



Με τη χρηματοδότηση
της Ευρωπαϊκής Ένωσης
NextGenerationEU

PUBLIC QUALITY POLICY AND PROGRAMMES FOR THE SUPPORT AND DEVELOPMENT OF MSc STAFF (ACADEMIC AND ADMINISTRATIVE) IN DISTANCE EDUCATION FOR THE POSTGRADUATE STUDY PROGRAMME

**"MSc in Children's Health & Wellbeing: Exercise, Nutrition & Digital
Technologies"**

1. Public Quality Policy and Strategic Approach

The “**MSc in Children's Health & Wellbeing: Exercise, Nutrition & Digital Technologies**”, within the framework of internal quality assurance and the continuous improvement of its academic and administrative functions, implements a documented policy for the support and development of its human resources in matters related to distance education.

The policy applies to all personnel involved in the operation of the MSc Programme, namely:

- academic staff,
- academic advisors,
- administrative staff,
- technical and support staff.

The objectives of the policy are:

- to ensure a healthy academic environment,
- to provide all necessary means, resources, and infrastructure in order to attract highly qualified scientists,
- to support their academic aspirations through their engagement with Harokopio University,
- to ensure the quality of the distance learning educational process,
- to continuously strengthen digital and pedagogical competences,
- to provide effective administrative and technical support,
- to adapt to technological developments,
- to ensure compliance with the regulatory framework, accessibility principles, and personal data protection requirements.

2. Scope of Application

This policy applies to all educational, administrative, and support functions of the MSc Programme related to:

- synchronous distance teaching,
- asynchronous educational support,
- production and management of digital educational material,
- remote communication with students,
- electronic administrative services,
- use of information systems and digital infrastructure.

3. Support and Development Actions for Academic Staff

At the Department of Nutrition and Dietetics and within its postgraduate programmes, further specifying the above objectives, actions and initiatives are undertaken aiming at:

- promoting the professional development of academic staff and providing incentives through the granting of educational leave,
- supporting the submission of proposals for competitive research projects and their management,
- ensuring, where possible, the balanced distribution of the average weekly workload per semester at both undergraduate and postgraduate level,
- strengthening the link between education and research through the encouragement of academic activity and the provision of appropriate infrastructure,
- encouraging the use of innovative teaching methods and new technologies with a student-centred approach,
- promoting the research activity of the members of the academic unit and enhancing the international visibility and impact of their work through the Department's website,
- implementing quality assurance procedures and fair evaluation methods for academic and other staff, in accordance with the applicable legislation and the institutional quality policy,
- supporting staff mobility through competitive mobility and research programmes,
- funding research conducted within the framework of postgraduate programmes,
- funding conferences and publications in scientific journals,
- providing training and professional development seminars.

Moreover, the MSc Programme ensures the continuous professional development of academic staff through organised actions such as:

- design of distance learning courses,
- student-centred learning approaches,
- active teaching techniques,
- methods for enhancing participation and interaction,
- assessment of learning outcomes in digital environments,
- use of LMS platforms,
- videoconferencing tools,
- creation of digital and multimedia educational material,
- electronic student feedback methods,
- use of collaborative digital tools,
- participation in seminars and workshops,
- exchange of good practices,
- mentoring of new academic staff,
- promotion of innovation in teaching.

4. Support and Development Actions for Administrative and Support Staff

Administrative staff are supported through skills development programmes focusing on:

- use of information management systems and student record systems,
- electronic document management,
- digital communication with students and staff,

- collaboration and remote working tools,
- effective support of distance learning students,
- management of electronic requests,
- communication in English,
- timely student guidance and information,
- personal data protection,
- information security,
- compliance with quality procedures,
- administrative effectiveness.

5. Digital Infrastructure and Support Mechanisms

For the effective implementation of this policy, the MSc Programme ensures:

- access to appropriate digital platforms,
- technical support services for users,
- manuals and user guides,
- regular software updates,
- a secure and reliable digital learning environment.

6. Monitoring Indicators and Evaluation of Effectiveness

The implementation of the policy is systematically monitored through qualitative and quantitative indicators such as:

- percentage of staff participation in training activities,
- level of participant satisfaction,
- response time of support services,
- level of utilisation of digital tools,
- results of internal evaluations.

The collected data are used for the implementation of corrective and improvement actions.

7. Policy Review

This policy is reviewed periodically, at least every two (2) years or earlier if required due to:

- changes in the regulatory framework,
- technological developments,
- findings from internal evaluation procedures,
- recommendations arising from external evaluation/accreditation procedures.

9. Commitment to Continuous Improvement

The MSc Programme is committed to ensuring that all personnel possess the necessary knowledge, skills, and support required to effectively respond to the demands of contemporary distance postgraduate education, in accordance with the quality assurance principles of the Hellenic Authority for Higher Education (ΕΘΑΑΕ).