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*Erasmus+KA2 DEFEP project
Distance Education for Future: best EU practices in response to the requests
of modern higher education seekers and labor market*



STANDARD REGULATION ON THE DEPARTMENT OF DISTANCE EDUCATION



UNIVERSITÄT
DES
SAARLANDES



Universidad
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UNIVERSITATEA TEHNICĂ
A MOLDOVEI



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PREAMBLE

- The Standard Regulation is not an original text and the compilers do not claim authorship and original source.
- The Standard Regulation was developed within the framework of the Erasmus+KA2 DEFEP project "Distance Education for Future: best EU practices in response to the requests of modern higher education seekers and labor market".
- The Standard Regulation was created on the basis of existing European and domestic practices, regulatory documents, methodological developments of individual institutions of higher education, as well as materials and cases of the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance, etc.
- The Standard Regulation takes into account the experience of partner universities in the DEFEP project from Ukraine, Moldova, Germany, Spain, Italy, the results of a sociological survey, an analytical report and a monograph carried out within the framework of the project.
- The department of distance education (hereinafter – the Department) can be:
 - either an independent structural unit of the university (Distance Education Institute, Distance Learning Center, Electronic Learning Department, Digital Education Department) and be subordinate to the Vice-Rector for Scientific and Pedagogical Work – recommended, since the department itself should have its own structure;
 - or a subdivision of other departments or centers (Information Center, University Digitalization Department, etc.).
- To maintain the integrity of the distance education ecosystem, the Department should be responsible for both distance learning as a separate institutional form of higher education and for using distance technologies in other forms of higher education, advanced training courses, preparatory courses, etc.
- Depending on the stage of implementation of distance higher education (hereinafter – the distance form) in the university or depending on the peculiarities of the organizational structure of the University, the Department:
 - performs only the administration of seekers and scientific and pedagogical staff on the Moodle platform (database entry, group formation, transfer to the next course, connection to distance courses, monitoring of distance courses, etc.) – recommended at the stage when the distance form is fully implemented in the educational process of the university;
 - can additionally perform the functions of the dean's office (registration of seekers in the Unified State Electronic Database for Education and in the Electronic Dean's Office system, management of personal files, preparation of evaluation statements, preparation of graduation) – recommended at the initial stages when the number of seekers of the distance form is small.
- The structure of the Department, in addition to the main departments – educational and methodological, IT systems, and video laboratory of educational content, may also have other departments, laboratories, sectors and offices depending on the scale of use of distance learning technologies at the University, for example, the center for the development of digital competencies of teachers, the tutoring and mentoring sector, digital academic mobility department, etc.

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1. GENERAL PROVISIONS

1.1. The Regulation on the Department of Distance Education of *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION* (hereinafter – the Regulation) regulates the general legal, economic, and management principles of the functioning of the Department of Distance Education of *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION* (hereinafter – the Department), defines the main tasks, functions, principles of management and organization of the work of the Department, relations with other structural units of *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION* (hereinafter – the University).

1.2. The Regulation was developed in accordance with the laws of Ukraine "On Education", "On Higher Education", other normative and legal acts of Ukraine, the University Charter and other local normative acts of the University.

1.3. Full official name of the Department:

- in Ukrainian – Підрозділ дистанційної освіти *НАЗВА ЗВО*;
- in English – Department of distance education at *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION*.

1.4. Abbreviated name of the Department:

- in Ukrainian – ПДО;
- in English – DDE.

1.5. The Department is a structural unit of the University, it operates as part of the integrated educational and scientific complex of the University.

1.6. The Department operates in accordance with the Law of Ukraine "On Education", the Law of Ukraine "On Higher Education", other normative and legal acts of the Ministry of Education and Science of Ukraine regulating distance education, the University Charter, the Rules of Internal Labor Regulations of the University, orders of the rector or the person authorized to perform his/her duties (hereinafter – the rector), decisions of the University Rectorate, the University Academic Council, other local normative acts of the University and this Regulation.

1.7. In its activities, the Department is managed by:

- the Concept of the distance education development in Ukraine, approved by the Ministry of Education and Science of Ukraine dated 20.12.2000;
- the Regulation on Distance Learning, approved by the order of the Ministry of Education and Science of Ukraine dated 25.11.2013 No. 466, with amendments introduced in accordance with the orders of the Ministry of Education and Science No. 660 dated 01.06.2013, No. 761 dated 14.07.2015, No. 1115 dated 08.09.2020;
- the order of the Ministry of Education and Science of Ukraine dated 30.10.2013 No. 1518 "On approval of Requirements for higher educational institutions and postgraduate education institutions, scientific, educational and scientific institutions that provide educational services in the distance form of education for training and advanced training of specialists in accredited areas and specialities";
- the University development strategy;
- the University Innovative Development Program;

- other valid normative and legal acts in the field of education.

1.8. According to the University's areas of activity, in accordance with the existing licenses for educational activities, the Department provides educational and scientific, methodical, organizational, technical, programmatic and informational support for the use of distance and electronic learning technologies in the educational and digital space of the University.

1.9. The postal address of the Department: _____.

1.10. The following terms are used in this Regulation:

- ***asynchronous learning*** – a type of interaction between participants of the educational process, during which educational communication takes place with a time delay indirectly both on the basis of the use of electronic learning technologies and without their use;

- ***hybrid learning*** – the organization of educational activities, in which some students are present in specially equipped university classrooms, and other students join using cloud services of video communication organization;

- ***distance education*** – one of the forms of obtaining education, according to which the mastering of a certain level in a particular speciality is carried out in the process of distance learning;

- ***distance higher education*** – the main institutional form of obtaining higher education, which is an individualized process of obtaining education, which takes place mainly through the mediated interaction of remote participants in the educational process in a specialized environment functioning on the basis of modern psychological and pedagogical and information and communication technologies;

- ***distance learning*** – learning that takes place through the mediated interaction of remote participants in the educational process in a specialized environment functioning on the basis of modern psychological and pedagogical and information and communication technologies;

- ***distance course*** – a systematic collection of information and educational and methodical tools necessary for mastering an academic discipline, which is united by a single pedagogical scenario and placed in the educational content management system / on the distance learning platform;

- ***distance format of learning*** – a method of temporary organization in institutions of higher education of the educational process in full-time and part-time forms of higher education, which ensures the implementation of distance learning for certain categories of seekers (for example, those who participate in academic mobility programs, have special needs regarding the conditions of education organization, etc.) and/or under special circumstances;

- ***electronic learning, e-learning*** – learning that takes place using modern information and electronic technologies and can be implemented both in conditions of geographical remoteness of the participants of the educational process, and directly at the university;

- ***blended learning*** – a form of education organization that is based on a combination of conducting educational activities in traditional (offline, classroom-based) and distance (online) formats with extensive use of electronic learning in the educational process;

– ***inclusive learning*** – a comprehensive process of ensuring equal access to quality education for seekers with special educational needs by organizing their education in educational institutions based on the application of personally oriented teaching methods, taking into account the individual characteristics of the educational and cognitive activities of such seekers;

– ***multimedia content*** – a set of interactive content data, presented in the formats of video, animation, virtual and augmented reality objects, computer models (simulators), as well as their combination with audio information, text, images;

– ***lifelong learning*** – a set of means, methods and forms of acquiring, deepening and expanding general education, professional competencies, culture, upbringing, civic and moral maturity. For each person, continuous education is a lifelong process of formation and satisfaction of cognitive requests and spiritual needs, development of talents and abilities in a network of educational institutions of various forms of ownership or through self-education;

– ***special / force majeure circumstances*** – circumstances of irresistible force arising at the state (regional, local) level (natural disasters, quarantine measures, legal regime of martial law, other force majeure circumstances, etc.), under which the possibilities of physical attendance of an institution of higher education by seekers are temporarily limited partially or completely, which requires changes in the methods and formats of organizing education, in particular in the part of organizing all forms of educational activities and in the need to desynchronize the educational process in the full-time form of education;

– ***synchronous learning*** – a type of interaction among participants of the educational process, in which educational communication takes place in real-time either in face-to-face or in a remote (distance) format;

– ***Learning Management Systems – LMS*** – software that includes a learning content management system and a system for organizing the educational process and monitoring learning via the Internet and/or a local network;

– ***Learning Content Management Systems – LCMS*** – software for creating, storing, accumulating, and transferring educational web resources, as well as for providing authorized access of distance learning subjects to these web resources;

– ***distance learning technologies*** – a complex of educational technologies, including psychological and pedagogical and information and communication technologies, which enable the implementation of the process of distance learning in educational institutions and scientific establishments.

2. ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT OF DISTANCE EDUCATION

2.1. To perform tasks and functions, the Department, under the regulations, forms the staff and receives office premises and appropriate material and technical equipment.

2.2. Staff units and the salary fund are determined by the staff list of the Department and approved by the University Academic Council.

2.3. The structure of the Department is formed based on the purpose and tasks of the activities of the Department outlined in this Regulation:

- director of the Department;
- department of educational and methodical work supporting distance learning (created for the purpose of educational and methodical and organizational support for the education of those seeking education in distance higher education and educational and methodical support for the use of electronic learning technologies in the educational process in full-time and part-time forms of higher education);
- department of administration of distance learning systems (created for the purpose of IT administration of the distance learning system itself and administration of work with distance courses of scientific and pedagogical staff and seekers of higher education);
- video laboratory of educational content (created for the purpose of developing innovative e-learning products and promoting them on the market of educational services).

2.4. In case of expansion of the activities of the Department in accordance with the tasks of its activity, new departments, sectors, laboratories, etc. may be created in the structure of the Department if necessary.

2.5. The Department is headed by the director, who is appointed to the position by the order of the rector upon the recommendation of the relevant vice-rector in accordance with the division of functional duties.

2.6. The powers of the director of the Department:

2.6.1. Performing general management of the activities of the Department in accordance with the requirements of legislation, set goals and tasks, bearing personal responsibility for the implementation of tasks assigned by the University management and performance of its functional duties:

- developing the activity strategy and development program of the Department;
- determining the priority areas of educational and scientific research of the Department;
- coordinating the work of the divisions of the Department;
- ensuring the appropriate level of labor and executive discipline;
- developing and approving the functional duties of the employees of the Department and submitting them for approval to the relevant vice-rector;
- representing the Department in other institutions, establishments and organizations upon the rector's assignment;
- submitting draft orders to the rector that relate to the activities of the Department;
- participating in meetings on the functioning of distance learning systems;
- determining the budgetary needs to ensure functional responsibilities;
- organizing the coverage of the activities of the Department in information publications and on the University's website, as well as on the Internet;
- organizing the implementation and use of computerized information systems for the administrative work of the Department.

2.7. Employees of the Department are appointed to their positions by the order of the rector with the approval of the director of the Department.

2.8. The functional rights and duties of the director of the Department and other employees of the Department are regulated by job instructions approved by the rector.

2.9. The distribution of functional duties among employees of the Department is carried out by its head (director) in accordance with qualification characteristics and job instructions.

2.10. The general control over the activities of the Department is carried out by the rector, and control at the operational level is carried out by the director.

3. OBJECTIVE, DIRECTIONS OF ACTIVITIES AND MAIN TASKS OF THE DEPARTMENT OF DISTANCE EDUCATION

3.1. *The objective* of the activities of the Department is to form a unified digital educational space of the University through organizational, administrative, scientific and methodological and technological support of the learning process using distance learning technologies at all forms and levels of higher education to meet society's needs for qualified specialists with higher education, disseminate knowledge among population, increase its educational and cultural level, which will contribute to the University's competitiveness in accordance with the priority directions of science and education development, expanding the range of educational services provided by the University based on distance and electronic learning technologies.

3.2. *The main directions and tasks* of the activities of the Department:

3.2.1. *Distance education*: career guidance work and work with applicants entering distance higher education, educational and methodical support and IT support of the educational process in distance higher education, which is implemented through the university-wide Moodle platform.

3.2.2. *Blended learning*: implementation and use of distance learning technologies in the educational process in full-time and part-time forms of higher education, organization of the educational process under special circumstances.

3.2.3. *Inclusive education*: ensuring the organization of the educational process of seekers of higher education who have special needs with the help of distance technologies.

3.2.4. *Lifelong learning*: advanced training in the field of distance learning technologies for scientific and pedagogical staff of the University and other educational institutions of the country.

3.2.5. *Scientific and pedagogical research*: the search for innovative forms of combining traditional and distance learning technologies, methods of effective interaction between scientific and pedagogical staff and seekers of distance higher education, which ensure high quality of education.

3.2.6. *Applied research in the IT field*: conducting research on the development and implementation of the latest tools and innovative distance learning technologies.

3.2.7. *Normative and legal support*: implementation of normative and legal acts related to distance learning and development of normative documents of the University regulating the use of distance and electronic learning technologies in the educational process.

4. FUNCTIONS OF THE DEPARTMENT OF DISTANCE EDUCATION

In accordance with the directions of activity and its main tasks, the Department performs the following *functions*:

4.1. *General coordination* of the integration of distance / electronic learning into the educational and digital space of the University and *general administration* of the University's electronic educational resources hosted on the Moodle platform.

4.2. *In the direction of distance education*:

4.2.1. IT support and scientific and methodical support of the educational process in distance higher education, which is implemented through the university-wide Moodle platform.

4.2.2. Administration of distance courses, which provide distance higher education, and their regular monitoring in order to determine their compliance with the framework requirements defined in the University's normative acts.

4.2.3. Participation in career guidance work; participation in organizing and conducting the admission campaign and working with applicants entering distance higher education, participation in the work of the admission committee.

4.3. *In the direction of blended learning*:

4.3.1. Facilitating the implementation of e-learning elements into the educational process in full-time and part-time forms of higher education in order to develop the informational educational environment of the University.

4.3.2. Organizing the work of scientific and pedagogical staff and seekers of higher education on the Moodle platform, administration of distance courses.

4.3.3. Organizing distance learning for certain categories of full-time and part-time seekers of higher education during the study of certain academic disciplines in cases regulated by the University's normative documents.

4.3.4. Organizing distance and blended learning in synchronous and asynchronous mode for seekers of full-time and part-time forms of education under special circumstances.

4.3.5. Ensuring the organization of educational sessions based on the cloud services of the video communication organization.

4.3.6. Developing methodological materials for scientific and pedagogical staff regarding work on the Moodle platform and organization of cooperation with higher education seekers in this environment; developing educational online video courses for scientific and pedagogical staff regarding the creation of distance courses in accordance with the normative documents that regulate the use of distance learning technologies in the educational process of the University.

4.3.7. Participating in the implementation of international educational projects, programs; participating in international integration in the field of personnel training by supporting the distance component of educational programs that provide for obtaining a double diploma.

4.4. *In the direction of inclusive learning*:

4.4.1. Ensuring the organization of the educational process for seekers of higher education who have special needs, using distance learning technologies.

4.4.2. Participating in the career guidance work of educational and scientific institutes and faculties with the aim of expanding the contingent of applicants for higher education who have special needs.

4.5. *In the direction of lifelong learning:*

4.5.1. Developing educational courses, programs, plans for training, retraining and advanced training in the field of distance learning technologies of scientific and pedagogical staff of the University and other educational institutions of the country.

4.5.2. Providing educational and methodical, consulting and other assistance to the departments of the University on the organization of distance education during the training and retraining of personnel.

4.5.3. Conducting workshops and training sessions with the aim of expanding the circle of scientific and pedagogical staff using distance learning technologies in the educational process, and familiarizing them with modern trends in the market of digital educational services.

4.6. *In the direction of scientific and pedagogical research:*

4.6.1. Carrying out scientific and practical research on generating and disseminating new knowledge in the field of distance and electronic learning, creating and applying modern technologies and tools, searching for innovative forms of combining traditional and distance learning, methods of effective interaction between scientific and pedagogical staff and seekers of distance higher education, which ensure a modern level of bachelor's and master's degree preparation.

4.6.2. Participating in the organization and holding of scientific and scientific-practical conferences dedicated to the digitalization of education.

4.6.3. Conducting consulting activities, scientific and research and other types of work in the field of applying distance learning technologies in the educational process and developing recommendations for the use of electronic educational resources in the educational process of the University in various forms of higher education.

4.6.4. Diagnosing and identifying the problems of mastering academic disciplines using distance learning technologies and developing recommendations for their elimination in order to ensure the quality of education in distance higher education.

4.7. *In the direction of applied research in the IT field:*

4.7.1. Conducting research on the needs of applied software tools for distance learning information systems, organizing their development and implementation of the latest tools and innovative technologies of electronic learning.

4.7.2. Ensuring the organization of design, implementation, use and support of electronic educational and methodical materials on the Moodle platform.

4.7.3. Organizing bilateral information connections between the Moodle platform and other related information systems of the University.

4.7.4. Consulting scientific and pedagogical staff of the University regarding work on the Moodle platform, taking into account the psychological and pedagogical

aspects of using distance and electronic learning technologies in the educational process.

4.7.5. Organizing and maintaining the Department's website; highlighting the directions and results of the activities of the Department on information boards, in mass media and through Internet resources, including informing the public about the features and advantages of distance higher education.

4.8. *In the direction of normative and legal support:*

4.8.1. Developing normative documents of the University regulating the use of distance learning technologies in the educational process.

4.8.2. Developing normative documents of the University regulating the organization of the educational process in distance higher education.

4.8.3. Participating in developing normative documents of the University regulating admission to distance higher education.

4.8.4. Consulting scientific and pedagogical staff of the University on issues related to copyright arising during the development of distance courses.

4.8.5. Implementing state normative and legal acts related to distance learning into the educational process of the University.

5. RIGHTS OF THE DEPARTMENT OF DISTANCE EDUCATION

5.1. The Department has rights within the framework of the University Charter and this Regulation.

5.2. For the fulfilment of its tasks, the Department has the right to:

5.2.1. Engage seekers of higher education who have personal achievements in studies, internships and scientific activities in carrying out scientific research and developments of the Department.

5.2.2. Based on the results of timely and high-quality performance of the tasks and functions assigned to the Department, in the field of digitalization of education, submit proposals for financial incentives to persons who directly performed such work and contributed to their execution in accordance with the procedure established by law.

5.2.3. In accordance with the current legislation, within the scope of the scientific direction of activities of the Department, on contractual terms, cooperate with domestic and foreign legal entities and individuals regarding the implementation of joint projects, the execution of scientific research works, the exchange of scientific products, etc.

5.2.4. Engage, with the consent of the University management, relevant specialists for the development and implementation of measures to improve distance learning systems, as well as for the development and implementation of the activities of the Department in accordance with the duties assigned to it.

5.2.5. Submit proposals for improving the work of the Department for consideration by the rector, raise issues with the University management regarding the modernization of existing and development of new software elements of distance learning systems.

5.2.6. Make proposals for the purchase of computer and peripheral equipment, distance and electronic learning software.

5.2.7. Make proposals for improving the organizational and functional structure of the Department.

6. DUTIES OF THE DEPARTMENT OF DISTANCE EDUCATION

6.1. The Department is obliged to:

6.1.1. Perform the main tasks defined by this Regulation.

6.1.2. In its activities, adhere to the requirements of the current legislation of Ukraine, orders and directives of the Ministry of Education and Science of Ukraine, internal local normative acts of the University, orders of the rector, decisions of the rectorate and the University Academic Council.

6.1.3. Contribute to increasing the level of scientific and educational cooperation by activating and diversifying the forms of work with professional associations of distance learning consultants, scientific research institutions, ministries, departments, Universities and other educational organizations of Ukraine and the world.

6.1.4. Carry out accounting of material values assigned to the Department.

6.1.5. Maintain documentation in accordance with the requirements of record keeping and the current legislation of Ukraine.

7. RESPONSIBILITY OF THE DEPARTMENT OF DISTANCE EDUCATION

7.1. The Department is responsible for:

7.1.1. Timely and high-quality performance of the tasks of the Department, directives and orders of the administration and the rector by its employees.

7.1.2. The organization of work, the state of labor discipline, compliance with and implementation of the Rules of Internal Labour Order of the University.

7.1.3. Compliance of the qualification of the employees of the Department to their job duties.

7.2. Each employee of the Department bears individual responsibility for the performance of the duties assigned to them.

7.3. Employees are liable for non-fulfilment of official duties in accordance with the current legislation.

8. RELATIONS WITH OTHER DEPARTMENTS

In its activities, the Department cooperates with:

8.1. University Departments – on the following issues:

- development of educational and methodical materials for academic disciplines, which are components of educational and professional programs of distance higher education;
- development and completion of distance courses, certification of distance courses of academic disciplines and their implementation in the educational process;
- organization of work with applicants of distance higher education;
- organization of work with applicants of full-time and part-time forms of higher education in distance mode to ensure the educational process in special circumstances.

8.2. Directors of educational and scientific institutes, deans of faculties, directorates of educational and scientific institutes, deans of faculties of the University – on issues of organizing the educational process in distance higher education.

8.3. With other structural departments of the University:

- on issues of normative and methodical support of the educational process in distance higher education; certification of distance courses of academic disciplines; organization of the educational process in special circumstances, etc.;
- on issues of administration of internal and external databases of higher education seekers and scientific and pedagogical staff of the University; integration of the Moodle platform into the information space of the University;
- on issues of advanced training of scientific and pedagogical staff in the field of distance learning technologies;
- on issues of implementation of international cooperation;
- on issues of registration of intellectual property rights for electronic educational resources;
- on issues related to the admission campaign, formation of competition proposals, participation in the work of the admission committee, etc.;
- on issues of dissemination of information about distance learning at the University, including in the Internet space;
- on legal issues related to the activities of the Department.

8.4. Leading developers of learning content management system software – on issues of study, expertise, procurement and implementation of software in the educational process.

9. FINANCIAL AND MATERIAL AND TECHNICAL SUPPORT OF THE DEPARTMENT OF DISTANCE EDUCATION

9.1. The material and technical base of the Department consists of material assets assigned to the Department.

9.2. The sources of financing the activities of the Department are:

- means of the general fund of the state budget;

- means of the special fund of the state budget received from the provision of paid services allowed by normative and legal acts;
- other receipts not prohibited by normative and legal acts (grants, charitable contributions, etc.).

10. ANTI-CORRUPTION WARNINGS

10.1. Employees of the Department fully adhere to the fundamental principles of corruption prevention, ensure regular assessment of corruption risks in their activities, take appropriate measures to prevent and resolve conflicts of interest and corrupt actions that may arise in the performance of their duties.

10.2. Employees of the Department are obliged to comply with the requirements of the Law of Ukraine "On Prevention of Corruption".

10.3. Employees of the Department are strictly prohibited from directly or indirectly using their official powers or opportunities related to them to receive an unlawful benefit or accepting such a benefit or accepting a promise/offer of such a benefit for themselves or other persons or make promises/offers or an unlawful benefit to a person, specified in the first part of Article 3 of the Law of Ukraine "On Prevention of Corruption", or at their request to other individuals or legal entities with the aim of inducing this person to unlawfully use the official powers granted to them or related opportunities.

10.4. For the commission of corruption or corruption-related offenses, employees of the Department are subject to criminal, administrative, civil and disciplinary liability in accordance with the procedure established by law.

11. FINAL PROVISIONS

11.1. The Regulation on the Department of Distance Education of *THE NAME OF THE INSTITUTION OF HIGHER EDUCATION* is approved by the University Academic Council and enters into force by the order of the rector.

11.2. Changes and / or additions to the Regulation are considered and approved by the University Academic Council and enter into force by the order of the rector.