

MINISTRY OF EDUCATION AND SCIENCE OF
UKRAINE NATIONAL UNIVERSITY "CHERNIGIV POLYTECHNICS"

APPROVED BY

Academic council of Chernihiv
Polytechnic National University
31 August 2020, Protocol No. 6

Put into effect by Rector's Order
No. 26 as of 31 August 2020 p.

REGULATION
on distant learning in
Chernihiv Polytechnic National University

Chernihiv 2020

1. General provisions

- 1.1. This Regulation is developed according to the "Regulations on distance learning", approved by order of MES on 25 April 2013.
- 1.2. № 466 and determines the basic principles of organization and implementation of distance learning at the National University "Chernihiv Polytechnic" (hereinafter - the University).
- 1.3. In distance learning refers to the individualized process of acquiring knowledge, skills and methods of human cognitive activity that takes place in largely mediated interactions remote from other members of the educational process in a specialized environment, which operates on the basis of modern psycho-pedagogical and information and communication technologies.
- 1.4. The purpose of distance learning is to provide educational services through the use of modern information and communication technologies for the preparation of higher education in accordance with the standards of higher education; according to the programs of preparation of citizens for admission to the University, training of foreigners and advanced training of employees.
- 1.5. In this Regulation, terms and concepts are used in the following meanings:
 - distance learning - a form of organization of the educational process, which ensures the implementation of distance learning and provides the opportunity for graduates to obtain state- standard documents on the appropriate educational and qualification level;
 - distance learning technologies -a set of educational technologies, including psychological-pedagogical and information-communication, which provide an opportunity to implement the process of distance learning;
 - web resources of academic disciplines (distance courses) - a systematic collection of information and teaching aids necessary for the acquisition of academic disciplines, which is available via the Internet;
 - web-environment of distance learning - a systematically organized set of web resources of academic disciplines, software for web resources management, means of interaction of subjects of distance learning and management of distance learning;
 - information and communication technology distance learning - technology creation, accumulation, storage and access to web resources, educational disciplines, as well as providing organization and support learning through specialized

software and means of information and communication connection, in fact including the Internet;

- psychological and pedagogical technologies of distance learning - a system of tools, techniques, steps, the consistent implementation of which ensures the implementation of the tasks of learning, education and personal development ;
- synchronous mode - interaction between the subjects of distance learning, during which all participants are simultaneously in the web environment of distance learning (chat, audio, video conferencing, social networks , etc.);
 - asynchronous mode - the interaction between the actors of distance learning in which participants interact with a delay in time, applying with this e- mail, forum, social network etc.
 - web resources management system for academic disciplines (programs) - software for creating, storing, accumulating and transmitting web resources, as well as for providing authorized access of distance learning subjects to these web resources;
 - distance learning management system - software designed to organize the learning process and control learning over the Internet.

2. Implementation of distance learning

2.1. Distance learning is implemented at the University by:

- use of distance form as a separate form of education;
- use of distance learning technologies to provide learning in various forms.

2.2. The decision to use distance learning technologies in the educational process is made by the Academic Council of the University.

2.3. Training, retraining, advanced training (postgraduate education) of staff in the form of distance learning are carried out at the University in licensed, accredited areas of training (specialties) in coordination with the Ministry of Education and Science of Ukraine.

2.4. Term of training for distance form set graduating chair, designed in accordance with the educational plan and should be no less than for full-time form by appropriate educational and skill levels, directions of preparation and specialties.

2.5. Number of students (trainees) who enrolled for distance form is determined according to the decision of the Academic Council of the University in the framework of the licensed volume training (training, improving training, specialization) by correspondence form of training and / or in the framework of the licensed volume training before joining the University.

2.6. Web resources used by the University to provide the educational process by distant form of training should pass the review process, carried out by the University. Requirements for the web resource and the procedure for conducting

the inspection are determined by separate methodological recommendations, regulations on the expert commission for checking the compliance of the web resource with the unified requirements, other normative documents developed by the University.

2.7. To implement distance learning, the University may establish distance learning centers as separate structural units.

3. Features of the organization of the educational process by distance form of education

3.1. The educational process of distance learning is carried out in the following forms: independent work; training sessions; practical training; control measures.

3.2. The main types of training sessions for distance form of study are: lecture, seminar, practical classes, laboratory classes, counseling and others.

3.3. Lecture, consultation, seminar are held with students (listeners) remotely in synchronous or asynchronous mode according to the curriculum .

3.4. Practical training, which involves the implementation of practical (control) work, takes place remotely in asynchronous mode. Some practical tasks can be performed in a synchronous mode, which is determined by the work program of the discipline.

3.5. Laboratory studies conducted internally in specially equipped educational laboratories or remotely with the use of appropriate virtual simulators and laboratories.

3.6. By other kinds of training sessions during the implementation of the educational process may include business games, projects, etc. in groups. These types of training sessions can be conducted in person or remotely in a synchronous or asynchronous mode, which is determined by the work program of the discipline.

3.7. The practical training of students (students) are enrolled for distance form of studies, conducted by separately approved educational institution program.

3.8. Control measures of academic disciplines in the implementation of training specialists for the distant form of study in the University include intermediate (theme, module) and final control of knowledge, abilities and skills acquired by the student (student) in the process of learning.

All control measures in Univerysteti defined training (work) plan and can be done remotely with the use of opportunities of information and communication technologies, including video-conference connection on terms providing authentication of who qualifies, or internally.

4. Features of the organization of the educational process at the University with the use of distance learning technologies

4.1. The University in the organization of educational process for any form of learning technology distance learning can be used to provide methodological and didactic independent work, control measures, as well as in the implementation of the training sessions.

5. Providing distance learning

5.1. Scientific and methodological support of distance learning should include:

- methodical (theoretical and practical) recommendations for the development and use of pedagogical-psychological and information-communication technologies of distance learning
- criteria, means and systems of quality control of distance learning;
- informative, didactic and methodological content of web resources (distance courses) training plan (training program) training experts

5.2. Pedagogical, scientific and pedagogical workers and methodologists who directly provide the organization of the educational process by distance, should improve their skills in the organization and possession of distance learning technologies (at least once every 5 years and at least 108 academic hours). The qualifications of employees who have improved their skills must be confirmed by a document on advanced training on the topic of distance learning.

5.3. System support of distance learning includes:

- hardware products (personal computers, network equipment, uninterruptible power supplies, servers, equipment video conference-communication, etc.), which provides development and use of web resources for educational purposes, learning management and appropriate types of educational interaction between actors distance learning in synchronous and asynchronous modes;
- information and communication support with bandwidth of channels, which provides all subjects of distance learning of the educational institution with round-the-clock access to web resources and web services for the implementation of the educational process in synchronous and asynchronous modes;
- general and special purpose software, which must be licensed or built on open source software products ;

5.4. Web resources of academic disciplines required to provide distance learning may include:

- methodical recommendations on their use, sequence of tasks, features of control, etc .;
- educational process planning documents (curricula , curricula , class schedules);
- video and audio recordings of lectures, seminars , etc .;
- multimedia lecture materials;
- terminological dictionaries;
- practical tasks with methodical recommendations for their implementation;
- virtual laboratory works with methodical recommendations on their performance;
- virtual simulators with methodical recommendations on their use;
- packages of test tasks for carrying out control measures testing with automated test results, testing of test teacher;
- business games with methodical recommendations on their use;
- electronic libraries or links to them;
- bibliographies;
- a distance course that combines the above web resources of the discipline (program) into a single pedagogical scenario;
- other educational resources .

To provide distance learning for students (listeners) as a separate form of education, as well as to use distance learning technologies to provide learning in various forms, the University creates its own web resources. The list of web resources of academic disciplines (programs) required to provide distance learning as a separate form of education is determined in accordance with paragraph 2.6 of this provision. The list of web resources of academic disciplines (programs) required for the use of distance learning technologies to provide training in various forms is determined by the department depending on the profile of the academic discipline.