



ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ

DEMOCRITUS  
UNIVERSITY  
OF THRACE

## Annex 16

# Operating Rules and Regulations of the Centre for the Support of Teaching and Learning of the Democritus University of Thrace

Komotini 2024

## **Article 1**

### **Institutional framework**

1. With decision No. 18/13/16-5-2019 of its Senate, pursuant to the provisions of article 51 of Law 4009/2011, the Democritus University of Thrace, with the aim of continuously enhancing the education that it provides its students, established the Office of Teaching and Learning. Ministerial decision No. 63396/Z1/23.04.2018 on the establishment of the Office of Teaching and Learning was published in the Government Gazette in Sheet No. 2468/Series II/24-6-2019. With the application of Law 4957/2022 (article 461), the Office of Teaching and Learning of the Democritus University of Thrace was renamed as the Centre for the Support of Teaching and Learning of the Democritus University of Thrace (Government Gazette Sheet No. 6988/B/31-12-2022).

2. The functioning of the Centre for the Support of Teaching and Learning is exclusively governed by the provisions of article 129 of Law 4957/2022, by the Statutes of the Democritus University of Thrace, by the Internal Rules and Regulations of the Democritus University of Thrace and by the present Rules and Regulations which regulate any and all matters that concern the functioning of the Centre for the Support of Teaching and Learning.

3. The Rector or Vice-Rector to whom the relevant authority has been assigned monitors the functioning of the Centre for the Support of Teaching and Learning, ensures that the strategic plan and policies of the Democritus University of Thrace in matters that concern teaching are correctly applied and regulates any and all matters that concern the Centre's management and functioning and the use of its facilities and equipment.

## **Article 2**

### **Mission and strategic goals of the Centre for the Support of Teaching and Learning**

1. The mission of the Centre for the Support of Teaching and Learning is to provide services that support, enhance and improve the teaching and learning procedures of the Democritus University of Thrace according to modern pedagogical trends, with the aim of ensuring that the University always provides high-quality teaching services to its students. Through actions that aim at creating a community of learning and promoting innovation in the teaching process, the Centre for the Support of Teaching and Learning encourages professors to exchange their views on and create good teaching and learning practices, to record the educational and pedagogical needs of their students, to reflect, to develop modern and effective educational actions and to use modern technology in the teaching of the courses of the Democritus University of Thrace with the aim of creating a modern learning environment that facilitates and supports the students' learning in the best possible manner.

2. The strategic goals of the Centre for the Support of Teaching and Learning are based on five main pillars:

- Supporting active student-centred learning with the aim of improving the learning outcomes that students acquire through actions that train the teaching staff to develop, enhance, enrich, and update their teaching practices.
- Utilising new technological capabilities, new means and applications in the learning and teaching process in order to dynamically capitalise on the challenge of online teaching and modernise the manner in which students approach learning.
- Developing and improving the pedagogical and teaching skills of faculty members in matters that relate to supporting inclusivity in the teaching process for the effective support

of all groups of the student population of the Democritus University of Thrace (persons with disabilities, persons with learning difficulties, adults, foreign students, working students, students who are considering stopping their studies, and others).

- Enhancing remote teaching within the framework of student-centred learning that leads to a more effective acquisition of the learning outcomes by attracting professors and students to the Democritus University of Thrace without the barrier of geographic limitations.
- Creating networks of cooperation with other institutions of higher education, organisations and bodies from all scientific fields, Greek and foreign, through bilateral, national, Balkan, European and international synergies.

### **Article 3**

#### **Governing bodies of the Centre for the Support of Teaching and Learning and powers**

1. The governing bodies of the Centre for the Support of Teaching and Learning – DUTH are:  
a) the Coordinator of the Centre for the Support of Teaching and Learning – DUTH; and  
b) the Committee on Academic Coordination of the Centre for the Support of Teaching and Learning – DUTH.

2. Committee on Academic Coordination

2.1. The Committee on Academic Coordination of the Centre for the Support of Teaching and Learning – DUTH is comprised of the following persons:

- a) five (5) Faculty Members or members of the Special Teaching Staff or the Special Laboratory Teaching Staff or the Technical Laboratory Staff on the basis of their scientific and research specialisation or expertise in the areas of teaching and learning and/or University Pedagogy and/or of adult learning who are selected by the Senate of the Democritus University of Thrace, following a relevant invitation of the Rector or competent Vice-Rector, subsequent to a recommendation of the Rector or competent Vice-Rector;
- b) the Coordinator of the Centre for the Support of Teaching and Learning – DUTH; and
- c) one (1) student who is selected by the Student Council of the Democritus University of Thrace in accordance with article 43 of Law 4957/2022.

2.2. The members of the Committee on Academic Coordination serve a term of three (3) years concurrently with the Coordinator's term.

2.3 The meetings of the Committee on Academic Coordination are chaired by the Coordinator of the Centre for the Support of Teaching and Learning-DUTH.

2.4. The Committee on Academic Coordination is called to a meeting regularly once every semester and extraordinarily whenever it is deemed necessary, and has the following powers:

- a) it develops, approves and revises the strategic plan of the Centre for the Support of Teaching and Learning – DUTH and the teaching policies of the Democritus University of Thrace taking into consideration the needs and the proposals of the University's Departments and Schools and of every competent body of the University.
- b) it monitors the application and implementation of the strategic plan and policies of the Democritus University of Thrace and approves the annual programme of activities and annual report of the Centre for the Support of Teaching and Learning that are recommended by the Coordinator.

- c) it approves the recommendations that are put forth by the Coordinator, as well as the collaborative actions, initiatives and collaborations with external organisations, which concern the functioning of the Centre for the Support of Teaching and Learning.
- d) it draws up the Operating Rules and Regulations of the Centre for the Support of Teaching and Learning – DUTH and submits it to the Senate.
- e) it submits the annual report of activities of the Centre for the Support of Teaching and Learning – DUTH to the Senate.
- f) it approves the registration of faculty members and experts in the Register of Partners of the Centre for the Support of Teaching and Learning – DUTH.
- g) it organises the educational, research or other activities of the Centre for the Support of Teaching and Learning – DUTH in accordance with the strategic plan of the Democritus University of Thrace.
- h) it implements learning cycles within the Democritus University of Thrace, as well as informative activities and seminars for students and faculty members.
- i) it cooperates with other bodies of the Democritus University of Thrace –such as the Quality Assurance Unit (DUTH-QAU), the Psychological and Counselling Support Centre and others– for the purpose of organising and implementing actions of common interest and developing synergies, particularly in matters that concern inclusivity, equality and accessibility of all students to the educational process.
- j) it cooperates with other institutions and bodies or organisations in Greece or abroad with the aim of organising and implementing joint activities.
- k) it gathers, organises and/or develops research and educational material for the operating needs of the Centre for the Support of Teaching and Learning.
- l) it examines the needs of the students at all levels of their studies –undergraduate, post-graduate, doctoral and post-doctoral– and reviews the relevant proposals that are put forth.
- m) it develops initiatives and actions with the aim of fostering equal access, assessment and inclusivity in the educational process among all students and in particular those who are considering stopping their studies and those with disabilities and learning difficulties.

### 3. The Coordinator of the Centre for the Support of Teaching and Learning – DUTH

3.1 Following a relevant invitation of the Rector or competent Vice-Rector, the Coordinator of the Centre for the Support of Teaching and Learning – who serves a three (3) year term and has experience in the area of University Pedagogy and/or Adult Learning – is appointed by the Senate of the Democritus University of Thrace from among the Faculty Members or members of the Special Teaching Staff or Special Laboratory Teaching Staff or Technical Laboratory Staff.

3.2 The Coordinator of the Centre for the Support of Teaching and Learning – DUTH has the following competencies:

- a) The Coordinator chairs the meetings of the Committee on Academic Coordination and coordinates its activities and work.
- b) In cooperation with the Committee on Academic Coordination, the Coordinator prepares the strategic plan and policies of the Democritus University of Thrace in matters that concern teaching, which he submits for discussion and approval to the University’s competent bodies and coordinates their application.

- c) Collaborates with Faculty Members, Laboratory Teaching Staff, Special Technical Laboratory Staff, Special Educational Staff, and other categories of teaching personnel for the development of activities of the Centre of teaching and Learning – DUTH.
- d) The Coordinator submits the annual programme of activities of the Centre for the Support of Teaching and Learning, as well as initiatives, actions and collaborations with external bodies and organisations that concern the Centre’s functioning, to the Committee on Academic Coordination for its consideration.
- e) The Coordinator draws up the annual report on the work of the Centre for the Support of Teaching and Learning, which it submits to the Committee on Academic Coordination for approval for submission to the Senate of the Democritus University of Thrace.
- g) The Coordinator coordinates the educational, research and other activities of the Centre for the Support of Teaching and Learning – DUTH in accordance with the strategic plan of the Democritus University of Thrace.
- g) The Coordinator coordinates learning cycles, informative actions and seminars for students and faculty members.
- h) The Coordinator is responsible for planning and producing the research and educational material for the operating needs of the Centre for the Support of Teaching and Learning.
- i) The Coordinator coordinates the implementation of the actions of the Centre for the Support of Teaching and Learning in collaboration with other bodies of DUTH-QAU and the Psychological and Counselling Support Centre – for the purposes of developing collaboration and joint actions, particularly in matters that concern inclusivity, equality and accessibility of the educational process to all students.
- j) The Coordinator coordinates the implementation of the actions of the Centre for the Support of Teaching and Learning in cooperation with the corresponding bodies of Greek and foreign institutions of higher education for the purposes of developing synergies and joint actions.
- k) The Coordinator is responsible for posting any and all supporting educational and research material (in print or electronic form), as well as good practices, which are available in accordance with the provisions of the legislation that is in force on the protection of personal data.
- l) The Coordinator maintains the Register of Partners of the Centre for the Support of Teaching and Learning – DUTH.
- m) The Coordinator submits recommendations to the Committee on Academic Coordination regarding the evaluation of the applications of candidate partners of the Centre for the Support of Teaching and Learning – DUTH.
- n) The Coordinator forms working groups with partners from the Register of Partners who will assist the Centre for the Support of Teaching and Learning – DUTH in carrying out its work.
- o) The Coordinator maintains a file of actions in accordance with the relevant provisions of the legislation that is in force on the protection of personal data.
- p) The Coordinator promotes the Centre for the Support of Teaching and Learning – DUTH and the actions the Centre organises or in which it participates.

#### **Article 4**

#### **Register of Partners of the Centre for the Support of Teaching and Learning – DUTH**

1. Faculty Members, Laboratory Teaching Staff, Special Technical Laboratory Staff, Special Educational Staff, , post-doctorates, doctorates or experts or specialised scientists of the Democritus University of Thrace or of other Greek or foreign universities or institutions or organisations whose field of study is relevant to that of the particular activity may participate as professors / trainers in the actions of the Centre for the Support of Teaching and Learning. Within this framework, the Register of Partners of the Centre for the Support of Teaching and Learning – DUTH is drawn up and maintained on the responsibility of the Coordinator.

2. The procedure for the inclusion of professors / trainers in the Register of Partners is as follows:

interested persons submit an application via the electronic registration form that can be found on the official webpage of the Centre for the Support of Teaching and Learning.

The application must include:

- i. the personal and contact information of the applicant;
- ii. any and all degrees of the applicant;
- iii. a detailed curriculum vitae of the applicant.

The application serves as a Solemn Declaration of Law 1599/1986 and gives the Centre for the Support of Teaching and Learning – DUTH the right to process the applicant's personal data.

b) The application is reviewed by the Coordinator. If the application has not been completed in accordance with the above, the Coordinator informs the applicant of any corrections or additional information that are required.

c) If the application has been completed in accordance with the above, it is forwarded with a recommendation of the Coordinator to the Committee on Academic Coordination for review and approval or rejection.

d) If the decision of the Committee on Academic Coordination is positive, the application for inclusion in the Register of Professors / Trainers is approved. If the decision of the Committee on Academic Coordination is negative, the application is rejected.

e) Applicants are informed of the result of their application. In the event of a negative decision, applicants do not have the right to file an appeal against the decision.

3. An applicant's inclusion in the Register of Professors / Trainers does not entail ipso jure the applicant's participation in a programme, but it is a prerequisite for their participation in the programmes of the Centre for the Support of Teaching and Learning.

4. The Coordinator may, according to the needs of the Centre for the Support of Teaching and Learning – DUTH, form distinct and/or *ad hoc* working groups with partners from the Centre's Register in order to assist in its work.

## **Article 5**

### **Actions of the Centre for the Support of Teaching and Learning – DUTH**

1. The Centre for the Support of Teaching and Learning – DUTH organises Learning Cycles, training and professional development programmes in the area of University Pedagogy and in the use of information and communications technology and other actions, depending on the institution's needs and available resources.

2. The Centre for the Support of Teaching and Learning – DUTH develops synergies and collaborations with Social Partners, Laboratories, Centres and Offices, Organisations and Institutions that operate in Greece and abroad whose scope of activities focuses on the areas

of teaching and learning, with the aim of exchanging research and know-how in relation to modern teaching approaches within the framework of educational services that are provided at institutions of higher education.

3. Learning Cycles and any and all other actions that are implemented, in part or in their entirety, by the Centre for the Support of Teaching and Learning may also be offered remotely outside the seat of the Democritus University of Thrace.

4. The activities of the Centre for the Support of Teaching and Learning – DUTH are based on the following pillars:

- Supporting professors / trainers [Faculty Members, Special Teaching Staff, Laboratory Teaching Staff , Technical Laboratory Staff, post-doctorates, academic grant holders, adjunct professors, post-graduate students, doctoral candidates and others] and informing them as to innovative teaching practices that are applied at an undergraduate and post-graduate level, and new approaches in Adult Learning and University Pedagogy.
- Supporting professors / trainers [Faculty Members, Special Teaching Staff, Laboratory Teaching Staff , Technical Laboratory Staff,, post-doctorates, academic grant holders, adjunct professors, post-graduate students, doctoral candidates and others] and informing them as to the use of new information and communications technology (internet, synchronous and asynchronous teaching platforms, augmented reality, etc.).
- Informing and supporting students with the aim of encouraging them to become actively involved in teaching and educational initiatives within the framework of student-centred learning.
- Updating and continuously upgrading the website of the Centre for the Support of Teaching and Learning with the aim of promoting the Centre’s actions, learning cycles, procedures and material.
- Facilitating communication between teaching staff [Faculty Members, Special Teaching Staff, Laboratory Teaching Staff , Technical Laboratory Staff, post-graduate students, doctoral candidates and others] by organising meetings during which they can exchange their views on successful practices or problems they encounter in their work.
- Supporting the development of innovative teaching material that can help improve the teaching work that is provided at the Democritus University of Thrace through the use of the University’s equipment and digital teaching and learning models, as well as modern online teaching technologies.
- Developing initiatives and synergies with corresponding bodies of other institutions of higher education, institutes or bodies that operate in Greece or abroad and that carry out similar work, with the aim of participating in developments in the field of University Pedagogy.
- Supporting student initiatives and actions that promote modern teaching approaches at the university level.

The Centre for the Support of Teaching and Learning – DUTH can undertake and/or participate in other educational activities, such as:

- Organising learning cycles for targeted groups of professors [e.g. newly appointed Faculty Members, post-doctorates, etc.].
- Organising learning cycles in cooperation with other Greek or foreign scientific, professional, research or educational organisations and institutions within the framework of

expanding its network and/or concluding a protocol of cooperation for the purposes of promoting student-centred learning.

- Developing innovative research and educational material that relates to teaching and learning at the university level and participating in relevant research actions and work
- Organising conferences or seminars, workshops and other scientific actions, such as the preparation of studies.

#### **Article 6**

##### **The staff of the Centre for the Support of Teaching and Learning – DUTH**

1. For the secretarial and administrative support of the Centre for the Support of Teaching and Learning – DUTH, the Centre may be staffed with administrative employees of the Democritus University of Thrace or external associates or employees who are seconded from the public sector in accordance with the legislation in force.
2. For the support of the actions of the Centre for the Support of Teaching and Learning – DUTH, the Centre may engage employees of the Democritus University of Thrace who have qualifications and experience in the area of University Pedagogy or Adult Learning or external associates or employees who are seconded from the public sector in accordance with the legislation in force.

#### **Article 7**

##### **Entry into force**

These Regulations shall enter into force upon their publication in the Official Government Gazette. and may be revised by the Senate of the Democritus University of Thrace following a recommendation of the Rector or competent Vice-Rector.