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**SUBMISSION**

**SIGNED**

**BY**

**VARVARA ZACHARAKI**

**GOVERNMENT GAZETTE  
OF THE HELLENIC REPUBLIC**

**11 March 2025**

**SECOND ISSUE**

**Issue No. 1118**

## **DECISIONS**

**No. 8084**

**Regulation on Student Internships of the University of Ioannina**

**THE SENATE OF THE UNIVERSITY OF IOANNINA**

Having considered:

1. Presidential Decree 746/1970 "On the Establishment of the University in Ioannina" (Government Gazette A' 267).
2. Presidential Decree 105/2013 "Renaming of Department and establishment-formation, abolition and restructuring of Schools at the University of Ioannina" (Government Gazette A' 137).
3. Law 4559/2018 "University of Ioannina, Ionian University and other provisions" (Government Gazette A' 142).
4. Article 16 of Law 4957/2022 "New Horizons in Higher Education Institutions: Strengthening the quality, functionality and connection of HEIs with society and other provisions" (Government Gazette A' 141), as amended, supplemented and in force.

5. Article 69 of Law 4957/2022 “New Horizons in Higher Education Institutions: Strengthening the quality, functionality and connection of HEIs with society and other provisions” (Government Gazette A’ 141).
6. Articles 75 to 83 of Law 4727/2020 “Digital Governance (Incorporation into Greek Legislation of Directive (EU) 2016/2102 and Directive (EU) 2019/1024) - Electronic Communications (Incorporation into Greek Law of Directive (EU) 2018/1972) and other provisions” (Government Gazette A’ 184).
7. Law 4624/2019 “Hellenic Data Protection Authority, implementing measures for Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and incorporation into national legislation of Directive (EU) 2016/680 of the European Parliament and of the Council of 27 April 2016 and other provisions” (Government Gazette A’ 137).
8. Articles 5 and 9 of Law 3469/2006 “National Printing Office, Government Gazette and other provisions” (Government Gazette A’ 131).
9. Decision No. 8501/21-12-2022 (Government Gazette for Appointments and Public Bodies 1201) establishing the election of the Rector of the University of Ioannina.
10. Decision No. 45454/19.2.2024 (Government Gazette for Appointments and Public Bodies 150) of the Board of Administration of the University of Ioannina concerning the appointment of four (4) Vice-Rectors at the University of Ioannina, pursuant to paragraph 2 of article 12 of Law 4957/2022.
11. Decision No. PI 9717/18-1-2023 (Government Gazette for Appointments and Public Bodies 54) regarding the appointment of the Vice-Rectors of the University of Ioannina.
12. Decision No. PI 9716/23-01-2023 (Government Gazette B’ 361) concerning the determination of areas of responsibility, delegation of specific competences to the four (4) Vice-Rectors of the University of Ioannina and determination of the order of substitution of the Rector.
13. Decision No. PI 48009/4-11-2024 (ADA: 6XΩΩ469B7H-EN7) of the Senate by which the Institutional Coordinator of the Internship for the University of Ioannina was appointed, namely Professor Anastasios Mikropoulos of the Department of Primary Education.
14. Recommendation No. 6904/17-02-2025 of the Undergraduate Studies Committee (meeting No. 8/13-2-2025) concerning the Internship Regulation of the University of Ioannina.
15. The fact that the provisions herein do not concern an administrative procedure for which registration in the “EMDD-MITOS” system is required.
16. The fact that no expenditure is caused to the State Budget by this decision,

we decide:

The approval, at Senate meeting No. 1175/18-2-2025, of the Regulation on Student Internships of the University of Ioannina (UoI), as follows:

## **1. GENERAL**

### **1.1 Purpose**

Students of the University of Ioannina undertake an Internship during the course of their studies, provided that this is stipulated by the Undergraduate Study Program (U.G.S.P.) of the Departments or the Postgraduate Study Programs (P.G.S.P.). The Internship constitutes an educational activity of the Departments' Study Program, aiming at the practical application of the theoretical scientific knowledge acquired through the successful completion of the Study Program and at familiarizing students with potential workplaces.

The benefits for students arising from their participation in the Internship are:

- Their first contact with the professional environment and the acquisition of the necessary extroversion,
- familiarization with market trends and the skills required,
- the application of the knowledge acquired at the University in the professional field that interests them,
- familiarization with the various sectors of the professional environment, so as to choose the one offering them the greatest professional and personal benefits.

### **1.2 The Internship**

The Internship is incorporated into first- and second-cycle Study Programs either as a compulsory or elective course and may constitute a course required for obtaining the degree or may be included in the Diploma Supplement, depending on the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.

It concerns the presence of students and the performance of duties in potential workplaces for a period of several months. The Internship may be conducted in public services, Legal Entities under Public Law (N.P.D.D.), Local Government Organizations (O.T.A.) of first and second degree, Legal Entities under Private Law (N.P.I.D.) and enterprises, hereinafter referred to as "Host Organizations", under the guidance of a Supervisor appointed by the Host Organization and under the academic supervision of a faculty member of the Study Program.

The Internship may also be conducted in Host Organizations abroad, provided that supervision of the educational process is feasible, in accordance with the provisions of the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.

Each Study Program may include more than one Internship course, the details of which shall be determined in the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.

The Internship shall be carried out exclusively at the premises or service locations of the Host Organization where the trainee student is physically present. In the event of travel outside the above premises within the framework of the Internship, travel and any accommodation expenses shall be borne by the Host Organization.

The successful completion of the Internship entails the award of the number of Credit Units (European Credit Transfer and Accumulation System - ECTS) determined by decision of the Assembly of the relevant Department or of the competent body of the Postgraduate Study Program, as applicable (Coordinating Committee or Study Program Committee).

## **2. ORGANIZATION OF THE INTERNSHIP**

The proper implementation of the Internship on the part of the Institution is supported by:

- The Institutional Internship Coordinator,
- the Internship Coordinator of the Undergraduate Study Program or the Postgraduate Study Program,
- the Internship Committee of the Undergraduate Study Program or the Postgraduate Study Program,
- the Internship Appeals Committee of the Undergraduate Study Program or the Postgraduate Study Program,
- the Internship Supervisors of the Undergraduate Study Program or the Postgraduate Study Program,
- the Internship Office of the Institution.

### **2.1 Institutional Coordinator**

By decision of the Senate, the Institutional Internship Coordinator shall be appointed for a three-year term. The Coordinator shall be selected from among the members of the Teaching and Research Staff (D.E.P.), Laboratory Teaching Staff (E.DI.P.), Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) and shall have the overall supervision of the Institution's Internship Program.

The responsibilities of the Institutional Internship Coordinator are:

- The smooth operation of the Internship within the Institution,
- the overall supervision of all first- and second-cycle Internships implemented within the Institution,
- meetings (at least once annually) with the Internship Coordinators in order to discuss current issues relating to the Internship,

- the regular and extraordinary notification of all Internship Coordinators regarding any new procedures arising in relation to the implementation of the Internship (e.g. due to changes in the applicable legislation),
- communication with potential Host Organizations that may offer Internship positions to students from various Study Programs of the University. Such communication may be conducted by telephone, electronically or in person where feasible and provided that the necessary funding is available,
- the coordination of publicity and promotional activities concerning the Internship, in cooperation with the Internship Office.

## **2.2 Internship Coordinator**

By decision of the Assembly of the Department's Undergraduate Study Program or the competent body of the Postgraduate Study Program, an Internship Coordinator shall be appointed for a three-year term for each Internship course of the Department's Undergraduate Study Program or the Postgraduate Study Program, selected from among the members of the Teaching and Research Staff (D.E.P.), Laboratory Teaching Staff (E.DI.P.), Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department or the Postgraduate Study Program.

The Internship Coordinator may be common for all or for a number of Study Programs within the same Department.

The responsibilities of the Internship Coordinator are:

- the overall supervision of the educational process of the Internship within the framework of the Study Program,
- the coordination of the Internship Committee, the Internship Supervisors and the Host Organizations,
- the preparation and submission of the annual report regarding the implementation and evaluation of the Internship Program to the Assembly of the Department's Undergraduate Study Program or to the competent body of the Postgraduate Study Program,
- travel for the supervision of students of the Department, where deemed necessary and provided that the required funding is available for this purpose,
- informing the Secretariat of the Department's Undergraduate Study Program or the Postgraduate Study Program regarding the successful completion of the Internship by each trainee student, in order for the corresponding Credit Units (ECTS) to be awarded to the student,
- the collection of the deliverables required for the completion of the Internship, in cooperation with the Internship Office, in accordance with the provisions of the

internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.

### **2.3 Internship Committee**

By decision of the Assembly of the Department's Undergraduate Study Program or of the competent body of the Postgraduate Study Program, a three-member Internship Committee, together with an equal number of substitute members, shall be appointed for a three-year term for each Internship course of the Department's Undergraduate Study Program or the Postgraduate Study Program. The Committee shall consist of members of the Teaching and Research Staff (D.E.P.), Laboratory Teaching Staff (E.DI.P.), Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department or the Postgraduate Study Program.

The Internship Coordinator shall be a member and Chair of the Internship Committee.

The Internship Committee may be common for all or for a number of Study Programs within the same Department.

The responsibilities of the Internship Committee are:

- the evaluation of applications submitted by students wishing to undertake an Internship, where the Internship is not compulsory and provided that the number of available Internship positions is insufficient to satisfy all applications submitted by interested students of the Study Program. The evaluation of student applications shall be carried out on the basis of the requirements and selection criteria established by the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program. In particular, where the Internship is financed through co-financed programs or projects funded by own or private resources managed by the Special Account for Research Funds (E.L.K.E.) of the University of Ioannina, the requirements and selection criteria may also apply to students undertaking compulsory Internships, where the available budget is insufficient to cover all students,
- the submission of the final ranking list of selected and alternate students who will undertake an Internship to the Department Assembly or to the competent body of the Postgraduate Study Program for approval,
- the coordination of activities relating to student Internships,
- support, in cooperation with the Internship Office, for students in identifying a Host Organization for the conduct of the Internship,
- the approval of a change of Host Organization where justified reasons exist,
- the resolution of any issues arising during the conduct of students' Internships,
- the appointment of an Internship Supervisor for each trainee student,
- the submission of recommendations concerning amendments to the Study Program with regard to Internship matters.

## **2.4 Internship Appeals Committee**

By decision of the Assembly of the Department's Undergraduate Study Program or of the competent body of the Postgraduate Study Program, a three-member Internship Appeals Committee (with a composition different from that of the Internship Committee), together with an equal number of substitute members, shall be appointed for each Internship course of the Department's Undergraduate Study Program or the Postgraduate Study Program for a three-year term, consisting of members of the Teaching and Research Staff (D.E.P.), Laboratory Teaching Staff (E.DI.P.), Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department or the Postgraduate Study Program.

The Internship Appeals Committee is authorized by the Department Assembly or the competent body of the Postgraduate Study Program to examine any appeals submitted by students concerning their selection by the Internship Committee, where the Internship is not compulsory and selection criteria are applied. The Internship Appeals Committee communicates its decisions regarding appeals to the Internship Committee, which is obliged to implement them and issue the final list of students.

A common Appeals Committee may be established among Undergraduate or Postgraduate Study Programs at School or Institutional level.

## **2.5 Internship Supervisors**

Members of the Teaching and Research Staff (D.E.P.), Laboratory Teaching Staff (E.DI.P.), Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department or the Postgraduate Study Program may be appointed as Internship Supervisors. Internship Supervisors are appointed for each trainee student by the Internship Committee.

The responsibilities of the Internship Supervisor are:

- the guidance and support of students throughout the Internship process within the Host Organization,
- communication with the Host Organization for the achievement of the intended learning outcomes,
- informing the Internship Coordinator and the Internship Committee,
- travel for the supervision of students of the Department, where deemed necessary and provided that the required funding is available for this purpose.

## **2.6 Internship Office**

The Internship Office constitutes a unit of the Institution's Student Support Structure, which falls under the Directorate of Studies. The Internship Office may be staffed either by administrative employees of the University or by external associates, provided that this is foreseen in the budget of co-financed programs or projects funded by own or private resources managed by the Special Account for Research Funds (E.L.K.E.) of the University of Ioannina.

The Internship Office operates under the supervision of the Institutional Internship Coordinator. The responsibilities of the Internship Office are:

- supporting the Internship Programs of all first- and second-cycle Study Programs of the Institution,
- supporting the Internship Coordinators and Internship Committees of each Study Program,
- supporting students, in cooperation with the respective Internship Committee, in identifying or changing a Host Organization (where justified reasons exist) for the conduct of the Internship,
- maintaining and collecting records and data concerning students and cooperating Host Organizations for the implementation of the Internships,
- updating the Information System for the Integrated Management of Internship Programs of Higher Education Institutions with the required data, as applicable,
- attracting public services, Legal Entities under Public Law (N.P.D.D.), Local Government Organizations (O.T.A.) of first and second degree, Legal Entities under Private Law (N.P.I.D.) and enterprises in order for them to participate as Host Organizations for the implementation of Internships,
- communication with Host Organizations on matters relating to the implementation of Internships,
- the collection of the deliverables required for the completion of the Internship, in cooperation with the respective Internship Coordinator, in accordance with the provisions of the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program,
- the preparation of annual reports, studies and statistical records concerning the implementation and evaluation of Internships,
- the coordination of publicity and promotional activities concerning Internships, in cooperation with the Institutional Internship Coordinator.

### **3. IMPLEMENTATION OF THE INTERNSHIP**

#### **3.1 Determination of Basic Internship Elements**

For the implementation of the Internship, the details concerning its conduct shall be determined by decision of the Assembly of the Department's Undergraduate Study Program or of the competent body of the Postgraduate Study Program and shall be included in their internal Internship Regulation.

The Assembly of the Department's Undergraduate Study Program or the competent body of the Postgraduate Study Program shall determine, for each Internship course of the Study Program, the following:

- whether the Internship course of the Study Program is compulsory or not for obtaining the degree,
- the number of Credit Units (ECTS) awarded for the Internship course,
- in the case where it constitutes an elective course, whether it is included among the Credit Units (ECTS) required for obtaining the degree or whether it is recorded exclusively in the Diploma Supplement,
- whether the course is graded or assessed on a pass/fail basis. In the event that the course is graded, whether this grade participates in the calculation of the overall degree grade point average,
- the duration of the Internship (presence of the student at the Host Organization) for the Internship course, expressed in calendar months,
- the period or periods during which the Internship is conducted,
- the minimum academic progress requirements that must be fulfilled before the commencement of the Internship,
- the selection criteria for the evaluation of student applications, where the available Internship positions are fewer than the applications submitted by students, in accordance with the provisions of section 2.3 hereof,
- the total weekly duration of the Internship (presence of the student at the Host Organization),
- the supporting documents submitted upon completion of the Internship by the student and by the Supervisor of the Host Organization,
- whether an extension of the Internship duration up to six (6) months within the same Host Organization is permitted, where the prescribed duration is shorter than six (6) months, under terms and conditions that include, at minimum, the consent of the Internship Coordinator, the student and the Host Organization. The cost of remuneration and insurance for the additional Internship period shall be borne exclusively by the Host Organization, in accordance with the applicable legislation.

### **3.2 Student Applications – Selection – Appeals**

Student applications shall be submitted in a specific manner and within specific deadlines determined by the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program. The application procedure, as well as the relevant deadlines, shall be announced on the website of the Department and/or on the website of the Internship Office. The period for the submission of applications for student Internships shall be no less than ten (10) calendar days.

Following the selection of students by the Internship Committee, the results shall be posted on the website of the Department and/or on the website of the Internship Office of the University of Ioannina. Students who have not been selected (provided that grounds exist) shall have the right to submit an electronic appeal (through a special form/template) to the

Internship Office of the University of Ioannina within five (5) calendar days from the publication of the results. Appeals shall be examined by the competent Internship Appeals Committee appointed by decision of the Department Assembly or the competent body of the Postgraduate Study Program. The final ranking list of selected and alternate students who will undertake an Internship shall be approved by the Department Assembly or the competent body of the Postgraduate Study Program.

### **3.3 Selection of Host Organization**

The Internship Committee of each Internship course, in cooperation with the Internship Office, shall support students in identifying a Host Organization for the conduct of the Internship.

Depending on the provisions of the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program, the Internship Committee may either place the student in a Host Organization among those already cooperating with the Institution or approve a Host Organization proposed by the student. For reasons of ethical conduct, the student may not undertake the Internship with a related person.

In all cases, the registration and publication of Internship positions for first-cycle students shall be carried out mandatorily through the special ATLAS Information System of the Greek State-owned company under the name "National Infrastructures for Research and Technology S.A." (E.D.Y.T.E. S.A.). For the purposes of the General Data Protection Regulation (EU L119) and Law 4624/2019 (Government Gazette A' 137), the Ministry of Digital Governance and the Ministry of Education and Religious Affairs act as Data Controllers, while E.D.Y.T.E. S.A. acts as the Data Processor. Every Internship position concerning first-cycle students of the University of Ioannina shall mandatorily be published and registered in the ATLAS Information System.

### **3.4 Change of Host Organization – Interruption of the Internship**

A change of Host Organization or interruption of the Internship shall be possible following a decision of the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program.

#### **3.4.1 Change of Host Organization**

A change of Host Organization may take place if, during the Internship:

- the trainee student or the appointed Internship Supervisor ascertain that the administration of the Host Organization does not comply with the provisions of section 3.10 hereof or assigns duties to students unrelated to the Internship, or
- serious collaboration problems arise involving the trainee student which cannot be resolved, following the agreement of the Internship Supervisor, or
- serious health reasons of the trainee student arise, documented by the necessary supporting documents from a Public Health Structure, requiring the student's absence for a period exceeding the number of leave days provided for.

- The trainee student shall notify both the Internship Supervisor and the Internship Committee in writing. The latter shall decide whether there are sufficient grounds for changing the Internship placement.

Where one of the above reasons applies, the Internship Committee, in cooperation with the Internship Office, shall arrange the placement of the trainee student in another position. Provided that the new Host Organization agrees, the Internship at the new Host Organization may be conducted only for the remaining period required for completion of the Internship, on the condition that it is completed within the same academic year. In cases where:

- the new Host Organization does not agree for the Internship to be conducted only for the remaining period required for completion of the Internship, or
- due to force majeure the Internship cannot be conducted within the same academic year,
- the student shall be required to undertake the Internship anew for the entire Internship period at the new Host Organization.

### **3.4.2 Interruption of the Internship**

The Internship shall also be interrupted even where none of the above reasons apply, but the trainee student:

- wishes to interrupt the Internship for personal reasons, following written notification to the Internship Supervisor and the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program, or
- fails to comply with contractual obligations, in accordance with section 3.9 hereof, or
- fails to comply with safety and labor regulations, as well as any other rules applicable to the personnel of the Host Organization, following written notification by the Host Organization to the Internship Supervisor and the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program.

In the event of interruption of the Internship:

- a. If the Internship constitutes a compulsory course, the student shall be required to undertake the Internship anew for the entire duration thereof.
- b. If the Internship constitutes an elective course, the student shall have the right to undertake the Internship anew for the entire duration thereof, following submission of a relevant request to the Internship Committee and only upon its approval.

In all cases, where the interruption of the Internship is attributable to the student due to failure to comply with his/her obligations, this fact shall be recorded by the Internship Committee and may affect the ranking order, where such ranking is applied, of the said student in any future application submitted by him/her.

### **3.5 Insurance of Students**

In accordance with the applicable legislation, students conducting an Internship shall mandatorily be subject to insurance coverage by the Electronic National Social Security Institution (e-E.F.K.A.), pursuant to paragraph 1 of article 10 of Law 2217/1994 (Government Gazette A' 83), exclusively against the risk of accident. For insurance coverage regarding healthcare benefits in kind, paragraph 10 of article 15 of Law 3232/2004 (Government Gazette A' 48) shall apply.

The present provision shall also apply to those referred, pursuant to a reasoned decision of the President of D.O.A.T.A.P., to undertake an Internship at a Higher Education Institution in Greece within the framework of compensatory measures for the recognition of the academic equivalence of first-cycle degree titles, in accordance with article 311 of Law 4657/2022.

Where the Internship is remunerated, in accordance with the provisions of paragraphs 7 and 8 of article 44 of Law 5128/2024, the insurance cost shall be included in the remuneration and shall be borne by the entity financing the Internship (Host Organization or E.L.K.E. through co-financed programs or projects financed by own or private resources).

Where the remuneration is borne jointly by the Host Organization and E.L.K.E., the insurance cost shall be borne by the Host Organization and included in the remuneration. Where the Internship is not remunerated, the insurance cost shall be borne by the budget of projects financed by own or private resources managed by the Special Account for Research Funds (E.L.K.E.) of the University of Ioannina.

For students required to undertake an Internship pursuant to a reasoned decision of the President of D.O.A.T.A.P., the insurance cost shall be borne by the Host Organization. The financing body through European Union resources shall bear exclusive responsibility for the payment of remuneration and insurance contributions. Any other claim relating to coverage against accident risk or injury shall be borne by the Host Organization.

### **3.6 Remuneration of Students**

The Internship shall be remunerated upon completion of the educational process of the Internship, in accordance with the applicable legislation (paragraphs 7 and 8 of article 44 of Law 5128/2024).

The Internship shall be remunerated provided that the weekly duration thereof is equal to or greater than one half of the weekly working hours of the respective Supervisor at the Host Organization and, in all cases, exceeds twenty (20) hours per week.

For Internship cases of total duration exceeding twenty (20) hours, the Internship shall be considered full-time where it corresponds to a weekly Internship duration equal to the weekly working hours of the respective Supervisor of the Host Organization, and part-time where it corresponds to weekly working hours equal to one half of the weekly working hours of the respective Supervisor at the Host Organization and in no case fewer than twenty (20) hours. In all cases, a full-time Internship shall not exceed forty (40) hours per week.

The remuneration of the Internship shall be paid to the student in accordance with the provisions of article 52 of Law 4611/2019 (Government Gazette A' 73).

For first-cycle students, the remuneration cost may be borne entirely or partially, primarily by the Host Organizations or by the budget of co-financed programs or projects financed by own or private resources managed by the Special Account for Research Funds (E.L.K.E.) of the University of Ioannina.

For second-cycle students, the remuneration cost may be borne partially or entirely by the Host Organizations or by the budget of projects financed by own or private resources managed by the Special Account for Research Funds (E.L.K.E.) of the University of Ioannina, where tuition fees are not provided for in the Postgraduate Study Program. Where tuition fees are provided for in the Undergraduate Study Program or the Postgraduate Study Program, the remuneration cost may be borne partially or entirely by the Host Organizations or by the budget of the Undergraduate Study Program or the Postgraduate Study Program.

According to the applicable legislation, the granting of remuneration for the conduct of the Internship shall not constitute grounds for interruption of any other financial benefits, special allowances or pensions granted to or received by students of the University for other reasons. During the Internship, apart from the right to remuneration and insurance coverage, students shall not acquire any other employment-related or pension-related rights.

### **3.7 Internship Agreement**

Prior to the commencement of the Internship, an Internship Agreement shall be concluded between the Institution, the Host Organization and the trainee student. The Agreement shall be common for the entire University of Ioannina.

The Agreement may differ only in cases where the Internship is carried out within the framework of co-financed programs, in accordance with any special provisions arising from the funding act. The Agreement shall be signed by the contracting parties, each of whom shall receive one copy.

### **3.8 Procedure for the Commencement of the Internship**

The procedure followed for the commencement of Internships for first- and second-cycle students of the University of Ioannina depends on the method of implementation and is divided into four categories:

- A) Financing of the Internship through E.L.K.E. from co-financed programs.
- B) Financing of the Internship through E.L.K.E. from programs financed by own or private resources.
- C) Financing of the Internship by a Host Organization.
- D) Coverage only of the students' insurance contributions.

#### **A) Financing of the Internship through E.L.K.E. from Co-financed Programs**

Where the Internship of students is financed through co-financed programs managed by the Special Account for Research Funds (E.L.K.E.) of the University of Ioannina, the following procedure shall apply:

1. The Internship Coordinator of the respective Internship course, in cooperation with the Internship Office of the University of Ioannina, shall announce at the beginning of the academic year the Internship implementation periods, in accordance with the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.
2. The Internship Coordinator of the respective Internship course, in cooperation with the Internship Office of the University of Ioannina, shall announce the application submission dates for students within a reasonable period prior to the commencement of the Internship. Applications shall be submitted electronically through the Information System of the Internship Office of the University of Ioannina.
3. Following the expiration of the student application submission period, the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program shall rank the students (temporary ranking list), in accordance with the criteria established by the Assembly of the Department's Undergraduate Study Program or the competent body of the Postgraduate Study Program and specified in the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.
4. The Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program shall publish the temporary ranking list of students, as well as the appeal submission dates, in accordance with section 3.2 hereof.
5. Upon expiration of the appeal submission period, any appeals shall be examined by the competent Internship Appeals Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program, and the final ranking list shall be published, in accordance with section 3.2 hereof.
6. The final ranking list of selected and alternate students who will undertake an Internship shall be forwarded by the Internship Committee to the Department Assembly or to the competent body of the Postgraduate Study Program for approval.
7. The Internship Committee, in cooperation with the Internship Office of the University of Ioannina, shall assign students to Internship positions within cooperating Host Organizations, in accordance with the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program and the provisions of section 3.3 hereof.
8. The Agreements shall be signed by the Institutional Coordinator and subsequently sent to the Host Organizations and the students for signature.

The allocation of Internship positions among Departments shall be carried out on the basis of an algorithm proposed by the Internship Office and approved by the Senate.

**B) Financing of the Internship through E.L.K.E. from Programs Financed by Own or Private Resources**

Where the Internship of students is financed through programs funded by own or private resources managed by the Special Account for Research Funds (E.L.K.E.) of the University of Ioannina, the following procedure shall apply:

1. The Internship Coordinator of the respective Internship course shall announce at the beginning of the academic year the Internship implementation periods, in accordance with the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.
2. The Internship Coordinator of the respective Internship course shall announce the application submission dates for students within a reasonable period prior to the commencement of the Internship. Applications shall be submitted electronically through the Information System of the Internship Office of the University of Ioannina.
3. Following the expiration of the student application submission period, the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program shall rank the students (temporary ranking list), in accordance with the criteria established by the Assembly of the Department's Undergraduate Study Program or the competent body of the Postgraduate Study Program and specified in the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.
4. The Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program shall publish the temporary ranking list of students, as well as the appeal submission dates, in accordance with section 3.2 hereof.
5. Upon expiration of the appeal submission period, any appeals shall be examined by the competent Internship Appeals Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program, and the final ranking list shall be published, in accordance with section 3.2 hereof.
6. The final ranking list of selected and alternate students who will undertake an Internship shall be forwarded by the Internship Committee to the Department Assembly or to the competent body of the Postgraduate Study Program for approval.
7. The Internship Committee shall assign students to Internship positions within cooperating Host Organizations, in accordance with the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program and the provisions of section 3.3 hereof.
8. The Internship Coordinator shall submit a request for approval of the implementation of the Internship to the Institutional Coordinator, with notification to the Internship Office of the University of Ioannina, using a special template provided by the Internship Office of the University of Ioannina. The request shall be accompanied by a document issued by the Secretariat of the Department or the Postgraduate Study Program confirming the approval of the final ranking list by the Department Assembly or the competent body of the Postgraduate Study Program.

The Internship Coordinator shall be required to submit the request at least one month prior to the commencement of the Internship, in order to ensure the smooth completion of all necessary procedures for the conclusion of the Agreements.

9. The Institutional Coordinator shall forward to E.L.K.E. of the University of Ioannina a request accompanied by the list of students and their Internship positions within cooperating Host Organizations, for approval and signing of the relevant Agreements. Where required, the consent of the financing body shall also be requested.
10. Following final approval, the Agreements shall be signed by the Institutional Coordinator and subsequently sent to the Host Organizations and the students for signature.

### **C) Financing of the Internship by a Host Organization**

Where the Internship of students is financed by a Host Organization, the following shall apply:

#### **I. Where the Host Organization seeks a student for an Internship financed by the Host Organization itself, the following procedure shall apply:**

1. The Internship Coordinator of the respective Internship course shall announce the Internship position and the application submission dates for students within a reasonable period prior to the commencement of the Internship. Applications shall be submitted electronically through the Information System of the Internship Office of the University of Ioannina.
2. Following the expiration of the student application submission period, the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program shall select the student(s), in accordance with the requirements of the position and the Host Organization, and shall inform the student(s) and the Host Organization accordingly.
3. The Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program shall forward a request for approval of the relevant Internship(s) to the Department Assembly or the competent body of the Postgraduate Study Program.
4. The Internship Coordinator shall submit a request for approval of the implementation of the Internship to the Institutional Coordinator, with notification to the Internship Office of the University of Ioannina, using a special template provided by the Internship Office of the University of Ioannina. The request shall be accompanied by a document issued by the Secretariat of the Department or the Postgraduate Study Program confirming the approval of the relevant Internship(s) by the Department Assembly or the competent body of the Postgraduate Study Program. The Internship Coordinator shall be required to submit the request at least fifteen (15) days prior to the commencement of the Internship, in order to ensure the smooth completion of all necessary procedures for the conclusion of the Agreements.
5. The Institutional Coordinator shall forward to E.L.K.E. a request accompanied by the list of students and their Internship positions within cooperating Host Organizations, for approval and signing of the relevant Agreements.

6. Subsequently, the Agreements shall be signed by the Institutional Coordinator and sent to the Host Organizations and the students for signature.

**II. Where the student has personally identified a Host Organization that will finance the Internship, the following procedure shall apply:**

1. The student shall submit a request to the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program, in accordance with section 3.3 hereof.
2. Provided that the request is approved, on the basis of the Department's criteria, by the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program, the Committee shall forward a request for approval of the relevant Internship to the Department Assembly or the competent body of the Postgraduate Study Program.
3. The Internship Coordinator shall submit a request for approval of the implementation of the Internship to the Institutional Coordinator, with notification to the Internship Office of the University of Ioannina, using a special template provided by the Internship Office of the University of Ioannina. The request shall be accompanied by a document issued by the Secretariat of the Department or the Postgraduate Study Program confirming the approval of the relevant Internship by the Department Assembly or the competent body of the Postgraduate Study Program. The Internship Coordinator shall be required to submit the request at least fifteen (15) days prior to the commencement of the Internship, in order to ensure the smooth completion of all necessary procedures for the conclusion of the Agreements.
4. The Institutional Coordinator shall forward to E.L.K.E. a request accompanied by the list of students and their Internship positions within cooperating Host Organizations, for approval and signing of the relevant Agreements.
5. Subsequently, the Agreements shall be signed by the Institutional Coordinator and sent to the Host Organizations and the students for signature.

**D) Coverage Only of Students' Insurance Contributions**

Where the Internship has been defined with a weekly duration of fewer than twenty (20) hours, it shall not be remunerated; however, the student undertaking the Internship shall be insured against the risk of accident for the duration of the Internship. The insurance cost shall be covered in accordance with the provisions of section 3.5 hereof, and the following procedure shall apply:

1. The Internship Coordinator of the respective Internship course shall announce at the beginning of the academic year the Internship implementation periods, in accordance with the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.
2. The Internship Coordinator of the respective Internship course shall announce the application submission dates for students within a reasonable period prior to the commencement of the Internship. Applications shall be submitted electronically through the Information System of the Internship Office of the University of Ioannina.
3. Following the expiration of the student application submission period, the Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program shall rank the students (temporary ranking list), in accordance with

the criteria established by the Assembly of the Department's Undergraduate Study Program or the competent body of the Postgraduate Study Program and specified in the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program.

4. The Internship Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program shall publish the temporary ranking list of students, as well as the appeal submission dates, in accordance with section 3.2 hereof.
5. Upon expiration of the appeal submission period, any appeals shall be examined by the competent Internship Appeals Committee of the Department's Undergraduate Study Program or the Postgraduate Study Program, and the final ranking list shall be published, in accordance with section 3.2 hereof.
6. The final ranking list of selected and alternate students who will undertake an Internship shall be forwarded by the Internship Committee to the Department Assembly or to the competent body of the Postgraduate Study Program for approval.
7. The Internship Committee shall assign students to Internship positions within cooperating Host Organizations, in accordance with the internal Internship Regulation of the Department's Undergraduate Study Program or the Postgraduate Study Program and the provisions of section 3.3 hereof.
8. The Internship Coordinator shall submit a request for approval of the implementation of the Internship to the Institutional Coordinator, with notification to the Internship Office of the University of Ioannina, using a special template provided by the Internship Office of the University of Ioannina. The request shall be accompanied by a document issued by the Secretariat of the Department or the Postgraduate Study Program confirming the approval of the final ranking list by the Department Assembly or the competent body of the Postgraduate Study Program. The Internship Coordinator shall be required to submit the request at least one month prior to the commencement of the Internship, in order to ensure the smooth completion of all necessary procedures for the conclusion of the Agreements.
9. The Institutional Coordinator shall forward to E.L.K.E. of the University of Ioannina a request accompanied by the list of students and their Internship positions within cooperating Host Organizations, for approval and signing of the relevant Agreements.
10. Subsequently, the Agreements shall be signed by the Institutional Coordinator and thereafter sent to the Host Organizations and the students for signature.

In all the above cases, for the procedures concerning student applications, appeals, as well as the registration of the necessary student data required for the conclusion of the Agreements, the Information System of the Internship Office of the University of Ioannina shall be used, in order to maintain a record of the necessary information.

### **3.9 Rights and Obligations of Students**

- The student, prior to the commencement of his/her Internship Training, must follow the instructions that will be given to him/her by his/her Department and/or the Internship Office regarding the implementation of the Internship Training.
- During the Internship Training, the trainee student is entitled to leave of one (1) day per month of Internship Training, for personal, health or educational reasons (e.g. examinations). In the event that the trainee requires additional leave for health reasons or for educational reasons, he/she is entitled to up to two (2) days in

addition to those provided for. The trainee may use the absence days either partially or cumulatively during the Internship Training. In the event that he/she wishes to make use of his/her leave for personal or educational reasons, then he/she must notify by email of his/her absence two (2) days in advance the appointed Internship Supervisor from the side of the Institution, the Internship Office and, naturally, the Host Organization. In the event that he/she does not provide notification two (2) days in advance and, following inspection, it is established that the trainee student is absent from the Host Organization, such absence shall be considered unjustified and shall constitute grounds for cancellation of the Internship Training. When health reasons apply, the trainee may notify regarding his/her absence even on the same day.

- The trainee student, within the Internship Training workplace, is obliged to comply with the safety and labour regulations, as well as any other regulation applicable to the personnel of the Host Organization. Unjustified absences or violation of the workplace regulations may lead to the interruption of the Internship Training. In such case, the student may repeat the Internship Training, in accordance with paragraph 3.4 hereof.
- For the successful completion of the Internship Training, the trainee student is obliged to submit any document/supporting evidence requested from him/her by the Internship Coordinator and/or the Internship Office, as these have been defined by the internal Internship Regulation of the Department's Undergraduate Study Program (U.G.S.P.) or the Postgraduate Study Program (P.G.S.P.).
- The Internship Coordinator shall decide on the acceptance or rejection of the documents/supporting evidence. In the event of rejection, following an application by the interested student, the Internship Committee shall re-examine the documents/supporting evidence and shall make a final decision regarding the duration and the subject matter of the employment activity that must additionally be completed, or shall annul the rejection decision of the Internship Coordinator and accept the documents/supporting evidence.
- The trainee may not participate in the graduation ceremony prior to the completion of his/her Internship Training, since the Internship Training constitutes a course of the Study Program.

### **3.10 Obligations of Host Organizations**

The administration of the Host Organizations, within which the students conduct their Internship Training, is obliged to contribute, in the best possible manner, to the most complete training of the trainees. The Host Organizations shall ensure:

- With regard to first-cycle students, the mandatory registration and allocation of Internship Training positions in the special ATLAS Information System of the société anonyme of the Hellenic State under the name "National Infrastructures for Research and Technology Network S.A." (E.D.Y.T.E. S.A.).
- With regard to second-cycle students, the allocation of Internship Training positions, in accordance with the procedure established and described in the internal Internship Regulation of the Postgraduate Study Program (P.G.S.P.).
- The placement of each trainee student in an Internship Training position, in the sector declared by him/her and related to his/her field of studies, without however

excluding the possibility of rotation between work positions, in cases where this is deemed feasible and appropriate.

- The provision of an appropriate workplace and the assignment of duties to the trainee student on the basis of his/her field of studies.
- The signing of the Internship Training Agreement that shall be provided to it by the Institution.
- The insurance coverage of the trainee student, in accordance with the applicable legislation and the provisions set forth in paragraph 3.5 hereof.
- The remuneration of the trainee student, in accordance with the applicable legislation, provided that this is not fully covered by the budget of co-financed programs or projects financed by own or private resources managed by the Special Account for Research Funds (E.L.K.E.) of the University of Ioannina.
- The submission to the Internship Office of any proof of remuneration of the trainee student, provided that this is requested.
- The briefing of each trainee student regarding the applicable safety and health regulations within the Host Organization.
- The registration of the trainee in the ERGANI Information System, in accordance with the applicable legislation, and the submission of the copy of the declaration (Forms E3.5) to the Internship Office.
- The appointment of an Internship Training Officer (Host Organization Supervisor) for each trainee, possessing sufficient experience in the subject matter of the Internship Training, who:
  - supervises the Internship Training and the performance of the trainees,
  - submits proposals to the management of the Host Organization for the improvement of the training conditions of the trainees,
  - cooperates with the Internship Training Supervisor from the side of the Institution for the more effective training of the students,
  - is obliged to submit, upon completion of the students' Internship Training, to the Internship Coordinator and/or the Internship Office, all necessary documents/supporting evidence, as these have been defined by the internal Internship Regulation of the Department's Undergraduate Study Program (U.G.S.P.) or the Postgraduate Study Program (P.G.S.P.).

### **3.11 Supervision**

Supervision from the side of the Institution may be carried out in one of the following ways:

1. Communication through computer/electronic means (e.g. e-mail, Skype, Zoom, MS Teams).
2. Telephone communication.
3. On-site visit to the place where the Internship Training is conducted, whenever this becomes feasible and whenever the necessary funds for carrying this out are available.

Supervision from the side of the Host Organization is equally important for the successful conduct of the Internship Training. The appointed Host Organization Supervisor is obliged to devote to the trainee student the necessary time for his/her guidance and to monitor his/her progress.

The Internship Training Supervisors from the side of the Institution and from the side of the Host Organization are obliged to cooperate for the more effective training of the students and the resolution of any problems that may arise.

### **3.12 Completion of Internship Training**

For the successful completion of the Internship Training:

- The trainee student is obliged to submit any document/supporting evidence requested from him/her by the Internship Coordinator and/or the Internship Office, as these have been defined by the internal Internship Regulation of the Undergraduate Study Program (U.G.S.P.) or the Postgraduate Study Program (P.G.S.P.).
- The Internship Training Supervisor from the side of the Host Organization is obliged to submit, upon completion of the students' Internship Training, to the Internship Coordinator and/or the Internship Office, all necessary supporting documents, as these have been defined by the internal Internship Regulation of the Department's Undergraduate Study Program (U.G.S.P.) or the Postgraduate Study Program (P.G.S.P.).
- The Internship Coordinator is obliged to inform the Secretariat of the Department's Undergraduate Study Program (U.G.S.P.) or the Postgraduate Study Program (P.G.S.P.) regarding the successful completion of the Internship Training of each trainee student, in order for the Credit Units (ECTS) to be registered for the student.

### **3.13 Facilities for Students with Disabilities and Special Educational Needs**

In cases of expression of interest for participation in the Internship Training by students with disabilities (PwD) and/or special educational needs, the applications shall be evaluated on the basis of the evaluation criteria that apply to all interested parties, unless there is a specific provision in the internal Internship Regulation of the Department's Undergraduate Study Program (U.G.S.P.) or the Postgraduate Study Program (P.G.S.P.).

At the same time, the Internship Committee, in cooperation with the Internship Office, shall ensure the identification of a Host Organization that is able to provide Internship Training to a student with a disability.

The Regulation shall be amended by the Senate of the University of Ioannina in accordance with the prevailing needs of the institutional framework as well as those of the University of Ioannina.

This decision shall be published in the Government Gazette.

Ioannina, 25 February 2024

The Rector

ANNA BATISTATOU

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