

DESCRIPTION OF THE PROCEDURE OF ACADEMIC ACTIVITIES IN VIRTUAL SPACE

1. The Description of the Procedure for Academic Activities in the Virtual Space (hereinafter – AAVS) of the Faculty of Mathematics and Informatics of Vilnius University (hereinafter - the Description) establishes the basic rules of conduct for Vilnius University community members (lecturers and students) in the virtual space of academic activities (lectures, seminars, counseling, assessment of study achievements, etc.) via telecommunication devices providing remote communication (e.g. on the Microsoft TEAMS platform).

2. The purpose of this Description is to ensure communication of community members in the virtual space that is as close as possible to the real teacher-student relationship in the classroom, ensure high quality of studies, appropriate level of knowledge and skills transfer, mutual respect and dignity of community members.

3. AAVS are conducted on the Microsoft TEAMS platform, using Vilnius University access to Microsoft Office 365. Other means of communication may be agreed between the lecturer and the student in accordance with the rules provided in this Description and ensuring that personal categories of special categories, as well as data on students' assessments should not be transmitted through communication channels not managed by Vilnius University.

4. Students must have functioning audio and video transmission devices (with a microphone and video camera) during the academic session in the virtual space session. If a student is unable to provide quality audio and video communication during a particular AAVS session for objective reasons, he / she must inform the instructor in a message on the Microsoft TEAMS platform before or at the beginning of the AAVS session.

5. Both at the beginning of the AAVS session and during it, the teacher has the right to ask the student to respond, register or otherwise prove his / her personal participation. During the assessment of study achievements, the teacher may require the student to show the room or the desktop of student's device.

6. During the AAVE session, both the lecturer and the student ensure a suitable environment for joint quality work in terms of the transmitted audio and video. For high-quality video transmission, teachers and students are recommended to sit at a desk with their face facing a window or other light source. The sound environment must not disturb other participants in the AAVS session. The clothing of the participants of the AAVS session must be business casual. Participants of the AAVS session may not engage in extraneous or additional activities (snacks, smoking, etc.)

7. Lecturer can make an audio or video recording of the AAVS session. The necessity of recording the AAVS session and the placement of the recording is decided by the lecturer, informing all students in an appropriate way.

8. Students can make an audio or video recording of the AAVS session on the TEAMS platform only with the permission of the lecturer. The record made on the TEAMS platform with the consent of the lecturer may be used only for the purposes of studies at Vilnius University. It is prohibited to record the audio or video of an AAVS session on other student devices, e.g. taking photos, filming by phone, etc. The use of recording made

in an unauthorized manner without the consent of the lecturer may be considered a violation of student academic ethics and assessed according to Vilnius University legal acts.

9. The student may have turned off his / her video and audio transmission device during the speaking of the lecturer or another participant of the AAVS session. Unless the teacher determines otherwise, when a student speaks during a AAVS session, as well as when a teacher addresses a specific student, the latter must speak or respond by turning on the audio transmission device.

10. During the AAVS session, the lecturer has the right to regulate the order of speeches, to ask students to mute or turn on audio and video transmission devices.

11. AAVS sessions usually take place at the time specified in the study timetable. In any case, the AAVS session must be completed no later than 15 minutes before the start of the next AAVS session scheduled for students.

12. The terms used in this Description correspond to the terms provided in the legal acts of Vilnius University and the Republic of Lithuania.

13. Community members shall be liable for non-compliance or improper implementation of the rules established in the Description in accordance with the procedure established by the legal acts of Vilnius University and the Republic of Lithuania.