



ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΑΙΓΑΙΟΥ

## **Joint Master's Degree in "Forced Migration: Europe in a Global Context"**

### **Staff recruitment, support and development policy**

#### **1. Department actions to ensure the quality of teaching staff members**

Ensuring the high quality of teaching and research staff and attracting new members with prospects or international recognition are the main objectives of the Postgraduate Program. For this reason, significant logistical support is provided to all faculty members through transparent procedures, for the continuous training and upgrading of their teaching and research work.

In this context, the MSc follows specific procedures and applies specific practices such as: The announcement of new positions should cover as wide a range of fields as possible in order to attract a large number of qualified candidates, while the description of the fields of study is made in such a way that they match the research profile of the MSc and cover fields required by international developments. Regarding the announcement of new positions, most often the aim is to attract younger candidates with a motivation to contribute to research and teaching, while in some cases the aim is to attract renowned academics with internationally recognized research work. The election procedures for all levels are determined by the applicable legislation as in force at the time, ensuring transparency and meritocracy in the final selection. The members of the MSc are offered funding for participation in international conferences and publications in highly recognized scientific journals, while the faculty members of the department are offered access to databases to carry out their research. At the same time, they are encouraged to participate in mobility programs through Erasmus +, for training and teaching.

In this context, educational permits are also granted to visit institutions abroad, with the aim of facilitating their teaching and research work. Regarding the quality of teaching work, at the end of each semester, students are encouraged to evaluate the teachers and the taught material by completing questionnaires. In fact, teachers have access to their evaluation, so that they can improve their teaching work where there is a weakness, while the information from the student evaluation is also utilized by the Department's Internal Evaluation Team and the University's Quality Assurance Unit. It is noted that the student evaluation is a criterion that is mandatorily taken into account during the process of selecting and developing faculty members. At the same time, the department evaluates the teaching workload of the staff, which is set at a

minimum of 6 hours per week, without including teaching in postgraduate programs. In order to improve the quality of teaching, all faculty members are provided with equipment such as computers, scanners and printers, while modern technological equipment has been installed in all classrooms. Finally, every year, the institution of teaching fellows, scientific associates and Presidential Decree 407/80 are utilized to attract new researchers.

### **Innovation in teaching methods – new technologies**

To facilitate the teaching work of the staff of the Postgraduate Program, all the necessary infrastructure and equipment are provided. All classrooms are equipped with a computer and a video projector , while the possibility of teleconferencing is also offered, with the participation of guest speakers. In fact, the teaching work of the staff can also be offered electronically, supported by the electronic platform e - class and the Moodle platform . The aim of the Postgraduate Program is, through the existing infrastructure and technological equipment, to provide the opportunity for innovative teaching methods, such as interactive teaching, educational visits, laboratory exercises, the projection of videos and other audiovisual media and the presentation of work by students .

### **Legislation for the selection and development of teaching staff members**

The election and advancement of teaching staff members is implemented based on the provisions of the legislation as in force at any time, and is currently described in 5094/2024, Chapter IB, and in particular articles 75 to 80. A prerequisite for election to any level is the possession of a doctoral degree relevant to the subject of the position and relevant teaching and research work, a significant part of which has been carried out in the last five years. For the advancement of teaching staff members to the next level, their overall contribution to the research, teaching and administrative work of the Department is further taken into account.

## **2. Department actions to ensure the quality of administrative staff members**

The administrative employees who staff the services of the Foundation and work both in the Secretariats of the Postgraduate Programs and in other services are given the opportunity to develop their skills, as described below:

Administrative employees of the Departments' Secretariats and other services:

The administrative staff of the University of the Aegean who staff the Secretariats of the Postgraduate Programs and other services have the ability to:

1. Erasmus + program and its transfer to collaborating institutions in Program countries and Partner countries. This provides the opportunity to exchange know-how and administrative culture with other institutions operating in a different institutional environment, in the context of training programs, job-shadowing or staff weeks .

2. To participate in a training program (of his/her choice) offered by the Training Institute which designs and implements training programs for public administration and local government executives. The training programs contribute to the development of an effective administration, to the improvement of the organization and efficiency of public services, to the effective implementation of public policies which ultimately ensure the high quality of services offered to citizens.

3. Participate in internal training seminars of the Foundation regarding the use and operation of information systems, such as the student registry , the MODIP information system, the electronic document management and circulation platform ( DocuTracks ), etc. Among these, it is worth noting the seminars held by the Quality Assurance Unit of the University of the Aegean from November 2022 to February 2023. In these, the administrative employees of the Foundation had the opportunity to participate in different modules and depending on the scope of their work.

4. The University of the Aegean, in accordance with article 8 of the Regulation on Postgraduate and Doctoral Studies Programs (Government Gazette 4551/B/17.07.2023), enables a number of employees in administrative services to attend a Postgraduate Studies Program of their choice without paying the corresponding tuition fees.

5. Since 2020, employees and all members of the university community of the University have had the opportunity to attend free Chinese language courses within the framework of the cooperation between the University of the Aegean, Henan University and the Chinese Embassy. The courses are conducted in English on a specially designed platform, while all the necessary educational and other multimedia tools are provided.

6. At the University of the Aegean, free English language courses " topic : General English for all " are offered voluntarily by a member of the Scientific Educational Staff of the School of Social Sciences to members of the University community. The courses are held on Saturdays, outside working hours, both in person at the University premises in Mytilene and online.

#### Erasmus Office and International Student Support Unit:

The administrative staff of the University of the Aegean who staff the Erasmus Office have all the capabilities that the staff of the Department Secretariats have, plus the following:

- 1) The University of the Aegean enables the staff of the Erasmus Office to participate in workshops organized by EMS/IKY for the Erasmus program . These workshops contribute to strengthening the staff's knowledge on Erasmus mobility issues .
- 2) Erasmus Office participates in online seminars organized by EU bodies that ensure their training in topics related to the Erasmus program .

#### KEDIMA (Teaching and Learning Support Center):

The staff supporting KEDIMA, through the KEDIMA Network of Universities, participates in meetings of executives of all the universities participating in the Network as well as in conferences regarding the development and operation of the Centers. E.g.: <https://ctlconference.org/>.

In addition, there is an exchange of Good Practices through the KEDIMA repositories. For example: <https://www.ltcnetwork.net/index.php/el/good-practices-menu-gr> and <https://ctl-repo.aegean.gr/?lang=el>

#### Library Services

The administrative staff of the University of the Aegean who staff the University Library have all the capabilities that the staff of the Department Secretariats have, plus:

Through the Library's participation in Library Networks, such as the Geographical Library Network or Maritime Libraries, staff expertise is acquired in handling issues concerning special collections of documents.

#### Information Technology and Communications Services

The administrative staff of the University of the Aegean who staff the Information and Communications Services have all the capabilities that the staff of the Department Secretariats have and in addition have the ability to:

Participation in conferences, workshops and training seminars organized by public and/or private bodies. Particularly in seminars organized by software suppliers such as Cisco and GUNET or other Greek or international seminars on Information and Communications Technologies.

#### Technical Services

The administrative staff of the University of the Aegean who staff the Technical Services have all the capabilities that the staff of the Department Secretariats have, plus the following:

- 1) Participation in workshops and seminars organized by the Technical Chamber of Greece (T.E.E.) and/or the Panhellenic Federation of Associations of Civil Servants Engineers with Graduates from Higher Education Institutions (P.O.E.M.DYDAS) for engineers.
- 2) Participation in workshops organized by other public bodies and concerning, for example, the earthquake safety of building infrastructures, the energy efficiency of building infrastructures, etc.