

REGULATIONS

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

1. General Provisions

- 1.1. These Regulations determines the rules of organization of the distance learning study form of the academic and professional study programmes of the Transport and Telecommunications Institute (hereinafter - TSI)
- 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 programme in the form of distance learning is made in accordance with the TSI Study Programmes and Study Plans 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 Programmes and Study Plans 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 provisions regulated by the TSI Admission Rules, 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 programmes, 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 defense of the final papers takes place after the complete acquisition of all credit points provided for in the study programme, in accordance with the Regulations on the award of professional qualifications and degrees to TSI. The defense of the final papers for distance learning students takes place in person, in the presence of the state examination commission.

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, 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. implements consulting of study programme directors and coordination of lecturers in matters concerning the teaching and methodological aspects of distance learning courses development and renewal of materials; (As amended by the TSI Senate Decision No. 01-7 / 4 of 15.12.2020)
 - 3.3.2. to provides students with access to study and methodological materials of distance learning courses;
 - 3.3.3. manages the virtual distance learning study form learning environment, give orders to IT department for the modernization of the virtual learning environment and monitors their implementation; (As amended by the TSI Senate Decision No. 01-7 / 4 of 15.12.2020)
 - 3.3.4. implements control over the activities of developers of distance learning course teaching materials and counselling for distance learning study form studies; (As amended by the TSI Senate Decision No. 01-7 / 4 of 15.12.2020)
 - 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. organizes the midterm and final assessment of the course and signing of grades by a lecturer or teacher appointed by the dean; (As amended by the TSI Senate Decision No. 01-7 / 4 of 15.12.2020)
- 3.3.7. organizes on-line and off-line consultations with 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 Faculty is responsible for the topicality and quality of methodological provision of distance learning courses under the supervision of the faculty. The Faculty provides expertise in newly developed teaching aids and periodic audits of existing materials. (As amended by the TSI Senate Decision No. 01-7 / 4 of 15.12.2020)
- 3.6. The director of the study programme is responsible for the compliance of the content of the study programme offered by TSI with the accreditation requirements, in accordance with the Study programmes and study directions management regulations, including when implementing a distance learning programme. (As amended by the TSI Senate Decision No. 01-7 / 4 of 15.12.2020)
- 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.