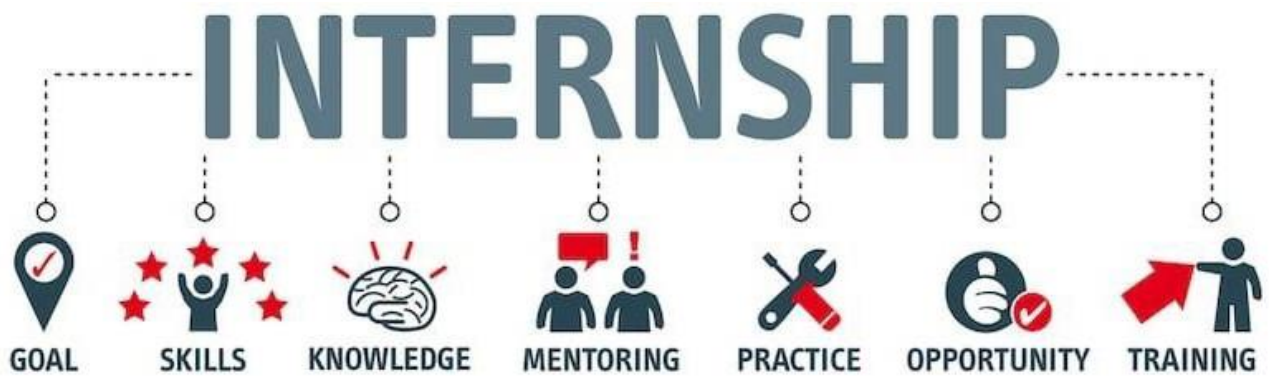




POSTGRADUATE COURSE IN INDUSTRIAL MANAGEMENT AND TECHNOLOGY

INTERNSHIP REGULATION



CONTENTS

1. General Description and Purpose	3
2. Conditions of Participation.....	3
3. Participation Procedure	3
4. Duration of the Internship	4
5. Intern's Financial Compensation.....	4
6. Intern Insurance.....	4
7. Trainee's Leave Entitlement.....	4
8. Completion of the Internship.....	4
9. Termination of the intern's Internship.....	4
10. Number of Interns Participating in the Internship	5
Annex I. APPLICATION FOR PARTICIPATION IN INTERNSHIP	6
Annex II. PRIVATE AGREEMENT	7
Annex III. SUPPLIER'S OPENING	9
Annex IV. DAILY ATTENDANCE LOG	10

1. General Description and Purpose

The Internship of the Postgraduate Students of the Postgraduate Course in "Industrial Management and Technology" of the Department of Industrial Management and Technology of the University of Piraeus was established by the decision of the General Assembly of the University of Piraeus (25.06.2019/20190071).

The Internship is included in the Curriculum as an elective course of the 3rd Semester from the 1st Cycle of Studies-Refoundation (Academic Year 2018-19) and onwards. The course corresponds to six (6) credit hours (ECTS), which will not be counted towards the requirements for the Postgraduate Course. The course is included without a grade in the Diploma Supplement.

The Internship is an important part of higher education, as it brings postgraduate students into contact with the modern business and working environment. The main objective of the Internship is to familiarize the postgraduate students of the Department with the subject matter, internal structure, organization and activities of businesses and organizations in real working conditions, in order to connect theory with practice. Internship contributes on the one hand to the better utilization and assimilation at a professional level of the knowledge and skills acquired by the postgraduate students during their studies and on the other hand provides opportunities to enhance their scientific training with professional skills and qualifications. In addition, they gain experience, personal maturity and professional, team and social awareness which are essential life skills. Professional networking with institutions and market players enhances the smooth integration of graduates into the country's productive system. At the same time, the labor market comes into contact with young postgraduates and is enriched with new stimuli of knowledge, ideas and opinions. This interaction is crucial and can contribute to the creation of new jobs, as well as to the development of innovation and entrepreneurship among graduates. In this way, the creation of a two-way channel for the transmission of information between the University of Piraeus and the productive institutions is encouraged.

2. Conditions of Participation

The Internship is addressed to the postgraduate students of the third semester of the Postgraduate Course in "Industrial Management and Technology". The basic prerequisite for participation in this Internship is the completion of the "Application for Participation in Internship" (Annex I) and the finding of Host Organizations (Companies or Organizations) that match their professional interests, either from the list provided by the Postgraduate Course or by the interested students themselves. In addition, the postgraduate student must register the corresponding elective course "Internship", following the prescribed course registration procedure within the time frame specified. From now on, for the sake of brevity, students participating in the Internship will be referred to as "interns".

3. Participation Procedure

The Secretariat of the Postgraduate Course notifies by e-mail to postgraduate students the opening of the call for applications for the Internship with a deadline for submission of applications. At the first stage, the Host Organization may not be indicated in the application if it has not been found or its written approval has not been obtained. After the deadline, the Secretariat submits the applications to the Internship Supervisor for evaluation. The Head then draws up the list of successful candidates on the basis of the selection criteria, which are the maximum number of participants (see Article 10) and their marks. In the event of a tie, the procedure will be followed by drawing lots. From the date on which the Secretariat notifies the successful candidates of the results, they will be given 10 working days to produce the 'Letter of Acceptance' from the Host entity indicating the period of the Internship in order to secure their place. After the deadline, if no host has been found or the placement has not been accepted either by the Internship candidate or by the host, the corresponding placement will be given to the next runner-up.

The final list with the names of the interns, the Host Organization, the amount of the fee and the duration of the Internship will be approved by decision of the Departmental Assembly and the Research Committee of the University of Piraeus Research Centre (UPRC). Finally, a Private Agreement (Annex II) will be drawn up between the Intern, the Host Organization and the UPRC.

4. Duration of the Internship

The Internship per intern will last a minimum of three (3) working months and a maximum of five (5) working months and will be "Full Time". Each working month is equivalent to 25 working days (including any holidays). "Full-Time Internship" is defined as the hours of operation that are in accordance with the hours of operation of the Host Organization where the Internship takes place. The start of the Internship may take place, subject to the approval of the Departmental Assembly and the Research Committee, on the designated working day of the year. The Internship shall not be carried out in parts but as a whole during the same period of time.

5. Intern's Financial Compensation

A financial compensation is provided, which is funded by the Postgraduate Course and paid to each intern in a lump sum, after the certification of the successful completion of the Internship. The amount of the allowance may be varied by decision of the Departmental Assembly, depending on the budget available for each cycle of studies. The Host Organization may, if it so wishes, finance each intern with an additional amount at its discretion.

6. Intern Insurance

The Postgraduate Course undertakes to cover the intern's insurance contributions related to occupational accident risk throughout the Internship.

7. Trainee's Leave Entitlement

Each intern is entitled to the statutory sick days throughout the duration of the Internship. In the event that the intern requests the granting of more days of leave than the prescribed number, provided that the intern has previously addressed the Head of the Host Organization and has received his/her approval and has also informed (by e-mail) the Head of the Secretariat of the MSc, these days must be made up. The replenishment can only take place after the end of the agreed end date of the Internship and only if a relevant reference has been completed in the intern's "Daily Attendance Book" and an amendment to the intern's private contract has been made beforehand. Public holidays are considered as regular holidays and not as leave.

8. Completion of the Internship

Upon completion of the Internship, the intern must submit to the Secretariat of the Postgraduate Course the "Supplier's Opening" (Annex III), the "Daily Attendance Log" (Annex IV) completed and signed by the Host Organization, the "Certificate of Good Performance" from the Host Organization indicating the duration of employment and the intern's tasks and finally the "Delivery Report" from the intern which will be submitted to the Internship Supervisor who in turn will approve and certify the successful completion of the Internship of the intern.

9. Termination of the intern's Internship

It is possible for the Internship to be interrupted either by the intern or by the Host Organization due to a specific and important reason, provided that the Secretariat of the Postgraduate Course has been informed in advance. In this case, the intern is not compensated for the period of the Internship.

10. Number of Interns Participating in the Internship

The number of interns is set at twenty-four (24) of the total number of postgraduate students in each cycle of study. The number of interns may be changed by decision of the Departmental Assembly, depending on the available budget of the cycle.

Annex I. APPLICATION FOR PARTICIPATION IN INTERNSHIP

UNIVERSITY OF PIRAEUS
SCHOOL OF MARITIME AND INDUSTRIAL STUDIES
DEPARTMENT OF INDUSTRIAL MANAGEMENT AND TECHNOLOGY



POSTGRADUATE COURSE IN
INDUSTRIAL MANAGEMENT AND TECHNOLOGY

«INTERNSHIP OF POSTGRADUATE SDUDENTS»

APPLICATION FOR PARTICIPATION IN INTERNSHIP

Piraeus, / / 20

<p>SPECIALIZATION:</p> <p>NAME:</p> <p>FATHER'S NAME:</p> <p>DATE OF BIRTH:</p> <p>REGISTRATION NUMBER:</p> <p>ADDRESS/REGION/ZIP CODE:</p> <p>IDENTITY CARD NUMBER/DATE OF ISSUE/ISSUING BODY:</p> <p>VAT NUMBER/TAX OFFICE:</p> <p>PERIOD OF INTERNSHIP:</p> <p>KNOWLEDGE OF FOREIGN LANGUAGES/LEVEL:</p> <p>TEL. FIXED/TEL. MOBILE:</p> <p>E-MAIL:</p> <p>NAME OF THE DESIRED BUSINESS:</p> <p>BUSINESS AREA:</p> <p>WORKING EXPERIENCE:</p>
--

I declare responsibly that if I withdraw from the Internship Program, I waive any remuneration and other related and associated rights.

The student....

.....

Annex II. PRIVATE AGREEMENT

INTERNSHIP

POSTGRADUATE COURSE

SPECIALIZATION:.....

DEPARTMENT

PRIVATE AGREEMENT

In Piraeus, today,, between

1. The Special Research Funding Account of the University of Piraeus, under the name «**UNIVERSITY OF PIRAEUS RESEARCH CENTRE**» (UPRC), located at

Piraeus, 122 Grigoriou Lambraki Street, POSTAL CODE 185 32, (VAT NUMBER: 090037284, TAX OFFICE: A' PIRAEUS), and is governed by the provisions of Law 4485/2017 (Government Gazette A' 114/04.08.2017), as legally represented by **Professor Gregory Chondrokoukis**, Chairman of the Research and Management of the Special Research Funding Account Committee, Vice Rector for Research and Lifelong Education, and by the Scientific Manager of the project and Professor of the Department

..... of the University of Piraeus Mr., hereinafter referred to

«UPRC»,

2. The company with the name «.....» having its registered office at ,

..... POSTAL CODE :....., with VAT NUMBER TAX OFFICE

. , legally represented for the signing of this document by

Mr. , hereinafter referred to as the «Company» και

3. He/She, postgraduate student of the University of Piraeus (Postgraduate Course «.....»), resident, street

....., POSTAL CODE with ID/Passport Number issued by

..... on from , hereinafter referred to «intern student»

The following was agreed and accepted:

1. Purpose:

The cooperation of the three parties for the internship of the third party in the Company , which is part of the project «Postgraduate Course» of the department, whose Scientific Director is the Professor of the University of Piraeus Mr.

2. Relationship between the intern student and the Company:

The Company undertakes to employ the intern student in the work area chosen by the student in cooperation with the Project Manager. This employment constitutes the student's Internship.

It is expressly agreed that this contract is for Internship only and in no case can it be considered as a contract of employment of the intern student.

3. Duration:

The Company undertakes to employ the intern student from **xx/xx/20xx** to **xx/xx/20xx** (..... months).

At the end of the above period, this contract shall terminate automatically without notice.

4. Fee:

The fee of the intern student will be paid by the UPRC, entirely from the funds of the Postgraduate Course of the Department of the University of Piraeus, in the amount of € (..... euros) in total. The company has no obligation to pay any remuneration to the intern student for his/her work for it, except for the amount of €....., which the Company voluntarily agrees to pay as compensation to the intern student.

5. Hours - Regulations:

The working hours will be full-time and in accordance with the Company's working hours.

During the internship, the intern student will be required to independently comply with all regulations and laws applicable to the Company, as well as maintain professional and business confidentiality for anything related to the Company that comes to his/her knowledge during the internship. The intern student at the workplace is required to follow in particular the hours of operation of the Company, the safety and work regulations, as well as any other regulations applicable to the Company's staff. In case of non-compliance of the intern student with the above, the Scientific Director will be informed in order to ensure compliance. The intern student is entitled to one to two days off per month for important reason (illness, course examination, etc.) with the permission of the Company.

6. Insurance:

The University has the obligation to insure the student during the Internship and to pay the corresponding contributions to the competent insurance institution. The Company shall be exempt from any relevant insurance contribution.

7. Granting of a certificate:

At the end of the Internship, the Company is required to issue a certificate of completion of the Internship, which will include an evaluation of the intern's performance by the intern's supervisor.

8. Termination of cooperation:

The Company shall be entitled to terminate the intern's employment without compensation before the expiry of the period indicated in Article 3 hereof only by invoking a specific and important reason relating to the person of the intern. Both the UPRC and the intern are entitled to terminate the Internship without compensation for reasons that concern them, but they must notify the Company immediately and in writing.

9. Civil Liability of the parties:

Each Party shall indemnify the other Party against any civil liability for damages suffered by itself or third Parties as a result of the performance of this Agreement, provided that such damages are not due to gross and willful misconduct of the other Party or its personnel.

10. Judicial Resolution:

The courts of Athens shall have exclusive jurisdiction to hear and determine any dispute relating to this Agreement arising between the Parties.

In consideration of the foregoing, this Agreement has been executed in three (3) originals and each Party has received one.

THE CONTRACTING PARTIES

For the UPRC

For the Company

The Intern

The Legal Representative

Professor Gregory Chondrokoukis,

.....

.....

Chairman of the Research and Management
of the Special Research Funding Account
Committee, Vice Rector for Research and
Lifelong Education

.....

Annex III. SUPPLIER'S OPENING



Piraeus, / /20

SUPPLIER'S OPENING

Supplier	Full Name/Name:		
	Father's Name:		
	Mother's Name:		
	Occupation/Title:		
	Date of Birth:		
	Social Security Number:		
	Registration Number of Social Insurance Institute (<u>only for Internship</u>):		
	VAT:		
	TAX OFFICE:		
	Street/Number:		
	Postal Code/City/Country:		
	Fixed Phone:		
	Mobile Phone:		
	E-mail:		
	Identity Card No.:		
	Date of Issue:		
	Issuing Body:		
	Name of Bank:		
	Bank Account No.:		
	IBAN Account:		GR
Δικαιούχος	Internship – Erasmus – Scholarship – Faculty member of another University		(No retention)
	Scholarship		Retention 3,6% - X2
	Invoice		Tax 20% - 03
	Title		Public Employee (except UNIPi) - XX & X1 & XY
			Private Employee - XX & X1 & XY
			Student - XX & X1 & XY
			External Associate - XX & X1 & XY
	Supplier of Goods		Tax 4% - 07
	Provider of Services		Tax 8% - 08
Name of Project Manager:			

Annex IV. DAILY ATTENDANCE LOG

DAILY ATTENDANCE LOG

Company Name & Seal:Student Details:.....

DATE		TIME OF ARRIVAL	TIME OF DEPARTURE	EMPLOYMENT DEPARTMENT	SIGNATURE OF MANAGER
Monday	xx/xx/xxxx	xx:xx	xx:xx		Monday
Tuesday					Tuesday
Wednesday					Wednesday
Thursday					Thursday
Friday					Friday
Monday					Monday
Tuesday					Tuesday
Wednesday					Wednesday
Thursday					Thursday
Friday					Friday
Monday					Monday
Tuesday					Tuesday
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