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 Organisation 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.   All interim and final assessments including defence of the final thesis (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.   If necessary, internships can be organised remotely or postponed till the end of the academic year. The decision on the organisation of internship assessment is made by the Dean.

II.   PRINCIPLES OF STUDY PROCESS ADMINISTRATIONS

6.   During the 2020-2021 a. y. spring semester all study process is organized in the remote mode, except for:

6.1. 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;

6.2. activities at the university necessary for the final thesis that should be carried on in laboratories or workshops for prototyping. The schedule of such activities is approved by the dean of the faculty. Students and lecturers and the Academic Affairs Office are informed about the decisions made in writing;

6.3. laboratory works of the first cycle study programme "Bioengineering" and the second cycle study programmmes "Bioengineering", "Nanotechnology", which are necessary to be performed in laboratories and which are necessary to achieve the intended learning outcomes. Such laboratory works may be performed according to a schedule approved by the dean of the faculty. Students and lecturers and the Academic Affairs Office are informed about the decisions made in writing;

6.4. internships at a university that require specialized equipment. The schedule and procedure of such internships are approved by the dean of the faculty, who has received the permission of the Vice-Rector for Studies. The dean and the head of the department organizing the internship are responsible for the security of the organization of the internships.

7.   Laboratory works that require laboratory equipment on the premises of the University in the spring semester shall be replaced, as far as possible, by computational, filmed or other tasks.

8.   Internship agreements shall be registered in the following order:

8.1. Student fills in the internship agreement form in the "mano.vgtu.lt" information system. The agreement formed is considered signed by the student;

8.2. The administrator of the department registers the internship agreement in the Alma Informatica information system. The registered agreement is considered signed by VILNIUS TECH. The Dean may cancel the agreement by reasoned decision within a period of two working days;

8.3. Department administrator informs the student by e-mail that the internship agreement is registered and sends the student the registration number and date. The student writes the registration number and date in the internship agreement. The student sends the internship agreement to the internship company for signing;

8.4. The internship company sends a scanned copy of the signed agreement to the student, who forwards it to the department. A scanned copy of the agreement is stored at the department.

III.   REMOTE ARRANGEMENT OF LECTURES

9. 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).

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

11.   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:

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

11.2. 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).

12.   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.

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

14.   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.

15.   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.

16.   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.

17.   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.

18.   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).

19.   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.

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

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

22.   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).

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

24.   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.

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

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

25.2. 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;

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

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

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

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

26.   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.

27.   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.

28.   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.

29.   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.

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

31.   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

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

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

32.2. 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.;

32.3. 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;

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

32.5. 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;

32.6. lecturers shall stay constructive and avoid discussions on topics unrelated to the lecture content;

32.7. 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.

V. FINAL PROVISIONS

33. 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.

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

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

36. 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.

37. In exceptional cases, the Rector may, by his order, authorize the performance of activities in contact, ensuring the necessary conditions for the management of the flow of persons, observance of a safe distance, health safety and hygiene established by the Head of State Operations in the State of Emergency.

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