

UNIVERSITY OF WEST ATTICA

IPPS "Education Sciences through Innovative
Technologies

& Biomedical Approaches"

**Published policy for the support and development of
the IPP's staff**

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General

With the aim of continuously upgrading its human resources, the Interdepartmental Postgraduate Program (IPP) "Education Sciences through Innovative Technologies & Biomedical Approaches" faithfully applies the criteria and procedures defined by the current legislation and the Funding Guide of the Institution's Special Account for Research Funds (ELKE) for the selection of all its teaching and administrative/technical staff. These procedures contribute to the fair and objective selection of the Program's staff.

1. Support and Development of teaching staff

The IPP has adopted an open call for expressions of interest for those who wish to provide teaching or auxiliary teaching work in the Program, through the operation of an electronic platform on its website for the submission of relevant applications (<https://edutech.uniwa.gr/e-grammateia/efarmogi-prosklisis-ekpaideyton/>).

This method facilitates the finding of highly specialized instructors who are experts in their respective fields and are dedicated to teaching, research, and providing teaching support to students. The members of the teaching staff bring a wealth of knowledge and experience to the classroom and use innovative teaching methods to help students learn and develop their cognitive reserves and skills. A significant portion of the instructors has been trained in universities and research centers abroad and has transferred the know-how they acquired to the IPP.

The performance of the IPP's instructors in their scientific and research work is posted on the Program's website. There is significant participation of the Program's instructors in Greek and international research protocols, the results of which are published in high-prestige journals. Many of these publications have garnered significant scientific interest, as shown by the large number of citations they achieve. The Program's expense budget annually covers the cost of a significant number of such publications. Additionally, the IPP's instructors demonstrate increased scientific mobility by participating in international conferences with presentations, which in several cases have received international awards.

In the same context, the IPP facilitates the granting of educational leaves for mobility and training at recognized universities and research centers in Greece and abroad, while promoting collaboration with universities and professors from other countries, at both the educational and research levels. Annually, care is taken to include in the IPP's budget the coverage of such travel expenses, covering all costs required for on-site visits to other universities in Greece and abroad, with the added benefit of know-how exchange. The lead Department of Biomedical Sciences supports and facilitates the participation of teaching staff in scientific conferences both domestically and abroad at the expense of the IPP, providing relevant service leaves with fast and direct procedures. Both the lead Department and the Steering Committee of the IPP encourage the research work of the Program's instructors and contribute to it in every possible way, such as by providing technical assistance and support in submitting proposals to compete for competitive international and Greek research programs.

The IPP encourages the academic activity of its instructors through the introduction of innovative teaching methods and the use of new technologies. It supports their educational and research work by developing infrastructure, procuring modern equipment, and all kinds of necessary educational consumables. At the same time, the continuous strengthening of laboratory infrastructure with the procurement of modern technological equipment contributes to the development and application of new methods to support the laboratory/seminar work of the instructors, and also increases their potential for participation in demanding research protocols. The above actions, on the one hand, strengthen the connection between teaching and research, and on the other hand, promote the scientific and professional development of the¹ teaching staff.

The instructors of the IPP are supported by the Center for Teaching and Learning Support of the University of West Attica (<https://teach.uniwa.gr/>). The Center's purpose is to provide support to instructors for the design, teaching, and evaluation of their courses and the upgrading of their teaching work, while it also seeks to inform them about innovative practices and approaches in student education. It supports instructors and provides them with continuous updates on modern trends in higher education, as well as on utilizing the offered potential of ICT during the teaching of university courses and the educational process in general, in order to create environments that facilitate and support learning in the best possible way. The Center follows international standards and best practices of other Higher Education institutions where corresponding structures (Centers for Teaching and Learning - CTLs) operate.

2. Support and Development of administrative/technical staff

The IPP ensures that the members of its administrative and technical staff continue to have the necessary qualifications, know-how, and experience to provide high-quality support and guidance to the Program's students, as well as to the instructors. In this context, the participation of administrative and technical staff in training programs organized either by the University or by other bodies is encouraged.

Within the Department of Administrative Staff of the Institution's Human Resources Directorate, there is an Administrative Staff Training Office. It is responsible for the planning, organization, and implementation of training programs for all of the Institution's Administrative Staff. The training programs concern the education of staff in new student registry tools, the electronic issuance of certificates, the evaluation platform, website upgrades, etc.. Training seminars for administrative and technical staff are also organized by the Institution's Quality Assurance Unit (MODIP) in collaboration with specialized bodies, while on the initiative of the Directorate of Studies Support, staff participate in programs of the National Centre for Public Administration and Local Government (EKDDA). The Directorate and the Steering Committee of the IPP encourage and support the training of the administrative and technical staff involved in the implementation of the Program.

3. Areas of application of the Staff Support and Development Policy

This policy mainly supports:

- The development and rational allocation of human resources.
- Collaboration among the Program's instructors, which is also enhanced by the role of course coordinators that the IPP has adopted.
- The provision of an attractive environment for research collaborations, both interdepartmentally and with other Academic and research Institutions and bodies.
- The provision of incentives for conducting research and the funding of research actions.
- The continuous training of all IPP staff.
- The utilization of student evaluations for the improvement and development of teaching and administrative staff.
- The continuous improvement of spaces and other working conditions for teaching and administrative staff.
- The regular updating and training of staff on the use of technological equipment and infrastructure in general.
- The regular updating and training of staff on health and safety rules in laboratory spaces.

4. Publication of the Staff Support and Development Policy

This policy has an official character, is binding, and is fully harmonized with the legal and regulatory framework that governs the operation of the Institution. It is reviewed annually by the Steering Committee of the IPP and, if required, is revised. The policy is posted on the Center's website and is periodically sent to all Program staff.