

Eiropas Sociālā fonda projekts "SIA Juridiskā koledža izcilības pārvaldības standartam atbilstošas vadības sistēmas izstrāde un izvērtēšana, vadības personāla kompetenču un prasmju paaugstināšana un studiju programmas "Datorsistēmu, datortīklu administrēšana un programmēšana" satura kvalitātes pilnveidošana" (Nr. 8.2.3.0/18/A/006)



NACIONĀLAIS
ATTĪSTĪBAS
PLĀNS 2020



EIROPAS SAVIENĪBA
Eiropas Sociālais
fonds

I E G U L D Ī J U M S T A V Ā N Ā K O T N Ē

Procedure for Ensuring and Organising the Remote Study Process

Approved:

At the Council meeting of the College of
Law on 29 October 2020, Minutes No. 3-01/70

The procedure has been developed to ensure and organise the remote study process during epidemiological restrictions and to provide information to all parties involved in the process – lecturers, students, the Study Department of the College of Law.

1. Planning and organisation of the study process

1.1. No special digital skills or complex technical appliances are required to participate in remote classes. One requires a computer or smart device with a stable internet connection, camcorder, headset and microphone.

1.2. The study process takes place remotely according to the approved and published schedule <http://jk.lv/lv/studentiem/nodarbibu-laiki#studentiem>.

1.3. Online platforms, such as ZOOM platform, are used for the study process, tutorials, examinations and tests.

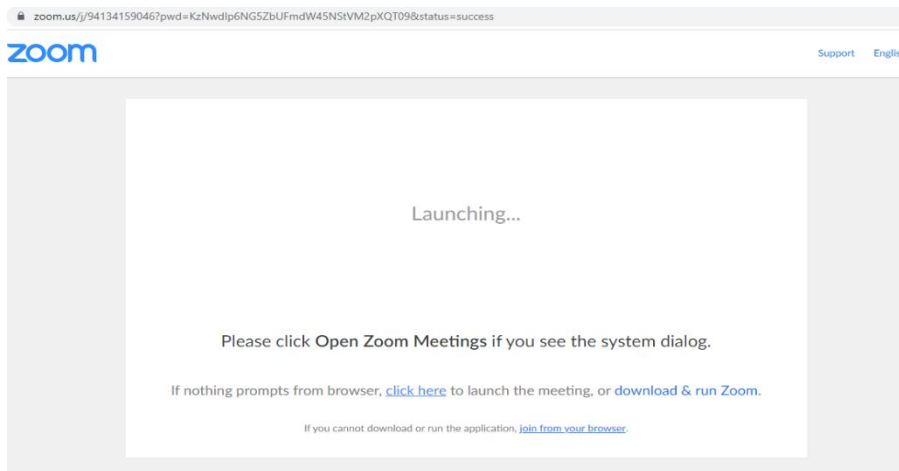
1.4. If there are any questions or uncertainties that cannot be resolved in cooperation with an instructor of a particular study course, please contact the head of the Study Department by writing to: ruta.luce@jk.lv

1.5. When attending an online class, it is important to:

1. prepare for work and join the class in time;
2. before the start of the class, check that all technical means are functioning properly;
3. turn off the microphone when you are not speaking or asking questions so as not to disturb other participants during the class and avoid disturbing noises;
4. turn on the camcorder.

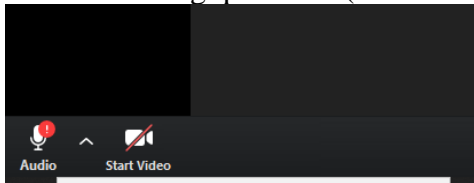
1.6. The procedure of joining remote classes:

1. An invitation to join the online study course will be sent to the student's e-mail or it will appear in the schedule on the website (event link, ID number and password). The link will be valid for all lectures that will take place within a specific study course;
2. Click on the link:



Choose – *join from your browser*

3. Open the link and register (Enter – Name, Surname). Registration is required to be able to identify participants. Most lectures do not require registration;
4. Make sure the sound and video work;
5. The microphone can be turned on and off; the microphone can only be turned on when asking questions (this will reduce background noise).

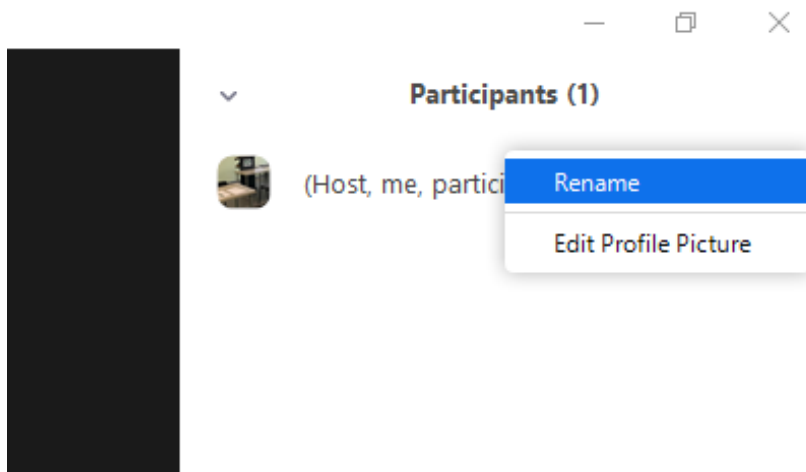


ZOOM on your smartphone (you need to download the ZOOM application on your phone)

1. An invitation to join the online study course will be sent to the student's e-mail (event link, ID number and password);
2. ZOOM can be downloaded from the Google play store <https://play.google.com/store/apps/details?id=us.zoom.videomeetings> or App store <https://apps.apple.com/us/app/id546505307>
3. When registering, the name must be provided in order to be able to identify the participants;
4. Make sure the sound and video work. Most lectures do not require registration;
5. The microphone can be turned on and off, the microphone can only be turned on when asking questions (this will reduce background noise).

2. Student's liability

- 2.1. To keep track of the class schedule and class start times.
- 2.2. When connecting to the remote class on the ZOOM platform, it is mandatory to turn on the video camera and indicate your name and surname (Name and Surname can be changed in the ZOOM user profile or Participants – Rename).



2.3. In case the student has connected to the remote class without a video connection, the lecturer has the right to disconnect the student from the ZOOM and consider that the student has not participated in the class.

2.4. The student independently plans to fulfil the assigned homework within the specified time. If necessary, the student contacts and consults with the lecturer at the specified tutorial times.

2.5. The student is responsible for the independent and honest fulfilment of the homework. If the lecturer suspects that the work has been performed unfairly, using unauthorised aids, tools, then the lecturer may ask the student to present the work online on the ZOOM platform.

3. Procedure for taking the joint arrear examination on the Zoom online platform

3.1. When passing the planned joint arrear examinations at the College, students must inform the Study Department the day before the specified examination day (student's name, surname, group code, title of the study course).

3.2. One hour before the specified examination time, the student is sent an e-mail to ZOOM online link. The student must connect to the received link within the specified time.

3.3. Mandatory condition for passing the examination – video, as well as sound should be turned on.

3.4. The surrounding environment must be visible in the video (to see whether the student does not use any aids or tools, such as telephone, notes, etc.).

3.5. When an examiner has marked all the students who have joined the examination, the students are sent an examination task by e-mail with instructions on the conditions for passing the examination (conditions that are determined by the lecturer of a particular study course, for example, examination execution time etc.)

3.6. When the student has completed the examination, the student orally informs the examiner, notifying that the examination task has been completed and sent to the e-mail specified above.

3.7. The examiner records the time at which the student has sent the work. Then the student can log off.

3.8. In case the student has technical problems, the student must immediately contact the Study Department, then the examiner notes the time when the student has discontinued from taking the examination, recording the specific time and it is considered that the examination has been sent. The examination task is considered submitted if it is received at the indicated e-mail address no later than within five minutes from the moment when the time during which the student has discontinued the examination has been recorded.

3. Lecturer's liability

3.1. To provide remote classes using online platforms in accordance with the approved and published class schedule. A class in which the lecturer has only sent the prepared study material to the students is not considered a remote class.

3.2. To inform students about additional materials available in the e-environment for providing study content

3.3. To provide students with feedback on the completion of the assigned tasks.

3.4. To provide remote tutorials to the students, if the students need them, in accordance with the approved tutorial time <http://jk.lv/lv/studentiem/nodarbibu-laiki#studentiem>.

3.5. To organise examinations and tests remotely.