MINISTRY OF HEALTH OF UKRAINE

NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY, VINNYTSYA

«APPROVE»

Rector of

National Pirogov Memorial Medical University, Vinnytsya _____ V.M.Moroz

26. 05. 20 20

REGULATIONS ON INTRODUCING REMOTE STUDY ELEMENTS

AT NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY, VINNYTSYA

these regulations were considered and approved at a meeting of

the Academic Council of National Pirogov Memorial Medical University, Vinnytsya

record № 8 dated 26. 05. 20 20

Vinnytsya 2020

Regulations on Introducing Remote Study Elements

at National Pirogov Memorial Medical University, Vinnytsya

1. General Provisions

1.1. This provision defines the basic principles of organization and introduction of remote study at National Pirogov Memorial Medical University, Vinnytsia (hereinafter - the University).

1.2. The Regulation was developed taking into account the Law of Ukraine "On Education" № 2145-VIII dated 05.09.2017, Order of the Ministry of Education and Science of Ukraine №466 dated 25.04.2013 (as amended in accordance with the Order of the Ministry of Education and Science of Ukraine № 660 dated 01.06.2013, № 761 dated 14.07.2015, "Regulations on the organization of academic process in VNMU".

1.3. Remote study means an individualized process of acquiring knowledge, skills, abilities and methods of human cognitive activity, which occurs mainly through the indirect interaction of distant participants in the learning process in a specialized environment that operates on the basis of modern psychological, pedagogical and information and communication technologies.

1.4. The purpose of remote study is to provide educational services through applying in teaching modern information and communication technologies at certain educational or educational-qualification levels in accordance with state educational standards; according to the programs of advanced training of the participants of the educational process.

1.5. The task of remote study is to provide citizens with the opportunity to exercise the constitutional right to education and professional qualification, advanced training regardless of gender, race, nationality, social and property status, gender and nature of occupation, worldview, party affiliation, religion, religion, state of health, place of residence according to their abilities.

1.6. In this Regulation, the terms and concepts are used in the following meanings:

• **asynchronous mode** - interaction between the subjects of distance learning, during which participants interact with each other with a delay in time, using e-mail, forum, social networks, etc;

• **web resources of academic disciplines (programs)**, including distance learning courses - systematic collection of information and teaching aids necessary for mastering academic disciplines (programs), which is available via the Internet (local

network) using a web browser and / or other available to the user software web-environment of distance learning - systematically organized set of web resources of academic disciplines (programs), software for web resources management, means of interaction of subjects of distance learning and distance learning management;

• **remote study mode** - a form of organization of the educational process at the University, which ensures the implementation of remote study and provides the opportunity for graduates to receive state-standard documents on the appropriate educational or educational-qualification level;

• **information and communication technologies of remote study technologies** for creating, accumulating, storing and accessing web resources (electronic resources) of academic disciplines (programs), as well as providing organization and support of the educational process with the help of specialized software and means of information and communication, including the Internet;

• **psychological and pedagogical technologies of remote study** - a system of tools, techniques, steps, the consistent implementation of which ensures the implementation of the tasks of learning, education and personal development;

• **synchronous mode** - interaction between the subjects of remote study, during which all participants are simultaneously in the web environment of remote study (chat, audio, video conferencing, social networks, etc.);

• **web resources management system of academic disciplines (programs)** - software for creating, storing, accumulating and transmitting web resources, as well as for providing authorized access of distance learning entities to these web resources;

• **remote study management system** - software designed to organize the learning process and control learning over the Internet and / or local network;

• **subjects of remote study** - persons who study (higher education students) and persons who provide the educational process by remote study (pedagogical and scientific-pedagogical workers, methodologists, etc.);

• **remote study technologies** - a set of educational technologies, including psychological, pedagogical and information and communication, which provide an opportunity to implement the process of remote study at the University.

2. Implementation of remote study

2.1. Remote study is implemented through the use of distance learning as a separate form of learning and the use of remote study technologies to provide learning in various forms.

2.2. Introduction of remote study at the University is possible with the consent of the Ministry of Education and Science of Ukraine and the Ministry of Health of Ukraine. Remote study at the University is introduced in accordance with the order of the Rector of the University.

2.3. Training, re-training, advanced training (postgraduate education) of personnel in the form of remote study are carried out at the University, according licensed, accredited areas of training (specialties) and / or educational programs.

2.4. At the University, the educational process on a distance basis is organized in accordance with the working curricula approved by the order of the Rector of the University.

2.5. Remote study is organized at the University for higher education students due to the impossibility of conducting full-time classes by order of the Rector of the University due to unforeseen circumstances (quarantine, fire, martial law, etc.).

2.6. The period of study of higher education students, distance learners is set by the Academic Council of the University and should be not less than full-time in the relevant educational and qualification levels, areas of training and specialties, except in cases 2.5.

2.7. The number of applicants for higher education, students studying by remote study is determined in accordance with the decision of the Academic Council of the University within the licensed scope of training (re-training, advanced training, specialization) by correspondence and / or within the licensed scope of preparation for admission to the University, training of foreigners and stateless persons, except for the cases specified in paragraph 2.5.

2.8. Web resources used at the University to provide the remote study process must be validated at the University.

2.9. For the implementation of remote study at the University, remote study centers can be established as a separate structural unit.

2. Technologies of remote study during the organization and provision of full-time, part-time forms of education can be used at the University in the presence of appropriate personnel and system support.

2.11. The decision to use remote study technologies at the University is made by the Academic Council of the University.

3. Characteristics of the educational process organization by remote form of education

3.1. The educational process of remote study is carried out in the following forms: independent work; training sessions; practical training; control measures.

3.2 The main types of remote study classes are: lecture, seminar, practical classes, laboratory classes, consultations and others.

3.3. Lecture, consultation, seminar are held with higher education applicants (students) remotely in synchronous or asynchronous mode in accordance with the curriculum.

3.4. Obtaining of educational materials, communication between the subjects of distance learning during distance learning classes is provided by the transmission of video, audio, graphic and textual information in synchronous or asynchronous mode.

3.5. Practical training, which involves the implementation of practical (control) work, takes place remotely in asynchronous mode. Some practical tasks can be performed synchronously.

3.6. Laboratory classes are conducted remotely using appropriate virtual simulators and laboratories.

3.7. Other types of training sessions in the implementation of the educational process may include business games, project implementation in groups, and so on. These types of training sessions can be conducted remotely in synchronous or asynchronous mode.

3.8. Practical training of higher education applicants (students) who study by remote study is carried out according to a separately approved program by the educational institution, except for the cases listed in paragraph 2.5.

3.9. Control measures in the discipline (subject) in the training of remote study at the University include intermediate (modular), final and other defined at the University control of knowledge, skills and abilities acquired by the applicant, the student in the learning process are determined by the curriculum approved Academic Council of the University.

All control measures at the University can be carried out in accordance with the decision of the educational institution remotely using the capabilities of information and communication technologies, including video conferencing, provided that the student is authenticated, or in person.

4. Characteristics of remote study introduction

for the quarantine period

4.1. Remote study at the University for the period of quarantine is introduced by order of the Rector in order to:

• ensure the academic process for the period of quarantine by implementing the resource capabilities of the university by updating the content of education and teaching methods, including a personal approach to learning;

• expand access to educational and professional programs of higher education using modern information resources;

• individualize the academic process in accordance with the needs, features and capabilities of each applicant (student).

4.2. To ensure classes and consultations for higher education applicants (students) using remote study technologies and educational and methodological complexes located on the platforms Microsoft Teams and Google Meet on the Internet, the necessary measures are:

• availability of the necessary access to the Internet and e-mail, including the use of university resources;

• ability to use modern information and communication technologies;

4.3. During the quarantine, the teachers of the University provide preparation of presentations, tests, full textual guidelines, thematic messages, essays, etc., which correspond to the practical (seminar) part of this lesson with the possibility of sending them to individual postal addresses of higher education applicants:

• control of knowledge is carried out by means of Microsoft Teams and Google Meet remote control system, the period of the beginning and the end of testing and the date of closing of possibility of passing of testing is specified;

• the practical part of a lesson can be performed through the use of practical tasks set for higher education applicants through their distribution to individual postal addresses with the method of evaluating the results, which is approved at the methodological meeting of the department.

• in case of impossibility to perform the practical part of the lesson individually, its implementation will take place after the end of the quarantine in the next lessons by combining the topics of practical classes;

• if technically possible, teachers of departments during the days designated for consultations should be at the computer, equipped with cameras to provide consultations, both individual and collective (if necessary);

• missed classes and negative grades are re-worked remotely and / or online, according to the specified days. Information about the procedure of testing is posted on the university website and on the websites of departments;

• in other cases, teachers should provide advice on individual tasks through e-mail communication.

4.4. At the time of quarantine, students need to establish communication via e-mail with teachers, who provide lectures and practical classes in order to receive individual tasks in a timely manner;

• students must send answers to the received tasks to the teachers of the departments in accordance with the rules approved at the methodical online collection of the departments.

• at the time of quarantine, the final control of knowledge for the lesson is carried out using Microsoft Teams and Google Meet remote control systems;

• consultations on individual tasks, writing a medical history, performing independent work, testing in Microsoft Teams and Google Meet, etc., is carried out through communication via e-mail.

• graduates should regularly monitor up-to-date information provided by the educational and scientific units, the internship department, deans' offices and departments of the University.

4.5. Educational and scientific units, internship department, deans, heads of departments and teachers must constantly communicate and provide relevant information (announcements, messages, etc.) to the attention of higher education applicants.

5. Remote Study Providing

5.1. At the University, in the organization of the educational process in any form of education, remote study technologies can be used for methodological and didactic support of independent work, control classes and in the implementation of educational classes.

5.2. Scientific and methodological support of remote study includes:

• methodical (theoretical and practical) recommendations for the development and use of pedagogical-psychological and information-communication technologies of remote study;

• criteria, means and systems of quality control of remote study;

• content, didactic and methodical content of web resources (distance courses) of the curriculum / training program.

5.3. Pedagogical, scientific and pedagogical staff and methodologists of the University where distance learning is organized, should improve their skills in the organization and possession of distance learning technologies (according to the Resolution of the Cabinet of Ministers dated 21.08. 2019 № 800 "Some issues of training and internships scientific and pedagogical workers". The qualification of workers who have improved their skills must be confirmed by a document on advanced training on the topic of distance learning.

5.4. System support for remote study includes:

• hardware (personal computers, network equipment, uninterruptible power supplies, servers, video conferencing equipment, etc.) that provide the development and use of web resources for educational purposes, management of the educational process and the necessary types of educational interaction between remote study objects in synchronous and asynchronous modes;

• information and communication support with bandwidth of channels, which provides all subjects of remote study of the University with round-the-clock access to web resources and web services for the implementation of the educational process in synchronous and asynchronous modes;

• general and special purpose software (including for people with special needs), which must be licensed or built on open source software products;

• web resources of academic disciplines (programs) required to provide distance learning may include:

  o methodical recommendations on their use, sequence of tasks, features of control, etc;
  o documents of educational process planning (curricula, syllabuses, class schedules);
  o video and audio recordings of lectures, seminars, etc .;
  o multimedia lecture materials;
  o terminological dictionaries;
  o methodical recommendations for practical classes;

- o virtual laboratory works with methodical recommendations for their implementation;
- o virtual simulators with guidelines for their use;
- o packages of test tasks for control measures, testing with automated verification of results, testing with verification by the teacher;
- o business games with methodical recommendations on their use;
- o electronic libraries or links to them; about bibliography;
- o a distance course that combines the above web resources of the discipline (program) into a single pedagogical scenario;
- o other educational resources.

5.5 The list of web resources of academic disciplines (programs) required to provide remote study is determined by the institution of higher education.

5.6. To provide remote study for higher education students, the higher education institution may create its own web resources or use other web resources that are subject to verification at the University.

6. Final provisions

6.1. This provision is put into effect by the order of the Rector on the basis of the decision of the Academic Council of the University.

6.2. Changes and additions to the Regulations may be made by order of the Rector by decision of the Academic Council of the University. In the same order the Regulations are repealed.

6.3. If a new version of the Regulation is adopted, the previous one shall cease to be valid.