



*European
Polytechnical
University*

REGULATIONS

**FOR THE STRUCTURE AND OPERATION OF
DISTANCE LEARNING CENTER**

OF THE EUROPEAN POLYTECHNICAL UNIVERSITY

Excerpts from the Regulation on the state requirements for organizing distance learning in higher education (CMD 78 of 5 March 2021, (CMD- decree of the council of ministers)

Distance learning is a form of higher education (DL) in which learners, teachers and administrators can be separated by location, but not necessarily by time, and the distance created is compensated by technologies, methods and tools of e-learning.

The distance form of education is equal to the regular form of education in terms of the content of the curriculum, the required number of credits for the respective specialty, the diploma for the acquired educational qualification degree and the professional qualification.

In distance form, the training is realized through digital technologies for management of the learning process, based on a system of different in type, location and time of use human, material and information activities and resources. To compensate for the distance, the higher schools model the respective educational and administrative activities as information processes and implement them through information and communication technologies.

Section 1

General

Art. 1. (1) These Regulations regulate the structure and the activity of the Center for distance learning (CDL) at the European Polytechnic University as a unit without the status of a legal entity in the structure of the University, servicing the distance learning.

(2) CDL was opened by a decision of the Board of Trustees (Minutes №3 / 2017) pursuant to Art. 9. para 3 item 3 of the Regulations for the structure and activity of the European Polytechnical University (RSAEPU).

(3) The regulations for the structure and the activity are adopted by the Academic Council of the University.

(4) The activity of CDL is based on the Higher Education Act (HEA), the Regulations on State Education (GovDecree № 292 of 2.11.2004) and RSAEPU.

Art. 2 (1) The Regulations are harmonized with European standards, criteria and guidelines for the establishment and management of Distance Learning and correspond to the National Strategy for Lifelong Learning (2008-2013).

Section 2

CDL structure

Art. 3. (1) Bodies for management of CDL are:

1. Director;
2. Deputy Director;
3. Expert Council for Distance Learning (ECDL).

(2) The director and the deputy director of CDL are habilitated persons and shall be appointed upon proposal of the rector by the president of EPU for a term of 4 years and may combine positions.

Art. 4. (1) The Expert Council (ECDL) for distance education is a collective management body, consists of 7 members and is approved by the Academic Council. Members of ECDL by right are:

1. the Vice-Rector for Academic Affairs - Chairman;
2. the director of CDL;
3. the deputy director of CDL.

(2) The other members are representatives of the leading departments and external specialists.

(3) The Expert Council for distance education (ECDL) shall meet at least once every three months. Meetings are regular if 2/3 of the members of the Council are present. The decisions of the ECDL are taken by a majority of more than half of those present and are binding on all those involved in this form of training.

Art. 5. (1) The general control and the management of the Center are carried out by the Academic Council, the Rector and the President of the University, and the operational management - by the Director of the Center.

(2)The director of CDL:

1. Organizes and manages the activity of CDL and represents it;
2. Organizes and controls the implementation of the decisions of the Academic Council regarding the activity of the DL;
3. Coordinates the activity of CDL on the issues of distance learning with the other units in EPU;
4. Organizes and controls the timely development, publication of electronic and printed educational resources, teaching aids and advertising materials.
5. Signs or approves the documentation issued by the center.
6. Prepares the contracts concluded by the Center and proposes them to the Rector.
7. Proposes the staffing of the Center.
8. Annually prepares a plan and report on the activity of CDL and after approval by ECDL submits them for adoption to the Academic Council;
9. Performs other functions assigned to it by law, these regulations and other internal acts of the EPU outside the exclusive competence of the ECDL.

(3) In the absence of the Director and in case of explicit authorization by him, the powers of the Director shall be exercised by his deputy.

Art. 6. The Expert Council for Distance Learning :

1. prepares a draft of a Strategy for development of the distance learning in EPU and an Action Plan for its implementation and submits them to the Academic Council;
2. approves annually for discussion in the Academic Council a plan and report on the activity of CDL;
3. discuss proposals for introduction of distance learning for existing or new specialties;
4. perform other activities related to the activity of the CDL within the limits of its competence.

Art. 7. Specialists, administrative and technical assistants may be hired in the CDL according to the staffing schedule approved by the Rector.

Section 3

Organization of distance learning

Art. 8. (1) CDL shall carry out the technological and technical provision of the distance learning.

(2) CDL does not have its own departments, academic staff and material base, but forms its own administrative staff, approved by the Rector of the University.

(3) The educational-methodical and content provision of DL (Distance Learning) shall be carried out by the leading department and the Program Council, responsible for the training under the respective SDL.

Art. 9. (1) For the technical and technological provision of the distance form of education CDE shall develop Rules, which shall be reported and adopted by the Academic Council.

(2) CDL shall prepare and propose for adoption in the AC of:

1. Methodology and organization for support of the creators of educational content and of the procedures for creation of resources for DL;
2. University criteria, standards and procedures for preparation and acceptance of educational documentation for Distance Form of Learning (DFL).
3. University policy to motivate teachers to develop e-learning content and to conduct distance learning.
4. System for maintenance and quality control of distance learning.
5. System for control and transparency of the procedures for checking and assessing the knowledge of the students in the DL.

(3) CDL:

1. Builds and continuously develops the system for DL in EPU.
2. Responsible for methodological and technological provision of DL and conducts research in the field of technology-based training.
3. Assists and controls the preparation, approbation and accreditation of distance courses and programs.
4. Conducts periodic analysis of the offered educational services in the DL and of the educational documentation taking into account the opinion of students, teachers and users and assists the main units in its preparation.
5. Assists in the periodic renewal of the environment for the implementation of DL.
6. Assists the leading departments of the university, conducting the training, in the quality control of the implementation of the distance learning programs.
7. Coordinates the activity of repositories, suitable for distribution of different types of digital learning resources.
8. Provides feedback on the effectiveness of distance learning between the countries participating in it.
9. Organizes advanced training of the university staff in DL, encourages and disseminates good practices.
10. Organizes forums for acquaintance of the academic community with DL, as well as for national and international presentation of the achievements and good practices of the distance learning of EPU.
11. Provides information for prospective students about the nature and content of distance learning.
12. Creates an effective system for support of distance students, maintains close contacts with them as well as with graduates and employers, coordinating with them the solutions to problematic issues in the learning process.
13. Monitors the provision of training opportunities for students with special educational needs in the DL.

14. Independently or jointly with the main units of the university carries out international relations in the field of distance learning.
15. Determines calculation prices of the training and proposes for approval of tuition fees in distance form of training.
16. Updates according to the specifics of the technology-based distance learning and proposes to the AC for approval of the university standards for development and the criteria for acceptance of the characteristics of the academic disciplines, which encourage the personalized and active learning of the students.
17. Creates guidelines, models and scenarios for the design and implementation of the characteristics of the disciplines, which integrate instructions, activities, knowledge resources, test elements and web-services for distance learning.
18. Creates standards for development and criteria for approval of educational multimedia materials and resources for self-preparation mainly from the 4th technological level, which provide not less than 75% of the educational content of each discipline and correspond to the specifics of DE and approved distance learning models.
19. Assists and controls the Program Councils in the overall implementation of teaching and methodological guidance of distance learning under the respective distance programs.
20. Assists and controls the Program Councils in organizing the training in the present periods of the DL in the structure of the university and / or in the outsourced local centers, established under the conditions of the Higher Education Act and the regulations of the University.
21. Develops and provides information for the candidate-students regarding the nature and content of the PD and the preliminary requirements.
- 20 Publishes a guide for distance learning at the university, creates and updates a guide for students to work with the e-learning system and the organization of access to information resources.
- 21 Prepares for issuance the necessary documents for the conducted training according to the Ordinance for the state requirements to the content of the basic documents, issued by the higher schools / GovDecree from 12.08.2004, SG, iss. 75, 2004.

Art. 10. The distance form of learning is organized according to the *Regulations for organization, conducting and providing electronic distance learning* adopted by the Academic Council and is conducted by teams with certain rights and obligations, which include:

1. Lecturers who are responsible for designing and conducting the training, evaluation of the achievements of the students and the quality of their courses in accordance with the requirements of art 48 and Art 52 of the Higher Education Act.
2. Administrators who are responsible for the technological and logistical provision of the training, of the communication and the interaction between the students and the lecturer / s and between the students themselves.
3. Hardware, software and other specialists who are responsible for the maintenance of the technical means, the software systems and the communication systems.

Art.11. (1) The distance learning shall be assigned to the teachers as a study load;

(2) The norms for academic employment in distance learning shall be determined by a decision of the Academic Council upon proposal of the CDL.

Art. 12. (1) The distance form of education shall be organized on the basis of educational documentation, accepted by the Academic Council on a joint proposal of the main unit, leading the education, and CDL.

(2) The documentation shall cover the one determined in art. 39, paragraph 2 of the Higher Education Act mandatory training documentation, list of the team conducting and providing the training, guide for the organization of access to information resources, list of technical and communication means, testing and assessment system, including means for control and transparency of examination procedures, and system for quality control of training,

Final provisions

§ 1. These Regulations have been adopted on the grounds of art. 5 of the Regulation on the state requirements for organizing the distance form of education in higher schools, adopted by the Council of Ministers № 292 of 2.11.2004.

§ 2. The regulations are approved by a decision of the Academic Council of the European Polytechnical University from 29.12.2020.

3. Amendments and additions to the provisions of the Regulations shall be made in the order of its adoption.

§ 4. For the issues not settled in these regulations shall be applied the Higher Education Act, RSAEPU and other normative acts, referring to this matter

§5. The implementation of these regulations is assigned to the Head of the CDL