

Regulations
on distance learning
in Igor Sikorsky Kyiv Polytechnic Institute

I.General provisions

1.1. Regulations on distance learning in Igor Sikorsky Kyiv Polytechnic Institute (hereinafter — the Regulations) defines the basic principles of organization and implementation of distance learning in Igor Sikorsky Kyiv Polytechnic Institute (hereinafter — the University).

1.2. Regulations are developed in accordance with: the Constitution of Ukraine, the Law of Ukraine "On Higher Education", the Law of Ukraine "On Education", the order of the Ministry of Education and Science of Ukraine № 466 "On approval of distance learning" and the regulatory framework of the University.

1.3. Distance learning is an individualized process of acquiring knowledge, skills, abilities and methods of human cognitive activity, which occurs mainly through the indirect interaction of distant participants in the learning process in a specialized environment that operates on the basis of modern psychological and pedagogical information and communication technologies.

1.4. The purpose of distance education is to provide applicants for higher education, students (external students, students of postgraduate education, students of preparatory courses) with the possibility of implementation of the right to higher education and professional qualifications, advanced training regardless of gender, race, nationality, social and property status, type and the nature of occupations, worldviews, party affiliation, attitude toward religion, religion, state of health, place of residence according to their abilities.

1.5. Distance learning at the University is carried out on the basis of the Sikorsky Distance Learning Platform (hereinafter – the Platform).

1.6. Technical and information technology support, organization and support of the Platform at the University is carried out by the Ukrainian Institute of Information Technologies in Education (hereinafter - UIITO).

1.7. In this Regulation, terms and concepts are used in the following meanings:

asynchronous mode is an interaction between the individuals of distance learning, during which participants interact with each other with a time delay, using e-mail, forum, social networks, etc.;

web resources of academic disciplines — a systematic collection of information and teaching tools necessary for the assimilation of EDUCATIONAL components, which is available via the Internet (local network) using a web browser and/or other software tools available to the user;

distance learning course is an information product/resource sufficient to provide distance learning in a particular academic discipline;

information and communication technologies of distance learning are the technologies of creation, accumulation, storage and access to web resources (electronic resources) of academic disciplines (programs), as well as ensuring the organization and maintenance of the educational process with specialized software and information and communication tools, including the Internet;

Sikorsky distance learning platform is an open virtual educational environment of Igor Sikorsky Kyiv Polytechnic Institute, which provides research and teaching workers, applicants for higher education, students, with ample opportunities for the use of modern distance learning technologies, development of web resources for academic disciplines, organization of interaction between research and teaching staff, applicants for higher education, students, as well as the management of distance learning process:

psychological and pedagogical methods of distance learning is a system of means, techniques, steps, the consistent implementation of which ensures the fulfilment of learning tasks, education and development of the individual;

synchronous mode is an interaction between the individuals of distance learning, during which all participants are simultaneously in the distance learning web environment (chat, audio and video conferences, social networks, etc.).

distance learning management system is a software designed to organize the educational process and control it via the Internet and/or local network;

distance learning subjects — learners (applicant for higher education, students) and people who provide distance educational process (pedagogical and scientific-pedagogical workers, etc.);

distance learning technologies is a set of educational technologies, including psychological and pedagogical technologies, as well as information and communication technologies, allowing to implement the process of distance learning in educational institutions and scientific institutions.

II. Goals, objectives and basic principles of distance learning

2.1. The goal of implementing of distance learning at the University is

- provision of educational services through the use of modern information and communication technologies in teaching at certain levels of higher education in accordance with state educational standards;
- providing applicants for higher education, students with the opportunity to obtain the necessary and in-depth knowledge, gain experience in systematic

professional self-improvement in accordance with the chosen specialty and educational program using distance learning technologies;

- implementation of creative approaches of applicants for higher education and students in the study of educational components;
- providing opportunities for applicants for higher education and students to remotely study not only the disciplines of the individual curriculum, but also other distance learning courses hosted on the Platform.

2.2. The main objectives of the University for the implementation of distance learning are:

- to provide a systematic approach to the management and organization of distance learning at the University, including measures to motivate all participants in the educational process;
- to develop and constantly update distance learning courses, using technological capabilities and pedagogical scenarios of the Platform;
- to maintain, update and expand the possibilities of information and technological and infrastructural support of distance learning;
- to provide an opportunity for applicants for higher education and students to study remotely educational components provided by individual curricula of the specialty (EDUCATIONAL program), to study other distance learning courses posted on the Platform and to receive relevant certificates;
- to ensure the individualization of education in accordance with the needs, features and capabilities of applicants for higher education and students: to provide advanced training for scientific and pedagogical staff of the University on the development and use of web resources and psychological and pedagogical technologies of distance learning.

2.3. Distance learning can be implemented as:

- method of organizing and conducting the educational process;
- form of organization and implementation of advanced training;
- form of self-education and self-improvement of higher education;
- method of providing educational services to students and persons wishing to take distance learning courses and receive relevant certificates.

2.4. Distance learning at the University provides for distance acquisition of educational components (except for practices) determined by individual curricula, including taking tests, exams and passing other forms of final control. Distance learning can be used for educational programs, if it does not contradict the conditions for the implementation of the educational program or standard of higher education, as well as for the provision of educational services related to second higher education, advanced training, optional study of certain distance courses at will, etc.

2.5. The amount, structure and quality of knowledge, skills and abilities acquired remotely must meet the requirements of the standard of higher education in specialties.

III. Distance learning management

3.1. The general management of distance learning is carried out by the rector of the University.

3.2. Operational management is carried out by the **Vice-Rector for Academic Affairs**, by addressing general issues of planning, organization, coordination and control in the field of distance learning. Its functions include:

- ensuring the implementation of the University's policy in the field of distance learning
- development of proposals and recommendations for improving distance learning
- development of criteria, means and systems of quality control of distance learning.

3.3. Measures to plan, organize and control the involvement of scientific and pedagogical workers in the distance learning process are carried out by the Department of Innovative Technologies in Education (hereinafter — the ITE Department). The ITE Department cooperates with UIITO to determine the prospects for the development of distance learning at the University and the implementation of the concept of development of the Platform.

3.4. The Department of Organization of the Educational Process carries out an evaluation of the distance learning courses posted on the Platform and makes decisions on their refinement, placement and operation.

IV. Features of the organization of the educational process and crediting the results of distance learning

4.1. Distance learning participants can be:

- applicants for higher education;
- students of advanced training courses;
- external students, students of preparatory courses;
- scientific and pedagogical workers
- IT specialists, distance learning administrators, programmers, etc.

4.2. Working hours of research and teaching staff who provide remote control training are regulated by the Order of the Ministry of education and science of Ukraine dated August 7 2002 No. 450 and the University's regulatory framework.

4.3. The educational process in the form of distance learning at the University is organized on the basis of curricula developed in accordance with educational programs developed, in their turn, in accordance with the standards of higher education and technology requirements for distance learning.

4.4. Distance learning is carried out in the following forms: distance learning classes; independent work (performing project tasks, homework tests

etc.); control measures. The main form of organizing distance learning is independent work.

Independent work involves the usage of training materials of distance learning courses. Requirements for self-study of educational material of a particular type of disciplines are determined by the working curriculum of the discipline, syllabus, methodological guidelines, instructions, and tasks that make up the methodically information support of the distance course.

4.5. The main types of distance learning sessions at the Distance Learning Centre training at the University includes: lecture, consultation, seminar, practical lesson, simulation laboratory classes and others.

4.5.1. Distance learning lecture is a training session where applicants students receive audiovisual information about the lecture material through means of telecommunications, as in synchronous mode, when students can get information from the lecturer and ask him questions in real time, so it is in asynchronous mode, when students receive an audio-visual recording of a lecture material. It is allowed to present the lecture material in the form of web pages or a different format suitable for using on the Internet.

4.5.2. Distance Learning consultation is a class in which applicants answer to specific questions or explanations of certain theoretical provisions or aspects of their practical application (in the form of chat, forum, and private messages).

4.5.3. A distance learning seminar is a training session during which a discussion of the topic is held and a problematic issue, to which applicants for higher education and audience prepare their speeches based on tasks performed remotely.

4.5.4. A practical lesson in distance learning is a training session in which a detailed consideration of individual theoretical provisions of the educational component and skills of their practical application are formed by individual performance of tasks formulated in the distance course by them.

4.5.5. Laboratory lesson in distance learning is a type of training session which implies that applicants for higher education and audience personally conduct simulation tests experiments or experiments for the purpose of practical confirmation of certain theoretical provisions of a specific academic discipline. Laboratory classes in distance learning depending on the educational program (specialty), the level of material and technical equipment, the possibilities of creating and virtual laboratories can be used in the following ways: completely remotely using appropriate modelling programs (simulators), virtual laboratories, etc.; partly - in person, and partly - remotely.

Virtual laboratory classes are held in synchronous or asynchronous mode, for which it is necessary to provide individual access of applicants and students to appropriate software, evaluate task execution protocols, and prove results and comments. If necessary, individual and group consultations can be conducted.

The list of disciplines which are not allowed to be held remotely, such as performance of laboratory tests, are measured by the educational and methodological boards of specialties.

4.6. Other types of training sessions in the implementation of the educational process may include business games, group projects, and so on. These types of training sessions can be performed remotely in synchronous or asynchronous mode, which means that it is determined by the work program of the academic discipline, syllabus.

4.7. Control measures for a specific educational component in the implementation of distance learning training at the University includes intermediate (thematic, modular) and final control.

Control measures at the University can be carried out remotely using the capabilities of information and communication technologies, particularly video conferencing, provided that the student is authenticated.

4.8. For those who want to study distance learning courses on the platform within the framework of information education, final control is not

mandatory. However, getting a certificate of completion of a certain course provides for the performance of all forms of work, provided by the distance course and passing all forms of control provided for the developer.

V. Features of the organization and functioning of the platform

5.1. For organizing the educational process based on distance learning technologies The University uses a platform created on the basis of:

- Moodle (Modular Object Oriented Distance Learning Environment - modular object-oriented dynamic learning environment)
- G Suite for education (Google Cloud Application Package for Building Information Technology-educational structure of the educational institution);
- video courses.

The platform provides for the use of other software products designed for implementation of distance learning.

5.2. When using Moodle or G Suite for education:

- research and teaching staff can independently or with the help of platform administrators can create distance learning courses and conduct training, distribute and verify tasks, conduct all types of monitoring, and so on;
- applicants for higher education and students get access to educational materials, presented in various forms (text, video, animation, presentation, etc.), as well as they have the possibility of interactive communication.

5.3. System engineering support of distance learning at the University is provided by UIITE.

5.4. System technical support of Distance Learning includes:

- hardware (personal computers, network equipment, sources uninterruptible power supply, servers, video conferencing equipment, etc.), which provide development and use of web resources for educational purposes, management of the educational process and necessary types of educational interaction between subjects distance learning in synchronous and asynchronous modes;

- information and communication support with channel capacity, provides all subjects of distance learning of the University with round the clock access to the internet-resources and web services for implementing the educational process in synchronous and asynchronous mode modes;

- general and special purpose software (including for persons with special needs), which must be licensed or built on software open source products.

5.5. The platform is hosted on UIITE servers and administered by its employees.

5.6. The platform's web resources include:

- distance learning courses developed in Moodle or G Suite for education for which higher education applicants are trained in accordance with the curriculum under the management and control of research and teaching staff. Access to these courses takes place upon registration of each participant of distance learning (Appendix 1);

- distance learning courses developed in Moodle or G Suite for education, for which students are trained in advanced training. Access to these courses is managed by registering each listener;

- distance learning courses are freely available, used by everyone without registration and without the possibility of testing;

- distance courses that everyone can study after registration; they have the ability to have tests and obtain certificates for which the relevant disciplines will be enrolled at the University in accordance with the requirements of the Regulations on the procedure recognition of learning outcomes acquired by students of the Igor Sikorsky KPI in non-formal / informal education (testing and obtaining a certificate-paid service);

- video courses are freely available.

5.7. UIITE performs the following functions when administering the platform:

- develops and maintains the platform's website;

- saves, accumulates and provides access to web resources of academic disciplines;
- distributes access rights to all participants in the distance learning process;
- registers subjects of distance learning;
- provides technical assistance to participants in creating web resources, conducting training sessions, control events, etc.;
- stores and provides the university management with statistical information on involvement of research and teaching staff, applicants for higher education, students in the distance learning process.

VI. Organizational bases and quality assurance of distance learning in the University

6.1. Creating, adding and correcting Distance Learning Courses on the platform is carried out mainly by research and teaching staff of the University.

6.2. Didactic and methodological content of the distance course is common intellectual property of research and teaching staff and the University. The author's personal non-property right to an official work belongs to its author. Exceptional the property right to an official work belongs to the University, unless otherwise provided an employment contract (contract) and (or) a civil contract between the author and University.

6.3. The University receives property rights and the right of independent use of distance learning courses that are developed by both legal entities and individuals, based on a contractual basis, while fully preserving copyright.

6.4. To ensure the quality of distance learning, scientific and pedagogical employees should include the following elements of the distance learning course from the following:

- syllabuses or work curricula of disciplines;
- methodological recommendations for the use and sequence of tasks, features of control and so on;

- video and audio recordings of lectures, seminars, etc.;
- multimedia lecture materials;
- terminology dictionaries;
- practical tasks with methodological recommendations for their implementation;
- packages of test tasks for conducting control activities, testing with automated verification of results, testing with scientific verification teaching staff:
- business games with guidelines for their use;
- electronic libraries or links to them;
- bibliographies and so on.

List of web resources of academic disciplines (programs) required to ensure distance learning, determined by departments depending on the profile of the educational program disciplines.

VII. Final provisions

7.1. The Regulation enters into force from the moment of its approval.

7.2. Amendments and additions to this regulation may be made by order of the rector / first vice-rector of the University.

7.3. In case of making changes or amendments to regulatory documents, those who regulate the issues of this regulation, the corresponding paragraphs of the regulation lose their meaning and the given modifications come into force.