



## **D6.5 Open policy and strategies to support staff in distance learning**

### **Support and Staff Development in Distance Learning**

#### **1. Purpose and Strategic Approach**

In the context of its strategy for ensuring continuous improvement of the quality of the educational experience, the Postgraduate Studies Program applies documented and open policy in supporting staff on distance learning.

This policy is in line with the Internal Quality Assurance System of Uoi and the current institutional framework, and aims at:

- ensuring the quality of distance learning, and
- continuous enhancement of the pedagogical and digital skills of staff
- effective use of information and communication technologies
- improving the learning experience of students.

#### **2. Application**

Annually the teaching staff will have training and meetings in regards to aspects of distance learning. This includes all staff members who are involved in the delivery of the joint Master:

- teaching staff
- administrative staff

The strategy applies to all educational and support elements related to distance learning, such as:

- synchronous and asynchronous teaching
- development and management of digital educational material
- use of learning management systems (LMS), and
- distance communication with students and provision of electronic services.

#### **3. Actions of Support and Teaching Staff Development**

The Joint Master shall ensure the continuous training and professional development of the teaching staff through organised and systematic actions, including:

##### **3.1 Pedagogical training**

- Design and organization of distance learning courses
- Application of student-centered and active teaching methods

- Enhancing student interaction and participation
- Assessment of learning outcomes in digital environments

### 3.2 Digital training

- Use of distance learning platforms (LMS)
- Utilization of teleconferencing tools
- Creation and management of multimedia educational material
- Use of collaborative digital tools and applications

### 3.3 Academic and Professional Empowerment

- Participation in training seminars, workshops and conferences
- Support of new teachers through mentoring actions
- Promotion of innovative teaching practices

The above actions are implemented in cooperation with services of Uol, such as the Teaching and Learning Support Center, [KEDIMA] of Uol and KEDIVIM of Uol which provide training programs, including the production of educational materials.

## **4. Support of Administrative and Technical Personnel**

The Joint International master ensures the continuous development of the skills of the administrative and technical staff through actions that include:

- training in the use of information systems and digital infrastructure
- electronic management of documents and procedures
- developing skills for distance student service, and
- utilization of cooperation and teleworking tools.

## **5. Support Mechanisms and Infrastructure**

For the effective implementation of the policy, the joint master utilizes organized support mechanisms, such as:

- technical support services of Uol (Helpdesk),
- distance learning management, and
- synchronous platforms and communication tools.

In addition, access to electronic libraries and scientific databases is provided, enhancing the educational and research activity of staff and students.

## **6. Quality Assurance and Evaluation**

The effectiveness of the policy is monitored through internal evaluation procedures, including:

- systematic evaluation of the teaching by the students
- collection and analysis of feedback from staff,
- periodic review of training actions.

The results of the assessments are used for the continuous improvement of the educational process and the services provided.

## **7. Connection with Research and Internationalization**

The joint master encourages active participation of staff (and students) in:

- scientific conferences and research programmes,
- international cooperation networks, and
- mobility programmes (e.g. Erasmus+).

These actions contribute to the scientific development of staff and the strengthening of the international presence and competitiveness of the joint master.

### **8. Sustained training and support**

The policy of support and staff development is a dynamic process, which is annually revised, taking into account:

- student evaluation results,
- technological developments,
- the needs of the academic environment, the staff and the students.

The systematic implementation of this policy ensures the continuous upgrading of the educational framework and the provision of high quality distance education.