



UNIVERSITY OF THESSALY
SCHOOL OF SCIENCES



**DEPARTMENT OF
INFORMATICS AND TELECOMMUNICATIONS**

INTERNSHIP REGULATION



Lamia, 2025

1. INTRODUCTION

The Internship is an important educational activity of the study programmes of the University of Thessaly and is offered as compulsory or optional to its undergraduate and postgraduate students. It connects theory with practice, aiming at the practical application and utilisation of the theoretical scientific knowledge, abilities, and skills acquired through successful attendance of the Study Programme, as well as the smooth integration of students into the labour market.

The benefits for students from participation in the Internship include:

- First contact with the professional field and acquisition of professional experience.
- Familiarisation with market trends and the skills required.
- Application of the knowledge acquired at the University in the field of work that interests them.
- Exposure to different professional fields, enabling students to make more informed choices for their professional and personal development.

2. GENERAL CHARACTERISTICS OF THE INTERNSHIP

2.1 Characteristics of Internship

The Internship of the Department of Informatics and Telecommunications is implemented with the following characteristics:

- The Internship is optional and lasts two (2) months.
- The Internship is usually carried out during July and August. However, on a case-by-case basis (e.g., closure of the Host Institution due to summer holidays), it may be extended into September in order to complete the required two-month period, for students who have successfully completed eight (8) compulsory courses of the 1st year of studies.
- The Internship may be carried out either full-time or part-time, depending on the weekly working hours agreed with the Host Institution. If weekly working hours are up to 20 hours and correspond to approximately half of the weekly working hours of the Host Institution supervisor, the Internship is considered part-time; if weekly working hours exceed 20 hours and correspond to the full weekly working hours of the Host Institution supervisor, the Internship is considered full-time.
- Eligible participants are undergraduate students who have successfully completed eight (8) compulsory courses of the 1st year of studies.
- Applications of eligible students are evaluated immediately after the end of the application submission period by the Internship Committee, based on a scoring algorithm that enables a transparent ranking; social criteria also apply, as described in detail in Section 3 of this Regulation.
- The Internship is included in the Spring Semester courses of the Undergraduate Study Programme of the Department as a free elective course with code PA201, worth two (2) ECTS credits, and is assessed on a Pass/Fail basis (recorded as Successful/Unsuccessful). The ECTS credits are counted towards the total number of ECTS required for the award of the degree/diploma and are included in the Diploma Supplement.
- The Internship may be carried out in public services, legal entities under public law, Local Government Organisations (first and second degree), legal entities under private law, and businesses, hereinafter referred to as "Host Institutions", under the guidance and supervision of the Internship Supervisor.

2.2 Administrative Support

On behalf of the Department of Informatics and Telecommunications and the University of Thessaly, the following bodies contribute to the proper implementation of the Internship:

1. the Institutional Internship Coordinator
2. the Department's Internship Coordinator
3. the Department's Internship Committee
4. the Institution's Internship Objections Committee
5. the Department's Internship Supervisors
6. the Institution's Internship and Liaison Office.

Their responsibilities are defined in the University's Internship Regulation, approved in Meeting No. 320/24-1-2025 of the Senate of the University of Thessaly.

The Internship and Liaison Office, in collaboration with students, supports the entire internship process (from information and placement to payment of interns) and coordinates publicity and promotion actions of the programme.

2.3 Payment

a) The Internship is compensated upon completion of the educational process of the a) The Internship is compensated upon completion of the educational process, in accordance with the applicable legislation (paras. 7 and 8 of Article 44 of Law 5128/2024), and is paid to the student in accordance with the provisions of Article 52 of Law 4611/2019 (A' 73).
b) Compensation is borne by Host Institutions as a priority. Exceptionally, the cost of compensation may be borne, in part or in full, by the budget of co-financed programmes or by projects financed through own or private resources managed by the Special Account for Research Funds (E.L.K.E.).
c) The student intern is paid in a lump sum after the end of the Internship and after verification that all obligations under the programme have been successfully fulfilled.
d) Internship compensation does not constitute a reason for the interruption of other financial benefits, special allowances, or pensions that students receive or are entitled to receive for other reasons.

2.4 Insurance

Based on current legislation, students who carry out an Internship are compulsorily insured by the National Organization for the Provision of Health Services (EOPYY) through the Electronic National Social Security Institution (e-EFKA) (former IKA-ETAM), in accordance with paragraph 10 of Article 15 of Law 3232/2004 (A' 48), for occupational accident coverage. For sickness benefits in kind (where applicable), a 1% contribution is calculated as provided by law. The amount on which the IKA contribution is calculated is independent of the amount corresponding to the interns' compensation.

2.5 Working hours

Interns follow the working hours of the Host Institution where they carry out the Internship. The Department's Internship is of full duration according to the weekly working hours of the Host Institution supervisor.

Leave: The Internship and Liaison Office cannot grant leave days to interns. However, interns may request from the Host Institution supervisor up to one (1) day per month, either for personal reasons (e.g., illness) or for educational obligations (e.g., exams). If the period of absence exceeds one working day per month, the Internship and Liaison Office must be informed immediately.

2.6 Eligibility

The Internship is addressed exclusively to undergraduate students of the Department, across all directions and specialisations, who meet the requirements according to the characteristics of the Department's Internship. Specifically, they must:

1. Have successfully completed eight (8) compulsory courses of the 1st year of studies. Compliance with condition (1) is established through a simple student declaration and verification of the relevant data by the Secretariat of the Department.

If the available Internship positions are fewer than the number of eligible applications (e.g., within an NSRF-funded call), then—within the framework of sound financial management and to ensure transparency, equal treatment, and non-discrimination—the following evaluation criteria are applied:

Evaluation criteria: After confirming the minimum academic-progress requirements and excluding candidates who do not meet them (exclusion criterion), the evaluation proceeds based on:

1. Grade Point Average (GPA) of successfully completed courses up to and including the previous examination period before the application.
2. Total accumulated credits (ECTS) from successfully completed courses, in relation to the minimum number of credits required to obtain a degree/diploma.

In case of a tie at the selection threshold, priority is given to the student with the higher GPA up to and including the previous examination period before the application.

If a student who is to receive NSRF funding withdraws, funding is allocated to the first runner-up according to the published ranking list. In case of late withdrawal and if the first runner-up has already been placed through another funding method, the next runner-up is selected. If there is no runner-up, the funding amount is transferred to the next six-month period.

2.7 Selection of Host Institutions

- a) A key objective of the University of Thessaly Internship and Liaison Office is to ensure participation of a significant number of institutions and businesses and the provision of Internship positions. This requires systematic effort both to maintain and to expand cooperation with institutions, businesses, and organisations.
- b) The Internship Committee, in collaboration with the Internship and Liaison Office, supports students in finding a Host Institution for the Internship.
- c) Students selected by the Internship Committee either choose from already cooperating Host Institutions or propose a Host Institution themselves, which must meet the necessary conditions.
- d) Students select the Host Institution where they will carry out their Internship and inform the competent staff member of the Internship and Liaison Office for the completion of the formal procedures and documents required for commencement.
- e) Each Internship position for undergraduate students is published and recorded in the ATLAS information system, as provided by applicable legislation.
- f) A student may not undertake an Internship in a Host Institution where the legal representative is a relative of the student up to and including the third degree (by blood or marriage), or the student's spouse/partner. Likewise, where the student is related up to and including the third degree (or is a spouse/partner) to an employee of the Host Institution, that employee may not be appointed as the Host Institution supervisor.
- g) Host Institutions must demonstrate relevance of the placement to the student's field of study; previous successful cooperation with the University of Thessaly is also taken into

account. Compliance with these criteria is established by the Department Internship Supervisor.

2.8 Change of Host Institution

By decision of the Department's Internship Committee, a change of Host Institution is possible when, during the Internship:

- The student intern or the designated Internship Supervisor finds that the Host Institution does not meet its obligations (as described in the Institution's Internship Regulation and the Department's Internship Internal Regulation).
- The student intern is not systematically involved in tasks reasonably related to their field of study.
- There are serious health reasons, documented by supporting documents from a public health structure, requiring absence exceeding the number of leave days provided.
- There are serious cooperation problems that cannot be resolved, following the opinion of the Internship Supervisor.

In all cases, the student must submit a written request to the Internship Supervisor and the Internship Committee, which decides whether a change is justified. If approved, the Internship Committee, in cooperation with the Internship and Liaison Office, arranges placement in another position, either for the entire Internship period or for the remaining period required to complete the Internship, provided that the new Host Institution agrees.

2.9 Internship Interruption

By decision of the Department's Internship Committee, termination of the Internship is possible when:

- The student intern requests termination for personal reasons, after written notification to the Internship Supervisor and the Internship Committee.
- The student intern fails to comply with contractual obligations (as described in the Institution's Internship Regulation and the Department's Internship Internal Regulation) or fails to comply with safety/work regulations or other rules applicable to the Host Institution's staff, following written notification by the Host Institution to the Internship Supervisor and the Internship Committee.

In case of termination, the student may carry out a new Internship for the full duration, upon submission of a request to the Internship Committee and subject to its approval.

3. INTERNSHIP APPLICATION PROCESS

3.1 Informing students

Students are informed by the Internship Coordinator, in collaboration with the Internship and Liaison Office, on a specific date via an information session at the Department, explaining the procedures and conditions for participation. Interested students must follow announcements on the websites of the Internship and Liaison Office and of the Department regarding the briefing date and the deadline for electronic submission of Expressions of Interest.

3.2 Announcement of Internship Positions

Each year, a specific number of funded Internship positions are announced for the Department. Beneficiaries are undergraduate students of the Department who may participate if they meet the conditions, as defined in Section 2 of this Regulation.

Applications are submitted electronically through the website of the Internship and Liaison Office. The exact deadline for submission of the "*Expression of Interest*" is announced on both the Internship and Liaison Office website and the Department website. Late applications are excluded.

Selection of students and notification of results:

After the application deadline, applications are evaluated by the Department's Internship Committee (based on a decision of the Department Assembly). Preliminary and final results are published on the websites of the Internship and Liaison Office and of the Department, together with deadlines for the next stages: submission of the "Registration Application", submission of the "Internship Card", and uploading of required supporting documents. Students are responsible for monitoring announcements.

Following publication of preliminary results, students may submit a written objection to the Secretariat of the Department within five (5) calendar days. Objections are examined by the Internship Objections Committee appointed by the Department Assembly.

After evaluation of applications, examination of objections, and validation of final results, the final ranking list is published on the Internship and Liaison Office website. The applications are then processed in the University of Thessaly Internship Information System by the Internship and Liaison Office.

Ratification of the final ranking list (in order of candidates' ranking) is carried out by decision of the Department Assembly.

Where the number of internships is limited (e.g., due to funding), selection is not carried out arbitrarily or randomly (e.g., by lottery). It is based on objective criteria defined by decision of the Department Assembly and applied equally to all applicants, enabling transparent ranking.

The scoring algorithm is:

(ECTS of successfully completed courses up to the application submission date) / (Total ECTS of the Study Programme) × 10 × (GPA of successfully completed courses)

In addition, priority is given to students meeting the following social criteria: persons with disabilities, single-parent families with minor children, and families with three (3) or more minor children. Social-criteria points are:

- Disability: 2 points
- Single-parent family with minor children: 1 point
- Family with three (3) or more minor children: 1 point

In case of a tie, priority is given to applicants who meet the above social criteria and, thereafter, to students with the highest number of successfully completed courses up to and including the 5th semester.

The ranking results are published on the websites of the Internship and Liaison Office and the Department.

3.3 Selection of Host Institution

After publication of the list of participants, students begin the process of selecting a Host Institution. During this period, the Internship and Liaison Office remains in communication with students and Host Institutions, supports the search for placements, and facilitates the student's transition to the Host Institution. Where possible, the aim is to establish stable Internship placements through cooperation protocols, facilitating implementation in subsequent years.

Students may also find placements independently by consulting the ATLAS database (<https://atlas.grnet.gr/>) or through their own search. Such placements are subject to approval by the Department Internship Supervisor after a suitability check.

For students with disabilities, an additional criterion for selecting the Host Institution is the existence of suitable access and appropriately configured spaces for the conduct of the Internship.

3.4 Steps of Student Internship Preparation

Step 1: Submission of an Expression of Interest

Interested students submit an online “Expression of Interest” application by logging in with their University of Thessaly credentials on the website of the Internship and Liaison Office within the announced deadline. After the deadline, preliminary results are published in order of scoring for eligible students. After the objection period, final results are published together with deadlines for subsequent steps.

Step 2: Online Registration Application & Upload of Supporting Documents

Selected students submit the “Registration Application” electronically via the Internship and Liaison Office website and upload the required supporting documents, including:

- e-EFKA (IKA) insurance number
- Identity document
- Certificate of Insurance Capacity
- IBAN of an active bank account (student as first beneficiary)
- AMKA
- VAT number (and Tax Office)
- Statutory Declaration on employment status

Step 3: Internship Card

Successful candidates search for Internship positions through the ATLAS Universities Student Internship Information System, using criteria such as subject area, location, and date of publication. After selecting a Host Institution and collecting the necessary placement details—especially the ATLAS position group code—the student submits the “Internship Card” electronically via the Internship and Liaison Office website.

Step 4: Special Student Internship Agreement

After the position is assigned to the student through ATLAS, the Internship and Liaison Office prepares the “Special Student Internship Agreement”, which is signed by the student, the ELKE legal representative (where applicable), the Department’s Internship Coordinator, and the legal representative of the Host Institution. The agreement sets out the rights and obligations of the parties. Each party retains a copy. Where the Internship is financed through an ELKE programme, ELKE acts as the employer, while the Host Institution is the entity where the Internship is carried out.

Step 5: Entry Census Form

Before the start date of the Special Student Internship Agreement, the student completes the “Entry Census Form” on the Internship and Liaison Office website.

Step 6: ERGANI System

As of 1/10/2019, the Host Institution must register the student in the ERGANI Information System before the start of the Internship and after its end (Decision No. 40331/D1.13521, Government Gazette B' 3520/19-09-2019, Art. 1, §1.2). When submitting the E3.5 start/end

declarations in ERGANI, the Host Institution attaches either the scanned Special Student Internship Agreement or the Internship approval decision issued by the Internship and Liaison Office, as applicable. Responsibility for submitting E3.5 start and end declarations, as well as any modifications relating to working hours, data, or interruption of the Internship, lies with the legal representative of the Host Institution, in accordance with the relevant Government Gazette provisions and clarifying circulars.

3.5 Student obligations

Students attend the Host Institution for the period stipulated in the Special Student Internship Agreement. During this time, the Department Internship Supervisor and the Host Institution supervisor guide and support the student.

Students must regularly monitor announcements on the websites of the Internship and Liaison Office and of the Department, as well as their university email, as these are the main communication channels for invitations to meetings and information events.

The Internship must have an educational and professional character. Students are expected to have obligations comparable to those of other employees and to receive equal treatment, in order to develop professional responsibility and avoid creating operational issues for the Host Institution. All students must have occupational-accident insurance coverage for the internship period as provided by the University of Thessaly.

During the Internship, students are required:

- to follow all procedures of the Internship framework to ensure insurance and payment,
- to comply with obligations so as not to affect cooperation between the University of Thessaly and Host Institutions,
- to participate in meetings with the Department Internship Supervisor and the Host Institution supervisor and to contact them for any issue that arises,
- to attend regularly, observe schedules faithfully, and carry out assigned tasks responsibly.

At the end of the Internship, students must:

- Complete the Internship ***Evaluation Report*** electronically, including a brief description of the work performed,
- Complete the ***trainee evaluation questionnaire*** electronically, aiming to record impressions, benefits gained, and satisfaction with the Internship (subject area, work environment, Host Institution, and supervision),
- Complete the ***Exit Census Form electronically***,
- Submit via the Internship and Liaison Office website ***the Host Institution evaluation questionnaire*** and the Certificate of Internship Completion signed by the Host Institution supervisor,
- Upload via the Internship and Liaison Office website the ***ERGANI E3.5 start/end declarations***.

3.6 Obligations of the host institution

- The work content and working hours are determined by the Host Institution's programme; it is recommended that the work content is relevant to the student's field of study.
- The Host Institution shall ensure, as far as possible, that the student intern has comparable obligations and receives equal treatment with other employees.

- The Host Institution completes the ***Internship Evaluation Questionnaire***, recording its impressions and satisfaction regarding the student's conduct, effectiveness, and achievement of Internship objectives.
- The Host Institution prepares and signs ***a Certificate of Internship Completion*** for each student.
- The Host Institution registers the student in ERGANI (***E3.5 declarations***) before the start of the Internship and after its end.