



The rule for Administering e-learning



## **Article 1. General Provisions**

1.1. The "NEU National Educational University" (hereinafter referred to as the "University") electronic learning administration rule (hereinafter referred to as the "Rule") establishes the procedure for conducting a learning process, or a part of it, based on modern information and communication technologies for individuals located within the territory of Georgia, which does not require the simultaneous presence of students and university staff involved in the educational process administration (hereinafter referred to as "staff") at a designated location for the implementation of the higher educational institution's educational program.

1.2. Electronic learning involves the use of a learning management system to conduct the learning process. The learning management system is an internet-based software application that is necessary for organizing and managing the educational process based on information and communication technologies. Specifically, it facilitates the delivery of educational materials to students, communication between students and/or instructors, testing, consultations, monitoring student progress, and other functions.

1.3. Electronic learning can be carried out in an asynchronous and/or synchronous communication format. Asynchronous communication refers to interaction where the sender and receiver of the information do not communicate at the same time, while synchronous communication means that communication happens simultaneously.

1.4. The electronic learning program is designed in accordance with the requirements established by the law for higher education programs. Upon completion of the program, the individual is awarded the relevant qualification, and a document certifying this qualification is issued.

1.5. Electronic learning at the University is permitted only in cases determined by law.

## **Article 2. Educational Components on Electronic Platforms**

2.1. Closed Facebook Messenger groups for each educational course;

2.2. Zoom Video Communications, which includes all communication tools, specifically lectures, seminars, exams, consultations, video conferences, online meetings, online chats, and others;

2.3. Moodle, which includes all communication tools, specifically lectures, seminars, exams, consultations, video conferences, online meetings, online chats, and others.

## **Article 3. Planning the Process for Electronic Learning**

3.1. The University determines the format for electronic learning and develops the corresponding concept based on the specifics of the educational programs, which will be submitted to the Senate for approval;

3.2. To coordinate the use of electronic components in the educational process, technical support and monitoring teams are established by the decision of the University's rector.

#### **Article 4. Rights and Responsibilities of the Electronic Learning Administration Groups**

4.1. In order to coordinate the use of electronic components in the educational process, the rector approves the technical support group and the monitoring group.

4.2. The functions of the technical support group are as follows:

- a. Ensuring the smooth running of the learning process according to the academic schedule;
- b. Providing technical consultations to academic staff and students;
- c. Uploading online lecture links, presentation materials, electronic versions of reader's manuals, and other necessary materials to the platform used by the University based on the academic schedule, which will be available to students at any time;
- d. Providing technical consultations to academic staff and students.

4.3. The functions of the monitoring group are as follows:

- a. Developing a continuous plan for the electronic learning process, which includes uploading the learning materials for the next week no later than the end of the current week;
- b. Monitoring the implementation of electronic learning;
- c. Accessing ongoing lectures and recording student attendance;
- d. Processing feedback from students, etc.

#### **Article 5. Rights of the Student**

5.1. The student of the University has the right to:

- a. Receive information about electronic learning at the University;
- b. Receive qualified consultation from an authorized person on any issues related to the educational process;
- c. Participate in the electronic learning process offered by the University and study all the courses included in the academic schedule for the current semester, based on the relevant internal regulations;
- d. Notify the relevant service about any difficulties encountered in the electronic learning process within a reasonable timeframe.

#### **Article 6. Rights and Responsibilities of Academic Staff**

6.1. A professor has the right to:

- a. Receive information about electronic learning at the University;
- b. Receive qualified consultation from an authorized person on any issues related to the educational process;
- c. Obtain accurate information about the students enrolled in a specific course;
- d. Use additional forms of electronic communication if necessary to achieve the learning outcomes.

6.2. The responsibilities of a professor are:

- a. Participate in the process of implementing the electronic component of teaching (both synchronous and asynchronous) in accordance with the University's relevant internal regulations;
- b. Prepare electronic learning materials for the course;
- c. Ensure the assessment of students' knowledge electronically to achieve learning outcomes;
- d. Notify the educational program development group in case of specific changes to the curriculum.

#### **Article 7. Quality Assurance in Electronic Learning**

7.1. The implementation of electronic learning requires ensuring the quality of teaching, which includes the following mechanisms:

- a. In the format of electronic learning, students should achieve the same learning outcomes as those outlined in the program/course curriculum;
- b. Academic integrity principles must be upheld in electronic assessments;
- c. If necessary, deadlines for practical exercises/exams should be extended;
- d. Based on the analysis of student feedback provided by the monitoring group, the quality mechanisms for electronic learning should be adjusted;
- e. In case of an appeal regarding assessment, the institution shall consider the student's appeal as quickly as possible and act according to the internal regulations of the University.

#### **Article 8. Transitional Provisions**

- 8.1. This regulation is approved by the Senate of the University;
- 8.2. The regulation of the University comes into force upon signing;
- 8.3. The adoption, cancellation, amendments, and additions to the regulation are carried out by the Senate;
- 8.4. This regulation will lose its validity upon the approval of a new regulation.