage the work of the EB;

to participate in the work of subboards, including those that conduct certification of applicants for higher education who are candidates for the gold medal "For High Achievement in Education";

to reports of the heads of subboards and approve protocols on the results of examinations and defense of qualification works for the current day;

supervise the work of the secretary of the EB in preparing the necessary documents for the start of the board's work and drawing up the minutes;

to sign decisions on awarding the relevant degrees of higher education to applicants who have successfully passed the certification, conferring professional qualifications, issuing diplomas, awarding gold medals "For High Achievement in Education" and entering them on the Academy's Board of Honor;

to make decisions on the publication of qualification works of applicants for education (not performed on special topics) on the official website of the Academy or its subdivision or in the depository of academic texts;

to consider applications or complaints from applicants for education on the issues of passing examinations, defense of qualification works and make appropriate decisions;

to approve the report on the results of the work of the EB and the decisions of the EB after their discussion.

6.2.2. Authorities and duties of the deputy chairman of the EB

The deputy chairman of the EB is responsible for organizing the work of the EB, observing the procedure for certification of applicants for education of the Academy.

The deputy chairman of the EB is obliged to:

manage the work of the EB on behalf of the chairman of the EB;

know the requirements of regulations and documents on the organization of the educational process at the Academy;

to organize the work of the EB to test and evaluate the theoretical knowledge and practical training of the Academy's applicants for higher education in order to establish their compliance with the requirements of higher

education standards, educational programs for training military specialists, curricula and programs;

to familiarize themselves with the requirements of regulations on the certification of applicants for education: the form of examinations and defense of qualification works, uniform requirements for assessing the knowledge, skills and abilities of applicants for education, criteria for evaluating qualification works, etc;

monitor the implementation of the EB's work schedule, the schedule of examinations and defense of qualification works;

on behalf of the chairman of the EB, participate in the work of the EB subboards;

to manage the work on the development of the draft decision of the EB, the report on the certification of applicants for higher education.

6.2.3. Authorities and duties of the head of the EB Subboard

The head of the EB subboard is responsible for assessing the quality of preparation and compliance with the procedure for certification of applicants for higher education in the relevant subboard.

The Head of the EB subboard is obliged to:

manage the work of the EB subboard;

know the requirements of regulations and documents on the organization of the educational process at the Academy, the content of educational programs for training military specialists of the appropriate level of education, curriculum and programs of academic disciplines in the specialization in which the certification of applicants for education is carried out

know the requirements of regulations on the certification of applicants for education: forms of examinations and defense of qualification works, uniform requirements for assessing the knowledge, skills and abilities of applicants for education, criteria for evaluating qualification works;

personally, objectively assess the knowledge and skills of applicants for higher education within the limits defined by the relevant higher education standards (professional standards), in accordance with the requirements of regulations on certification of applicants for higher education;

attend examinations and defense of qualification works, meetings of the subboard when discussing the results of certification and grading, deciding on the award of the relevant degree of higher education and professional qualification, and making decisions on the issuance of diplomas;

to prepare proposals for further improvement of the educational process and improvement of the quality of training of military specialists at the Academy in the relevant specializations of training of military specialists;

to ensure compliance with the requirements for the protection of state secrets and protection of other restricted information during examinations, defense of qualification works by applicants for education;

daily, after approval by the chairman of the EB of the protocols of examinations and defense of qualification papers, personally provide the secretary of the Examination Board with the results of examinations, defense of

qualification papers, suggestions for positive experience and comments to formulate a report on the work of the Examination Board.

6.2.4. Authorities and duties of the secretary of the EB

The secretary of the EB is responsible for the timely execution of the instructions of the chairman of the EB and his deputy on the organization of the EB's work.

The secretary of the EB is obliged to:

- know the requirements of regulations and documents on the organization of the educational process at the Academy;

- on behalf of the chairman of the EB, monitor the timely implementation of the activities of the EB work plan;

- organize and ensure the organizational and final meetings of the EB;

- timely communicate to the heads of the EB subboards the orders of the chairman of the EB;

- organize the work of the secretaries of the examination subboards;

- monitor the implementation of the certification schedule;

- to prepare a draft decision of the EB and a report on the certification of the Academy's applicants for higher education;

- to summarize proposals for further improvement of the educational process and improvement of the quality of training of military specialists at the Academy in the relevant specializations provided by the heads of the subboards.

6.2.5. Authorities and duties of the EB member

A member of the EB is responsible for an objective assessment of the quality of training of applicants for education.

The EB member is obliged to:

- to know the requirements of the regulatory documents on the organization of the educational process at the Academy, the content of the educational program for training military specialists of the appropriate level of education, the curriculum and programs of academic disciplines in the specialization in which the certification of applicants is carried out;

- familiarize themselves with the requirements of regulations on the certification of applicants for education: the form of examinations and defense of qualification papers, uniform requirements for assessing the knowledge, skills and abilities of applicants for education, criteria for evaluating qualification papers;

- to objectively assess the knowledge and skills of military specialists within the limits defined by higher education standards (professional standards) and in accordance with the requirements of regulations on the certification of applicants for higher education;

- to be present during examinations or defense of qualification papers, at meetings of the subboard when discussing the results of examinations and assigning grades, deciding on the award of the relevant degree of higher education and professional qualification, and making decisions on the issuance of diplomas (certificates);

to prepare proposals for further improvement of the educational process and improvement of the quality of training of military specialists at the Academy in the relevant specialization of training of military specialists;

to ensure compliance with the requirements for the protection of state secrets and protection of other restricted information during examinations and defense of qualification papers by the applicants for higher education.

6.2.6. Authorities and duties of the secretary of the EB Subboard

The secretary of the EB subboard is responsible for the timely execution of the instructions of the head of the EB subboard on the organization of the EB work.

The secretary of the EB shall be obliged to:

know the requirements of regulations and documents on the organization and conduct of certification at the Academy;

timely prepare certain documents for the meetings of the EB subboard, including the conclusion on the absence of plagiarism in qualification papers

organize and ensure the holding of meetings of the EB subboard;

keep a working list of the subboard of the Examination Board;

to draw up the minutes of the subboard meeting, the analysis sheet of the organization and conduct of the USQE (qualification examination, defense of qualification work).

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7. Work of the EB before the start of certification of applicants for higher military education

7.1. Guiding documents to be submitted to the EB before the start of certification of applicants for higher military education

The EB begins its work at the Academy two days before the start of the certification of applicants for higher military education.

The following documents are submitted to the EB by the command of the Academy and heads of structural subdivisions to study the state of affairs regarding the organization of the educational process:

licenses to conduct educational activities and certificates of accreditation of graduate training programs (on the websites of state educational authorities);

educational programs for the training of military specialists of the appropriate level of education;

educational programs of courses of professional military education (military specialists of the officer corps) for the relevant levels of military education;

curricula and work programs of academic disciplines;

the order of the Commandant of the Academy on the admission of graduates to certification;

order of the Commandant of the Academy on appointment of officials who are military personnel and employees of the Academy to the EB;

certification schedule approved by the Commandant of the Academy;

examination materials: (examination tests (question papers), comprehensive qualification tasks, etc.) developed in accordance with the program of the certification examination (USQE, comprehensive qualification examination);

service characteristics and service cards for each student;

the EB report on the certification of applicants for higher education last year, acts, orders of the relevant heads based on the results of inspections (inspections), conclusions of the accreditation examination (inspection) of educational activities, analytical materials on the admission and graduation of applicants for higher education;

study cards for each student and a summary checklist for the study group.

The summary checklist is signed by the chief of the faculty (institute) and contains grades that are entered in the annex to the diploma (certificate, certificate).

7.2. Responsibilities of the chairman of the EB before the start of certification of applicants for higher military education

During this period, the chairman of the EB holds a meeting with the heads of subboards and other members of the EB and an organizational meeting, where the command of the Academy, institutes, faculties, commanders of graduate units, chiefs of departments, divisions, services are introduced to the EB and a report of the Commandant of the Academy on the implementation of educational programs for training military specialists of the appropriate level of education, the readiness of the Academy for certification, as well as reports of the heads of structural subdivisions (institutes, faculties) on the quality and degree of training are heard.

The chairman of the EB reviews and approves:

the work schedule of the EB;

examination papers (variants of complex tasks (tests) for certification examinations (USQE, comprehensive qualification examinations);

a list of visual aids and reference materials that are allowed to be used by applicants for higher education during examinations;

the USQE evaluation criteria (unless specified in the USQE program).

The content of the examination papers (comprehensive qualification tasks) must comply with the program of the certification exam (USQE, comprehensive qualification exam). At the same time, the number of sets of examination papers (comprehensive qualification tasks) corresponds to the number of study subgroups that take certification exams (USQE, comprehensive qualification exams).

To conduct a certification exam (USQE, comprehensive qualification exam) with a separate test of theoretical knowledge and practical skills, separate sets of tasks (question papers) are developed for the theoretical and practical parts of the certification exam (USQE, comprehensive qualification exam).

The number of tasks (question papers, test options) in each set must be 15% higher than the number of applicants for higher education in the study subgroup.

Prior to the start of the certification examinations (USQE, comprehensive qualification examinations) and the defense of qualification papers, the chairman of the EB:

- communicates to the EB members the unified requirements for assessing theoretical knowledge and practical skills of applicants for higher education during the certification exam (USQE, comprehensive qualification exam), criteria for assessing the defense of qualification papers;

- determines the compliance of applicants for higher education with the established requirements for awarding the gold medal "For High Achievement in Education";

- organizes the work of the heads of subboards for preliminary examination of qualification works;

- sets tasks to the heads of subboards for the systematic daily accumulation and generalization of material for the preparation of a report on the work of the EB, determines the timing and procedure for reporting on the results of the current work to the chairman of the EB;

- determines the time of reception of applicants for education, scientific and pedagogical (scientific) workers of the Academy on personal issues;

- introduces the heads of the EB subboards to the applicants for education and scientific and pedagogical (research) staff of the Academy.

7.3. Duties of the deputy (deputies) chairman of the EB and the heads of the subboards before the certification of applicants for higher military education

The deputy (deputies) chairman of the EB and the heads of the subboards study the summary information, academic and service records of the applicants.

If there are several examination grades in the academic record of an applicant for education, a student-intern in one academic discipline, the average weighted grade is issued in addition to the diploma with rounding to its integer value according to the rules of arithmetic rounding.

In the case of a result with an indicator of 0.5, rounding is carried out to a higher value.

8. Work of the EB during the certification examinations (USQE, comprehensive qualification examinations) and defense of qualification works

Passing certification exams (USQEs, comprehensive qualification exams) and defense of qualification papers is conducted at a meeting of the examination subboard, with the participation of at least half of its members with the mandatory presence of the chairman of the subboard.

Also present may be: the head of the qualification work, representatives of the customer for the training of specialists, scientific and pedagogical (scientific, pedagogical) workers and the command of the Academy, as well as applicants

for higher education with the permission of the chairman of the EB or his deputy.

In addition to the members of the EB, the following persons may attend the USQE: the Academy's command, the Commander of the Land Forces of the Armed Forces of Ukraine or persons designated by him, representatives of the customer for training of military specialists in the relevant specializations.

Other persons may be present with the permission of the chairman of the EB or his deputy.

8.1. Schedule of exams and defense of qualification works

The schedule of examinations and defense of qualification papers is drawn up by the academic department of the Academy, signed by the chief of the academic department, agreed upon by the Deputy Commandant of the Academy for education, approved by the Commandant of the Academy and communicated to the applicants for higher education no later than one month before the start of the certification.

In order to establish the required number of subboards for the certification of graduates, the draft certification schedule is developed by the academic department by March 01 and on its basis proposals are submitted to the Command of the Land Forces of the Armed Forces of Ukraine on the number of subboards for all levels of education and specializations.

In the case of a large number of applicants for education, in order to pass the exam in the study group in which the certification is conducted, it is divided into the appropriate number of study subgroups.

The schedule should provide up to 3 days to prepare for each exam, except for the final exam in physical training, which does not provide time to prepare for it and the possibility of filing an appeal by applicants for higher education within three days.

It is advisable to plan the defense of up to 10 bachelor's theses and up to 5 master's theses at one EB meeting.

In the oral form of the qualification (certification) exam or the USQE, no more than 15 applicants for education.

The duration of qualification (certification) exams and the USQE and the defense of qualification works should not exceed 6 academic hours per day.

8.2. Peculiarities of the organization of the defense of qualification works

During the organization of the defense of qualification works, no later than one day before the defense, the following are submitted to the EB for preliminary review through the secretary of the subboard:

- qualification works with written feedback from supervisors on their performance;

- reviews of the completed qualification work;

- conclusions on the absence of academic plagiarism;

materials that characterize the scientific and practical value of the completed qualification work (patents and applications for inventions, printed articles, documents confirming the practical use of the work results, models, if available).

The members of the subboard examine the qualification papers submitted for defense and carry out a preliminary assessment of their quality.

The defense of qualification papers containing information constituting a state secret shall be carried out in compliance with the requirements of the legislation in the field of state secret protection.

8.3. Peculiarities of the organization of certification examinations (USQE, comprehensive qualification examinations)

The following documents shall be submitted to the subboard in case of taking the certification examination (USQE, comprehensive qualification examination)

- the program of the certification exam (USQE, comprehensive qualification exam);

- evaluation criteria for the USQE (if not specified in the USQE program);

- list of persons taking the certification exam (USQE, comprehensive qualification exam);

- academic and service cards of each student;

- a set of examination question papers or task variants;

- a list of visual aids, reference materials provided for use by applicants for higher education during the preparation and answering questions of the examination paper, including technical and didactic means, laboratory equipment;

- protocols (in duplicate) per group.

The level of practical training of applicants for higher education in tactical training is checked in accordance with the requirements of the certification exam program (USQE, comprehensive qualification exam) by solving tactical, tactical and special tasks (complex qualification or situational tasks) for the organization, conduct and support of combat operations, usually on the ground, at command posts using regular means of control, communication, as well as weapons and military equipment.

Based on the results of the certification exam (USQE, comprehensive qualification exam) with a separate test of theoretical knowledge and practical training of applicants, an overall grade is assigned.

8.4. Procedure for passing certification exams (USQE, comprehensive qualification exams) and defending qualification papers

8.4.1. Passing certification exams (USQE, comprehensive qualification exams)

The head of the subboard checks the readiness of the premises for the control activity, the availability of certain documents, manuals and reference

materials and their compliance on the eve of the examination from 15.00 to 16.30.

A variant of the equipment of the classroom for the certification is given in Annex 2.

On the day of the certification, the chairman of the subboard receives the exam papers from the secretary of the examination board at 8.00 a.m. In case of certification at the field facilities, the head of the subboard receives the exam papers the day before, and clarifies the version of the papers in person (by phone) at 8.00 a.m. on the day of certification.

The chairman of the subboard accepts the report of the commander of the educational unit on the readiness of the cadets to take the certification exam (USQE, comprehensive qualification exam) (hereinafter referred to as USQE) within the established timeframe, gives the necessary instructions and recommendations on its organization and conduct, and leaves three or four people who are being certified in the room.

The cadet who has arrived to take the USQE reports to the head of the subboard, for example: "Mr. Colonel! Cadet Sidorenko has arrived to take the USQE", receives the exam question, states its number, reads out the questions and, if necessary, clarifies their content with the members of the subboard, receives a sheet of paper to answer, approaches a separate table and prepares to answer. If necessary, he/she uses technical means of training and classroom equipment. The cadet is given at least 30 minutes to prepare for the answer.

Up to 30 minutes are allotted for the certification exam per cadet, and up to 90 minutes for the EQE (comprehensive qualification exam).

Cadets have the right to answer (report, solution) to the questions of only one examination paper (test). The examination paper chosen by the cadet is not allowed to be replaced.

The student may use authorized reference materials according to the approved list. For the use of other auxiliary and reference materials, a cadet may be excluded from further certification.

The integrated combined arms test component of the USQE can be taken on computer in the central web resource repository of the distance learning system of the Armed Forces of Ukraine.

In this case, the educational department ensures the registration of graduates admitted to the certification and the chairman of the subboard for the USQE in the central repository of web resources of the distance learning system of the Armed Forces of Ukraine.

In preparation for the answer to the chosen questions, the cadet outlines a plan and writes the thesis of the answer, if necessary, performs drawings, diagrams and calculations on a board or sheet of paper, using the permitted materials, selects the necessary posters or diagrams for the answer.

When ready to answer, or when the time allotted for preparation has expired, the cadet, with the permission of the board members or at their call, answers the questions.

After answering, the cadet returns the question paper, drafts and, with the permission of the chairman of the subboard, leaves the room, after which the next cadet enters.

During the USQE, the members of the subboard evaluate the answers to each question of the paper.

8.4.2. Procedure for the defense of qualification papers

When organizing the defense of qualification works, deputy chiefs of faculties for educational and scientific work - chiefs of educational units no later than two days before the defense through the secretary of the subboard submit to the subboard for preliminary review qualification works with written feedback from supervisors, conclusions of heads of graduating departments, on the admission of cadets to the defense, a written review of the qualification work and conclusions on the absence of academic plagiarism.

Other materials that characterize the scientific and practical value of the completed qualification work may also be submitted: certificates and applications for inventions, printed articles, documents indicating the practical use of the qualification work, models, etc.

The members of the subboard study the qualification work submitted for defense, give a preliminary assessment of the quality of the work performed in order to form a general opinion on its content and compliance with the requirements of the guidelines for its execution.

By 12.00 pm on the eve of the defense, the secretary of the subboard provides the chairman of the examination committee with the content of the qualification work of candidates for a diploma with honors through the secretary of the examination board.

During the defense of qualification works, the supervisor of the work must be present.

The cadet arrives on time to defend the qualification work and reports to the chairman of the subboard: "Mr. Colonel! Cadet Sidorenko has arrived to defend his qualification paper" and names the topic.

Using informational material (slides, posters, layout, samples), he/she presents the content of the qualification work with justification of the main provisions and conclusions.

Option of time allocation for the qualification work defense:

announcement by the secretary of the subboard of the general results of the program (the number of grades "excellent", "good", "satisfactory", grade point average) - up to 5 minutes;

a report of the graduate (20 - 35 minutes) in any form on the content of the work, the main technical (scientific) solutions, the results obtained and the degree of completion of the task. Various forms of visualization of the report may be used: mandatory graphic material of the work defined by the assignment, slides, multimedia projectors, audio, video equipment, etc;

demonstration of the experiment (up to 5 minutes);

answers to questions of the subboard members (up to 15 minutes);

announcement by the secretary of the subboard of the supervisor's feedback or the supervisor's speech with a brief description of the graduate's work, the degree of his/her independence in solving issues while writing the work, strengths and weaknesses as a future specialist, personal opinion on further use (up to 5 minutes);

announcement by the secretary of the examination subboard of the review of the work (up to 5 minutes);

discussion of the results of the qualification work defense (without the presence of the graduate);

announcement of the preliminary grade by the chairman of the subboard.

As a rule, cadets defend their qualification work in the state language. Defense in English is allowed if it is provided by the subject of the work.

The master's thesis defense is allocated up to 70 minutes, including 20 to 35 minutes for the report of the student; bachelor's qualification work - up to 30 minutes, including up to 20 minutes for the report.

8.5. Determining the assessment of knowledge of higher military education applicants for higher education during the defense of qualification works, passing the certification exam (USQE, comprehensive qualification exam)

Based on the results of the certification exam (USQE, comprehensive qualification exam) with a separate test of knowledge and preparedness of applicants for higher education, an overall grade is assigned.

To determine the assessment of knowledge during the defense of qualification works, the Academy develops Methodological recommendations for the defense of bachelor's (master's) qualification work, which define the form of defense of qualification work;

unified requirements for the assessment of knowledge, skills and abilities of applicants for higher education, criteria for evaluating qualification work.

Methodical recommendations for the defense of qualification works are developed by the departments where the defense of these works is carried out under the guidance of the educational department (part).

They are signed by the head of the developer's department, approved by the Deputy Head of the education, approved by the Academic Council of the Academy and approved by the Commandant of the Academy.

Methodological recommendations for the development and defense of qualification works are communicated to applicants for higher education no later than one semester before the start of graduate certification.

The results of the defense of the qualification work, passing the certification exam (USQE, comprehensive qualification exam) by applicants for education are evaluated in accordance with the program of the certification exam (USQE, comprehensive qualification exam).

Repeated passing of the certification examination (USQE, comprehensive qualification examination) and defense of qualification work in order to improve the grade are not allowed.

During the certification, when determining the grade of the student, the following are taken into account

the level of his/her professional (scientific) training, knowledge of statutes, guidelines and other governing documents, the ability to creatively apply the acquired knowledge to solve practical problems, knowledge of regulations, combat capabilities and technical characteristics of weapons and military equipment in the relevant military specialty;

practical training, field training and experience gained during participation in combat operations in Ukraine;

ability to use combat experience, experience of military exercises and combat training of troops (forces), modern achievements of science and technology, and to draw reasonable conclusions;

the use of electronic computers in tactical and engineering calculations, the quality of the materials submitted for defense;

the quality of the report (validity, clarity, brevity), the ability of the student to confidently and correctly answer questions and justify actions, logically build their report (speech), and reasonably defend their own point of view;

the formation of methodological skills in the student.

Discussion of the results of the certification exam (USQE, comprehensive qualification exam) or defense of qualification work in relation to each student is held at a closed meeting of the EB subboard.

To resolve controversial issues, the head of the qualification work, the head of the relevant department, in which the certification exam (USQE, comprehensive qualification exam) is taken or the qualification work is defended, and, if necessary, with the permission of the chairman of the EB, also specialists from other EB subboards are invited to discuss.

The decision on the grade for the certification examination (USQE, comprehensive qualification examination) and the defense of the qualification work for each student is made by open vote only by the members of this subboard by a majority vote.

If the number of votes determining different grades is equal, the vote of the chairman of the subboard is decisive.

The final assessment of the results of studying at the Academy of Higher Education Applicants during the defense of a specific qualification work, passing the certification exam (USQE, comprehensive qualification exam) consists of the sum of points obtained for answering the questions of the question paper (test) and is calculated on a 100-point scale, ECTS scale and national scale.

The ratio of scales is shown in the table:

| national scale | ECTS scale | 100-point scale | extended scale |
|----------------|------------|-----------------|----------------|
| excellent | A | 90 - 100 | excellent |
| good | B | 80 - 89 | very good |

| | | | |
|----------------|----|---------|--|
| | C | 65 - 79 | good |
| satisfactory | D | 55 - 64 | satisfactory |
| | E | 50 - 54 | sufficiently |
| unsatisfactory | FX | 1-49 | unsatisfactory with the possibility of retaking. |

A grade on a 100-point scale is recorded directly in the annex to the higher education diploma.

In accordance with the USQE programs approved by orders of the Ministry of Defense of Ukraine and other executive bodies of state power, the USQE question paper consists of questions of the general and special parts, the share of each of them is 50%.

The number of questions on the question paper is determined by the graduating department, in accordance with the USQE program. For example.

| | Component | Share of questions (%) | | | |
|---|--|------------------------|-----|-----|-----|
| | | MI | TT | FA | EC |
| | Total, of which: | 50% | | | |
| 1 | General tactics and basics of military management | 20% | | | |
| 2 | Organization of daily activities of units and military leadership | 15% | | | |
| 3 | Issues of comprehensive support | 15% | | | |
| | Special part | 50% | | | |
| | Mechanized troops, including: | 50% | | | |
| 1 | Fundamentals of combat use of mechanized units | 15% | | | |
| 2 | Preparation and combat employment of a mechanized platoon | 35% | | | |
| | Tank troops, including: | | 50% | | |
| 1 | Fundamentals of combat employment of tank units | | 15% | | |
| 2 | Training and combat employment of a tank platoon | | 35% | | |
| | Artillery units, including: | | | 50% | |
| 1 | Fundamentals of combat employment of artillery units | | | 18% | |
| 2 | Combat operating | | | 18% | |
| 3 | Operation of weapons and military equipment | | | 14% | |
| | Engineering units, including: | | | | 50% |
| 1 | Fundamentals of combat employment of military units (subdivisions) of engineering troops | | | | 15% |
| 2 | Preparation and combat employment of engineering troops | | | | 35% |
| | Number of questions, including: | 5 | 5 | 6 | 5 |
| | general part | 3 | 3 | 3 | 3 |
| | special part | 2 | 2 | 3 | 2 |

When forming the evaluation criteria, the weighting of questions is established, the sum of which should not exceed 100 points.

For example, here is a 5 question test for specialists in mechanized units:

| № Questions | General part | | | Special part | | Total |
|------------------|--------------|------------|------------|--------------|------------|------------|
| | 1 question | 2 question | 3 question | 4 question | 5 question | |
| Weighting factor | 20 | 15 | 15 | 15 | 35 | 100 points |

Each individual question is evaluated within a certain range, and the criteria for evaluating the student's answer must meet the following requirements

| | |
|-----------|--|
| Excellent | Excellent level of knowledge. Automatic level of performance of professional tasks. |
| very good | Very good knowledge (few inaccuracies). High skill in solving professional tasks. |
| good | Correct understanding of the material (minor deficiencies). Confident skills in performing practical tasks. |

| | |
|----------------|--|
| satisfactory | Medium knowledge of the material, poorly reasoned answers. Medium skills for solving professional problems. |
| sufficient | Weak knowledge of the educational material, inaccurate, poorly reasoned answers; Weak skills in performing practical tasks. |
| unsatisfactory | Incorrect answer, ignorance of a significant part of the educational material. Incorrect performance of practical tasks |

A variant of the ratio of points and assessment criteria is shown in the table.

| 1 question | 2 questions | 3 questions | 4 questions | 5 questions | Evaluation criteria | |
|--------------------------|-------------|-------------|--------------------------|-------------|---------------------|---|
| Max. number of points | | | | | | |
| General part of the test | | | Special part of the test | | | |
| 20 | 15 | 15 | 15 | 35 | | |
| 19-20 | 14-15 | 14-15 | 14-15 | 33-35 | Excellent | Excellent level of knowledge. Automatic level of professional tasks. |
| 17-18 | 11-13 | 11-13 | 11-13 | 26-32 | very good | Very good knowledge (few inaccuracies). High skill in solving professional problems. |
| 13-16 | 9-10 | 9-10 | 9-10 | 19-25 | Good | Correctt understanding of the material (minor deficiencies). Confident skills in performing practical tasks. |
| 9-12 | 7-8 | 7-8 | 7-8 | 13-18 | satisfactory | Medium knowledge of the course material, poorly reasoned answers. Medium skills for solving professional problems. |
| 5-8 | 4-6 | 4-6 | 4-6 | 7-12 | sufficient | Poor knowledge of the material, inaccurate, poorly reasoned answers; Poor skills in performing practical tasks. |
| 1-4 | 1-3 | 1-3 | 1-3 | 1-6 | unsatisfactory | Incorrect answer, ignorance of a significant part of the educational material. Incorrect performance of the practical task |

Each member of the subboard enters the number of points for the answer in accordance with the evaluation criteria in his/her work sheet.

The secretary of the subboard enters the average arithmetic score determined by all members of the examination subboard in the working paper of the examination committee. For example.

| | 1 question | | | | 2 question | | | | 3 question | | | | 4 question | | | | 5 question | | | | Final assessment | | |
|---------------|------------|--------------------------|--------------------------|-----------------|------------|--------------------------|--------------------------|-----------------|------------|--------------------------|--------------------------|-----------------|------------|--------------------------|--------------------------|-----------------|------------|--------------------------|--------------------------|-----------------|------------------|------------|----------------|
| | Chairman | 1 member of the subboard | 2 member of the subboard | Arithmetic mean | Chairman | 1 member of the subboard | 2 member of the subboard | Arithmetic mean | Chairman | 1 member of the subboard | 2 member of the subboard | Arithmetic mean | Chairman | 1 member of the subboard | 2 member of the subboard | Arithmetic mean | Chairman | 1 member of the subboard | 2 member of the subboard | Arithmetic mean | 100 point scale | ECTS scale | National scale |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. | 18. | 19. | 20. | 21. | 22. | 23. | 24. |
| Petrenko O.O. | 10 | 12 | 12 | 11 | 11 | 13 | 10 | 11 | 4 | 8 | 7 | 6 | 9 | 7 | 8 | 8 | 19 | 25 | 25 | 23 | 59 | D | satisfactory |
| | | | | | | | | | | | | | | | | | | | | | | | |

8.6. Procedure of the EB in case of unsuccessful completion of the certification examination (USQE, comprehensive qualification examinations) or defense of the qualification work and in case of receiving a grade of "unsatisfactory" for passing other examinations during certification

A student who has received a grade of "unsatisfactory" for a certification exam (USQE, comprehensive qualification exam) or during the defense of a qualification work is not deprived of the right to continue to take other exams or defend a qualification work.

In case of non-arrival of the student to the meeting of the EB subboard to take exams or defend the qualification work, the name of the graduate is marked "Did not attend" in the minutes of the commission. He/she is not certified due to failure to attend the subboard meeting.

In case of non-arrival of the applicant for the certification exam (USQE, comprehensive qualification exam) or defense of the qualification work for a valid reason (illness, family circumstances, business trip, etc.), confirmed by documents, the chairman of the EB, at the request of the Commandant of the Academy, may determine the time and place of examinations or defense of the work for this applicant separately both during the period of the EB's work at the Academy and within the entire term of its authority.

In case of failure to pass the exams or defend the qualification work, a person is considered to have failed to fulfill the individual curriculum and is expelled from the higher education institution in accordance with clause 4 of part one of Article 46 of the Law of Ukraine "On Higher Education".

Such a person may be reinstated to study for a higher education degree in the same specialty for a single retake of the certification exam (USQE, comprehensive qualification exam) or defense of a qualification work.

Applicants for education who are not certified within the period approved for them or who have not passed the certification examinations, have not defended their qualification work, have not passed the comprehensive examination in physical education, special physical training, have the right to re-certification in the next period of the EB's work at the Academy within three years after expulsion.

Re-certification is carried out only in those forms of certification in which unsatisfactory grades were previously received and in the scope of those curricula in which the applicant studied.

In cases of repeated unsatisfactory passing of exams or repeated unsatisfactory defense of qualification work, these persons are not allowed to be certified for the third time.

8.7. Registration of the results of the certification examination (USQE, comprehensive qualification examination) and defense of qualification works

The results of the certification exam (USQE, comprehensive qualification exam) are drawn up in a protocol made in duplicate for the study group of applicants for higher education (Annex 3).

The results of the defense of qualification works are drawn up in a protocol made in duplicate for each student separately (Annex 4).

Separate opinions of the EB subboard members expressed during the discussion of the defense of works or the determination of the grade for applicants for higher education, for passing the certification exam (USQE, comprehensive qualification exam), as well as recommendations for the practical use of qualification work are recorded in the minutes.

The minutes of the meeting of the subboard on passing the certification exam (USQE, comprehensive qualification exam) or defense of qualification papers are approved by the chairman of the EB on the day of the exam or defense of these papers.

In the case of a decision to evaluate an applicant with a dissenting opinion of a member of the subboard, the chairman of the EB must consider controversial issues, involving specialists from the EB or from among the scientific and pedagogical (scientific, pedagogical) staff of the Academy, and make a final decision on the approval of the protocol.

The analysis sheet of the organization and conduct of the certification examination (USQE, comprehensive qualification examination) or defense of qualification works determines the overall assessment of the group, positive aspEBts, characteristic shortcomings in preparation and their causes. A sample of the analysis sheet is provided in Annex 5.

The results of the certification exam (USQE, comprehensive qualification exam) and the defense of qualification works are announced to applicants for higher education on the day the protocols are approved by the chairman of the EB.

In the case of an unsatisfactory defense of a qualification work, the EB determines whether the applicant can submit the same work for re-defense with revisions specified by the commission or whether a new topic needs to be developed.

Admission of applicants for higher education to retake the USQE (comprehensive qualification examination) or defense of qualification work is carried out in accordance with the established procedure.

Graduates who have applications or complaints submit them in the prescribed manner with a brief summary of their content to the secretary of the examination board in accordance with the procedure for reviewing applications and complaints, which is defined in Annex 6.

8.8. Procedure for the chairman of the EB to summarize the work of the Commission

The chairman of the EB daily summarizes the results of the work of the board:

- listen to the reports of the deputy (deputies) chairman of the EB, the secretary of the boards and the heads of the EB subboards on the results of the certification examination (USQE, comprehensive qualification examination) and defense of qualification papers;

- summarizes comments and suggestions on the report on the certification of the Academy graduates;

- approves protocols on passing the certification exam (USQE, comprehensive qualification exam) and defense of qualification papers for the current day;

- provides recommendations to the secretary of the board and the heads of the subboards of the EB on the work for the next day;

reports on the results of the work to the Director of the Department of Military Education and Science of the Ministry of Defense of Ukraine and the Commander of the Land Forces of the Armed Forces of Ukraine.

Upon completion of examinations by all applicants for education or defense of qualification works in one of the subboards, the head of the subboard together with the deputy chairman of the EB holds a joint meeting of the subboard with the management of the relevant institutes, faculties, departments.

At this meeting, the following is carried out:

analysis of examinations and defense of qualification works;

the positive aspects and shortcomings in the training of applicants for higher education are noted;

a conclusion is drawn on the degree of compliance of curricula and programs of disciplines with the requirements of educational programs for training specialists of the relevant level of higher education (military internship training program);

consider other issues related to the improvement of the educational process at the Academy.

The chairman of the EB considers complaints and applications of applicants for education on the issues of passing examinations and defending qualification works personally and makes appropriate decisions before the end of the EB's work.

9. Work of the EB after the completion of certification of applicants for higher military education

9.1. Holding the final meeting of the EB

After the completion of the certification of applicants for education, the Academy holds a final meeting of the EB, where:

discusses and makes decisions on awarding the appropriate degree of higher education, professional qualification and issuance of a higher education document to the applicants who have successfully completed the educational program for training military specialists, as well as awarding gold medals "For High Achievement in Education" and entering them on the Academy's Board of Honor;

decisions are made regarding applicants for higher education who have not passed exams or have not defended their qualification work. In the decision of the EB, these persons are defined as those who have not passed certification (have not completed the individual curriculum);

discuss and summarize the comments and suggestions of the EB on improving the educational process at the Academy;

assesses the quality of theoretical and practical training of applicants for higher education;

review and approve the decision of the EB.

9.2. Decisions of the EB on the graduation of applicants for higher military education

The decision of the EB on the graduation of applicants is the basis for issuing a document on higher military education (diploma of the relevant degree of higher education), awarding professional qualifications, as well as awarding gold medals "For High Achievement in Education" and entering the names of such graduates on the Academy's Board of Honor.

An applicant for education who has successfully completed the educational program for training military specialists of the appropriate level of education, passed the certification, is awarded the appropriate degree of higher education (bachelor's, master's), awarded a professional qualification and issued a relevant document on education under an accredited educational program by the decision of the EB.

An applicant for education who has successfully completed the educational program of training of military specialists, passed all exams and tests, completed individual tasks and practices provided for in the curriculum, received 90-100 points, which corresponds to a grade of "excellent" on the national scale, and had no unsatisfactory grades based on the results of semester control, defended the qualification work and passed the exams, for which he/she received 90-100 points, which corresponds to an "excellent" grade according to the national scale, and also proved himself/herself in scientific and public work, showed exemplary discipline, the EB decision awards the appropriate degree of education, assigns a professional qualification, and issues an education document, in which an entry is made in the "Additional Information" column: "Completed the educational program with honors", is awarded a gold medal

"For high achievements in education", his/her name is entered on the Academy's Board of Honor.

An applicant for education who has successfully completed the educational program for training military specialists of the appropriate level of education and received at least 75% of the grades in all academic disciplines, individual tasks and practices provided for in the curriculum with a score of 90-100 points, which corresponds to the grade of "excellent" on the national scale, and received 80-89 points - "very good" or 65-79 points - "good" for the remaining academic disciplines, individual tasks and practices, did not have unsatisfactory grades based on the results of semester control, defended the qualification work and passed the exams, for which he/she received 90-100 points, which corresponds to the grade of "excellent" according to the national scale, proved himself/herself in scientific and public work, showed exemplary discipline, the EB decision awards the appropriate degree of education, assigns a professional qualification and issues an education document, in which an entry is made in the "Additional Information" column: "Completed the educational program with honors".

Applicants for education of the military institutions are issued badges in accordance with the qualification obtained.

Applicants for higher education of the Academy are issued badges in accordance with the qualification obtained.

The decision of the Examination Board is signed by the chairman of the EB, his/her deputy(s), secretary and members of the EB (Annex 7).

9.3. Decisions of the EB on the graduation of foreign citizens from professional higher education and higher education

By a separate decision, the EB confirms that foreigners who have fully completed the educational program for the training of military specialists, curricula and successfully passed the certification have received the relevant degrees of education and professional qualifications, and also decides to issue the relevant educational documents in Ukrainian and foreign languages to the applicants.

9.4. Preparation of the EB's report on the certification of applicants for higher military education

Based on the results of the work of the EB, it prepares a report on the certification of the Academy's applicants for higher education (Annex 8).

The report reflects:

results of passing certification examinations (USQE, comprehensive qualification examinations), defense of qualification papers and a comprehensive examination in physical education, special physical training

quality of theoretical and practical training of applicants for higher education, by specialization, level of their field training, practical training;

the formation of the necessary competencies and the degree of achievement of the requirements of higher education standards and professional standards of training of military specialists of the relevant level of education, shortcomings in the training of applicants for higher education in certain disciplines and sections of training, the reasons for their occurrence;

level of development of qualification works, their relevance and compliance with the current state of development of military science and technology, scientific and theoretical level and practical orientation of these works, quality of their execution and defense;

consideration of the experience of using troops (forces) in the course of combat operations in the subject matter of qualification works;

compliance of the material and technical base of the Academy with the licensing requirements for higher education institutions;

general characteristics of the Academy's applicants for higher education with the relevant analysis of the implementation of curricula and programs. The quality of training of part-time applicants for higher education and foreigners is noted separately;

analysis of the organization of the educational process;

a brief description of the scientific and methodological levels of scientific and pedagogical (scientific, pedagogical) staff, composition and level of qualification of the members of the EB;

involvement of representatives of customers in the educational process of the Academy;

compliance of the educational, methodological and material and technical base of the Academy, especially the field, internship bases, with the requirements of modern higher education and training programs;

ensuring the conditions of daily activities and life of applicants for higher education, compliance with the proper conditions of location in accordance with the requirements of the statutes of the Armed Forces of Ukraine;

proposals for eliminating the shortcomings identified during the work of the EB and recommendations for improving the educational process, the content of training and the quality of training of military specialists at the Academy.

The decision and report of the EB are made in four copies and are submitted within one week after the completion of the certification of the Academy graduates:

first copy - to the Director of the Department of Military Education and Science of the Ministry of Defense of Ukraine;

the second copy - to the Commander-in-Chief of the Armed Forces of Ukraine through the Central Military Education Department of the General Staff of the Armed Forces of Ukraine;

the third copy - to the Commander of the Land Forces of the Armed Forces of Ukraine;

the fourth copy - to the Commandant of the Academy.

The chairman of the EB personally reports on the results of the work to the Commander of the Land Forces of the Armed Forces of Ukraine.

The chairman of the EB informs the Director of the Department of Military Education and Science of the Ministry of Defense of Ukraine about the completion and general results of the certification at the Academy.

10. Final provisions

The Regulations shall be put into effect from the moment of approval by the Academic Council of the Academy and issuance of the order of the Commandant of the Academy.

Information about the Regulations shall be posted in the Central Repository of Web Resources of the Distance Learning System of the Armed Forces of Ukraine and on the Academy's website by the Academy's Academic Department.

Amendments and additions to the Regulations shall be made and approved by the Academic Council of the Academy in the same manner as the Regulations themselves.

In the case of discrepancies between the Regulations, regulatory documents of state bodies on education management and documents approved by the Academic Council, the version of the document with the later date of entry into force shall be considered valid.

The control over compliance with the requirements of the Regulations shall be vested in the Deputy Commandant of the Academy for education.

Certification of applicants for education in the specialties in which military specialists are trained for professions for which additional regulation has been introduced and which provide for mandatory state certification (diploma) of specialists, during the period of martial law and within one year after its termination or cancellation, is carried out without the USQE in the forms approved by the academic council of the educational institution.

In this case, the assessment of knowledge of applicants for higher military education during the defense of qualification papers, passing the exam (comprehensive exam) is determined by the exam program. Options for determining the assessment of knowledge of applicants for higher military education are given in Annex 9.