

CONFIRMED

by Lithuanian University of Health Sciences Senate

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**THE PROCEDURE FOR ORGANIZING DISTANCE LEARNING
AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

**CHAPTER I
GENERAL PROVISIONS**

1. This procedure specifies the process of the organization of distance learning at the Lithuanian University of Health Sciences (hereinafter the University).
2. Distance learning at the University shall be organized in accordance with the Law on Higher Education of the Republic of Lithuania, the University Study Regulations, and the University Code of Ethics.

3. General concepts:

Distance learning is a learning method that uses a virtual learning environment, where lecturers provide students and listeners with specific study information, leaning material, mid-term assignments, examinations, organize contact distance learning sessions and other learning activities.

Distance education/learning is consistent, individual or group education/learning, with distance and/or time between learners and the lecturer, while communication and cooperation, education/learning materials are provided via virtual learning environment.

Remote contact work time is the time when students and listeners interact with the lecturer in a synchronous (classes take place directly communicating with the lecturer) or asynchronous way (indirect communication with the lecturer) by means of digital technologies. In distance learning, the hours allocated for contact work are used in a distance learning environment.

Virtual learning environment (hereinafter VLE) is an information communication technology-based learning system that comprises tools for delivering electronic learning material, organizing, communicating and collaborating on learning activities.

CHAPTER II

ORGANIZATION OF DISTANCE LEARNING

4. Distance learning can be organized in all departments of the University.
5. Distance learning at the University is coordinated by the Innovative Education Department of the Study Center.
6. For distance learning, an open source web-based virtual learning environment *Moodle* is used, available at <https://moodle.lsmu.lt/> (*MS Teams* and <https://myhybridlab.lsmuni.lt/> may be used as an alternative; other means of communication may be used in the event of a malfunction of the specified programs).
7. Standard username and password of the University users are used for logging in. Logins are created automatically for all University users.
8. General information related to distance learning shall be provided through the University information systems or via the University assigned email address (information shall not be sent to emails not provided by the University).
9. Course development:
 - 9.1. New courses are created by filling in the application form <https://moodle.lsmu.lt/>.
 - 9.2. Data on the course and lecturers from the University study information system are used to create new courses, replicating the structure.
 - 9.3. For one course with an individual code, one VLE course is created.
 - 9.4. If the representative of the department when filling in the application form wishes, the department study administrator may be registered as a lecturer. The lecturer coordinating the course and the responsible study administrator of the department are indicated next to the subject.
10. Distance learning classes shall be carried out in a synchronous (classes take place in direct communication with the lecturer) and asynchronous (indirect communication with the lecturer) mode. The departments in the detailed course schedule shall indicate which classes will take place synchronously.

11. All tests can be implemented remotely. Only one login session is allowed. If the student and the listener disconnect from the test due to technical issues, he/she has the right to repeat the test in accordance with the procedure established by the department.

CHAPTER III

LECTURER'S ACTIVITIES IN ORGANIZING DISTANCE LEARNING

12. The lecturer shall ensure that a VLE is created based on *Moodle*, i.e., the subject taught is created.
13. The lecturer shall ensure that the subject data provided in *Moodle* correspond to the subject description in LSMUSIS.
14. The lecturer shall ensure the registration of students and listeners for a specific subject. Students and listeners shall be deregistered from the subject at the end of the academic year or, if necessary, earlier by the lecturer or the study administrator.
15. The lecturer coordinating the subject shall select the roles of other lecturers and study administrators in the *Moodle* subject.
16. The lecturer coordinating the subject shall ensure the registration of the responsible lecturers in *Moodle*.
17. The lecturer coordinating the subject shall inform students and listeners about the procedure of studies (and tests) carried out in the department during introductory lectures and shall provide all the information in the virtual learning environment.
18. The lecturer shall ensure the availability of the study content to students and listeners.
19. If a synchronous class is recorded, the lecturer shall indicate the possible use of the author's work (e.g., for learning purposes only). Prior to the class, the lecturer shall inform students and listeners that the class will be recorded and explain where the recording will be used.
20. The lecturer shall create high-quality study material, observe the principles of academic ethics and the requirements of legal acts regulating copyright, i.e., use information sources in accordance with the provisions of academic ethics and copyright and citation rules.
21. The lecturer shall maintain constant contact with students and listeners, encourage their active learning and communication, organize video conferences, discussions, etc.
22. The lecturer shall be available and respond to inquiries of students and listeners. If the lecturer's participation in the class is not stipulated, the inquiries of students and listeners shall be answered within the shortest possible period, but not later than within 48 hours.

23. The lecturer shall eliminate unnecessary activities and tests from the *Moodle* environment prepared for the new academic year.
24. The lecturer shall cooperate with other lecturers who instruct the same subject (module).

CHAPTER IV

STUDY ADMINISTRATOR'S ACTIVITIES IN ORGANIZING DISTANCE LEARNING

25. The study administrator shall ensure the registration of students and listeners for a specific course. Students and listeners shall be deregistered from the course at the end of the academic year or, if necessary, earlier by the lecturer or the study administrator.
26. The study administrator shall ensure that the subject is created in *Moodle*, if this has been delegated by the lecturer coordinating the subject.
27. According to the agreement with the department, the study administrator shall provide assistance to lecturers in administering studies in the *Moodle* environment.
28. The study administrator shall consult students and listeners regarding various study issues.
29. The study administrator shall follow the principles of academic ethics.

CHAPTER V

STUDENT'S AND LISTENER'S ACTIVITIES IN ORGANIZING DISTANCE LEARNING

30. The student and the listener on the first day of the course shall check whether they are registered for the required course in the *Moodle* environment. If they notice that they are not registered, they shall immediately contact the lecturer coordinating the course or the responsible study administrator.
31. The student and the listener must know their logins to the VLE.
32. The student and the listener shall check and follow the information in the e-mail box provided by the University.
33. The student and the listener shall participate in the distance learning process, discussions, answer control questions or perform other study activities provided by the department according to the specified method (synchronous or asynchronous).
34. The student and the listener are responsible for the quality of audio and video transmission.

35. The student and the listener can review the material of the classes at a time convenient for them (if the recording of the session has been made) but must report following with the procedure established in advance by the department.
36. The student and the listener shall use all subject study material provided in the VLE (textual, video and audio material, broadcasts of classes and videos thereof) only for study purposes. This material, without the consent of the authors, shall not be published, reproduced or otherwise transmitted to third parties.
37. The student and the listener shall not record the class without the consent of the lecturer.
38. During synchronous activities, the student and the listener shall join the VLE during the time provided in the schedule.
39. The student and the listener have the right to report for the missed classes in accordance with the procedure established by the department.
40. The student and the listener shall follow the principles of academic ethics.

CHAPTER VI
FUNCTION OF THE INNOVATIVE EDUCATION DEPARTMENT
IN ORGANIZING DISTANCE LEARNING

41. Functions of the Innovative Education Department in organizing distance learning:
 - 41.1. coordinates distance learning at the University and ensures methodological support to the University departments (consults lecturers, students, listeners and administrators of the departments on distance learning issues);
 - 41.2. provides technical assistance (in the *Moodle* environment) to students, listeners, lecturers, study administrators and other members of the academic community who participate in the distance learning.
 - 41.3. at the end of the academic year, prepares a clean (excluding students and listeners and the results) copy of *Moodle* and creates a VLE for the next academic year. The version of the previous academic year shall be stored for one year;
 - 41.4. organizes training on distance learning issues;
 - 41.5. creates and removes the study subjects in/from the VLE;
 - 41.6. monitors the use of the VLE;

41.7. adheres to the principles of academic ethics.

CHAPTER VII
FUNCTION OF THE INFORMATION TECHNOLOGY CENTER
IN ORGANIZING DISTANCE LEARNING

42. Function of the Information Technology Center:

42.1. to ensure the operation of the server during the organization of distance learning;

42.2. make timely backups.

CHAPTER VIII
FINAL PROVISIONS

43. Carrying out distance learning, responsibility for the quality of study processes is divided on all institutional levels in the same way as in non-distance learning.

44. If necessary, the procedure may be changed and adjusted by the order of the Rector of the University.