



**MINISTRY OF DEFENSE OF UKRAINE  
KOROLOV ZHYTOMYR MILITARY INSTITUTE**

**REGULATIONS  
ON THE COMPETITIVE SELECTION OF CANDIDATES FOR STUDY  
ABROAD UNDER INTERNATIONAL EDUCATIONAL PROGRAMMES  
AT KOROLOV ZHYTOMYR MILITARY INSTITUTE**

**APPROVED BY THE ACADEMIC  
COUNCIL**

of Korolov Zhytomyr Military Institute  
Protocol No. 9 dated 27 February 2025

**ENACTED BY**

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## **FOREWORD**

These Regulations were developed by a working group of Korolov Zhytomyr Military Institute, established in accordance with the order of the Commandant of the Institute No. 116 dated 3 February 2025.

### **Head of the working group:**

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### **Members of the working group:**

- Major **Nataliia Alekseichuk**, Head of the International Military Cooperation Section of the General and Long-Term Planning Department of the Headquarters;
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## **1. GENERAL PROVISIONS**

1.1. The Regulations on the competitive selection of candidates for study abroad under international educational programmes at Korolov Zhytomyr Military Institute (hereinafter – the Regulations) define the procedure and organization of the competitive selection of cadets and students who are candidates for study abroad.

1.2. These Regulations are developed in accordance with the following regulatory documents:

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

Regulations on the Procedure for Exercising the Right to Academic Mobility, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 579 dated 12 August 2015 (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated 13 May 2022, No. 599);

Principles of the Joint Declaration of the European Ministers of Education “The European Higher Education Area”, signed in Bologna on 19 June 1999 (Bologna Declaration);

Specifics of expulsion, reinstatement, and transfer of cadets, students, and adjuncts of professional pre-higher military education institutions, higher military educational institutions, military educational units of higher education institutions, and scientific institutions within the system of the Ministry of Defense of Ukraine, approved by Order of the Ministry of Defense of Ukraine No. 877 dated 31 December 2024;

Regulations on the Procedure for Expulsion, Interruption of Studies, Reinstatement, and Transfer of Persons Studying in Higher Education Institutions, and Granting of Academic Leave, approved by Order of the Ministry of Education and Science of Ukraine No. 134 dated 7 February 2024;

Instruction on the Organization and Implementation of International Cooperation within the System of the Ministry of Defense of Ukraine, approved by Order of the Ministry of Defense of Ukraine No. 218 dated 23 July 2021;

Methodological Recommendations on the Procedure for Planning, Selection, Training, and Sending of Servicemen and Civilian Employees of the Armed Forces of Ukraine for Training Abroad, approved by the Director of the Department of Personnel Policy of the Ministry of Defense of Ukraine dated 30 December 2013 (Inventory No. 255);

Statute of Korolov Zhytomyr Military Institute;

Regulations on the transfer of academic disciplines, determination and elimination of academic differences by cadets and students at Korolov Zhytomyr Military Institute;

and other normative documents concerning higher education and the organization of the educational process.

**1.3.** In these Regulations, the terms and definitions are used as follows:

*International academic mobility* – the opportunity for cadets and students to study at a foreign higher education institution (HEI) based on bilateral agreements or within the framework of participation in international educational programs;

*International educational programme* – an educational programme that provides for study and the implementation of an academic mobility programme by a Ukrainian participant at a foreign educational institution.

## **2. ORGANIZATIONAL SUPPORT**

2.1. The selection of candidates for study under international academic mobility programs is carried out based on the results of a competitive selection process.

2.2. Announcements about the competitive selection of candidates for study under international academic mobility programs (international educational programs) are published on the official information resources of the Zhytomyr Korolov Military Institute (hereinafter referred to as the Military Institute) and communicated to students through the academic department of the faculty.

2.3. To organize, conduct, and summarize the results of the competition, a Selection Committee for Candidates for Overseas Study under International Educational Programs (hereinafter referred to as the Selection Committee) shall be established by order of the Commandant of the Military Institute for the academic year. The Chairperson of the Selection Committee shall be the Deputy Commandant for Academic Affairs; the Deputy Chairperson shall be the Deputy Commandant for Personnel Psychological Support – Head of the Personnel Psychological Support Department; and the Secretary shall be the Head of the International Military Cooperation Section. The Selection Committee shall include the Head of the Academic Department, the Deans of Faculties, the Head of the Research Center, and the Heads of Departments of the Military Institute.

2.4. The following trainees may be admitted to the competitive selection as candidates for participation in international educational programs:

those studying in the 2nd or 3rd year of a first-cycle (bachelor's) degree program or in the 1st year of a second-cycle (master's) degree program in the full-time mode of study;

those who have not previously participated in overseas training programs;

those who hold a valid passport of a citizen of Ukraine for international travel;

those who have proficiency in English at a level not lower than SLL 2 (B2).

2.5. The competitive selection of candidates for overseas study shall be conducted according to the criteria set forth in this Regulation, but shall not be limited to them.

Additional criteria and conditions for selection may be established by the partner institution and/or defined by the terms of the international educational program, and shall take precedence in determining the candidate for overseas study.

2.6. To participate in the competitive selection, the candidate shall submit the following documents to the secretary of the commission:

- a report approved by the unit commander, indicating the name of the program, the partner educational institution, and the country of the partner institution where the international educational program is implemented;

- an official performance review with a conclusion on the expediency of sending the candidate for studies abroad;

- a copy of the service record card;

- a certified copy of the academic record card;

- copies of diplomas and certificates (if available) confirming academic and athletic achievements;

- copies of certificates confirming the level of English language proficiency, or, if absent, a certificate issued and certified by the Head of the Department of Foreign Languages indicating the level of English proficiency according to the STANAG 6001 standard criteria;

- a short résumé that must include motivation for studying abroad, expected learning outcomes, and their potential impact on the candidate's further professional development;

- an individual schedule for completing academic differences (if the educational and professional program of the candidate's studies at the military institute does not fully correspond to the international educational program of the partner institution);

- a recommendation letter from the graduating department (for candidates who are 3rd-year students of the first (bachelor's) level and/or 1st-year students of the second (master's) level of higher education).

All the above-mentioned documents shall be submitted as a complete package for consideration by the selection commission within five days (but no later) after the announcement of the competitive selection is published on the information resources of the military institute.

### **3. CRITERIA FOR THE COMPETITION SELECTION OF CANDIDATES FOR STUDYING ABROAD/ Criteria for selecting study abroad candidates**

#### **3.1. Main Criteria**

##### **3.1.1. Academic Performance**

Mandatory: The average grade according to the course rating should be no lower than 80.

Additional: Participation in Olympiads, competitions, academic awards (distinctions, scholarships, etc.), if available.

##### **3.1.2. Language Proficiency**

Mandatory: Proficiency in English at a level no lower than LPL2 according to the STANAG 6001 standard criteria and/or B2.

Additional: Knowledge of a second foreign language.

##### **3.1.3. Discipline**

Mandatory: A copy of the service record card.

Criteria for assessment: The commander's conclusion on the advisability of sending the candidate to study abroad, the absence of unresolved disciplinary penalties in the service card.

##### **3.1.4. Motivation and Goals**

Mandatory: A motivational letter.

Criteria for assessment: Clarity of goals, understanding of the potential impact of studying abroad on the candidate's future professional development.

##### **3.1.5. Recommendations**

Mandatory: A recommendation letter from the department the candidate is graduating from.

Additional: A letter of support from the partner institution.

Criteria for assessment: Focus should be on academic achievements, learning success, responsibility, and communication skills.

#### **3.2. Criteria set by the partner institution and/or established by the program conditions**

If specific conditions are provided, these criteria are prioritized and mandatory.

#### **3.3. Additional Criteria**

Additional criteria are not mandatory but may be decisive if they are available at one of the candidates, among those allowed for the competitive selection, in the case of other equal indicators.

Such criteria may include significant achievements in scientific, sports, and public activities, namely:

Scientific activity: certificates, diplomas for participation in scientific conferences and seminars (departmental, institute-level, nationwide), published

scientific works (abstracts, articles), certificates for rationalization proposals, if available; participation in scientific research (projects) and scientific clubs.

Sports activity: Certificates, diplomas, medals, cups, and other proofs of successful participation in sports competitions of various levels, candidate (master) of sports certificates, etc.

Extracurricular Activities: Participation in volunteer projects, career guidance events, etc. (projects which the candidate can provide evidence of personal participation, such as certificates, diplomas, awards in).

3.4. The Competition Selection Committee for candidates to study abroad conducts an interview with the applicant, organized by the Deputy Head of the Institute for Personnel Psychological Support – Head of the Department of Personnel Psychological Support.

The purpose of the interview is to assess the candidate's awareness of intercultural communication specifics, evaluate their communication skills, and understand their comprehension of the mission and values of the military institute.

During the interview, the committee should clarify:

- experience of living or studying abroad or participating in international projects;

- ability to adapt to new conditions;

- their intentions and responsible approach to academic and scientific activities;

- their social activity, ability to work in a team or independently make decisions;

- their moral, professional, and personal qualities, authority, patriotism, and capability to represent not only the military institute but the country as a whole at the international level.

3.5. The Competition Selection Committee studies the submitted documents, the results of the interview (if conducted), creates a ranking list, and records its work in Minutes, stating the decision regarding the competition winners.

The meeting is valid with the presence of at least 2/3 of the committee members, and the decision is made by a majority vote. The Minutes, signed by all committee members, along with the ranking list, is submitted by the committee chair to the Commandant of the military institute for approval.

3.6. Each candidate for studying abroad:

- can receive consultation and clarification regarding the preparation of the document package or participation in the competition by contacting the international military cooperation group of the military institute;

- has the right to review the results of the competition selection process by the selection committee.

3.7. If the candidate selected during the competition cannot participate in the international educational program for any reason, the next candidate on the ranking list will be selected.

#### **4. FINAL REGULATIONS**

4.1. Applicants for higher education who are temporarily admitted to the educational process of partner institutions have rights and obligations according to the program of their studies.

4.2. During the period of studying abroad, the applicants retain their place of study at the military institute, are not expelled, and are accounted for in the Unified State Electronic Database on Education.

4.3. The provisions are approved by the Academic Council of the military institute and come into effect the day after approval by the head.

4.4. Amendments and additions to the provisions are approved by a decision of the Academic Council of the military institute. The provisions can also be revoked in the same manner.

4.5. Responsibility for implementing the provisions and ensuring compliance with its requirements lies with the officials of the military institute according to their functional duties.