



ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ



**SCHOOL OF HEALTH AND WELFARE SCIENCES  
DEPARTMENT OF BIOMEDICAL SCIENCES  
AND  
FACULTY OF SOCIAL SCIENCES AND HUMANITIES  
DEPARTMENT OF EDUCATIONAL SCIENCES  
UNIVERSITY OF LIMASSOL**

**INTER-UNIVERSITY POSTGRADUATE PROGRAMME 'SPECIAL  
EDUCATION AND NEW TECHNOLOGIES'**

**PRACTICAL GUIDE**

**(Decision of the Assembly of the Department of Biomedical Sciences of the PADA: 6/17-03-2025)**

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## Article 1

### General

The inter-university postgraduate programme "Special Education and New Technologies" includes the implementation of an internship for postgraduate students as an optional educational activity.

The Programme of Studies places particular emphasis on the practical training of postgraduate students.

which includes observation/observation, theoretical design of educational intervention, implementation of a micro-teaching and/or development of teaching/teaching intervention.

The Practical Training is carried out during the second year of studies (fourth (d) semester of the postgraduate programme), as follows:

- Practical Training - Monitoring and Supervised Teaching in Institutions and Special Education and Education and/or Inclusion School Units.

## Article 2

### Purpose

The implementation of Practical Training aims at the practical application of the theoretical scientific knowledge cultivated in the courses of the postgraduate programme and the familiarisation of students with potential workplaces, and mainly at the enhancement of the pedagogical and teaching skills of postgraduate students through the use of innovative theories and technologies.

## Article 3

### Conditions and Assessment

Eligible for internships are:

- students in their second year of studies (second semester),
- students who have successfully completed at least 80% of the courses of the first year of studies (first, second and third semesters).

Students are assessed by evaluating their response to the following criteria:

- The evaluation of the final project (as described in Article 8 of this document).

- The uninterrupted and consistent presence in the Practical Training Organisation, as defined.
- The evaluation of the student by the supervisor of the institution.
- Consistent attendance of the student at the weekly internship meetings with the supervisor, as determined by the timetable.

## Article 4

### Practical Training Organisations

The internship of postgraduate students can be carried out in formal and non-formal learning structures/organisations, general and non-formal learning institutions, in the fields of Special Education and Education, throughout Greece (or abroad, following a decision of the HPS or through a mobility programme (Erasmus)) and includes all actions and activities related to the systematic organization and effective provision of educational support and teaching services, such as:

- a. School units of general education (Kindergartens, Primary Schools, Primary Schools, Secondary Schools, High Schools, Vocational High Schools).
- b. School Units of Special Education and Education (Special Kindergartens, Special Primary Schools, Special Secondary Schools - Lyceums, Special Vocational Secondary Schools - Lyceums, E.E.E.E.E.K.).
- c. Centre for Interdisciplinary Assessment of Counselling and Support (KEDASY, throughout working days and hours).
- d. Medical and Pedagogical Centres.
- e. Municipal Counselling Centres.
- f. Day care centres (morning or afternoon).
- g. Community Mental Health Centres.
- h. Schools operating within public hospitals.
- i. Institutions of Higher Education.
- j. Museums, Art Institutions & Culture.
- k. Public or private legal entities (N.P.D.D. or N.P.I.D.) supervised by the Ministry of Labour, Social Security and Social Solidarity, which provide education, training and advisory support services.

Student internships are carried out at the above institutions, hereinafter referred to as

" host/implementation (FW/U)", under the supervision of the lecturer of the

Master's Degree Programme. The internship may also be carried out in structures/agencies abroad, under formal and scientific conditions and provided that the supervision of the internship process is feasible.

## Article 5

### Practical Training - Structure and Content

The practice of the Curriculum "Special Education and New Technologies" is inextricably linked to the Programme's main objective of operationally integrating the inclusion/inclusive dimension in its Curriculum in order to fully harmonize it with modern - national and international - requirements for the promotion of inclusive/inclusive education and the removal of barriers to equal access to education for all students, including pupils with disabilities and/or special educational needs.

Supervised internships in host institutions linked to Special Education and Education (SEE), aim to:

- 1) To enable postgraduate students to enhance and utilize their scientific knowledge on learning and teaching issues in inclusive and special education contexts on a professional level.
- 2) To give postgraduate students the opportunity to connect, in real-life conditions, their theoretical knowledge with the field of special education and inclusive education, as well as with issues related to the pedagogical management of diversity and special educational needs and other issues related to vulnerable social groups (e.g. refugees, migrants, etc.).
- 3) To give postgraduate students the opportunity to attend seminars, sample teaching sessions, workshops by specialists and practitioners who have many years of experience in the field of their interest.
- 4) To provide postgraduate students with opportunities to become familiar with alternative forms of intervention (theatre, music,

visual arts) but also assistive technology in the education of people with disabilities and/or special educational needs.

- 5) To give graduate students the opportunity to reflect and communicate their experiences to the group. Then, practise analysing their experiences in the context of a co-working, an element considered a key pedagogical process.
- 6) In conclusion, postgraduate students will develop a range of professional skills and experience and gain substantial and credible experience, acceptable to the labour market.

In particular, the Internship can be implemented in host institutions, such as:

- 1) General education school units attended by pupils with special educational needs and/or disabilities (morning and full-day).
- 2) Integration departments of general schools (Kindergartens, Primary Schools, Primary Schools, Secondary Schools, High Schools, Vocational High Schools).
- 3) School Units of Special Education and Education (Special Kindergartens, Special Primary Schools, Special Secondary Schools - Lyceums, Special Vocational Secondary Schools - Lyceums, E.E.E.E.E.K.).
- 4) Centre for Interdisciplinary Assessment of Counselling and Support (KEDASY, throughout working days and hours).
- 5) Medical and Pedagogical Centres.
- 6) Municipal Counselling Centres.
- 7) Day care centres (morning or afternoon).
- 8) Community Mental Health Centres.
- 9) Schools operating within public hospitals.
- 10) Institutions of Higher Education.
- 11) Museums, Art Institutions & Culture.
- 12) Public or private legal entities (N.P.D.D. or N.P.I.D.) supervised by the Ministry of Labour, Social Security and Social Solidarity, which provide education, training and advisory support services to persons over fifteen (15) years of age with disabilities.

The host/implementing organisations will offer the trainees an open field of work, observation, investigation and reflection, in key areas such as:

1. Modern Trends in Teaching in the Differentiated Classroom

2. Educational, social and cultural approaches to child education
3. Learning difficulties and educational interventions
4. Innovative educational interventions in educational integration
5. Child/Adolescent Psychosocial Support and Counselling
6. Universal design for learning & differentiated teaching
7. Creating inclusive learning environments

And in specific subjects, concerning pupils with different educational needs, pupils with disabilities and/or special educational needs:

- a. Teaching methodology for the education of people with disabilities.
- b. Education of people with autism, intellectual disability.
- c. Training for people with mobility disabilities.
- d. Education of people with speech, language and communication difficulties.
- e. Teaching people with learning and adaptation difficulties.
- f. Collaborative practices for the educational and social inclusion of people with special needs and/or disabilities.
- g. Strategies for managing emotional and behavioural problems of people with special educational needs and/or disabilities.
- h. Introduction to Assistive Technology - Information and Communication Technologies in Special Education.
- i. Curriculum Diversification and Adaptations in Teaching.

**The content of the internship** includes:

- a. Theoretical support, with specialised seminars and/or workshops on applied pedagogy, learning and teaching and/or case studies, for the education and inclusion of people with different educational needs, special educational needs and/or disabilities. The main objective of the theoretical support cycle is to prepare students for the field and the factors that make up the context of the placement. At the same time, they will be supported on the design of teaching or educational interventions as well as the implementation of their scientific work (e.g. issues of bibliographic references, types of research, research methodology, etc.).
- b. Supervision of internships: Students are required to participate in supervision activities with the coordinator/supervisor and/or the lecturers, with the aim of

preparing, managing and solving educational problems that arise during the conduct of the activities.

- c. Field placement, including observation, lesson planning or educational interventions, participation in teaching, supervised and autonomous teaching, in specific learning environments, subject to appropriate preparation and supervision by the Coordinator/Supervisor and in collaboration with the responsible officers/teachers.

Indicatively, activities may include the following:

- standard processing tasks (e.g. taking a history, filling in documents, etc.).
  - psycho-pedagogical evaluation.
  - involvement in teaching.
  - counselling sessions, individual or group.
  - meetings of members of the interdisciplinary team.
  - educational/educational activities.
  - other actions or activities which fall within the professional tasks and skills of the specialised officials.
- d. Exploratory work in the field, to systematically review sources, to identify literature sources, research bases and applications, with the aim of collecting data for feedback on the field experience, possible enhancement of the thesis, synthesis of a scientific text such as publication, participation in a scientific conference, etc.
- e. Design of educational interventions/applications for the field, for the indirect and/or direct involvement of trainees in the teaching practice.
- f. Preparation of a reflective internship project (deliverable).

The internship corresponds 30 ECTS and 500 hours workload, of which 300 hours are carried out at the host organisation.

Activity	Indicative hours
Theoretical support/Monitoring seminars	20
Material study-Preparation of deliverables-Cooperation with supervisors	130
Exercise-Presence in the field (Planning teachers interventions/applications in the field)	300
Preparation of a reflective paper internship (deliverable)	50



Total:	500
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Finally, the internship of each student must take place in host/implementing institutions where he/she has the right to appointment or employment, based on his/her specialization. For example, primary school teachers do internships in primary structures and speciality teachers only where their appointment is provided for.

## Article 6

### 1. Institutional Manager and Internship Committee

By decision of the Senate of the P.D.A., the Institutional Manager of the internship of the P.D.A. may be appointed. .

By decision of the H.P.S. of the D.P.M.S. per academic year, the following are appointed:

- a. The Internship Supervisor, who is a lecturer of the MSc [a member of the Teaching Research Staff (D.R.P.) or Laboratory Teaching Staff (L.T.P.) or Special Education Staff (S.E.P.) or Specialised Technical Laboratory Staff (STS) etc.], has as its objective the general supervision of the educational process of the internship within the curriculum, the coordination of the Internship Supervisors and the host/implementing organisations.
- b. The Internship Committee, which consists of members of the faculty members of the D.I.P. or E.I.P. or E.E.P. or E.T.E.P. of the D.P.M.S, which is headed by the Internship Supervisor, with the objective of evaluating the applications/applications of students wishing to carry out an internship, coordinating the activities related to student internships, solving problems, appointing a Supervisor for each student intern, preparing and submitting an annual report on the implementation and evaluation of the internship programme to the HPS, as well as the submission of recommendations for the modification of the curriculum with regard to internship issues.

The Supervisor is responsible for the guidance and support of students throughout the whole process of the internship in host/implementing organisations, the communication with the host/implementing organisations for the achievement of the intended learning outcomes and informing the Supervisor and the Internship Committee.

## 2. Supervisors of Y/S Practical Training Institutions

The Internship Institutions should have notified the Inter-University Curriculum (IHU) of their framework and rules of operation as well as the persons responsible for the internship of the postgraduate students (e.g. special educators, professors of specialties, etc.). The programme of activities and duties of the intern where he/she undertakes an internship are determined by the supervising specialist, in consultation with the supervisor/manager/director of the institution.

The Supervisor of the Institution guarantees the realization of the internship, within the principles of educational ethics and the Regulations of the I.P.S., monitors the progress of the activities and the consistent presence of the during the internship and intervenes in an advisory capacity whenever he/she deems appropriate. The Supervisor is in constant contact and cooperation with the Internship Coordinator/Supervisor.

## Article 7

### Placement of students in institutions

The procedure of the registration of the host/implementation of the Internship by the students takes place after the beginning of the relevant courses each semester and after the relevant information of the Internship Coordinator.

In particular:

- Students are required to submit a declaration of the organisation where they intend to carry out the internship. The organisation is approved or rejected by the Internship Coordinator. If the selected organisation is rejected on the basis of the criteria described in the "Guide to the Internship", the student has the right to resubmit a declaration of organisation.
- For the implementation of the internship of postgraduate students, an internship agreement is concluded between the D.P.S. and the host institution, which is signed by the intern, the representative of the host institution and the Director of the D.P.S.

- In special cases, where all circumstances are considered, the Internship can be implemented in the organisation where the students are already working. In no case, however, may the Internship hours coincide with the intern's working hours at the institution.
- Postgraduate students who carry out an internship are subject to the mandatory insurance of the National Organization for the Provision of Health Services (E.O.P.Y.Y.) through the Electronic National Social Security Institution (e-NSIFKA) (formerly the Social Insurance Foundation - Unified Fund for the Insurance of Employees - I.K.A. - E.T.A.M.), in accordance with par. 10 of Article 15 of Law No. 3232/2004 (A 48) only for the accident branch.
- Students are required to register (start) and deregister (end), by the Responsible of the Institution, in the "ERGANI" system, as defined by the legislation (Government Gazette 2639/T.B/28-06-2019).

## Article 8

### Practical Training Deliverables

All the necessary documents related to the internship will be available through the D.P.S. platform. Even when the required number of hours has been completed, **the internship is considered completed only if all the documents (deliverables) have been officially handed over by the student within the deadlines.**

- Each intern, at the completion of the internship and within specific timeframes, must submit the final work for the internship for evaluation/grading.
- The Internship assignment consists of a file, which includes:
  - a. Preparation of a reflective project per semester.
  - b. "Trainee Card", for all the attendance during the course (seminars/workshops, supervision, observations & field activities).
  - c. "Certificate of completion of the postgraduate student's internship", from the Supervisor of the Institution.
  - d. "Intern Evaluation Form", by the Supervisor of the Institution.

- e. "Intern's Reflection Journal", for the Internship experience.
- f. Design of an educational intervention, from the supervised involvement of the trainees in the institution.
- g. The "Single Form for Notification of Start/Changes of Practical Training for Students" from the "Ergani" system.

## Article 9

### Duties of students

- Students take note of the announcements concerning the internship at their own risk, whether they are posted on D.P.S. platform, or through the electronic communication of the D.P.S. Secretariat, in the students' institutional accounts.
- After the submission of the declaration and the placement in an institution, each student commits himself/herself to carry out his/her internship in the specific institution, according to the provisions of these Regulations.
- During their internship, students are obliged to consistently observe the hours of attendance at the institution, which has been established by the supervisor or the person in charge of the institution and the student, according to the needs and the nature of the institution.
- During the internship students are required to apply the principles of educational ethics and professional conduct. The key points of ethics are listed in the following areas:
  - a) Proficiency: students do not exceed the limits of their knowledge and capabilities or the technical and administrative resources of the Centre.
  - b) Integrity and responsibility: students act with honesty, sincerity and fairness, separate their personal needs and values from their professional obligations and avoid inappropriate relationships in the workplace.
  - c) Respect for the rights and dignity of individuals: students respect the privacy of personal data, recognise individual differences based on gender, age, race, ethnic/cultural origin, religion, sexual orientation, special needs and socio-economic status.

- d) Overall purpose: students apply their academic and professional skills to promote the well-being of the individual and the community.
- e) In addition to the above commitments, students must define their actions within the framework of the activities assigned to them by the supervisor and be consistent with the commitments arising from the specific objectives and the operation of the institution. If this is not the case, and following a well-founded recommendation from the supervisor, the Traineeship Committee may decide to terminate the student's traineeship. For their part, students must inform the Traineeship Committee in good time if serious difficulties or problems arise in the organisation.
- f) Each student is responsible for the handling, completion and submission of his/her internship documents to the Internship Coordinator.

## Article 10

### Contact

- With the Coordinator, via e-mail to his/her institutional account.
- Through the platform of the PPC.
- With the Secretariat of the D.P.S. by e-mail ([secedutech@uniwa.gr](mailto:secedutech@uniwa.gr)) and/or by telephone (210 538 5373 and 210 538 5349).

Information about the Internship will be posted and updated on the website of the D.P.S. "Special Education and New Technologies".