

DESCRIPTION OF PROCEDURE OF DISTANCE LEARNING AT FACULTY OF MEDICINE OF VILNIUS UNIVERSITY

1. The Description of Procedure of Distance Learning at the Faculty of Medicine of Vilnius University (hereinafter referred to as the Description) establishes the major rules of conduct of the community members of the Faculty of Medicine of Vilnius University during online academic sessions (lectures, seminars, tutorials, assessment of study achievements, etc.) of study programmes delivered at the Faculty of Medicine and other study programmes delivered at Vilnius University in which the teachers of the Faculty of Medicine teach, i.e. via telecommunications platforms that enable online communication (e.g. Virtual Learning Environment (hereinafter referred to as VMA) or Microsoft TEAMS (hereinafter referred to as MS TEAMS)).

2. The aim of this Description is to ensure such online communication which is as close to the real classroom relationship between a teacher and a student (an auditing student) as possible, to ensure high quality of studies, a proper level of knowledge and skill transfer, mutual respect and dignity of the community members.

3. Distant studies (hereinafter referred to as the Sessions) are delivered on either VMA or MS TEAMS platforms by using the access given to Vilnius University employees and students (auditing students) to VMA or Microsoft Office 365. Other means of communication can be used by agreement of the teacher and a student (an auditing student) in compliance with rules established by this Description and by ensuring that personal data of special categories, including data about students' (auditing students') assessments, are not transferred via communication channels that are not managed by Vilnius University.

4. Students (auditing students) shall have fully functioning audio and video equipment (containing a microphone and a camera) during an academic online session (hereinafter referred to as an Online Session). In case a student (an auditing student) cannot ensure audio and video connection of good quality during a given Online Session for objective reasons, s/he shall inform the teacher about it in either VMA or MS TEAMS platforms before the Online Session begins or at the beginning of the Session.

5. At the beginning or at any time of an Online Session the teacher shall have the right to request a student (an auditing student) to respond, to register or by any other means to prove their personal attendance. During the assessment of study achievements, the teacher may require the student (the auditing student) to show the room in which s/he is in, or his/her computer desktop.

6. During an Online session, both the teacher and the student (the auditing student) shall ensure proper environment in terms of the sound and view to be able to work in a quality way. For a video of high quality, teachers and students (auditing students) are recommended to sit at a desk in front of a window or any other source of light. The ambient sounds cannot cause inconvenience to other participants of an Online Session. The participants' outfit shall be business casual. During an Online Session, participants shall not be preoccupied with any other activities (e.g. smoking, having snacks, etc.).

7. Online Sessions can be audio or video recorded by the teacher. The teacher decides on the necessity for recording and on where it will be stored, and informs all students (auditing students) thereof in an appropriate manner.

8. Students (auditing students) can audio or video record an Online Session in VMA or MS TEAMS platforms only with the permission of the teacher. The recording made

in VMA or MS TEAMS platforms with the permission of the teacher can only be used for the purposes of studies at Vilnius University. To make an audio or video recording of an Online Session with other devices owned by students (auditing students), i.e. to take pictures, to make 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, can be considered as student's (auditing student's) infringement of academic ethics and assessed under procedures laid down in Vilnius University legal acts.

9. The learning material provided to students (auditing students) during an Online Session (for example, course material, slides, 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 community are liable for infringements of copyright in accordance with the laws of the Republic of Lithuania.

10. The teacher shall participate in an Online Session with the audio and video transmission devices unmuted/turned on. During the demonstration of slides or visual aids, as well as during the assessment of student's (auditing student's) study achievements, teacher's video transmission device may be turned off.

11. Unless otherwise provided by the teacher, a student (an auditing student) shall have his/her audio and video transmission devices muted/turned off when the teacher or another participant of an Online Session is speaking. If a student (an auditing student) wants to speak during an Online Session, or if the teacher addresses a certain student (an auditing student), s/he shall speak or respond with an audio and video transmission device unmuted/turned on.

12. The teacher has the right to manage the order of speaking during the Online Session, and to request students (auditing students) to mute/turn off or to unmute/turn on audio and video transmission devices.

13. Online Sessions are typically held at the time indicated in the study schedule. In any case, an Online Session shall end not later than 15 minutes before the beginning of the next Online Session indicated in the study schedule.

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

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