

THE DESCRIPTION OF THE TEMPORARY PROCEDURE FOR THE ORGANIZATION AND ADMINISTRATION OF THE STUDY PROCESS AT VILNIUS GEDIMINAS TECHNICAL UNIVERSITY 2021-2022 AUTUMN SEMESTER

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) 2021-2022 autumn semester provides the guidelines for the organization of the first, second cycle and integrated studies.

2. Concepts and terms used in this document:

2.1. Contact method of organizing study process – all lectures and other study activities are organized in contact mode and being held at the time and place specified by schedule.

2.2. Blended method of organizing study process – part of the lectures is organized remotely, and the other part of the lectures is organized in contact, all assessments and laboratory works are carried out in classrooms or laboratories by contact.

2.3. Synchronous or hybrid way of organizing study process – lectures are organized in classrooms or laboratories in a contact way and simultaneously being broadcasted by the means of virtual communication.

2.4. Remote way of organizing study process – lectures are organized using virtual communication tools and are in real time without direct contact.

2.5. Asynchronous way of organizing study process – the lecturer works with students at different times, communicating by e-mail or other means of communication that do not require the simultaneous login of a lecturer and student.

3. All other terms used in the Description correspond to the terms used in the Law on Higher Education and Research.

4. Studies shall be carried out following the approved lecture schedule that is published on the website “Mano VGTU”.

II. PRINCIPLES OF STUDY PROCESS ADMINISTRATION

5. During the 2021-2022 autumn semester study process for the first cycle and integrated studies is organized in the contact way on the premises of the University, ensuring the safety of people participating in the study process.

6. During the 2021-2022 autumn semester study process for the part-time and second cycle studies is organized in the blended way. Up to 50 percent of these studies can be organized remotely. Schedules must indicate which activities will be carried out remotely and which will be carried out by contact.

7. If quarantine would be announced, during the 2021-2022 autumn semester in the activities on University premises only students, lecturers, administration and research support staff with valid Covid-19 immunity certificate (e.x. Opportunity passport), who have acquired immunity, have been vaccinated according to the full vaccination scheme or are being tested voluntarily in accordance with the decisions of the Minister of Health of the Republic of Lithuania – the Head of State Operations of the State Emergency would be able to participate. Students declare on the ManoVGTU website about compliance with the conditions for participation in the study process.

8. Attendance at all practical sessions must be recorded in an assessment data sheets prepared by the lecturer.

9. Foreign students who have not arrived in the country for objective reasons before the start of studies or in case they are subject to quarantine in Lithuania, shall be provided with the opportunity to study synchronously at a distance. In this case, practical sessions or counseling can be conducted in an asynchronous way.

10. All interim and final assessments, including the defense of final thesis (the concepts correspond to the terms used in the description of the procedure for assessment of student achievements of Vilnius Gediminas Technical University), are organized in a contact way.

11. The Moodle virtual environment must provide all the information and teaching materials needed for lectures (not just distance learning). The head of the department must ensure that in the Moodle system the lecturers provide all the necessary information (general information about the study subject, Zoom links for joining the lectures (if the lectures take place remotely), slides (pptx), text documents (docx, pdf, etc.), web pages, videos, etc.)

12. The Academic Support Center organizes trainings and individual consultations for teachers on Moodle virtual environment, use of Zoom program and educological issues. Information about the training and links to the training material are provided in the Moodle information block. Heads of departments may also apply to the Academic Support Center for the training of the lecturers of the department according to a specially agreed program.

V. FINAL PROVISIONS

13. In response to the changes in the procedure for quarantine conditions established by the Minister of Health of the Republic of Lithuania - Head of State Emergency Operations, the procedure for organizing the study process will be adjusted accordingly by choosing one of the methods of organizing study process:

13.1. transition to a blended way of organizing study process at all levels and forms of studies;

13.2. transition to a remote way of organizing study process at all levels and forms of studies.

14. After the disappearance of objective reasons due to which foreign students could not come to the country, students must come to study at VILNIUS TECH no later than within a month.

15. 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.

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