

UNIVERSITY OF WEST ATTICA

SCHOOL OF HEALTH AND CARE SCIENCES

DEPARTMENT OF BIOMEDICAL SCIENCES

AND

SCHOOL OF ADMINISTRATIVE, ECONOMIC & SOCIAL
SCIENCES

DEPARTMENT OF EARLY CHILDHOOD EDUCATION AND CARE

INTERDEPARTMENTAL POSTGRADUATE STUDIES PROGRAM

"EDUCATION SCIENCES THROUGH INNOVATIVE
TECHNOLOGIES AND BIOMEDICAL APPROACHES"

INTERNSHIP REGULATIONS

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Article 1: General Information

The Study Program of the Interdepartmental Postgraduate Program (IPP) "Education Sciences through Innovative Technologies and Biomedical Approaches" includes a mandatory internship for its postgraduate students as a required educational activity. In the Study Program of all specializations of the IPP ("Preschool Education," "Primary/Secondary Education," "Inclusive Education"), special emphasis is placed on the internship, which includes observation, theoretical design of educational interventions, implementation of Microteaching, and/or the development of teaching/didactic interventions. The Internship takes place during the second year of studies in the IPP, which is the third (C) and fourth (D) semesters of the Study Program. It is conducted within the framework of the following courses:

1. Preschool Education

- (Course Code: MYK.3.1.4) Internship Part I - Mapping and Evaluation of Pedagogical Work in Preschool Education (C Semester, Compulsory Course, 10 ECTS Credits)
- (Course Code: MYK.4.1.1) Internship Part II – Observation of Sample Lessons in Institutions and/or School Units and Supervised Teaching in a Classroom (D Semester, Compulsory Course, 15 ECTS Credits)

2. Primary/Secondary Education

- (Course Code: MYK.4.2.1) Internship - Observation of Sample Lessons in Institutions and/or School Units and Supervised Teaching in a Classroom (D Semester, Compulsory Course, 15 ECTS Credits)
- (Course Code: MEK.4.2.2.2) Internship – Microteaching (D Semester, Elective Course, 15 ECTS Credits)

3. Inclusive Education

- (Course Code: MYK.3.3.2) Internship Part I – Observation and Supervised Teaching in Special Needs Education (SNE) and/or Inclusion Institutions and School Units (C semester, Compulsory Course, 22 ECTS Credits)
- (Course Code: MYK.4.3.1) Internship Part II – Observation and Supervised Teaching in SNE and/or Inclusion Institutions and School Units (D semester, Compulsory Course, 15 ECTS Credits)

Article 2: Purpose

The internship aims to facilitate the practical application of the theoretical scientific knowledge covered in the IPP's courses. It also seeks to familiarize students with potential work environments and, most importantly, to enhance their pedagogical and teaching skills through the use of innovative theories and technologies.

Article 3: Prerequisites and Evaluation

Students eligible for the internship are those who:

- Are in their second year of studies (C and D semesters).
- Have successfully completed at least 80% of the courses from the first year of studies (A and B semesters).

The evaluation of students is based on their performance in the following areas:

- The evaluation of their final paper (as described in Article 8).
- Uninterrupted and consistent attendance at the internship provider as scheduled.
- The student's evaluation by the provider's supervisor.
- Consistent attendance at the course's weekly lectures as defined in the timetable.

Article 4: Internship Providers

The internship can be carried out in formal and non-formal learning structures, in General & Special Needs Education and Training, throughout Greece (or abroad, following a decision by the Program Steering Committee or through a mobility program like Erasmus). The internship includes all actions and activities related to the systematic organization and effective provision of educational support and teaching services. Potential providers include:

- General education school units (Kindergartens, Primary Schools, Junior High Schools, High Schools, Vocational Junior and Senior High Schools).
- Special Needs Education and Training School Units (Special Kindergartens, Special Primary Schools, Special Junior and Senior High Schools, Special Vocational Junior and Senior High Schools, E.E.E.K.).
- KEDASY (Centers for Interdisciplinary Evaluation, Counseling and Support) during all working days and hours.
- Medical-Pedagogical Centers.
- Municipal Counseling Centers.

- KDAPmeA (Creative Activity Centers for People with Disabilities), morning or afternoon shifts.
- Community Mental Health Centers.
- Schools operating within public hospitals.
- Higher Education Institutions.
- Museums, Art & Culture Organizations.
- Public or Private Legal Entities supervised by the Ministry of Labor, Social Security and Social Solidarity, which provide education, training, and supportive counseling services.

Internships are conducted at the above providers, hereafter referred to as "host/implementation providers," under the supervision of a faculty member of the IPP. The internship may also be conducted in institutions abroad, under specific formal and scientific conditions and provided that supervision of the internship process is feasible.

Article 5: Internship by Specialization

1. "Preschool Education" Specialization

The course aims to provide students with the opportunity to practice investigating modern and innovative teaching processes, acting as both educators and learners. Through a system of procedures and tools, the course seeks to bring the postgraduate student trainee into direct contact with contemporary pedagogical practice to provide feedback and improve their teaching actions. The internship is carried out in host institutions that will provide students with a field for research and practical experience in the following key areas:

1. Modern Trends in Classroom Didactics
2. Innovative actions in education and training contexts
3. Educational, social, and cultural approaches to child development
4. Psychosocial Support for children/adolescents and Counseling
5. School pedagogy and teaching practice

During the **third (C) semester**, students are required to complete an internship as part of the course "Internship Part I - Mapping and Evaluation of Pedagogical Work in Preschool Education" (Code: MYK.3.1.4), which awards ten (10) ECTS credits. To successfully complete the course, participants must follow a cycle of theoretical approaches (seminars/theoretical classes) and a cycle of practical applications, with a mandatory attendance of at least twenty (20) hours at a selected host institution.

During the **fourth (D) semester**, students undertake the course "Internship Part II – Observation of Sample Lessons in Institutions and/or School Units and Supervised Teaching in a Classroom" (Code: MYK.4.1.1), which awards fifteen (15) ECTS credits. Successful completion requires following a cycle of theoretical approaches and a cycle of practical applications (visits/observations or workshops at selected institutions) aimed at designing teaching for educational interventions. Specifically:

- Theoretical approaches involve mandatory seminar-style classes for an interdisciplinary and holistic approach to teaching and school practice.
- Practical applications involve visits to observe sample lessons and creative/laboratory activities at host institutions.
 - Trainees' activities at the host institutions should cover a total of up to 8 hours but can be extended upon request and with the agreement of the Internship Coordinator and the host institution.
 - Trainees participate in the host institution's program and attend classes/seminars/lessons by general and special subject matter experts, and participate in projects, etc.
 - During their time there, trainees must complete observation sheets, gathering material for the critical analysis of the activities and the development of their individual project as a complete lesson plan for educational interventions.

2. "Primary/Secondary Education" Specialization

The course "Internship – Observation of Sample Lessons in Institutions and/or School Units and Supervised Teaching in a Classroom" (Code: MYK.4.2.1) aims to provide students with the opportunity to practice investigating modern and innovative teaching processes, acting as both educators and learners. It seeks to bring the postgraduate student trainee into direct contact with contemporary pedagogical practice to improve their teaching actions. The internship is conducted in host institutions providing experience in the following key areas:

1. Modern Trends in Classroom Didactics
2. Innovative actions in education and training contexts
3. Educational, social, and cultural approaches to child development
4. Psychosocial Support for children/adolescents and Counseling
5. School pedagogy and teaching practice

During the **fourth (D) semester**, students undertake this compulsory internship course, which awards fifteen (15) ECTS credits. Successful completion requires a cycle of theoretical classes and a cycle of practical applications aimed at designing educational interventions.

This includes visits to observe sample lessons and creative activities at host institutions. The time commitment and activities are similar to those described for the "Preschool Education" specialization.

Additionally, during the **fourth (D) semester**, students in this specialization may choose the elective course "Internship – Microteaching" (Code: MEK.4.2.2.2), which awards fifteen (15) ECTS credits. For successful completion, students must participate in a cycle of theoretical classes and a practical application cycle involving mandatory participation in a Microteaching program for at least thirty-six (36) hours, where they will act as presenters, learners, and evaluators. This practical cycle can be held at host institutions or at the University of West Attica, following a decision by the IPP's governing bodies.

3. "Inclusive Education" Specialization

The compulsory internship for this specialization is intrinsically linked to the program's primary goal of functionally integrating the inclusive dimension into its curriculum. This aligns with modern national and international mandates to promote inclusive education and remove barriers to equal access for all students, including those with disabilities and/or special educational needs. The supervised internship in Special Needs Education (SNE) aims to:

1. Enable postgraduate students to strengthen and professionally utilize their scientific knowledge on learning and teaching in inclusive and special educational settings.
2. Allow students to connect theoretical knowledge with the field of special and inclusive education in real-world conditions, including managing diversity and addressing the needs of vulnerable social groups (e.g., refugees, migrants).
3. Give students the opportunity to attend seminars, sample lessons, and workshops by experienced professionals in their field of interest.
4. Familiarize students with alternative forms of intervention (theater, music, visual arts) and assistive technology in the education of individuals with disabilities and/or special educational needs.
5. Enable students to reflect on and communicate their experiences within a group and practice analyzing them collaboratively.
6. Ultimately, help students develop a range of professional skills and experiences and gain substantial, reliable work experience that is recognized by the job market.

The internship for this specialization can be carried out in a variety of settings, including general education schools with students with special needs, inclusion classes, SNE school units, KEDASY, and other related centers and organizations. The host institutions will offer trainees an open field for work, observation, and reflection in areas such as:

- Differentiated Teaching

- Learning Disabilities and Educational Interventions
- Universal Design for Learning & Differentiated Instruction
- Creating Inclusive Learning Environments

The internship content includes theoretical support, supervision, fieldwork (observation, lesson planning, supervised and autonomous teaching), and exploratory work.

During the **third (C) semester**, students undertake "Internship Part I – Observation and Supervised Teaching in SNE and/or Inclusion Institutions and School Units" (Code: MYK.3.3.2), which awards twenty-two (22) ECTS credits. The total hours are broken down as follows:

- Theoretical Support/Seminars: 25 hours
- Internship Supervision: 100 hours
- Fieldwork: 200 hours
- Exploratory Fieldwork: 70 hours
- Design of Educational Interventions/Applications: 100 hours
- Preparation of Reflective Internship Paper (Deliverable): 70 hours

During the **fourth (D) semester**, students take "Internship Part II" (Code: MYK.4.3.1), which awards fifteen (15) ECTS credits. The total hours are broken down as follows:

- Theoretical Support/Seminars: 25 hours
- Internship Supervision: 70 hours
- Fieldwork: 130 hours
- Exploratory Fieldwork: 30 hours
- Design of Educational Interventions/Applications: 75 hours
- Preparation of Reflective Internship Paper (Deliverable): 30 hours

Finally, each student's internship must take place in host institutions where they are eligible for appointment or employment based on their specialization. For example, Primary Education teachers undertake their internship in primary education structures, and subject-specific teachers do so only where their appointment is provided for.

Article 6: Institutional Coordinator and Internship Committee

1. Institutional Coordinator and Program Committee

An Institutional Coordinator for the internship at the university may be appointed by a decision of the Senate. For each academic year, the IPP's Program Steering Committee appoints:

- **The Internship Coordinator:** A faculty member of the IPP who is responsible for the general supervision of the internship's educational process and for coordinating the Internship Supervisors and host institutions.
- **The Internship Committee:** Comprised of faculty members of the IPP and chaired by the Internship Coordinator. Its responsibilities include evaluating student applications, coordinating activities, resolving issues, appointing a supervisor for each trainee, and submitting an annual report and recommendations for program modifications to the Program Steering Committee. The **Supervisor** is responsible for guiding and supporting students throughout the internship process and communicating with host institutions. Supervisors can be appointed from the IPP's teaching staff.

2. Supervisors at Host/Implementation Providers

Internship providers must inform the IPP of their operational framework and rules, as well as the individuals responsible for supervising the postgraduate student trainees (e.g., special educators, subject teachers, etc.). The trainee's program of activities and duties is determined by the supervising specialist in consultation with the head of the institution. The provider's supervisor guarantees that the internship is conducted according to educational ethics and the IPP's regulations, monitors the trainee's progress and attendance, and provides advice when necessary. The provider's supervisor maintains constant contact and collaboration with the IPP's Coordinator/Supervisor.

Article 7: Placement of Students in Institutions

The process for students to declare their choice of host institution for the internship begins after the start of the relevant courses each semester, following notification from the Internship Coordinator.

- **For the "Preschool Education" specialization (3rd semester):** Students must declare their chosen internship provider to the course Coordinator for approval.
- **For the "Preschool Education" and "Primary/Secondary Education" specializations (4th semester):** Students must declare one of the five key axes described in Article 5. Axes one through four are for students residing within Attica, and the internship placements are determined by the Internship Coordinator. Students living outside Attica who choose the fifth axis must then declare their specific host institutions to the Coordinator for approval. Internship providers do not offer any form of financial

compensation or insurance coverage to the trainees, and no employment relationship is established.

- **For the "Inclusive Education" specialization (3rd and 4th semesters):** Students must submit a declaration of the institution where they intend to conduct their internship. The provider is approved or rejected by the Internship Coordinator based on the criteria outlined in the "Inclusive Education Internship Guide." If rejected, the student may submit a new declaration. An internship agreement is signed by the trainee, the host provider's representative, and the Director of the IPP.

In special cases, an internship may be carried out at a student's place of employment, but the internship hours cannot coincide with their work hours. Postgraduate students of the "Inclusive Education" specialization are mandatorily insured under the National Organisation for the Provision of Health Services (E.O.P.Y.Y.) through the e-EFKA system for accident risk only. These students must also be registered in the "ERGANI" system by the host provider at the start and end of their internship, as required by current legislation.

Article 8: Internship Deliverables

All necessary internship documents are available on the IPP's "e-Class" platform for the relevant courses. The internship is considered complete only after all required hours have been fulfilled and all documents (deliverables) have been officially submitted by the student within the deadlines.

1. **"Preschool Education" Specialization (3rd semester):**
 - File(s) with the final project presentation.
 - A certificate from the provider's supervisor or a solemn declaration by the student confirming the completion of 20 internship hours.
2. "Preschool Education" and "Primary/Secondary Education" Specializations (4th semester):

The final internship paper must be submitted for evaluation and grading. It is a single PDF file that includes:

- The "Trainee's Card," detailing all visits to the providers.
 - A "Lesson Plan," which is a hypothetical scenario/intervention for an educational group, related to their chosen work axis.
 - A "Reflection Journal," with thoughts on their experience, questions, and evaluative comments.
3. "Inclusive Education" Specialization (3rd and 4th semesters):

At the end of each semester's internship, the final paper must be submitted for evaluation. It is a single file containing:

- A reflective internship paper for the semester.
- The "Trainee's Card," documenting attendance in all course activities (seminars, supervision, fieldwork).
- A "Certificate of Internship Completion" from the provider's supervisor.
- A "Trainee Evaluation Form" from the provider's supervisor.
- The "Trainee's Reflection Journal" on the internship experience.
- A plan for an educational intervention, based on the trainee's supervised involvement at the provider.
- The "Unified Form for Announcing the Start/Changes of Student Internships" from the "Ergani" system.

Article 9: Student Duties

Students are responsible for staying informed about internship announcements posted on the "e-Class" platform or sent via email by the IPP Secretariat to their institutional accounts. After submitting their declaration and being placed, each student is committed to completing their internship at that specific provider according to these regulations.

During the internship, students must:

- Adhere strictly to the attendance schedule set by the provider's supervisor.
- Apply the principles of educational ethics and professional conduct. Key ethical points include:
 - **Competence:** Not exceeding the limits of their knowledge and abilities.
 - **Integrity and Responsibility:** Acting with honesty and fairness, and avoiding inappropriate relationships in the workplace.
 - **Respect for Rights and Dignity:** Protecting the confidentiality of personal data and recognizing individual differences.
 - **General Purpose:** Using their skills to promote the well-being of individuals and the community.
- Confine their actions to the activities assigned by their supervisor. Failure to comply may lead to the termination of the internship upon a documented recommendation from the supervisor.

- Inform the Internship Committee in a timely manner if serious difficulties or problems arise at the provider.
- Take responsibility for the handling, completion, and submission of their internship documents to the Internship Coordinator.

Article 10: Communication

- With the Internship Coordinator via email to their institutional account.
- Through the IPP's "e-Class" platform in the respective courses (eclass.uniwa.gr).
- With the IPP Secretariat via email (secedutech@uniwa.gr) and/or by phone (210 538 5373 and 210 538 5349).
- Information regarding the Internship is posted and updated on the IPP's website (edutech.uniwa.gr).