

## **PROCEDURE FOR DISTANCE EDUCATION AT FACULTY OF MEDICINE OF VILNIUS UNIVERSITY**

1. The Procedure for Distance Education at the Faculty of Medicine of Vilnius University (hereinafter referred to as the Procedure) establishes the major rules of conduct of the community members of the Faculty of Medicine of Vilnius University during the online study process (during academic sessions such as lectures, seminars, tutorials, and assessment of learning achievements).

2. The aim of this Procedure is to ensure that online communication is as close as possible to the real classroom relationship between a teacher and a student (throughout this document this term will include free listeners), to ensure a high quality of studies, a proper level of knowledge and skill transfer, mutual respect, and the dignity of community members.

3. Distance education lessons are delivered on either the virtual learning environment of the University (VMA) or MS TEAMS platform by using the access given to Vilnius University employees and students to the VMA or Microsoft Office 365. Other means of communication can be used by agreement of the teacher and a student in compliance with the rules in this Procedure, but only after ensuring that personal data of special categories, including data about student assessments, are not transferred via communication channels that are not managed by Vilnius University.

4. Students must have fully functioning audio and video equipment (containing a microphone and a camera) during an online lesson. If a student cannot ensure a good quality audio and video connection during an online lesson, s/he must inform the teacher about it via either the VMA or MS TEAMS platform before the online lesson begins.

5. At any time during an online lesson, the teacher has the right to ask a student to respond, to register, or by any other means to prove her/his personal attendance. During the assessment of learning achievements, the teacher may require the student to show the room s/he is in or his/her computer desktop.

6. During an online lesson, both the teacher and the student must ensure a proper environment in terms of the audio and video to be able to work in a quality way. For high quality video, teachers and students are recommended to sit at a desk in front of a window or another source of light. Ambient sounds must not inconvenience the other participants of an online lesson. The clothing participants wear should be business casual. During an online lesson, participants must not be preoccupied with any other activities (e.g. smoking, snacking, etc.). If a student is not properly connected to the virtual environment, the teacher may consider the student absent from the lesson.

7. The theoretical lectures of subjects (modules) must be held online by placing links to video recordings of the lectures on the VMA or by delivering live lectures on the MS Teams platform. When lectures are delivered live on the MS Teams platform, the links to recordings or the lectures must be placed on the VMA. The recording of the online lesson made by the teacher can be either an audio only or video format. The teacher decides on the necessity for recording and where it will be stored and informs all students concerning that in an appropriate manner.

8. Students can make an audio or video recording of an online lesson via the VMA or MS TEAMS platform only after receiving permission from the teacher. Any recording made on the VMA or MS TEAMS platform with the permission of the teacher can be used only for the purposes of study at Vilnius University. Making an audio or video recording of an online

lesson with devices owned by students, i.e. taking photos or making a video with a smartphone, is forbidden. The use of a non-authorized recording without the permission of the teacher (or without the permission of Vilnius University in cases when the rights of Vilnius University as the copyright owner are infringed) will be considered an infringement of academic ethics by a student and punished according to the procedures specified in the legal acts of Vilnius University.

9. The learning material provided to students during an online lesson (for example, course material, slides, and video material) can only be used for the purposes of studies. The learning material can only be distributed with the permission of the author in compliance with the Law on Copyright and Related Rights of the Republic of Lithuania and other legal acts which regulate copyright, as well as the Code of Academic Ethics of Vilnius University and the provisions of the Law on the Protection of Personal Data. Members of the community are liable for infringements of copyright in accordance with the laws of the Republic of Lithuania.

10. The presence of a patient during an online lesson is only possible when the patient's written consent is obtained. The processing of the recording of such Online Session can only be carried out by people who have committed to a safe processing of personal data. Video recordings can only be processed in encrypted computer catalogues. Video recordings may not be stored longer than necessary for the learning process (lectures/seminars/workshops until the final assessment of learning achievements). Once the study process is over, the recordings must be deleted. If the personal data of the patient are used during the online lesson, the personal data protection requirements of the patient's institution must be adhered to as well.

11. The teacher must participate in an online lesson with her/his audio and video transmission devices turned on. During the demonstration of slides or visual aids or during the assessment of students' learning achievements, the teacher's video transmission device may be turned off.

12. Unless otherwise instructed by the teacher, a student must have his/her audio and video transmission devices muted/turned off when the teacher or another participant of an online lesson is speaking. If a student wants to speak during an online lesson or if the teacher addresses a certain student, s/he must speak or respond with her/his audio and video transmission device unmuted/turned on.

13. The teacher has the right to manage the rules for speaking during the online lesson and to ask students to mute/turn off or to unmute/turn on audio and video transmission devices.

14. Online lessons are typically held at the time indicated in the study schedule, except for lectures, which can be pre-recorded and have links on the VMA. If the learning process is held online only, an online lesson must end not later than 15 minutes before the beginning of the next online lesson indicated in the study schedule. The course material can be recorded and available to students at a different time than that indicated in the schedule.

15. The concepts used in this Procedure correspond to the concepts used in legal acts of Vilnius University and the Republic of Lithuania.

16. The members of the community are liable for failure to adhere to or inadequate adherence to the rules established in this Procedure in accordance with the legal acts of Vilnius University and the laws of the Republic of Lithuania.