

E-LEARNING REGULATIONS

Inter-Institutional – Interdepartmental

Postgraduate Program

"Resuscitation"

of the

Department of Midwifery and the Department of Biomedical Sciences

of the University of West Attica,

and the School of Medicine

of the National and Kapodistrian University of Athens

Official Decision Number of the General Assembly: 4/31-01-2024

REGULATION
OF THE EDUCATIONAL PROCESS USING DISTANCE LEARNING METHODS
Session 4 / 31-01-2024

The educational process, according to Article 67 of Law 4957/2022, may be conducted using synchronous distance learning methods exclusively in the following cases:

- a) delivery of teaching in first-cycle study programs involving participation of Professors from foreign institutions or Collaborating Professors,
- b) delivery of teaching within joint study programs with foreign institutions,
- c) delivery of teaching within interdepartmental or interinstitutional first-cycle programs, in the part of the teaching provided under the responsibility of the collaborating Departments, provided that the headquarters of the collaborating Departments are in different cities,
- d) delivery of teaching in second-cycle study programs, and
- e) in cases of force majeure or emergency conditions where in-person conduct of the educational process or use of the infrastructure of the Higher Education Institution (H.E.I.) for the conduct of educational, research, and other activities is not possible,
- f) organization of deepening courses and tutorial exercises beyond the mandatory teaching hours per course.

By decision of the Department Assembly, the courses and educational activities that may be conducted using synchronous distance learning methods are determined. The organization of courses and other educational activities via synchronous distance learning methods concerns courses and activities that, by their nature, can be supported through distance learning methods and do not involve practical, laboratory, or clinical training of students which requires their physical presence.

Distance learning (DL) describes a student-centered approach to learning concerning both student participation in the educational process and the creation of learning content, which must promote active learning and critical thinking.

In this direction, supporting students in the educational process is a key factor in ensuring student-centered learning, as in DL the student must know exactly what they are doing, when, how, and why.

Article 1 – Access to the integrated tele-education system, user accreditation process

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

The Information Technology, Computerization, Network Infrastructure and Services Directorate is responsible for supporting all electronic services provided by UoWA. This Directorate offers a range of voice and data electronic services to university members.

Article 2 – Technological infrastructure, technical support

The educational process is supported by digital means and technologies (both asynchronous and synchronous electronic tools and environments). The following platforms and tools are supported by the University of West Attica and are used complementarily for the development of electronic courses:

1. Asynchronous tele-education platforms Open Eclass (<http://eclass.uniwa.gr>) or Moodle (<http://moodle.uniwa.gr>) for uploading, organizing, and asynchronously distributing educational material (presentations, notes, recorded lectures, etc.) and for asynchronous communication between instructors and students. Instructions for course creation and management are available on the University's website.
2. MS Teams application (<https://teams.microsoft.com/>) for synchronous and recorded lectures, activated for all University members.
3. Alternatively, applications such as Cisco Webex (<https://www.webex.com/>), Live broadcasting via YouTube (<https://www.youtube.com/live>), etc., may be used for this purpose.

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

Article 3 – Educational support process for students

Educational support for students includes:

- Clear communication of educational goals and expected learning outcomes.
- Compatibility of the means used to deposit educational material and transmit learning information.
- Accessibility to communication channels and educational resources.
- Prompt feedback and resolution of difficulties concerning both the process and the academic content.

At the University of West Attica, the distance learning platforms and their support services are adapted to these parameters.

To participate in an online lecture, students use the MS Teams application either through their preferred browser or by installing the application on their computer or mobile device.

The participation link for the online lecture is sent by the course coordinator via the asynchronous tele-education platform supporting the specific course (eclass.uniwa.gr or moodle.uniwa.gr) or directly via email.

For technical support, students can contact: teams@uniwa.gr (MS Teams issues), eclass@uniwa.gr (Open Eclass issues), and elearning@uniwa.gr (Moodle issues).

Article 4 – Pedagogical framework for course design and implementation

The pedagogical framework for designing and implementing courses and other educational activities via DL methods is based on learning theories that promote active participation and student interaction in the educational process.

The essence of DL is summarized in the phrase: "In distance learning, the student learns how to learn."

A key factor in applying DL methods in an educational process is the educational material. Besides providing clear cognitive information, DL educational material includes:

- Learning activities promoting parameters of active participation and interaction of the student in the educational process.
- Communication parameters that the educator has in face-to-face education.

Learning activities are classified as assessment activities and self-assessment activities. In both cases, the instructions and tasks must be given with absolute clarity, including references to specific examples. Information on evaluation criteria should also be provided. Feedback must be complete and well-documented. Moreover, self-assessment activities should offer indicative answers for both incorrect and correct choices, as well as options and perspectives for further exploration of the topic.

Article 5 – Process for evaluating and upgrading digital skills of teaching staff involved in distance postgraduate programs

The Strategic Action Plan of the University of West Attica includes support for the educational process with digital means and technologies (both asynchronous and synchronous electronic tools and environments), emphasizing the training of members in methods, techniques, and best practices of digital education.

Article 6 – Process for plagiarism check of assignments via reliable applications

Academic staff at the University of West Attica can verify the authenticity and originality of student assignments using Turnitin software, which detects and reports similarity percentages of academic works against its database. This service is intended for undergraduate theses, postgraduate theses, and doctoral dissertations.

Article 7 – Personal data protection policy

The University of West Attica complies with the General Data Protection Regulation 2016/679 (GDPR), Law 4624/2019, and the applicable legal framework governing personal data protection, as well as the decisions and regulations of the Data Protection Authority. The University implements procedures fully aligned with the European Regulation 2016/679 and current legislation regarding personal data protection for conducting distance assessment and examination procedures.

Article 8 – Confidentiality management policy

Public viewing, recording, filming, audio recording, reproduction, republication, copying, transmission, publishing, translation, or modification of distance learning material, in whole or in part, is strictly prohibited without the explicit prior written consent of the instructor. If the instructor intends to record an online lecture or synchronous educational activity (practical exercises, laboratory groups), participants must be informed before recording starts to give consent or have the option to turn off their cameras, microphones, or leave the session.

In case of violation of this prohibition, all legal sanctions will be enforced immediately, including criminal prosecution of the offender and satisfaction of all claims according to intellectual property laws.

An exception is made for simple viewing and downloading of learning material strictly for personal use by students for study, assignments, and research purposes.

