

# DISTANCE LEARNING REGULATIONS

## of I.Ya.Horbachevsky State Medical University

### 1. General regulations

1.1. Distance learning regulations (hereinafter - Regulations) of I.Ya.Horbachevsky State Medical University (hereinafter – University, TSMU) -the normative document that regulates the organization of the distance learning process at the University.

1.2. The regulations are elaborated according to the distance learning regulations confirmed by the order N 40 of the Ministry of Education and Science of Ukraine since 21.01.2004.

1.3. The University distance learning process is realized at the Distance Learning Centre (DLC). DLC is the structural department of TSMU with the normative-legal base, management structure, personnel supplies, material and technical, financial assistance. The main task of DLC lies in the implementation of the distance learning at the level of the higher and postgraduate education.

1.4. The distance learning is a field of education that focuses on the pedagogy and technology, and instructional systems design that aim to deliver education to students who are not physically "on site". Rather than attending courses in person, teachers and students may communicate at times of their own choosing by exchanging printed or electronic media, or through technology that allows them to communicate in real time and through other online way.

### 2. The structure and the functions of the distance learning centre (DLC)

2.1. DLC TSMU comprises the bank of the certified distance learning courses connected with the specialized informative-communication network.

2.2. The distance learning centre provides:

- the current distance learning coordination i.e. the development of the DLC normative documentation, scientific fundamentals of the distance learning: the distance learning technologies and its scientific-methodical, technological personnel supplies and material and technical assistance; the

elaboration of the criteria, media and systems of the distance learning quality control in the distance learning;

- the development of the distance learning courses for the bank of the certified distance learning courses;
- the realization of the distance learning educational process including the final evaluation of the distance learning students;
  - the personnel requalification and retraining concerning the distance learning technologies at the regional level;
- participation in international cooperation in the field of distance learning;
- approbation of new distance learning courses under real educational process conditions;
- combining the efforts of all the educational institutions of the region to ensure distance learning development in all the aspects and educational levels;
- cooperation with the local authorities to meet the regional needs as for training, additional training and improving personnel qualification;
- elaboration of didactic and methodical provision of distance learning courses and creation of such courses according to the determined aspects of training.

2.3. Assessed distance learning courses bank is distributed information resources, it is placed on the Distance Learning server with a virtual management centralized system and the defense system from unofficial access and copying some information. Distance learning courses assessment is accomplished by the commission of experts of the Coordination council for distance learning development attached to the Ministry of Education and Science of Ukraine in the way that has been determined by the Ministry of Education and Science according to the authors of distance learning courses or the people representing their interests.

### 3. Management of the distance learning system.

3.1. Distance Learning centre management is provided by the rector of the University and the director of the Centre, who can:

- come to the decision concerning the University entry into the distance learning system of Ukraine and ensure the accomplishment of the necessary measures to guarantee the University right to carry out distance learning in chosen specialties;
- provide personnel training to implement distance learning;
- provide the elaborated University distance learning courses to be assessed;
- provide scientific and methodical, material and technical support;
- take the control of distance learning quality.

#### 4. Standards in distance learning.

4.1. Distance learning is based on the State standards of higher education and distance learning technologies.

4.2. The standards distance learning technologies and the recommendations concerning their implementation into practice are worked out by the commission for systemic technical provision problems and standardization of distance learning attached to the Coordination Council of the Ministry of Education and Science of Ukraine.

4.3. Requirements to the structure and format of the learning courses and its management are formed on the basis of distance course international standards which are formulated in SCORM (Sharable Courseware Object Reference Model).

#### 5. Organization principles of the distance learning system.

5.1. On the basis of proper agreements in accordance with the current legislation, DLC is likely to have wide structure and include not only university subsections (laboratories), but other educational institutions, among them foreign institutions.

5.2. Creation, replenishment, and usage of the bank informational resources of the university certified distance learning courses bank are embodied by the juridical and physical persons on the basis of the contract principles.

All distance courses, included in the certified distance learning courses bank, have to be previously certified in accordance with requirements of the Ministry of Education and Science. Functioning of the certified distance learning courses bank

is provided in accordance with reserving copyrights and law of property for the distance courses and provision of their author supervision.

5.3. DLC is likely to organize independently distance learning on any subjects after the assessment and approval of the courses materials in by faculty and university methodical committee, in order to approbate distance learning or elaborated distance courses.

5.4. DLC provides distance learning guaranteed quality due to:

- the usage of certified distance courses in the learning process;
- realization of distance learning recurrent monitoring quality;

6. Organization peculiarities of distance learning process.

6.1. Participants of the learning process.

6.1.1. Participants of the distance learning process are:

- university personnel who provide learning process, as well as pedagogical personnel (hereinafter, teachers), executive and engineering staff and assistants (system administrators, program managers, etc.);
- information technology specialists, distance learning administrators, engineering staff, methodologists, lab assistants, etc.;
- students.

6.1.2. Relationships between distance learning participants are regulated by corresponding agreements. In case of any disagreements concerning the quality or organization of the learning process all questions connected with the essence of disagreements are resolved by Coordinating Council.

If the partners do not reach agreement after the discussion of certain issues in the Coordination Council, they have right to protect their interests in the Court according to the current legislation.

6. 1. 3. The University teaching staff providing the education distance learning process must have the necessary skilled level in the distance learning technologies and adequate documents confirming this.

6. 1. 4. The teaching quantity providing the educational process, the number of hours which are given to teachers to conduct different educational classes are defined by the corresponding standards of the Ministry of Education and Science.

6. 1. 5. The working hours of the pedagogical workers and scientific researchers providing the distance learning for carrying out educational, methodical, scientific, organizational and other works in current academic year must not exceed annual working time defined by the Labour Code of Ukraine. Taking into consideration an increased difficulty of the methodical and didactic distance learning courses provision in comparison with the elaboration of the methodical materials for other forms of studies, the governing body of the University is allowed to redistribute working hours between methodical and educational works decreasing the last ones in the way that has been defined by the Ministry of Education and Science.

6. 1. 6. Ukrainian and foreign residents and the people without citizenship have right for distance learning at the University or for distance learning combined with other forms of studies according to the current regulations and international agreements. The clauses of the reception for distance learning are defined by the Ministry of Education and Science.

6. 1. 7. The distance learning term is defined by the state educational standards or individual syllabi elaborated by the University, taking into account the real opportunities of performing educational and industrial, educational and professional curricula in appropriate dates.

6. 1. 8. The post-graduate students who have finished a full distance learning course or the form of studies combined with distance learning successfully and have gone through the state certification are given appropriate documents of the state education pattern. The students who have finished certain distance learning courses successfully receive a certificate of the University.

6. 1. 9. The list of aspects, specialties and educational disciplines of distance learning form is determined by the Ministry of Education and Science.

6.2.9. The seminars and discussions are conducted distantly in the synchronized regime (in real time) using the interactive telecommunication networks.

6.2.10. A practical class is a lesson where the students analyze some theoretical fundamentals of the course and obtain their practical skills by means of performing individually the tasks and assignments indicated in the distance learning course. For every practical class the students use multimedia facilities placed on the distance learning server: text materials (with the highlighted main points of the lesson); schemes, photographs, videos. The practical lessons are conducted distantly; the results are emailed to a teacher.

6.2.11. A laboratory class is a lesson where the students conduct real or model experiments to apply practically some theoretical issues of the distance learning course; the students also obtain their practical skills with the application of the laboratory equipment, measuring apparatus, calculation equipment and the methods of the experimental investigations of the particular course.

6.2.12. Laboratory classes can be conducted in the following forms depending on the material-technical equipment of the real laboratories, the possibilities of the virtual laboratory creation and use:

- in the real specially equipped educational laboratories;
- in the virtual laboratories with the application of the proper modeling programs (emulators);
- in the mixed way (one part of the lesson is conducted in the real laboratory while the other one – in the virtual laboratory ).

6.2.13. TSMU determines the list of the distance learning courses where laboratory experiments can't be conducted distantly and virtually.

6.2.14. The real practical training of the students is organized and supervised by the University managing-methodical authority.

6.2.15. The distance learning students of the chosen speciality are exempted from undergoing practical training.

6.2.16. Testing and evaluation forms of the distance learning students include self-evaluation, entrance, current and final evaluation.

6.2.17. Self-evaluation is the primary form of the evaluation of the student knowledge and skills and is compulsory for any distance learning course.

6.2.18. The main evaluation form of the entrance, current and final evaluation is testing. Besides, testing is used during practical and laboratory classes, seminars and discussions.

6.2.19. Student knowledge testing as well as the performed practical and laboratory work are evaluated in two ways: automatically while using special computer programs and directly by the instructor.

6.2.20. Examinations and tests are taken by the students during examination session or according to a personal schedule being approved by the University Distance Learning Administration.

6.2.21. Until the mechanism of assuring distance learner authentication is developed and implemented, examinations and tests will be taken either directly at the University or online under the supervision of examination board or its representatives, who are in authority to identify person.

6.2.22. Current and semester (exams and credit tests) assessment of the knowledge obtained is done according to the orders of Ministry of Science and Education and current Regulation on examination session.

6.2.23. Final semester evaluation records are maintained as electronic and paper documents (e.g. examination and test records, dean's office registers, student record-books, etc.)

## 7. Distance Learning Provision

7.1. Distance Learning is based on methodological, personnel, software and logistics support.

7.2. Methodology of distance learning is created and modified by the university instructors. Methodological provision includes:

- Scientific principles of distance learning for all levels of education and training, retraining or professional development;

- Criteria, means and systems of monitoring the distance learning quality;
- Unified standards of distance learning syllabi, curricula and criteria, which meet the state standards of education;
- Didactic and methodological aspects of distance learning courses;
- Methods of elaboration, approval and use of distance learning courses;
- Methodological principles of the management of the bank of the certified distance courses.

7.3. Personnel who provide distance learning are constantly retrained, improving their professional skills in distance learning methods. The staff include:

- University instructors and researchers;
  - Specialists in ICT – engineers, computer programmers, system managers;
- distance learning managers  
 - distance learning methodologists  
 - distance learning experts

Specialists ensuring distance learning have to be certified and possess corresponding documentation to confirm their skills. The University provides the improvement of instructors professional skills in distance learning once for three years.

7.4. Technical system of provision includes: apparatus provision, telecommunication provision, program provision, information provision.

7.4.1. Apparatus provision includes: servers of distance courses disposition, WEB sites and corresponding server services; work stations for instructors and staff, ensuring distance learning; work stations for students and schoolchildren using distance learning; network equipment for unification of servers and work stations into local system and their Internet (Intranet) connection.

7.4.2. Telecommunication provision consists of telecommunication equipment that ensures network unification of distant learning system; telecommunication equipment that provides transmission capability for contact channels and their quality that is very important for interactive coordination of teaching process

participants and their access to information resources in the Ukrainian Distance Learning System and other information resources, including Internet.

7.4.3. Program provision comprises: systemic program provision for maintenance of server work and work stations; applied program provision for maintenance of WEB sites and information resources; applied program provision for general maintenance of distance learning functions; applied program provision for instructors, students, schoolchildren to accomplish specific tasks of teaching process in the form of distance learning; applied program provision for making training materials in distance courses(text editors, drawings, video, sound, animation packages); the other program provision recommended or distributed by the University for distance learning persons.

7.4.4. Information provision comprises information resources used in distance learning process: separate distance learning courses, electronic libraries, and bank of certifying distance learning courses, normative and legal base concerning distance learning, other data banks including Internet data banks.

7.4.5. The material and technical provision comprises material resources and equipment that ensure distance learning process.

Requirements to the supplies of the University are determined by the corresponding construction and sanitary norms.

## 8. Financial relations in the sphere of distance learning.

8.1. Financing in the system of distance learning is carried out on means: of the state budget; physical and juridical persons, that pay for studies; implementation of economic agreements; received grants; voluntary payments and donations; other receipts, that are not banned by the applicable legislation.

8.2. Financial relations between the University, organizations and institutions in the sphere of distance learning are carried out according to the bilateral or multilateral agreements.

## 9. International cooperation in the sphere of distance learning.

9.1. Main directions of international cooperation in the sphere of distance learning for the University are:

- participation in projects and programs, that are directed on the entry of the Ukrainian system of distance learning into the world educational system taking into account national interests and achievements of native education, in particular creation of international virtual universities which include educational establishments of different countries;
- participation in projects and programs of integration of national telecommunication networks which are involved in distance learning, into the European and world scientifically educational telecommunication networks;
- general scientific researches concerning the development of the technologies of distance learning;
- participation in the development of international standards on the technologies of distance learning;
- rendering of services, connected with the receiving of education according to the technologies of distance learning, to foreign citizens;
- sending of pedagogical, scientifically pedagogical workers and other specialists on an official trip abroad to improve their professional skills in distance learning in accordance with the international agreements of Ukraine, and also direct agreements of educational establishments with foreign partners.

9.2. The University has the right to carry out international cooperation in the sphere of distance learning, conclude proper treaties, set direct contacts with educational establishments of the foreign states, international organizations, funds etc. in accordance with the applicable legislation.

**Vice rector**

**prof.I.R.Mysula**

**Vice rector for Education**

**prof.V.P.Martsenyuk**