



Dedicated Regulation for the implementation of e-learning

Foundation: Ionian University



Article 1. Integrated Learning Management System Manager (ILMSM)

1. By decision of the Curriculum Committee (CC) of the MSc, one (at least) natural person is appointed as the Management Officer of the Integrated Distance Education System (IDES) and his/her details are communicated to all users of the system.
2. The ILMSM is a person who has the necessary knowledge to provide support and any relevant assistance to students and lecturers using the integrated tele-education system.

Article 2. Access to e-learning

1. The organisation of distance education teaching shall take into account the opportunities for inclusive participation of learners. To this end, all those involved (teachers, supervisors, students, technical and other staff) shall be offered a range of digital services to ensure unimpeded access to e-learning.
2. The supporting digital services related to e-learning are described in detail in a relevant Guide posted on the official website of the Ionian University (<https://ionio.gr/gr/services/it-noc/noc/>) and include:
 - A) Access to a platform for modern e-learning The integrated e-learning system to be used for modern distance learning should bring together the following features: a) the use of videoconferencing and virtual e-classroom technologies so that the lecturer and students who are in different locations can receive immediate feedback at the same time. In particular, the system should support: (aa) real-time visual and audio communication using appropriate equipment (computers, cameras, microphones, speakers, headphones, high-speed networking and videoconferencing software) so that the instructor and students can have voice and visual communication while in different rooms, (a) the possibility of application and document sharing; (b) the possibility of access to chatrooms both between teacher and student and between students for collaboration, exchange of views and joint work.
 - B) Access to an asynchronous e-learning platform. The integrated tele-education system to be used for asynchronous distance learning shall support a Learning Management System (LMS), which shall contain: a) a Learning Content Management System (LCMS) and b) an Authoring



Tool (Authoring Tool). In this application, educational material may be posted per course or other educational activity, which may include notes, presentations, exercises/activities with the corresponding feedback, indicative solutions, as well as multimodal material (video lectures, provided that the applicable legislation on personal data protection is respected), simulations, interactive educational material using the methodology of distance learning, etc.). Educational material of any kind is provided exclusively for the educational use of students and is protected for any intellectual property rights in accordance with the provisions of Law No. 2121/1993 (A' 25).

C) Access to the remote access VPN (VirtualPrivateNetwork) service of the Ionian University

3. The user accreditation procedure and the access rights per user category are defined by the Digital Governance Unit of the Ionian University or the administrative structure of the Institution until such time as it is defined.

Article 3. Procedure for registration of students in the student register of the University

1. Students, after being accepted by the MSc, submit a file with their data. The secretariat of the MSc registers their data and creates an account for each of them in the electronic student register of the Ionian University with the status of a postgraduate student, assigning them a Registration Number. Then it proceeds to issue an activation card for each student which includes the institutional email and the student's access codes to the electronic services of the Ionian University (opencourses, dias system, academic identity card, etc.). The activation slips are sent by personal emails to the students.

Article 4. Matters concernig scholars

1. Each scholar receives access data to the modern, asynchronous education systems and to the electronic student directory of their department with lecturer rights.

2. For each lecturer, an assessment of his/her ability to meet the requirements of distance teaching takes place, under the responsibility of the CC. For the assessment, the Curriculum Committee relies on the biographical data of the scholar as well as on a practical test. The CC



may make suggestions for improvement to the scholar concerned (e.g. attendance of training seminars).

3. Scholars who take on the role of academic advisor must provide support to their respective students in the use of e-learning methods by any appropriate means.

4. The evaluation process of the digital skills of the teaching staff involved in distance learning is carried out by the director of the distance learning course by checking whether they are using the modern and asynchronous learning systems adequately and by the students during the process.

5. The process of upgrading the digital skills of the teaching staff participating in distance learning involves their participation in seminars and activities implemented by the Teaching and Learning Support Centre of the Ionian University.

Article 5. Student evaluation

1. When assessing students by distance methods, the most appropriate method should be chosen depending on the nature of the course in order to ensure objectivity, transparency and the prevention of copying/stealing. In detail:

a) the presence of a proctor is necessary when conducting an individual oral group examination.

b) When conducting a written test, the use of an open camera throughout the test and the use of test items that do not require closed captioning is necessary.

c) Students' work is subject to a plagiarism check procedure each time it is submitted, using the system available from the Ionian University each time. The lecturer of the course is responsible for the submission to the plagiarism control procedure. Plagiarism issues are serious and the competent body of the MSc must be informed of any incident. Plagiarism may also result in the expulsion of a student from the MSc regardless of the specific weight of any assignment.



Article 6. Pedagogical framework

1. The pedagogical framework for the design and implementation of courses and other educational activities using distance education methods includes various elements that influence the way in which distance education activities should be designed and implemented. Each course/training module should specify:

- Objectives and content: Definition of clear educational objectives and content to be covered in the distance learning courses.
- Assessment: Methods of assessment of learning that will be used to measure student progress.
- Environment and technology: Selection of appropriate platforms or tools to provide a learning environment and conduct distance learning activities. Software is selected from those available at the Ionian University and from software freely available on the Internet.
- Interaction and collaboration: The ways of promoting interaction between students and teacher, as well as promoting collaboration at a distance.
- Encouragement and support: The teacher should provide support and encouragement for students to participate and progress successfully in distance learning.
- Adaptation and assessment: The teacher should review and adapt distance education methods based on the needs of the students and the outcomes of the learning process.
- Development of educational material: The specially designed training material of distance education, combined with the instructor's teaching, advising and encouraging the learners, encourages the learner to work autonomously and learn mainly through the process of self-learning.

Article 7. Technical support

1. The Digital Governance Unit or the administrative structure of the Institution, if it has not yet been established, shall oversee the technological infrastructure of the Ionian University, the technical support, maintenance and upgrading of the infrastructure and technologies to support the distance education process, as well as the obligations of each user.



Article 8. Security and personal data

1. The infrastructure used by the MSc in the context of e-learning should be in accordance with the Ionian University's information systems security policy, the information privacy policy, the protection of users' personal data and cyber security.
2. The data protection and compliance policy is in accordance with the provisions of the General Data Protection Regulation and Law no. 4624/2019.
3. The processing of personal data during the remote examination process is carried out in a manner that achieves an appropriate level of security against risks such as accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access to personal data transmitted, stored or otherwise processed. Teaching staff, supervisors and persons providing technical and/or administrative support (such as the platform administrator) are bound by confidentiality obligations. The choice of the electronic platform for the remote examination shall be made on the basis of its reliability and guarantees of data protection.
4. The personal data of the users (lecturers and students) during the implementation of the distance Postgraduate Studies Programme and during the use of the electronic platform are processed exclusively for the purpose of providing access to the teaching material and the provided services of modern or asynchronous distance education as well as for the management of the provided educational activity within the framework of the postgraduate studies programme, in accordance with the provisions of the General Regulation for the Protection of Personal Data. 4624/2019. The data controller within the meaning of Article 4 of the General Data Protection Regulation is the Higher Education Institution, which undertakes the administrative support of the MSc.
5. The processing of users' personal data is carried out in accordance with paragraph e), of par. 1 and para. b) of para. 3 of Article 6 and para. 2 of Article 9 of Regulation (EU) 2016/679 (GDPR) and Articles 5 and 22 par. 2 letter a) of Art. 4624/2019.
6. The transparency of data processing is ensured by providing users with all information on its essential characteristics. Users have the right of access to their personal data and to information about their processing, the right to correct inaccurate or incomplete data, the right



to delete their data under certain conditions, the right to restrict processing, the right to object to processing at any time and for reasons related to their particular situation.

7. Distance assessment procedures must be seamless and in any case the data of users must be protected in accordance with the provisions of Articles 6 and 7 of the Joint Ministerial Decision No 18137/Z1 (B'1079/2023) or as specified in each case by corresponding provisions.

Article 9. Additional criteria for periodic internal evaluation of the programme

1. The additional internal evaluation criteria of the MSc because it is implemented by distance learning methods are determined by the Quality Assurance Unit of the Ionian University (QAQU) and may relate to: a) the level of technological support, b) the extent to which the educational modules have the appropriate organisation and framework for distance learning, c) the training of lecturers for the implementation of distance learning.