

DESCRIPTION OF THE PROCEDURE FOR THE ORGANISATION AND IMPLEMENTATION OF DISTANCE LEARNING ACTIVITIES AT VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Organisation and Implementation of Distance Learning Activities at Vilnius University (hereinafter referred to as the Description) establishes the principles and procedure for the organisation and implementation of distance learning activities at core academic units (hereinafter referred to as Units) of Vilnius University (hereinafter referred to as the University).

2. The Description is prepared in accordance with the Vilnius University Study Regulations, the Vilnius University Intellectual Property Management Regulations, and other legislation of the University.

3. All of the legislative norms of the University regulating the organisation and implementation of the study process and the principles and standards of intellectual property and academic ethics in the University community also apply to distance learning activities.

4. Terms used in the Description:

4.1. **Asynchronous method** – the organisation of distance learning activities when the teacher prepares the lecture recording, material and (or) tasks in advance and presents it to the students studying in the VLE.

4.2. **Distance learning activities** – all study activities (lectures, seminars, laboratory work, etc.) carried out using information and communication technology, with all or part of the students participating in the study activities remotely.

4.3. **Synchronous method** – the organisation of distance learning activities at the time provided in the schedule for the study subject (module) (hereinafter referred to as the subject (module)), with the teacher and the students participating via “Microsoft Teams”. These study activities may be organised using other software if this is necessary for carrying out specific tasks, virtual laboratory work or similar activities.

4.4. **VLE** – the University’s virtual learning environment.

4.5. Other terms are used in the Description as defined in the Vilnius University Study Regulations and other legislation of the University.

5. Synchronous and asynchronous study activities are considered to be student contact time.

CHAPTER II PROTECTION OF INTELLECTUAL PROPERTY, COPYRIGHT AND PERSONAL DATA

6. Study material, video and (or) audio recordings of contact classes and other information relevant to studies prepared for or during distance learning activities shall be managed and used in accordance with the Vilnius University Intellectual Property Management Regulations and the Description of the Procedure for Processing Personal Data at Vilnius University approved by Order No. R-316 of 25 May 2018 of the rector of the University “On Approval of the Description of the Procedure for Processing Personal Data at Vilnius University” (with subsequent amendments).

7. The copyrights of teachers conducting distance learning activities are protected in accordance with the Republic of Lithuania Law on Copyright and Related Rights.

8. Works by other authors or short excerpts from published works may be used for teaching/learning purposes to the extent that they relate to the content of the teaching and do not exceed what is necessary for the teaching.

9. Students may only use the material prepared by the teachers, the video and (or) audio recordings of the classes, and other material prepared for the study process for learning purposes. Use of this material for other purposes, including distribution without permission, is prohibited.

10. During distance learning activities, students are prohibited from making audio and (or) video recordings without the consent of the teacher and the other persons participating in the activity.

11. The protection and use of personal data disclosed during distance learning classes is established by the Description of the Procedure for Processing Personal Data at Vilnius University and this Description.

12. In cases where a video and (or) audio recording of a distance learning class is being made, the teacher conducting the class must inform all of the students thereof before starting the recording. Before starting the video and (or) audio recording, it is recommended that teachers provide the information text provided in the annex to the Description.

13. Students who do not consent to the presentation of personal data in audio and (or) video recordings of distance learning activities must ensure that their audio and video equipment is switched off. If a student enables audio and (or) video during the audio and (or) video recording, it is considered that the student consents to his or her personal data being recorded, stored and used for the purposes and in the manner provided in the Description of the Procedure for Processing Personal Data at Vilnius University and in this Description.

CHAPTER III THE ROLE OF THE TEACHER IN DISTANCE LEARNING

14. The teacher of the subject (module) organises the work with the students and provides them with the content of the subject (module) via the VLE, “Microsoft Teams” and (or) other platforms.

15. In the subject (module) environment administered in the VLE, the teacher provides the students with:

15.1. the subject (module) description;

15.2. subject (module) educational materials for the students (e.g. references to lecture recordings, presentations, works by other authors or short excerpts from works, etc.);

15.3. tasks for teaching/learning the subject/module and (or) assessing/self-assessing learning outcomes (independent work tasks, tests, colloquia, etc.);

15.4. means of communication, cooperation and feedback for the teachers and the students studying the subject (module) (e.g. forums, calendars, etc.);

15.5. links to the distance learning platforms used;

15.6. subject (module) organisational information (e.g. mid-term time, changes in study activities, etc.).

16. The subject (module) teacher shall ensure that an appropriate and proportionate amount of study material is provided, taking into account the students’ study workload and the subject (module) objectives provided in the subject (module) description.

17. The subject (module) teacher shall be in constant communication with the students regarding the teaching/learning of the subject (module), and shall provide them with timely feedback.

18. When teaching a subject (module) remotely, the teacher shall conduct part of the subject (module) classes synchronously in order to give the students the opportunity to ask questions directly and consult on the subject (module) curriculum.

CHAPTER IV RIGHTS AND OBLIGATIONS OF THE STUDENT

19. Students shall actively participate in distance learning activities and ensure the proper transmission of their video and audio.

20. At the request of the subject (module) teacher, the students must prove that they are participating in the subject (module) class being conducted remotely by enabling their video and (or) audio.

21. The students must constantly check the information transmitted to them via the official study tools provided by the University, i.e. University e-mail, the VLE, and other tools specified by the subject (module) teacher.

22. The students are responsible for the storage and personal use of the login details provided to them for the University's general login system. The transfer of these login details to third parties is prohibited.

CHAPTER V

ASSESSMENT OF STUDENT LEARNING ACHIEVEMENTS

23. Mid-term and final assessment of the students' achievements in the subject (module) shall be organised remotely via the VLE and (or) "Microsoft Teams". If there is a need to assess student achievements using specific software, remote assessment of student achievements can be performed by other electronic means provided for in the subject (module) description.

24. Remote assessment of student achievements can be both written and oral, or just written or just oral. When the assessment of student achievements is just oral or both written and oral, the oral part of the assessment of student achievements must be recorded. This provision does not apply to the assessment of students' activeness, participation in discussions, etc.

25. Video and (or) audio recordings of student achievement assessments and learning achievement assessment tasks performed by students shall be stored at the Unit for 6 (six) months from the date of publication of the final assessment of study outcomes. If the final assessment of the learning achievements for the subject (module) is a cumulative grade, then all of the cumulative assessment tasks performed by the students must be stored (if they can be stored based on their content).

26. The subject (module) teacher, commission member or examiner conducting the assessment of the student's learning achievements has the right, at any time during the assessment of learning achievements, to ask the student to reply, register, turn on the video camera (or keep it on constantly) or otherwise prove his or her personal participation in the assessment of the student's learning achievements. If it is suspected that the student is using unauthorised sources or tools during the assessment of learning achievements, the student must help dispel these suspicions. If the student does not agree to do so (refuses to cooperate) or if the suspicions of academic dishonesty are confirmed, the teacher, commission member or examiner shall terminate the assessment of learning achievements.

**SAMPLE TEXT INFORMING ABOUT THE VIDEO/AUDIO RECORDING OF
DISTANCE LEARNING ACTIVITIES**

A teacher (or other person) planning to record a subject (module) class must inform the students about the intention to make a video and (or) audio recording of a subject (module) class being conducted remotely before starting to make the video and (or) audio recording.

‘This class will be recorded. This recording is being made to ensure that the students who participated in the class can re-watch the material for study purposes, and that those who were unable to participate can get acquainted with the topic taught. Any other personal or commercial use of this recording will be considered illegal.

Participants who actively speak up or ask questions before the end of the recording of the class consent to the processing of their personal data (audio/video, name), and the subject teacher has the right not to edit the video to remove the said personal data.

Personal data are processed in accordance with the Description of the Procedure for Processing Personal Data at Vilnius University.
