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Roadmap for Ensuring Quality and Maintaining Academic Integrity in Distance Education

To ensure *the quality of distance education* and maintain academic integrity among students and teachers, a comprehensive approach should be realized, involving a series of measures and techniques.

The first stage includes preparation and planning, where the structure of the quality assurance system for distance education is created, and the regulatory framework is developed, which meets the formal requirements of the higher education standard. At this stage, quality assurance policies and procedures for distance education are developed, responsible persons and their functions within the quality assurance structure are identified, and regular meetings of working groups are established to discuss quality issues. Additionally, an analysis of existing educational programs is conducted to ensure their compliance with higher education standards, updated educational programs that meet the standards are developed and implemented, and external experts are engaged to evaluate the educational programs.

<i>Preparation and planning</i>				
<u>Purpose:</u> Creation of a regulatory framework, development of methodological materials, and preparation of a platform for ensuring the quality of distance education and maintaining academic integrity				
<i>Stages</i>				
1. Formation of the quality assurance system structure for distance education	2. Establish the conformity of educational programs (EP) with formal requirements of higher education standards	3. Development of the regulatory framework	4. Creation of information and methodical materials	5. Development of an online course on academic integrity
<i>Duration</i>				
3 months	2 months	3 months	2 months	4 months
<i>Actions</i>				
<ul style="list-style-type: none"> - Develop policies and procedures to ensure the quality of distance education. - Identify responsible individuals and their roles within the quality assurance structure. - Establish regular meetings of working groups to discuss quality issues 	<ul style="list-style-type: none"> - Conduct an analysis of existing educational programs to ensure compliance with higher education standards. - Develop and implement updated educational programs that meet the standards. - Engage external experts to evaluate educational programs 	<ul style="list-style-type: none"> - Define the main principles of academic integrity. - Develop a Regulation on Academic Integrity. - Implement a Procedure for Checking Academic Texts for Plagiarism. - Develop and approve the University's Ethical Code 	<ul style="list-style-type: none"> - Prepare materials on information literacy. - Develop recommendations for preventing plagiarism. - Identify basic resources for self-learning for students and teachers 	<ul style="list-style-type: none"> - Create learning materials and assignments. - Include modules on the basics of information literacy. - Develop an assessment system for the courses



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The second stage involves implementation and quality assurance. It is important to ensure organizational and methodical support of the distance learning process, to develop methodical recommendations for teachers on conducting distance classes, to prepare trainings and seminars for teachers on distance learning techniques, and to ensure students' access to learning materials via the online platform. Clear and transparent evaluation criteria for each course are identified, various forms of testing and assessment are developed, and automated systems for checking students' knowledge are used.

<i>Implementation</i>				
Purpose: Implementation of the developed regulatory acts and materials, launch of the online course, and setting up quality and integrity control systems. Ensure organizational and methodical support for the distance learning process, and develop evaluation criteria, diagnostic tools, and results of measuring the acquired competencies.				
<i>Stages</i>				
1. Organizational and methodical support for the distance learning process	2. Defining evaluation criteria, diagnostic tools, and results of measuring the acquired competencies	3. Implementation of the regulatory framework	4. Uploading materials to the distance learning platform	5. Launch of the educational program and online course on academic integrity
<i>Duration</i>				
3 months	2 months	2 months	1 month	1 month
<i>Actions</i>				
<ul style="list-style-type: none"> - Develop methodical recommendations for teachers on conducting distance classes. - Prepare trainings and seminars for teachers on distance learning techniques. - Ensure students' access to learning materials via the online platform 	<ul style="list-style-type: none"> - Establish clear and transparent evaluation criteria for each course. - Develop different forms of testing and assessment (tests, control tasks, projects). - Use automated systems for checking students' knowledge 	<ul style="list-style-type: none"> - Inform students and teachers about new regulatory acts. - Conduct seminars and trainings on adhering to academic integrity principles. - Improve procedures for checking academic texts for plagiarism 	<ul style="list-style-type: none"> - Upload informational and methodical materials. - Create access to resources for students and teachers. - Configure the course structure on the platform 	<ul style="list-style-type: none"> - Publish the course on the distance education platform. - Inform students and teachers about the course. - Conduct introductory webinars and presentations



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The third stage aims to ensure the consistency of the distance education process with the expectations and needs of the seekers, as well as assessing the effectiveness of the process from the perspective of stakeholders. Surveys are conducted and feedback from students is collected to assess their satisfaction, adaptation plans for students with special needs are developed, and curricula are regularly reviewed and updated based on feedback. Round tables and discussions with employers are organized to assess the quality of educational programs, stakeholders' recommendations are considered when updating educational programs, regular labor market trend analysis is carried out to adapt the programs.

<i>Monitoring and improvement</i>		
<i>Purpose:</i> Continuous quality control of the educational process, monitoring adherence to academic integrity and improvement of the system based on feedback. Ensure that the distance education process meets the expectations and needs of stakeholders and seekers		
<i>Stages</i>		
1. Monitoring the quality of the educational process	2. Controlling adherence to academic integrity	3. System improvement
<i>Duration</i>		
Ongoing	Ongoing	Ongoing
<i>Actions</i>		
<ul style="list-style-type: none"> - Conduct surveys and questionnaires for students and teachers regularly. - Analyze survey results and make adjustments. - Involve stakeholders in evaluating the quality of educational programs 	<ul style="list-style-type: none"> - Use software to check the uniqueness of works. - Conduct regular checks of works for plagiarism. - Review violation cases and implement appropriate measures 	<ul style="list-style-type: none"> - Organize round tables and discussions with employers to assess the quality of educational programs. - Analyze the feedback from students, teachers and stakeholders. - Conduct regular labor market trend analysis to adapt the programs - Analyze and implement modern European practices. - Regular review and updating of educational programs and regulatory acts

At the final stage, the implementation and constant support of values and academic integrity is ensured. An academic integrity code is developed and implemented, information materials on academic integrity are prepared and distributed,



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and tools for monitoring adherence to academic integrity, such as software to check the uniqueness of works, are implemented.

To ensure the quality of distance education, it is necessary to formulate the key aspects and mechanisms for controlling its implementation. It is crucial to maintain constant and periodic monitoring of the entire educational process, which includes the assessment of the professional expertise of teaching staff, the novelty and relevance of offered courses, the engagement of students, feedback, adherence to communication standards, etc. After implementing all stages of the roadmap, it is necessary to ensure constant monitoring and process improvement. Regular surveys of students and teachers, analysis of outcomes, and implementation of necessary changes will allow to maintain a high level of distance education quality and adherence to academic integrity.

Improving the educational process is possible through the implementation of modern European practices. Therefore, it is also necessary to ensure regular awareness of advanced practices of the implementation of the educational process, including ensuring that the principles of academic integrity are maintained by all participants.

Control and reporting

After implementing all stages of the roadmap, it is essential to ensure constant monitoring and improvement of the processes. Regular surveys among students and teachers, analysis of results, and implementation of necessary changes will allow to maintain a high level of distance education quality and adherence to academic integrity.

Checkpoints and reporting

1. Development of the regulatory framework
 - Checkpoint: After 3 months
 - Report: Preparation of a report on the completion of the development of regulatory acts.
2. Creation of information and methodical materials
 - Checkpoint: After 5 months
 - Report: Report on the readiness of materials and implementation plan.
3. Development of the online course on academic integrity
 - Checkpoint: After 9 months
 - Report: Report on the completion of the course development and its publication.
4. Implementation of the regulatory framework and launch of the course
 - Checkpoint: After 12 months
 - Report: Report on the implementation of the regulatory acts and launch of the course.



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5. Monitoring and improvement

- Checkpoint: Quarterly
- Report: Regular reports on the results of monitoring and improvement of the system.

This roadmap will ensure a systematic and consistent approach to maintaining quality and ensuring academic integrity in distance education.