

DECISION

On the promulgation of Regulation on the organization of teaching and learning activities on the connected and online technology platform of Hanoi University of Science and Technology

Pursuant to the Law on Higher Education dated June 18, 2012 and the Law amending and supplementing a number of articles of the Law on Higher Education dated November 19, 2018;

Pursuant to the Regulation on organization and operation of Hanoi University of Science and Technology issued by the University Council in Document No. 16/QC-ĐHBK dated September 07, 2020;

Pursuant to the Regulation on formal training promulgated under Decision No. 66/QĐ-ĐHBK-DT dated December 04, 2018 by the President of Hanoi University of Science and Technology;

Pursuant to the Regulation on the application of information technology in management and organization of online training promulgated under Circular No. 12/2016/TT-BGDĐT dated April 22, 2016 by the Minister of Education and Training;

Pursuant to the Regulation on training at the university level promulgated under Circular No. 08/2021/TT-BGDĐT dated March 18, 2021 by the Minister of Education and Training;

At the request of the Head of Academic Affairs Office.

DECIDES:

Article 1. To promulgate together with this Decision the Regulation on the organization of teaching and learning activities on the connected and online technology platform of Hanoi University of Science and Technology.

Article 2. This Decision takes effect from the date of signing.

The Heads of Academic Affairs Office, Heads of Faculties/Schools, relevant units, students, graduate students and Ph.D. students of the University are responsible for the implementation of this Decision.

Recipients:

- As Article 2,
- Filing: DT

PP PRESIDENT
VICE PRESIDENT
(Signed and Sealed)

Assoc. Prof. Dr. Nguyen Phong Dien

REGULATION

On organization of teaching and learning activities on the connected and online technology platform

*(Issued together with Decision No. 1515/QĐ-ĐHKB-DT dated June 29, 2021
by the President of Hanoi University of Science and Technology)*

Article 1. Scope of regulation and subjects of application

1. This document stipulates the organization and implementation of teaching and learning activities on the technology platform that are connected and carried out in the online environment (hereinafter referred to as online teaching and learning), including implementation conditions, criteria for evaluation and assignment of responsibilities to groups and individuals and the process of implementing these activities.

2. This document applies to all types of degree-granting training from bachelor level to doctoral level of Hanoi University of Science and Technology (hereinafter referred to as the University).

Article 2. General provisions

1. Online teaching and learning organization is a sustainable solution, associated with the University's digital transformation process, towards the goal of improving the quality and effectiveness of training and meeting the increasing needs of individualized learning of students, trainees and Ph.D. students (hereinafter referred to as learners).

2. Based on the method of implementation, the University applies the following three forms to online teaching and learning:

a) *Real-time online teaching and learning* is organized by the time frame during the learning schedule, with the teaching contents according to the knowledge framework in the course outlines and implemented by an online teaching software.

b) *Blended teaching and learning* (hereinafter referred to as B-Learning) combines face-to-face teaching and learning in the classroom according to the learning schedule and the controlled transmission of electronic lectures by a learning management system (hereinafter referred to as LMS). The duration of transmission of electronic lectures is converted into periods according to the course outline with a regular transmission frequency for learners to access throughout the semester.

c) Online teaching and learning are organized outside of the time frame in the learning schedule to supplement, summarize and review knowledge for learners for the courses in the training program or knowledge to meet the required foreign language ability.

3. Online teaching and learning are not applied to courses (or part of the content of the course) that require awareness-raising through practical experience and skill training for learners such as experiment, practice, and internship.

4. For the form of online teaching and learning specified at Point a, Clause 2 of this Article, the President shall decide on the scope, scale and time of implementation, based on the actual situation and the degree to which the implementation conditions are met.

5. Courses may be taught and learned according to B-Learning if they fully meet the performance conditions specified in Article 4 of this Regulation, and at the same time, ensure that the total number of credits taught on the LMS of the courses does not exceed 30% of the total number of credits of the training program.

6. An online or standard teaching period on the LMS is calculated as one period of face-to-face teaching in the classroom with an equivalent student size when calculating the teaching volume performed by the lecturers who are assigned to be in charge of the course.

7. The lecturer or the professional group in charge of the course shall decide on the implementation of the form of online teaching and learning as specified at point c, clause 2 of this Article if the learners need knowledge support and are not included in the teaching volume already done.

8. Digital learning materials for online teaching and learning forms specified in Clause 2 of this Article include: course outlines, textbooks, references, and lectures digitized in file formats PDF, PowerPoint (PPT); digital datasets; audio files, images, videos etc. which do not infringe copyright to be able to store, share, access on online teaching software or LMS.

9. The assessment of learners' learning outcomes for online teaching courses must comply with the Regulation on formal training and other relevant regulations of the University.

10. Lecturers and learners must comply with the provisions of the law on intellectual property and cyber security during the implementation of online teaching and learning.

Article 3. Conditions for real-time online teaching and learning

1. For lecturers: in addition to the basic requirements for lecturers similar to face-to-face teaching, lecturers need to be proficient in using basic functions of online teaching software, in which Microsoft Teams (MS Teams) is preferred; advanced functions are used to support monitoring, answering/ discussing, testing and evaluating learners.

2. For the provision of digital learning materials: at least there must be a course outline and lecture in PDF or PPT file format to provide learners.

3. For the assessment: there must be multiple choice or essay questions at the end of each chapter/ knowledge block of the course to test and evaluate learners' progress in the learning process, as a basis for evaluating progress scores of the course.

Article 4. Conditions for B-Learning

Requirements for lecturers/ professional groups to implement B-Learning include:

1. In addition to the basic requirements for instructors similar to face-to-face teaching, lecturers need to be proficient in using basic functions of the LMS, and to be able to use the advanced functions of the LMS on course management, answering/ discussion, test and evaluation of learners.

2. The course outline must ensure a close connection between the face-to-face teaching content and the electronic lecture content on the LMS. The teaching plan and schedule must clearly define the content and duration of the face-to-face teaching periods and periods transmitted on the LMS, associated with the method of testing and evaluating learners according to each knowledge content. The maximum duration of the knowledge to be transmitted on the LMS is 70% of the duration of the course. The minimum weighted process score is 0.3 when calculating the course score.

3. Electronic lectures transmitted on LMS (hereinafter referred to as B-Learning lectures) must meet the requirements and be approved before implementation of teaching. The minimum requirements for a B-Learning lecture are detailed in Appendix 1.

4. There are additional digital learning materials in addition to the B-Learning lecture, including learning materials in PDF or PPT file format and other forms to support learners in self-study and research.

5. In addition to the lecturers assigned to teach, the specialized unit must have a plan to select and arrange at least one (01) learning assistant (final year students, graduate students, NCS) for classes with a size of 40 learners or more. Learning assistants receive professional training, understand the content of the course and are responsible for assisting lecturers in preparing lectures, guiding exercises, discussing, scoring exercises, monitoring and managing students' learning process.

Article 5. Implementation of B-Learning training

1. The course outline and electronic lectures must be appraised by the Professional Council for the specifications and quality of the content before implementation. The Professional Council is established by the President, based on the proposal of the functional office on training management. The process of registering, compiling the course outline, developing lectures, and organizing the appraisal are detailed in Appendix 2 of this Regulation.

2. The process of implementing B-Learning training for a module that has met the conditions in Article 4 is detailed in Appendix 3 of this Regulation.

Article 6. Criteria for evaluation of teaching and learning effectiveness based on B-Learning

1. The effectiveness of teaching and learning based on B-Learning for each module/ class is shown by 2 evaluation indicators:

a) Percentage of students with "satisfied" or "very satisfied" responses of the total number of students participating in the course from the data summarizing student feedback at the end of each semester.

b) Number of students participating in learning multiplied by the number of standard credits taught on the LMS according to the course outline.

The results of evaluating the effectiveness of teaching and learning based on B-Learning are one of the KPI evaluation criteria of specialized units in the innovation of training content and methods, as well as one of the bases for lecturers to self-assess their work performance, propose to be rewarded and approve the annual personal emulation title.

Article 7. Copyright

1. B-Learning lectures built by lecturers (authors) or professional groups (co-authors) are protected by copyright and are the copyright owners for those lectures in accordance with the provisions of the law on intellectual property.

2. In case a B-Learning lecture is built on the basis that the University assigns tasks and has funding to support the development of the lecture from the University's budget according to the assignment contract, the lecturer or the professional group is protected by copyright and the University is the copyright owner for such lecture.

3. Lectures with copyright owners who are not groups or individuals of the University may only be used as B-Learning lectures if they are allowed to use by the copyright owners (in writing).

4. Digital learning materials extracted from sources of open learning materials may only be used as supplementary materials in the course teaching, and the usage must comply with the provisions of the law on copyright and intellectual property.

Article 8. Implementation arrangements

1. The professional groups/ lecturers are responsible for developing digital learning materials, updating and innovating lecture contents, and mastering techniques and skills to be ready to meet the requirements of online teaching and learning.

2. The specialized unit is responsible for formulating plans, allocating human resources, and organizing the implementation of online teaching and learning to ensure quality and effectiveness within the range of courses taught by the unit.

3. The University ensures the conditions for connection infrastructure and servers to operate online teaching and learning systems; organizes the operation of systems; organizes professional training and technical support in developing digital learning materials for lecturers; promulgate and organizes the implementation of policies to support funding for developing B-Learning lecturers and rewarding lecturers for effective B-Learning, specifically:

a) The Academic Affairs Office assumes the prime responsibility for developing online teaching and learning programs and plans, opening classes and organizing the implementation according to the University's school year plan.

b) The Academic Affairs Office assumes the prime responsibility for, and coordinates with the Coordinating Committee for Innovation in Training Method, in organizing the development of digital learning materials, B-Learning lectures, and organizing professional training for lecturers.

c) The Information Network Center ensures the technical requirements for connection infrastructure and servers to operate online teaching and learning systems; administration and operation of shared systems and software for the whole University; storage of online training data (learning results, demonstrations, documents, digital learning materials).

d) The Finance and Accounting Office assumes the prime responsibility for formulating funding norms to support the development of B-Learning lectures according to the University's orders and carrying out relevant financial procedures.

e) The Personnel Office assumes the prime responsibility for, and coordinates with the Academic Affairs Office in evaluating, approving, and rewarding lecturers for effective B-Learning in each school year.

Article 9. Validity

This Regulation applies from the second semester of the 2020-2021 school year. All previous regulations contrary to this Regulation are hereby annulled.

PP PRESIDENT
VICE PRESIDENT
(Signed and Sealed)

Assoc. Prof. Dr. Nguyen Phong Dien

APPENDIX

(Attached to the Regulation on the organization of teaching and learning activities on the connected and online technology platform, issued under Decision No. 1515/QĐ-ĐHKB-DT dated June 29, 2021 by the Rector of Hanoi University of Science and Technology)

Appendix 1: Basic requirements for B-Learning lectures

1. A B-Learning lecture consisting of one or several videos arranged by teaching content (lecture videos) must meet the following basic technical requirements:

- a) HD 720p or Full HD 1080p image in 16:9 aspect ratio, ensuring clear and glare-free image;
- b) Audio in Mp3 format with 128Kbps or 320Kbps quality, ensuring clear listening and no noise;
- c) Maximum capacity of 400 MB/video.

2. Length of lecture videos:

a) The duration of a B-Learning lecture (calculated by the number of minutes of transmission) is standardized according to the following principle: the duration of a video lecture in the range of 15-30 minutes is equivalent to 45 minutes of face-to-face teaching and learning in the class, depending on the course content. The remaining time of the period is for learners to do short quizzes or answer questions to understand and better grasp the content of the lesson.

b) Divide the lecture video into groups of video clips. Each video clip in the group is associated with a knowledge topic for learners to easily follow and absorb with a continuous duration of no more than 15 minutes; appropriately integrate video clips of short multiple-choice tests or knowledge test questions.

3. Basic requirements for designing presentation content in lecture videos:

a) The structure of the lecture presentation content must include a number of basic slides (if a presentation tool is used), including: General information page (name of course/ lecture, name of lecturer/ professional group, unit); table of contents and objectives of the lecture; detailed content pages of the lectures; and the page for a summary of the lecture and introduction of the next learning content.

b) Sans serif fonts like Arial, and Helvetica are used with the minimum font size equivalent to Arial size 18.

4. Requirements for the image of the lecturer and the dialogues:

a) The image of the lecturer appears on the lecture video in a confident, relaxed and friendly manner to create inspiration and attract the attention of learners. The frequency and time of appearance depend on the method of communication (explanation of slides or lectures with a board).

b) Dialogues must be clear, natural and linked with the content of the lecture.

5. Lecture videos made directly in the classroom after post-processing must meet the requirements for sound, image quality and duration in Sections 1, 2 and 3 of this Appendix to be considered and put into use for B-Learning.

6. The specifications of B-Learning lectures ordered and assigned by the University have stricter requirements in terms of form and content according to the detailed instructions of the Coordinating Committee for Innovation in Training Methods.

Appendix 2. Process of registering, compiling course outline, developing lectures, and organizing appraisal of B-Learning lectures

1. In the first week of the main semester, the Coordinating Committee for Innovation in Training Methods (hereinafter referred to as the Coordinating Committee) that receives the course registration will prepare the conditions for teaching in the form of B-Learning in the next main semester.

2. The lecturer/ professional group (hereinafter referred to as the lecturer) completes the course outline in accordance with the B-Learning form and sends it to the Coordinating Committee to summarize, no later than the 3rd week of the semester.

3. The Professional Council established by the President organizes the appraisal of the course outline, based on the provisions of Article 4 of this Regulation.

4. Lecturers with satisfactory course outlines will be provided with technical and professional support (if necessary) to develop B-Learning lectures according to the following steps:

a) The lecturer sends the developed presentation content for the first 1-2 lectures to be consulted and supported by the Coordinating Committee to correct and improve it properly.

b) The lecturer registers a schedule for filming/ recording video clips at the specialized technical rooms/studios of the University for technical support (filming, post-production) and follows the registered schedule.

5. The lecturer completes the entire B-Learning lecture according to the course outline and sends it to the Coordinating Committee to summarize, no later than 2 months before the new semester.

6. The Professional Council organizes an appraisal of the format, form and quality of the lecture before the time of opening registration for the next semester's class, ensuring there is enough time to carry out teaching in the form of B-Learning in the next semester for courses with satisfactory lectures.

Appendix 3. B-Learning training implementation process for a course

1. Two months before starting a new semester, the Academic Affairs Office makes a list of courses that are expected to be taught and learned in the form of B-Learning, based on the list of courses that have met the requirements for learning materials and lecturers.

2. The lecturer assigned to teach the course on the list mentioned in Section 1 of this Appendix shall confirm (via professional software) whether the course is taught by B-learning or the entire course is taught directly in class.

3. The Academic Affairs Office sends to the Network Center a list of classes in the form of B-learning, along with a list of students in classes to prepare course data on the LMS.

4. At least 01 week before starting the semester, the lecturers complete the editing, updating and supplementation of learning materials, and arrangement of the weekly learning schedule according to the course outline.