

Approved
at the Meeting of the Commission for
Quality Assessment and Attestation of
Online and Blended
Study Courses Courses
(Annex 457 to the Order of 13 June 2019)

QUALITY ASSURANCE METHODOLOGY FOR ONLINE AND BLENDED STUDIES

I. GENERAL PROVISIONS

1. The Quality Assurance Methodology for Online and Blended Studies (hereinafter referred to as “the Methodology”) is based on VMU Study Regulations and the description of the Procedure for Organisation of Online and Blended Studies at Vytautas Magnus University.
2. This Methodology is used for the quality assurance of online and blended study courses in order to certify them for online and blended studies and/or to prepare them for mid-term and final examinations carried out in VMU virtual learning environment or by video conferencing. The evaluation and self-assessment of online study programmes or study programmes with blended study courses shall be carried out in accordance with VMU Study Programme Quality Assurance Procedures.
3. The Institute of Innovative Studies (ISI) receives an evaluation of the applicability of study courses to online and blended studies from the study unit organising the study course. When submitting a course for assessment, a course outline is provided (see [Annex 1](#)).
4. On the provision of the ISI Director, the Commission shall be formed by order of the Rector and a quality assurance of the applicability of the study courses to online and blended studies shall be carried out in accordance with the recommendations of this methodology.
5. The Commission for Quality Assessment and Attestation of Online and Blended Study Courses (hereinafter referred to as “the Commission”) shall be composed of active, competent employees of the Institution, teachers with experience in the development and organisation of online and/or

blended studies. The Commission shall be composed of specialists in education and technology, persons involved in the supervision of the quality of studies at the University, teachers or representatives of study units organising online studies.

6. The members of the Commission shall, in accordance with the provisions of this Methodology, assess the applicability of the study courses to online and blended studies and make recommendations for course certification and quality assurance. The expert group meeting decides on the course certification and its duration.

II. EVALUATION CRITERIA OF THE QUALITY OF ONLINE AND BLENDED STUDY COURSES

7. The evaluation of the quality of the adaptability of study courses to online and blended studies shall be carried out in accordance with the evaluation questionnaire set out in [Annex 2](#) to this Methodology. The groups of evaluation criteria and their weights are defined in accordance with the International Quality Assurance Standards for Online Learning, the Orders of the Rector of VMU regulating the organisation of VMU online and blended learning and the digitalisation of study courses; they are discussed and updated as necessary during the meeting of the Commission.
8. Separate assessment questionnaires may be set up for study courses intended for study practices, coursework and thesis writing, virtual mobility, and others.
9. A study course is certified for blended learning (for Level 2, respectively) when the assessment shows that more than 50% of the course material has been uploaded to VMU virtual learning environment.
10. A study course is certified for online studies (for Level 3, respectively) when the assessment establishes that more than 90% of the course material has been uploaded to VMU virtual learning environment.
11. When submitting a study course for assessment and certification, VMU virtual learning environment must contain appropriately planned study material, activities and assignments and assessments to be organised by the lecturer by online learning or blended learning, with appropriately planned contact time and independent work.

12. The members of the Commission, when assessing the applicability of a study course to online or blended studies, are guided by the information provided in VMU virtual learning environment. For all study courses to be delivered by online studies or blended studies, a student manual description must be prepared, providing information on when, where and how students and the teacher will interact and collaborate, as well as on how, where and when mid-term and final examinations will take place.
13. Study course materials made available in VMU virtual learning environment shall comply with VMU Code of Academic Ethics, respect and observe copyright and citation provisions for all digital resources.

III. ORGANISATION OF INTERMEDIATE ASSESSMENT TEST AND FINAL ASSESSMENT IN VMU VIRTUAL LEARNING ENVIRONMENT

14. When planning to organise intermediate assessment tests and final examinations in VMU virtual learning environment, the teacher shall choose the most appropriate methods and means to identify and authenticate the student's identity and to ensure the validity of the assessment process at a distance. The requirements for the student's login and the organisation of the assessment according to the chosen methods and tools shall be described in the description of the intermediate assessment test and/or final examination and presented in VMU virtual learning environment, in the description student manual.
15. Guidelines for the organisation of intermediate assessment tests and final examinations in VMU virtual learning environment are provided in Annex 3 to this Methodology.
16. Guidelines for the organisation of intermediate assessment tests and final examinations by videoconferencing means are set out in Annex 3 to this Methodology.
17. Teachers who plan to organise intermediate assessment tests and final examinations in VMU virtual learning environment (at VMU premises or remotely), but have not been certified for online or blended studies, or have not indicated during the certification that the assessments will be held in VMU virtual learning environment, shall select methodological tools in accordance with Annex 3 of this Methodology and prepare for the assessment no later than 1 month before the assessment, in consultation with the ISI specialists.

IV. QUALITY ASSESSMENT PROCEDURE FOR ONLINE AND BLENDED STUDIES

18. The evaluation of the adaptability of study courses to online or blended studies shall be carried out at least 2 times a year or according to the needs expressed by study units.
19. The ISI shall announce the date of the meeting of the Commission at least 1 month before the meeting, and the study units shall hand in their submissions for the evaluation of the courses to the ISI no later than 15 workdays before the meeting.
20. The Chairperson of the Commission sends the information about the study courses submitted for evaluation to the members of the Commission 10 days in advance (2 members of the Commission are assigned to evaluate one course, and one member of the Commission is assigned to evaluate no more than 2 courses).
21. Teachers who have prepared courses for online studies or blended studies, or representatives of the study unit, shall be present at the meeting of the Commission. During the meeting, teachers are invited to present their courses to the group of experts.
22. Prior to the meeting, the members of the Commission shall collect the information needed to draw the conclusions of the evaluation using the evaluation questionnaire (Annex 2). The information is updated during the meeting. The information is supported by valid arguments, discussed and summarised in the evaluation conclusions.
23. After analysing the applicability of the study courses to online or blended studies, the members of the Commission shall submit the completed evaluation questionnaires (Annex 2) to the ISI. The decision on the attestation of a study course for online or blended studies shall be recorded in the minutes of the meeting, which, together with the assessment questionnaires and the conclusions of the assessment, shall be sent by email to the study unit that submitted the course for assessment.