



**MYKOLAS ROMERIS UNIVERSITY
REKTOR'S**

**ORDER NO 1I-352
ON THE APPROVAL OF E-STUDIES ORGANIZATION PROCEDURE**

7 June 2011
Vilnius

Seeking to improve the quality and accessibility of studies through the application of modern technological and communication tools:

1. I hereby a p p r o v e E-Studies Organization Procedure of Mykolas Romeris University (appended).

2. I o b l i g a t e:

- 2.1. Deans of the faculties to ensure use of online study tools in the faculties;
- 2.2. Chairmen of Committees of study programmes to ensure the quality of instructional materials placed in the environment of e-studies;
- 2.3. Responsible persons of the faculties to ensure administration of online and open distance studies;
- 2.4. Group of e-studies of Academic Affairs to ensure coordination and development of e-studies in the University;
- 2.5. To arrange and place study materials in the environment of e-studies by 1 July 2012 following the requirements set in this Procedure.
- 2.6. I delegate control of execution of this order to the Prorector for Studies.

Rector

Prof. Dr. Alvydas Pumputis

APPROVED

By Order No. 1I-352 of Mykolas
Romeris University of
7 June 2011

E-STUDIES ORGANIZATION PROCEDURE OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. E-studies Organization Procedure (hereinafter referred to as the Procedure) of Mykolas Romeris University (hereinafter referred to as the University) shall regulate use of online study tools in the study process, define input of the units of the University to the implementation of e-studies and prescribe requirements for the content of e-studies.

2. Definitions for the purposes of this Procedure:

2.1. Authentication shall mean identification of the user's identity by means of the username and password;

2.2. Open distance studies shall mean partial studies implemented from distance using online study tools;

2.3. Authorization shall mean establishing whether an identified user has the right to use one or another service;

2.4. Communication tools shall mean discussion forums for individual themes, real-time and (or) asynchronous consulting;

2.5. Instructional material of the subject (module) shall mean a package of teaching materials which is made of the teaching aid or handbook and conforms with the approved programme of the study subject (module), compendium of reading literature, schemes, pictures, video, audio, photo and (or) another material in different digital formats including references to sources;

2.6. E-studies shall mean use of the tools of the environment of e-studies in the process of University studies;

2.7. Online examining tools – provision and assessment of the tasks of interim credits or cumulative score using „Moodle“ measures of student activities (tests, communicated written works, online written works etc);

2.8. The environment of e-studies shall mean entirety of university online study tools based on open code „Moodle“ software and video broadcasting system;

2.9. Moderator shall mean a facilitator of discussions;

2.10. Distance studies shall mean studies which are usually implemented using online study tools when a teacher and a learner are separated by distance and (or) time;

2.11. Information package of the study programme shall mean general conditions of the study programme and credit-taking, also deadlines, timetables, requirements, information on assessments of study outcomes etc.;

2.12. Teacher study guide shall mean information meant for a teacher on the goals, objectives and competencies to be acquired by students, content selection concept, methods of teaching and studies, credit-taking procedure, as well as recommended literature and other sources of information;

2.13. Student study guide shall mean information meant for a student on the goals and objectives of learning a study subject or module and on competencies to be acquired by students, content selection concept, methods of teaching and studies, credit-taking procedure, as well as recommended literature and other sources of information;

2.14. Direct video conference shall mean a bilateral or multilateral synchronous transmission of the video flow when a student is able to communicate with a teacher delivering a class or another exercise;

2.15. Broadcasting of classes shall mean a one-way, asynchronous transmission of the video flow when students can only observe a class or another exercise, but they can not communicate with a teacher;

2.16. Video conference equipment shall mean computer hardware broadcasting video classes and conferences by computer networks.

II. ORGANIZATION OF E-STUDIES

3. Committees of study programmes:

3.1. Shall be responsible for the development, presentation and updating of information packages of the study programme (programmes) in the online study environment;

3.2. Shall be responsible for the development, presentation and updating of the study subjects (modules) of the programme (programmes) in the online study environment;

3.3. Shall ensure that methods of e-studies are used in the entire process of studies;

3.4. Shall assure, jointly with the departments, the quality of the study subjects (modules) of the programme (programmes);

3.5. Shall ensure, jointly with the department, preparation of teachers of the programmes (programme) for e- studies, shall organize methodological aid to them;

3.6. Shall ensure, jointly with the University library, procurement of the study programme with online information resources;

3.7. Shall submit proposals regarding supplementation and improvement of the online study environment tools;

3.8. Committees of study programmes shall be entitled to receive administrative, methodological and technical support while placing and updating study subjects (modules) in the the environment of e-studies.

4. Departments:

4.1. Shall introduce this Procedure to teachers;

4.2. Shall organize signing of the author's agreements and agreements with teachers on the right to use their image;

4.3. Shall appoint teachers for work with learners of open distance studies and carry out accounting of work;

4.4. Shall ensure, jointly with committees of study programmes, preparation of teachers for e-studies, organize methodological support to them;

4.5. Shall assure, jointly with committees of study programmes, the quality of instructed subjects (modules) of e-studies.

5. Teachers:

5.1. Shall conclude with the University author's agreements and agreements on the right to use their images;

5.2. Shall develop, update and place materials of subjects (modules) in the environment of e-studies;

5.3. Shall implement e-studies to the extent specified in the individual workload plan and at the time specified in the timetable;

5.4. Shall constantly improve e-studies in collaboration with other teachers implementing the programme, students, committees of study programmes and departments, introduce advanced methods and tools of e-studies.

6. Faculties (institutes):

6.1. Deans of the faculties (directors of institutes) shall appoint a person responsible to administrate e-studies and open distance studies in the faculty;

6.2. Shall coordinate the work of the committees of study programmes and of the department in the area of e-studies;

6.3. Shall carry out monitoring of the course of the studies of the learners of the open distance studies (orders, certificates, sheets, examination retaking sheets).

7. Group of e-studies of Academic Affairs Centre:
- 7.1. Shall support technically and manage the environment of e-studies;
 - 7.2. Shall consult and cooperate with committees of study programmes in developing new subjects of e-studies;
 - 7.3. Shall set the level of the adaptation of study subjects for e-studies;
 - 7.4. Shall coordinate actions of the committees of study programmes in developing instruction materials of analogous subjects (modules) instructed in different study programmes;
 - 7.5. Shall carry out accounting and storage of the author's agreements and agreements signed by the University with teachers on the right to use their image;
 - 7.6. Shall implement teacher qualification enhancement courses and train to work in the environment of e-studies;
 - 7.7. Shall organize and serve video broadcasts and conferences;
 - 7.8. Shall cooperate with regional study centres of the University and other higher education institutions while organizing video conference classes;
 - 7.9. Shall plan and coordinate development of e-studies, implement advanced methods of e-studies;
 - 7.10. Group of e-studies of Academic Affairs Centre, while planning and coordinating development of e-studies at the University, shall have the right to receive necessary information from University committees of study programmes, faculties and departments.

III. PROCESS OF E-STUDIES

8. Only authorized and authenticated users shall be able to connect to the environment of e-studies.
- 8.1. University students and employees will be able to connect using their personal connection data granted to them by the University.
 - 8.2. Authenticity data shall be granted to University employees by Information Technologies Centre.
 - 8.3. Authenticity data shall be granted to University students and associated students in the self service web site, address - <https://mail.mruni.eu/>.
9. Students and associated students shall study in the environment of e-studies materials on the study subject (module) developed and submitted by teachers and they shall carry out tasks assigned by the teacher.
10. In the environment of e-studies, the teacher shall carry out functions of the supplier of study information, study advisor, discussion moderator, task developer and assessor.
11. Communication between the teacher and student (associated student) at the time of e-studies shall take place using communication tools of the environment of e-studies (forums, discussion rooms, direct video conferences).
12. Tools and scope of work with students and associated students in the environment of e-studies shall depend on the mode of studies.
- 12.1. Information package of the study programme and study materials shall be developed for students and associated students of all study modes
 - 12.2. Use of online communication tools (forums, consultations and etc) in full-time studies shall be recommended, whereas in part-time studies it shall be compulsory. Distance studies shall usually take place in the form of e-studies.
 - 12.3. Online examining shall be recommended for full-time and part-time studies in which distance tools are used only in part. Online examining shall be recommended only for studies implemented in distance studies.
 - 12.4. Specific tools and the scope of e-studies in the study programme shall be decided by the committee of study programmes.
13. Online examining shall be carried out in a specially equipped classroom.

13.1. The teacher must develop and place tasks/tests of the examination in the environment of e-studies in advance.

13.2. Prior to the examining, the examiner or the person authorised by the faculty (department) shall be obliged to check the identity of the persons examined.

13.3. The group of e-studies of Academic Affairs Centre shall coordinate the activity of the examinations classroom.

IV. REQUIREMENTS FOR THE MATERIALS OF E-STUDIES

14. Each study programme implemented at the University shall be delivered in the environment of e-studies by information package made of: information package of the study programme and study materials.

15. Each subject instructed at the University must be placed in the environment of e-studies. Depending on the form and method of studies (full-time, part-time and distance), requirements specified in Annex 1 shall apply. Exceptions shall be allowed only for specialized study programmes containing materials classified by secrecy marks „Classified“, „Confidential“ or „Restricted use“.

16. New subjects of open distance studies must be developed consistently in line with study plans.

V. FINAL PROVISIONS

17. All instruction materials of subjects (modules) provided in the environment of e-studies, filmed, broadcasted classes and seminars moderated by teachers shall be available to students or associated students and other users for study purposes only. These materials may not be publicized, multiplied or otherwise transmitted to third persons without the consent of the authors.

18. Broadcasts of the classes moderated by teachers, broadcasts of video conferences may not be disseminated in any public space, without a separate consent of the teachers.

19. The group of e-studies of Academic Affairs Centre shall ensure protection of the data placed in the environment of e-studies using organizational, software and technical means (user identification, passwords, and establishment of the rights of the users, continuous copying of data bases, auditing and other means).

20. Measures of protecting the content of the subject may be additionally used to restrict a possibility of changing or copying the materials, as well as measures limiting functionality (for example, prohibition to print the material using a printer).

Annex 1 to the E-Studies
Organization Procedure

Requirements for the adaptation of the subject (module) for distance studies.

	Full-time studies	Part-time studies	Distance studies
Information package of the study programme (<i>in the main theme of the environment of the subject, in the news forum, calendar, assessments</i>)	Compulsory	Compulsory	Compulsory
Study material of the subject (module) (modules of <i>resources, Web, Textual pages modules etc.</i>).	Compulsory	Compulsory	Compulsory
Means of online examining (<i>Modules of individual tasks and Test modules etc.</i>).	Recommended	Recommended	Compulsory
Tools of communication	Recommended	Recommended	Compulsory
Filmed video classes (<i>classes filmed in specially equipped classrooms</i>).	Recommended	Recommended	Compulsory
Study guides for students and teachers	Recommended	Recommended	Compulsory