

**PROVISIONAL PROCEDURE OF THE ORGANIZATION OF DISTANCE LEARNING
AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
(effective during the quarantine period and emergency situation on COVID-19
pandemic in the Republic of Lithuania)**

**CHAPTER I
GENERAL PROVISIONS**

1. This procedure specifies the provisional procedure for the organization of distance learning at the Lithuanian University of Health Sciences (hereinafter the University) **due to the quarantine and emergency situation on COVID-19 pandemic in the Republic of Lithuania.**
2. Distance learning at the University shall be organized in accordance with the Law of education and studies of the Republic of Lithuania and the University Study Regulation.
3. General concepts:
 - 3.1. **Distance learning** – a learning method that uses a virtual learning environment, where lecturers provide students/listeners with specific study information, leaning material packages, mid-term assignments, examinations, organize contact distance learning sessions and other learning activities.
 - 3.2. **Distance education/learning** – consistent, individual or group education/learning, with distance and/or time between learners and the lecturer, while communication and cooperation, learning materials are provided via virtual learning environment.
 - 3.3. **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 (all activities are practiced via <https://moodle.lsmu.lt/>, MS TEAMS activities, in case of technical faults, other means for communication will be provided).
 - 3.4. **Remote contact work time** is the time when students interact with the lecturer in a synchronous (classes take place directly communicating with the lecturer) or asynchronous way (indirect liaison with the lecturer) by means of digital technologies. In distance learning, the time given for contact work is used in a distance learning environment.
 - 3.5. **Distance learning course description (optional)** – a provisional document approved by the study department describing changes in the study procedure (anticipated outcomes, assessment strategy, etc.) and uploaded at the subject's annotation column via <https://moodle.lsmu.lt/>

CHAPTER II ORGANIZATION OF DISTANCE LEARNING

4. The University designed VLE, an open source software based on *Moodle*, is used for distance learning, available at <https://moodle.lsmu.lt/>, as well as MS Teams application.
5. Distance learning at the University is coordinated by the Innovative Education Department of the Study Center.
6. The standard username and password of the University users is used for login. Logins are created automatically for all University users.
7. General information related to distance learning shall be provided through the University information systems or via the University assigned e-mail address (no information shall be sent via emails not provided by the University).
8. Course development:
 - 8.1. New courses are created by filling the application form at <https://moodle.lsmu.lt/>;
 - 8.2. Data on the course and the lecturers from the University study information system are used to create new courses, replicating the structure.
 - 8.3. For one course with an individual code, one VLE course is created.
9. If the representative of the department filling in the application form wishes, the department studies administrator may be registered as a lecturer.
10. Students learning a particular subject in the VLE are registered by the course lecturers or studies administrator. Students are deregistered from the course at the end of their academic year; should there be a need, students can be deregistered earlier by the lecturer or studies administrator.
11. At least 30% of distance learning classes must be practiced in a synchronous way – the lecturer communicates with students directly. The departments must indicate in the timetable which classes will be synchronous or asynchronous.
12. The materials of VLE activities must be uploaded in advance. This way students can conveniently review the study material. Students participate in the discussions, answer questions or carry out other activities specified by the department during the set time in the timetable, depending on the indicated method (synchronous or asynchronous).
13. If the student did not participate in a synchronous class, he/she has a possibility to conveniently review the video record and must report according to the set procedure of the department.
14. It is not recommended to unite student groups during classes. Whenever it is needed to do so, up to 3 groups can be joined, but no more than 25 students. The Study Centre must be notified (MF - Linas Leonas linas.leonas@lsmuni.lt and cc Erika Mozūrienė erika.mozuriene@lsmuni.lt; other MA programmes - Kristina Kaminskienė Kristina.kaminskiene@lsmuni.lt; VA programmes – Erika Mozūrienė erika.mozuriene@lsmuni.lt).
15. Intermediate tests, final tests, as well as if needed, exams can be conducted remotely via one login session. If during the test a student has disconnected for technical faults, he/she has a right to repeat the test once more according to the set procedure of the department.

III CHAPTER DUTIES AND RESPONSIBILITIES

16. During distance learning the responsibility for the quality of studies is distributed in all institutional levels in the same terms as in regular non-distance studies.
17. The duties and responsibilities of Innovative education department in distance learning:
 - 17.1. Coordinate distance learning studies in the university
 - 17.2. Ensure smooth technical work of VLE and thorough institutional technical and methodological support to the other university departments;
 - 17.3. Consult lecturers and students on distance learning issues;
 - 17.4. Organize distance learning trainings;
 - 17.5. Create and remove the study subjects on VLE;
 - 17.6. Monitor the use of activities on VLE.
18. The duties and responsibilities of lecturers in distance learning:
 - 18.1. Organize students' activities on VLE;
 - 18.2. Inform students about the order of the studies during introductory classes and provide all the information in the learning environment (e.g. "ads" section of the Moodle course);
 - 18.3. Create quality study content material;
 - 18.4. Maintain continuous contact with students, promote their active studying and communication, organize video conferences, discussions, lecture broadcasts, monitor student distance learning activity in the study timetable, during asynchronous classes the lecturer must be available and responsive to the students' requests. If the lecturer is not expected to attend the class, students' inquiries should be responded within the shortest possible time but no later than 48 hours;
 - 18.5. Save (download) the results of the tests.
19. The duties and responsibilities of students in distance learning
 - 19.1. Attend the process of distance learning;
 - 19.2. Perform the tasks in time specified by the department and attend synchronous classes. During the classes, questions may be given to check students' attendance;
 - 19.3. Report for missed classes according to the set procedure of the department;
 - 19.4. Join the synchronous classes during the scheduled time by VLE;
 - 19.5. Maintain the principles of academic honesty.
20. This procedure may be amended and revised in the light of changes in quarantine and emergency situation in Lithuania or in case of academic need.