

DESCRIPTION OF THE PROCEDURE FOR ORGANIZING DIGITAL STUDIES

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Organisation of Digital Studies of Mykolas Romeris University (hereinafter referred to as the University) (hereinafter referred to as the Description) establishes the principles and procedure for the organisation and implementation of study activities carried out in a blended and/or hybrid mode in academic units.

2. The Description has been prepared in accordance with the Descriptions of the University's Study Procedure, the Procedure for the Assessment of Study Results, the Code of Academic Ethics, the Description of the General Requirements for the Conduct of Studies approved by the Order of the Minister of Education, Science and Sports of the Republic of Lithuania No. V-1168 of 30 December 2016 and other internal and external documents regulating blended and/or hybrid studies.

3. The following terms are used in the description:

3.1. **Final assessment** - the final assessment of a student's/listener's (hereinafter – students) achievements, conducted during the examination session or, where study subjects are taught in cycles, after completion of the teaching of the relevant study subject(s), in the form of an examination or pass/fail assessment. Where a study subject continues for two or more semesters, an attestation may serve as an interim assessment. In terms of its legal consequences, an attestation is equivalent to a final assessment and is conducted during the examination session.

3.2. **Hybrid mode of study delivery** - a mode in which different teaching methods are combined in parallel, with students of the same group or cohort studying, communicating and collaborating in different spaces at the same time (some in a physical space and others in a digital space).

3.3. **Blended mode of study delivery** - a mode in which contact time (lectures, seminars, communication and collaboration) is organised by combining physical and digital spaces, while studies for all students of the same group or cohort are organised in the same environment, either physical or digital, under the same conditions and at the same intensity.

3.4. **Remote assessment** - assessment of a student's achievements where the student and the lecturer are in different physical locations and the assessment is conducted remotely using information and communication technology (hereinafter – **ICT**) tools.

3.5. **Remote contact work** - a form of study activity in which the lecturer and students communicate synchronously (in real time) while being physically located in different places, with communication maintained using videoconferencing software (hereinafter – **VCS**).

3.6. **Synchronous mode of study** - a form of teaching/learning in which the lecturer and students participate in a remote study session at the time specified in the timetable, regardless of their location. Sessions are held in real time using VCS (e.g. Microsoft Teams, BigBlueButton, etc.).

3.7. **Digital studies** - studies delivered using digital tools and a virtual learning environment in which lecturers provide students with study information, learning material packages and interim assessment tasks, conduct final assessments, organise remote contact sessions and other study activities.

3.8. Certification of a course for blended studies – an assessment and determination of whether a course has been appropriately adapted for blended studies combining in-person classroom and remote study organisation. The purpose of certification is to ensure that the subject content, teaching/learning methods, assessment methods and technological environment comply with the academic quality standards established by the University and enable students to achieve the intended learning outcomes regardless of the mode of study.

3.9. The Virtual Learning Environment (hereinafter - VLE) - an ICT-based system enabling students to communicate, collaborate, share learning materials, complete assignments, assess results and monitor study progress regardless of physical location or time.

3.10. Other terms in the Description shall be used as they are defined in the Statute of the University and other legal acts of the University.

4. In the event of any conflict between this Procedure and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania shall apply.

II. PRINCIPLES FOR ORGANISING DIGITAL STUDIES AND STUDIES IN BLENDED AND/OR HYBRID MODE

5. In order to make digital study tools an integral part of all studies, improve students' access to learning resources, develop digital learning tools and use open educational resources, the University has created and adapted for use a VLE based on the open-source Moodle software, as well as other digital tools approved by the University (e.g. Office 365, MS Teams, BigBlueButton). The University has auditoriums equipped for hybrid sessions, and the University infrastructure is continuously upgraded to ensure a smooth digital study process.

6. Each semester, study subject environments (hereinafter – subject environments) are automatically created in the VLE in accordance with the study plan for all lecturers and student groups.

7. Students who receive a positive grade in the final assessment are unenrolled from the subject environment and enrolled in the subject environments for the next semester. Students who do not pass the final assessment remain in the subject environment so that they can access the subject content until they receive a positive grade, but for no longer than two semesters.

8. The subject environments created by the VLE must be completed by all University lecturers, and students must use them in the study process, regardless of the study method. Annex 1 to this Description specifies how the environments of subjects are to be filled. Subject environments, depending on the study method used, should include:

8.1. accurate and comprehensive subject information (lecturer contact details, consultation hours, study subject objectives, topics, intended learning outcomes, assignment submission deadlines, assessment strategy and criteria, scope and nature of independent work, assessment procedure, a link to the study subject description, and other information);

8.2. packages of study materials in digital format (lecture presentations, abstracts, other video and/or audio material prepared by the lecturer, links to open access or other various online resources, etc.). The University's VLE stores videos of classes by other lecturers in the same subject, e-textbooks, subject content created during projects or other material prepared for the study subject, which can be used in the study process on a contractual basis, and can also be made available to students. Lecturers wishing to get

acquainted with the material must apply to the Digital Studies Unit (hereinafter referred to as the DSU);

8.3. self-assessment tests and tasks for interim and/or final assessments. These are provided, and students' work is collected, using VLE tools and stored in accordance with the rules set out in the University's Procedure for the Assessment of Study Results;

8.4. tools for organising synchronous remote sessions and communication (e.g. links to synchronous sessions, VLE communication and assignment-submission functions, and other digital tools used by the University).

9. Subject environments must be updated by lecturers each semester before teaching begins.

10. The protection of the data placed in the VLE shall be ensured by organisational, software and technical measures (identification of users, passwords, establishment of user rights, permanent copying of databases, auditing and other means). If necessary, additional digital content protection measures may be used to restrict the possibility of alteration or copying of the material (e.g. print-restriction measures).

Organization of studies in a blended and hybrid mode

11. When organising studies in a blended way, the proportions established by the University must be observed:

11.1. for first-cycle full-time students, up to 50% of the study volume may be organised remotely (unless otherwise agreed with the partners jointly delivering the studies); final assessments are conducted on University premises;

11.2. for second-cycle students, students in professional full-time studies, and part-time students of all cycles, up to 70% of the study volume may be organised remotely (unless otherwise agreed with partners jointly delivering the studies); final assessments are conducted on University premises;

11.3. additional studies, studies for the development of subject competences of teachers may be organised fully remotely; final assessments are conducted on University premises or remotely;

11.4. distance learning sessions are calculated as a proportion of the total volume of the study programme, maintaining the provisions of Article 11.1 of this Description. and 11.2. The proportional volume of distance learning in each semester of study is established.

12. Remote sessions for student groups are organised by specifying remote-session hours in the timetables, during which lecturers maintain remote contact with students using ICT tools. Remote contact work may be conducted only synchronously.

13. A lecturer may organise remote contact work from the premises of the University or from another physically remote workplace.

14. Studies at the University are also conducted in hybrid mode, where lecturers and some students attend an auditorium at the time specified in the timetable, while other students (who are unable to attend in person, e.g. because at the beginning of the semester they have not yet received permission to enter Lithuania) join remotely using a session link created by the lecturer.

15. For students studying according to an individual study plan, remote studies may be organised through individual or small-group consultations with lecturers using the VLE and/or other tools.

Lecturer's activities in the implementation of digital studies

16. Duties and responsibilities of the lecturer:

- 16.1. the lecturer must comply with the established workload and approved timetable;
- 16.2. at the beginning of each semester, the lecturer must check whether the students of their group(s) are enrolled in the relevant study subject environment;
- 16.3. students with academic debts, students returning after suspension of studies or academic leave, students taking bridging subjects, or students in other relevant circumstances are enrolled in the study subject environment by the lecturer, or the lecturer enables self-enrolment using an enrolment key;
- 16.4. the lecturer is responsible for organising work with students in their subject environment and for the quality, updating and adaptation of learning materials for the relevant semester;
- 16.5. the lecturer must comply with the principles of academic ethics and the requirements of legislation governing copyright, i.e. use information sources in accordance with academic ethics, copyright provisions and citation rules;
- 16.6. in the study subject environment, the lecturer is responsible for assessing students' knowledge and skills, providing feedback and monitoring student progress;
- 16.7. the lecturer uses various communication tools used at the University for communication and collaboration with students;
- 16.8. where a synchronous session is recorded, the lecturer must inform students before the session that it will be recorded and explain where and for what purpose the recording will be used;
- 16.9. a lecturer organising studies in blended or hybrid mode must upload a link for joining the remote session to their subject environment;
- 16.10. the lecturer organises hybrid sessions in a University classroom equipped for such sessions and follows the detailed instructions for working in a hybrid classroom prepared by the University Information Technology Centre (hereinafter – ITC);
- 16.11. during a synchronous remote session, where the lecturer connects from outside University premises, the lecturer must ensure a good internet connection and high-quality audio and video. If this cannot be ensured, the lecturer must conduct the session from a University auditorium.

Student's activities in the execution of digital studies

17. Duties and responsibilities of the student:

- 17.1. the student is responsible for active participation in the digital study process and for their personal study results;
- 17.2. when logging in to the VLE and other digital systems and tools used by the University, the student uses the login credentials provided by the University;
- 17.3. at the beginning of the semester, the student must log in to the VLE and check whether they are enrolled in all subject environments for the current semester;
- 17.4. the student may install Office 365 software on no more than five personal devices. The University provides access to MS Teams. The student must use their University account when joining synchronous remote sessions;
- 17.5. the student may use all study subject materials provided in the VLE (text, video and audio recordings) only for study purposes. Without the authors' consent, such materials may not be published, distributed or otherwise transferred to third parties;
- 17.6. the student may not record a session without the lecturer's consent;
- 17.7. during synchronous remote sessions specified in the timetable, the student must join and participate with the video camera switched on, unless the lecturer asks the student to switch it off;
- 17.8. the student must have a stable internet connection and ensure adequate transmission of their video and audio;

17.9. the student is responsible for safeguarding and personally using the login credentials provided for the University's single sign-on system. It is prohibited to transfer these credentials to third parties.

III. CERTIFICATION OF STUDY SUBJECTS AND PROGRAMMES FOR BLENDED STUDIES

18. Study subjects (programmes) taught in a blended mode may be certified (certification is not mandatory) in accordance with the criteria and procedure established in this Description.

19. The quality of study subjects taught in blended mode is confirmed by a certificate issued by the Blended Studies Certification Commission (hereinafter referred to as the Certification Commission).

20. The Certification Commission consists of active and competent University staff members and lecturers with experience in the development and organisation of blended studies, specialists in education and technology, and persons involved in study quality assurance at the University.

21. Members of the Certification Commission, approved by the order of the Rector, are:

21.1. The Head of the Academic Affairs Centre (Chair of the Certification Commission);

21.2. Head of the Study Quality Unit of the Academic Affairs Centre (Deputy Chair of the Certification Commission);

21.3. an educator who has mastered digital tools and has mixed teaching skills and experience;

21.4. An employee of the Digital Studies Unit of the Academic Affairs Centre;

21.5. The head of the study programme (invited to participate in the meeting of the Certification Commission in the case when it is intended to certify the study subject of the study programme represented by him/her).

22. The work of the Certification Commission shall be organised by the DSU. The secretary of the meeting of the Certification Commission shall be appointed by the Chairman of the Certification Commission from among the members of the Certification Commission.

23. An expert group is approved by order of the Rector and consists of representatives delegated by academic units and DSU staff. Members of the expert group must have experience in study organisation, study quality assurance, education, digital technologies or other areas related to the delivery of blended studies.

24. Upon receipt of an application for certification of a study subject, the Certification Commission, taking into account the specific nature of the subject being assessed, selects and appoints at least two expert evaluators from the expert group. The experts assess the study subject according to the established criteria, complete assessment forms and submit reasoned conclusions to the Certification Commission.

25. Having examined the conclusions of the expert evaluators and other submitted material, the Certification Commission decides whether to certify the study subject and issue a certificate.

26. Decisions of the Certification Commission are adopted in closed meetings for which minutes are taken. Meetings may also be held virtually. The meeting is chaired by the Chair of the Certification Commission or, in their absence, by the Deputy Chair. The minutes are signed by the chair of the meeting and the meeting secretary.

27. A meeting of the Certification Commission has a quorum where more than half of its members participate. Decisions on certification of a subject for blended studies are adopted by a qualified majority of at least two-thirds of the Commission members participating in the meeting. Other decisions are adopted by a simple majority; in the event of an equal division of votes, the vote of the Chair of the Certification Commission is decisive.

28. For members of the Certification Commission and experts who are University lecturers, work in the Certification Commission and expert group is included in their organisational workload.

Quality Assessment Criteria for Study Subjects Taught in a Blended mode

29. The quality assessment of the suitability of study subjects for blended studies is carried out using the assessment form provided in Annex 3 to this Procedure. The groups of assessment criteria and their weights are determined in accordance with international quality assurance standards for blended studies. Updates proposed by decisions of the Commission enter into force and apply only after approval by order of the Rector.

30. A study subject is certified for blended studies (as meeting the quality criteria) where the assessment establishes that more than 50% of the subject's learning materials have been prepared to an appropriate quality standard, are suitable for blended delivery and have been uploaded to the University VLE.

31. The assessment form is designed to also allow certification of a study subject's readiness for fully remote studies, should such studies be delivered at the University. A study subject could be certified for remote studies if more than 90% of the subject's learning materials were prepared to an appropriate quality standard, suitable for remote delivery and uploaded to the University VLE.

Certification procedure for study subjects and programmes taught in a blended mode

32. Meetings of the Certification Commission are organised twice during the academic year (in the autumn and spring semesters) or according to needs expressed by academic units. Meeting dates are announced in advance (one month before the meeting).

33. The lecturer(s) who have prepared the content of the subject for teaching in a blended mode must submit an application (Annex 2) for the certification of the study subject not later than fifteen working days before the scheduled date of the meeting of the Certification Commission. Applications are submitted by e-mail skss@mruni.eu

34. A lecturer who has prepared the content of the subject for teaching in a blended mode, before submitting an application for the certification of the subject, shall have the opportunity to assess the readiness of his or her subject in accordance with the assessment questionnaire provided in Annex 3 to this Description.

35. The content of the study subject must be uploaded to the University VLE before being submitted to the Certification Commission.

36. Ten working days before the meeting, the secretary of the Certification Commission sends Commission members information about the study subjects submitted for assessment (each subject is assessed by two members of the expert group appointed by the Chair of the Certification Commission; each expert is assigned no more than two subjects for assessment).

37. Lecturers who have prepared subjects for blended studies or representatives of the study unit must participate in the meeting of the Certification Commission. During the meeting, lecturers are invited to present their prepared subjects to the Certification Commission. Experts who have evaluated the subject must also participate in the meeting of the Certification Commission.

38. Before the meeting, the members of the group of experts appointed by the Chair of the Certification Commission shall collect the information necessary for the submission of the conclusions of the assessment and fill in the assessment questionnaire. Members of the Certification Commission are given the opportunity to get acquainted with the Moodle environment of the subject being assessed.

39. After analysing the applicability of the study subjects for blended studies, the experts who performed the assessment submit the completed assessment questionnaires to the secretary of the Certification Commission.

40. During the meeting, the members of the Certification Commission and experts shall discuss the assessment questionnaires and provide recommendations for ensuring the quality of the subject.

41. During the meeting, the information provided in the assessment form is clarified. The information is supported by substantive arguments, which are discussed during the Commission meeting and summarised in the assessment conclusions.

42. The Certification Commission may adopt the following decisions:

42.1. to certify the subject of study for blended studies;

42.2. to certify the subject of study provided that the recommendations of the Certification Commission are taken into account and corrections are made within a period of one month;

42.3. not to certify the study subject if the content of the study subject does not meet all the mandatory criteria necessary to ensure the quality of blended studies and the score of the expert questionnaire is less than 50 points (percent).

43. The decision on the certification of the subject for blended studies shall be recorded in the meeting minutes. The minutes contain the conclusions of the evaluation and recommendations for further improvement.

44. The secretary of the Certification Commission familiarise the vice-deans for studies of the academic departments of the University, the head of the Study Administration Unit of the Centre for Academic Affairs, the head of the programme, the director of the institute, the lecturer(s) who prepared the subject(s) with the minutes of the meeting in the eDVS system of the University. The subject assessment questionnaire is sent to the lecturer(s) by e-mail.

45. A certified study subject is included in the electronic register of certified study subjects and programmes and is awarded a certification badge. The Digital Studies Unit uploads the Certification badge to the Moodle environment of the certified study subject.

46. A study subject must be resubmitted for certification after the study field committee approves an updated study subject description where more than 50% of the subject content has changed in the newly approved description.

47. A study programme may be awarded a certificate if all study subjects in the programme have been certified, except internships, final theses, final examinations, etc. When assessing whether a study programme may be awarded a certificate, the specific nature of the study programme and the subjects taught are also taken into account.

48. An application for the granting of a certificate of a study programme shall be submitted to the Certification Commission by the head of the study programme.

49. Upon receipt of the request of the head of the study programme, the Certification Commission shall assess at the meeting whether the study programme complies with the conditions laid down in Item 47 of this Chapter and shall adopt a decision on granting or not granting a certificate to the study programme.

50. The certificate granted to the programme is entered in the electronic register of certified study subjects and programmes.

IV. ORGANIZATION AND CONDUCT OF FINAL ASSESSMENTS REMOTELY

51. The suitability of final assessment tasks for the remote demonstration of knowledge and skills, and the lecturer's preparedness to ensure academic integrity during a remote assessment, are evaluated by the Commission for the Assessment of the Suitability of Final Assessment Tasks for Remote Assessment (hereinafter – the Assessment Commission).

52. Members of the Assessment Commission, approved by order of the Rector, are:

52.1. Head of the Academic Affairs Centre (Chair of the Assessment Commission);

52.2. Head of the Study Quality Unit of the Academic Affairs Centre (Deputy Chair of the Assessment Commission);

52.3. The head of the study programme (invited to participate in the meeting of the Assessment Commission in the case when it is intended to consider the suitability of the final settlement tasks of the study subject of the study programme represented by him or her for the demonstration of knowledge and abilities, ensuring academic integrity remotely);

52.4. An educational specialist proficient in digital tools and having skills and experience in remote assessment;

52.5. An employee of the DSU;

52.6. A legal expert.

53. The work of the Commission is organised by the DSU. The secretary of the meeting of the Assessment Commission shall be appointed by the Chair of the evaluation commission from among the members of the Assessment Commission .

54. Decisions of the Assessment Commission are adopted in closed meetings for which minutes are taken. Meetings may also be held virtually. The meeting is chaired by the Chair of the Assessment Commission or, in their absence, by the Deputy Chair. The minutes are signed by the chair of the meeting and the meeting secretary.

55. A meeting of the Assessment Commission has a quorum where more than half of its members participate. Decisions on permission to conduct final assessments remotely are adopted by a qualified majority of at least two-thirds of the Assessment Commission members participating in the meeting. Other decisions are adopted by a simple majority; in the event of an equal division of votes, the vote of the Chair of the Assessment Commission is decisive.

56. For members of the Assessment Commission who are University lecturers, work in the Assessment Commission is included in their organisational workload.

Procedure for the evaluation of final assessment tasks for remote assessment

57. As a rule, the Assessment Commission meets once a month during the current academic year.

58. A lecturer wishing to organise a final assessment remotely (hereinafter – remote assessment) must complete an application (Annex 4) and submit to the Assessment Commission the assessment tasks or a link to the prepared assessment in the Moodle subject environment no later than ten working days before the scheduled date of the Assessment Commission meeting.

59. The application is sent to the secretary of the Assessment Commission by email to skss@mr.uni.eu . The secretary uploads applications to the MRU SharePoint account accessible only to members of the Assessment Commission

60. Members of the Assessment Commission review the remote assessment tasks and complete the assessment form (Annex 6) before the scheduled date of the Assessment Commission meeting.

61. The lecturer who submitted an application to conduct an assessment remotely participates in the Assessment Commission meeting and answers questions raised by members of the Assessment Commission.

62. During the meeting, the Assessment Commission decides whether to permit the assessment to be conducted remotely and informs the lecturer of the decision by familiarising the lecturer with the meeting minutes in the University eDVS system..

63. The possible decisions of the Commission are as follows:

63.1. to permit the final assessment to be conducted remotely;

63.2. to permit the final assessment to be conducted remotely after the mandatory corrections specified by the Assessment Commission have been made;

63.3. not to permit the final assessment to be conducted remotely.

64. The secretary of the Assessment Commission informs the vice-deans for studies of the University's academic units and the Head of the Study Administration Division of the Academic Affairs Centre about assessments to be conducted remotely by familiarising them with the meeting minutes in the University eDVS system.

65. If cases of academic misconduct resulting from an improperly prepared assessment task are identified during a remote assessment, or substantiated student complaints are received, the option to conduct the assessment remotely is revoked by decision of the Assessment Commission. The lecturer must submit a new application for permission to conduct a remote assessment.

Exceptions to the organisation of final settlements remotely

66. In order to ensure accessibility of studies and equal opportunities for all students, a student may, by way of exception, be permitted to take a final assessment remotely in oral form using VCS where, due to the student's health condition confirmed by medical documents issued in accordance with the procedure established by law, the student is unable to participate in an in-person final assessment on University premises, but their health condition allows them to take the final assessment remotely in oral form. The exception is applied individually to the student and may be granted for a specific examination or examinations and for a defined period (e.g. a semester). After assessing the documents submitted by the academic unit, the decision on applying such an exception is adopted and implemented as follows:

66.1. the student submits to the academic unit an application to take the final assessment remotely in oral form, together with medical documents issued in accordance with the procedure established by law confirming that the student's health condition prevents

participation in an in-person final assessment on University premises but allows the student to take the final assessment remotely in oral form;

66.2. the vice-dean for studies of the academic unit coordinates with the lecturers teaching the study subjects whose final assessments are intended to be taken remotely in oral form the possibility of organising the assessments for those subjects and adapting the tasks for remote oral assessment using VCS;

66.3. the vice-dean for studies of the academic unit submits an application to the Assessment Commission requesting permission for the student to take the final assessment remotely in oral form using VCS, specifying the study subjects (and the surnames of the lecturers teaching them) for which remote oral assessment has been agreed with the lecturers and is intended to be conducted in this manner, as well as the period during which such final assessments are to be organised, and attaches the medical documents submitted by the student;

66.4. after considering the application, the Assessment Commission records in its minutes its decision to permit the student, due to their health condition, to take the examination(s) remotely in oral form using VCS. The minutes list the study subjects for which the student is permitted to take final assessments remotely in oral form and the period during which they may be organised;

66.5. the vice-dean for studies of the academic unit supervises the adaptation of study subject tasks for remote oral assessment and ensures the proper organisation of the final assessment when it is conducted remotely in oral form;

66.6. where the nature of the study subject objectively requires part of the final assessment to be completed in writing (e.g. solving problems, performing calculations or carrying out other written tasks), this part of the assessment may be permitted to be completed remotely in writing, provided that the student comments orally on the written work and answers questions asked by the lecturer using VCS.

67. Only final assessments for completion of an internship, a research project, a course paper project, a bachelor's or master's final thesis project, research methodology subjects and conference-related study subjects may be organised remotely without the permission of the Assessment Commission. This exception does not apply to final assessments in other study subjects, even where the assessment is based on the presentation or discussion of work prepared by the student.

Remote assessment with real-time monitoring of students during the assessment

68. The Procedure for the Assessment of Study Results provides that interim and final assessments may also be conducted remotely. Remote interim and final assessments must be conducted with students monitored in real time during the assessment period specified in the timetable. Assessments are usually conducted using VCS selected by the lecturer, the University VLE, or other ICT tools selected by the lecturer that help ensure academic integrity during the assessment. A remote final assessment must be recorded, and the recording must be retained as defined in the Procedure for the Assessment of Study Results.

69. A remote assessment with real-time monitoring of the student(s) during the assessment (hereinafter – RARMM) is organised using VCS (e.g. MS Teams or BigBlueButton). If the technical requirements specified in Annex 8 to this Procedure are met, RARMM may also be conducted using other VCS agreed with the student(s).

70. In the case of RARMM, the lecturer uploads the description of the remote assessment task and the tools and materials required to complete it to the Moodle environment of their subject, informs students about the RARMM requirements and procedure, and performs other actions necessary to prepare for RARMM.

71. The student must ensure that no other persons are present in the room in which the remote assessment is taken and that there are no audible distractions (the television, radio and telephone must be switched off). The student must have a stable internet connection. Only the equipment necessary for completing the assessment may be on the student's desk: a computer, monitor, keyboard and/or mouse.

72. During RARMM, the student must have an identity document nearby (passport, identity card, driving licence, or student card with a photograph).

73. The lecturer informs the student(s) about the procedure and course of the final assessment (duration of the assessment, sources and tools permitted and prohibited during the assessment, recording carried out during the assessment, the student's conduct after completing the final assessment task, etc.).

74. Audiovisual communication between the student and the lecturer (or assessment invigilator) (hereinafter – the lecturer) must be maintained throughout RARMM. The lecturer must be able to see the student's face clearly, except where the lecturer instructs the student to point the camera in a particular direction, and, where necessary, the student's computer desktop screen. The lecturer must be able to hear the student. The student's voice must be sufficiently loud, clear and undistorted.

75. Remote final assessments must be recorded.

76. RARMM is conducted in the following sequence:

76.1. at the scheduled time, audiovisual communication is established between the lecturer (assessment invigilator) and the student(s);

76.2. the lecturer must ask the student(s) to show the document specified in Item 65 of the Description;

76.3. the lecturer informs the student(s) that the remote assessment will be recorded and starts the recording of the remote assessment;

76.4. the lecturer provides further instructions for the remote assessment and permits the student(s) to begin the assessment;

76.5. after completing remote assessment tasks conducted in writing, the student confirms this orally to the lecturer;

76.6. after confirming that the remote assessment task conducted in writing has been submitted, the lecturer ends the audiovisual communication session.

77. The lecturer terminates RARMM if:

77.1. the student fails to dispel doubts concerning academic integrity;

77.2. communication with the student is interrupted during the assessment.

78. The lecturer informs the study manager about a terminated RARMM. If the remote assessment was terminated due to communication problems, a repeat remote assessment is organised. As a rule, the repeat assessment is taken on University premises.

79. A final thesis defence meeting is normally held at the University; however, by way of exception and with the permission of the vice-dean for studies of the unit, a student may participate in a final thesis defence meeting remotely. A student who, for objective reasons, is unable to attend the defence meeting must submit an application for remote defence to the vice-dean for studies of their unit no later than five working days before the scheduled defence date. The secretary of the Defence Commission informs the student of the decision

and, where the decision is positive, provides information on the procedure and requirements for remote defence and sends the link for joining the defence meeting.

80. Final thesis defences may also be conducted remotely for objective reasons. The organisation and conduct of remote final thesis defences are described in Annex 9 to this Procedure.

Academic integrity and academic ethics during remote assessment

81. During an assessment, the student must comply with the established assessment procedure, behave appropriately and honestly, refrain from disturbing other students participating in the assessment, and complete the assigned tasks.

82. During an assessment, it is prohibited to:

82.1. use unauthorised textual or other information materials, mobile communication devices or other communication tools. Possession of unauthorised sources or tools is regarded as sufficient evidence that the student used them;

82.2. receive unauthorised assistance from other persons or provide such assistance to others.

83. If an assessment invigilator suspects that a student is using unauthorised sources or tools during an interim or final assessment, the student must assist the invigilator in dispelling the suspicion. If a member of the Defence Commission suspects that a student is using unauthorised assistance during a final thesis defence, the student must assist in dispelling the suspicion. A student's refusal to cooperate is regarded as evidence of academic misconduct.

84. If the student fails to dispel the invigilator's suspicion of academic misconduct, the invigilator terminates the final or interim assessment. If the student fails to dispel the suspicion of a member of the Defence Commission, the Chair or Deputy Chair of the Defence Commission terminates the student's final thesis defence. Within five working days, the assessment invigilator or member of the Defence Commission informs, by an official memorandum, the head of the academic unit in which the student studies about the case of academic misconduct. The assessment invigilator submits the student's work and evidence concerning the unauthorised tools or sources used (e.g. a video recording of the assessment, where available).

V. TECHNOLOGICAL REQUIREMENTS FOR THE CONDUCT OF STUDIES

85. The University uses the open-access Moodle virtual learning environment. The University ensures the technical conditions necessary for the smooth, secure and uninterrupted operation of the virtual learning environment and maintains reliable server and network infrastructure.

86. Multi-factor authentication of users is carried out through the SSO system (Single Sign-On – a single login for all University systems).

87. The following technical conditions are required/applied for smooth participation in remote sessions:

87.1. a desktop computer, tablet or laptop with:

87.1.1. an internet browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari - latest versions);

87.1.2. a stable internet connection (at least 2 Mbps per individual user).

87.2. Mobile devices: the VLE supports the MRU Moodle apps for Android and iOS, enabling access to subject environments, assignment submission and communication;

87.3. Plugins integrated into the University VLE:

87.3.1. MS Teams and BigBlueButton, enabling the creation of links for remote sessions;

87.3.2. Turnitin, Indentific, or other text-similarity checking tools used by the University.

88. The following ICT tools are most commonly used to ensure effective communication between students and lecturers: MS Teams and BigBlueButton.

89. Office 365 and other software specialised according to fields of study are used in the study process.

VI. ADMINISTRATION AND LIABILITY

Responsibilities of academic departments

90. Academic units are responsible for organising studies in blended and/or hybrid mode, complying with the proportions of remote and auditorium sessions established by the University, and overseeing study quality.

91. Study field committees and study programme directors are responsible for the quality of digital learning materials, their scientific and didactic relevance, and their compliance with academic requirements and approved study subject descriptions.

92. Vice-deans for studies have access to the subject environments of all lecturers in their unit and may assess the content of the subject environment and the work of students and lecturers in the VLE.

Responsibility of the Digital Studies Unit of the Centre for Academic Affairs

93. The DSU administers the University VLE..

94. Responsibility of the DSU:

94.1. to ensure the smooth operation of the University VLE;

94.2. to provide comprehensive institutional technical and methodological support to other University units, students and lecturers regarding the VLE;

94.3. to organise training and consultations and prepare instructions on the use of VLE tools and the organisation of blended and hybrid studies;

94.4. to continuously monitor the processes of digital studies and studies delivered in blended mode;

94.5. to administer the activities of the Assessment and Certification Commissions and participate in assessments as Commission members or experts;

94.6. to cooperate with the University ITC in resolving technical problems.

Responsibility of the Information Technology Centre

95. To ensure the operation of the VLE and other servers used in the study process.

96. To regularly back up the VLE.

97. To regularly install Moodle version updates, plugins and security patches, and renew security certificates.

98. To provide technical assistance to lecturers in University classrooms when teaching in hybrid mode, in person and remotely, where the lecturer conducts the remote session from a University auditorium..

99. To maintain and update software on all University computers, including University laptops used by lecturers.

100. To administer the IT support system and resolve arising problems in a timely manner.

101. To prepare instructions for the use of computer equipment.

102. To cooperate with the DSU in solving the technical problems.

VII. FINAL PROVISIONS

103. This Description is followed by all departments of the University that organise digital studies.

104. If necessary, the Description of the Procedure for the Organisation of Digital Studies shall be amended and approved by a resolution of the Senate of the University.

REQUIREMENTS FOR ENVIRONMENTAL MANAGEMENT OF THE STUDY SUBJECT

ELEMENTS OF THE ENVIRONMENTAL CONTENT OF THE STUDY SUBJECT	AUDITORY WAY OF STUDYING	HYBRID WAY OF STUDYING	BLENDED STUDY MODE
Subject study information. Lecturer's contact details, objectives and topics of the study subject, intended learning outcomes, deadlines for the submission of assignments, assessment strategy and criteria, scope and nature of independent work, assessment procedure, etc. NOTE: Links to study subject descriptions in the ECTS Catalogue may also be provided.	Mandatory	Mandatory	Mandatory
Study material packages in digital format. Lecture presentations and notes prepared by the lecturer, recommended and supplementary literature, video and audio materials, links to open online resources, etc. NOTE: If the University VLE contains recordings of in-person classes delivered by other lecturers teaching the same study subject, electronic textbooks, or other materials prepared for the study subject that may be used in the study process on a contractual basis, such materials may also be made available to students. Recordings of activities are optional, but recommended.	Mandatory	Mandatory	Mandatory
Interim settlement and final settlement tasks. It is recommended that VLE tools (assignments, tests, or other tools selected by the lecturer) be used for interim and final assessment tasks. NOTE: If the University VLE contains interim assessment and examination tasks prepared by other lecturers teaching the same study subject that may be used in the study process on a contractual basis, such tasks may also be made available to students.	Recommended	Recommended	Recommended
Tools for conducting synchronous and asynchronous classes and for communication. VLE tools such as "Forum" and "Virtual Classroom", as well as other video conferencing software (VCS) (e.g. MS Teams or other software). Links for joining remote classes scheduled in the timetable.	Recommended (Only the means of communication "Forum" is mandatory).	Mandatory	Mandatory

.....
(Institute)

.....
(Name and surname of the lecturer)

Mykolas Romeris University
To the Certification Commission

**APPLICATION
ON THE CERTIFICATION OF THE SUBJECT OF STUDY FOR BLENDED STUDIES**

20____-____-____
Vilnius

I hereby request that the study subject prepared by me (the lecturer) be assessed for its suitability for blended studies and that a certificate be issued.

The study subject will be taught within the study programme of the academic unit, cycle, mode of study.

The study subject has been prepared in the Moodle Virtual Learning Environment (link to the study subject environment).

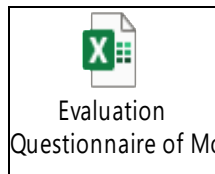
Study subject description (insert a link to the description).

(Name, surname)

(signature)

SUITABILITY OF THE SUBJECT FOR BLENDED STUDIES

EVALUATION QUESTIONNAIRE



.....
(Institute)

.....
(Name and surname of the lecturer)

Mykolas Romeris University
Commission for the Assessment of the Suitability of Final Assessment Tasks
For Remote Assessment

**APPLICATION
REGARDING THE AUTHORISATION TO CARRY OUT FINAL ASSESSMENT
REMOTELY**

20__-__-__
Vilnius

I hereby request authorisation to conduct remotely the final assessment of the study subject for year student(s), group(s) (indicating the number of students in the group), enrolled in the study programme, cycle, mode of study, of the academic unit.

Programme Director – (if known, enter the surname)

The assessment is scheduled to take place in 20__.

The application must include:

1. a link to the assessment task in the Moodle environment of the study subject*;
2. a link to the information provided to students on the assessment procedure and technical requirements (if this information is not included in the assessment task);
3. details of the video conferencing software (e.g. MS Teams, BigBlueButton or other software) to be used during the assessment, if this is not specified in the task description;
4. details of any other ICT tools to be used during the assessment (e.g. online tests, MIRO, etc.).

(Name, surname)

(signature)

* In exceptional cases, it is possible to submit a task for review in word/pdf format with detailed instructions

Description of the Procedure for
organizing Digital Studies
Annex 5

**ASSESSMENT BY A COMMISSION MEMBER OF A FINAL ASSESSMENT PREPARED BY THE
LECTURER AND INTENDED TO BE CONDUCTED REMOTELY**

Name and surname of the lecturer	Subject of study	Date of assessment (year, month)

Name and surname of the Commissioner member	Decision: - Allow - Allow only after making the corrections specified by the commission - Do not allow	Comments/Recommendations

**DECLARATION OF CONFIDENTIALITY OF THE MEMBER OF THE COMMISSION FOR
THE ASSESSMENT OF THE SUITABILITY OF FINAL SETTLEMENT TASKS FOR
REMOTE SETTLEMENT**

I, (name, surname) _____, by signing this declaration, confirm that, as a member of the Commission for the Assessment of the Suitability of Final Assessment Tasks for Remote Assessment (hereinafter – the Commission), I have familiarised myself with the following conditions and undertake to comply with them:

1. Protection of personal data: I undertake to comply with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation) relating to the processing of personal data and to use personal data only to the extent necessary for the performance of my functions as a Commission member.
2. Confidentiality: I undertake to treat as confidential all information relating to final assessment tasks that becomes available to me in the performance of my functions as a Commission member; not to use, disclose or publish to any third party any data concerning the content or form of the tasks, assessment criteria or any other related information; and to ensure that all documents provided to me as a Commission member are not copied, modified, transferred or deleted without authorisation.
3. Impartiality: When assessing the submitted tasks, I undertake to act objectively and impartially, basing my assessment solely on the content of the task and my professional judgement as to whether it can be conducted remotely. I undertake to inform the responsible person if circumstances giving rise to a conflict of interest arise.
4. Responsibility: I understand that any breach of confidentiality may be considered a breach of academic or professional ethics and may result in legal consequences under the University's internal legal acts and/or applicable legislation.

Date: 20__ _____ months __ d.

Name: _____ Signature: _____

**CERTIFICATION OF A STUDY SUBJECT (PROGRAMME) FOR BLENDED
STUDIES
COMMISSIONER'S DECLARATION OF CONFIDENTIALITY**

I, (name, surname) _____, by signing this declaration, confirm that, as a member of the Commission for the Certification of a Study Subject for Blended Studies (hereinafter – the Commission), I have familiarised myself with the following conditions and undertake to comply with them:

1. Protection of personal data: I undertake to comply with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation) relating to the processing of personal data and to use personal data only to the extent necessary for the performance of my functions as a Commission member.
2. Confidentiality: I undertake to treat as confidential all information relating to the study subject that becomes available to me in the performance of my functions as a Commission member; not to use, disclose or publish to any third party any data concerning the content of the study subject or any other related information; and to ensure that all documents provided to me as a Commission member are not copied, modified, transferred or deleted without authorisation.
3. Impartiality: When assessing the content of a study subject, I undertake to act objectively and impartially, basing my assessment solely on the submitted content and my professional judgement as to whether the content of the study subject may be certified as suitable for delivery in blended mode. I undertake to inform the responsible person if circumstances giving rise to a conflict of interest arise.
4. Responsibility: I understand that any breach of confidentiality may be considered a breach of academic or professional ethics and may result in legal consequences under the University's internal legal acts and/or applicable legislation.

Date: 20__ _____ months ____ d.

Name: _____ Signature: _____

TECHNICAL REQUIREMENTS FOR REMOTE PAYMENTS

1. The computers used by participants in remote assessments must be equipped with properly functioning video and audio transmission equipment (video camera, microphone, headphones or speakers).
2. A reliable internet connection is required. A wired internet connection is recommended. When using a wireless internet connection (Wi-Fi), participants should, where possible, be located as close as possible to the Wi-Fi access point and disable Wi-Fi connections on devices located in other rooms.
3. Internet connection parameters must meet the following requirements:
 - a. the download speed must be at least 10 Mbps (megabits per second); at least 20 Mbps is recommended;
 - b. the upload speed must be at least 5 Mbps; at least 10 Mbps is recommended;
 - c. The fluctuation (fluctuation/instability) must not exceed 100 milliseconds.
4. Before the official start of a remote assessment, students are advised to perform connection quality tests to ensure that the quality of the information and communication technology equipment and internet connection they use is sufficient.

ORGANISATION OF A REMOTE FINAL THESIS DEFENCE MEETING

1. The remote defence meeting shall be organised by the Commission for the Defence of Final Theses of the Academic Unit.

2. The remote defence shall be conducted using Microsoft Teams videoconferencing software (hereinafter – MS Teams). Provided that the technical requirements specified in Annex 8 to this Procedure are met, the remote defence meeting may, by decision of the Defence Commission, also be organised using other means.

3. Participants in the remote defence meeting must ensure that, during the meeting, there are no unauthorised persons in the premises where they are located who could disrupt the defence meeting, and that devices capable of producing extraneous sounds and distracting other participants (telephone, television, radio, etc.) are switched off.

4. The cameras of participants in the remote defence meeting (members of the Defence Commission, the thesis supervisor and the reviewer) shall remain switched on throughout the defence meeting, while microphones shall be switched on only when speaking. Cameras may be switched off only in the event of poor connection quality. During the defence meeting, the student shall switch on the camera and microphone only while defending their final thesis.

5. To protect personal privacy, participants in the remote defence meeting are advised to use a virtual background or another background modification tool.

6. During the remote defence meeting, the student must have the document specified in Item 65 of the Procedure. Before the defence meeting begins, the Chair or Deputy Chair of the Defence Commission shall ask the student individually to present the document and shall allow the student to defend the final thesis only after verifying the student's identity.

7. The remote defence shall be organised in accordance with the following procedure:

7.1. No later than ten working days before the date of the remote defence meeting, the academic unit shall appoint a responsible employee (hereinafter – the Remote Defence Administrator) to administer the remote final thesis defence using MS Teams or other VCS in use.

7.2. The Remote Defence Administrator shall create a link to the virtual meeting room and send invitations to the participants in the defence meeting by entering their email addresses. The MS Teams administrator shall also create a separate meeting (virtual room) exclusively for members of the Defence Commission.

7.3. Members of the Defence Commission shall familiarise themselves with the final theses to be defended before the defence meeting. For this purpose, the Remote Defence Administrator shall normally upload the students' final theses to a network storage location (e.g. a network drive) and send a link to members of the Defence Commission who are not University employees no later than three working days before the defence meeting.

7.4. No later than seven working days before the remote defence, the Remote Defence Administrator or another responsible employee shall inform students by email about the procedure and requirements for conducting the remote defence.

8. The remote defence meeting shall be conducted in accordance with the requirements set out in the Procedure for the Assessment of Study Results.

9. The remote defence meeting shall be conducted in accordance with the following procedure:

9.1. At the beginning of the remote defence meeting, the Chair or Deputy Chair of the Defence Commission shall provide information on the conduct of the defence meeting, the applicable requirements and the order of defences. Students shall be informed that the entire defence meeting will be recorded using the remote defence platform or another ICT tool

9.2. During the presentation of the final thesis, the student shall share their computer screen and display a presentation prepared using Microsoft PowerPoint or other software.

9.3. After the last student has completed their defence, the Chair of the Defence Commission shall announce the conclusion of the final thesis defences. The Chair shall inform the participants in the defence meeting that the discussion of the final theses and voting on the assessments will take place exclusively in the virtual meeting room designated for members of the Defence Commission.

9.4. Following the discussion and voting, the members of the Defence Commission shall return to the remote defence meeting and announce the conclusion of the meeting. After the remote defence meeting, the student shall be informed of the assessment received by being contacted individually via MS Teams.

9.5. Members of the Defence Commission shall sign the defence records generated by the Studijos information system in accordance with the method of document signing agreed in advance. The signing of these documents shall be coordinated by the Secretary of the Defence Commission.

10. If the connection with a student or any member of the Defence Commission is lost during the remote defence meeting due to connection problems, the meeting shall be suspended and an attempt shall be made to re-establish the connection.

If the connection with the student cannot be restored within 5 minutes using the same or other similar means, another student shall, where possible, be invited to defend their final thesis in accordance with the established order. A student whose final thesis defence was interrupted due to connection problems shall be given an opportunity to defend the final thesis at the end of the defence meeting.

If the connection with the student defending their final thesis last cannot be restored within 20 minutes, the defence meeting shall be terminated in respect of that student. The academic unit shall set a new date for the defence meeting within five working days of the original defence date.

If the connection with a member of the Defence Commission cannot be restored using the same or other similar means, but a quorum of the Defence Commission is maintained, the defence meeting shall continue. If there is no quorum, the defence meeting shall be terminated. The academic unit shall set a new date for the defence meeting within five working days of the original defence date.
