REGULATION ON

DISTANCE LEARNING
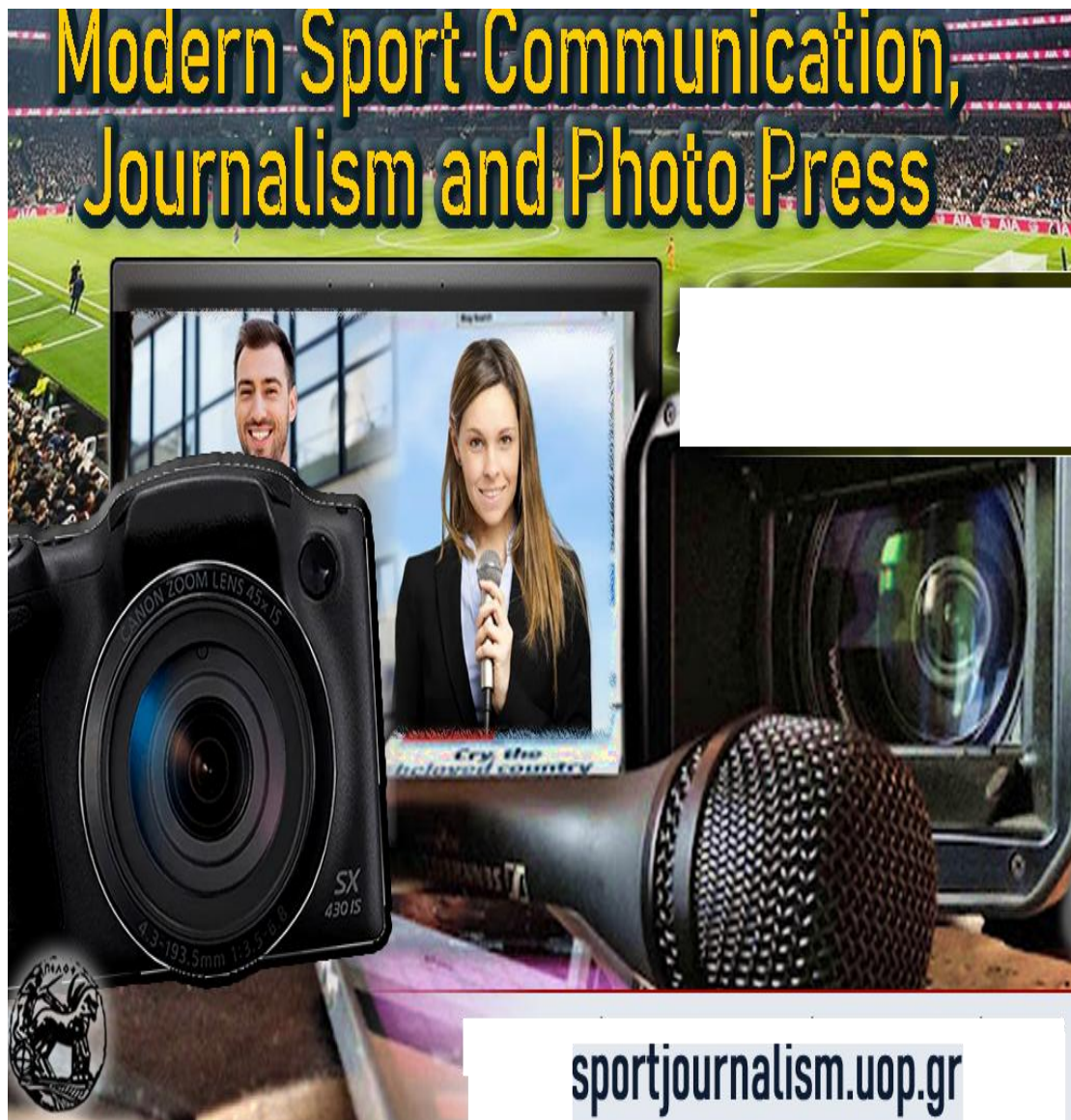
TABLE OF CONTENTS

1. INTRODUCTION

The MSc "Contemporary Sports Communication, Journalism and Photojournalism" may offer part or all of its educational activities through tele-education, in accordance with the legal and regulatory framework. The present regulation is fully aligned with the provisions of the Regulation of Postgraduate Studies of the University of Peloponnese (Government Gazette 5227 t.B./29-08-2023) and has been approved by decision of the 182nd/29-12-2024 Meeting of the Assembly of the Department of Sports Organization and Management. The regulation is posted in the "STUDENTS" section of the website of the MSc ((https://sportjournalism.uop.gr/wp-content/uploads/2024/04/kanonismos-eks-apostaseos-ekpaideusis).

2.FOUNDATION SERVICES TO SUPPORT E-LEARNING

The University of Peloponnese has a Digital Governance unit which provides a comprehensive package of e-learning support services. These services are available to all members of the University community and include e-Class, Live Broadcasts and other services. The faculty members and in general the teachers of the MSc are well trained to integrate these new technologies in their educational and research work. The technical needs of the MSc are also supported by a member of the Department of Sports Organisation and Management, as the practice and philosophy of the Digital Governance unit focuses on the dissemination of know-how and the installation of logistical infrastructure in the departments of the institution, so that the support of faculty members and lecturers is carried out locally by the support technicians of each department and curriculum, while emphasis is placed on the simplicity and ease of use and exploitation of the tools and on the broader use of the tools.

The "Microsoft Teams" modern distance learning system which is used for modern distance learning operates as a cloud application under the "Software as a Service" model and does not require any technological infrastructure on the part of the Institution, apart from the integration with the account management system. This integration is supported by the staff of the Digital Governance Unit, in collaboration with GUnet and the "Delos 365" service. System support and troubleshooting is handled by the Digital Governance Unit staff, and technical assistance is available from the "Delos 365" service, as well as from Microsoft technical support. The OpenEclass and Moodle asynchronous tele-education systems, as well as the Big Blue Button modern tele-education component, are installed and operate on

University's infrastructure. To this end, virtualisation technologies are used in order to ensure transferability to other platforms and the scalability of the infrastructure.

The University's connection to the internet is provided by GRnet and the high speeds of the interconnection ensure uninterrupted access to services for users. The staff of the Digital Governance Unit is responsible for system support and troubleshooting, while technical assistance can be provided by the competent department of 4 GUnet, which develops and evolves the asynchronous e-learning platform "open eclass". At the national level, there are units that provide these services, complementing and supporting the services of the University of Peloponnese and other academic institutions. One such unit is the eLearning and Multimedia Production Support Center (KYMA or GU eLearning & Media Support Center), which is a production unit of the Academic Internet - GUnet, the non-profit company of all the universities and universities of applied sciences of the country. The KYMA is designed to provide all of the above services and support for modern and asynchronous telelearning.

Access to the integrated e-learning systems (synchronous and asynchronous) can be achieved exclusively through the use of browsers. In particular, for the "Microsoft Teams" synchronous e-learning system, it is possible to use the relevant application, both in the environment of land and mobile devices, which is available free of charge via the website https:// www.microsoft-teams/download-app

The accreditation of users in the tele-education systems (synchronous and asynchronous) is carried out through the central account management system of the University of Peloponnese. In particular, both instructors and trainees acquire an institutional account in the central account management system of the University of Peloponnese and then, using this account, the connection to both the synchronous and asynchronous tele-education system is achieved.

For the asynchronous e-learning system, the instructor will need to be accredited in order to gain increased rights (creating and managing courses or managing an existing course). One of the following two methods can be used:

1. One of the following two ways is to request the asynchronous tele-education system administration to grant the user general instructor rights (if he/she does not already have them). This allows the user to create and manage courses.

2. Adding the instructor as an instructor in one or more courses of the MSc.

No additional accreditation is required for the synchronous tele-education system.

3. RIGHTS BY USER CATEGORY

3a. Asynchronous tele-education platform

In the asynchronous tele-education system, the rights per user category are as follows:

- Instructor

-Create and manage unlimited e-learning courses
-Organise, store and make available educational material and learning resources per course, which may include notes, presentations, exercises/activities with the corresponding feedback, indicative solutions, as well as multimodal material (video lectures, other videos, audio clips, etc.), simulations, interactive educational material using the distance learning methodology, etc.
-Managing, assigning, submitting and grading assignments.

-Manage users and create user groups for collaborative learning.

-creating automated exercises and questionnaires

-Configuring a learning pipeline to organise content into modules.

-Performance reports, attendance, polls and usage statistics.

-Organisation, storage and integration of multimedia.

-HTML attachment, management and presentation of e-books

-synchronous and asynchronous communication (videoconferencing, chat, forum, messaging)

-Plagiarism control through integration with the TurnItIn system.

-Provision of access rights at course level (free, upon free registration, upon registration by the instructor) and/or at learning resource group/individual learning resource level (free access, only for those enrolled in the course).

● *Trainee*

-Register for courses, access content, access assignments, submit assignments, view grades.

-Communicate with the instructor, view lists of frequently asked questions.

- Use of other tools activated by the instructor in the course: monitoring of learning lines, access to e-books, registration and participation in groups, access to automated exercises and questionnaires, monitoring of learning lines, synchronous and asynchronous communication (videoconferencing, chat, forum, messages).

● *Administrator*

The administrator of the asynchronous distance learning platform has access to all the platform settings and the management of the platform users, as well as to configurations such as the list of curricula and departments. Other staff, such as teaching assistants, may have increased access to certain courses and specific functions of those courses, depending on the privileges granted to them by the lecturer of the course.

3b. Synchronous e-learning platform

In the synchronous tele-education system, the permissions per user category are as follows:

● **Instructor**

-Use of videoconferencing and virtual e-classroom technologies, so that the teacher and students, who are in different locations, receive immediate feedback at the same time with support for (a) real-time visual and audio communication using appropriate equipment (computers, cameras, etc.), microphones, speakers, headphones, high-speed networking and videoconferencing software) so that lecturers and students can have voice and visual communication while in different locations, (b) application and document sharing, and (c) electronic board capability.

-Access to chat rooms between teachers and students for collaboration, exchange of views and joint work.

-Use of OneNote Class Notebooks, with a personal workspace for each student, a content library for materials distributed to students, and a collaboration space for classes and creative activities.

-Organizing, distributing, collecting and grading assignments.

-Communication, on a personal or group level.

-Creating and managing unlimited online courses.

-Logging in video lectures.

-Use of learning lines.

-Manage users and create user groups for collaborative learning.

-Organising, storing and integrating multimedia.

-Integration with Microsoft Office tools (Word, Excel, PowerPoint, etc.).

- *Trainee*

 -Participate in teleconferences using the electronic whiteboard.

-Access to discussion areas between lecturer and student and between students, access to personal workspaces, access to a content library for materials distributed to students, as well as a collaboration area for lessons and creative activities, access to assignments (lectures, clarifications, submission of solutions, grades).

-Communication at personal or group level.

-Monitoring of learning lines, participation in groups, access to multimedia, use of Microsoft Office tools.

- *Administrator*

The administrator of the modern tele-education platform can access all the platform settings and the management of the platform users, as well as access to configurations. Other staff (e.g. teaching assistants, etc.) may have increased access to certain courses and specific functions thereof, depending on the privileges granted by the course instructor.

4. Course Development and Implementation Methodology

The "Electronic Classroom" (https://eclass.uop.gr) is an integrated system for the management of electronic courses and supports the asynchronous distance learning service at the University of Peloponnese without restrictions and commitments. The service is accessed using a simple web browser application which does not require specialized technical knowledge. The integration of asynchronous tele-education methods in the educational process of the University of Peloponnese supports and enhances teaching and access to interdisciplinary knowledge, providing combinations of new methods to complement traditional ways of teaching.

In this way, participants in the educational process choose their own time frame for communication and access to the educational content. At the same time, the possibility of digital organization and provision of the educational material of the courses is provided, as well as a variety of means of communication between the lecturer and the students, facilitating the smooth and uninterrupted conduct of the course. The main objectives of the "eclass" are a) the integration of new technologies in the educational activity, b) the electronic organization and presentation of the educational material (notes, assignments, presentations, etc.), c) the constructive educational use of the Internet and the ease of use by lecturers and students without the requirement of specialized technical knowledge and d) the structured and unified presentation of the courses. The content of the e-learning courses hosted by the "Electronic Classroom", as well as the copyright of the material, belongs to their authors.

Alongside the "E-Learning", in the context of modern distance education, the University of Peloponnese uses the Microsoft Teams and Big Blue Button platforms. Through these platforms, users have the possibility of full functional collaboration at a distance, increasing their productivity and reducing the time-cost losses that face-to-face meetings entail. The service supports voice communication between users, as well as the ability to share files with partners without requiring complex configuration and tool configuration. Access to the integrated tele-education systems (synchronous and asynchronous) can be achieved exclusively through the use of browsers.

In particular, for the "Microsoft Teams" modern tele-education system, it is possible to use the relevant application, in both desktop and mobile devices, which is available free of charge via the website https://www.microsoft.com/el-gr/microsoft-teams/download-app.

For the further upgrading of the digital skills of the teaching staff participating in distance learning, the University of Peloponnese provides the following provisions:

Provides general guidelines for the implementation of distance education (https://di.uop.gr/diktyo-yp/tele?view=article&id=35:2020-03-20-17-54-50&catid=8:di)

The manuals for the use of the asynchronous tele-education system are available at https://eclass.uop.gr/info/manual.php

It informs lecturers about the Microsoft Teams synchronous e-learning system user guides, which are available at https://support.microsoft.com/el-gr/teams, while guides in a downloadable and offline format can be found at https://support.microsoft.com/el-gr/topic/οδηγοί-με-δυνατότητα-λήψης-6bd3eb82-0a0f-43cc-a4d2-c9f4e7ebdf39
Concise and focused guides to conducting video-conferenced lectures are available at https://di.uop.gr/images/MS_Teams.pptx
Concise and focused guides for student participation in videoconferencing lectures are available at
https://di.uop.gr/images/MS_Teams_for_students_ver5.ppt

In the context of the operation of the MSc, internal procedures or seminars are carried out to promote the skills of the lecturers in the educational use of the technological infrastructure of the Institution, with the use of experienced staff of the Department or other Departments of the Institution. Other structures of the Foundation such as the Office for the Support of Teaching and Learning (GRADIM) or committees that have been established such as the Distance Education Committee can contribute to this purpose. Similarly, training of students is foreseen at the start of the programme on the educational procedures followed, in conjunction with technological tools.

5. Modes of Teaching Delivery and Forms of Teaching and Evaluation of Students

The MSc "Contemporary Sports Communication, Journalism and Photojournalism" is fully organised and supported by a set of physical, logistical and electronic

infrastructure that enables its uninterrupted operation. The cognitive subject of the MSc in Sports Communication, Journalism and Photojournalism allows the organization and implementation of the compulsory and elective courses by distance learning methods, as the students' physical presence is not required for the practical training, but individual portable devices for recording content and communication (computers, smartphones, tablets or other devices that transmit written and audiovisual content) can be used.

The familiarization of postgraduate students with the methods of remote production and distribution of informative and news content also corresponds to the modern working conditions for employees in the various sectors of Communication and the Media, where portable devices for recording different texts, audio and video are one of their most important tools. For the implementation of the courses and other educational activities with distance education methods and the corresponding methods of student assessment, appropriate pedagogical models and learning theories as proposed by the scientific fields of Distance Education, E-learning and Adult Education are used, both for the synchronous and asynchronous part of distance education. Indicative examples include inquiry learning, group work, case studies, break out rooms in e-learning, critical literature review and the use of active educational techniques. Similarly, adapted digital learning materials appropriate to the training model should be used. For this purpose, procedures are implemented within the MSc programmes as described in the framework of these Regulations and document the Department's ability to offer MSc programmes using distance education methods.

The educational activities carried out by the method of modern distance education in the MSc "Contemporary Sports Communication, Journalism and Photojournalism" are carried out through the Microsoft Teams service. The postgraduate students have access to the University's email (...@office365.uop.gr) and have at their disposal all the manuals with the specifications of the "online classroom", the Microsoft Teams online platform, as well as the continuous assistance of the staff of the Digital Governance Unit and the staff of the department and the MSc. A comprehensive set of instructions for students is provided by the Digital Governance Unit at https://di.uop.gr/images/MS_Teams_for_students_ver

The assessment of students in distance learning activities is carried out by a variety of methods at the discretion of the lecturers. Where assessment is carried out by electronic means, all organisational and technical measures shall be taken to ensure that the reliability, transparency and validity of the whole process are fully guaranteed.

6. Pedagogical Framework for Course Delivery

For the implementation of courses and other educational activities using distance education methods and for the corresponding methods of student assessment, appropriate pedagogical models and learning theories as proposed by the scientific fields of Distance Education, E-learning and Adult Education should be used, both for the modern and asynchronous part of distance education. Indicative examples include inquiry learning, group work, case studies, break out rooms in e-learning, critical review of literature and the use of active educational techniques. Similarly, adapted digital learning materials appropriate to the training model should be used.

7. Ways of ensuring the integrity of examinations

7α. System of confirmation of students

Confirmation of student identity is of critical importance, particularly for examination procedures, which may be used at the discretion of the lecturer, within the current regulatory and legislative framework. Confirmation of the identity of the examinees promotes the reliability and integrity of examination procedures.

The confirmation of the identity of students is done by using a camera and showing their student ID card. The MSTeams platform is used, to which the student logs in with his/her university account.

7b. Examination methods

Scenario 1: Oral Distance Examination.
In this case, the video conferencing tools and the MSTeams platform are used, to which the student logs in with his/her university account.

Scenario 2: Written Distance Learning Examination
The MSTeams platform is also used in this case, to which the student logs in with his/her university account. Identification is always done before the exam starts. The student must keep his/her camera on during the entire examination. The eclass platform (Assignments tool) is used to distribute the questions. The lecturer may give different questions to different groups of students and set a specific time for

answering them (serial is preferable to simultaneous distribution of all the questions together). It is possible for the student's answer to be finalised in writing and then photographed (e.g. with a mobile phone) and uploaded to the eclass platform. Students can access the eclass with their respective university accounts.

7.c Plagiarism control, through trusted applications.

The University of Peloponnese has access to the Turnitin system to check work for plagiarism. The use of the Turnitin system, as part of the University's operation, is mandatory for all bachelor, diploma, doctoral and postdoctoral theses, and it is recommended that it be used for all other work/activities. Similar is the use of Turnitin in the context of the MSc "Contemporary Sports Communication, Journalism and Photojournalism". The anti-plagiarism regulation of the University of Peloponnese (https://www.uop.gr/images/060721-kanonismos-logoklopidf.pdf) provides clear definitions of plagiarism and guidelines for the preparation of assignments in a manner consistent with academic ethics. The Turnitin system can be accessed in two ways:

1. *Through direct access to the Turnitin web application. Credentials to use the application can be obtained by all lecturers. Through the Turnitin web application, a teacher can submit any number of assignments for plagiarism check and receive the results.*

2. *Through the eclass asynchronous distance learning system: a lecturer of a course can specify that assignments submitted to specific assignments will be automatically routed to Turnitin for checking.*

7.d Students Allocation

Where necessary, students may be divided into smaller groups, supervised by a different supervisor and distributed in smaller rooms (use break-out rooms in Microsoft Teams. Indicative guidelines are provided at the link https://support.microsoft.com/enau/office/use-breakout-rooms-in-microsoft-teams-meetings.

7.e. Examinations for students with disabilities

For students with a visual or hearing disability, the modes of examination will be adapted to the type of disability (oral examination for students with a visual disability, written examination for students with a hearing disability or use of other examination methods such as exemption work, etc.).

7.f. Dealing with technical failures

During the examination period, provision is made for the students to deal with any technical failures during the distance examination, such as, for example, the possibility of extending the time for submission of their written texts, repeat remote examination, etc. The way of dealing with any failures is decided on a case-by-case basis by the lecturer, in consultation with the Director and in collaboration with the member of the RTD staff responsible for the technical support of the MSc.

8. Protection of participants' personal data

The University of Peloponnese has an approved personal data protection policy that fully complies with the provisions of the General Data Protection Regulation and Law No. 4624/2019. This policy is posted on the website of the University of Peloponnese (https://www.uop.gr/arxiki/politiki-prostasias-prosopikon-dedomenongdpr).

The University of Peloponnese has an approved information systems security policy covering e-learning systems. This policy is posted on the website of the Digital Governance Unit of the University of Peloponnese (https://di.uop.gr/images/politiki-asfalias-diktiou.pdf). Furthermore, there is an approved regulation on the use of services for students (https://di.uop.gr/images/files/kanonismos_email.doc).

The policy on information privacy and cybersecurity is covered by the Information Systems Security Policy and the Privacy Policy.

9. e-Learning support for new members

 The faculty members and the new participants of the MSc "Contemporary Sports Communication, Journalism and Photojournalism" have at their disposal the necessary manuals with the specifications of the "e-classroom", the Microsoft Teams platform and the assistance of the staff of the Digital Governance Unit, for the

immediate solution of any technical problem that arises during the use of the online education services.

A comprehensive set of instructions for instructors is provided by the Digital Government Unit at https://di.uop.gr/diktyo-yp/tele and at https://di.uop.gr/diktyo-yp/tele?view=article&id=35:2020-03-20-17-54-50&catid=8:di

.

It is noted, however, that the distance education systems of the University of Peloponnese require only basic digital skills for their use, which are taken for granted for all teaching staff qualified to teach in a MSc.

10. Periodic internal evaluation of MSc processes

The internal evaluation of the MSc is carried out in accordance with the corresponding process of the Quality Manual of the Internal Quality Assurance System of the University of Peloponnese.

11. Competent body for amendment of the Regulations

The competent body for improving or supplementing or amending or revising these Regulations is the Assembly of the Department of Sport Organisation and Management.