



POSTGRADUATE PROGRAM
**INFORMATICS
AND NETWORKS**
UNIVERSITY OF IOANNINA



Special Regulation for the Implementation of E-Learning

Department of Informatics and Telecommunications
MSc Program in Informatics and Networks

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PREAMBLE

The purpose of the present Regulation is to specify issues related to the conduct of e-learning provided by the MSc Program of the Department of Informatics and Telecommunications in accordance with the fundamental principles and standards of distance education.

The Regulation was approved by the General Assembly of the Department of Informatics and Telecommunications, meeting no. 140/18-11-2024.

BASIC PRINCIPLES OF E-LEARNING IN THE MSc PROGRAM “INFORMATICS AND NETWORKS” OF THE DEPARTMENT OF INFORMATICS AND TELECOMMUNICATIONS

Article 1. General Information

The educational process in the MSc Program provides the possibility of offering distance education for up to 30% of the total teaching process.

The implementation period of distance education within the 13-week academic teaching semester is at the discretion of the instructor, with the primary objective of maximizing learning outcomes.

At the beginning of the semester, instructors define the subject matter and the weeks during which distance education will take place, ensuring the complementarity of face-to-face and distance education.

Article 2. Methods for Organizing the Distance Learning Educational Process

The main elements of distance education include the physical separation of instructors and students during teaching and the use of modern technologies to facilitate communication between students and instructors as well as among students.

Distance education, as implemented in the MSc Program as a complement to face-to-face teaching, contributes to reducing existing difficulties of traditional teaching methods, broadens learning through new approaches, and increases educational opportunities.

During distance education, simultaneous participation of postgraduate students and teaching staff with real-time interaction conducted remotely is applied.

During synchronous distance education, the following objectives are pursued:

- optimal communication between instructors and postgraduate students,
- teamwork with defined roles for group members,
- discussion and clarification of questions regarding the teaching subject,
- reinforcement of course comprehension,
- development of real-time dialogue,
- interaction through shared files in real time,

- collaborative group work.

During the synchronous distance learning process, online lectures (synchronous sessions) are delivered using web and teleconferencing technologies through the MS-Teams service, officially provided by the University of Ioannina and accessible to instructors and postgraduate students.

During the educational process, direct interaction between instructors and postgraduate students and the use of modern methods are recommended, including:

- Direct live synchronous interactions in the virtual classroom, where group discussions, live polls, and question-and-answer sessions are organized.
- Collaboration between postgraduate students and instructors through shared online documents.
- Collaboration among postgraduate students and the creation of working groups. Students working in groups may use the instant messaging capabilities provided by MS-Teams in order to become acquainted, exchange ideas, and organize and implement their assignments.

The synchronous distance learning organization of the educational process also utilizes and adopts asynchronous methods such as:

- Timely sharing of digital educational material (slides, audiovisual material, educational material, websites) before the synchronous session.
- Assignment of tasks or required study material to postgraduate students before the synchronous session.
- Timely information of postgraduate students regarding course content, weekly assignments, etc., through course announcements.

The organization of distance education is based on the use and utilization of the integrated educational system MS-Teams.

Article 3. Digital Educational Material

The educational material used in distance education is structured in such a way as to complement face-to-face education, functioning as a continuation and extension of physical communication between students and instructors, while ensuring complementarity with traditional education.

The digital educational material used within the framework of the distance educational process includes:

- Digital slide files presented during synchronous sessions.
- Short video or audio files supplementing course concepts.
- Text files containing reading material, assignment tasks, or case studies.
- Interactive digital practice and support material through multiple-choice questions.
- Interactive digital material for students' practical training in the use of software tools or code with ready-to-use datasets for analysis.
- Open educational text collections supporting case studies, assignments, etc.
- Digital material from scientific journals and international conferences.

Article 4. Methods of Digital Student Assessment

It is at the discretion of the instructor whether digital distance assessment will be applied for the part of the course conducted remotely.

Both the MS-Teams system and the University of Ioannina Electronic Course Management System (ecourse), which are provided by the University and used in both distance and face-to-face education within postgraduate courses, are equipped with a variety of tools enabling digital distance assessment of postgraduate students.

Examinations conducted through distance methods are carried out using means and procedures that ensure, to the greatest possible extent, their integrity, while fully respecting legislation regarding personal data protection.

Methods for the digital assessment of postgraduate students include:

- Assessment through assignments or essay-type topics combined with teleconferencing within a specified examination period. This includes the announcement, submission, and evaluation of assignments or essay responses through the University of Ioannina Electronic Course Management System within the examination deadline. Assessment through assignments or essay-type topics constitutes the basis for distance assessment. The examination process is synchronous, with direct communication through cameras between the instructor and the postgraduate student presenting the assignment, so that any issues arising can be immediately identified by the instructor.
- Distance electronic examination with multiple-choice questions combined with teleconferencing. This involves the creation of online quizzes and examinations. These may include both open-ended and closed-ended questions with extensive possibilities for question reuse and the creation of different question sets through the question bank provided by the University of Ioannina Electronic Course Management System. The examination process is synchronous, allowing direct communication between the examinee and the instructor so that any issues arising can be immediately identified by the instructor.
- Oral examination through teleconferencing. This concerns oral examinations using the MS-Teams teleconferencing tools utilized for distance lectures.

Through all the above methods, or combinations thereof, there is both the possibility of supervision and immediacy in communication between examinees and instructors.

The assessment method is selected by the instructor depending on the nature of the course and according to the material taught.

Responsibility for the scheduling and conduct of examinations belongs to the instructor, who acts in cooperation with the Director of the Postgraduate Studies Program.

Article 5. Digital Assessment Material

The digital material supporting the assessment methods includes:

- Electronic management, submission, and grading of course assignments through the Integrated Electronic Course Management System of the University of Ioannina (ecourse).
- Creation of exercises with multiple-choice questions, as well as “fill-in-the-blank” or “matching columns” exercises through the Integrated Electronic Course Management System of the University of Ioannina (ecourse).

Article 6. Technical Infrastructure

The organization of distance education is implemented with the support of the MS-Teams platform provided by the University of Ioannina, in combination with the Integrated Electronic Course Management System of the University of Ioannina (ecourse).

The platforms used are compatible with international standards (SCORM, IMSCP), ensuring the reusability, accessibility, and resilience of educational material to technological changes, as well as interoperability among e-learning systems.

Electronic organization, storage, and presentation of educational material are included and supported independently of the spatial and temporal limitations of traditional teaching, thereby creating the conditions for a dynamic educational environment.