

REQUIREMENTS FOR THE PREPARATION OF E-SUBJECT (MODULE)

E-subject (module) in a virtual learning environment has to be prepared in the way that it meets the following criteria in the table.

E-subject (module) criteria
1. General information:
1.1. The title of the subject (module), the number of credits, a brief description of the subject (module) (the aim of the subject (module), the annotation of the subject (module), links between the programme study outcomes and the study outcomes of the subject (module), and content of the subject (module)) are provided.
1.2. Information about the lecturer(s) is provided: first name, surname, position, contact details.
1.3. Information about consultation times and methods (in person (location specified) or remotely (link to TEAMS provided) is provided.
1.4. The structure and criteria for assessing study achievements, deadlines for assignments, and other requirements are provided.
1.5. The aims and desired study outcomes for each topic are provided.
1.6. Links for joining lectures conducted via video conferencing are provided.
1.7. The list of required and optional sources for the subject (module) (internet links, virtual library, etc.) is provided.
2. Presentation of study materials:
2.1. Materials for lectures prepared using internal VLE tools are provided.
2.2. Video recordings of study materials are provided (short (up to 10 min) lecturer comments in video form for each topic; for longer (over 10 min.) video recordings it is recommended to use links to the repository where the recording is stored (e.g. Microsoft Stream, Microsoft OneDrive)
2.2. Properly cited sources of study materials for the subject (module) (https://biblioteka.viko.lt/apacitavimo-stilius/).
2.3. Content is presented using different types of media (text, visual, audio, etc.).
2.4. Text, video or audio material is of high quality.
2.5. Active learning approaches are used (e.g. case studies, collaborative learning, group work, discussions, group projects).
2.6. Virtual whiteboards or other collaborative tools (e. g. Microsoft Whiteboard, Miro) are used.
3. Assessment procedure:
3.1. Assessment criteria for each task (activity) are provided.
3.2. Forming assessment and self-assessment tools are used to help students monitor their learning progress (e.g. Microsoft Forms, Socrative, Slido, Mentimeter).
3.3. Incorrect answers to self-assessment questions and/or tasks used for student assessment and self-assessment are commented on.
4. Academic support for students:
4.1. A list of frequently asked questions (FAQ) is provided.
4.2. A glossary of terms and abbreviations is provided.
4.3. A description of the technical requirements for student participation in distance learning is provided.
4.4. At least two different methods of communication with students are used (e.g. forums, e-mail consultations, TEAMS consultations).
5. E-subject (module) design:

5.1. Consistent visual style of the e-subject (module).

5.2. Consistent structure of the e-subject (module), either by subject (module) topics and/or weeks.