



UNIVERSITY OF
WEST ATTICA
ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ

REGULATION ON THE EDUCATIONAL PROCESS USING DISTANCE LEARNING METHODS

Meeting 4 / 31-01-2024

Article 1 – Access to the Integrated E-Learning System and User Authentication Process

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

The Directorate of Informatics, Automation, Network Infrastructure, and Services is responsible for supporting all provided electronic services at the University of West Attica. This Directorate offers a range of electronic voice and data services to members of the university community.

Article 2 – Technological Infrastructure and Technical Support

The educational process is supported by digital tools and technologies (both asynchronous and synchronous 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 electronic courses:

1. **Asynchronous E-Learning 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.), as well as for asynchronous communication between instructors and students. Instructions for creating and managing courses on

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/>): Used for creating synchronous and recorded lectures, activated for all university members.
3. **Alternative Applications:** Cisco Webex (<https://www.webex.com/>), Live broadcasting via YouTube (<https://www.youtube.com/live>), etc.

Technical support is provided by the Directorate of Informatics, Automation, Network Infrastructure, and Services.

Article 3 – Educational Support Process for Students

Educational support for students includes the following parameters:

- Clear information regarding educational objectives and expected learning outcomes.
- Compatibility in the means of depositing educational material and transmitting learning information.
- Accessibility to communication tools and educational resources.
- Prompt feedback and resolution of difficulties encountered, both in the process and in the content.

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

For participation 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 link to join the online lecture is sent by the course instructor via the asynchronous e-learning platform supporting the specific course (eclass.uniwa.gr or moodle.uniwa.gr) or directly via email.

For technical support, students can direct their inquiries to the following email addresses:

- teams@uniwa.gr (for MS Teams issues)
 - eclass@uniwa.gr (for Open eClass issues)
 - elarning@uniwa.gr (for Moodle issues)
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Article 4 – Pedagogical Framework for Course Design and Implementation

The pedagogical framework for designing and implementing courses and other educational activities using distance learning methods is described by learning theories that enhance active participation and student interaction in the educational process.

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

A key factor in applying distance learning methods in an educational process is the educational material. This material, besides providing cognitive information clearly, includes:

- Learning activities that promote active participation and student interaction in the educational process.
- Communication parameters present in face-to-face education.

Learning activities are categorized into assessment activities and self-assessment activities. In both cases, the instructions and requirements should be provided with absolute clarity and references to specific examples and sources. Evaluation criteria should also be communicated.

Feedback should be comprehensive and thoroughly documented. Additionally, in self-assessment activities, indicative answers for both incorrect and correct choices should be available, along with options and perspectives for further exploration of the topic addressed by each activity.

Article 5 – Evaluation and Enhancement of Digital Skills of Teaching Staff Participating in Distance Learning Postgraduate Programs

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

Article 6 – Plagiarism Check Procedure Using Reliable Applications

The academic staff of the University of West Attica can verify the authenticity and originality of student assignments using the Turnitin software application, which is specialized software for detecting and recording the percentage of similarity between academic assignments and content from other sources in its database. The use of this service is intended for undergraduate thesis/dissertation assignments, postgraduate thesis assignments, and doctoral dissertations.

Article 7 – Personal Data Protection Policy

The University of West Attica applies the General Data Protection Regulation 2016/679 (GDPR), Law 4624/2019, and the applicable legal framework governing the

protection of personal data, as well as the relevant decisions and regulations of the Hellenic Data Protection Authority.

The University of West Attica implements procedures fully aligned with the provisions of the European General Data Protection Regulation 2016/679 and the applicable legislative provisions concerning the protection of personal data for conducting distance evaluation and examination procedures.

Article 8 – Information Privacy Management Policy

It is strictly prohibited to publicly monitor, record, videotape, or audio record in any way, as well as to reproduce, republish, copy, transmit, publish, translate, or modify the material of courses conducted remotely, in whole or in part, without the explicit prior written consent of the instructor. In cases where the instructor intends to videotape an online lecture or other synchronous educational activity (practical exercises, laboratory group), students must be informed before the recording begins to consent or have the option to disable their camera, microphone, or even leave the session.

If a violation of the above prohibition is identified, the process of imposing all legal sanctions is immediately initiated, particularly the initiation of criminal prosecution against the offender and the satisfaction of all claims, in accordance with intellectual property provisions.

The above does not apply to the simple viewing and downloading of learning material for strictly personal use by students for study purposes, assignment preparation, and research.