 <b>Non-Commercial Joint-Stock Company</b> <b>“Semey Medical University”</b>	<b>INTEGRATED MANAGEMENT SYSTEM</b>	
	<i>REGULATIONS FOR THE IMPLEMENTATION OF DISTANCE EDUCATION IN NCJSC "SMU"</i>	
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## **REGULATIONS FOR THE IMPLEMENTATION OF DISTANCE EDUCATION IN NCJSC "SMU"**

### **1. GENERAL PROVISIONS**

On the basis of the Decree of the Chairman of the Board - Rector of NCJSC "Semey Medical University" No. 265 dated March 13, 2020; extraordinary meeting of the Academic Council of 03/12/2020 approved the transition to distance online learning for 1-7-year-students since March 16, 2020.

All bachelor and internship students of 1-7 years will be temporarily studying the subjects distantly via “KEYPS” academic system in accordance with the current schedule. Students sign in using their logins and passwords. Residents, master degree students, PhD students will go continue full-time education.

### **2. RESPONSIBILITY**

Distant education format implies **independent learning** by students, for which they take responsibility. In addition, students bear responsibility for the order, time and way of their enquiries.


Both faculty members and departments are responsible for the information and blueprints uploaded to KEYPS. The head of the department takes responsibility for the full and timely upload of the information.

### **3. WORK OF THE FACULTY MEMBERS**

According to the internal regulations for the faculty members of the departments, it has been instructed to increase the database in KEYPS by recording video lectures on covered topics by uploading additional literature and creating new monitoring techniques in the format of open-ended and multiple-choice questions.

The faculty member of the specific group creates a chat in WhatsApp and adds there all students of the group. This chat is used for the work of the group, where organizational issues regarding the faculty members and students are solved. In addition, students may ask questions they might have during the information capture. During the classes the faculty member will be online, according to the actual timetable. It is recommended for the students to ask questions during the online session, because this time is dedicated the students. At the same time we are not limiting the student to ask any questions in the chat out of this time, but in this case the faculty member may answer them any free time for faculty members. Students should be sympathetic to this because at other times the teacher may be occupied by another group or a patient (clinical departments). At the same time, the instructor will try to answer everyone. Chat time is in any case limited to 08.00 - 16.00 (working hours). Questions in group chat should not be asked after 16.00 - 08.00, because it is not working hours. Students can study information from 16.00 to 08.00 at any convenient time, but work with the teacher in the group chat (Q&A) takes place only during working hours.

A faculty member and a group can organize a Skype session (Skype, WhatsApp group call, zoom, or using another application) if the educational process requires it, if necessary. This Skype session is voluntary and students can participate if required. The absence of a student from a Skype session is not considered a skip and does not require a workout. The time of a Skype session is during a scheduled lesson. At other times, a Skype session may be organized by agreement between the group and the instructor. Necessity of the skype-session is determined by the needs of the teacher and

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students and it is optional. Skype-session is considered as a discussion platform for question and answer, when students and the teacher can "work live".

If necessary the faculty member and a group can use an e-mail or the other means of communication.

The faculty member monitors the process of lesson information capture by the chat of the teacher and the group. If necessary, the teacher can call students for an oral survey of previous topics during the lesson according to the schedule. This is done to monitor the process of student learning. Students should understand that this is done in order to control whether students study independently or not, whether they study or rest. Students must answer the teacher's call. If, for any reason, the student was not able to answer the teacher's call, then he must call him back till 4 p.m. of the current day. If the student incorrectly answered the question or did not call the teacher back, the teacher records information. If there are two such cases, the teacher informs the School of that. Schools are taking steps to find out the reasons for the lack of communication with the student. Such students will not be allowed to take a summative exam until the situation is fixed. Correction of the situation is possible by calling the student to the teacher and a positive answer to the questions of the teacher on the materials passed. For this, a skype session can also be organized (if necessary). After the teacher has made sure that the student has captured the material, the teacher informs the School (Vice-dean of the corresponding school and course) about the lifting of the ban and the student's admission to the summation exam. Schools inform the registrar office of the admission or non-admission of a particular student to the summative exam.

The faculty member has a list of all students' groups with cellphone numbers, so that they could stay in touch with the students. The cellphone numbers of the students and faculty members are used for education purposes and must not be transferred to third parties, especially to anyone not relating to the!


#### **4. THE PROCEDURE OF FORMATIVE ASSESSMENT**

Action plan for a student distance learning of the topic:

1. Log in to the system using personal details (login - IIN, password - set individually).
2. Click the schedule (Learning activity > Lessons schedule).
3. Find the current date and click the colored topic block.
4. Learn all the tasks of all levels, as well as attached handout materials, video/audio lectures and other materials.
5. On a particular day enter the formative examination in accordance with common regulations.

In accordance with the schedule of discipline formative examinations Registrar's Office or faculty members independently set the formative examinations from 8:00 of the current day till 8:00 of the following day. The students are given 24 hours to pass an e-test. During that period the student can enter the system at any convenient time to pass the test or can complete the earlier given answers. After the examination time has expired, the formative examination will close automatically, and the student will have access to view his own exam booklet, with all exam questions and student answers displayed. KEYPS will show if the student answered correctly or not. However, the system will not show the standard of the correct answer to this question. At the same time, the student is obliged to conduct an audit of his booklet, to study problematic (incorrectly answered) questions. Next, the student must continue to study the topic and find answers to incorrectly answered questions.

In KEYPS system, the formative assessment (FA) will be available until the student scores 80%. Accordingly, the score obtained will be an assessment for a specific formative assessment. After the student has scored 80%, the system will close the formative assessment and further increase will not be possible.

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The student has to pass all the designated formative examinations for the period of discipline distance learning. Otherwise the students are not allowed to take the summative examination.

Discipline Summative Assessment (SA), as well as the practical part of the discipline is postponed to the period when the epidemiological situation will allow holding collective meetings in classrooms and on clinical bases.

In spite of the transition to the distance education the formula of Discipline Final Assessment (DFA) will remain the same.

$$DFA = FA (30\%) + SA (70\%).$$

So the students must score the maximum result on the formative examination in order to get high DFA.

For the period of distance learning and undertaking formative examinations the increased authorization control measures of the KEYPS system are implemented to fix the time and date of entrance, system-using time, recording other system information that allows to identify the user authorized in the exam. The facts of passing formative exams for another person will be recorded, and the participants of the violation will be punished in accordance with the internal rules of the university and the principles of academic honesty.

## 5. STUDENT ABSENCE AT THE FORMATIVE EXAMINATION

In case a student missed the formative examination for any reason, he must pass an examination anyway. Formative examination will be available until the student scores an admission score of 80%.

The faculty member informs Schools (Vice-dean of the respective school and phase) of the situation. Formative assessment itself must be regarded not only as an assessment tool, but also as a teaching method when questions are offered and students are to find answers. At the same time, capturing the information and passing the formative assessment by 80% or more points increases the student's chances of passing the summative assessment positively, but does not completely guarantee the latter!

## 6. CALL-CENTER

In case the student has technical problems in entrance to the system, login and password and other technical problems through the password reset form. If necessary, the student can contact the IT-specialists of the university: Dias Yegizekov 8-747-475-92-82, Dmitry Krivobokov 8-777-748-59-40, Rauan Mukhtargaliev 8-776-611-66-22. Access time: 08.00-18.00 working days.

In case a student has technical problems with entering the system, login and password, and other technical problems, he can contact the **hot-line** in the KEYPS system. The designated responsible people in the **hot-line** will monitor student appeals and send requests to the relevant administrative departments and academic departments. After receiving an answer, they will inform students, again through a hot-line in the KEYPS system. Therefore, students must independently track the response to the request in the hot-line in the KEYPS system.

If a student has questions on discipline, on material in KEYPS, then he can contact the teacher using the WhatsApp work chat directly.