



**Εθνική Αρχή
Ανώτατης Εκπαίδευσης**
Hellenic Authority
for Higher Education

**Academic Certification Proposal
New Postgraduate Studies Programme**

February 2024

Academic Certification Proposal
New Postgraduate Studies Programme

Foundation: IONIAN UNIVERSITY

MSc Title: Ethics in Information Technology (Ethics in Information Technology)

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Special Regulation for the Implementation of E-Learning

Article 1. Integrated Learning Management System Manager

1. 1.

2. The YDOST 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 shall take into account the possibilities for learners to participate in an inclusive manner. For this reason, all those involved (teachers, supervisors, students, technical and other staff) are 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 modern distance learning platform The integrated tele-education 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 instructor and students who are in different locations 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 LearningManagementSystem (LMS), which shall contain: a) a LearningContentManagementSystem (LCMS) and b) a LearningContentManagementSystem (LCMS) and b) an AuthoringTool (AuthoringTool). 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 (Virtual Private Network) service of the Ionian University

3. The user accreditation procedure and access rights per user category are defined by the Digital Governance Unit of the Ionian University or the administrative structure of the Institution until the appointment of the latter.

Article 3. Procedure for registration of students in the student register of the A.E.I.

1. After acceptance by the MSc, students submit a file with their details. The secretariat of the MSc registers their data and creates an account for each of them in the electronic student directory 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. Teachers' issues

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

2. For each lecturer, an evaluation of his/her ability to meet the requirements of distance teaching takes place, under the responsibility of the EPC. For the evaluation, the Curriculum Committee relies on the biographical data of the lecturer and on a practical test. The EPC may make suggestions for improvement to the lecturer concerned (e.g. attendance of training seminars).

3. Lecturers 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 participating in a distance learning MSc is carried out by the director of the MSc by checking whether they adequately use modern and asynchronous education systems 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 issues

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:

α) When conducting an individual oral group examination, the presence of a proctor is necessary.

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

b) The student's work is subject to a plagiarism check procedure by the system that will be available from the Ionian University each time it is submitted. The lecturer of the course is responsible for the submission to the plagiarism check 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: Establish clear educational objectives and content to be covered in the distance learning courses.
- Evaluation: Methods of assessment of learning to 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. The software is selected from those available at the Ionian University and from software freely available on the Internet.
- Interaction and cooperation: Ways of promoting interaction between students and teacher, and 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 evaluation: The teacher should review and adapt distance learning methods based on the needs of the learners and the results 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 issues

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

Article 8. Security and personal data issues

1.The infrastructure used by the MSc in the context of e-learning should comply 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 in the remote examination procedure shall be carried out in such a way as to achieve an appropriate level of security against risks such as accidental or unlawful destruction, loss, alteration, unauthorised 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 the personal data of users 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 on 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 users' data must be protected in accordance with the provisions of Articles 6 and 7 of the Joint Ministerial Decision 18137/Z1 (B'1079/2023) or as specified in the respective 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.