

Educational Establishment
Vitebsk State Order of Peoples' Friendship
Medical University

APPROVED

Rector of EE "VSMU"

_____ A.T. Shchastniy

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**Regulations on correspondence preparatory courses
with distant educational technologies**

1.1. Correspondence preparatory courses with distant educational technologies (hereinafter - DET) are the form of preparatory training at educational establishment "Vitebsk State Order of Peoples' Friendship Medical University" (hereinafter - Vitebsk State Medical University), where education is carried out mainly with the use of modern information and communication technologies (hereinafter - ICT).

Regulations have been developed on the basis of Charter of VSMU and laws of the Republic of Belarus.

1.2. Activities of the correspondence preparatory courses with DET are regulated:

- Code on Education of the Republic of Belarus;
- Other normative - legal acts of the Republic of Belarus;
- Normative documents and instructions of the Ministry of Education of the Republic of Belarus;
- Internal regulations of the university;
- Concept of work of a teacher in the distant learning system of VSMU (hereinafter - DLS);
- The present Regulation.

1.3. Using DET, the correspondence preparatory courses provide training of foreign citizens and stateless persons to take entrance examinations (interviews) in chemistry and biology in English, free of charge.

1.4. Admission for the correspondence preparatory courses with DET is carried out by the selection of candidates after submitting of the individual application form (Appendix) and documents on completion/getting of secondary education to email address of The International Department.

Documents on completion/getting (for students of secondary schools) of education submit in English to university e-mail personally.

1.5. The structure of correspondence preparatory training courses with DET approved by the rector of the university, and issued by order.

1.6. The Dean of the Overseas Students Training Faculty controls the activity of correspondence preparatory courses with DET.

1.7. Within his competence, the Dean of the Overseas Students Training Faculty issues orders and instructions which binding on teaching staff.

1.8 Training process of listeners of the correspondence preparatory courses with DET is realized on the material, technical and communications base, technical and teaching staff in the Department of Distant Learning and The International Department.

1.9. Course duration is 6 months (February - July). The reduction of training period is possible through intensive study of the full course but it cannot be less than 3 months.

2. Main objectives

Main objectives of the correspondence preparatory courses with DET are:

2.1. providing necessary conditions for the training of students to participation in the entrance examinations (interview) in chemistry and biology in English;

2.2. organization of scientific and methodological support of the educational process with DET.

3. Educational and methodical, staffing and technical support

3.1. Departments carry out the educational process with DET using technical, methodological and organizational support of Distant Learning Department.

Technical support includes administration of VSMU DLS platform (ensuring the stable work of the DLS server, backup, update, user registration, help in the development of elements of courses and resources).

Methodical support includes consulting of teachers on the development of courses and DLS electronic teaching and methodical complex (hereinafter - ETMC), organization and planning of the study subjects using the DLS, training manuals required for distant learning and operating instructions in the DLS.

3.1. The basis of training and methodological DET support consists educational materials in electronic format, developed by the Department in accordance with "Regulations on the training and methodical (electronic teaching) complex for research and methodical support of teaching", duly approved and placed in VSMU DLS in courses of relevant disciplines of departments.

3.2. Staff of DE Department, The International Department and teaching staff, appointed by rector order, provide the educational process at preparatory courses with DET.

Teacher, who uses DET for the correspondence training courses, is to have appropriate experience in a teaching discipline, a sufficient level of English and PC user level.

3.3. Technical facilities: VSMU DLS; web-cameras, microphones, recording and projection equipment; computer classes, free and copy left software are used to ensure the educational process on distant preparatory courses.

4. Realization of the educational process in the conditions of distance training

4.1. Admission to the correspondence preparatory courses with DET is realized after selection of candidates whose documents allow them to qualify to a status of an applicant for higher medical education by Committee, which composed of: Vice-Rector of Educational Work and International Affairs (Chairman), Dean of the Overseas Students Training Faculty (Vice-Chairman), members of Committee - Head of Distant Learning Department, Head of the International Department, Vice-Dean of the Overseas Students Training Faculty.

4.2. After admission, the listener get authorization data (login and password), access to teaching and methodical materials in the form of electronic teaching materials in VSMU LMS from the Distance Learning Department.

All teaching and methodical materials of courses and ETMC are given for personal use of a listener without disposal of property rights, t.e. without rights of their copying, disposal to third parties or commercial use.

4.3. The content academic programs and duration of training at the correspondence preparatory courses with DET approved by the Rector of the university and executed by the order.

4.4 Independent study of the content of academic disciplines is carried out in accordance with the curriculum, working programs, methodical instructions; by use the information database of distance training (electronic textbooks, reference books, anthologies, system of test control of knowledge, placed in courses and / or ETMC), and other available educational materials.

4.5. Educational and methodical assistance provided by consulting listeners by teachers of relevant disciplines in LMS in synchronous or asynchronous mode, in accordance with the approved schedule of consultations.

4.6. The intermediate and final control is carried out in accordance with the approved schedule of the educational using information technology (electronic testing and so on.), that ensure the identification of personality.

4.7. Monitoring and evaluation of the quality of the educational process in distance learning system of VSMU by:

- monitoring of intermediate and final assessment results of listeners;
- questioning of students and teachers;
- analysis of students and teachers actions in LMS.

4.8. Final assessment of students is carried out in person, directly at the university under general conditions according to the schedule or by teachers of VSMU at place of students' residence.

Entrance interview is held in the period from 25 August to 15 September. Topics and questions for the interview correspond to the contents of training at the correspondence preparatory courses with DET.

4.9. Foreign students submit the documents, established by cl.2.7 of "Regulations on the admission of foreign citizens to study in Educational Establishment "Vitebsk State Order of Peoples' Friendship Medical University", to The International Department to get an invitation letter for the arrival at VSMU.

4.10. Graduates of the correspondence training courses, who successfully passed the final examination, have a preferential right to enroll with an equal number of points obtained in the entrance test (interview).

5. Rights and obligations of the listener

5.1 A listener has a right to get:

- access to LMS (login, password, access to ETMC, user manual, schedule of final assessment);
- schedule of the educational process with DET;
- ETMC and other educational-methodical development in category of department (s);
- technical and organizational consultation of teachers and employees of Distance Teaching Department.

5.2. A listener must:

- make all kinds of work in the LMS alone does not send the credentials of third parties;
- timely inform employees of the department, if necessary, to restore the login and password to log in;
- to perform in a timely manner all kinds of jobs in the LMS in accordance with the approved schedule of the educational process;
- pass the intermediate and final certification in accordance with the curriculum of the study subjects (s).

Agreed by:

Vice-Rector of Educational Work and International Affairs,
Professor N.Yu. Konevalova

Dean of the Overseas Students Training Faculty
Associate Professor O.M. Vasilyev

Head of Distant Learning
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