



UNIVERSITY OF PIRAEUS
DEPARTMENT OF INDUSTRIAL MANAGEMENT & TECHNOLOGY

INTERNSHIP PROGRAMME GUIDE

UNDERGRADUATE PROGRAMME OF STUDIES

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1. OBJECTIVES AND BENEFITS OF THE INTERNSHIP PROGRAMME

The Internship Programme (I.P.) aims at directly linking the students' theoretical and laboratory studies with their practical application, which contributes to the better assimilation of scientific knowledge.

Specific benefits of the I.P. include:

- the introduction of trainees to potential employers and the introduction of host institutions to potential employees
- the acquisition of a first experience/pre-work experience of the trainees, the acquisition of professional experience which allows to the strengthening of their CV and the development of maturity on the part of the students regarding their future choices of study and/or employment
- familiarisation of trainees with production processes and actual working conditions
- the assumption of responsibilities and the acquisition of experience in matters related to the educational process in Higher Education
- the acquisition of additional skills, e.g. communication, networking, problem-solving through teams
- a better orientation of trainees towards the choice of specialisations in their further student career
- familiarisation with modern production and management technology
- the development of a channel of communication between the University and its student body and the labour market, with a view to the absorption of students by the labour market.

2. INTERNSHIP PROGRAMME IMPLEMENTATION FRAMEWORK

The Internship of the University of Piraeus is part of the operational programme "Human Resources Development, Education and Lifelong Learning" of the NSRF 2014-2020 and is co-funded by the European Union - European Social Fund (ESF).

3. DURATION – INTERNSHIP PERIOD

The duration of the I.P., the period during which it is implemented, the semester of study in which it is included and the credits corresponding to the I.P. elective course are determined by the Department after the approval of its Faculty Council following the recommendation of the Scientific Director (S.D.) of the Department's I.P.

4. SCOPE OF INTERNSHIP

Within the framework of the I.P., Host Institutions/Organizations should offer positions related to the cognitive and technological skills promoted by each Department.

5. ADMINISTRATIVE ORGANISATION OF INTERNSHIP AT DEPARTMENTAL LEVEL

The Faculty Council of the Department appoints the Scientific Director of the I.P. who has the following responsibilities:

1. Coordination of the implementation of the Internship.
2. Attracting host organisations to participate in the programme.
3. Recommendations to the Faculty Council of the department (e.g. selection of students, completion of the Internship Programme).
4. Grading of students.

5. Submission of Annual I.P. Report for approval by the General Assembly of the Department. The Report will include the names of students who completed their internship, the Host Institution and the time period. It will also include statistical data (e.g., number of male – female students, number of public-private Host Institutions, number of students hired by the Host Institutions after completing their internship, etc.).

The Scientific Director in cooperation with the staff of the Internship Office handles the internship process. The Student Evaluation and Selection Committee is also appointed, consisting of the Scientific Director of the Department's I.P. and two (2) other faculty members and/or members of the Department.

With regard to the Student Appeals Committee, it is appointed jointly for all Departments and consists of three (3) Scientific Directors, who rotate. In case that an objection is being considered and the members of the Committee include the S.D. of the Department to which the student belongs, then he/she will be replaced by another Scientific Director.

6. ADMINISTRATIVE ORGANISATION OF THE INTERNSHIP OFFICE

Responsibilities of the University's Internship Office are the following.

1. Contact with the Secretariats and the Scientific Directors of each Department for the initiation of the procedures for the I.P.
2. Informing institutions about the participation in the I.P.
3. Actions of informing students about the I.P. with the Scientific Director of each Department (organization of meetings, sending emails, telephone and face-to-face communication with students, etc.).
4. Drafting notices of the commencement of applications and making them public.
5. Receipt of applications and announcement of provisional results.
6. Announcement of the final results.
7. Checking the correctness of students' data.
8. Procedure for starting the internship after the General Assembly of each department.
9. Continuous monitoring and communication with students and institutions until the final matching of each student's position with a host institution.
10. Keeping a record of the initial forms for the commencement.
11. Continuous communication with organisations and students regarding the progress of the I.P.
12. Supporting students at all stages of the I.P.
13. Completion procedures and maintaining a comprehensive record of forms for each student.
14. Contact with secretariats and Scientific Directors for the end of the I.P.
15. After the complete checking of the student's form files, the Certificates of Good Performance are prepared and the respective Professor is informed.
16. Student repayment procedures.
17. Collection of statistical data and preparation of the Annual Report of the I.P.

7. RIGHT TO PARTICIPATE IN THE INTERNSHIP

Only those students who will be included in the NSRF programme are eligible to participate. The selection process shall ensure transparency, equal treatment and non-discrimination of applicants for participation in the programme on the basis of gender, race, colour, national or ethnic origin, genetic origin, religious or other beliefs, age, disability or chronic illness, sexual orientation, gender identity or gender characteristics, marital or social status.

8. INTERNSHIP PROGRAMME IMPLEMENTATION PROCEDURE

The programme's implementation process includes the following steps.

➤ *Information for students*

At the beginning of December of each academic year, students are informed about the rest of the internship process by the Scientific Director and a member of the Internship Office, just before the announcements for the submission of applications are posted.

➤ *Call for applications and submission of I.P. applications*

After informing the students, the I.P. office, in consultation with the Scientific Director, announces the call for applications for participation in the I.P., which includes information on the submission of applications and the deadline for submission, in conspicuous places in the University's premises and on the internet (Website of the Department and I.P. Platform https://praktiki.unipi.gr/e-praktiki/pa_index). After the deadline (mid-January at the latest), it is not possible to submit an application.

The announcement indicates, among other things, the semester, the available positions in the I.P., the duration and the period of time they can implement it, the deadline for late applications, the detailed criteria that will be used for the Evaluation and Selection, the forms students are required to attach to their application (CV, Proof of Social Security, Tax Identification Number, Disabled as explained below) and the Objections Procedure.

Due to the NSRF-funded nature and the purpose of the internship programme, candidates who are eventually selected for an internship should, when requested by the Internship Office, submit the following forms:

- Declaration of Responsibility that they will not work in an employment relationship during the internship period and that they will not have any relationship with a person belonging to the Host Institution that will implement the internship programme. The signed declaration is submitted on the online platform of the internship.
- Photocopy of Identity Card or Passport.
- Proof of Bank Account clearly indicating the Bank Account No., IBAN and the name of the Beneficiary (in case the trainee is co-beneficiary, his/her name should be mentioned first).
- Census Certificate of NSRF (as proof of Social Security Number).

➤ *Information for host institutions and selection for participation in the programme*

The Internship Office communicates electronically (by sending informative emails) with the staff of Host Institutions in order to ensure their participation in the programme. It also informs about the terms and obligations of the Host Institutions towards the University. Host institutions are informed that they must register in the ATLAS system and post the position(s) for the student(s) they will employ.

Those students who wish to propose a Host Institution themselves should contact the Internship Office to send instructions to the Host Institution for registration and data entry in the online platform of the internship. It also informs the Host about the whole process of the internship programme, the Obligations and Rights of the Host. The Internship Office, if necessary, will also contact the Scientific Director for his/her own approval of the proposed Host Institution.

Of the existing list of host institutions that have been cooperating in the programme so far, the new host institutions that apply for participation and the host institutions that the students themselves apply for, an evaluative selection is made based on the following criteria: a) the size of the host institution, b) the scope of its activities (relevant to the students' studies), c) its reputation and image, d) the scope of the job to be filled and e) the quality of its cooperation to date. A new annual list of host institutions - file - with their details and the number of jobs offered shall be drawn up.

➤ *Participation of host institutions in the I.P.*

For the implementation of the internship, the institution is required to register in the "ATLAS" system, which has been created by the Ministry of Education and Religious Affairs and supports the internship of all students of the country's universities. In this system, the institution, after registration, must post the positions available for the internship.

The student must then register in the I.P. information system E-PRAKTIKI of the University of Piraeus https://praktiki.unipi.gr/e-praktiki/pa_index

➤ **Evaluation & Selection of students**

A prerequisite for participation in the I.P. is the declaration of the respective course during the registration of the winter or spring semester (if applicable).

Students belonging to the category of disabled students should attach to their application the necessary proof to participate in the I.P., occupying 5% of the available places of the Department they belong to, regardless of their ranking order. If the number of students belonging to the category of disabled students is more than 5%, the students will be ranked among themselves and those exceeding the 5% will be included with the other students of the Department.

The available I.P. positions per Department are derived from the approved cost analysis form, attached to the valid technical form. Where appropriate and for reasons of absorption of the available funds, it is possible to reallocate the positions per Department, following agreement between the Scientific Directors and the Institutional Manager of the Action. The annual distribution of the number of positions for the implementation of the I.P. between semesters, in case of Departments implementing the I.P. in more than one semester, is at the discretion of the Scientific Director of the Department, with the aim of maximising the absorption of places and in line with the provision of equal opportunities for students in each semester.

The selection of students for the I.P. is based on the following criteria:

1. Average (AV) grade point of courses with a maximum of ten (10) up to the examination period of September of the previous academic year, multiplied by a weighting factor of 60%.
2. Course Completion Factor (CCF) with a maximum of one (1), which is the fraction of the number of courses (N.C.) in which they have successfully passed up to the September examination period of the previous academic year, divided by the total number of courses (T.N.C.),
 - required to obtain a degree – for I.P. in a semester longer than the 8th semester, or
 - up to the previous completed academic year – for I.P. in a semester less or equal to the 8th semester.

The total number of marking points, with a perfect score of ten (10), for each candidate is calculated as follows:

$$T = 0,6 \times AV + 4 \times CCF$$

After the deadline for applications, the respective Departmental Secretariat is informed by an automated email directly from the I.P. Platform. The validity of the applications is checked (if the student is entitled to participate in the I.P.), the AV and the C.C.F. are indicated and "a 'closed' file with the specific data is sent to the I.P. Office. The I.P. Office forms the above Evaluation Relationship and the final ranking of the students is determined.

The Provisional Results are then posted (taking into account in each case personal data issues) with the right to object again (within 3 working days). The Evaluation Committee, in cooperation with the I.P. Office, draws up the Evaluation Report. After the 3 working days have elapsed and any objections have been checked, the results are finalised and the Final Results are published. The Scientific Director sends his/her recommendation to the Departmental Assembly for the approval of the names of the finally selected students. The approval of the Assembly is forwarded to the University of Piraeus Research Centre (UPRC) and, based on this decision, the UPRC proceeds to the approval of the Contracts.

Students then proceed to search for a suitable internship position in the University of Piraeus' information system, in cooperation with the Internship Office.

In case of available I.P. positions, a New I.P. Cycle is re-advertised.

➤ ***Registration of students' personal data in the online platform of the I.P. and registration in the ATLAS system***

All students selected for the I.P. should:

- 1) enter the rest of their personal data in the online platform of the internship
- 2) register in the Central Support System for Internship «ATLAS».

➤ ***Participation in the I.P. of Students suffering from serious illnesses/disabled persons***

Taking into account Article 21 of the Constitution on the protection of vulnerable social groups, as well as the article 1 of Law 4074/2012, it is defined that Students suffering from serious medical conditions, as reflected in the Law 23-09-2019/3557, participate in the I.P., by occupying 5% of the predicted places in the Department, in proportion to the envisaged percentage of 5% for the admission to higher education of persons suffering from serious disabilities (Article 35 - Law 3794/2009), provided that they present a corresponding Certificate of the Health Committee at the time of submission of their application to the I.P. Office, in accordance with the disability certification system, which is in force in the year of application. If the number of applications is greater than the number of positions corresponding to the 5% quota, the evaluation among the candidates in the special category will be carried out on the basis of the criteria laid down in the existing Departmental Regulation.

Finally, if the number of applications in a special category is less than the number of positions provided, these may be filled by candidates in the general category and vice versa.

➤ ***Selection of students by host institutions***

The commitment and award of the I.P. position is completed by the I.P. Office, once the student and the host institution have completed their own necessary actions and steps such as the instructions received from the I.P. Office in the initial briefing and are preparing for the approval of the I.P. contracts by the Research Committee.

➤ ***Signing of private agreements***

The I.P. Office prints the private agreements in four originals (UPRC, Scientific Director, Host Institution, Student). It sends the agreements to be signed and stamped by the Chairman of UPRC, the Scientific Director, and then signed and sent to the Host Institution through the Students for their own signature. The Host Institution is responsible for returning the two originals and the ERGANI commencement form (E3.5) to the I.P. Office.

➤ ***Interruption of I.P. / withdrawal of an application***

In case a student, after submitting his/her application, through his/her own fault, withdraws his/her application or discontinues I.P., he/she is not entitled to compensation, as he/she does not meet the criterion of successful completion and he/she is not entitled to participate again in the I.P. through NSRF for the next academic year. Force majeure cases are excepted. In such cases, the I.P. is discontinued upon the recommendation of the Scientific Director and it is necessary to inform immediately – in writing - the I.P. Structure of the University in order to initiate the necessary administrative actions.

➤ ***Students' Permits during the I.P.***

Absence of students is possible only for health reasons (a medical recommendation is required for recovery days) or for participation in the examination (a certificate from the responsible Lecturer is required). In any case it is necessary for the student to inform both the Host Institution and the supervisor teacher in time.

In case of unjustified absence, the I.P. is interrupted with the recommendation of the Scientific Director and it is necessary to inform immediately – in writing – the I.P. Structure of the University in order to initiate the necessary administrative actions.

➤ ***Completion of the I.P. and filling of the relevant forms***

Upon completion of the I.P., the Host Institutions submit the following original forms, filled-in, signed and sealed to the I.P. Office:

- Daily Attendance Register
- Evaluation Form from the Host Institution
- ERGANI Forms (E3.5 Start - End)
- Contracts (in case they have not been delivered in time after the start of the I.P.)
- Students must submit the following original forms filled-in and signed to the I.P. Office:
 - Admission Form
 - Exit Form
 - Student Evaluation Form
 - Project Description Report
- ***Student Evaluation – Grading***

Based on the Evaluation by the Host Institution Manager, the Student's Report Card and the final Interview (if designated by the Scientific Director), the grade is recorded in the I.P. Elective (within the current Academic Year).
- ***Actual approval of the list of participants in the I.P.***

The General Assembly of the Department approves the list of participants in the I.P.
- ***Payment preparation***

The I.P. Office (after the approval of the Research Committee) submits the I.P. documents to the Project Manager accompanied by the payment orders.

9. INSURANCE AND STUDENT FEES

The insurance of student trainees (accident insurance only) is covered by the NSRF programme. The amount of the students' fees is set according to the amount of funding for the programme and the number of participants in the programme. In order to be paid the full amount provided for, they must have been employed for two months, provided they complete 20 working days/month. If students are employed for more than the prescribed number of days, they will not be paid extra. Finally, if a student terminates early, he/she will be disqualified from the program, and will forfeit all pay and claims from the I.P. and the Department.

10. STUDENTS' OBLIGATIONS AND RIGHTS

Students have the following obligations.

- Students are required to report to their host institutions on the first day indicated in their contract.
- Students are employed by the host institutions according to the working hours of the institution (up to 8 hours per day on a five-day basis).
- It is the students' obligation to perform the tasks assigned to them in the framework of the placement, to responsibly, safely and carefully use all equipment available to them throughout their placement, to respect professional confidentiality, to maintain and leave at the end of the placement their workplace in the same condition as that assumed at the start of the placement. It goes without saying that they must be decent and present themselves in a respectable manner and demonstrate a high sense of responsibility, cooperation and courtesy.
- If students are not satisfied with the institution they are employed by for specific reasons (e.g. exceeding 8-hour working hours, employment in a job not at all related to their field of study, employment that does not require university-level knowledge (e.g. manual work)), they must inform the Scientific Director of the Subproject in time.

- The number of students that can be funded by the NSRF is calculated by dividing the amount allocated by the minimum fee per student trainee provided for by the internship programme (NSRF).
- Trainees may, under the agreement of the host institution, take a 2 (two) days off each month during the internship, either for reasons of illness, or to fulfil their student obligations, or for any other serious reasons.
- Students should register in the Central Support System for Internship «ATLAS», and to submit their data as well as the necessary documents for the I.P. in the online platform of the internship.

11. OBLIGATIONS AND RIGHTS OF HOST INSTITUTIONS

Host institutions must:

- employ the students in jobs with a task as closely related to their field of study as possible
- provide them with as much (technical) training as possible
- provide them with decent and satisfactory working conditions
- assign them to a specific sector and manager in order to ensure their training and the most objective and reliable evaluation
- grant them sick leave and leave to attend examinations as stipulated above
- issue a certificate for the period of I.P.

Host institutions are entitled to:

- employ students up to 8 hours per day for five days per week, according to their working hours
- inform the I.P. Office and the Scientific Director of any inappropriate behaviour on the part of Students.

12. QUALITY CONTROL

During I.P. period, the Scientific Director and the staff of the I.P. Office are in constant contact with the participant students and host institutions in order to help monitor the progress of the programme and to solve any problems.

The attendance at the host institutions is systematically recorded through attendance registers. After the internship is completed, the I.P. Office collects the I.P. documents and calculates statistical data. The Scientific Director prepares an annual I.P. report with data collected by the I.P. Office from the relevant documents.

The evaluation of the host institutions and students, the attendance records and of course the reports of the Scientific Director, are the official method of recording results, satisfaction, complaints and suggestions for improvement of trainees and employers of the I.P. programme.