

# **DISTANCE LEARNING PROGRAM “e-Learning in MARITIME STUDIES”**

*Center for Training and Lifelong Learning (K.E.DI.BI.M.)*

*UNIVERSITY OF PIRAEUS*

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## **DISTANCE LEARNING PROGRAM**

## **“e-Learning in MARITIME STUDIES”**

### **Program Guide**

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## 1. Aim of the Program

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1. The Distance Learning Program (e-learning in Maritime Studies), the Center for Training and Lifelong Learning (K.E.DI.BI.M.) of the University of Piraeus, exploits modern technologies and uses cutting edge educational tools.
2. The aim of the Program is to educate students on issues related to Shipping, Transportation, Ports & Terminal and the Blue Economy as well as to all related subjects.
3. The Program exploits the high academic ability of Professors of the Department of Maritime Studies of University of Piraeus and its associates, providing both basic and cutting-edge knowledge, aiming to adequately support those who want to engage in and / or further invest in the Maritime Economy. Trainees come through the educational process in touch with all the changes in these sectors of the economy with a view to improving their capacity and / or improving access to that specific market in a rigorous industry as the shipping industry.

## 2. Modules – Courses - Seminars

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1. The program includes various Educational modules / courses / seminars that are specialized as follows:

	No. Weeks *
Professional Short Term Seminars	3
Professional Long Term Seminars	6
Courses	10
Modules (4 courses)	4X10 weeks of courses (10 calendar weeks)**

\* Each teaching week includes 2 hours of distance teaching (presentation, slides, video or other audiovisual material) and 6 hours of individual study.

\*\* The start and finish of each module is determined by the program director.

The start of each module will be announced on the Program's website as well as on / by any other appropriate means on a case-by-case basis. Each module has its own timetable.

Regarding the applications, each module will be announced electronically on the program's website as well as informing when these applications will be accepted.

### **3. Applications**

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1. The Program accepts applications from:

1.1. graduates of secondary education, where through the educational process they will broaden their horizons, gain a high level of knowledge and guarantees for entry in the industry,

1.2. graduates of Higher Education Institutions in Greece or abroad

1.3. professionals and stakeholders of shipping and maritime sector, irrespectively of their level of education, who wish to improve their knowledge in this specific sector.

2. The application form is submitted electronically through the Program's website. In case of acceptance, the participants are informed electronically of the technical details as well as of the operational requirements and the financial obligations.

### **4. Prerequisites**

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1. Each Educational module announces the required level of academic and professional qualification.

2. Participants must, within 10 working days of sending the e-mail admission message, accept the participation, meet the defined financial obligations and electronically send the required supporting documents in order to complete their registration.

3. Participants are responsible for their choice if they do not match their level of knowledge to the educational level proposed by the program. The Program is in no way responsible for the choice of Educational modules / courses / seminars by the participants, including the unsuccessful participation of the Educational module / course / seminar. In case of rejection or non-participation due to non-fulfillment of the requirements, the Program does not have any responsibility.

4. The trainee is required to:

- study the educational material and notes which has access to
- study the case studies and exercises of the lesson
- do the self-assessment exercises
- do the tests that will be posted on a case-by-case basis
- complete the final examination successfully (where appropriate)
- be consistent with its financial obligations as defined per course.

## **5. Study titles**

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1. The successful completion of each Educational module (according to the specific requirements of each course / seminar as announced) leads to the awarding of corresponding certificates in Greek and English, in accordance with the decision of the Council of the K.E.DI.BI.M.

## **6. Study Program – Study Fees**

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1. The trainee has the ability to choose Educational modules through the list of offered options.

2. The owner of each Educational module /course / seminar may be a faculty member of the University of Piraeus or any other's University (domestic or foreign), or a scholar of recognized academic education, or an expert recognized professional experience. In any case, it should be included in the Trainers' Registry of Center for Training and Lifelong Learning (K.E.DI.BI.M.).

3. The academic excellence of the Educational module / course / seminar offered is monitored by the owner of each Educational module / course / seminar and the Program's Scientific Director.

4. The owner of each Educational module / course / seminar, in collaboration with the Program's Scientific Director, sets out the timetable for implementation (course syllabus, content, exercises, tests, examinations, etc.).

5. Participants must follow the timetable of each module / course / seminar. Inadequacy to track the time schedule is an important reason for rejecting the participant.

6. The owner of each Educational module / course / seminar is responsible for the design, implementation, material, and attendance of the course and announces his / her communication email with the trainees.

7. The modules / courses / seminars offered are announced and modified by the Program's Scientific Director.

8. An Educational module / course / seminar may not be repeated in a subsequent academic year without prior notice.

9. Educational modules / courses / seminars may be provided in another language, such as English.

10. The participation fee is announced along with the beginning of the module / course / seminar.

11. The Program may provide discounts to participants on the basis of the approved Discount Policy announced by the Program's Scientific Director. Derogations from the approved discounted policy are not available. Payment details are made known in advance and communicated through the program website. Under no circumstances the payment should not be later than subject the issue of the Certificate. Refund is not possible, from the time of payment and a period of 10 day after the payment.

## **7. Operation of the Program**

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1. The Educational modules (Seminars, Courses) of the Program last from 3 to 10 weeks, depending on its type, as follows:

	<b>No. Weeks *</b>
Professional Short Term Seminars	3
Professional Long Term Seminars	6
Courses	10
Modules (4 courses)	4X10 weeks of courses (10 calendar weeks)**

2. The duration of each module / course / seminar shall be announced in the notification of the program. The possibility of extending the completion of each module / course is not applicable with only exceptions serious medical issues or serious family events. These are examined and decided by the Project Director in cooperation with the owner of each Educational module / course / seminar, and its decision is absolute and unambiguous.

3. Trainees may participate and join each module / course in their personal time and place regardless of where they are located, within the duration of each module / course / seminar.

4. Acceptance of participation in each module / course / seminar of the Program is subject to approval by the Secretariat of the Program by electronic

notification of the Student and the payment (partial or full) of the financial obligations. The payment signifies that each participant fully agrees with the terms and conditions irrevocably and completely.

5. By accepting participation, each trainee is uniquely identified and the passwords received are personal and non-transferable. These passwords correspond to a specific module / course / seminar, giving access to the following online services:

5.1. Electronic educational material as listed on the program platform and includes, but not limited to, lesson notes, exercises, supporting material, video, etc.

5.2. Forum / Chat Areas, where each participant can talk to other participants as well as with the educational / academic staff,

5.3. Communicating with the Program Secretariat, for any issue or problem that arises,

5.4. Specific Links with Internet sites where trainees will be able to find educational material (articles, statistics, lectures, speeches, magazines, newspapers, etc.).

6. Each owner of Educational module / course / seminar provides material for student use and free of charge and intellectual property restrictions. It is its ultimate responsibility to obtain all necessary permits, which freely transfers to the Program.

7. The program acquires the ultimate intellectual property of the educational materials and can provide them without restrictions.

8. Quality Control: Random Sample Identification Checks are carried out within the framework of quality assurance of the Program. The "Participant Identification Testing" process aims to ensure the quality of the educational services provided. In particular, an authorized Program Officer communicates by telephone with a random sample of trainees in order to determine whether they participated in the program's educational procedures, if they encountered problems with the educational material, the communication with the owner of each educational module /course, and more general learning issues.

9. In the case of non-participation of the trainee in the "Participant Identification Testing" process, the certificate of education is not granted, even if the score obtained by the person enrolled in the program is "pass".

10. Responsibilities of the Scientific Director of the Program and the owner of each educational module /course: they are primarily responsible for the structure and operation of the syllabus of each module / course / seminar and are responsible for:

10.1. Synchronous and asynchronous lectures on the learning object (s) of the program

10.2. Posting of educational material, announcements, timetable, scores

10.3. Communicating with Other Instructors

10.4. Communication as well as notification on any issue requested by the scientific director

## **8. Completion of Module / Course / Seminar**

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1. The notification of each Educational Module / Course / Seminar announces the conditions for its successful completion. Each Educational Module / Course / Seminar ends with the completion of the distribution of the educational material and the successful submission of the required assignments, questionnaires, examinations, etc. as announced in each Module / Course / Seminar. The deadline is notified in advance and may not be changed except as indicated in Section 5.

2. The scoring scale is from 0 to 100. Successful is the process when the trainee receives a total score of more than 50. If his grade is less than 50 then the test can be repeated as many times as he wishes during a period no longer than the corresponding period of the specific educational activity.

## **9. Evaluation of the Program**

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1. Upon completion of the Learning object, the participants evaluate it and give feedback to the Program.

2. The Program's Scientific Director informs the owner of each Educational Module / Course / Seminar about the results.

3. At the end of each academic year and not beyond the first quarter, the Scientific Director shall communicate its Annual Report, indicating the evaluation data.



## **10. Secretariat of the Program**

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1. The Secretariat of the Program consists of:
  - 1.1. the Director of the Program, who reports to the Scientific Director,
  - 1.2. the Secretariat's support for the Program, which refers to the Director of the Program and eventually to the Scientific Program Director.
  - 1.3. the Technical Project Manager, who reports to the Director of Program and eventually to the Program's Scientific Director.
2. The Secretariat of the Program undertakes the financial, operational and educational Management of the Program, provides the passwords to the participants, sends material to the trainees on a case-by-case basis, communicates with them for the announcement of results and on any matter that arises and is generally responsible for any work associated with the operation of the Program.
3. The technical support service of the program is available to trainees and to owners of the modules / courses / seminars in order to provide service to any technical problem created during the execution of the Program.
4. The Secretariat of the Program and the Technical Project Manager may be provided by outsourcing partners or by third parties under terms and conditions set by the Scientific Director and / or the Research Center of Piraeus University.

## **11. Tuition fees**

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1. The Fees for each educational module /course / seminar depend on its type
2. Appendix 1 "Tuition Fees" presents the Fees for each educational module /course / seminar

## **12. Cost of Educational Period**

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1. Each educational period consists of fixed and variable costs.
2. Each module /course / seminar consists of fixed and variable costs.

3. The costs of each module /course / seminar are either directly or indirectly. Indirect costs relate to all types and are allocated proportionally to the number of participants in all modules /courses / seminars.

4. Each module /course / seminar of each educational period should over a period of 2 years be surplus or neutral. The Scientific Director shall prepare a full report at the end of educational period.

### **13. Discount & Scholarship Policy**

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1. Applicants who at the time of submission of their application for participation in the e-learning program are proven to be in one of the following categories, may be granted a discount on the total amount of tuition fees at the rate established on a case-by-case basis provided that the relevant field is filled in when the application is submitted and the necessary supporting documents will be provided at the time of registration, or at the latest within 10 working days.

CATEGORIES OF APPLICANTS	DISCOUNT RATE	PREREQUISITY DOCUMENTS
Students and Graduates of Postgraduate Programs offered by the Department of Maritime Studies of the University of Piraeus	20%	Copy of postgraduate degree
Graduates of Postgraduate Programs offered by the Department of Shipping and Business Services of the University of the Aegean	10 %	Copy of postgraduate degree
Graduates of the Department of Maritime Studies of the University of Piraeus	20%	Copy of Ptychion (Bachelor diploma)

Graduates of the Department of Shipping and Business Services of the University of the Aegean	10%	Copy of Ptychion (Bachelor diploma)
People with many children	20%	Certificate of marital status or Certificate of having many children
Participants in two different Actions during one year from the start of the 1st Action	20%	No supporting document required
Participants in three or more Actions in one year from the start of the 1st Action	25%	No supporting document required
People with special needs	30%	Certification by an Authorized Health Committee that the person is characterized as “people with special needs”
Unemployed	20%	Unemployment confirmation by OAED or copy of the Unemployment Card
Participants, who have been proposed by an older educational period participant	5%	Candidate Support Letter from the Graduate of the older educational period
Companies with > 5 participants in each educational module / course / seminar	10%	No supporting document required

Companies with > 10 participants per educational period	15%	No supporting document required
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2. It is noted that the above discounts are not cumulative.

3. In the case of multiple applications (e.g Company) wishing to train more than 15 participants, it is at the discretion of the Scientific Director, who together with the owner of educational module / course determines the percentage of total discount.

#### **14. List of Modules / Courses**

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1. The modules / courses List for each period is announced at the start of each period

2. It is possible to add modules / courses or to cancel during each period according to the estimated demand by the Scientific Director upon the recommendation of the owner of educational module / course.

## Appendix 1. Tuition fees

	No. Weeks *	Fees (€)
Professional Short Term Seminars	3	200
Professional Long Term Seminars	6	400
Courses	10	600
Modules (4 courses)	4X10 weeks of courses (10 calendar weeks)**	2.000

### Means of payment

Candidate students pay the tuition fees they have chosen in percentage installments to a bank account as follows:

STUDY PROGRAMS	Registration	Mid-Term Period	End of seminar / course /module
Professional Short Term Seminars	<b>50%</b>	<b>50%</b> <b>(within 15 days from the registration)</b>	
Professional Long Term Seminars	<b>40%</b>	<b>40%</b> <b>(within one month from the registration)</b>	<b>20%</b>
Courses	<b>40%</b>	<b>40%</b> <b>(within two months from the registration)</b>	<b>20%</b>
Modules (4 courses)	<b>40%</b>	<b>40%</b> <b>(within two months from the registration)</b>	<b>20%</b>

Non-payment of a single installment means that the student is excluded from the rest of the seminar / course /module and from the examinations and the granting of a Certificate of Attendance.