



ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ
UNIVERSITY *of the* PELOPONNESE

**POLICY OF SUPPORT AND DEVELOPMENT OF THE STAFF
OF THE POSTGRADUATE PROGRAM
"Technologies and Services of Intelligent Information
and Communication Systems"**

**Department of Electrical and Computer Engineering
University of Peloponnese**

1 General objectives

A key objective of the MSc "Technologies and Services of Intelligent Information and Communication Systems" is to provide the appropriate intellectual, social and physical environment for the development of research, academicism and learning. The aim is to continuously support, educate and develop the skills of its staff and to create the necessary conditions for the emergence of young researchers with responsibility, in accordance with the Internal Regulation of the University of Peloponnese (decision 1 of the 148th meeting of the Senate of the University of Peloponnese, Government Gazette 1563B'/9 May 2019, <https://www.uop.gr/images/300719-esoterikos.pdf>).

The success of the Postgraduate Program depends on the total staff (permanent and temporary teachers, administrative and technical staff) and the possession of the relevant skills, knowledge and abilities by the staff. The skills of the staff of the Postgraduate Program are an extremely important factor for its very success. Designing and implementing the appropriate staff development strategy helps the University to attract and retain high-level staff, with the skills and competencies needed to achieve its objectives.

As a member of an academic institution, the Postgraduate Program has a particularly increased responsibility to support and encourage the development of the skills of its staff. More specifically, the Postgraduate Program "Technologies and Services of Intelligent Information and Communication Systems" seeks to support all its staff to utilize their personal and professional potential and therefore, to achieve their goals at the highest possible level. The Postgraduate Program supports its lecturers at any stage of their careers and whether they are in the successful fulfillment of their role and responsibilities as staff members. For this reason, it encourages them to achieve high academic performance, utilizing their potential. In particular, for new teachers, support is provided to:

- Identify a professional development plan, with appropriate guidance from experienced academic colleagues (advisor/mentor), that will allow them to become as quickly as possible fully effective in the full range of academic tasks that interest them
- They receive regular feedback on their performance and progress
- Identify additional training needs and ensure support to meet these
- They broaden the range of skills and experience on the basis of which they can continue to develop a successful academic career.

2 Enrichment of knowledge and support of the staff of the Postgraduate Program

The Postgraduate Program encourages the development of its staff through the following principles:

- All staff development activities are based on the Equal Opportunities Policy of the University of Peloponnese and all staff have fair access to staff development opportunities depending on their role
- The training activities will also address awareness of equality and diversity issues.
- Participation in certain staff development activities may be mandatory in accordance with the applicable legal framework, in order to ensure that each member of staff will live up to his or her role.

- Staff can receive facilities such as leave of absence and funding to participate in capacity-building actions
- All staff are encouraged to take advantage of internal and external staff development opportunities according to their needs.

Depending on the particularities of each member of its staff and with respect to their needs, the management of the Postgraduate Program seeks to provide them with a balanced workload and appropriate support, guidance and encouragement towards the achievement of predetermined goals.

2.1 Teaching Staff

The teaching staff of the Postgraduate Program is encouraged to enrich their knowledge both in the subject they teach and in the teaching methodology they follow in order to offer high quality education to their students. The development of teachers' knowledge and skills is usually carried out on the basis of:

- Their participation in research projects in which innovative applications in cutting-edge technologies are developed. Lecturers are encouraged to submit proposals for new research projects as well as to participate in the teams of already approved projects. Engaging in research brings teachers close to technological developments. The results of the research are published in internationally renowned and prestigious journals and conference proceedings. The knowledge gained is diffused into the teaching of relevant subjects.
- The guidelines from the Advisory Board, whose responsibilities are specified in article 33 of the updated Internal Regulation of Operation (Annex M2.2), are used for the reform of the curriculum and curriculum of the Postgraduate Program. Consequently, they guide the teachers in enriching their knowledge in subjects that should be taught in the Postgraduate Program.
- The cooperation of the department with supervising authorities (Ministry of Education, HAHE, etc.) as well as with authorities and social bodies in the context of regional development policies through innovation and the implementation of knowledge-intensive policies contributes to the same direction.

The training of the faculty members of the Univ. Peloponnese is also done through their participation in workshops and conferences but also through the granting of scientific leave (sabbatical), in accordance with the provisions of art. 157 of Law 4957/2022.

The training of the members of the Special Teaching Staff, the Laboratory Teaching Staff and the Laboratory Teaching Staff is done through their participation in workshops, conferences, training seminars and staff mobility programs for training (Erasmus+) by decision of the competent body.

The assessment of the teaching ability of teachers (faculty members and staff of E.E.P., E.DI.P. and E.T.E.P.) is one of the criteria for their advancement to the next level and is done through the procedures set by the Quality Assurance Unit (MODIP). of the University of Peloponnese, based on the current legislation. The evaluation aims to highlight good teaching practices but also to identify weak points so that they can be addressed by utilizing the means provided by the Postgraduate Program, the department and the Institution.

Particularly important is the participation of the teaching staff in workshops, seminars and other educational activities organized or co-organized by the University, the Department or the Postgraduate Program and concerning:

- quality assurance, procedures and best practices to be followed
- the support of teaching and learning, as organized by the Teaching and Learning Support Center (KEDIMA) of the University of the Peloponnese. Examples of topics of recent seminars are the following:
 - o University Education: Teaching Methodology in Higher Education,
 - o Differentiation of teaching in Higher Education

The University of the Peloponnese also supports teachers with all technical means such as distance teaching tools (Annex M4.3), secretarial and technical support (Annex M6.5). All electronic services of the Univ. Peloponnese and the Department of Electrical and Computer Engineering are at the disposal of the Postgraduate Program and its instructors as described in detail in Annexes M6.1, M7.2, M7.3.

According to a decision of the Assembly of the Department of Electrical and Computer Engineering 66/14-2-2022:

The Department of ECE rewards Academic Excellence in teaching the teaching staff of the department through an annual award. More specifically, during the welcome event for first-year students, those members of the teaching staff who were distinguished by the students themselves as excellent teachers are awarded.

The concept of excellent teaching is not limited to the ability to teach clearly, comprehensibly and interestingly. It includes all those activities that open scientific paths to the student, inspire and guide him.

2.2 Administrative and Support Staff

The training of administrative staff is done by their participation in:

Postgraduate Programs, which, if related to their field of work, may receive leave of service training, in accordance with the provisions of the Civil Servants Code.

Seminars on the subject of their work, organized by the University when there is a relevant need for training in new information systems as well as seminars of the Training Institute of the School of Public Administration.

Participation in training activities on quality assurance and the procedures or methods and practices to be followed.

The special educational needs of the staff are addressed through actions organized by the University in specific thematic units

Members of the administrative and technical staff may also participate in mobility for training (Erasmus+) following a call for expressions of interest.