

**University of the Peloponnese
School of Human Movement
and Quality of Life Sciences
Department of Sports Organization and
Management**

MSc Program “Sport Management and Organization of Sport Activities
for People with Disabilities”

Regulation on the Implementation of E-Learning

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Distance education of the Postgraduate Studies Program “Sport Management and Organization of Sport Activities for People with Disabilities”.

The Postgraduate Studies Program “Sport Management and Organization of Sport Activities for People with Disabilities” organizes the teaching process on the basis of a “Blended Learning” system. It applies a teaching method that is developed under pedagogical conditions through the combination of (a) in-person teaching, (b) synchronous distance teaching (in whole or in part) and (c) asynchronous distance teaching, at a rate that may not exceed 25% of the credits of the Postgraduate Studies Program.

By decision of the Assembly of the Department, following a proposal of the Coordinating Committee of the Postgraduate Studies Program, the lectures of a study cycle may be delivered by distance methods at a rate of up to 100% of the total number of lectures, for any reasonable ground (emergency, teaching flexibility, academic practice, etc.). Furthermore, the Assembly of the Department may, following a proposal of the Coordinating Committee of the Postgraduate Studies Program, decide to announce from the outset a study cycle delivered entirely (100%) by distance education methods, with the possibility of reinforcing the teaching process through the adoption of asynchronous methods. The decision on such a cycle is announced before the start of the courses, in the call for applications. The progress examinations (interim and final) are adapted accordingly, by decision of the Assembly of the Department following a proposal of the Coordinating Committee of the Postgraduate Studies Program.

The Digital Governance Unit of the University of the Peloponnese is responsible for supporting the distance teaching process, as well as for matters relating to the protection of personal data. Specifically, the Digital Governance Unit is responsible for:

- supporting the proper operation of the networks, the telematics services and the information and communication technologies of the University of the Peloponnese on a daily basis,
 - the technical support of the users of the University community,
 - the planning and development of the above technological infrastructure of the University of the Peloponnese
 - the coordination of all information and communication technologies (internal network, tele-education rooms and computer laboratories),
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- the optimization, upgrading and extension of the network services and applications provided to the University community.

Digital readiness of the Postgraduate Studies Program for distance education

The Postgraduate Studies Program, oriented towards strengthening the learning process in the digital age, implements a specific strategy for distance education through the pedagogical use of ICT (e-learning) and has demonstrated digital readiness for the organization of distance teaching, by means of:

- **the synchronous distance learning platform Microsoft Teams:** Through the virtual electronic classroom, the teacher and the students, who are in different locations, receive immediate feedback in real time. The system supports: (a) visual and audio communication in real time with the use of appropriate equipment (computers, cameras, microphones, speakers, headsets, high-speed networking and videoconferencing software), so that the teacher and the students are able to have voice and visual communication while being in different locations; (b) the possibility of application and document sharing; (c) the possibility of access to chat rooms, both between the teacher and the student and among students, for any collaboration, exchange of views and preparation of joint assignments. Synchronous distance learning through "Microsoft Teams" may be used both on fixed and on mobile devices, and is available free of charge from the website <https://www.microsoft.com/el-gr/microsoft-teams/download-app>. The synchronous distance learning system operates as a cloud application under the "Software as a Service" model and is supported by the staff of the Directorate of Information Technology, in cooperation with GUnet and the "Delos 365" service. The support of the system and the resolution of problems are handled by the staff of the Directorate of Information Technology, while technical assistance is also available from the "Delos 365" service and from Microsoft technical support.
 - **the distance learning management applications:** Distance education is supported by course development and authoring applications (authoring tools) for the uploading of educational material such as notes, presentations and exercises, as well as multimodal material (recorded lectures, etc.).
 - **the asynchronous distance learning platform e-class:** The Electronic Classroom (e-class) is an integrated electronic course management system and supports the asynchronous distance learning service at the University of the Peloponnese. The service complies with the WCAG2 standards or an equivalent. The asynchronous distance learning system is installed and operates on the infrastructure of the University of the Peloponnese.
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For this purpose, virtualization technologies are used in order to ensure portability to other platforms as well as scalability of the infrastructure. The University's connection to the internet is provided by GUnet, and the high speeds of the interconnection ensure uninterrupted access of users to the services. The support of the system and the resolution of problems are handled by the staff of the Directorate of Information Technology, while technical assistance is available from the competent department of GUnet, which develops and maintains the "open e-class" asynchronous distance learning platform.

- **the electronic Secretariat platform (e-secretary/student web):** The application enables postgraduate students to obtain information on all the courses of the Program of Studies (teaching units, pass mark, teaching hours, teacher), to declare the courses they wish to attend in the following semester, to view and print their grades, and to complete applications for the issue of any certificate made available by the Secretariat (transcript of records, etc.).
 - **the use of special software (labpro-verificare),** for the creation of multiple-choice questions in the conduct of examinations and for the marking of scripts, in order to ensure the integrity of the assessment procedure,
 - **other educational software and digital technologies** (SPSS, business plan, marketing plan, Blue Ocean Strategy, etc.), necessary both for the individual development of digital skills and for teaching purposes.
 - **software for checking textual similarity/plagiarism,** through the Turnitin system.
 - **electronic mail, electronic circulation of announcements:** The electronic mail service provides an email address at the University of the Peloponnese, in the form username@uop.gr. It also provides the infrastructure for sending messages to other internet users, for storing messages on the University's server via the IMAP protocol, and for accessing mail via Webmail (mail.uop.gr).
 - **electronic library and information centre:** The University of the Peloponnese provides, through the internet, access to a wide range of electronic resources such as journals, books, bibliographic databases, digital collections and thematic portals, with the aim of facilitating the research, information and education of students, researchers and other members of the academic community.
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It is characteristic that, over the last decade, the level of investment in the Department of Sports Organization and Management has exceeded 300,000 euros in technological equipment. The above facilities are considered fully adequate for the number of students and for the operation of the Postgraduate Studies Program.

The computer room is located on the ground floor of the School, in a space of 60 sq.m. It has 1 central server and 20 personal computers running Windows 8.1, with a dual-core processor operating at 2.40 GHz, which have sound cards, modern office application software, a statistical package, and access to printers and scanners. It also has 20 TFT 17" monitors, 1 laptop, 4 printers (3 black-and-white and 1 color), 1 scanner, 1 photocopier, 1 video projector and 2 projectors. The laboratory serves the needs of the students by providing access to the internet, to network libraries and databases, to the portals of foreign universities and to electronic mail.

For the management of the integrated distance learning system, the member of the Special Technical Laboratory Staff of the Department of Sports Organization and Management is designated as responsible, having the expertise required to support the teaching staff and the students of the Postgraduate Studies Program in the use of the distance learning system.

For the further upgrading of the digital skills of the teaching staff participating in distance Postgraduate Studies Programs, the University of the Peloponnese provides the following:

1. It provides general instructions 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>)
 2. It provides the user manuals for the asynchronous distance learning system at the address <https://eclass.uop.gr/info/manual.php>
 3. It informs the teaching staff of the user guides for the Microsoft Teams synchronous distance learning system, which are available at the address <https://support.microsoft.com/el-gr/teams>, while guides in a format that allows downloading and offline viewing are available at the address: <https://support.microsoft.com/elgr/topic/%CE%BF%CE%B4%CE%B7%CE%B3%CE%BF%CE%AF-%CE%BC%CE%B5-%CE%B4%CF%85%CE%BD%CE%B1%CF%84%CF%8C%CF%84%CE%B7%CF%84%CE%B1-%CE%BB%CE%AE%CF%88%CE%B7%CF%82-6bd3eb82-0a0f-43cc-a4d2-c9f4e7ebdf39>
 4. It provides concise and focused guides for conducting lectures by videoconference at the address https://pmsamea.uop.gr/images/uop/docs/Odigies_syndesis_MS_teams_Student_ed.pdf
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5. It provides concise and focused guides for the participation of students in lectures by videoconference at the address
https://pmsamea.uop.gr/images/uop/docs/Odigies_syndesis_MS_teams_Student_ed.pdf

Personal data protection policy and compliance with the provisions of the General Data Protection Regulation and of Law 4624/2019

The Postgraduate Studies Program has an approved personal data protection policy, through the University of the Peloponnese, which fully complies with the provisions of the General Data Protection Regulation and of Law 4624/2019, as well as with Regulation (EU) 679/2016 of the European Parliament and of the Council of 27 April 2016. This policy is posted on the website of the University of the Peloponnese (<https://www.uop.gr/arxiki/politiki-prostasias-prosopikon-dedomenongdpr>).

The personal data of users (teaching staff and students) processed in the implementation of a distance Postgraduate Studies Program and in the use of the electronic platform are processed exclusively for the purpose of providing access to the teaching material and to the synchronous or asynchronous distance education services provided, as well as for the management of the educational activity provided within the framework of the postgraduate studies program, in accordance with the provisions of the General Data Protection Regulation and of Law 4624/2019. The controller within the meaning of Article 4 of the General Data Protection Regulation is the University of the Peloponnese, which undertakes the administrative support of the Postgraduate Studies Program.

The processing of users' personal data is carried out in accordance with point (e) of paragraph 1 and point (b) of paragraph 3 of Article 6, and point (g) of paragraph 2 of Article 9, of Regulation (EU) 2016/679 (GDPR), and Articles 5 and 22(2)(a) of Law 4624/2019.

The transparency of the processing of the data is ensured by providing users with all information concerning its essential characteristics. Users have the right of access to the personal data concerning them and to information on their processing, the right to rectification of inaccurate data or to completion of incomplete data, under conditions the right to erasure of their data, as well as the right to restriction of the processing and the right to object to the processing at any time on grounds relating to their particular situation.

Information systems security policy targeted at the field of development of e-learning systems

The Postgraduate Studies Program has an approved information systems security policy, through the University of the Peloponnese, which covers e-learning systems. This policy is posted on the website of the Directorate of Information Technology of the University of the 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)
