

Approved Director of Keone
Academy Ltd. By order N1-11
of June 10, 2020

Distance learning rule

Article 1. General provisions

1.1. The mentioned rule establishes the distance learning methods and forms of Keoni Academy LLC (hereinafter the college) and quality assurance necessary for its effectiveness. mechanisms/evaluation criteria.

1.2. Distance learning is an additional method of teaching, which professional Gives students the opportunity to use personalized and flexible (time and place according to) methods, while ensuring the achievement of learning outcomes through the use of online information sources, as well as video and audio channels.

1.3. Distance/e-learning components are used in situations where there is a force majeure situation, distancing caused by an epidemic, student illness or In case of temporary/long-term disabilities, temporary incapacity of professional education teachers, which excludes professional The presence of an education teacher and a professional student at the same time.

1.4. with regard to specific professional student(s) or the distance learning system in general Based on the requirements of paragraph 3 of this article, the decision on use is made by order of the director. The command can specify the output of the module(s). Confirmation form.

1.5. The distance learning method should be able to provide professional to exit certain learning outcomes of educational programs.

1.6. Vocational education teachers and vocational students are informed about the start of distance learning in advance. A professional student should be able to confirm that he wants to in the remote learning process management system Participation in distance learning, if the professional student expressed a desire, but did not participate In accordance with the schedule provided in distance learning (more than 30% of contact hours Absenteeism) student status will be suspended.

1.7 If necessary, it is also possible to perform administration activities in the institution To be carried out remotely, for administrative proceedings according to the legislation of Georgia Following the established rules, the persons employed in the institution will be transferred remotely on the mode of work, except when a specific position/official Presence/announcement in the territory of the institution is related to this position/position with the specifics. The activities of this person(s) are carried out by the Government of Georgia and Georgia IDPs from occupied territories, labor, health and social protection Following the relevant instructions/recommendations of the Ministry.

Article 2. Distance learning planning

2.1. General procedure for organizing distance learning

2.1.1 The analysis of the use of the distance learning method in the educational process is carried out by the working group of the professional program/program component, including the individual curriculum/program (the head of the educational program together with the persons implementing the program).

2.1.2. If necessary, it is possible to invite similar program implementers from other colleges in the analysis/ work process, consult with industry associations, industry experts.

2.1.3. Approaches to the delivery of learning outcomes of the educational program are agreed with the Quality Assurance Manager.

2.1.4. Taking into account the specifics of the educational program or component, the director of the academy makes the final decision on the implementation of the components of the program in the distance learning mode or the learning process as a whole in the remote mode, for which he issues an individual legal act.

2.1.5 The issues arising during the implementation of the distance learning method are regulated by the internal organizational documents of the academy and in accordance with the existing legal requirements of the educational system.

2.2. Distance learning planning

2.2.1. The manager of the learning process, if necessary, establishes a schedule of classes for each day/ week, for each educational program/module, based on the curriculum of the educational program.

2.2.2. The curriculum/plans are agreed with the Quality Assurance Manager and approved by the Academy Director.

2.2.3. During distance education, the duration of lessons (1 hour) is 40 minutes.

2.2.4 Distance learning involves conducting the learning process remotely/electronically or using other means of communication.

2.2.5. Distance learning is carried out in the form of synchronous or asynchronous communication.

2.3. Synchronous communication

2.3.1 Synchronous communication refers to such interaction when communication between the sender and the receiver of information is carried out at the same time:

- All students attend the virtual course at the same time. Participation is mandatory
- The process is limited by time
- The instructor leads the course

2.4. Asynchronous communication

2.4.1. Asynchronous communication refers to such interaction when the communication between the sender and receiver of information is not carried out at the same time, that is, it is not limited by time.

2.4.2. The most acceptable forms of asynchronous communication are e-mail or discussion forums, blogs and micro-blogs.

Synchronous Asynchronous

- Chat and Messenger • Email
- Video and audio conference • Discussion/Forum
- Live webcasting • Wiki
- Webinar
- together with applications • blog

Benefit • Webcasting - program

- Whiteboard - electronic whiteboard transfer via the Internet
- An opinion poll through the Internet

2.4.3. Distance learning is possible in a mixed/hybrid form, which aims to use a combination of both online learning and face-to-face learning.

2.4.4. In order to implement distance learning, the college provides distance learning Selection and proper use of the learning application/platform, through which It will be possible to conduct the educational process interactively.

2.4.5. Electronic tools are used to communicate and work together - e-mail, discussion forums, chat, opinion polls, whiteboards, shared applications, audio and video conferences.

2.4.6. To ensure the availability of distance learning, the college will develop a selected Instructions/video guide for using the distance learning application/platform and Ensures students and other involved staff are familiar with it.

2.4.7. The College will identify the components of the educational programs which Distance learning will also be allowed within the framework.

2.4.8. The college administration is obliged to assist the students in providing all the applications and corresponding procedures to mirror them in their remote devices, which the college will use in the process of distance learning. For this purpose, the Academy's educational process The manager prepares remote facilities with the involvement of other structures Video/audio/album instructions for use/installation and posted on student accessible platforms. In the process of distance learning, the college is obliged To provide students with uninterrupted access to library resources remotely, which It involves providing printed socks to teachers and uploading remote books in groups.

2.4.9. The college administration ensures the planning of the teaching process and Training of the personnel involved in the implementation and equipping with all the technical means necessary for effective distance learning planned in the current period for implementation.

2.4.10. The method of distance learning, which is implemented in the educational process, should be reflected accordingly Based on the director's order in the modules.

2.4.11. For the educational purposes of online learning will be done according to the need Use of electronic platforms.

2.4.12. The administration of the institution, the head of the vocational education program, the teacher of vocational education are obliged to the professional student/his/her legal Provide the representative with information about the specific electronic platforms that will be used by the College for online learning educational purposes.

2.4.13. In the event that the professional student is not/cannot participate in the online teaching process through the special electronic platform offered by the institution due to technical problems, the college is obliged to provide the professional student with the tasks determined by the curriculum, counseling. To achieve this goal, the college/vocational education teacher will use various forms of communication, including telephone communication. The professional student/legal representative is obliged to cooperate with the college administration, professional education teacher.

2.4.14. To the student/parent/legal representative with special educational needs, in accordance with the student's individual curriculum, within the framework of systematic communication, recommend the use of home learning, educational and developmental resources and receive feedback.

2.4.15. To ensure accessibility of distance learning, the college will develop an instruction/video guide related to the use of the selected e-learning application/platform and provide familiarization to professional students and staff.

2.4.16. The college is obliged, if necessary, to the National Center for the Development of Education Quality (hereinafter referred to as the Center) in written form to provide information on the approaches and methods necessary for the implementation of the educational process in remote/electronic form or using other means of communication, including curriculum planning, organization and administration of the educational process. regarding use.

Article 3. Director of the Academy

3.1. The Academy Director approves the attendance plan/schedule for distance learning classes.

3.2. Allocates the necessary resources for the implementation of distance learning.

3.3. Makes management decisions that ensure the improvement of teaching quality in distance learning.

3.4. Designates a responsible person/persons for the implementation of distance learning.

Article 4. Learning process manager

4.1. organizes educational activities, monitors the fulfillment of educational program requirements by vocational education teachers, vocational students/trainees.

4.2. Informs all participants (students/trainees, teachers, staff, legal representatives, etc.) regarding the organizational issues of education.

4.3. Communicates orally (with a professional student/student, teacher) in order to determine the effectiveness or need of the training/teaching carried out. Also for the purpose of planning additional consultations.

4.4. Monitors adherence to the educational regimen/schedule established by the staff, has the right to attend contact hours for monitoring purposes.

4.5. Ensures evidence is archived.

Article 5. Vocational education teacher

5.1. Vocational education teacher (hereinafter teacher) delivers educational material by asynchronous or synchronous method. Depending on the specifics of the module, the teacher is entitled to determine the method himself.

5.2. The teacher has the right to engage remotely from a location that will be provided with uninterrupted Internet, will be quiet and the space will meet the standards set for the educational process.

5.3. The online activity of the students is designated by the teacher, and the process is periodically monitored by the learning process manager and the quality assurance manager, who, if necessary, issue appropriate recommendations to improve the process.

5.4. Confirmation of the study results must be carried out in the period determined by the academic terms, on the territory of the college. If there is a force majeure situation, the student has limited abilities or there is another reason determined by the director's order, it is possible for the student to remotely confirm the learning outcome(s).

5.5. In order to ensure the involvement of students in the process of lecture, practical assignment and result confirmation, the technical abilities of all professional students should be taken into account. It is not possible to prepare such material that allows to work only with a personal computer or laptop.

5.6. Any video lectures and distance learning materials created in the distance learning process belong to the college and the teacher. The college is authorized to use existing remote material (learning resources; interactive electronic lessons; electronic simulations, slides, etc.) in the educational process.

Article 6. Professional student during distance education

6.1. Professional students (hereinafter students) are included in the distance learning process in accordance with the established and previously known study schedule.

6.2. The college will provide the activation link to all the students as per the prescribed schedule.

6.3. The student is obliged to engage in direct mode from a quiet space and follow the norms of Internet etiquette.

6.4. By entering and participating in the online space, the student confirms his participation in the educational process.

Article 7. Quality assurance during distance education

7.1. Quality Assurance Manager:

7.2. a) monitors the organization of the distance learning process;

7.3. b) controls compliance with legal requirements during distance learning and documentary provision;

c) implements the effectiveness of the planned measures, distance learning process monitoring, analysis of distance learning results.

7.4. The college's distance learning policy includes a quality assurance component Elements that include:

a) administrative support;

b) to identify the learning result that can be achieved by the distance learning method;

c) the process of teaching and learning during distance learning;

d) with the necessary instructions regarding student support and distance learning and providing them with rules;

g) smooth and proper functioning of the technical infrastructure of the college monitoring/facilitation;

h) remote security measures.

7.5. Evaluation should lead to continuous improvement of programs.

7.6. Any action planned or taken as a result of this process must be reported to all interested parties.

7.7. Information communication technologies and News in the fields of pedagogy.

7.8. The distance learning process in the college is assessed for quality assurance Manager using questionnaires:

a) Vocational student questionnaire in accordance with Appendix #1;

b) Vocational education teacher questionnaire in accordance with Appendix #2;

c) Questionnaire of the learning process manager in accordance with Appendix #3.

Article 8. Distance learning monitoring

8.1. The distance learning process is monitored by the learning process manager and Quality Assurance Manager during video engagement and surveys through, which includes control of conducting audio-video lectures, delivery of study materials and seminar materials according to the study schedule.

8.2. Assistance, training, materials for the personnel involved in the distance learning process The upload is controlled by the learning process manager and the quality assurance manager.

Article 9. Internet etiquette and protection of personal information

9.1. In order to participate in the distance education process, the program is necessary Download, through which the educational process will be conducted.

9.2. If screen sharing is required during online engagement, you must notify us in writing to a professional teacher or maintenance specialist (if applicable) and wait for your turn/approval.

9.3. Keep in mind when using an online learning platform that

You are a virtual audience and you should behave as you would in a regular audience. In particular:

- Choose an environment where you will not be disturbed by the noise of other people during the contact hour. And in case of unexpected noise, turn off your microphone.
- Use the blurred background feature only if prompted by the camera. Turn on, but you have unwanted background;
- Note that there may be some technical delay, so contact hours 5-10 minutes before the start, check the computer/internet for a technical fault to avoid;
- Do not be late to enter the virtual audience;
- Follow the rules of ethics and communication during the contact hours;
- Check that no unwanted image appears in the camera when it is turned on;
- Follow the rules of the discussion (listening to each other, time allocation, rules, questions, etc.). placing, etc.);
- Refrain from humor and sarcasm, respect other people's opinion;
- Do not share personal information;
- In the process of distance learning, the etiquette of the discussion panel should be observed, which refers only to the questions asked in relation to the issue, the issues should be clarified with the teacher and not with the group members.

9.4. In the process of distance learning, the etiquette of distance messages should be observed, which means:

- a) The subject of a remote message (remote mail, correspondence in the learning process management system, correspondence in another platform used in the teaching process) should be short and targeted;
- b) the most important information in the message should be placed at the beginning;
- c) indication of personal regalia/identity and return address;
- d) verification of addressees before sending;
- e) refraining from sending a remote message in an unstable emotional mood;
- f) verification that the format of the attached document can be opened by the addressee;
- g) Electronic communication requires more time, so it is advisable to write messages clearly, briefly, concretely;
- h) Try to avoid using slang, barbarisms, slang. before sending the letter correct grammatical errors;
- i) When writing, try to use a standard font and size, be careful with capital letters When using writing and exclamation marks, because it is considered a harsh tone;

k) Refrain from the so-called From the use of "smileys" - consider that it is possible that "smileys" when communicating in a common "chat" may not appeal to everyone. Try to use less as it is more suitable for chatting with your friends or instant messaging.

9.5. Before commenting, read all the comments that have been made before (no matter how many) and only then give feedback, because you will not be able to delete the message that has been sent. If your message is still unclear, immediately correct what you said with a new message.

9.6. Online communication can be a source of misunderstanding because people can't see you, and if they don't know you, they can misunderstand your message. So try your best to be positive and keep in mind: think before you speak; Think before you write.

9.7. Ask for further clarification - if you are not sure that you understood what was written correctly, ask for further clarification.

9.8. Avoid posting negative comments in the chat.

9.9. In the "chat"/forum, post only the information (topical) for which the "chat"/forum was opened.

9.10. The principle of personal data protection must be respected in the distance learning process.

9.11. The manager of the educational process and the teacher are obliged to inform the students in advance that the lecture is being recorded. The lecture recording can be used only for internal use (monitoring and quality control).

9.12. Materials depicting online meetings and online training (photos, video images) represent a person's personal data, which should be taken into account when making them public. Do not publish personal information, photos, videos of others in the Internet space without asking.

9.13. Be subject to privacy and copyright protection requirements.

9.14. Also, be careful when sharing your personal information (don't share your password, or private number, etc. publicly).

9.15. Protection of personal data of professional students/teachers of professional education and employees of the college administration during the educational process of online education is carried out in accordance with the rules established by the current legislation of Georgia.

Article 10. Educational resources

10.1 The college provides access to educational resources on an electronic platform, which professional students and teachers of professional education will have free access to.

10.2 Digitize resources that are not available in electronic format/or find alternative electronic manuals, resources and provide them to interested parties.

Article 11. Final Provisions

11.1. The rule of distance learning is used during the period determined by the director's order or within the limits defined by the module.

11.2. Amendments and additions to the said rule can be made by order of the director.

Questionnaires

Appendix 1.

Online Learning Evaluation Form by Professional Student

Hello!

Your opinion is very important. Grades are confidential and will be provided by the college Used in a generalized way to improve the quality of teaching and new action to create instructions.

Please rate the issues below using a three-point system and express your opinion.

Thank you in advance for filling out the questionnaire and sharing your opinion!

1. How comprehensible the topic of the online lecture was provided.

3 2 1

(note)

2. How accessible are the learning materials included in the course and mandatory literature

3 2 1

(note)

3. Evaluate on a three-point scale How satisfied are you with your teachers?
with communication

3 2 1

(note)

4. What means of distance communication do you use during distance learning?

5. How much unlimited internet is available to you

6. What would you like to change or improve in the distance learning course

Quality Assurance Manager Good luck!

Appendix #2

Form of evaluation/self-evaluation of vocational education teacher involved in online teaching

Hello!

Your opinion is very important. The evaluations are confidential and will be used by the College in a general way to improve the quality of teaching and to develop new operational guidelines.

Please rate the following questions on a five-point scale and express your opinion.

Thank you in advance for filling out the questionnaire and sharing your opinion!

1. Please indicate the number of students attending the lecture

2. Please evaluate the readiness of the student group for the lecture

3 2 1

(note)

3. Please evaluate the students' activity at the lectures-seminars

5 4 3 2 1

(note)

4. Please evaluate the provision of necessary resources for teaching and learning (educational material delivery, etc.)

5 4 3 2 1

(note)

5. How well is the distance learning process technically?

5 4 3 2 1

(note)

6. What problems did you encounter in the distance learning process?

Describe-----

7. Your advice/wish-----

Appendix #3

Online course evaluation form by the learning process manager

Hello!

Your opinion is very important. Grades are confidential and will be provided by the college Used in a generalized way to improve the quality of teaching and new action to create instructions.

Please rate the following questions on a five-point scale and express your opinion.

Thank you in advance for filling out the questionnaire and sharing your opinion!

1. Please rate the audio-visual side of the lecture (if the rating is less than the maximum Explain the lecture error in the note column)

5 4 3 2 1

Note

2. Is it ensured that the verses are recorded and placed in the available space?

yes no

Note

3. Is the contact hour taking place in accordance with the planned activities/topics?

yes no

Note

4. Please rate the professional education teacher during the online lecture
Presentation skills and information delivery techniques

5 4 3 2 1

Note

5. Does the professional education teacher check whether the material is comprehensible students and, if necessary, makes corrections in the teaching process

yes no

Note

6. Does the professional education teacher identify the necessary resources for teaching and provides students with mandatory literature and study materials?

yes no

Note

7. Does the professional education teacher include and survey all students in the seminar process?

yes no

Note

8. Does the professional education teacher use adequate survey forms for online teaching in seminars?

yes no

Note

9. Does the professional education teacher have a good command of distance learning tools?

yes no

Please share with us what you would like to change or improve in the distance learning process