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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 DISTANCE HIGHER EDUCATION



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PREAMBLE

- The Regulation is not an original text and the compilers do not claim authorship and original source.
- The 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 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 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.

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1. GENERAL PROVISIONS

1.1. The Standard Regulation on distance higher education (hereinafter – the Regulation) defines the basic principles of the implementation and organization of distance higher education (hereinafter – the distance form) at the University as a separate institutional form of higher education.

1.2. The purpose of implementing distance higher education at the University is to provide an opportunity for persons studying in a certain educational program of the first (bachelor's), second (master's) or third (educational and scientific) levels of higher education to obtain an educational degree and / or professional qualification in accordance with educational standards in the conditions of mediated interaction of remote participants of the educational process in a specialized environment that functions on the basis of modern psychological-pedagogical and information-communication technologies, and entails obtaining documents on higher education of the established sample.

1.3. The task of the distance form is to provide citizens with the opportunity to exercise their constitutional right to obtain higher education and advanced training, regardless of gender, race, nationality, social and financial status, type and nature of occupation, ideological beliefs, political affiliation, attitude to religion, religious faith, state of health, place of residence according to their abilities. The distance form is aimed primarily at the following categories of seekers:

- individuals with special needs regarding the organization of learning;
- individuals who simultaneously obtain higher education under several educational programs in one or different institutions of higher education;
- individuals who live in areas geographically distant from the institution of higher education;
- citizens of Ukraine who temporarily or permanently live abroad;
- citizens of Ukraine who live in temporarily occupied and particularly dangerous territories.

1.4. The Regulation was developed in accordance with the Law of Ukraine "On Higher Education", the Law of Ukraine "On Education".

1.5. The text of the Regulation uses information from open electronic resources – websites (including the normative base) of domestic institutions of higher education, foreign institutions of higher education – project partners, national and international institutions and associations, etc.

1.6. The terms used in the 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. ORGANIZATION OF THE EDUCATIONAL PROCESS IN DISTANCE HIGHER EDUCATION

2.1. The educational process in distance higher education at the University is carried out in accordance with the normative and legal acts of the Cabinet of Ministers of Ukraine, the Ministry of Education and Science of Ukraine and the University, which regulate distance higher education, and this Regulation.

2.2. The educational process in distance higher education at the University is organized on the basis of educational programs and curricula approved by the University Academic Council in the established procedure.

2.3. The main type of educational sessions in distance higher education is distance sessions, which can be conducted in synchronous and asynchronous modes of educational interaction:

- ***distance session in synchronous mode*** – a type of educational session that involves remote synchronous interaction between participants of the educational process through the cloud services of the video communication organization (Zoom, etc.) in distance higher education; such sessions can

be used by scientific and pedagogical staff to conduct review or problem lectures, team work on tasks, consultations, presentations of completed works, etc.; teaching methods in such sessions with distance learning students are indicated in the work program of the academic discipline and methodical materials for its study;

- ***distance sessions in asynchronous mode*** – a type of educational session that involves remote asynchronous interaction between participants of the educational process exclusively through the distance learning platform in distance higher education; such educational interaction takes place with a time delay, for example, the seeker's work with the educational material of the distance course (viewing video lectures, listening to audio files, working with text educational material), discussions on the forum, completion and processing of tasks checked by the teacher, taking tests, exchanging messages in the distance learning system etc.

2.4. To implement the distance form, the University develops:

- a separate educational plan which covers the entire period of implementation of the educational program and must meet the requirements for ensuring the distance form;
- a separate schedule of the educational process, which determines the alternation of synchronous and asynchronous distance learning and study periods in accordance with the chosen model of organizing the educational process;
- appropriate methodical support of educational components.

2.5. **The educational plan** of the distance form is formed taking into account the following features:

- for 1 ECTS credit from each academic discipline, there should be at least 8 hours of distance sessions in asynchronous and synchronous mode;
- for 1 ECTS credit from each educational component of practical training (practice, preparation and defense of qualification work, attestation (qualification) exam), there should be at least 2 hours of distance sessions in asynchronous and synchronous mode;
- for the training from the cycle of practical training, there should be at least 8 hours of distance sessions in synchronous mode;
- the ratio of asynchronous and synchronous sessions is indicated in the curriculum and / or in the work program of the academic discipline, taking into account the specifics of the academic discipline;
- the rest of the hours are allocated for the independent work of the seeker.

2.6. The University independently chooses one of the models for organizing the educational process in the distance form, which is reflected in the schedule of the educational process:

- even distribution of the education workload (distance sessions in synchronous and asynchronous mode) during the semester (similar to organizing the educational process in full-time form of education);
- learning for several days during each week of the semester;

- block distribution of the education workload, when during the semester one or several weeks are allocated for conducting distance sessions in synchronous mode, while at the other time distance sessions are allocated in asynchronous mode;
- combination of models.

2.7. **The schedule of the educational process and the formation of the timetable** for the distance form are developed taking into account the following features:

- the terms of training specialists at each level of higher education correspond to the terms of training specialists in the same educational program in full-time or part-time form of higher education;
- the academic year, except for the graduating courses, lasts 12 months and starts on September 1 (except for cases provided by the schedule of the educational process);
- the academic year is divided into two semesters (autumn and spring);
- liquidation of academic debts takes place after examination sessions according to the schedule of the educational process.

2.8. Obtaining of education in the distance form is organized for specially formed academic groups.

2.9. The timetable of distance sessions is determined by the relevant structural department of the University, by which:

- an even distribution of sessions throughout the day is planned;
- sessions are scheduled in the evening hours;
- sessions are scheduled for weekends;
- combination of models is planned.

2.10. An individual educational plan for a seeker of higher education is developed on the basis of the educational plan for the distance form.

2.11. The system of current and final evaluation of seekers' results of educational activities and attestation of seekers in the form of an attestation (qualification) exam or public defense of a qualification work in the distance form is carried out in accordance with the requirements of the educational program and normative documents of the university in synchronous and / or asynchronous mode.

3. ENSURING THE QUALITY OF THE EDUCATIONAL PROCESS IN DISTANCE HIGHER EDUCATION

3.1. To ensure the quality of the educational process of seekers of the distance form and the quality of the use of distance learning technologies in other forms of higher education, the University develops internal requirements for distance courses of academic disciplines.

3.2. Distance courses of academic disciplines that provide learning in the distance form should ensure an even pace of mastering the academic discipline, which is technically regulated by setting deadlines, however, seekers should have the opportunity to master the educational material on a flexible schedule.

3.3. Teachers-developers of distance courses of academic disciplines that provide education in the distance form are recommended to undergo certification of these distance courses in accordance with the internal procedures of the University, as a result of which the Scientific and Methodical Council of the University recognizes the distance course of the academic discipline as an electronic educational publication (electronic textbook / study guide / workbook) and recommends it for publication and use in the educational process.

3.4. The head of the corresponding department and the teacher of the corresponding academic discipline are responsible for providing seekers of the distance form with a fully functional distance course of the academic discipline, placed on the distance learning platform, which meets the established requirements of the university for such courses.

3.5. A scientific and pedagogical employee who has an appropriate education workload is responsible for high-quality conducting of distance sessions in synchronous and asynchronous mode.

3.6. In order to monitor the quality of conducting distance sessions in synchronous mode according to the timetable, the scientific and pedagogical employee should ensure online connection to the session for the head of the department, the director of the educational and scientific institute / the dean of the faculty, the guarantor (the head of the project group) of the educational program, employees of the departments responsible for monitoring the quality of education at the University at their request.

3.7. In order to monitor the quality of the organization of conducting distance sessions in asynchronous mode, employees of the Department of Distance Education provide the head of the respective department with access to all distance courses of the department placed on the distance learning platform.

3.8. In order to monitor the quality of the educational process in the distance form, sociological surveys of seekers are systematically conducted.

4. IMPLEMENTATION OF DISTANCE HIGHER EDUCATION

4.1. The implementation of the distance form at the University requires its organizational and managerial, educational and methodical, software, personnel, material and technical and financial support.

4.2. The responsibility for the organization and implementation of the distance form lies with the relevant vice-rector of the University.

4.3. The direct organizational and managerial support of the distance form and the use of distance learning technologies in the educational process at the University is carried out by the relevant structural Department of Distance Education.

4.4. The employees of the Department of Distance Education, in accordance with the Regulation on the Department of Distance Education at the University, carry out:

- general administration and updating of the distance learning platform;

- administration of distance courses on the distance learning platform (creation of shells, placing them in the appropriate categories of the structural units of the University, making copies, removing);
- connection / disconnection of users of the distance form to the relevant distance courses of academic disciplines;
- monitoring of the compliance of the structure of distance courses of academic disciplines that provide education in the distance form with the relevant requirements;
- organization of certification of distance courses of academic disciplines;
- consulting scientific and pedagogical staff of the University regarding work on the distance learning platform, taking into account the psychological and pedagogical aspects of using distance and electronic learning technologies in the educational process;
- coordination of the development of educational and methodical support for the educational process in the distance form, implementation of the latest forms and methods of distance learning;
- communication of all distance learning subjects;
- IT support of the educational process of distance learning seekers and seekers with special educational needs;
- conducting webinars, methodical seminars, meetings, round tables regarding the current tasks of implementing distance learning technologies at the University;
- systematic advanced training of pedagogical and scientific and pedagogical staff.

4.5. The educational and methodical support of the distance form at the University includes:

- the Regulation and other local legal acts regulating the educational process, including in the distance form;
- educational and methodical support of the academic disciplines of the relevant educational programs and methodical recommendations for its development for the distance form;
- distance courses (of academic disciplines, examination, etc.) placed on the university-wide distance learning platform;
- a system of educational and methodical support for scientific and pedagogical staff of the University regarding the organization of the educational process using distance learning technologies, which may include advanced training courses in the field of distance technologies and / or digital technologies, educational online video courses on working with the distance learning platform, consultation support provided by employees of the Department of Distance Education, etc.

4.6. Software used to implement the distance form:

- distance learning platform;
- automated University management system (if available);
- cloud services for conducting video conferences;
- software products for the development of educational multimedia content;

- other digital educational tools, means of creating educational content and ensuring interactive cooperation in the educational process.
- 4.7. The staff support of the distance form includes:
- pedagogical and scientific-pedagogical staff of the University, who ensure the implementation of the educational process in the distance form and the use of distance learning technologies in other forms of higher education;
 - employees of the Department of Distance Education;
 - specialists in information and communication technologies (engineers, programmers, system administrators) who provide IT support for distance learning;
 - employees of the directorates of educational and scientific institutes / deans of faculties, who provide organizational support for the distance form.
- 4.8. The material and technical support of the distance form at the University includes the availability of premises equipped with computer and office equipment, ensuring the work of personnel in implementing the use of distance learning technologies in the educational process.
- 4.9. The financial support of the distance form at the University is carried out at the expense of:
- 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.).

5. ANTI-CORRUPTION WARNINGS

5.1. Participants of the educational process in the distance form of higher education 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.

5.2. Participants of the educational process in the distance form of higher education are obliged to comply with the requirements of the Law of Ukraine "On Prevention of Corruption".

5.3. Participants of the educational process in the distance form of higher education 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.

5.4. For the commission of corruption or corruption-related offenses, participants of the educational process are subject to criminal, administrative, civil and disciplinary liability in accordance with the procedure established by law.

6. FINAL PROVISIONS

6.1. The Regulation on distance higher education is approved by the University Academic Council and enters into force by the order of the rector of the University or a person authorized to perform his/her duties.

6.2. 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 of the University or a person authorized to perform his/her duties.