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REGULATION TRAINING PROCESS USING DISTANCE LEARNING METHODS

The educational process, according to article 67 of Law 4957/2022, may be conducted using modern distance education methods, exclusively in the following cases: a) provision of teaching work in first cycle curricula, conducted with the participation of professors from foreign institutions or Associate Professors, b) provision of teaching work in the context of joint curricula with foreign institutions, c) provision of teaching work in the context of interdepartmental or interdepartmental first cycle programmes, for the part of the teaching work provided under the responsibility of the collaborating teachers, d) provision of teaching work in the context of interdepartmental or interdepartmental first cycle programmes, for the part of the teaching work provided under the responsibility of the collaborating teachers, e) provision of teaching work in the context of joint curricula with foreign institutions, f) provision of teaching work in the context of interdepartmental or interdepartmental first cycle programmes, for the part of the teaching work provided under the responsibility of the collaborating teachers.

The courses and the educational activities that may be conducted using modern distance learning methods are determined by a decision of the Departmental Assembly. The organization of courses and other educational activities using modern distance education methods refers to courses and educational activities which by their nature can be taught in distance and do not involve practical, and/or laboratory or clinical training of students, which require the physical participation of students.

Distance education (eLearning) describes a student-centred approach which enables both the participation of students in the educational process and the creation of learning content, elements that are necessary to promote active learning and critical thinking.

In this direction, supporting students in the educational process is a key-factor in ensuring student-centred learning, as in e-learning it is necessary for the student to know exactly, what he/she is doing, when he/she is doing it, how he/she is doing it and why he/she is doing it.

Article 1 - Access to the integrated tele-education system, user accreditation procedure.

All applications developed or used at University of West Attica are accessible to the entire academic community using the same institutional passwords (username & password). For security reasons, the passwords are secret and strictly personal for each user.

Responsible for the support of all electronic services provided at the University of West Attica is the Directorate of Information Technology, Computer Organization, Network Infrastructure and Services. The Directorate of Information Technology, Computerisation, Network Infrastructure and Services and Services provides a range of electronic voice-based and data services to the members of the University community.

Article 2 - Technological infrastructure, technical support.

The educational process is supported by digital tools and technologies (asynchronous and modern electronic tools and environments). The following environments and tools are supported by the University of West Attica and are used complementarily for the development of e-learning courses:

1. Open Eclass (<http://eclass.uniwa.gr>) or Moodle (<http://moodle.uniwa.gr>) asynchronous e-learning platforms for the posting, organisation and asynchronous distribution of educational material (presentations, notes, video lectures, etc.) as well as for asynchronous communication between

lecturers and students. Instructions for creating and managing courses in Open Eclass (<https://eclass.uniwa.gr/info/manual.php>) and Moodle (https://docs.moodle.org/34/en/Teacher_quick_guide) are available on the University's website.

2. MS Teams application (<https://teams.microsoft.com>) for the creation of synchronous and video-recorded lectures, which is activated for all members of the University.

3. Alternatively, applications such as Cisco Webex can be used for this purpose (<https://www.webex.com/>), Live broadcasting via Youtube (<https://www.youtube.com/live>), etc.

Technical support is provided by the Directorate of Information Technology, Computerisation, Network Infrastructure and Services.

Article 3 - Educational support procedure for students

Educational support for students includes the following parameters:

- Information with absolute clarity on the educational objectives and expected learning outcomes of the courses.
- Compatibility in the means of depositing educational material and transmitting learning information.
- Accessibility to media and educational resources.
- Immediate feedback and resolution of difficulties encountered, both on the process and on the content itself.

At the University of West Attica, the platforms for implementing distance education and their support services are adapted to all the above-mentioned parameters.

For the student's participation in an online lecture, the MS-Teams application is used either through the browser of his/her choice or by installing the relevant application on his/her computer or mobile device.

The link to participate in the e-lecture is sent by the course coordinator via the synchronous tele-learning platform that supports the course (eclass.uniwa.gr or moodle.uniwa.gr) or directly by email.

For technical support, students can address their queries using the following email addresses: teams@uniwa.gr (for MS Teams issues), eclass@uniwa.gr (for Open Eclass issues) and elarning@uniwa.gr (for Moodle issues).

Article 4 - Pedagogical framework for the design and implementation of courses

The pedagogical framework for the design and implementation of courses and other educational activities using e-learning methods is described by learning theories that enhance the active participation and interaction of students in the educational process.

The physiognomy of e-learning is summed up in the phrase that in e-learning the student learns how to learn.

A key factor in the implementation of e-learning methods in an educational process is the educational material.

The e-Learning material, in addition to providing cognitive information clearly, includes:

- Learning activities that aim to promote parameters of active participation and interaction of the/each student in the educational process.
- Communication parameters that the teacher has in the face-to-face training.

Learning activities are divided into assessment activities and self-assessment activities.

In both cases, as far as the context (of i.e. an exercise/exam etc) is concerned, the questions should be given very clearly and with reference to specific examples and references. There should also be information on the assessment criteria.

Concerning the feedback, feedback should be complete and fully documented. In addition, self-evaluation activities should provide indicative answers for both wrong and right choices, as well as options and perspectives for further exploration of the topic addressed by the activity.

Article 5 - Procedure for the evaluation and upgrading of the digital skills of the teaching staff participating in a distance learning MSc.

The Strategic Action Plan of the University of West Attica includes the support of the educational process with digital tools and technologies (asynchronous and modern electronic tools and environments), while emphasizing in the training of its members on methods, techniques and good practices of education with digital technologies.

Article 6 - Procedure for checking plagiarism operations through trusted applications

The academic staff of the University of West Attica has the possibility to verify the authenticity and originality of its students' work by using the Turnitin software application, which is a special software for detecting and recording the percentage of matching academic work with the content of other sources from its database. The use of the service is envisaged for undergraduate degree/theses, postgraduate degree theses and doctoral dissertations.

Article 7 - Personal data protection policy

The University of West Attica applies the General Data Protection Regulation 2016/679 (General Data Protection Regulation - GDPR), Law No. 4624/2019 and the respective legal framework governing the protection of personal data, as well as the relevant decisions and regulations of the Data Protection Authority.

The University of West Attica applies procedures that are fully harmonized with the European Data Protection Regulation 2016/679 and the applicable provisions of the legislation in relation to the protection of personal data for the conduct of remote assessment and examination procedures.

Article 8 - Information Privacy Policy

Public viewing/watching, recording, videotaping, video recording, audio recording, as well as the reproduction, republication, copying, transmission, publication, translation, modification of the material of the courses conducted in distance, in part or in summary, without the express prior written

consent of the Instructor/Professor, is expressly prohibited. In case of the intention of video recording of an electronic lecture or other modern educational activity (practical exercises, laboratory group) by the lecturer, the participating students should be informed before the recording starts, so that they can consent or even have the possibility to deactivate their camera, microphone or even leave the meeting.

In the event of a violation of the above prohibition, the procedure for the imposition of all legal sanctions and in particular the prosecution of the culprit and the satisfaction of all claims, in accordance with the provisions on intellectual property, is initiated immediately.

The above excludes the simple monitoring and downloading of the learning material for strictly personal use of the students for study purposes, exercises/work and research.