

APPROVED BY

Resolution of the Council of the Faculty  
of Medicine of Vilnius University  
of 23 February 2021

No. (1.1) 150000-TP-2-1

**PROCEDURE OF PLANNING, ORGANISING AND IMPLEMENTING STUDY ACTIVITIES IN THE FACULTY OF MEDICINE OF VILNIUS UNIVERSITY DURING THE SPRING SEMESTER OF ACADEMIC YEAR 2020-2021**

**CHAPTER I  
GENERAL PROVISIONS**

1. The aim of the procedure of planning, organizing and implementing study activities in the Faculty of Medicine at Vilnius University (hereinafter referred to as VU MF) during the spring semester of academic year 2020-2021 (hereinafter referred to as the Procedure) is to ensure safe implementation of studies in VU MF. The Procedure lays down the rules of planning, organizing and implementing study activities in VU MF during the spring semester of academic year 2020-2021.

2. The study process in VU MF is organized online and in a blended/hybrid way. The study implementation model can be changed during the course of the study implementation pursuant to the recommendations of the Government of the Republic of Lithuania.

3. The Procedure shall 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 which regulate the organizing of study process and its implementation during the state of emergency on the national level.

4. The main definitions used in this Procedure:

4.1. Closed-type test – a type of test when closed-ended questions/tasks are presented; the student must choose the answer (s) from two or more answer options.

4.2. Open book exam – an assessment method when students may use lecture notes and summaries or memory aid, textbooks or other materials approved by the teacher while answering

the questions. Exam questions/tasks are usually focused on the highest levels of Bloom's Taxonomy of Educational Objectives (analyze, evaluate, create).

## **CHAPTER II**

### **ORGANISING AND IMPLEMENTING STUDY ACTIVITIES**

5. The study process shall be organised in hybrid, blended and distance learning (teaching) manners during the Semester:

5.1. A hybrid learning (teaching) means that some of the students of a subject (module) attend face-to-face classes, while others join the classes distantly.

5.2. A blended learning (teaching) means that some of the activities of a subject (module) are delivered face-to-face, and some of them are organised online.

5.3. A distance learning (teaching) means that all the activities of a subject (module) are organised online.

6. Activities that are held online shall be implemented pursuant to the Description of Procedure of Distance Learning at VU MF.

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

7.1. The theoretical lectures of subjects (modules) shall be held online by placing links to video recordings of lectures to the Virtual Learning Environment of the University (hereinafter referred to as VMA) or by delivering live lectures on MS Teams platform. When lectures are delivered live on MS Teams platform, the lectures shall be recorded, and the links to lecture recordings shall be placed on VMA. It is recommended to create and store video recordings of lectures in Microsoft Stream;

7.2. When subjects (modules) are aimed at developing students' clinical thinking and practical skills, their activities shall integrate models of virtual patients purchased by VU MF and virtual learning (teaching) platforms;

7.3. Seminars/workshops shall be organised in accordance with the following rules:

7.3.1. The staff and students of VU MF shall wear nose and mouth protection in classrooms and other teaching facilities (face masks, respirators or other protective equipment) (hereinafter referred to as Protective Equipment). Persons with disabilities do not need to wear protec-

tive equipment if they cannot wear it due to their health condition or if wearing such equipment could cause harm to their health;

7.3.2. Students attending the classes shall keep at least 1 meter distance; the premises shall be disinfected and ventilated. Every student shall disinfect their working space before every class. The head of each department/clinic of VU MF shall delegate the person who shall be responsible for the provision of disinfectants and for room ventilation; information about such persons shall be submitted to the Maintenance Division of VU MF;

7.3.3. Students who cannot attend face-to-face classes for a serious reason (illness, traveling restrictions, self-isolation, etc.) shall have all the means to achieve learning outcomes indicated in the subject (module) descriptions by participating in classes online and by getting additional learning tasks;

7.3.4. When planning the implementation of experimental activities necessary for subjects (modules) (e.g. laboratory work) which need specific infrastructural setting, and internships, it is recommended to deliver such activities during the second part of the spring semester. When implementing experimental activities which entail continuous and uninterrupted work (e.g. experimental activities necessary for final projects and other work), it is also recommended to deliver such activities from the spring mid-semester;

7.3.5. In order to ensure timely provision of data to the National Public Health Centre about persons who are contacts of persons who tested positive, teachers shall register the physical presence of students during classes by means of VMA;

7.3.6. If a person shows symptoms typical of the coronavirus infection, they shall immediately inform the staff of VU MF Study Division about it by phone or by email and register by hotline 1808. Such persons are prohibited from being present in face-to-face classes.

### **CHAPTER III**

#### **ASSESSMENT OF STUDENTS' ACHIEVEMENTS**

8. The assessment strategy of a subject (module), i.e. assessment requirements, assessment methods, other peculiarities of study organising or amendments to subject description shall be presented to students during the first class and published on a subject's (module's) virtual course on VMA. The methods, procedure, assessment criteria and assessment requirements ap-

plicable to assessment of study achievements within the course of the subject (module) and during the final assessment established in the description of the subject (module) and introduced during the first lecture may be changed during the semester, if necessary to ensure the achievement of learning outcomes of the subject (module). The lecturer coordinating the subject (module) must inform the students, the committee of the study programme, and a staff member of VU MF Study Division who is in charge by e-mail [julija.umbrasaitė@mf.vu.lt](mailto:julija.umbrasaitė@mf.vu.lt) about the changes that apply only in the spring semester; the lecturer coordinating the subject (module) must inform the students about the changes related to the assessment of study achievements at least 7 calendar days before the changes come into force. If teachers plan to carry out students' assessment during the course of the semester, they are recommended to apply a flexible assessment strategy and methods which can be implemented both face-to-face and online.

9. In order to reduce certain risks that might result from certain restrictions and to successfully implement smooth and objective final assessment of students' achievements online, teachers are recommended to use the strategy of accumulative assessment when students' 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, therefore, in order to make the online assessment process as objective as possible, teachers are recommended to replace the examination by other means of assessment (e.g. a final project, a written assignment, a cycle of works, a project) that entail continuous independent work of a student and that enable teachers to systematically assess competences acquired by students during the studies and their abilities to use these competences practically.

10. When assessing 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) allows students to use their course material during the assessment.

11. In order to ensure academic integrity during online exams (closed-type tests) in the spring semester of academic year 2020-2021, the exam integrity monitoring software shall be used. Students who disagree with the use of exam integrity monitoring software shall be provided with the possibility to take the exams without detriment at another time in a contact way (in classrooms, in a monitored environment at Vilnius University) when the contact is allowed by the epidemiological situation of the country. Students who disagree with the use of exam integri-

ty monitoring software shall submit the request to the Dean of the Faculty of Medicine to postpone the exam by filling-in free form application in Vilnius University Information System no later than 10 working days before the exam.

## **CHAPTER IV**

### **FINAL PROVISIONS**

12. 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 acting as the Head of the State-level Emergency Operations.

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