

**ΑΠΑΝΕΠΙΣΤΗΜΙΟ ΠΕΙΡΑΙΩΣ
ΣΧΟΛΗ ΝΑΥΤΙΛΙΑΣ ΚΑΙ ΒΙΟΜΗΧΑΝΙΑΣ
ΤΜΗΜΑ ΒΙΟΜΗΧΑΝΙΚΗΣ ΔΙΟΙΚΗΣΗΣ
ΚΑΙ ΤΕΧΝΟΛΟΓΙΑΣ**



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

MSc in LOGISTICS

INTERNSHIP REGULATION

UNIVERSITY OF PIRAEUS
SCHOOL OF MARITIME AND INDUSTRY
DEPARTMENT OF INDUSTRIAL MANAGEMENT AND TECHNOLOGY
MSc PROGRAM IN LOGISTICS
INTERNSHIP REGULATION

1. The Postgraduate Program in LOGISTICS offered by the Department of Industrial Management and Technology at the University of Piraeus aims to provide students with practical work experience in addition to excellent theoretical training. For this reason, the program includes an elective course called INTERNSHIP in the third semester, which is $\sigma\epsilon\lambda\epsilon\psi\tau\epsilon\delta$ by students who want to gain exposure to the job market (excluding students who are already employed).
2. The internship provides students with the opportunity to experience a professional environment and aims to:
 - linking theoretical studies with their practical dimension in the workplace
 - acquiring additional experiences and knowledge
 - familiarizing themselves with working conditions and staying informed about them
 - gaining additional skills such as communication and problem-solving through teamwork
 - becoming acquainted with modern technology
 - networking with other students
 - obtaining pre-professional experience
 - providing an opportunity for future employment relationships
3. The internship of students is conducted in public services, legal entities of public law, First and Second Degree Local Government Organizations, legal entities of private law and businesses, hereinafter referred to as "host organizations," under the supervision of the internship supervisor of the postgraduate program.
4. Internships may also be conducted in foreign institutions, provided that supervision of the educational process is feasible. For student internships, an internship agreement is signed between the institution, the student and the host organization.
5. The internship supervisor coordinates the process of contacting host organizations and ensures their reliability. They also oversee the smooth conduct of the internship.
6. The successful completion of the internship entails the awarding of a certain number of European Credit Transfer System (ECTS) credits according to the study program.
7. By decision of the Department Assembly, details regarding the conduct of the internship are determined, such as
 - whether the internship is compulsory or optional for the awarding of the degree,
 - the duration of the internship in calendar months,
 - the period during which the internship is conducted according to the needs and requirements of the study program,
 - the minimum academic progress requirements that must be met before the internship commences,
 - the number of students participating in the internship program, which depends on the interest and demand from companies,
 - the procedure and stages of implementing the internship (application submission deadlines, signing agreements, student insurance, attendance records, evaluation of results, etc.),
 - the insurance of students participating in the internship, who are insured solely for occupational accident risk according to applicable legislation.
8. By decision of the Department Assembly, a Supervisor of Internship is appointed for each academic year. The Supervisor is selected from the faculty members of the Department and may serve for all or a number of postgraduate programs within the same Department.

9. The Supervisor of Internship has the following responsibilities:

- The evaluation of the internship applications submitted by students who wish to undertake internships.
- The allocation of students to host organizations for their internships.
- The recommendation of the distribution list of students to host organizations for internships to the Coordinating Committee for approval of the relevant expenses.
- The Ccoordination of the activities related to student internships.
- The guidance and the support to students throughout the internship process at host organizations.
- The resolution of issues that may arise during internships.
- The communication with host organizations to achieve the desired learning outcomes.
- The compilation and the submission of an annual report on the implementation and evaluation of the internship program to the Department Assembly.
- The recommendations for modifications to the study program regarding internship-related matters.

Indicative sample templates are attached:

- I. Application for Participation
- II. Attendance Record
- III. Evaluation Form (indicative)

I. APPLICATION FOR PARTICIPATION

MSc PROGRAM
IN «LOGISTICS»

«INTERNSHIP OF THE POSTGRADUATE STUDENTS»

APPLICATION FOR PARTICIPATION

FULL NAME:
FATHER'S NAME:
DATE OF BIRTH:
REGISTRATION NUMBER:
ADDRESS / REGION/ POST CODE:
ID NUMBER / ISSUE DATE / ISSUING BODY:
VAT NUMBER / TAX OFFICE:
TRAINING PERIOD:
KNOWLEDGE OF FOREIGN LANGUAGES / LEVEL:
TEL / MOBILE:
E-MAIL:
COMPANY NAME DESIRED:
COMPANY REGION:
PROFESSIONAL EXPERIENCE:

I hereby declare responsibly that in the event of my withdrawal from the Internship Program, I waive any remuneration and other related rights.

Piraeus, .../ .../ 20

The student.....

II. ATTENDANCE RECORD

Company Name:

Student's Name:

<i>DAY</i>	<i>ARRIVAL</i>	<i>DEPARTURE</i>	<i>EMPLOYMENT DEPARTMENT</i>	<i>SIGNATURE OF THE PERSON RESPONSIBLE</i>
Monday xx/xx/xxxx				
Tuesday				
Wednesday				
Thursday				
Friday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Monday				

The Company's Internship
Responsible:

Seal:

III. III. Evaluation Form (indicative)

Evaluation questionnaire of the Internship Program

	Student's Name	
	Company Name	
1	How long have you worked in the above company?	
2	Were you assigned an item (or items) or asked to do various tasks without fitting into a specific context?	
3	What individual activities have been assigned to you?	
4	Was there a willingness to inform you about the subject matter assigned to you?	
5	Did anyone deal with you systematically?	
6	Were you treated in a friendly way? Indifferent? Negatively? Clarify.	
7	Do you think you have benefited or not from the Internship? Clarify.	
8	Do you think the duration (4 months) of the Internship is too short or too long? Please give reasons for your opinion on the ideal duration.	
9	What benefits do you think you have gained? Please provide details.	
10	What are the disadvantages of the Internship structure?	
11	What are the advantages of the Internship structure?	
12	What needs to change (in your opinion) in the way Internship is implemented?	
13	Evaluate the implementation process of the Internship as for the MSc	
14	Evaluate the implementation process of the Internship as for the Research Centre of the University of Piraeus	
15	Were you employed by the company where you did your traineeship?	
16	Have you been hired by another company? If so, did the internship help you get hired?	
17	Were they aware of the MSc program in the company you worked for? If so, was their opinion positive, neutral or negative?	
18	Did the knowledge you gained during your studies at the MSc help you to respond better to your tasks?	
19	How much they contributed to your recruitment: - the curriculum content of the MSc, -its good name -the collaborating instructors -faculty members - the Internship	

20	Please feel free to comment on issues covered or not covered by the questions above	
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