REGULATIONS
ON DISTANCE LEARNING
AT THE LESYA UKRAINKA VOLYN NATIONAL UNIVERSITY
1. General provisions

This Regulation defines the basic principles of organization and implementation of distance learning at the Lesya Ukrainka Volyn National University.

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

1. 2. This Regulation is developed in accordance with the requirements and taking into account: Resolution of the Cabinet of Ministers of Ukraine "On approval of the Regulation on educational and qualification levels (degree education)" from 20.01.1998 № 65; Law of Ukraine "On Higher Education"; Order of the Ministry of Education and Science of Ukraine "On approval of the rules for the use of computer programs in educational institutions" from 02.12.2004 № 903 (registered in the Ministry of Justice of Ukraine from 17.01.2005 № 44/10324); Law of Ukraine "On Basic Principles of Information Society Development in Ukraine for 2007–2015" of January 9, 2007 № 537-V;

Order of the Ministry of Education and Science of Ukraine "On approval of the Regulation on distance learning" from 25.04.2013 № 466 (registered in the Ministry of Justice of Ukraine from 30.04.2013 № 703/23235).

1.3. The purpose of distance learning is to provide educational services through the use of modern information and communication technologies at certain levels of education in accordance with state educational standards; according to the programs of preparation of citizens for admission to educational institutions, training of foreigners and advanced training of employees.

1.4. The task of distance learning is to provide citizens with the opportunity to exercise the constitutional right to education and professional qualifications, training regardless of gender, race, nationality, social and property status, gender and occupation, worldviews, party affiliation, religion, denomination, state of health, place of residence according to their abilities.

1.5. In this Regulation, 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** – a systematic collection of information and teaching aids necessary for mastering academic disciplines, which is available via the Internet (local network) using a web browser and / or other user-available software. Web resources of academic disciplines can be created in LMS Moodle, Office 365 Teams, Google Classroom and others.
- **web environment of distance learning** – a systematically organized set of web resources of academic disciplines, web resource management software, means of interaction between distance learning subjects and distance learning management;

- **information and communication technologies for distance learning** – technologies for creating, accumulating, storing and accessing web resources of academic disciplines, as well as providing organization and support of the educational process with specialized software and information and communication tools, including the Internet;

- **psychological and pedagogical technologies of distance learning** – 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 distance learning, during which all participants are simultaneously in the web environment of distance learning (chat, audio, video conferencing, social networks, etc.);

- **web management system of academic disciplines** – software for creating, storing, accumulating and transmitting web resources, as well as to ensure authorized access of distance learning entities to these web resources;

- **distance learning management system** – software designed to organize the learning process and control learning through the Internet and / or local network;

- **subjects of distance learning** – persons who study (student, listener) and persons who provide the educational process with the use of distance learning technologies (pedagogical and scientific-pedagogical workers, methodologists, etc.);

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

2. Implementation of distance learning

2.1. Distance learning at the University can be implemented by:

- use of distance learning as a separate form of education;
- use of distance learning technologies to provide learning in various forms.

The introduction of distance learning at the University is possible with the consent of the Ministry of Education and Science of Ukraine.

2.2. Training, retraining, advanced training (postgraduate education) of staff in the form of distance learning are carried out at the University in licensed, accredited (certified) areas of training (specialties).

At the University, the educational process of distance learning is organized in accordance with the working curricula, provided they are adapted to the distance learning.

The term of study of students and listeners in the distance form is set by the University and should be not less than in the full-time form in the relevant educational degrees, areas of training and specialties.

The number of students and trainees of the University studying by distance learning is determined in accordance with the decision of the Academic Council of the University within the licensed scope of training (retraining, advanced training, specialization) by correspondence and / or within the licensed scope of preparation for admission to higher education, training foreigners.

2.3. To implement distance learning, the University may establish distance learning centers as separate structural units.

Distance learning technologies in the organization and provision of full-time, part-time forms of education can be used at the University in the presence of appropriate scientific and methodological, personnel and system support.

2.4. The decision to use distance learning technologies in the educational process is made by the Academic Council of the University.

3. Features of the organization of the educational process

by distance learning

3.1. The educational process of distance learning is carried out in the following forms: independent work, training, practical training, vocational training, control measures. The main form of organization of the educational process by distance learning is independent work.

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

Lecture, consultation, seminar are held with students (listeners) remotely in synchronous or asynchronous mode according to the curriculum.

Receipt 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.

The practical lesson, which involves the implementation of practical (control) work, takes place remotely in asynchronous mode. Some practical tasks can be performed in a synchronous mode, determined by the syllabus of the discipline.

Laboratory classes are conducted in person in specially equipped training laboratories or remotely using appropriate virtual simulators and laboratories.

Other types of training activities in the implementation of the educational process may include business games, project implementation in groups and more. These types of training sessions can be conducted in person or remotely in a synchronous or asynchronous mode, which is determined by the syllabus of the discipline.

3.3. Practical training of students (listeners) studying by distance learning is carried out according to a separate program approved by the University.

3.4. Control measures in the discipline in the training of distance learning at the University include intermediate (thematic, modular), final and others,

determined by the University, control of knowledge, skills and abilities acquired by students (listeners) in the learning process.

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

4. Features of the organization of the educational process with the use of distance learning technologies

4.1. At the University, the use of distance learning technologies is focused primarily on the following categories of students (listeners):

- gifted students who are able to independently or quickly master the curriculum;
- persons with special needs;
- students who due to family circumstances (maternity leave, etc.) cannot regularly attend classes;
- persons who, under working conditions, stay for a long time outside the settlement where the University is located;
- persons who wish to acquire additional knowledge in parallel with their studies at the University;
- persons preparing to enter the University;
- citizens of Ukraine who temporarily or permanently reside abroad.

4.2. Distance learning technologies can be used by the University when conducting classes via the Internet under quarantine restrictions; study of additional (optional) disciplines; training of students (listeners) during illness; participation in distance Olympiads, competitions; receiving consultations, etc.

4.3. The list of disciplines or topics of educational programs, types of educational classes, which are carried out with the use of distance learning technologies, are determined by the departments of faculties (institutes).

4.4. Distance learning technologies can be used at the University in the organization of the educational process in the programs of training, retraining or advanced training, as well as the syllabi of academic disciplines and vocational training.

4.5. Training of people with special needs (including visual, hearing, musculoskeletal disorders, mental disorders) involves the involvement of additional distance learning technologies in the implementation of all types of training, including vocational, taking into account the peculiarities of students (students).

When organizing the educational process for any form of education at the University, distance learning technologies can be used for methodological and didactic support of independent work, control activities, as well as during training sessions.

5. Providing distance learning

5.1. Scientific and methodological support of distance learning includes:

● methodical (theoretical and practical) recommendations for the development and use of distance learning technologies;

● content, didactic and methodological content of web resources of academic disciplines.

Web resources of academic disciplines required to provide distance learning may include:

● methodical recommendations on their use, sequence of tasks, features of control, etc.;

● documents of planning the educational process (syllabi, educational and thematic plans, class schedules);

● video and audio recordings of lectures, seminars, etc.;

● multimedia lecture materials;

● terminological dictionaries;

- practical tasks with methodological recommendations for their implementation;

- virtual laboratory works with methodical recommendations for their implementation;

- virtual simulators with guidelines for their use;

- packages of test tasks for control measures, testing with

- automated verification of results;

- packages of test tasks for control activities with verification by the teacher;

- business games with methodical recommendations on their use;

- electronic libraries or links to them;

- bibliography;

- other educational resources.

The list of web resources of academic disciplines required to provide distance learning is determined by the graduating department depending on the profile of the academic discipline.

To provide distance learning for students (listeners), the University may create its own web resources or use other web resources that are subject to verification in this educational institution.

5.2. Distance learning system support includes:

– hardware (personal computers, network equipment, uninterruptible power supplies, servers, video conferencing equipment, etc.) that provide development and use of web resources for educational purposes, management of the educational process and the necessary types of educational interaction between sub' distance learning projects in synchronous and asynchronous modes;

– information and communication support with bandwidth of channels, which provides all subjects of distance learning at the University around 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 management system of academic disciplines;

– distance learning management system.

5.3. Pedagogical, scientific and pedagogical workers and methodologists of the University who are participants in the educational process using distance learning technologies should improve their skills in the organization and possession of distance learning technologies (at least once every 5 years and at least 108 academic hours).

The qualifications of workers who have improved their skills must be confirmed by a document on advanced training in the field of distance learning.

5.4. The University may invite IT specialists and leading researchers in the field to develop and support distance learning courses.

Approved by the Academic Council

Lesya Ukrainka Eastern European National University

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