

Policy and Programs for the Support and Development of Staff in Distance Education Matters.

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Institutional Framework & Training Policy

The Athens University of Economics and Business (AUEB) implements a structured policy for the continuous training of teaching staff, as also presented in the Strategy for the Postgraduate Study Programs of the Institution. The present policy constitutes the institutional reference framework of the Institution and is further specified through the actions of the Teaching and Learning Support Center (KEDIMA).

The Policy aims at the equivalence of learning outcomes, through the pedagogical and technological enhancement of instructors as well as the student-centered approach and active learning.

Design, approval and revision of programs

Distance learning MSc programs are designed, approved and revised according to decision no. 9 of the 10th Senate Meeting 2022-2023, 16/03/2023, which constitutes part of the procedures of the Internal Quality Assurance System (ESDP) of AUEB.

During the design of the study programs, the expected learning outcomes are specified, along with a detailed presentation of the course structure including the definition of the percentage of distance teaching per educational activity, workload (ECTS), etc. It is also documented that the program covers labor market needs and that it utilizes appropriate online learning methods.

Student assessment

Transparency in student assessment procedures and the integrity of examinations are ensured through strictly personal access codes to the course and examination platform and the use of audiovisual means.

Plagiarism detection in assignments and written examinations is carried out through the use of tools (such as Turnitin).

Quality assurance and evaluation

The electronic evaluation of courses/teaching in Postgraduate Study Programs is conducted through the e-grammateia portal and the new information system of MODIP. The evaluation is addressed to all enrolled students of a course.

The questionnaire links are created centrally by the MODIP Information System and are sent to the AUEB student portal. The links are generated randomly and lead to the completion of the questionnaires

outside the portal, so that it is impossible to associate the participants with the submitted responses. In this way, the anonymity of students is safeguarded. The

resulting data are statistical in nature, aggregated data that are necessary for the evaluation of courses and the overall operation of the University. The announcement of the results is completed after the end of the examination grade announcement period of the winter and spring academic semester according to the academic calendar.

The evaluation results are communicated individually to each instructor, analytically to the Director of the MSc program, and in aggregated form on the website of MODIP after the end of the academic year.

The Teaching and Learning Support Center (KEDIMA)

Teaching work at AUEB is centrally supported by the Institution's KEDIMA. For distance education, KEDIMA offers:

- Training Programs: Organization of seminars and workshops regarding the design of digital courses, the use of modern pedagogical methods, the drafting of Study Programs as well as the assessment of learning outcomes.
- Events: Organization of events / lectures by distinguished speakers in the fields of the Institution and University Pedagogy, regarding modern pedagogical methods and distance education.

Staff support is also provided on technical issues through:

- Digital Repository of Guides: Access to guides, user manuals and video tutorials through the website of the Institution, MODIP and KEDIMA.
- Helpdesk: Technical assistance for tele-education platforms and for ensuring accessibility on the platforms.
- Distance Teaching Guide (for instructors): The guide describing all procedures that instructors of AUEB courses must follow for distance teaching is posted on the Institution's website.
- Tele-education classrooms: Fully equipped classrooms for conducting distance learning courses.
- Policy for the processing of personal data during the conduct of the educational process through the use of distance education methods:

Distance education is conducted in accordance with the policy for the processing of students' personal data, which is posted on the Institution's website.

Training Program Axes

The training programs cover the following areas:

1. Digital Pedagogy: Development of skills for the organization of synchronous and asynchronous material into weekly units, the use of interactive tools and student engagement.
2. Technical Use of Platforms: Training in the capabilities of Moodle/Open eClass and MS Teams.
3. Artificial Intelligence (AI): Training in the use of AI tools for educational purposes.

The policy and programs for the support and development of staff in distance learning issues can be found in the documents section of the programme's website <https://www.aueb-analytics.gr/msc-in-sports-analytics?lang=el> and in the links <https://cloud.aueb.gr/index.php/s/NElsWdGytJgEktc> ή <https://tinyurl.com/AUEB-Sports-Policy>.