

MINISTRY OF DEFENSE OF UKRAINE
HETMAN PETRO SAHAIDACHNYI NATIONAL ARMY ACADEMY

REGULATIONS
on the expulsion, reinstatement, and transfer
of cadets, students, adjuncts, and citizens of Ukraine
who are studying under the reserve officer training program
at Hetman Petro Sahaidachnyi National Army Academy

Lviv
2025

CONTENTS

General provisions	3
Expulsion of applicants for education	5
Reinstatement for education	14
Transfer of applicants for education	18
Final provisions	23
Annex 1 Algorithm for the officials regarding the expulsion of cadets and students	24
Annex 2 Algorithm for the officials regarding the expulsion of adjuncts and applicants for the third (educational and scientific) level	28
Annex 3 Algorithm for the officials regarding the expulsion of students of advanced training courses	31
Annex 4 Algorithm for the officials regarding the expulsion of Ukrainian citizens studying under the reserve officer training program	33
Annex 5 Algorithm for officials regarding the reinstatement of applicants to be cadets	34
Annex 6 Algorithm for the officials when reinstating candidates to be applicants for the third (educational and scientific) level of higher education	36
Annex 7 Algorithm for officials to follow when reinstating candidates to the list of Ukrainian citizens studying under the reserve officer training program	38
Annex 8 Algorithm for officials to follow when transferring students	40
Annexes 9-12 Sample reports	46
Annex 13 Sample certificate of academic deficiency	50
Annex 14 Sample schedule for eliminating academic differences of higher education applicants	51

1. General provisions

1.1. The Regulations on the expulsion, reinstatement, and transfer of cadets, students, adjuncts, and citizens of Ukraine studying under the reserve officer training program at Hetman Petro Sahaidachnyi National Army Academy (hereinafter referred to as the Regulations) regulate the procedure for expulsion, reinstatement, and transfer of higher education applicants at Hetman Petro Sahaidachnyi National Army Academy (hereinafter referred to as the Academy).

The Regulations have been developed on the basis of the Laws of Ukraine “On Education,” “On Higher Education,” “On Vocational Pre-Higher Education,” “On Military Duty and Military Service,” decrees of the President of Ukraine, acts of the Cabinet of Ministers of Ukraine, regulatory and legal acts of the Ministry of Defense of Ukraine, the Commander-in-Chief of the Armed Forces of Ukraine, the Commander of the Land Forces of the Armed Forces of Ukraine, the Commandant of Hetman Petro Sahaidachnyi National Army Academy, and decisions of collegial bodies.

1.2. These regulations are intended for use in official work and apply to the command and administrative staff of the Academy, scientific and pedagogical (scientific, pedagogical) employees, and applicants: for professional pre-higher education; applicants for the first (bachelor's), second (master's), and third (educational and scientific) levels of higher education; applicants for the third (educational and scientific) level of higher education outside the adjunctury ; students of advanced training courses, students of professional military education courses (hereinafter referred to as course participants) and citizens of Ukraine studying under the reserve officer training program (hereinafter referred to as reserve citizens) on issues of expulsion, reinstatement, and transfer.

1.3. Reports on the transfer, expulsion, and reinstatement of applicants shall be considered within the time limits and in accordance with the procedure established by the Law of Ukraine “On Citizens' Appeals,” the Disciplinary Statute of the Armed Forces of Ukraine, and the Procedure for Organizing Work with Reports of Military Personnel in the System of the Ministry of Defense of Ukraine, approved by Order of the Ministry of Defense of Ukraine No. 531 of August 6, 2024, “On Approval of the Procedure for Organizing Work with Reports of Military Personnel in the System of the Ministry of Defense of Ukraine.”

1.4. Reinstatement of cadets, students, adjuncts, applicants for the third (educational and scientific) level of higher education outside the adjunctury and students of courses who have been expelled from the Academy, as well as the transfer of applicants for pre-higher and higher professional education from one institution of pre-higher military education (hereinafter referred to as PHME), higher military educational institutions (hereinafter referred to as HMEI), military educational units of higher education institutions (hereinafter referred to as MEUHEI) and scientific institutions within the system of the Ministry of

Defense of Ukraine (hereinafter referred to as SI) to others shall, as a rule, be carried out before the beginning of training:

cadets and students – during vacation;

adjuncts – during annual basic leave;

candidates for the third (educational and scientific) level of higher education outside the adjuncture – during annual basic leave;

The transfer of course participants and reserve citizens between military higher educational institutions is not provided.

1.5. The reinstatement (transfer) of students and course participants shall be carried out taking into account the content of the educational (vocational, educational and scientific) programs under which they were admitted and trained, and for reserve citizens, additionally taking into account changes in the cost of military training.

1.6. Any changes regarding the expulsion, transfer, or reinstatement of students shall be implemented by orders.

1.7 Samples of official documents regarding the expulsion, reinstatement, or transfer of students are determined by the personnel and disciplinary department.

1.8. The provisions (set out in the forms and samples of documents) concerning the faculty (in all cases) also apply to institutes, the Military College of Non-Commissioned Officers, and the Center for Advanced Training, and the provisions concerning the chief of the department apply to the chief of the department and the chief of the cycle commission.

1.9. In this document, the term “report” also includes statements if they are submitted in accordance with the established procedure and contain official, personal, or other issues that are subject to consideration by the Academy's officials.

2. Expulsion of applicants for education

2.1. Cadets shall be expelled:

from the first year – by the Commandant of the Academy;

from the second and subsequent years, except for the last year – by the Commandant of the Academy with the permission of the Commander of the Land Forces of the Armed Forces of Ukraine;

from the last year – by the Commander of the Land Forces of the Armed Forces of Ukraine upon the recommendation of the Commandant of the Academy.

2.2. The expulsion of students and adjuncts is carried out by orders of the Minister of Defense of Ukraine (by personnel), upon submissions of the Commandant of the Academy, on the basis of a decision approved by the Academic Council, coordinated with the Department of Military Education and Science of the Ministry of Defense of Ukraine, the Department of Personnel

Policy of the Ministry of Defense of Ukraine, and the Central Directorate of Military Education and Science of the General Staff of the Armed Forces of Ukraine.

The expulsion of a candidate for the third (educational and scientific) level of higher education outside the adjunct program is carried out by order of the Commandant of the Academy, based on a decision approved by the academic council.

2.3. Course students are expelled:

for temporarily arrived personnel - by order of the Commandant of the Academy (the draft order is being worked out by the academic department);

for personnel appointed to positions - by order (on personnel) of the senior commander upon submission of the Commandant of the Academy (in accordance with the requirements of the Regulations on military service by citizens of Ukraine in the Armed Forces of Ukraine) upon submission of the Commandant of the Academy, which is processed by the personnel and drill department;

for students of foreign language courses - by order of the Minister of Defense of Ukraine at the request of the Commandant of the Academy (the draft request is worked out by the academic department).

2.4. Expulsion of reserve citizens, is carried out upon submission of the chief of the military training department by order of the Commandant of the Academy (the draft is worked out by the chief of the military training department).

2.5. The grounds for expelling cadets, students, and adjuncts from studying at the Academy are:

completion of studies in the relevant educational (educational-professional, educational-scientific) program;

failure to fulfill the educational program (individual curriculum - if available);

violation of academic integrity;

unwillingness to continue studying (own desire);

indiscipline of military personnel;

systematic failure to fulfill the terms of the contract by a serviceman;

cancellation of access to state secrets or denial of the highest form of access to state secrets;

refusal to continue military service on the positions of officers, sergeants and non-commissioned officers after completing training at the Academy;

health status;

family circumstances or other valid reasons, the list of which is determined by the Law of Ukraine "On Military Duty and Military Service";

downsizing or reorganizational events;

- a final court verdict of conviction imposing a penalty of imprisonment, restriction of liberty, deprivation of military rank or deprivation of the right to hold certain positions;

- transfer to another PHME, HMEI, MEUHEI and SI (all types of military educational institutions);

- death, recognition by a court as missing or declared dead;

- other cases provided for by law.

2.6. The grounds for expelling applicants for the third (educational and scientific) level of higher education outside the adjunct program from studying at the Academy, in addition to the grounds specified in clause 2.5 of these Regulations, are:

- failure to fulfill the individual curriculum, in particular, violation of the deadlines for its implementation without good reasons provided for by law, violation of the terms of the contract or academic integrity;

- expulsion from work at the Academy of a candidate for a PhD degree outside of adjunctury .

2.7. The grounds for expelling course students are:

- completion of training according to the relevant curriculum of advanced training courses;

- failure to follow the course curriculum;

- academic failure, including the results of current control (only for students of professional military education courses);

- inability to attend classes due to deteriorating health (due to health conditions - only for students of professional military education courses);

- their violation of military discipline or routine;

- receipt of a request from the commander of the military unit (chief of a structural unit of the Ministry of Defense of Ukraine, the Office of the Commander-in-Chief of the Armed Forces of Ukraine, the General Staff of the Armed Forces of Ukraine, the Administration of the State Special Transport Service) in which the trainee is serving (working), or from the chief of the military control body under whose authority the military unit in which the trainee is serving is located, regarding the expulsion of trainees due to official necessity;

- by a court verdict of guilty;

- death, recognition by a court as missing or declared dead;

- other cases provided for by law.

2.8. The grounds for expelling citizens undergoing military training are:

- completion of training in the relevant program;

- failure to complete the curriculum or absence without a valid reason from military training classes (more than 20 percent of the total number of hours of classes scheduled for the semester);

- by own request;
- evasion of tuition fees without a valid reason;
- violation of discipline and public order during studies;
- breach of contract;
- due to health conditions;
- violation of military registration rules;
- death, recognition by a court as missing or declared dead;
- other cases provided for by law.

2.9. Completion of training under the appropriate educational (educational-professional, educational-scientific, curriculum-program of advanced training courses) program means that the cadet, student, adjunct, a student of the third (educational and scientific) level of higher education outside the adjunct program, a course student, reserve citizen, has successfully completed an educational program (curriculum) at the appropriate level of education or at courses, which is subject to an order of the Commandant of the Academy, the draft of which is being worked out:

- for cadets and students – by academic department;
- for adjuncts and applicants for the third (educational and scientific) level of higher education outside the adjunctury – by the scientific and organizational department;
- for course students – by center for advanced training;
- for reserve citizens – by department of military training.

2.10. For failure to fulfill the educational program (individual curriculum, course curriculum, curriculum), cadets, students, adjuncts, applicants for the third (educational and scientific) level of higher education outside the adjunct, students of courses and reserve citizens, which:

- violated the deadlines for completing the individual educational/scientific plan (curriculum of advanced training courses) without good reason;
- according to the results of the final control, they received an unsatisfactory grade in three or more subjects of the curriculum;
- received an unsatisfactory assessment based on the results of the repeated final control within the established period;
- have not completed military training (practice);
- did not pass the final certification (did not pass the single state qualification exam, certification/single comprehensive exam) in one or more academic disciplines or received an unsatisfactory grade when defending a qualification work (qualification project), did not defend a dissertation work) during the certification of education applicants;
- were absent without valid reasons in military training classes (more than 20 percent of the total number of hours of training scheduled for the semester) – only for reserve citizens;

2.11. For academic failure, including based on the results of current control, students of professional military education courses are expelled if:

- received an unsatisfactory assessment based on the results of the re-passing final control;

- received an unsatisfactory grade during the final assessment;

- according to the results of the current control, more than 50% of the educational components provided for by the educational program (curriculum) have unsatisfactory grades.

2.12. Cadets, students, adjuncts, and applicants for the third (educational and scientific) level of higher education outside the adjunct program who, during their studies, violated the norms (rules) of academic integrity, as stipulated in the Regulations on Academic Integrity of Hetman Petro Sahaidachnyi National Army Academy, are expelled for violating academic integrity.

2.13. Cadets, students, adjuncts, applicants for the third (educational and scientific) level of higher education outside the adjunct, reserve citizens who have submitted a report (statement) to the Commandant of the Academy about their unwillingness to continue their education, indicating the reasons for such a decision, are expelled for unwillingness to continue their education (of their own free will).

2.14. For indiscipline (for course students - violation of military discipline or the daily routine, for reserve citizens – violation of discipline and public order while studying at the Academy), cadets, students, adjuncts, applicants for the third (educational and scientific) level of higher education outside the adjunct, students of advanced training courses and reserve citizens are expelled for individual violations of military discipline, which are taken into account for assessing the state of military discipline, the requirements of the statutes of the Armed Forces of Ukraine, public order and the commission of other offenses in accordance with paragraph 2.14 of Section II of the Instructions on organizing the implementation of the Regulations on military service by citizens of Ukraine in the Armed Forces of Ukraine, approved by the order of the Minister of Defense of Ukraine dated April 10, 2009 No. 170.

2.15. Due to systematic non-fulfillment of the terms of the contract by a serviceman (violation of the terms of the contract - for reserve citizens), cadets, students, adjuncts, applicants for the third (educational and scientific) level of higher education outside the adjunct, and reserve citizens who have repeatedly violated the terms of the contract for military service (training) or the contract for military service, taking into account the provisions of the first paragraph of paragraph 228-1 of the Regulations on military service by citizens

of Ukraine in the Armed Forces of Ukraine, approved by Decree of the President of Ukraine dated 10.12.2008 No. 1153, are expelled.

2.16. Due to the cancellation of access to state secrets or the denial of the highest form of access to state secrets, cadets, adjunct students and applicants for the third (educational and scientific) level of higher education outside the adjunct program, who have had their access to state secrets canceled or have had their higher form of access denied on the grounds specified in Article 23 of the Law of Ukraine "On State Secrets", are expelled.

2.17. Due to refusal to continue military service on the positions of officers, sergeants and non-commissioned officers after completing their studies at the Academy, cadets of graduation courses and students of professional military education courses who refused to conclude (sign) a contract for military service in the positions of officers, sergeants and non-commissioned officers after completing their studies at the Academy are expelled.

2.18. By health status, cadets, adjuncts and applicants for the third (educational and scientific) level of higher education outside the adjunct program, reserve citizens, may be expelled based on the relevant conclusion (resolution) of the military medical (medical flight) commission on unfitness for military service.

Students of advanced training courses may be expelled due to deterioration in health based on the relevant conclusion (resolution) of the military medical commission or relevant documents of the Academy's infirmary (military medical institutions) for short-term courses.

2.19. For absence without valid reason on the training session, reserve citizens may be expelled if they are absent for more than 20% of the total number of hours of training sessions scheduled for the training session.

2.20. The list of family circumstances and other valid reasons that may be grounds for the expulsion of students from the ranks of cadets, students of adjuncts, applicants of the third (educational and scientific) level of higher education outside adjunctury and the expulsion of military personnel from military service under a contract is determined in accordance with Part 12 of Article 26 of the Law of Ukraine "On Military Duty and Military Service".

To consider the issue of expelling a cadet due to family circumstances, the Commandant of the Academy, in accordance with the requirements of paragraph 2, clause 213 of the Regulations on military service by citizens of Ukraine in the Armed Forces of Ukraine, approved by the Decree of the President of Ukraine dated 10.12. 2008 No. 1153, sends a request to the relevant head of the territorial recruitment and social support center regarding the examination of the family status and health of the person who requires constant care from the cadet.

The basis for considering the issue of expulsion is the inspection report sent to the Academy by the Commandant of the recruitment center.

2.21. Cadets, students of adjuncts and applicants for the third (educational and scientific) level of higher education outside the adjunctury may be expelled from the Academy due to reorganization related to changes in the number or structure of the Armed Forces of Ukraine on the basis of relevant orders (directives) of the Minister of Defense of Ukraine and the Commander-in-Chief of the Armed Forces of Ukraine.

In the event of the elimination of the Academy due to organizational measures, cadets, students and adjuncts are given the opportunity to complete their education at the Academy or at other military education institution (PHME, VVNIZ, MEUHEI and NU) in accordance with these Regulations.

2.22. In order to prevent bias in considering issues related to expulsion – expulsion of each cadet, adjunct student and applicant for the third (educational and scientific) level of higher education outside the adjunctury, reserve citizens, must be preceded by a personal interview with the Commandant (deputy Commandant) of the Academy and each student (for course students - with the chief of the advanced training center, for reserve citizens – with the chief of the military training department).

2.23. When considering the issue of expulsion of cadets, students, adjuncts and applicants for the third (educational and scientific) level of higher education outside the adjunctury, each case of expulsion (except for expulsion due to health reasons, family circumstances, a verdict by a court, and for applicants for the third (educational and scientific) level of higher education outside the adjunctury - expulsion/transfer to another place of service) is necessarily considered by the Academic Council of the Academy (Pedagogical Council of the Military NCO College).

2.24. When expelling cadets from the second and subsequent courses, students, adjuncts – from all courses, and students of courses who are appointed to positions by order (according to personnel), the following documents are sent to the Commander of the Land Forces of the Armed Forces of Ukraine (except for cases of expulsion due to health reasons and due to verdict of a court that has entered into legal force):

- submission of The Commandant of the Academy on the expulsion of a student with justification for the reason for the expulsion;

- extract from the protocol of the meeting of the Academic Council of the Academy (Pedagogical Council of the Military NCO College), which states the issue of expelling students;

- professional reference for the applicant;

- copies of the student's explanatory notes and materials from official investigations (in case of expulsion for indiscipline);
- a copy of the student's service record;
- a copy of the student's educational record;
- extract from the protocol of the officers' meeting (when expelling a student or adjunct for indiscipline);
- extract from the order on expulsion/transfer to a new position (for applicants for the third (educational and scientific) level of higher education outside the adjunctary program);
- other documents and materials necessary for making a decision.

2.25. When expelling cadets and course students appointed to positions by order (in personnel), due to health reasons, the Commander of the Land Forces of the Armed Forces of Ukraine is provided only with the submission of the Commandant of the Academy.

2.26. The contract for military service (training) is terminated, and the cadet is expelled from the Academy and discharged from military service on the grounds specified in the Law of Ukraine "On Military Duty and Military Service".

2.27. Cadets who have been expelled from the Academy in case of early termination of the contract due to unwillingness to continue their studies (at their own request) or due to indiscipline, systematic failure to fulfill the terms of the contract by a military serviceman, failure to fulfill an individual training plan, and in case of refusal to continue military service in the ranks of sergeants, senior sergeants, and officers, shall reimburse the expenses related to the sustaining at the Academy in accordance with the law.

2.28. Cadets, students, adjuncts and applicants for the third (educational and scientific) level of higher education outside the adjunct program who are expelled from the Academy before completing their studies in the relevant educational (educational and professional, educational and scientific) programs receive an academic certificate containing information about the results of their studies, the names of the disciplines, the grades received, and the number of credits of the European Credit Transfer and Accumulation System (hereinafter referred to as ECTS).

Cadets, students, adjuncts, and applicants for the third (educational and scientific) level of higher education outside the adjunct program who were expelled from the first year (year of study) and who did not pass the exams and credits determined by the individual curriculum are issued an academic certificate with the entry: "The cadet (student, adjunct/applicant) did not pass the credits and exams."

2.29. The procedure for undergoing military service or performing military duty in the reserve of male and female cadets in case of their early termination of the contract for military service (training) is carried out in accordance with the requirements of Article 25 of the Law of Ukraine "On Military Duty and Military Service".

2.30. In case of early termination of the contract due to unwillingness to continue training, due to indiscipline or poor performance, and in the event of refusal to continue military service in officer positions, cadets shall reimburse the Ministry of Defense of Ukraine for the costs associated with their sustainment in a military educational institution, in accordance with Procedure for reimbursement by cadets and officers of expenses related to their sustainment in higher educational institutions, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 12.07.2006 No. 964, and Procedure for calculating costs associated with the sustainment of cadets in higher educational institutions, approved by order of the Ministry of Defense of Ukraine, the Ministry of Finance of Ukraine, the Ministry of Internal Affairs of Ukraine, the Ministry of Transport and Communications of Ukraine, the Administration of the State Border Service of Ukraine, the State Guard Department of Ukraine, the Security Service of Ukraine dated 16.07.2007 No. 419/831/240/605/537/219/534.

2.31. The amount of expenses related to the sustainment of cadets at the Academy is reflected in the order of The Commandant of the Academy (for the combat unit) and is entered into the shortage accounting book.

In case of early termination of the contract, the relevant services for providing the educational process carry out the final calculation of actual costs for the relevant types of support, prepare calculation papers and submit them to the personnel department of the Academy.

The period of study for which reimbursement of expenses related to sustainment is made is determined from the date of enrollment to the date of expulsion of the cadet from the Academy.

Extracts from orders on the termination of a contract for military service (training), expulsion from training, and referral of citizens for military service or registration for military registration are sent to the recruitment centers upon registration of the place of residence or stay.

2.32. Submission of the necessary documents to the Academy's legal group for the preparation of a statement of claim for the reimbursement of expenses for the sustainment of a person at the Academy is carried out within five days from the date of issuance of the order of the Commandant of the Academy to expell the cadet from the Academy.

2.33. The algorithm of work of Academy officials regarding the expulsion of cadets and students is defined in Annex 1 of these Regulations.

2.34. The algorithm for the work of Academy officials regarding the expulsion of adjuncts and applicants of the third (educational and scientific) level is defined in Annex 2 of these Regulations.

2.35. The algorithm for the work of Academy officials regarding the expulsion of students from advanced training courses is defined in Annex 3 to these Regulations.

2.36. The algorithm of work of Academy officials regarding expulsionreserve citizens is defined in Annex 4 to these Regulations.

3. Reinstatement of students for studies

3.1. The recommended terms for reinstatement are defined in paragraph 1.4.

The reinstatement of education applicants by court decision is carried out immediately after the court decision enters into legal force.

3.2. Persons who have been expelled from the military educational institutions (PHME, HMEI, MEUHEI and SI) may be reinstated regardless of the course (year) of study from which they were expelled, the reasons for expulsion and the form of education, if no more than three years have passed since their expulsion, within the licensed scope of the Academy, taking into account the requirements and restrictions specified by the Law of Ukraine "On Military Duty and Military Service" regarding the admission to military service (training) of cadets and military service by servicemen of military service under a contract.

3.3. The reinstatement of students to the first year of study is prohibited. The Commandant of the Academy has the right to reinstate to the second year of study cadets, students, adjuncts, and students of the third (educational and scientific) level of higher education outside the adjunctury who were expelled from the first year, if they fully fulfill the requirements of the curriculum of the first year (year) of study under the relevant educational (educational and professional, educational and scientific) program within the period established by the Commandant of the Academy.

3.4. Cadets, students, adjuncts, applicants for the third (educational and scientific) level of higher education outside the adjunct program who studied under an educational (educational and professional, educational and scientific) program for obtaining higher education degrees of Bachelor, Master, Doctor of Philosophy or educational and professional degree of professional junior

bachelor, may be reinstated at the Academy if they were expelled from the Academy or from other the military educational institutions (PHME, HMEI, MEUHEI and SI) to the relevant educational (educational and professional, educational and scientific) program under which their studies were carried out before expulsion, as well as in a related specialty or within the framework of the field of knowledge (taking into account the results of previous studies, execution of an individual plan of scientific work).

3.5. Reserve citizens may be reinstated to study at the Academy if they were expelled from the Academy in agreement with the chief of the military administration body to which the educational institution is subordinated.

Citizens who have been expelled for violating discipline and/or public order are not eligible to reinstate in the reserve officer training program.

3.6. To be reinstated as a cadet, trainee, or adjunct, a serviceman submits a report to the commander of the military unit in accordance with the established procedure, and a civilian submits an application to the chief of the recruitment center at the place of stay and military registration (at the place of residence).

Applicants for the third (educational and scientific) level of higher education outside the adjunctury program submit a report for reinstatement directly to the Commandant of the Academy in accordance with the established procedure.

The commander of the military unit (head of the recruitment center) studies the moral and business qualities of the candidate for reinstatement, takes into account the conclusion of the military medical commission regarding the candidate's health suitability for military service (training) at the Academy and submits a request to the Commandant of the Academy to reinstate the candidate as a cadet, trainee or adjunct.

The application is accompanied by a candidate's profile signed by the commander of the military unit (the chief of the recruitment center), a certificate from the military medical commission on fitness for military service (training), and his report (application) for reinstatement.

3.7. The Commandant of the Academy, upon receiving a request from the commander of the military unit (the chief of the recruitment center) or a report from a previously expelled applicant for the third (educational and scientific) level of higher education outside the adjunct program:

organizes consideration of the issue of reinstatement of the candidate at a meeting of the Academic Council of the Academy or the Pedagogical Council of the NCO College;

makes a decision on the reinstatement of the candidate or on the refusal to renew, taking into account the proposals of the Commandant of the faculty

(military institute) and the academic council of the Academy or the pedagogical council of the NCO College.

Expelled persons who studied at the the military educational institutions (PHME, HMEI, MEUHEI) by the request of other military formations established in accordance with the laws of Ukraine, law enforcement and intelligence agencies, special-purpose bodies with law enforcement functions, which are entrusted with the functions of ensuring the defense of the state by the Constitution and laws of Ukraine, and central executive bodies, may be reinstated in the manner established by these Regulations, in agreement with the heads of the relevant military formations, law enforcement and intelligence agencies, special-purpose bodies with law enforcement functions, which are entrusted with the functions of ensuring the defense of the state by the Constitution and laws of Ukraine, and central executive bodies, in the interests of which the training was carried out.

3.8. In case of a positive decision to reinstate the candidate and the approval of the heads of other military formations, law enforcement and intelligence agencies, special-purpose bodies with law enforcement functions, which are established in accordance with the laws of Ukraine and entrusted with the functions of ensuring the defense of the state by the Constitution and laws of Ukraine, and central executive bodies, The Commandant of the Academy submits a request to the Commander of the Land Forces of the Armed Forces of Ukraine to reinstate the candidate as a cadet, trainee or adjunct.

The following shall be attached to the request of the Commandant of the Academy:

- a request from the commander of the military unit where the former cadet, trainee, adjunct is serving, or the chief of the recruitment center at the place of military registration (place of residence) of the person wishing to resume training;

- report (application) of the candidate for reinstatement;

- job description for the candidate for reinstatement;

- examination and medical examination card of the candidate by the military medical commission with a conclusion (resolution) on suitability for military service (training) at the Academy;

- a copy of the candidate's academic certificate for reinstatement;

- other documents that may influence the decision-making process, including the approval of the heads of other military formations established in accordance with the laws of Ukraine, law enforcement and intelligence agencies, special-purpose bodies with law enforcement functions, which are entrusted with the functions of ensuring the defense of the state by the Constitution and laws of Ukraine, and central executive bodies.

3.9. After receiving permission from the Commander of the Land Forces of the Armed Forces of Ukraine to reinstate the candidate to the ranks of cadets, trainees, and adjuncts, the Commandant of the Academy:

informs the candidate about the consent to reinstatement and the conditions of enrollment in studies or the reasons for refusal;

sends a request to the address of the commander of the military unit where the candidate for reinstatement is serving, or to the chief of the recruitment center at the place of military registration (place of residence) of the candidate, regarding the candidate's sending to the Academy for further training.

In case of reinstatement of cadets, students, and adjuncts who were expelled from the first year (course) of study to the second year, the Commandant of the Academy shall send a request for the candidate to be sent to the Academy for preliminary completion of the uncredited educational components of the curriculum of previous periods of study, and then informs the person who expressed a desire to resume their studies and the commander of the military unit about the candidate's enrollment in the Academy (in case of successful completion of the uncredited educational components of the curriculum of previous periods of study) or about the refusal to enroll.

The procedure for recognizing the results of previous education, ECTS credits, crediting of educational components, completion of an individual plan, and other conditions for reinstatement are determined in the regulations on the organization of the educational process at the Academy.

3.10. In case of reinstatement of a cadet, student, or adjunct to studies by a court decision, the cadet, student, or adjunct shall be reinstated by orders of the relevant managers (supervisors) who, in accordance with clause 2.1. of these Regulations, were granted the right to expell such a cadet, student, or adjunct.

3.11. Applicants for the third (educational and scientific) level of higher education outside the adjunctury program are reinstated by decision of the Commandant of the Academy.

3.12. Reserve citizens are reinstated for training by order of the commandant of the Academy upon submission of chief of the military training department and approval of the Commander of the Land Forces of the Armed Forces of Ukraine.

The application of the chief of the department for the reinstatement of a reserve citizen must be approved by the chiefs of the legal and financial services of the Academy. In this case, chief of the financial service must indicate the amount of the required payment for the cost of military training (for those reserve citizens who underwent military training at the expense of funds received from individuals), the amount of which is notified to the person who expressed a desire to resume training.

To resume training, a citizen applies to the chief of the military training department with an application for reinstatement, to which he/she attaches a copy of his/her passport and the decision of the military medical commission.

3.13. The algorithm of work of Academy officials for reinstatement candidates for cadets is defined in Annex 5 to these Regulations.

3.14. The algorithm of work of Academy officials for reinstatement candidates for the third (educational and scientific) level of higher education is defined in Annex 6 to these Regulations.

3.15. The algorithm of work of Academy officials for reinstatement candidates for reserve citizens is defined in Annex 7 to these Regulations.

4. Transfer of applicants for education

4.1. Cadets can be transferred:

from the Academy to another the military educational institutions (PHME, HMEI, MEUHEI) and vice versa;

from one educational (educational and professional) program to another.

4.2. Transfer of students, adjuncts, applicants for the third (educational and scientific) level of higher education outside the adjunctury who are studying at the second (master's) and third (educational and scientific) levels of higher education at the Academy from one educational (educational and professional, educational and scientific) program to another is not allowed.

Their transfer (except for applicants for the third (educational and scientific) level of higher education outside the adjunct) from the Academy to another the military educational institutions (HMEI, MEUHEI, SI) and vice versa, from one form of education to another, is permitted only on condition of transfer to the same educational (educational and professional, educational and scientific) programs in which they were studying at the military educational institutions (HMEI, MEUHEI, SI) before expulsion, as well as in a related specialty or within the field of knowledge (taking into account the results of previous studies, fulfillment of an individual plan of scientific work).

4.3. Reserve citizens may be transferred from one training program to a program in another military specialty, taking into account their content and changes in the cost of military training.

In order to transfer to a program in another military accounting specialty, a person submits an application to the chief of the military training department,

which is subject to mandatory approval by the chief of the financial service of the Academy to determine the need for additional payment for services (for those persons who are trained at the expense of funds received from individuals). In addition, in order for the Commandant of the Academy to make a decision on the transfer of reserve citizens to another program, the head of the department attaches a certificate of academic deficiency (Annex 13), a schedule for its elimination (Annex 14) and an interview sheet to the application.

Information on the need for additional tuition fees, its amount and academic deficiency, and the schedule for its elimination is provided by the chief of the department to the reserve citizen who has expressed a desire to transfer to a program in another military accounting specialty, through an interview and completion of an interview sheet.

The decision of the Commandant of the Academy to transfer a reserve citizen to a training program in another military accounting specialty is issued by an order, the draft of which is developed by the chief of the military training department.

4.4. The grounds for transferring cadets, students, adjuncts, and reserve citizens may be:

- downsizing or reorganizational activities;
- health reasons;
- family circumstances;
- own desire.

4.5. The transfer of cadets, students, adjuncts and reserve citizens due to staff reductions or organizational measures is carried out on the basis of orders (directives) of the Minister of Defense of Ukraine and the Commander-in-Chief of the Armed Forces of Ukraine on organizational measures regarding changes in the number or structure of the Armed Forces of Ukraine, as well as in the case of the elimination of the military educational institutions (PHME, HMEI, MEUHEI or SI).

4.6. Due to health reasons, cadets, students, adjuncts and citizens of the Public Health Service may be transferred to another military educational institutions (PHME, HMEI, MEUHEI or SI) if the military medical commission recognizes their unfitness for further military service (training) in the chosen specialty in the military educational institutions (PHME, HMEI, MEUHEI or SI) where they studied.

4.7. The list of family circumstances and other valid reasons that may be grounds for transferring cadets, trainees and adjuncts is determined in accordance with parts of the Article 12 of the 26th Law of Ukraine "On Military Duty and Military Service".

4.8. Cadets, students, and adjuncts who have submitted a report to the Commandant (chief) of the military educational institutions PHME, HMEI, MEUHEI or SI) on the transfer, indicating the reasons (grounds) for the transfer, may be transferred to another military educational institutions (PHME, HMEI, MEUHEI or SI) at their own request.

4.9. The transfer of cadets from the Academy to another military educational institutions (PHME, HMEI, MEUHEI or SI) and vice versa is carried out with the consent of the heads (chiefs) of both military educational institutions (PHME, HMEI, MEUHEI or SI) with the permission of the heads (chiefs) to whom these educational institutions are subordinated and with the approval of the chiefs of other formations on whose orders the training of cadets is carried out, by order of the relevant heads (chiefs) of the military educational institutions (PHME, HMEI, MEUHEI or SI) (the first – on the expulsion of the cadet and transfer to another military educational institutions (PHME, HMEI, MEUHEI or SI), the second – on the enrollment of the cadet for training).

The transfer of applicants and adjuncts is carried out by order of the Minister of Defense of Ukraine (for personnel) at the request of the Commandant (chief) to whom the military educational institutions (PHME, HMEI, MEUHEI or SI) is subordinated, with prior agreement with the heads of structural units of the Ministry of Defense of Ukraine and the General Staff of the Armed Forces of Ukraine, other military administration bodies that are customers for the training of military specialists, the director of the Department of Military Education and Science of the Ministry of Defense of Ukraine, the chief of the personnel service of the Ministry of Defense of Ukraine and the Central Directorate of Military Education and Science of the General Staff of the Armed Forces of Ukraine.

4.10. The transfer of cadets who studied under an educational (educational-professional, educational-scientific) (hereinafter referred to as the EPP) program for obtaining a bachelor's degree or an educational-professional degree of a junior bachelor's degree, from one EPP to another within the Academy is carried out by order of the Commandant of the Academy (for personnel), usually during summer vacation, taking into account the elimination of academic debt.

Transferring cadets between educational programs during the final year is prohibited.

A cadet who intends to transfer from one specialization to another within the Academy submits a report as prescribed by law.

The chief of the training structural unit in which the cadet studies prepares a job description, a copy of the service record, a copy of the training record and submits them, together with a report, to the chief of the personnel department for approval of the availability of a vacant position in the specialization to which the cadet intends to transfer.

In the future, the report is subject to approval by the chief of the educational structural unit to which the cadet intends to transfer. During which the job description, performance and reasons for the cadet's transfer to another specialization are studied. The scope of the academic deficiency and the possibility of its elimination are separately determined no later than the penultimate semester of study.

In case that the chief of the educational structural unit to which the cadet intends to transfer makes a decision to transfer the cadet, he approves the report, forms a paper of academic deficiency (Annex 13), and transfers it with all materials to the chief of the educational structural unit in which the cadet is studying to inform him of the decision and the extent of the academic deficiency or provides a written reasoned response about the inexpediency of the transfer.

The chief of the educational structural unit in which the cadet studies, upon receiving the documents, conducts an interview with the cadet, during which he informs him of the results of the approval of the documents and the amount of the academic deficiency that will need to be eliminated. If the cadet consents to the transfer, he reports to the deputy Commandant of the academy for education and provides a set of documents for approval.

The deputy Commandant for education reports to the Commandant of the Academy regarding the submission of the issue of transferring the cadet for consideration by the Academic Council of the Academy (if necessary, conducts an interview with the cadet).

The chief of the educational structural unit to which the cadet intends to transfer reports to the Academic Council of the Academy regarding the possibility of transfer and the procedure for liquidating academic debt.

The Commandant of the Academy, based on the study of the collected materials, a personal interview with the cadet (if necessary), the proposals of the deputy Commandant of the Academy for education and the Academic Council of the Academy (Pedagogical Council of the NCO College), makes a decision on transfer or refusal, and informs the applicant with a reasoned response.

In case of a positive decision of the Commandant of the Academy, the chief of the personnel department develops a draft order (on personnel) on the transfer of the cadet to another specialization and organizes his transfer. The chief of the academic department develops a draft order on amendments to the order of the Commandant of the Academy "On the distribution of cadets between training groups and training courses in the academic year" (if necessary).

The chief of the educational structural unit in which the cadet studied transfers to the new structural unit, in addition to the documents provided for by personnel records, the cadet's educational card and record book.

The chief of the educational structural unit to which the cadet is transferred, together with the cadet, develops a schedule for eliminating the academic deficiency (Annex 12), which is approved by the deputy Commandant

of the academy education, and organizes its implementation within the specified time frame.

The algorithm of work of Academy officials when transferring cadets between EPPs within the Academy is defined in Annex 8 to these Regulations.

4.11. The transfer of a cadet, an adjunct from one form of education to another (if there are places for a state order) is made with the permission of the Minister of Defense of Ukraine, provided that the transfer to the same educational (educational-professional, educational-scientific) programs under which their training was carried out, on the basis of an order of the Minister of Defense of Ukraine (on personnel) upon submission of the Commandant (chief) to whom the military educational institutions (PHME, HMEI, MEUHEI or SI) are subordinated, in agreement with the heads of structural units of the Ministry of Defense of Ukraine and the General Staff of the Armed Forces of Ukraine, other military administration bodies that are customers for the training of military specialists, the director of the Department of Military Education and Science of the Ministry of Defense of Ukraine, the chief of the personnel service of the Ministry of Defense of Ukraine and the Central Directorate of Military Education and Science of the General Staff of the Armed Forces of Ukraine.

4.12. A cadet, student, or adjunct who intends to transfer to the Academy or another military educational institution (PHME, HMEI, MEUHEI or SI) due to health or family circumstances shall submit a report in accordance with the procedure established by law.

4.13. The Commandant of the Academy, having received a report from a cadet, student, or adjunct:

- organizes the preparation and collection of documents and materials necessary for making a decision on the transfer;

- based on the study of the collected documents and materials and a personal interview with the cadet, student, adjunct professor, makes a decision to initiate a request for his transfer to another military educational institution (PHME, HMEI, MEUHEI or SI) or to refuse the transfer, about which he provides the applicant with a reasoned response;

- files a request to the Commander of the Land Forces of the Armed Forces of Ukraine for consent to the transfer of a cadet, trainee, adjunct to another military educational institution (PHME, HMEI, MEUHEI or SI) and submits all collected documents to him for consideration.

4.14. The Commander of the Land Forces of the Armed Forces of Ukraine, in order to make a decision on granting consent to the transfer of a cadet, trainee, or adjunct, shall be submitted by the Commandant of the Academy:

- request of the Commandant of the Academy;

- report of the cadet, student, adjunct with justification for the need for transfer;
- job description for a cadet, student, adjunct;
- other documents and materials necessary for making a decision.

4.15. In case of consent to the transfer, the Commandant of the Academy sends the above documents and materials to the military educational institution (PHME, HMEI, MEUHEI or SI) to which the cadet, student, adjunct is transferred, and also sends in addition:

- a request from the Commandant of the Academy to transfer a cadet, student, or adjunct to the Commandant of the military educational institution (PHME, HMEI, MEUHEI or SI), and the higher education institution to which the cadet, student, or adjunct is being transferred;
- a copy of the student's, trainee's, or adjunct's educational card;
- a copy of the service record of the cadet, student, adjunct;
- other documents provided by personnel services when transferring a serviceman to a new place of duty.

In the case when both military educational institutions (PHME, HMEI, MEUHEI or SI) are subordinated to the Commander of the Land Forces of the Armed Forces of Ukraine, the request of the Commandant of the Academy is sent to the Commander of the Land Forces of the Armed Forces of Ukraine, and all collected documents and materials are sent to the military educational institution (PHME, HMEI, MEUHEI or SI) to which the cadet, student or adjunct is transferred.

4.16. The Commandant (chief) of the military educational institution (PHME, HMEI, MEUHEI or SI) to which the cadet, student, adjunct is transferred, after receiving documents and materials regarding his transfer:

- in order to make the decision objective, organizes consideration of the issue of admission to study of a cadet, student, or adjunct at a meeting of the academic council of the military educational institutions (HMEI, MEUHEI (scientific council of SI) or the pedagogical council of the PHME);

- makes decisions on enrolling a cadet, student, or adjunct;

- in case of a positive review of the case, determines the procedure for completing the uncredited educational components of the curriculum of the previous period of study (individual plan of work) and informs the cadet, student, adjunct about this through the Commandant (chief) of the military educational institution (PHME, HMEI, MEUHEI or SI) in which he/she studies;

- sends a request to the Commandant (chief) of the subordinated military educational institution (PHME, HMEI, MEUHEI or SI) for permission to enroll a cadet, student, adjunct to the subordinated military educational institution (PHME, HMEI, MEUHEI or SI) for further study;

- after receiving permission to transfer a cadet, student, adjunct to study, informs the Commandant (chief) of military educational institution (PHME,

HMEI, MEUHEI or SI), in which the cadet, student, adjunct studies, about the consent to his transfer to a subordinated military educational institution (PHME, HMEI, MEUHEI or SI).

4.17. Upon receipt of the specified information, the Commandant (chief) of military educational institution (PHME, HMEI, MEUHEI or SI), in which the cadet studies, issues an order to expel the cadet due to his transfer to another military educational institution (PHME, HMEI, MEUHEI or SI).

The expulsion of a student, an adjunct due to his transfer to another military educational institution (PHME, HMEI, MEUHEI or SI) is carried out by order of the Minister of Defense of Ukraine (for personnel).

The Commandant (chief) of military educational institution (PHME, HMEI, MEUHEI or SI) shall, within a week, forward the personal file of the cadet, student, adjunct military educational institution (PHME, HMEI, MEUHEI or SI) to which he is transferred.

The military educational institution (PHME, HMEI, MEUHEI or SI), where the cadet, student, adjunct studied, keep copies of the academic certificate, the cadet, student, adjunct's educational card, his/her grade book and the list of forwarded documents. The procedure for storing these documents is the same as for the personal files of cadets, students and adjuncts.

4.18. The transfer of cadets between study groups within the same specialty (educational program) is carried out by order of the Commandant of the Academy based on the report of the cadet or the commander of the structural unit (with the approval of the chief of academic department), taking into account the number of students in the study group and the list of elective academic disciplines taught in the study group to which the cadet is transferred.

5. FINAL PROVISIONS

5.1. These Regulations, as well as amendments and/or supplements thereto, are approved by the Academic Council of the Academy and are put into effect by order of the Commandant of the Academy.

Deputy Commandant of the Academy for Education
KRASIUK

Colonel Oleksii

**Algorithm
for the officials regarding the expulsion of cadets and students**

No.	Name of the activity	Who executes	Term of execution	Note
1.	Submission of a report by a cadet (unit commander) on the expulsion of a cadet (student) (hereinafter referred to as the cadet) from the Academy	Cadet (student), unit commander		A cadet submits a report only in case of unwillingness to continue his studies and if there are grounds specified in subparagraphs "b" "g" "g" of paragraph 1, subparagraphs "b" "g" of paragraph 2, subparagraphs "b", "g" of paragraph 3 of part 5 of Article 26 of the Law of Ukraine "On Military Duty and Military Service"
2.	Conducting an interview with a cadet regarding further military service (training) and completing an interview sheet	Unit commanders, chiefs of faculties	Within 3 days from the date of writing the report	
3.	Preparation of documents according to the list	Chiefs of the structural units		Clause 2.24 of the Regulations
4.	Review of the cadet at a meeting of the faculty academic council	Chief of the structural unit	According to the plan of the faculty academic council	
5.	Submission of a report and verification of materials in the Academy's legal group	Unit commanders, Academy's legal group	After approval by the chief of the faculty	
6.	Submitting a report for registration in a personnel department	Unit commanders	After approval by the legal group	

No.	Name of the activity	Who executes	Term of execution	Note
7.	Submission of a report to the Commandant of the Academy	Chiefs of the faculties		
8.	Conducting an interview with a cadet regarding further military service (training) and completing an interview sheet	Commandant of the Academy		
9.	Consideration of the report at a meeting of the Academic Council of the Academy	Secretary of the Academic Council of the Academy	As documents arrive	Except in cases of expulsion of a cadet due to health reasons, family circumstances, and a court conviction
10.	In the case of expulsion due to family circumstances - preparation and sending a request to the chief of recruitment center to verify such circumstances	Chief of the Personnel Department, Commandant of the Academy		
11.	Submission of the report and necessary materials for consideration and decision-making to the Commandant of the Academy	Chief of the faculty, Chief of personnel department	Within 24 hours after consideration at a meeting of the Academic Council of the Academy	
In case of a positive decision by the Commandant of the Academy regarding expulsion:				
	For cadets of the second and subsequent years, except for graduation			
12.	Preparation of a request for permission for expulsion of cadet from the Academy	Chief of personnel department	Within three days after the decision is made by the Commandant of the Academy	
	For graduating cadets			

No.	Name of the activity	Who executes	Term of execution	Note
13.	Preparation of a request for the issuance of an order by the Commander of the Armed Forces of Ukraine to expel a cadet from the Academy	Chief of personnel department	Within three days after the decision is made by the Commandant of the Academy	
	For first-year cadets or after receiving appropriate permits or orders for cadets of other courses			
14.	Carrying out the necessary calculations of years of service and making a decision on further military service or expulsion	Chief of personnel department	Within three days of receipt of the report	
15.	Submitting applications to chiefs of services for calculating expenses related to the sustainment of a cadet at the Academy	Chief of personnel department	Within three days of receipt of the report	The unit commander receives applications and forwards them to the relevant services.
16.	Preparation of certificates and calculations by type of provision of relevant services	Chiefs of services	Within 24 hours after receiving the application	
17.	Issuing an exception sheet to a cadet	Chief of the personnel	Within 24 hours of receiving the report	Unit commanders provide assistance and control
18.	Preparation of a draft order of the Commandant of the Academy (for personnel) regarding the expulsion of a cadet and submitting it for approval	Chief of personnel department	Within three days of receipt of the report	
19.	Preparation of a general certificate-calculation of expenses related to the sustainment of a cadet	Personnel officer	Immediately after receipt of payment certificates from the services	
20.	Providing the cadet with a certificate of calculation of the costs associated with the cadet's sustainment at the Academy with his personal signature	Personnel officer	When a cadet submits a bypass sheet	
21.	Preparation of a draft order (for the military unit) on exclusion from the lists of personnel	Chief of the personnel	After the cadet submits the exception sheet	

No.	Name of the activity	Who executes	Term of execution	Note
22.	Preparation of a draft order of The Commandant of the Academy on the completion of studies under the relevant educational program and the issue of education documents	Chief of the academic department	On the day of signing the decision of the examination commission on the certification of applicants for higher military education	It is developed only in case of successful completion of studies in the relevant educational program
23.	In case of refusal to reimburse expenses – submission of necessary documents to the Academy's legal group to prepare a claim for recovery of expenses for the person's sustainment at the National Academy.	Personnel officer	Within 5 days after the date of issue of the order of the Commandant of the Academy to expell the cadet	Except for expulsion for health reasons and family circumstances.
24.	Registration of accounting documents, their closure and issue to the cadet	Personnel officer	On the day of expulsion	
25.	Dispatching a serviceman and monitoring his arrival at a new place of duty (enrollment in military registration)	Personnel officer (chief of faculty)	According to the date specified in the prescription	

Deputy Commandant of the Academy for Education

Colonel Oleksii KRASIUK

Algorithm
for the officials regarding the expulsion of adjuncts and applicants for the third (educational and scientific) level

No.	Name of the activity	Who executes	Term of execution	Note
1.	Submission of a report by a candidate for the third (educational and scientific) level of higher education (chief of the scientific and organizational department) (hereinafter referred to as the SOD) for expulsion	Adjunct, Chief of SOD	-	
2.	Conducting an interview with a candidate for the third (educational and scientific) level of higher education regarding further military service (training) and completing the interview sheet	Deputy Commandant of the Academy for Scientific Work, Chief of the Scientific Research Center	Within 3 days from the date of writing the report	
3.	Preparation of documents according to the list	Chiefs of structural divisions, Chief of SOD		Clause 2.21 of the Regulations
4.	Submitting a report for registration in a personnel department	Chief of SOD	After approval of the deputy Commandant of the Academy for scientific work	
5.	Submission of a report and verification of materials in the Academy's legal group	Chief of SOD, legal group of the Academy		
6.	Submission of a report to the Commandant of the Academy	Deputy Commandant of the Academy for scientific work		
7.	Conducting an interview with a third-level (educational and scientific) applicant regarding further military service (training) and completing the interview sheet	Commandant of the Academy		

No.	Name of the activity	Who executes	Term of execution	Note
8.	Consideration of the report at a meeting of the Academic Council of the Academy	Secretary of the Academic Council of the Academy	As received	Except for the cases of expulsion due to health reasons, family circumstances, a court conviction, in case of expulsion or transfer to a new place of service.
9.	Submission of the report and necessary materials for consideration and decision-making to the Commandant of the Academy	Deputy Commandant of the Academy for scientific work	Within 24 hours after consideration at a meeting of the Academic Council of the Academy	
In the event of a positive decision by the Commandant of the Academy regarding expulsion:				
	For adjuncts			
10.	Preparation of a request for the issueing of an order of the Commander of the Land Forces of the Armed Forces of Ukraine for expulsion from adjunct studies	Chief of SOD	Within three days after the decision is made by the Commandant of the Academy	
11.	Preparation of a draft order of the Commandant of the Academy on expulsion and issueing of an academic certificate on the mastery of the educational and scientific program (its individual components)	Chief of SOD	Within three days after the decision is made by the Commandant of the Academy	
12.	Preparation of a general certificate-calculation of costs associated with the training of an adjunct	Personnel Officer	Immediately after receipt of payment certificates from the services	
13.	Submission of a certificate of cost calculation to the adjunct, under personal signature	Personnel Officer	When submitting exception sheet	
14.	Preparation of a draft order (for the military unit) on expulsion	Chief of the personnel	After submission of exception sheet	

No.	Name of the activity	Who executes	Term of execution	Note
15.	In case of refusal to reimburse expenses – submission of necessary documents to the Academy's legal group to prepare a statement of claim for recovery of expenses for the person's sustainment at the Academy.	Personnel Officer	Within 5 days after the date of issuance of the order of The Commandant of the Academy on expulsion from the lists.	Except for expulsion for health reasons and family circumstances.
16.	Registration of accounting documents, their closure and issuing	Personnel Officer	On the day of expulsion from the personnel lists	
17.	Dispatching a serviceman and monitoring his arrival at a new place of duty (enrollment in military registration)	Personnel Officer	According to the date specified in the prescription	
	For applicants of the third (educational and scientific) level of higher education outside the adjunct program			
18.	Preparation of a draft order of the Commandant of the Academy on expulsion and issuing of an academic certificate on the mastery of the educational and scientific program (its individual components)	Chief of SOD	On the day of signing the decision of the examination commission on the certification of applicants for higher military education	

Deputy Commandant of the Academy for scientific work

Colonel Volodymyr HRABCHAK

Algorithm
for the officials regarding the expulsion of students of advanced training courses

No.	Name of the activity	Who executes	Term of execution	Note
1.	Writing and submitting a report to The Commandant of the Academy on the expulsion of students from advanced training courses from the Academy.	Advanced training courses student; Chief of the advanced training center		The list of grounds for expulsion is determined by clause 2.7. of these Regulations.
2.	Conducting an interview with a student of advanced training courses regarding the reasons for expulsion, further military service, and completion of an interview sheet	Chief of the advanced training center	Within 3 days from the date of writing the report	
3.	Preparation of documents according to the list	Chief of the advanced training center		Clause 2.24 of the Regulations
4.	Submission of a report and verification of materials in the Academy's legal group	Chief of the advanced training center; Academy legal group	After approval by The Commandant of the Training Center	
5.	Submitting a report for registration in personnel department	Chief of the advanced training center	After approval by the Academy's legal team	
6.	Submission of a report to the commandant of the Academy	Chief of the advanced training center		
7.	Conducting an interview with a student of advanced training courses regarding further military service (training) and completing an interview sheet	Commandant of the Academy		Only for students of professional military education courses

No.	Name of the activity	Who executes	Term of execution	Note
8.	Submission of the report and necessary materials for consideration and decision-making to the Commandant of the Academy	Chief of the advanced training center	Within 24 hours after consideration at a meeting of the Academic Council of the Academy	
In case of a positive decision by the commandant of the Academy regarding expulsion:				
	For temporarily arrived personnel			
9.	Preparation of a draft order of the Commandant of the Academy on expulsion	Chief of the advanced training center	Within three days after the decision is made by the Commandant of the Academy	
	For course participants appointed to positions			
10.	Preparation of a request for the issuing of an order by the Commander of the Land Forces of the Armed Forces of Ukraine to expel a course participant from the Academy.	Chief of personnel department	Within three days after the decision is made by the Commandant of the Academy	
11.	Issuing a exception sheet to a course participant	Chief of personnel department	After receiving information about the student's expulsion	
12.	Preparation of a draft order of the Commandant of the Academy on the completion of training according to the relevant curriculum of advanced training courses and the issuing of education documents	Chief of the advanced training center	On the day of signing the decision of the examination commission on the certification of applicants for higher military education	It is developed only in the case of successful completion of training according to the relevant curriculum of advanced training courses
13.	Preparation of a draft order (for the military unit) on expulsion from the lists of personnel	Chief of personnel department	On the day of expulsion from the lists of the unit	

No.	Name of the activity	Who executes	Term of execution	Note
14.	Preparation of accounting documents, their issueing to the student of advanced training courses	Chief of personnel department	On the day of expulsion from the lists of the unit	
15.	Dispatching a student of the advanced training courses and monitoring his arrival at his new place of duty	Chief of the advanced training center		

Deputy Commandant of the Academy for Education

Colonel Oleksii KRASIUK

Algorithm
for the officials regarding the expulsion of Ukrainian citizens studying under the reserve officer training program

No.	Name of the activity	Who executes	Term of execution	Note
1.	Writing and submitting an application to the chief of the military training department for expulsion from studies, according to the subordination	Reserve citizen		Clause 2.8. of these Regulations
2.	Conducting a interview regarding the reasons for the expulsion and completing the interview sheet	Chief of the Department of Military Training	Within 3 days from the date of writing the application	
3.	Preparation of documents for expulsion	Chief of the Department of Military Training		
4.	Submitting an application and checking materials in the Academy's legal group	Chief of the Department of Military Training; Academy legal group		
5.	Submitting an application for registration in a military unit	Chief of the Department of Military Training	After approval by the Academy's legal group	
6.	Submitting an application for a report to the Commandant of the Academy	Chief of the Department of Military Training		
7.	Preparation of a draft order of the Commandant of the Academy on expulsion	Chief of the Department of Military Training		In case of a decision by the Commandant of the Academy to expel from studies
8.	Notification to the recruitment center where the citizen is registered for military service, about his expulsion from training.	Chief of the Department of Military Training	Within three days after the issueing of the expulsion order	

Deputy Commandant of the Academy for Education

Colonel Oleksii KRASIUK

**Algorithm
for officials regarding the reinstatement of applicants to be cadets**

No.	Name of the activity	Who executes	Term of execution	Note
1.	Writing and submitting a request by a expelled cadet to reinstate him as a member of the Academy's cadets: military serviceman - report to the commander of the military unit (at the place of military service); civilian - application to the chief of recruitment center at the place of residence (registration)	Applicant		
2.	Receipt and preliminary consideration of the request of the military unit commander (chief of the recruitment center) for the reinstatement of the candidate to the cadet ranks.	Commandant of the Academy		
3.	Studying the possibility and feasibility of reinstating the candidate as a cadet	Deputy Commandant of the academy for education; Chief of the faculty	Within three days after receipt of the request	
4.	Consideration of the candidate's materials for reinstatement at a meeting of the faculty's academic council	Chief of structural unit	As received	
5.	Consideration of the candidate's materials for reinstatement at a meeting of the Academy's Academic Council	Secretary of the Academic Council	As received	
6.	Making a decision on the reinstatement of the candidate or on the refusal to reinstate, taking into account the recommendations of the faculty command and the Academic Council of the Academy	Commandant of the Academy; Deputy Commandant of the academy for education	Within three days after the academic council meeting	

No.	Name of the activity	Who executes	Term of execution	Note
7.	Preparation and submission of a request from the Commandant of the Academy to the commander of the Land Forces of the Armed Forces of Ukraine for permission to reinstate the candidate as a cadet	Deputy Commandant of the academy for education	Within three days after the Commandant of the Academy makes a positive decision	
8.	Notification to the candidate of consent to reinstatement and conditions of enrollment or reasons for refusal.	Deputy Commandant of the academy for education	Within three days after receiving the report and other materials	
9.	Preparation and sending of the corresponding request to the commander of the military unit (chief of the recruitment center), where the candidate serves (resides), about sending the candidate to the higher educational institution for further training. (In the case of the reinstatement of cadets who were expelled from the first year to the second year, a request is sent to send the candidate to the National Academy to eliminate academic debt, and then the commander of the military unit is informed about the candidate's enrollment in the higher educational institution (in case of successful elimination of debt) or about the refusal to enroll)	Deputy Commandant of the academy for education; Chief of the Personnel Department	As needed	
10.	Enrollment of the cadet in the Academy's personnel lists for all types of support and appointment to the appropriate position.	Chief of the Personnel Department	On the day of the cadet's arrival	The unit commander provides assistance and controls

Deputy Commandant of the Academy for Education

Colonel Oleksii KRASIUK

Algorithm
for the officials when reinstating candidates to be applicants for the third (educational and scientific) level of higher education

No.	Name of the activity	Who executes	Term of execution	Note
1.	Writing and submitting a report by the expelled person on the intention to be reinstated in the adjunct program of applicants for the third (educational and scientific) level of higher education outside the adjunct program of the Academy: to the name of the commander of the military unit (for persons who are not on the staff of the Academy); by command, in the name of the Commandant of the Academy (for persons on the staff of the Academy)	Applicant	-	
2.	Preliminary consideration of the request of the military unit commander for the reinstatement of the candidate (for persons who are not on the Academy staff); consideration of a report on the intention to reinstate as adjuncts / applicants for the third (educational and scientific) level of higher education outside the adjunct of the Academy (for persons on the staff of the Academy)	Commandant of the Academy		
3.	Studying the possibility and feasibility of reinstating the candidate to the third (educational and scientific) level of higher education	Deputy Commandant of the Academy for scientific work; Supervisor (for applicants outside the adjunct program)	Within three days after receipt of the request	
4.	Consideration of the report at a meeting of the Academic Council of the Academy	Secretary of the Academic Council	As received	

No.	Name of the activity	Who executes	Term of execution	Note
5.	Making a decision on the reinstatement of the candidate or on the refusal to reinstate, taking into account the recommendations of the deputies for educational/scientific work and the Academic Council of the Academy	Commandant of the Academy; Deputy Commandant of the Academy for scientific work	Within three days after the academic council meeting	
6.	Preparation and submission of a request from the Commandant of the Academy to the commander of the Land Forces of the Armed Forces of Ukraine for permission to reinstate the candidate to the ranks of adjuncts	Deputy Commandant of the Academy for scientific work	Within three days after The Commandant of the Academy makes a positive decision	
7.	Notification to the candidate of consent to reinstatement and conditions of enrollment or reasons for refusal.	Deputy Commandant of the Academy for scientific work	Within three days after receiving the report and other materials	
8.	Preparation and sending of a corresponding request to the commander of the military unit where the candidate for reinstatement to the adjunct position serves, regarding his dispatching to the higher educational institution for further training or refusal of enrollment	Chief of the Personnel Department	As needed	
9.	Enrollment of the adjunct in the Academy's personnel lists for all types of support and appointment to the appropriate position.	Chief of the Personnel Department	On the day of the cadet's arrival	The unit commander provides assistance and controls

Deputy Commandant of the Academy for scientific work

Colonel Volodymyr HRABCHAK

Algorithm**for officials to follow when reinstating candidates to the list of Ukrainian citizens studying under the reserve officer training program**

No.	Name of the activity	Who executes	Term of execution	Note
1.	Writing and submitting an application by a citizen to the chief of the military training department for his/her reinstatement of studies (along with a copy of the passport of a citizen of Ukraine)	Applicant		
2.	Receiving and preliminary consideration of the application (clarifying the reasons for expulsion). Studying the possibility and feasibility of reinstating the candidate for studies.	Chief of the Department of Military Training		
3.	Approval of the application for resumption of studies in the legal group of the Academy	Chief of the Department of Military Training	Within three days after receipt of the application	
4.	Providing information for decision-making to the Commandant of the Academy	Chief of the Department of Military Training	After approval by the Academy's legal group	
5.	Preparation and submission to the Commander of the Land Forces of the Armed Forces of Ukraine of a submission for approval of the applicant's reinstatement of training under the reserve officer training program	Chief of the Department of Military Training	After the decision of the Commandant of the Academy to renew the applicant	
6.	Preparation of a draft order of the Commandant of the Academy on the applicant's reinstatement in the reserve officer training program	Chief of the Department of Military Training	After receiving the approval of the Commander of the Land Forces of the Armed Forces of Ukraine	

No.	Name of the activity	Who executes	Term of execution	Note
7.	Notification to the candidate of reinstatement or reasons for refusal.	Head of the Department of Military Training	After the issuing of an order by the Commandant of the Academy to reinstate the applicant in training or the disapproval of the application by the commander of the Land Forces of the Armed Forces of Ukraine	
8.	Notification to the recruitment center about the applicant's reinstatement for training under the reserve officer training program	Head of the Department of Military Training	After the issuing of an order by The Commandant of the Academy to reinstate the applicant in training	

Deputy Commandant of the Academy for Education

Colonel Oleksii KRASIUK

**Algorithm
for officials to follow when transferring students**

No.	Name of the activity	Who executes	Term of execution	Note
	In case of a cadet's transfer to another higher educational institution due to family circumstances or health conditions			
1.	Writing a report by a cadet on his transfer to another higher educational institution and submitting it to the Commandant of the Academy	Cadet		In case of voluntary transfer – indicate the reasons (grounds) for the transfer
2.	Conducting interview with the cadet regarding further military service (training) and making appropriate decisions	Unit commander, chief of faculty (institute, military college)	Within 24 hours of receiving the report	
3.	Submission of a report for registration in the military unit and for reporting to the Commandant of the Academy	Unit commanders	After approval by the chief of the faculty (institute, military college), legal group	
4.	Review of the cadet at a meeting of the faculty academic council	Chief of structural unit	As received	
5.	Review of a cadet at a meeting of the Academy's Academic Council	Secretary of the Academic Council of the Academy	As received	
6.	Submission of the report and necessary materials for consideration and decision-making to the Commandant of the Academy	Chief of faculty (institute, military college)	Within three days after consideration at a meeting of the Academic Council of the Academy	

No.	Name of the activity	Who executes	Term of execution	Note
7.	Review of the cadet's report and other materials by the Commandant of the Academy, assessment of the cadet's ability to study at the military educational institution to which he intends to transfer, and decision-making on examining the military serviceman's family status to determine whether the cadet has family circumstances or referring the cadet for a medical examination to determine his unsuitability for further study and military service in the chosen specialty or due to his own request.	Commandant of the Academy; Deputy Commandant of the Academy for education; Chief of the medical service	Within three days after receiving the report and other materials	
8.	Preparation of a request to the recruitment center at the place of residence of the serviceman's family to study the family status and determine the feasibility of relocating the serviceman.	Chief of the Personnel Department	Within three days after the decision is made	
9.	Conducting a personal interview with the cadet regarding the possibility of his transfer to another higher educational institution and completing the interview sheet.	Commandant of the Academy	After receiving the certificate of family status examination or the conclusion of the medical commission	
10.	Making a decision to initiate a request for the transfer of a cadet to another higher educational institution or to refuse the transfer and providing him with a motivated response.	Commandant of the Academy	During a personal interview	
11.	Preparation and sending of a request from the Commandant of the Academy to the commander of the Land Forces of the Armed Forces of Ukraine for consent to transfer a cadet to another military educational institution due to family circumstances, health conditions or at his own request	Chief of the Personnel Department	Within three days after the decision is made	

No.	Name of the activity	Who executes	Term of execution	Note
12.	Preparation and sending of a request from The Commandant of the Academy to The Commandant of the higher educational institution to which the cadet is being transferred.	Deputy Commandant of the Academy for education	After receiving the consent of the Commander of the Land Forces of the Armed Forces of Ukraine	
13.	Preparation and issuing of an order on behalf of the Commandant of the Academy (for personnel) on the expulsion of a cadet in connection with his transfer to another higher educational institution and submission for signature.	Chief of the Personnel Department	After receiving consent from the Commandant of another higher educational institution	
14.	Issuing of a cadet's exception sheet	Chief of the personnel	After the issuing of the personnel order	The unit commander provides assistance and controls
15.	Submitting applications to chiefs of services for issuing certificates and making relevant calculations	Chief of the Personnel Department	After issuing a cadet's exception sheet	The unit commander receives applications and forwards them to the relevant services.
16.	Preparation and issuing of an order on behalf of the Commandant of the Academy to expell the cadet from the personnel lists.	Chief of the personnel	After the cadet submits the exception sheet	
17.	Registration of accounting documents, their closure and issuing to the cadet	Personnel Officer	On the day of expulsion from the personnel lists	
18.	Dispatching a serviceman and monitoring his arrival at a new place of duty (training)	Personnel Officer (Chief of the training course)	According to the prescription	
19.	Sending the cadet's personal file to the address of the military educational institution to which he was transferred.	Personnel Officer	On the day the cadet receives the certificate	
In case of a cadet transferring due to family circumstances or health conditions or at his own request from another higher educational institution to the Academy				

No.	Name of the activity	Who executes	Term of execution	Note
20.	Consideration of a request from the Commandant of another higher educational institution by the Commandant of the Academy regarding the transfer of a cadet.	Commandant of the Academy	After receiving the application and appropriate permission	
21.	Studying the possibility of training a cadet at the Academy and submitting a report to the Commandant of the academy.	Deputy Commandant of the Academy for education	Within three days after receiving the request of the Commandant of the higher educational institution	
22.	Consideration of the request of the Commandant of another higher educational institution to transfer a cadet at a meeting of the Academic Council of the Academy	Secretary of the Academic Council of the Academy	As needed	
23.	Determining the procedure for eliminating the academic deficiency and informing the cadet via the Commandant of the higher educational institution in which he studies	Deputy Commandant of the Academy for education	Within three days after the Commandant of the Academy makes a positive decision	
24.	Preparation of a request to the Commander Land Forces of the Armed Forces of Ukraine for permission to admit a cadet to the Academy	Chief of the Personnel Department	Within three days after the Commandant of the Academy makes a positive decision	
25.	Preparing and sending a notification to the Commandant of the higher educational institution from which the cadet is being transferred, stating his consent or disagreement to transfer.	Deputy Commandant of the Academy for education	Within three days after receiving permission from the Commander Land Forces of the Armed Forces of Ukraine	
26.	Enrollment of the cadet in the personnel lists of the National Academy, for all types of support and appointment to the appropriate position.	Chief of the Personnel Department	On the day of the cadet's arrival	The unit commander provides assistance and controls

No.	Name of the activity	Who executes	Term of execution	Note
In case of a cadet transferring between specialties (educational programs)				
27.	Writing and submitting a report to the Commandant of NAA on transfer to another specialization.	Cadet		
28.	Preparation of a job description, a copy of the service card, a copy of the training card and submission of them together with a report to the chief of the personnel department for approval of the availability of a vacant position in the specialization to which the cadet intends to transfer.	Chief of the educational structural unit in which the cadet studies	Within three days	
29.	Report approval	Chief of the Personnel Department	During the day	If there is a vacancy
30.	Study of the job description, performance and reasons for transferring the cadet to another specialization. Determination of the scope of the academic deficiency and the possibility of its elimination no later than the penultimate semester of study. Approval of the report and formation of a Certificate of Academic deficiency (Annex 13) or provision of a written reasoned response on the inexpediency of the transfer.	Chief of the educational structural unit to which the cadet intends to transfer	During the week	
31.	Conducting an interview with the cadet, proving a plan for eliminating academic debt. Reporting to the Deputy Commandant of the Academy for education (by cadet's consent) on the issue of transfer and providing a set of documents for approval.	Chief of the educational structural unit in which the cadet studies	Within three days	

No.	Name of the activity	Who executes	Term of execution	Note
32.	Report to the Commandant of the Academy on submitting the issue of transfer to the Academic Council of the Academy (conducting an interview with the cadet if necessary).	Deputy Commandant of the Academy for education	Within three days	
33.	Reports to the Academic Council of the Academy on the possibility of transfer and the procedure for eliminating academic debt.	Chief of the educational structural unit to which the cadet intends to transfer	The next meeting of the Academic Council of the Academy	
34.	Making a decision on transfer or refusal, providing the applicant with a reasoned response.	Commandant of the Academy	Within three days after the meeting of the Academic Council of the Academy	
35.	Development of a draft order (on personnel) on the transfer of a cadet.	Chief of the Personnel Department	Within the time specified in the guiding documents on personnel accounting	
36.	Preparation and issueing of the order of the Commandant of the Academy on amendments to the order of the Commandant of the Academy "On the distribution of cadets between training groups and training courses in the academic year"	Chief of the academic department	After the issueing of the order of the Commandant of the Academy (on personnel)	If necessary.
37.	Transfers the cadet to a new structural unit together with the documents stipulated by the Instruction on the organization of personnel accounting in the system of the Ministry of Defense of Ukraine and the training card and record book	Chief of the educational structural unit where the cadet studied	Within the terms specified in the Instruction on the organization of personnel accounting in the system of the Ministry of Defense of Ukraine	

No.	Name of the activity	Who executes	Term of execution	Note
38.	Enrollment of the cadet in the unit's personnel lists. Development of a schedule for eliminating academic deficiency (Annex 14), its approval by the Deputy Commandant of the Academy for education	Chief of the training structural unit to which the cadet was transferred	Upon the cadet's arrival at the unit	
39.	Organization of the implementation of the schedule for eliminating academic deficiency	Chief of the training structural unit to which the cadet was transferred	Within the time frame specified in the schedule	

Deputy Commandant of the Academy for Education

Colonel Oleksii KRASIUK

To the chief of ____ training course of
the faculty _____

REPORT

I ask for your request to the higher command to expel me, a cadet of ____ training group ____ training course of the faculty _____ soldier _____ from the list of cadets of the National Academy of the Land Forces and early termination of the contract with me on military service (training) in the Armed Forces of Ukraine by cadets of a higher military educational institution due to my unwillingness to continue training (of my own free will) in accordance with Part 11 of Article 25 of the Law of Ukraine "On Military Duty and Military Service" and paragraphs 3, 7 of Section II of the Features of expulsion, reinstatement and transfer of cadets, students, adjuncts of institutions of professional pre-higher military education, higher military educational institutions, military training units of institutions of higher education and scientific institutions in the system of the Ministry of Defense of Ukraine, approved by order of the Ministry of Defense of Ukraine dated 31.12.2024 No. 877.

The requirements of the Procedure for reimbursement by cadets and officers of expenses related to their sustainment in institutions of professional pre-higher military education, higher military educational institutions, military training units of institutions of higher education, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 12.07.2006 No. 964 on reimbursement of expenses related to sustainment in the National Academy of the Land Forces and Part 11 of Article 25 of the Law of Ukraine "On Military Duty and Military Service" regarding sending to a military unit for further military service by conscription during mobilization, for a special period, after expulsion and termination of the contract were informed to me during a personal interview.

After early termination of the contract due to unwillingness to continue studies (of my own free will), I undertake to reimburse the total amount of expenses related to sustainment determined for reimbursement to the cash desk or to the account of the National Academy.

After being expelled from the cadet ranks and early termination of the contract, I request that you send me to a military unit for further military service upon conscription during mobilization, for a special period.

I have no complaints against the command of the National Army Academy regarding the early termination of my contract.

Cadet of ____ training course
faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20____ year

To the chief of faculty _____

I am acting upon the substance of the soldier's report _____

Chief of ____ training course
faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20____ year

To the Commandant of Hetman Petro
Sahaidachnyi National Army Academy

I am acting upon the substance of the soldier's report _____

Chief of faculty _____

(military rank) (signature) (first and last name)
" ____ " _____

20____ year

To the chief of faculty _____

REPORT

I hereby declare that the cadet of ____ study group of ____ study course of the faculty combat employment of troops, soldier _____ refused to conclude (sign) a contract for military service in officer positions after graduation.

In view of the above, I ask for your request to the high command to expell soldier _____ from the list of cadets of the National Army Academy and early termination of the contract with him for military service (training) in the Armed Forces of Ukraine by cadets of a higher military educational institution in connection with his refusal to further perform military service in officer positions after completing his training.

Requirements of the Procedure for reimbursement by cadets and officers of expenses related to their sustainment in institutions of professional pre-higher military education, higher military educational institutions, military training units of institutions of higher education, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 12.07.2006 No. 964 on reimbursement of expenses related to sustainment in the National Army Academy and Part 11 of Article 25 of the Law of Ukraine "On Military Duty and Military Service" regarding sending to a military unit for further military service by conscription during mobilization, for a special period, after expulsion and termination of the contract, to soldier _____ has been informed during a personal interview.

Chief of ____ training course
faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20__ year

To the Commandant of Hetman Petro
Sahaidachnyi National Army Academy

I am acting upon the substance of the soldier's report _____

Chief of faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20__ year

To the chief of faculty _____

REPORT

By order of the Commandant of the National Army Academy dated _____. No. ____ cadet _____ of the study group ____ of the study course of the faculty _____ soldier _____ was brought to disciplinary responsibility and was given the disciplinary penalty "WARNING ABOUT INCOMPLETE SERVICE COMPLIANCE" for using _____. narcotics at National Army Academy and performing military service duties while intoxicated.

In accordance with paragraph 2 of Annex 12 of the Instructions on reporting events, criminal offenses, military administrative offenses and administrative offenses related to corruption, violations of military discipline and their registration in the Ministry of Defense of Ukraine, the Armed Forces of Ukraine and the State Special Transport Service, approved by order of the Ministry of Defense of Ukraine dated November 29, 2018 No. 604, the use of narcotic drugs is classified as violation of military discipline, which are registered to assess the state of military discipline.

In view of the above, I ask for your request to the high command to expell soldier _____ from the list of cadets of the National Amy Academy and early termination of the contract with him on military service (training) in the Armed Forces of Ukraine by cadets of a higher military educational institution for indiscipline in accordance with Part 11, Article 25 of the Law of Ukraine "On Military Duty and Military Service" and paragraphs 3, 8 of Section II of the Features of expulsion, reinstatement and transfer of cadets, students, adjuncts of institutions of professional pre-higher military education, higher military educational institutions, military training units of institutions of higher education and scientific institutions in the system of the Ministry of Defense of Ukraine, approved by order of the Ministry of Defense of Ukraine dated 31.12.2024 No. 877.

Requirements of the Procedure for reimbursement by cadets and officers of expenses related to their sustainment in institutions of professional pre-higher military education, higher military educational institutions, military training units of institutions of higher education, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 12.07.2006 No. 964 on reimbursement of expenses related to sustainment in the National Academy of the Land Forces and Part 11 of Article 25 of the Law of Ukraine "On Military Duty and Military Service" regarding sending to a military unit for further military service by conscription during mobilization, for a special period, after expulsion and termination of the contract, to soldier _____ has been informed during a personal interview.

Chief of ____ training course
faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20____ year

To the Commandant of Hetman Petro
Sahaidachnyi National Army Academy

I am acting upon the substance of the soldier's report _____

Chief of faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20____ year

To the chief of faculty _____

REPORT

Cadet of ____ study group of ____ study course of the faculty _____ soldier _____, according to the results of the final control, received an unsatisfactory grade in three disciplines of the curriculum: "Tactics", "Tactics", "Tactics" (or, according to the results of re-passing the final control within the established period, received an unsatisfactory grade in the educational discipline "Tactics").

In view of the above, I ask for your request to the high command to expell soldier _____ from the list of cadets of the National Army Academy and early termination of the contract with him on military service (training) in the Armed Forces of Ukraine by cadets of a higher military educational institution for failure to fulfill the educational program in accordance with Part 11, Article 25 of the Law of Ukraine "On Military Duty and Military Service" and paragraphs 3, 5 of Section II of the Features of expulsion, reinstatement and transfer of cadets, students, adjuncts of institutions of professional pre-higher military education, higher military educational institutions, military training units of institutions of higher education and scientific institutions in the system of the Ministry of Defense of Ukraine, approved by order of the Ministry of Defense of Ukraine dated 31.12.2024 No. 877.

The requirements of the Procedure for reimbursement by cadets and officers of expenses related to their sustainment in institutions of professional pre-higher military education, higher military educational institutions, military training units of institutions of higher education, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 12.07.2006 No. 964 on reimbursement of expenses related to sustainment in the National Academy of the Land Forces and Part 11 of Article 25 of the Law of Ukraine "On Military Duty and Military Service" regarding sending to a military unit for further military service by conscription during mobilization, for a special period, after expulsion and termination of the contract, to soldier _____ has been informed during a personal interview.

Chief of ____ training course
faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20____ year

To the Commandant of Hetman Petro
Sahaidachnyi National Army Academy

I am acting upon the substance of the soldier's report _____

Chief of faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20____ year

REFERENCE ON ACADEMIC DEFICIENCY

from " ____ " _____ 20 ____

Applicant for education _____
may be enrolled in the study group _____ for the ____ semester of the ____
course.

Academic deficiency is:

No. salary	Name of discipline	Semester	Number of hours	Final control
Total:				

The applicant can follow the educational process schedule starting from
____ course.

The deadline for passing the academic deficiency is
" ____ " _____ 20 ____.

Chief of faculty _____

(military rank) (signature) (first and last name)
" ____ " _____ 20 ____ year

APPROVED

Deputy Commandant of the Academy for
education_____
(military rank) (signature) (initial, last name)

" ____ " _____ 20__ year

SCHEDULE

of elimination of academic deficiency of higher education applicant

(military rank, surname, first name and patronymic)

Elimination deadline: " ____ " _____ 20__.

No. of the company	Academic discipline	Final control form	Position, military rank, last name, teacher's name and patronymic	Date of receipt of individual assignment	Date of final inspection	Teacher's signature

Chief of faculty _____

(military rank) (signature) (initials and surname)

Higher education applicant

(military rank) (signature) (initials and surname)

Deputy Commandant of the Academy for Education

Colonel Oleksii KRASIUK