



E-Learning Administration Rule



Article 1. General Provisions

1.1. The “NEU - National Educational University” (hereinafter referred to as the “University”) E-Learning Administration Rules (hereinafter referred to as the “Rules”) establish the rules for conducting an educational process or part of it based on modern information and communication technologies for persons residing at the University on the territory of Georgia, which does not provide for the simultaneous presence of a student and personnel involved in the implementation of the educational program of the higher educational institution and the administration of the educational process (hereinafter referred to as the “Personnel”) at a specific location;

1.2. E-learning provides for the management of the educational process using a learning management system. A learning management system is an Internet-based computer program necessary for the organization and management of an educational process based on information and communication technologies. In particular, for the delivery of educational materials for student-student and/or teacher communication, testing, consulting, monitoring of student progress, etc.;

1.3. E-learning is carried out in the form of asynchronous and/or synchronous communication. Asynchronous communication implies such interaction when the sender and receiver of information do not communicate at the same time, and synchronous when their communication is carried out at the same time;

1.4. The e-learning program is built in accordance with the requirements established by law for higher education programs. After overcoming it, the person is awarded the appropriate qualification and issued a document confirming this qualification;

1.5. E-learning is allowed at the university only in cases specified by law.

Article 2. Educational components on electronic platforms

2.1. Closed Facebook - Messenger groups for each academic course;

2.2. Zoom Video Communications, which includes all means of communication, namely lectures - seminars, exams, consultations, video conferences, online meetings, online chats, etc.;

2.3. Moodle, which includes all means of communication, namely lectures - seminars, exams, consultations, video conferences, online meetings, online chats, etc.

Article 3. Process planning for e-learning

3.1. The University, taking into account the specifics of educational programs, determines the format of e-learning and develops an appropriate concept, which is submitted to the Senate for approval;

3.2. In order to coordinate the use of electronic components in the educational process, technical support and monitoring groups are created by the decision of the Rector of the University.

Article 4. Rights - Responsibilities of e-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:

- A. Ensuring the smooth conduct of the educational process according to the educational schedule;
- B. Consulting on technical support for academic staff and students;
- C. Within the framework of e-learning, the university's human resources, according to the educational schedule, place online lecture links, presentation materials, electronic versions of reader manuals and other necessary materials on the platform used, which will be available to students at any time;
- D. Providing advice on technical issues to academic staff and students.

4.3. The functions of the Monitoring Group are:

- A. Developing a continuous plan for the e-learning process, which implies uploading the next week's educational materials no later than the end of the current week;
- B. Monitoring the implementation of e-learning;
- C. Access to ongoing lectures and registration of student attendance;
- D. Processing of information on student feedback, etc.

Article 5. Student Rights

5.1. A university student has the right to:

- A. Receive information about e-learning at the university;
- B. Receive qualified advice from an authorized person on any issue related to the educational process;
- C. Participate in the e-learning process offered by the university on the basis of relevant internal regulations and study all the courses that are included in the academic schedule for the current semester;
- D. Inform the relevant service within a reasonable time about any difficulties that may arise in the e-learning process.

Article 6. Rights and Responsibilities of Academic Personnel

6.1. A professor has the right to:

- A. Receive information about e-learning at the university;
- B. Receive qualified advice from an authorized person on any issue related to the educational process;
- C. Receive accurate information about students registered for a specific educational course;
- D. In addition to electronic communication, it is permissible to use other forms of communication in order to achieve learning outcomes.

6.2. The professor is responsible for:

- A. Taking into account the relevant internal regulations of the university, to be involved in the process of implementing the electronic component of education (both synchronous and asynchronous);
- B. To ensure the preparation of electronic educational materials for the course;
- C. To ensure the verification/assessment of students' knowledge in electronic form in order to achieve learning outcomes;
- D. To inform the educational program development group in case of specific changes in the curriculum.

Article 7. Ensuring the quality of e-learning

7.1. Ensuring the quality of education is important for the implementation of e-learning, which includes the following mechanisms:

A. In the e-learning format, students must achieve the same learning outcomes as those provided for in the program/courses;

B. The principles of academic integrity must be observed during electronic assessment;

C. If necessary, the deadlines for passing practical classes/exams should be extended;

D. Based on the analysis of student feedback provided by the monitoring group, e-learning quality mechanisms shall be adjusted;

E. In case of an assessment appeal, the institution shall promptly consider the appeal submitted by the student and act in accordance with the internal regulations of the university.

Article 8. Transitional Provisions

8.1. This Regulation shall be approved by the University Senate;

8.2. This University Regulation shall enter into force upon signing;

8.3. The adoption, cancellation, amendments and additions to the Regulation shall be carried out by the Senate;

8.4. This Regulation shall cease to be valid in the event of the approval of a new Regulation.