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

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

2. Terms used in this document:

2.1. Contact mode of study process organisation – all lectures and other study activities are organised in contact mode at the time and place specified by the schedule.

2.2. Blended mode of study process organisation – part of the lectures are organised remotely, the other part of the lectures and all assessments and laboratory works are organised in classrooms or laboratories in contact mode.

2.3. Synchronous or hybrid mode of study process organisation – lectures are organised in classrooms or laboratories in real-time in a contact mode and simultaneously broadcasted via virtual communication tools.

2.4. Remote mode of organising study process organisation – lectures are organised via virtual communication tools and are broadcasted in real-time without direct contact.

2.5. Asynchronous mode of study process organisation – academic staff with students by e-mail or other means of communication that do not require real-time interaction.

2.6. National Certificate (*Galimybų pasas*) – a document obtained by persons who have a negative COVID-19 test result, have been fully vaccinated against COVID-19 or recovered from COVID-19 disease (coronavirus infection).

3. Other documents that meet its criteria are equated to the National Certificate (*Galimybų pasas*).

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

5. Studies shall be carried out following the approved lecture schedule that is published on the website “Mano VGTU” (mano.vgtu.lt).

II. PRINCIPLES OF STUDY PROCESS ADMINISTRATION

6. During the 2021-2022 autumn semester study process for the first-year students of the first cycle and integrated studies and the part-time students is organised in the contact mode at the University premises, ensuring the safety of people participating in the study process.

7. During the 2021-2022 autumn semester, theory lectures in a blended mode, and practical work (workshops and laboratory works) in contact mode are organised at the University premises for the following students:

7.1. for the second-to fourth-year students of the first cycle of full-time studies;

7.2. for the second-to fifth-year students of full-time integrated studies;

7.3. for second cycle students.

8. Schedules must indicate which activities will be organised remotely and which will be carried out by contact.

9. Attendance of all practical sessions must be registered in the list of students in each group, which can be downloaded from mano.vgtu.lt.

10. International students who have not arrived in the country for objective reasons before the start of the semester or in case they are subject to self-isolation in Lithuania shall be provided with the opportunity to study synchronously in a remote mode. In this case, practical work or counselling can be organised in an asynchronous mode.

11. All interim and final assessments, including the defence of the final thesis (the terms correspond to the Procedure Description for Student Performance Assessment and Earning Credits at Vilnius Gediminas Technical University), are organised in a contact way.

12. Study process indoors is organised following these recommendations:

12.1. to wear face masks, respirators or other protective means covering the nose and mouth indoors, which fit close to the face and completely cover the nose and mouth (hereinafter – mask). Persons with disabilities who, due to their health condition, can not wear masks and persons whose health may be affected by wearing a mask are recommended to wear face shields ;

12.2. to keep a distance of at least 2 meters from other persons where possible.

13. The Moodle virtual platform must provide all the information and teaching materials needed for lectures organised in all modes. The Head of the Department must ensure that the academic staff provide all the necessary information (i.e. general information about the study course, Zoom links (if the lectures are organised remotely), slides (pptx), text documents (docx, pdf, etc.), web pages, videos, etc.) in the Moodle system.

14. The Academic Support Centre organises trainings and individual consultations for academic staff on Moodle virtual platform, use of Zoom programme and didactics. Information about the training and links to the training materials are provided in the Moodle information section. Heads of Departments may also ask Academic Support Center to implement the training of the academic staff of the department following the tailored programme.

III. PARTICIPATION IN THE STUDY PROCESS

15. During the 2021-2022 autumn semester, only students with a valid National Certificate (*Galimybų pasas*) or equivalent document and without virus-specific symptoms will be allowed to participate in the study process at the University premises.

16. Until 2nd September 2021 students must declare on the mano.vgtu.lt their compliance with the conditions for participation in the contact study process. In the declaration, the student confirms if he/she has a valid National Certificate (*Galimybų pasas*) or equivalent document.

17. The student undertakes to change his / her status related to the possibility to participate in the contact study process as soon as possible in the portal mano.vgtu.lt, but not later than on the same working day.

18. The student shall have a personal identity card and/or passport and document proving their compliance with the conditions for participation in the contact study process, which validity can be checked at random by lecturers, staff appointed by the Dean of the Faculty or Academic Affairs Office staff.

19. Students who do not have a valid National Certificate (*Galimybų pasas*) or equivalent document cannot participate in classes and must leave the University premises immediately and take action to meet the conditions for participation in the contact study process.

20. The Dean of the Faculty will be informed if the student is found failing to meet the abovementioned conditions during the checkup (does not have a valid National Certificate (*Galimybų pasas*) or equivalent document). Such students' actions are considered as a violation of the terms of the Description, and these students will be subject to the penalties provided for in the Study Regulations.

21. Students must wear face masks during classes on University premises.

22. At the beginning of each activity which takes place by contact on the University premises students must disinfect their workplace using the disinfectant liquid and cleaning agent (disposable towel) in the room. Disinfection is not performed before the first lectures, or when classes are held in the same room for the same group of students.

V. FINAL PROVISIONS

23. 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 the study process organisation will be updated accordingly.

24. After the disappearance of objective reasons that do not allow international students to enter the country, they must start studies at VILNIUS TECH no later than within a month.

25. 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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