

## **REGULATIONS**

### **On the Organization of Distance Learning Studies at the Transport and Telecommunication Institute**

#### **1. General Provisions**

- 1.1.** These Regulations prescribe the rules of organization of the distance learning study program of the Institute of Transport and Telecommunication (hereinafter - TSI) academic and professional study programs.
- 1.2.** The form of distance learning is offered to students in all study programmes implemented by the institute, where such study form is provided by accreditation (licensing) conditions of study fields.

#### **2. Content of the Distance Learning Study Service**

- 2.1.** The decision on the implementation of the study program in the form of distance learning is made in accordance with the TSI Study Programme and Study Plan Management Regulations.
- 2.2.** The elaboration and approval of distance learning study plans is carried out in accordance with the uniform requirements, which are governed by the TSI Study Program and Study Plan Management Regulations.
- 2.3.** The matriculation of students and the Institute's cooperation with applicants and students in the form of distance learning takes place in accordance with the general regulations of TTI Admission Regulations, Study Regulations and Tuition Fee Payment Regulations of Transport and Telecommunication Institute.
- 2.4.** Students enrolled in the distance learning form are registered in the database and receive access to their data on the student card, materials in the “e-tsi” information system, as well as the content of specific courses in Moodle, according to the study plan, with operating instructions.
- 2.5.** During the study process students are provided with current tasks and materials for their fulfilment, as well as consulting services of the Institute staff.

- 2.6. Assessment of study courses, transfer of students to subsequent courses, different programs, change of study form and ex-matriculation of students in the form of distance learning takes place on the general terms and conditions in accordance with the Study Regulations.
- 2.7. The final works are defended after completion of all credits of the study program, in accordance with the Regulation on professional qualifications and degrees in TSI. The final defence of the dissertation for distance learning students takes place personally, in the presence of the state examination committee

### **3. Responsibilities of the Participants in the Organization and Implementation of the Distance Learning Process**

- 3.1. In the organization and implementation of distance learning process are involved: Distance learning department, Study department, IT department, departments, directors of study programmes, lecturers, who develop and provide the course of distance learning.
- 3.2. The Distance learning department carries out the organizational and informative process of distance learning, as well as daily cooperation with students through remote access channels designed to implement the distance learning mode.
- 3.3. Functions of the Distance Learning Department:
  - 3.3.1. to implement the management of the activities of departments and lecturers in matters concerning the development and updating of study and methodological materials for distance learning courses;
  - 3.3.2. provides students with access to study and methodological materials of distance learning courses;
  - 3.3.3. administers the virtual learning distance learning environment, assigns tasks to the IT department to modernize the virtual learning environment and monitors their implementation;
  - 3.3.4. implements control of activities of developers of teaching methodological materials and consultations for distance learning form studies;
  - 3.3.5. implements co-operation with students - counselling, supervision of the fulfilment of the requirements of the study course intermediate control and final control;

- 3.3.6. provides preparation and signing by students of current and final certification documentation;
- 3.3.7. organizes on-line and off-line consultations of lecturers conducting distance learning courses (according to lecturers' consultation schedule and upon student's request);
- 3.3.8. ensures the preparation and registration of tasks for the development and renewal of study materials necessary for the implementation of the distance learning study form;
- 3.4.** The lecturers' activities in the development and renewal of distance learning materials are regulated by individual staff contracts with the Institute administration. The lecturers' activities in the provision of distance learning courses (student counselling, examination of assignments and reports, etc.) are regulated by the Duties of the academic staff, the Terms of payment for academic staff and / or the individual lecturers' employment contract with the Institute administration.
- 3.5.** The Department is responsible for the topicality and quality of methodological provision of distance learning courses under the supervision of the Department. The department provides expertise in newly developed teaching aids and periodic audits of existing materials.
- 3.6.** The director of the study program is responsible for the compliance of the study program offered by the institute with the requirements of accreditation in accordance with the Regulations of the study program directors, including the program implemented in the form of distance learning.
- 3.7.** The Study Department fulfils the functions of record keeping: it creates, stores and supplements the student's personal file, registers student applications, prepares for signing orders for matriculation, registration, change of status, change of programs and study forms, expatriation of students, as well as provides diplomas.
- 3.8.** The IT department is responsible for the technical provision of the information technology resources necessary for the implementation of the distance learning study form.