

APPROVED BY

Order of the Dean of the Faculty of Medicine of Vilnius University of
2020 No.

PROCEDURE FOR PLANNING, ORGANISING AND IMPLEMENTING EDUCATIONAL ACTIVITIES AT THE FACULTY OF MEDICINE OF VILNIUS UNIVERSITY DURING THE AUTUMN SEMESTER OF THE 2020–2021 ACADEMIC YEAR

**CHAPTER I
GENERAL PROVISIONS**

1. The aim of this document (hereinafter referred to as the Procedure) is to ensure the safety of education at the Faculty of Medicine of Vilnius University (hereinafter referred to as VU MF) during the autumn semester of the 2020–2021 academic year. As the full title states, the Procedure enumerates the rules for planning, organising and implementing educational activities at VU MF during the autumn semester of the 2020–2021 academic year.

2. The educational process at VU MF is to be organised online and in a blended/hybrid way. A detailed system for organising the educational process in each study programme can be found in the Order of the Dean of the Faculty of Medicine at Vilnius University No. (1.1) 150000-DV-56 of 19 August *Regarding Study Implementation During the Autumn Semester of the 2020–2021 Academic Year*. The study implementation model can be changed during the course of the semester pursuant to the recommendations of the government of the Republic of Lithuania.

3. This Procedure must be adhered to to the extent that it is without prejudice to other Vilnius University (hereinafter referred to the University) and national legal acts and resolutions that regulate the organisation and implementation of the educational process during the national state of emergency.

CHAPTER II

ORGANISING AND IMPLEMENTING EDUCATIONAL ACTIVITIES

4. The educational process will be organised in hybrid, blended and distance learning (teaching) manners during the semester:

4.1. Hybrid learning (teaching) means that some of the students of a subject (module) attend classes in person, while others join classes remotely.

4.2. Blended learning (teaching) means that some of the activities of a subject (module) are delivered in person, and some are organised online.

4.3. Distance learning (teaching) means that all the activities of a subject (module) are organised online.

5. Activities that are held online must be implemented pursuant to the Procedure for Distance Education at the Faculty of Medicine of Vilnius University.

6. The following provisions must be adhered to while organising studies in a hybrid/blended manner:

6.1. The theoretical lectures of subjects (modules) must be held online by placing links to video recordings of lectures on the Virtual Learning Environment of the University (hereinafter referred to as VMA) or by delivering live lectures on the MS Teams platform. When lectures are delivered live on MS Teams, the links to the recordings of the lectures must be placed on the VMA. Creating and storing video recordings of lectures on Microsoft Stream is recommended;

6.2. When subjects (modules) are aimed at developing students' clinical thinking and practical skills, their activities must include the virtual patients purchased by VU MF and virtual learning (teaching) platforms;

6.3. Seminars/workshops must be organised in accordance with the following rules:

6.3.1. The staff and students of VU MF must wear nose and mouth protection (face masks, respirators, or other protective equipment) (hereinafter referred to as Protective Equipment) in classrooms and other educational facilities. Persons with disabilities do not need to wear protective equipment if they cannot wear it due to their health condition or if wearing such equipment could cause harm to their health;

6.3.2. Students attending classes must maintain a distance of at least 1 meter between each other, and classrooms must be disinfected and ventilated. Every student must disinfect their workspace before every class. The head of each department/clinic of VU MF must delegate a person

who will be responsible for the provision of disinfectants and for room ventilation; information about that person must be submitted to the Maintenance Division of VU MF;

6.3.3. Students who cannot attend lessons in person because of a serious reason (illness, travel restrictions, self-isolation, etc.) must have the means to achieve the learning outcomes indicated in the subject (module) descriptions by participating in classes online and by getting additional learning tasks;

6.3.4. For the implementation of the experimental and practical activities necessary for subjects (modules) (e.g. laboratory work) that need a specific infrastructural setting, delivering such activities during the first part of the semester is recommended. For the implementation of experimental activities that entail continuous and uninterrupted work (e.g. experimental activities necessary for final projects), delivering such activities by mid-semester is recommended;

6.3.5. To ensure the timely provision of data to the National Public Health Centre about persons who were in contact with persons who tested positive for COVID-19, teachers must register on the VMA the physical presence of students during classes;

6.3.6. If a person shows symptoms typical of the coronavirus infection, they must immediately inform the staff of the VU MF Study Division about it by phone or by email and register via the hotline 1808. Such persons are prohibited from attending lessons in person.

CHAPTER III

ASSESSMENT OF STUDENT ACHIEVEMENTS

7. The assessment strategy of a subject (module), i.e. assessment requirements, assessment methods, and other peculiarities concerning the organisation of learning or the amendment of the description of a subject, must be presented to students during the first class and published on the subject's (module's) virtual course on the VMA. Any planned amendments to the description of a subject (module) that apply only in the autumn semester must be reported to the chair of the committee of the respective study programme and a staff member of VU MF Study Division who is in charge by email julija.umbrasaitė@mf.vu.lt. If teachers plan to carry out student assessment during the course of the semester, they are recommended to apply a flexible assessment strategy and methods that can be implemented both in person and online.

8. To reduce certain risks that might result from certain restrictions and to successfully implement the smooth and objective final assessment of student achievements online, teachers are recommended to use the strategy of cumulative assessment, when student achievements during the entire semester are assessed by a wide range of methods and tasks. It should be noted that the examination is not considered a compulsory part of the final assessment, and therefore, in order to make the online assessment process as objective as possible, it is recommended that teachers should replace that examination by another means of assessment (e.g. a final project, a written assignment, a cycle of work, or a project) that entails the continuous independent work of a student and that enable the teacher to systematically assess the skills acquired by students during their studies and their abilities to use these skills practically.

9. For the assessment of students online in a written form, it is recommended to avoid using close ended questions for tests. It is recommended to apply the *open book* principle for assessment, meaning that the teacher of a subject (module) should allow students to use their course material during the assessment.

CHAPTER IV

FINAL PROVISIONS

10. The rules may be amended and updated pursuant to the decisions of the government of the Republic of Lithuania and the Minister of Health of the Republic of Lithuania, who is acting as the head of state-level emergency operations.
