

APPROVED

by Vilnius Gediminas Technical University Rector's order No 10.8-652 of August 27, 2020

**THE DESCRIPTION OF THE TEMPORARY PROCEDURE FOR THE  
ORGANIZATION AND ADMINISTRATION OF THE STUDY PROCESS AT  
VILNIUS GEDIMINAS TECHNICAL UNIVERSITY**

**SECTION I**

**I. GENERAL PROVISIONS**

1. The Description of the Temporary Procedure for the Organization and Administration of the Study Process at Vilnius Gediminas Technical University (hereinafter - the Description) provides the guidelines for the organization of the first, second cycle and integrated studies.

2. Studies shall be carried out in accordance with the approved scheduling of classes and published on the website *Mano VGTU*.

3. In the absence of a separate Rector's order regarding the organization of remote assessment, all final assessments (the term corresponds to the term used in the Procedure description for student performance assessment and earning credits at Vilnius Gediminas Technical University) shall be administered on the University premises in the usual way. In exceptional cases, when students or lecturers need self-isolation, the decision on the organization of assessment is made by the dean.

4. Decisions on changes in the organization of the study process, taking into account the need for self-isolation, shall be made by the Dean's own decree in coordination with the Vice-Rector for Studies. The Academic Affairs Office, students and lecturers are informed about the decisions made in writing. The Dean is responsible for information provision.

5. Due to objective reasons, international students who cannot come to Lithuania before the start of studies or are subject to quarantine in Lithuania shall be provided with the opportunity to study synchronously under the remote arrangement of studies.

6. Internships can be organized remotely if necessary or postponed till the end of the academic year. The decision on the organization of internships is made by the dean.

7. Terms used in the Description shall have the meaning given to them in the Law on Studies and Science of the Republic of Lithuania.

**SECTION II**

**PRINCIPLES FOR SCHEDULING**

8. Schedules for the fall term of the academic year 2020-2021 shall be drawn up to ensure the safety of the persons involved in the study process and with the view to reduce the number of students on the university premises and given that the turnover of persons in the enclosed spaces is kept to a minimum. All indoor classes are organized with regard to the principle of group isolation.

9. Studies are organized in a mixed way, i. e. by combining and interchanging classes arranged remotely with classes in classrooms.

10. First-cycle theory lectures for first-year students shall be organized both remotely and in classrooms. Lectures at the university can be organized if it is possible to ensure a safe distance between students (the number of seats in a classroom divided by 3 shall equal or be greater than the number of students in the stream).

11. In Master's studies, up to 50 percent of the volume of full-time studies can be organized remotely, ensuring the safety of the participants in the study process.

12. The schedules shall specify the classes delivered remotely and the classes carried out in the usual way.

13. If it is necessary to change the mode of organizing lectures, the dean makes a decision, which, if necessary, is coordinated with the Head of the department of another faculty to which the subject belongs. The Dean who made the decision must immediately inform students and other interested parties in writing about the changes.

14. Groups with a small number of students can be joined for seminars and workshops if the number of students in the pooled group is less than 25.

15. On the same day lectures can be held in large auditoriums for a maximum of two student streams to which subject teachers are scheduled.

16. Laboratory works (physics, chemistry, etc.) are organized as follows: During lectures 1, 3, 4, 6, and leaving gaps in the schedule (lectures 2 and 5) for laboratory disinfection. With a small number of students in a group (up to 8 students), laboratory works can be completed in the classroom without a break during lectures 2 and 5.

17. Studies shall end by 10 p.m. on all days of the week except Sundays and public holidays.

18. As far as practicable, the classes for second cycle students shall commence from 4.20 p.m.

### **SECTION III REMOTE ARRANGEMENT OF LECTURES**

19. Remote arrangement of lectures shall be carried out via the programme for virtual communication *Zoom* (*MS Teams* can be used as an alternative, however, students shall be notified in advance). The instructions for use are available at <https://talpykla.vgtu.lt/index.php/s/XX86sqKC34Pz9jX>.

20. Lectures can be given remotely from university premises or another place with a stable internet connection and the right hardware.

21. Lectures under remote arrangement are administered in a synchronous way only, when students and lecturers participate in lectures at the same time over a distance. Asynchronous teaching, when a teacher works with students at a different time, and communication between them is executed by e-mail or other means, is applicable only in case of counselling or practical classes and for the students provided for in item 3 of the Description or using audio-visual recording of lectures in accordance with the procedure established by the Description.

22. In the virtual learning environment *Moodle*, a teacher shall provide a subject description and a link to his / her video lectures on that subject.

23. During a lecture, a lecturer presents and explains to students the materials prepared in digital format: slides (pptx), text documents (docx, pdf, etc.), web pages.

24. The materials published by a lecturer in the *Moodle* system shall be available to the students until the assessment time of the study subject.

25. Instructions for the use of *Zoom* platform are available online:  
for teachers at <https://talpykla.vgtu.lt/index.php/s/dEG5BCajW3rGWyG>;  
for students at <https://talpykla.vgtu.lt/index.php/s/cqL39zKGp5y8twm>

26. The duration of the video lecture via the *Zoom* programme is 40 minutes (after 40 minutes the programme automatically shuts off). When the *Zoom* programme shuts off it is recommended to take a 5-minute break and reconnect. Due to the high workload of the servers, videos of the lectures will not be made. Students shall have to attend the lectures in real time,

which is indicated in the lecture schedule. Streaming lectures, which are attended by more than 100 students at a time, are conducted in coordination with the E-Study group.

27. An alternative video conferencing programme, *Teams*, can be used if required. The instructions for use are available at

28. Before the delivery of lectures remotely, it is necessary to test the programme in advance (because video lecture links need to be uploaded to the *Moodle* virtual environment).

29. Teachers working from home shall make sure that the computer in their home is connected to a stable Internet connection, that the video camera, microphone, and speakers are connected to the computer and working properly.

30. The consultations provided in the subject (module) card can be executed remotely (on the days when remote lectures take place).

31. Teachers carry out consultations at the department in the usual way.

32. Heads of departments and deans shall have the right to join at random and check that the classes are taking place on time (according to the approved schedule).

33. Up to 20% of theory lectures are allowed to give in advance after having made their video records.

34. Pre-recorded lectures shall include a video of the lecture (30 minutes minimum), theoretical material in a written form, references to external sources of information, self-assessment questions for students on the topic delivered (brainstorming on a specific topic), assignments or testing questions that are related to the assessment of the understanding of the topic under study.

35. A teacher wishing to use pre-recorded lectures shall follow the following sequence:

- to prepare lecture materials in accordance with the specified requirements;
- to apply the Head of the Department for the compliance of the content of lectures with the subject requirements and get permission to use pre-recorded lectures;
- to apply to the Academic Support Centre with a request to approve the material of the recorded lectures;
- to request the Dean to give permission to deliver the approved lectures as video recordings;
- to inform students by e-mail about pre-recorded lectures.

36. In cases when international students, due to objective reasons, do not have the opportunity to come to Lithuania, teachers who deliver practical classes shall prepare alternative practical assignment tasks for students to be able to work independently.

#### **SECTION IV**

#### **V. THE USE OF THE VIRTUAL LEARNING ENVIRONMENT *MOODLE***

#### **IN DISTANCE STUDY PROCESS**

37. Every lecturer shall provide an appropriate group of students with an access to a subject taught in the *Moodle* environment. Instructions for use of the *Moodle* virtual learning environment are available in the “User Guide” module designed by The Electronic Studies Group at: <https://moodle.vgtu.lt/course/view.php?id=2287>.

38. Lecturers who do not have courses on *Moodle* shall design these courses on the website *Mano VGTU* at: <https://mano.vgtu.lt/> (Subjects taught // Designing courses on Moodle). The guidelines of how to design the course are available at: <https://talpykla.vgtu.lt/index.php/s/Hof77d2T9XsZA84>.

39. Lecturers who lack skills in using *Moodle* virtual learning environment will receive online training. The training schedule is available in the “User Guide” module designed by The Electronic Studies Group at: <https://moodle.vgtu.lt/course/view.php?id=2287>.

40. When relevant, Head of the Department (with the consent of the lecturer who designed the course material) may give permission to other lecturers to use *Moodle* materials prepared by colleagues. Lecturers shall use the materials designed by other colleagues only after having placed the course materials into his/her course “Moodle” environment.

41. You do not need to use a VGTU VPN (Virtual Private Network) when connecting to non-university computers for VLI “Moodle”, “Mano VGTU”, or Zoom.

42. For communication with students we recommend “Moodle” News Forum or posting tools. A video conferencing program or “Moodle” Forum tool are applicable for consultations.

## **SECTION V REQUIREMENTS FOR LECTURERS IN CONDUCTING DISTANCE STUDY PROCESS**

43. To ensure the quality and productivity of distance learning, in addition to the requirements provided for in items 31, 32 of the Description, teachers shall:

43.1. Prepare for an orderly, neutral work environment by reflecting on what picture students are going to see.

43.2. Agree with students on basic communication rules: compliance with VGTU Code of Academic Ethics; verbal and written communication when submitting tasks to the “Moodle” environment; live stream communication: who and when will ask questions, how students will be able to demonstrate that they do not understand the material or tasks, etc .;

43.3. communicate with students in the oral and written form. Oral communication is recommended in groups of up to 20 students, with strict order for speaking. In larger groups, lecturers are recommended to turn off student microphones, and students can provide feedback through chat function;

43.4. Prepare a lecture or workshop plan and provide it at the beginning of each session;

43.5. It is recommended to divide theory classes into parts (15-20 minutes each). Each part should be followed by students’ feedback on the materials presented.

43.6. Lecturers shall stay constructive, not go into discussions on unrelated topics or current academic situation;

43.7. Try out the assignments designed for students verifying them on how they are going to be working on “Moodle” environment. Use the whiteboard function of Zoom program to solve tasks, draw diagrams and for other similar activities during the class.

## **SECTION VI FINAL PROVISIONS**

44. The materials used in distance study process is the intellectual property of the University. Students shall not distribute study materials submitted electronically or otherwise during the study process or use them for purposes other than study.

45. Attendance at all practical sessions shall be recorded in a group journal prepared by the instructor.

46. The lecturer shall strictly adhere to the start and end time of the lecture in order to be able to ventilate the closed rooms during the breaks.

47. After the disappearance of objective reasons due to which international students could not come to Lithuania, students shall come to study at VGTU no later than within a month.

48. The E-study group cannot provide assistance to faculty and students using tools other than those recommended.

49. Any technical questions about organization of lectures may be addressed to VGTU e-study group by phone 274 5035 2745035 (internal number 9035) or by e-mail [esg@vgtu.lt](mailto:esg@vgtu.lt)

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