

## **ISMA University of Applied Sciences**

### **Regulations on Distance Learning Studies**

#### **I. General provisions**

- 1.1. ISMA University of Applied Sciences (hereinafter – ISMA) Regulations on Distance Learning is the document regulating the distance learning study process.
- 1.2. Distance learning studies is the form of extramural studies where the content of a study programme implemented by ISMA is mastered by a student independently in an individual way, using specially structured study materials and various technical and electronic means of communication.
- 1.3. Distance learning studies are implemented only in the study programmes the licensing and accreditation conditions of which provide for it.
- 1.4. The admission procedure for the distance learning studies implemented by ISMA for a specific academic year, as well as the applicant's matriculation procedure, are regulated by ISMA Admission Regulations.
- 1.5. Distance learning study management system and study courses provision are implemented in the electronic Moodle study environment - “Modulāra objektorientēta dinamiska studiju vide”, which in translation from the English language means *"Modular Object-Oriented Dynamic Learning Environment"*.
- 1.6. It is the mandatory duty of every distance learning student to familiarize themselves with these Regulations and comply with their provisions upon starting their studies.

#### **II. Duties and responsibilities of those involved in the distance learning study process**

- 2.1. The following departments and persons participate in the process of the organization and implementation of the distance education study process: ISMA Study Department, Directors of study programmes, lecturers and IT Department. Other ISMA structural units are also involved in the provision of the distance education study process within their competence - Personnel Department, Library, Marketing Department, Student Service, etc.
- 2.2. ISMA Study Department, together with the Directors of study programmes, plans and organizes the distance learning study process, carries out its organizational and information provision, as well as implements communication with students and lecturers, provides them with support by organizing the study process in the form of distance learning.

2.3. ISMA Study Department is responsible for:

- 2.3.1. the registration of students in distance learning studies and the control of the progress of the implementation of their study plans;
- 2.3.2. providing student access to teaching and methodological materials of distance learning study courses;
- 2.3.3. implementation of cooperation with students - counselling, monitoring of the fulfilment of the midterm and final control requirements of study courses;
- 2.3.4. organization of students' consultations in on-line or off-line mode by the lecturers who lead distance learning study courses (according to the lecturers' consultation schedule);
- 2.3.5. organization of midterm and final examination evaluations of study courses;
- 2.3.6. issuing appropriate diplomas.

2.4. The Director of the study programme organizes and ensures:

- 2.4.1. development, supplement and updating of the content of the distance learning study programme;
- 2.4.2. provision of teaching and methodological means which are necessary for the form of distance learning studies;
- 2.4.3. attraction of lecturers for the implementation of the distance learning study form of the study programme.

2.5. The lecturers who are involved in the implementation of the distance learning study programme ensure:

- 2.5.1. development of the appropriate study course description, which includes study course objectives, aims, learning outcomes and their evaluation criteria;
- 2.5.2. preparation of study materials appropriate to the form of distance learning studies (presentation materials, lecture and workshop notes, video lectures, list of mandatory and recommended literature, etc.) according to the Methodological guidelines of ISMA distance learning studies;
- 2.5.3. organization of consultations with those studying in the form of distance learning studies (time and place / form, contact phone number, e-mail);
- 2.5.4. a precise description of the independent work, examination/test procedure and assessment procedure on a 10-point scale (indicating the procedure and time for completing written assignments; procedure, form and time of oral tests; link to electronic communication tools, etc.)
- 2.5.5. evaluation of independent works submitted by students in the distance learning study system Moodle (no later than within ten working days from the moment of submission), and providing comments (feedback) for each work evaluated with a rating lower than 4 points on a 10-point scale or with a rating "failed";

- 2.5.6. providing answers to questions submitted by students (not later than within ten working days from the moment of submission).ISMA
- 2.6. Personnel Department ensures the performance of record keeping functions in the distance learning study process - creation, storage and supplement of students' personal files, registration of student applications, orders for matriculation, changes in student status and changes in programmes or forms of study, and preparation of student exmatriculation order for signing.
- 2.7. Technical supervision and provision for the organization and implementation of distance learning studies is provided by the specialists of ISMA IT Department.

### **III. Organisation of the distance learning study process**

- 3.1. Starting their studies, each student receives the informative material, which provides information about the progress of distance learning studies, information circulation procedures, study programme and the progress and time of its implementation, study plan, as well as the password for access to the *Moodle* study environment.
- 3.2. Study programme and study plans determine the study courses to be mastered during the year of studies and the amount of credit points to be obtained.
- 3.3. Student has access to the descriptive material of each study course, which reflects the basic terms of the study course mastering, the content of the study course, permanent assignments and control questions.
- 3.4. ISMA provides each student with the study materials necessary for the study process: in digital format, books in the library fund, access to databases, etc.
- 3.5. At the end of each study course, student takes an examination in accordance with the ISMA Procedures for the Organisation of Testing.
- 3.6. During the studies, student has the right to change the form of studies.
- 3.7. The transfer of student to the next year of studies takes place only if the student has paid the tuition fee specified in the contract and the amount of academic debt does not exceed 15 credit points.
- 3.8. Students whose academic debts exceed 15 credit points can start studies in the next year of studies, attend lectures and workshops, and settle all academic debts within 3 weeks. Settlement of academic debts is regulated by ISMA Procedures for the Organisation of Testing.
- 3.9. If, after the deadline set for passing academic debts, student still has academic debts exceeding 15 credit points, the student may be left for repeated studies, or the student may be excluded from the list of students (ex-matriculated).
- 3.10. Students who have academic debts also make payments for the settlement of academic debts in addition to the tuition fees stipulated in the contract in accordance with the price of ISMA paid services determined by the Rector.

#### **IV. Development, monitoring and control of the distance learning study materials**

- 4.1. The author of ISMA distance learning study materials is a person with whom ISMA has concluded an agreement on the creation of the appropriate methodological materials.
- 4.2. All distance learning study materials (presentation materials, lecture and workshop notes, video lectures, list of mandatory and recommended literature, etc.) must be of high quality and must not be in conflict with the Copyright Law.
- 4.3. Within the specified period and procedure, the author places the distance learning study materials in the distance learning study platform Moodle.
- 4.4. The evaluation of the content of the development of distance learning study materials and their compliance with the content of the study course is performed by the Director of the corresponding study programme.
- 4.5. Distance learning study materials are evaluated according to the following criteria:
  - 4.5.1. content and scope;
  - 4.5.2. division into topics and topic content according to the study course description;
  - 4.5.3. tools and methods used for the content presentation, according to the topics included in the study course description.
- 4.6. The distance learning study materials of the study course must be uploaded to the distance learning study platform Moodle by the beginning of the semester (February, September) in which the corresponding study course is planned.
- 4.7. The existence and complete set of study materials for distance learning is monitored and controlled by the Director of the corresponding study programme.
- 4.8. Maintaining the quality of distance learning study materials and posting of current information is the responsibility of the study course lecturer.
- 4.9. Once a semester, students evaluate the quality of distance learning study materials and course teaching. A student survey is organized for this purpose.
- 4.10. After evaluating the results of the student survey, the Director of the corresponding study programme can make a decision on the need to improve the study materials and/or change the lecturer.

#### **IV. Concluding provision**

- 5.1. All the necessary rules and procedures detailing the organization of the ISMA distance learning study process are provided in ISMA Distance Learning Methodological Instructions.
- 5.2. The Regulations enter into force upon their approval by ISMA Senate.