

APPROVED by Vilnius Gediminas Technical University Rector's order No. 10.8-40 as of January 22, 2021

## **THE DESCRIPTION OF THE TEMPORARY PROCEDURE FOR THE ORGANIZATION AND ADMINISTRATION OF THE STUDY PROCESS AT VILNIUS GEDIMINAS TECHNICAL UNIVERSITY**

### **I. GENERAL PROVISIONS**

1. The Description of the Temporary Procedure for the Organization and Administration of the Study Process at Vilnius Gediminas Technical University (hereinafter – Description) provides the guidelines for the organization of the first, second cycle and integrated studies.
2. All terms used in the Description correspond to the terms used in the Law on Higher Education and Research.
3. Studies shall be carried out following the approved lecture schedule that is published on the website “Mano VGTU”.
4. While study process is carrying out in the remote mode, all assessments, including interim and final assessments, (terms correspond to Procedure Description for Student Performance Assessment and Earning Credits at Vilnius Gediminas Technical University) will be carried out in the remote mode.
5. While studies are being carried out in the hybrid mode, interim and final credits must be organized by contact on the premises of the University.
6. If necessary, internships can be organized remotely or postponed till the end of the academic year. The decision on the organization of internship assessment is made by the Dean.

### **II. PRINCIPLES OF STUDY SCHEDULES**

7. 2020-2021 a. y. spring semester schedules must be made in a way that ensures safety of individuals involved in the study process and with regard to decisions of the Minister of Health of the Republic of Lithuania – the Head of State Operations in the State of Emergency.
8. Until 2021 April 5<sup>th</sup> all study process is organized in the remote mode, except internships organized by Antanas Gustaitis Aviation Institute which will be carried out with regard to Vilnius Gediminas Technical University Description of the Procedure for the Organization of Practical Aviation Training in the Event of Emergency (due to COVID-19 coronavirus infection) approved by Vilnius Gediminas Technical University Rector's order No. 10.8-469.
9. From 2021 April 6<sup>th</sup> study process will be carried out in the hybrid mode, i. e. remote lectures will be coordinated with practice and laboratory works in the premises of the University. Decisions regarding study process organization, taking into consideration the need for self-isolation, will be made by Dean's order coordinated with the Vice-Rector for Studies.
10. Schedules must indicate which activities will be carried out in the remote mode and which will be carried ordinary.
11. Master's degree studies will be carried out in the remote mode, except practice and laboratory works, which from 2021 April 6<sup>th</sup> will be organized in the premises of the University.
12. Laboratory works (Physics, chemistry etc.) must be organized in the following manner: 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 6<sup>th</sup> lecture time, while leaving gaps in schedule for disinfection through 2<sup>nd</sup> and 5<sup>th</sup> lectures. In the presence of small student group (up to 8 students), laboratory works can be carried out without leaving the gaps through 2<sup>nd</sup> and 5<sup>th</sup> lectures.
13. Laboratory works which must be carried out while using specific equipment in the premises of the University cannot be changed to computational, filmed or other tasks in the spring semester.
14. Foreign students must arrive to Lithuania until 2021 April 6<sup>th</sup>. For objective reasons foreign students that cannot come to Lithuania until the deadline, which are subject to quarantine

in Lithuania, will have the opportunity to carry out laboratory and practice works according to individual schedule.

### III. REMOTE ARRANGEMENT OF LECTURES

15. Lectures shall be organised in a remote mode via the programme for virtual communication Zoom (MS Teams can be used as an alternative, however, students shall be notified about it in advance). The instructions for use are available at <https://talpykla.vgtu.lt/index.php/s/XX86sqKC34Pz9jX> (LT).

16. Lectures shall be organised remotely from a place with a stable internet connection and the appropriate hardware.

17. Lecturers who do not have the technical capacity to give lectures by video conference from home may use one of the methods offered by the university:

17.1. VILNIUS TECH specialized equipped classrooms (the classrooms reservations are made via the E-Learning Group);

17.2. Classrooms or other rooms in the Faculty (one room must be used by one lecturer; the Dean distributes classrooms to lecturers and provides the list of classroom reservations to the Academic Affairs Office).

18. In order to ensure the lecture quality and provision of timely feedback, after the remote lecture (or at the end of the lecture) the lecturer is recommended to give individual assignments (send by e-mail or Moodle) and ask students to provide their responses within a given time. Assignment results should be discussed in the course of the subsequent lectures.

19. Lecturer shall provide a course description and a link to the related video lectures in the virtual learning environment Moodle.

20. During a lecture the materials prepared in digital format: slides (pptx), text documents (docx, pdf, etc.) and web pages shall be presented and explained to students.

21. The materials published by a lecturer in the Moodle system shall be available to the students until the end of the final assessment of the course.

22. Instructions for the use of Zoom platform are available for lecturers online at <https://talpykla.vgtu.lt/index.php/s/dEG5BCajW3rGWyG>; for students – at <https://talpykla.vgtu.lt/index.php/s/cqL39zKGp5y8twm> (LT).

23. The duration of the video lecture via the Zoom programme is 40 minutes (after 40 minutes the programme automatically shuts down). When the Zoom programme shuts down it is recommended to take a 5-minute break and reconnect. Due to the heavy workload of the servers, videos of the lectures will not be recorded. Students shall have to attend the lectures in the real time indicated in the lecture schedule. Streaming lectures, which are attended by more than 100 students at a time, are organised in cooperation with the E-Learning Group.

24. An alternative Teams video conferencing programme, can be used upon request. The instruction for use of Teams is available at <https://talpykla.vgtu.lt/index.php/s/XX86sqKC34Pz9jX#pdfviewer> (LT).

25. Before the remote delivery of lectures, the programme has to be tested (because video lecture links need to be uploaded to the Moodle virtual environment).

26. Lecturers working from home shall make sure that their computer has a stable Internet connection, the video camera, microphone and speakers are connected to the computer and work properly.

27. The consultations related to in the course (module) are provided remotely (on the days when remote lectures take place).

28. Consultations scheduled at the Department premises are provided by lecturers in the remote mode.

29. Heads of Departments and Deans have the right to sign in at random and check that the lectures are taking place on time (according to the approved schedule).

30. Up to 20% of pre-recorded theory lectures are allowed to be shared.

31. Pre-recorded lectures shall include a video of the lecture (no less than 30 minutes), written theoretical material, reference list, the introduction of the new topic followed by the self-assessment questions for students, as well as assignments or tests designed for assessment of topic

comprehension.

32. A lecturer shall take the following steps for using the pre-recorded lectures:

32.1. to prepare lecture materials in accordance with the specified requirements;

32.2. to receive approval of the Head of the Department on the compliance of the content of lectures with the course requirements and get permission to use pre-recorded lectures;

32.3. to receive approval of the Academic Support Centre on the material of the recorded lectures;

32.4. to receive permission of the Dean to deliver the part of the approved lectures as video recordings;

32.5. to inform students by e-mail about pre-recorded lectures.

33. In cases when international students, due to objective reasons, do not have an opportunity to come to Lithuania, lecturers organising workshops shall prepare alternative assignments for these students, that could be completed independently.

#### **IV. THE USE OF THE VIRTUAL LEARNING ENVIRONMENT MOODLE IN DISTANCE STUDY PROCESS**

34. Every lecturer shall provide an access to a course taught in the Moodle environment to the respective group of students. Moodle User Guide is available at the “User Guide” module designed by the E-Learning Group is available at <https://moodle.vgtu.lt/course/view.php?id=2287>.

35. Lecturers who do not have courses on Moodle shall develop these courses on the website Mano VGTU at <https://mano.vgtu.lt/> (Courses taught // Developing courses on Moodle). The guidelines for course development are available at <https://talpykla.vgtu.lt/index.php/s/Hof77d2T9XsZA84> (LT).

36. Lecturers who lack skills in using Moodle virtual learning environment will receive online training. The training schedule is available in the “User Guide” module designed by the E-Learning Group at <https://moodle.vgtu.lt/course/view.php?id=2287>.

37. Head of the Department (upon approval of the lecturer who developed the course material) may give permission to other lecturers to use Moodle materials prepared by colleagues. Lecturers shall use the materials developed by other colleagues only after having uploaded the course materials into his/her course Moodle virtual environment.

38. VILNIUS TECH Virtual Private Network (VPN) shall not be used when connecting to Moodle, “Mano VGTU”, or Zoom from non-university computers.

39. Moodle News Forum is recommended for communication with students and consultations. Consultations could also be provided via video conferencing programme.

#### **V. REQUIREMENTS FOR LECTURERS IN CONDUCTING DISTANCE STUDY PROCESS**

40. In order to make sure the quality and productivity of remote study process, lecturers shall:

40.1. arrange an orderly, neutral work environment, which will be seen by students joining the remote lectures;

40.2. agree with students on basic communication rules: compliance with Code of Academic Ethics of Vilnius Gediminas Technical University; verbal and written communication when submitting completed assignments to the Moodle environment; live stream communication: who and when will ask questions, how students will be able to demonstrate that they do not understand the material or assignment, etc.;

40.3. communicate with students in the oral and written form. Oral communication is recommended in groups of up to 20 students, following the strict rules for speaking. In larger groups, lecturers are recommended to mute students’ microphones and suggest students provide their feedback via chat;

40.4. provide a lecture or workshop plan at the beginning of each session;

40.5. it is recommended to divide theory lectures into parts (15-20 minutes each). Each part should be followed by students’ feedback on the materials presented;

40.6. lecturers shall stay constructive and avoid discussions on topics unrelated to the

lecture content;

40.7. the assignments to students should be developed in a format that allows checking them in a Moodle environment. Zoom programme whiteboard should be used to complete assignments, draw diagrams and organise other similar activities during the lecture.

## **VI. FINAL PROVISIONS**

41. The materials used in the remote study process is the intellectual property of the VILNIUS TECH. Students shall not distribute study materials submitted electronically or otherwise during the study process or use them for purposes other than study.

42. All participants of the laboratory works shall sign in a group spreadsheet prepared by the lecturer.

43. The E-Learning Group ensures the provision of support only for lecturers and students, who use recommended tools.

44. Any questions related to the organisation of lectures may be addressed to VILNIUS TECH E-Learning Group by phone 8 5 274 5035 (local phone No. 9035) or by e-mail [esg@vgtu.lt](mailto:esg@vgtu.lt).

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