

**Appendix 6**

**APPROVED**

by the order of the Head of the  
National Army Academy

No. \_\_\_\_ dated \_\_\_\_\_.\_\_\_\_\_.2025

**REGULATION**

**on educational resources management at the Hetman Petro Sahaidachnyi  
National Army Academy**

Approved by the Academic  
Council of the Hetman Petro  
Sahaidachnyi National Army  
Academy

Protocol No. \_\_\_\_ dated \_\_.2025

# **REGULATION**

## **on educational resources management at the Hetman Petro Sahaidachnyi National Army Academy**

This Regulation outlines a comprehensive framework for managing educational resources at the Hetman Petro Sahaidachnyi National Army Academy and aims to ensure effective planning, use, monitoring, and improvement of all resources to meet current requirements for the training of military professionals, in accordance with Ukrainian legislation and international standards.

### **1. General provisions and legal framework**

This Regulation developed in accordance with key legislative acts and international standards to ensure a reliable and compliant system of educational resource management.

#### **1.1. Ukrainian Legislation:**

Law of Ukraine "On Higher Education" dated July 1, 2014, No. 1556-VII;

Law of Ukraine "On Public Procurement" dated December 25, 2015, No. 922-VIII;

Regulation on Military (Naval) Property Management of the Armed Forces of Ukraine, approved by the Ministry of Defense order No. 300 dated July 16, 1997;

Order of the Ministry of Defense of Ukraine "On Approval of the Instruction on Accounting for Military Property in the Armed Forces of Ukraine" No. 440 dated August 17, 2017;

Order of the Commander of the Ukrainian Ground Forces dated October 21, 2024, No. 116/7/56128 "Concept for the Development of the Educational and Material-Technical Base of the Army of Ukraine till 2027";

Order of the Commander-in-Chief of the Armed Forces of Ukraine No. 55 dated February 8, 2024 "On Approval of the Procedure for Maintenance, Improvement and Development of the Material and Technical Base of Higher Military Educational Institutions, Military Training Units of Higher Education Institutions and Institutions of Professional Pre-Higher Military Education".

#### **1.2. International Standards:**

NATO Joint Directive BI-SCD 075-007 dated March 24, 2025 "Education and Training": provides guidance on NATO educational and training processes;

International Quality Standard ISO 9001:2015 "Quality Management Systems": emphasizes a process-oriented approach to documenting and reviewing the structure, responsibilities, and procedures required for effective educational quality management;

STANAG 2591 "Distance Learning": defines requirements for developing distance learning content and courses, ensuring compatibility and exchange of e-learning content (including via SCORM 2004), which is critical for modern educational platforms.

### **2. Scope of Application**

This Regulation applies to all departments and units of the National Army Academy involved in planning, creation, management, and use of educational resources for personnel training.

### 3. Purpose

The main purpose of this Regulation is to establish general principles, procedures, and approaches to the management of educational resources. This ensures the effectiveness of the educational process in full compliance with Ukrainian legislation and international standards.

The core goal of educational resource management is to establish a system that guarantees:

**Modern Quality Standards:** All educational materials, teaching aids, simulation systems (training and practice tools), and information and communication technologies (ICT) must comply with international (particularly NATO) and national quality standards, incorporating advanced technologies, modern teaching methods, and innovative practices.

**Accessibility:** Educational resources must be easily accessible to all stakeholders, including instructors, cadets, and administrative staff. This includes full functionality of learning management systems (LMS), appropriate digital storage, and the availability of necessary equipment.

**Relevance:** Resources regularly updated to reflect changes in curricula, operational requirements, technological advancements, and new NATO standards.

### 4. Key Principles of Management

Educational resource management at the Academy based on the following key principles:

#### 4.1. Compliance with NATO Standards and Ukrainian Legislation

**Legal Compliance:** All educational resources strictly adhere to the legal provisions of Ukraine and NATO international standards, ensuring legality and interoperability with allied forces.

**Unified Approach:** The Academy ensures consistency in planning, development, use, and monitoring of educational resources in accordance with guiding documents.

**Harmonization with International Practices:** Efforts made to harmonize the national system of educational resource management with international best practices, especially within NATO.

#### 4.2. Transparency and openness in the use of resources

**Open access to information through Moodle:** The Academy provides open information through the Moodle learning management system on the availability and access to learning materials. Moodle is a transparent and secure platform for information and access to learning resources, fully compliant with NATO standards for managing learning resources at the Academy.

**Transparent allocation of resources:** The mechanisms for allocating resources to the Academy's units are transparent, ensuring fairness and accountability.

**Regular reporting:** Regular reports on the use of learning resources provided for ongoing oversight and evaluation.

**Training seminars:** training seminars conducted for faculty and cadets on the effective use of available resources, which contributes to their optimal use and skill development.

#### 4.3. Focus on long-term improvement of the training system

Continuous updating of content: training materials constantly updated to meet the current requirements and evolving needs of military education.

Implementation of innovative methods: The Academy introduces innovative forms and methods of education, including simulation systems, interactive platforms and virtual reality, to enhance the learning experience.

Development of long-term strategies: long-term strategies for the development of learning resources developed, taking into account international experience and future educational needs.

Regular analysis of effectiveness: the effectiveness of learning materials regularly analyzed to ensure that they achieve the intended learning outcomes.

#### **4.4. Ensuring security and confidentiality of educational data**

Personal Data Protection: User data is protected in accordance with the Law of Ukraine "On Personal Data Protection" and NATO cybersecurity standards.

Encryption Technologies: Modern encryption secures e-learning platforms and confidential information.

Role-Based Access Control: Access is granted based on user roles (e.g., instructor, student, administrator).

Regular Security Audits: Audits identify and eliminate vulnerabilities in resource management systems.

Incident Response Plans: Backup procedures and communication protocols are established in case of data breaches.

Cybersecurity Training: Personnel trained in cybersecurity and data protection to build a safety culture.

### **5. Management Organization**

#### **5.1. Responsibility for Educational Resource Management**

Responsibility for managing educational resources at the Academy assigned to the following structural units:

Academic Departments of the Academy, responsible for directly delivering educational services;

Department of Quality Assurance in Education, which monitors, evaluates, and improves the educational process;

Information and Telecommunication Center, which provides critical technical and informational support;

Departments and services of material/technical and educational-methodical support, which handle procurement, maintenance, and coordination of physical and methodological resources.

#### **5.2. Core functions of the units**

Each responsible unit performs essential functions:

Planning and development of educational resources: identifying needs and creating new resources;

Providing access to resources: ensuring resources are easily accessible to users;

Monitoring the effectiveness of resource usage: evaluating how efficiently resources had used;

Ensuring compliance with NATO standards: maintaining adherence to international standards.

### **5.3. Key Tasks of the Units**

#### **5.3.1. Academic Departments responsible for:**

Directly supporting the educational process: ensuring uninterrupted teaching;

Developing and updating curricula and teaching materials: ensuring relevance and compliance of educational content;

Organizing lectures, practical and laboratory sessions: planning and conducting learning activities;

Using and coordinating educational resources: effectively utilizing textbooks, equipment, and software;

Publishing new instructional materials;

Ensuring educational quality and compliance with academic standards: upholding academic integrity and established standards;

Cooperating with other departments: working collaboratively for effective resource utilization.

#### **5.3.2. Information and Telecommunication Center (ITC) responsible for:**

Technical and informational support: providing the necessary infrastructure for the educational process;

Support and administration of e-learning platforms (LMS), databases, and networks: ensuring uninterrupted operation of digital learning environments;

Maintaining IT equipment, software, and servers: servicing the Academy's IT infrastructure;

Introducing modern information technologies: integrating advanced technologies into education;

Information security and access control: protecting digital resources and managing user access;

Technical support for faculty and cadets: assisting users with IT-related issues.

#### **5.3.3. Departments/Services of Material-Technical and Laboratory Support responsible for:**

Planning, procurement, maintenance, and modernization of equipment: ensuring the acquisition, servicing, and updating of equipment (computers, labs, multimedia tools, simulators, etc.);

Maintaining buildings, classrooms, dormitories, and sports facilities: ensuring appropriate physical conditions for education and residence;

Organizing procurement: managing the purchase of furniture, equipment, office supplies, and other necessary resources;

Coordinating maintenance and repair activities.

#### **5.3.4. Department of Quality Assurance in Education responsible for:**

Developing and implementing the quality assurance system;

Monitoring and analyzing educational quality;

Controlling the educational process;  
Organizing evaluation of faculty and cadets;  
Promoting professional development of teaching staff.

## **6. Procedure for Educational Resource Management**

### **6.1. Resource Planning**

Identify needs and licensing requirements for educational activities:

Needs for educational resources defined based on training and distribution requirements;  
Resource provisioning plans developed for short- and medium-term periods.

### **6.2. Budget and resource allocation**

#### **6.2.1. Budget allocation:**

Budget allocation based on detailed analysis of the actual needs of all Academy units;  
Priority areas are determined according to the strategic objectives of the Academy;  
Provisioning plans developed considering both operational and long-term needs;  
Tenders conducted for procurement to ensure transparency and cost-efficiency.

#### **6.2.2. Ensuring resource allocation compliance:**

Periodic compliance analysis: the Academy regularly assesses whether existing resources meet training goals and program requirements;  
Course-specific considerations: the specifics of each course, its audience, and technical needs factored into resource distribution;  
Flexible resource reallocation: resources reallocated as needed to respond to urgent demands and ensure adaptability.

#### **6.2.3. Efficiency monitoring:**

Regular expenditure reporting: each unit regularly reports on the use of funds and material resources;  
Internal audits of cost-effectiveness: internal audits conducted to evaluate spending efficiency;  
Feedback analysis: feedback from students and instructors on resource availability analyzed to identify areas for improvement.

### **6.3. Information verification**

A verification process is to be implemented for resource management data to ensure accuracy and availability.

#### **6.3.1. Purpose of verification:**

Ensuring data accuracy and relevance: confirming that data on Academy resources is accurate and up to date;  
Compliance with standards: ensuring data aligns with approved standards and educational needs;  
Optimization of management: improving management of educational and other resources.

#### **6.3.2. Key verification stages at the Academy include:**

##### **6.3.2.1. Regular information updates:**

Quarterly or as-needed updates: resource data (personnel, material, technical) updated quarterly or as necessary;

Departmental responsibility: updates are handled by responsible departments (academic, IT);

Centralized storage: data submitted to a unified information system for centralized storage, improving access and management.

#### **6.3.2.2. Internal audits:**

Internal audits are conducted to check data relevance and accuracy.

#### **6.3.2.3. Discrepancy analysis:**

Discrepancies between actual resource conditions and internal report data are analyzed.

#### **6.3.2.4. Physical resource compliance checks:**

Material resources are checked for compliance with approved standards.

#### **6.3.2.5. Resource use efficiency analysis:**

Efficiency of resource use evaluated based on internal reports and surveys.

#### **6.3.3. Verification tools and methods:**

Electronic tracking systems: a unified database used for data storage and analysis, centralizing data management;

Physical inspections: inventory of material resources through physical checks ensures accuracy;

Surveys: data collected from staff and students on how well resources meet their needs;

External expertise: independent experts may be involved for specialized assessments, ensuring objectivity.

#### **6.3.4. Responsible personnel and units:**

Appointing responsible persons: individuals assigned to each verification stage to ensure accountability;

Overall coordination: the Information and Computing Center (ICC) coordinates the verification process using its technical expertise.

### **7. Final provisions**

This Regulation is mandatory for all units of the Academy, ensuring consistent implementation across the institution.

Compliance monitored by the Deputy Head of the Academy for Academic Affairs.

Changes to the Regulation made by decision of the Head of the Academy based on needs analysis and recommendations from international partners, allowing for flexible responses to current requirements.