



**ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ**
UNIVERSITY *of the* PELOPONNESE

**Internship Implementation Regulation for undergraduate
students**

Department of Accounting and Finance

Kalamata

Academic Year 202 2-23

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Introduction

Internship is a key element of the process of education of higher education students, as it connects theory with practice, offering participants the opportunity to develop in real working conditions the knowledge and skills they acquire during their studies. It is worth noting that through this institution, the most effective integration of higher education graduates into the labor market is achieved, while a two-way communication channel of information is created between the University of Peloponnese, businesses and organizations and all kinds of economic operators.

The Internship at the University is an institutionalized educational work, which corresponds to a course, compulsory or optional, of the curriculum. The Internship gives students the opportunity to come into direct contact with the labor market and to put into practice the knowledge and skills they have acquired during their studies, while acquiring new knowledge and skills.

All the Departments of the University of Peloponnese participate in the Program.

In the Department of Accounting and Finance, the Internship is an elective course (6th or 8th semester) according to the Department's Study Guide with course code (UAF71) and receives **6 ECTS** (credit units) which are counted towards obtaining a degree.

The students of the Department could implement their internship through the Internship Program implemented and co-funded by the European Union (European Social Fund-ESF) and national resources in the framework of the OP Human Resources Development, Education and Lifelong Learning and the OP Competitiveness, Entrepreneurship and Innovation 2021-27 and co-funded by the European Union and National Resources.

Alternatively, in case some students cannot participate in the ESPA program, they can implement their internship with funding directly from companies.

It takes place in a Public or Private Host Institution outside the University under the guidance of an executive of the Host Institution and the supervision of a faculty member of the Department.

1. Learning Outcomes

Upon successful completion of the Internship, the student will be able to:

- apply knowledge acquired during his/her studies to practical applications,
- become familiar with the working environment and the requirements of the workplace,
- develop capabilities to search for solutions in labour market applications,
- take initiatives in the workplace,

- select the most appropriate techniques in labour market applications,
- develop a professional conscience,
- coexists with different scientific disciplines,
- gain experience of collective work.

2. Institutionalization

The Department of Accounting and Finance of the University of Peloponnese, by decision of the Assembly No. 19/15-9-2021 approved the original Internship Regulation and no. .../...-12-2022, which defines all issues related to its preparation. This Regulation may be revised whenever deemed necessary by decision of the General Assembly of the Department of Accounting and Finance.

3. Organization

For the proper functioning of the project there is a clear division of responsibilities at four levels:

Foundation Internship Manager: The Senate of the Foundation may designate the Internship Manager of the Foundation (Institutional Manager), who has the general supervision of the Internship and coordinates the operation of the Internship Office of the Foundation. In addition to the Institutional Coordinator, the Senate of the Foundation may establish an Institutional Internship Committee, which will have as its sole object the coordination of the activities related to the Internship. The Institutional Coordinator (or the Institutional Internship Committee, if appointed) ensures that:

- The smooth operation of the Internship at the Foundation.
- The coordination of activities related to the Internship.
- The search for new Internship positions.
- The signing of all contracts between the Foundation and the Host Entities, where required by the financial framework.

Administrative and Financial Support: The Office has the responsibilities described in L. 1443 / τ.Β ' / 16.4.2020, No. dec. 44/3.3.2020 "Approval of the temporary structure of the administrative services of the University of Peloponnese until the issuance of the Organization of the Institution", as approved and in force. For its responsibilities, see the Foundation's information system (<https://praktiki.uop.gr/>).

Technical Support: Technical employee who is responsible for the design and programming of the information system of the Internship in accordance with the requirements of the Managing Authority, the technical support of the system, the mass posting of data in the system of the Managing Authority as well as the communication with Departmental Managers, Bodies and Students on issues related to the operation of the information system.

Head of Department and Internship Committee: The Assembly of the Department appoints an Internship Manager, who has the general supervision of the Internship. An Internship Manager may be appointed as a faculty member of the Department as

well as a member of the Special Scientific Staff (EEP) of the Department or of a Special Laboratory Teaching Staff (EDIP) provided that he/she can undertake independent teaching in the Department. The Assembly may appoint additional Internship Committee, which will have as its sole object the coordination of activities related to the Internship and whose chairperson and member is the Head of the Internship.

In case the Department participates in a program for the funding of students from NSRF Community funds, the Head of the NSRF program for the Department and the Head of the Internship of the Department must be the same person.

The Assembly appoints a three-member Committee for the Evaluation of Internship Applications with its alternate members, which is chaired by the Head of Department. The Assembly also appoints a three-member Internship Applications Appeals Committee with its alternate members. Members of the Application Evaluation Committee cannot be members of the Appeals Committee. In the event that the members of the Department are not sufficient to appoint the committees, priority may be given to members from other departments of the University with a related subject.

The Evaluation Committee evaluates the applications and notifies the ranking of students based on their selection criteria on the Department's website, while complying with the requirements for the protection of personal data. The Appeals Committee is responsible for managing objections that can be submitted within the reasonable time of five (5) working days from the date of publication of the provisional ranking results of the applicant students of each Department and in general, to guarantee the smooth and fair selection of candidates. The Departmental Assembly may appoint supervisors of the Internship for better coordination with Internship Host Bodies. In the same way, each institution may appoint a supervisor to supervise the trainee student.

Responsible for the Internship of the Department of Accounting and Finance during the period 15/09/2021 to 15/09/2023 has been appointed Assistant Professor Vasileios Yannopoulos, who has the general supervision of the Internship.

4. Responsibilities of Coordinating Bodies

The **Head of Department and the Internship Committee** take care of:

- the search for new Internship positions and notification of existing Internship positions
- the announcement of internship positions for funding through programs coming from NSRF Community funds or other sources of private funding and evaluates the applications submitted.
- the assessment of the suitability of the Host Internship Entities, in which the Internship is to be carried out,
- informing the Host Entities (Public or Private Sector), in which the students practice, about the procedure to be followed, as well as about the names of the students who will be trained in them,
- informing the Secretariat of the Department for the successful completion of the Internship of each trainee student, to register the grades and Credits to the student,

- obtaining permission for students to attend and practice in school premises, especially, in the case of internships at a school. In the case of "professorial" Schools / Departments, the Person in charge must have secured a license for the presence and exercise of students in the school premises.
- the submission of an annual report to the EOTC and the Internship Office in accordance with a relevant standard.
- the recommendation to the Assembly of the Department for the placement of students in PA positions, evaluating the Host Institution considering its subject of work, the training / employment program it will offer to the trainee, the adequacy of the educational level and relevance of the subject of the Supervisor proposed, the suitability of the workplaces in which the Internship is to be held, etc.
- the recommendation to the Assembly of the Department regarding the appointment of a three-member committee consisting of the Supervising Professor and two additional members from the members of the academic community of the Department for the supervision of the educational part of the student's Internship.

The Department Internship Manager is responsible for coordinating the signing of the contract with the Host Entity.

The **Supervising Professor** of the Internship is a member of the educational staff of the Department (faculty member, EEP, EDIP, contract teaching PD407/80 or University Scholar) and has as sole responsibility the supervision of the educational part of the student's Internship and its final evaluation. In particular:

- It periodically monitors the subject of work and the progress of the trainee student and guides him for its better conduct.
- Cooperates with the supervisor of the employment agency for the better education of the student.
- It checks the student's work diary.
- It scores in collaboration with the other two members of the three-member committee appointed by the Assembly of the Department, in accordance with the provisions of the Curriculum (see para. 11. Course grading), the student's Internship.

The Supervisor of the employment agency has the responsibility of educating the student in the agreed subjects of employment, as well as his systematic supervision in the work environment.

5. Course Registration

The internship, as is the case with all other courses of the Program of Study, should be declared by the students during the period of the relevant statements, as a course of the academic semester in which it is offered.

It should be noted that this declaration is a necessary and not sufficient condition for the commencement of the RP. The selection of the course in the student information system by the student does not imply an automatic selection of the student in a position of Internship.

6. Funding of BAC positions

The funding of Internships comes from:

- **Community Funds (NSRF program):** The Department allocates several funded positions for a specific programming period, which it allocates to its students through regular announcements, according to the program's programming and the absorption already achieved. The employment agency is either proposed by the beneficiary student, who on his own initiative has sought him and agreed to receive him, or from the available positions of the Department.
- **Private Funding through a programmatic agreement between the Department and an employment agency:** The Department may be offered funded BAC positions for specific employment objects by employment agencies. In the programmatic agreement of the Department with the employment agency, the subject of the cooperation, its duration, the amount of compensation, the terms of the contract of the HAF and the obligations of the contracting parties will be specified. Insurance contributions are paid by the employment agency.
- **Individual Private Funding through a student's agreement with an employment agency.** The student, on his own initiative, has sought and agreed with a host organization to employ him. The amount of the compensation is determined after consultation of the Head of the Department's Internship with the employment agency. Insurance contributions are paid by the employment agency. The agreement must be approved by the General Assembly of the Department.
- **Erasmus+ Programme:** The Erasmus program funds students to undertake an Internship in a host organisation abroad with a duration of mobility from 2-12 months and with the right to a monthly grant depending on the host country. The Internship can be implemented in Member States of the European Union, as well as in specific countries outside the European Union, based on the department's programmatic agreements. Department responsible for the program Erasmus+ is a Department of Public and International Relations of the Foundation.

7. Procedure for the Implementation of the Internship

The process includes the following steps:

- The Head of Department announces the number of available Internship positions, categorized by funding source. The posting of the call should explicitly state the total number of students who will practice internships, the closing time of applications and the time of appeals. The announcement is made before the beginning of the internship period, as specified in the Department's study guide with sufficient time to complete the selection, appeals and contractualization procedures.

- The student selection process is divided into three consecutive phases, which are carried out exclusively through the information system of the Internship¹.
 1. The first phase is the eligibility check phase. If the student meets the requirements of the study guide for the selection of the Internship course and has declared the Internship course in the course statements, the student can apply to fill one of the available places².
 2. The second phase is the selection phase. Good administration should ensure transparency and equal treatment and non-discrimination of applicants. Therefore, the evaluation criteria are common to all Departments of the University. After checking the eligibility criterion of the first phase, the student proceeds with the application. The selection is based on criteria scored on a scale of 0 to 100³. The criteria are set out in paragraph 7.

The Internship Applications Evaluation Committee evaluates the applications and makes recommendations to the Assembly of the Department, ranking the applications of the students in order of evaluation. Especially for students who belong to a category of people with disabilities⁴, the above credit does not apply and they are ahead in the selection. The evaluation report of the applications for participation in the program of the Internship will state in detail the following: the way of selecting students, the number of places advertised, the number of applications submitted, the credits awarded to each participant per selection criterion, - and will be signed by all 3 members of the evaluation committee. After approval by the Departmental Assembly, the results are posted by the Secretariat on the Department's website and interested students can appeal to the results within 5 days of the posting of the results. If there are objections, the Appeals Committee recommends to the Assembly of the Department and a decision on the results is issued, otherwise the results of the initial posting are considered as final.

¹ The new information system is expected to be operational in the academic year 2022-23.

² In addition to the academic rules set out in the study guide, the student cannot undertake an internship if (a) he/she is working full-time, (b) he/she is during the military service.

³ Until the new information system is operational, the Departments use an algorithm for evaluating applications based on one or more of the following criteria:

(a) Average score of the examined courses.

(b) Average grade of the examined courses weighted with the ECTS credits of each course.

(c) Total credits completed by the student. In case of a tie, the credits in compulsory subjects take precedence.

⁵See <https://www.efka.gov.gr/el/menoy/kentro-pistopoieses-anaperias-kepa> -According to Law 3863/2010, the Disability Certification Center (KEPA) was created to ensure a uniform health judgment regarding the determination of the degree of disability of the insured persons of all insurance institutions, including the State, as well as the uninsured, for whom the certification of disability is required. The tasks of the KEPA Health Committees (KEPA) are:

The determination of the percentage of invalidity for an invalidity pension.

The characterization of people as people with disabilities.

The determination of a percentage of disability for all social and economic benefits or facilities, for which a disability opinion is required and to which people with disabilities are entitled by the state.

3. After the issuance of the results, the selected students are invited within explicit deadlines to declare a preference for the offered internship positions. The Head of Department and the Internship Committee, taking into account the preferences of the students, the subject of the position, the profile of the candidates, helps the students to express interest through the information system for the available Internship positions⁵. Students can choose up to 5 of the available places. If the student does not proceed to a seat selection within the deadline set, he/she loses his/her turn and the first runner-up is called. If no internship institution accepts the student's application, then there is the possibility for another choice of places.

After the completion of the selection process, the Departmental Coordinator in collaboration with the students and the representatives of the institutions submits a proposal to the Assembly of the Department. Then, once approved, the steps provided for depending on the source of funding of the Internship are followed. For the implementation, an internship contract is signed. In the case of funding through the NSRF, the contract is signed by a) student b) host body c) head of department d) Scientific Coordinator of the University of Athens e) Legal representative of ELKE. In cases of private funding, they sign a) student b) host organization c) President department.

Finally, it should be noted that in cases of private financing, phases 2 and 3 do not apply and a special employment contract is signed directly.

At the end of the Internship, the student submits to the information system a) **A certificate of completion** of the Internship by the employment agency, b) **An activity report** drawn up by the student, which indicates data such as the subject of the Internship, the description of the work that took place during the internship, whether the schedule was adhered to, the additional knowledge gained, the knowledge used, etc. , c) **Student evaluation** questionnaire by the employment agency, d) Evaluation questionnaire of the **employment agency** by the student, e) any other document provided for in the Internship Regulation of each Department or required by the Funding Agency

The **Supervising Professor** evaluates the student's Internship, according to the Program of Study and submits an evaluation report of the Internship, stating the grade on the scale 0 to 10.

⁵ The student cannot choose an internship position in an institution where kinship is established (second degree and above, in a straight line, oblique line and by marriage) as well as a marital relationship with the legal representative of the business. Also, in any case of second-degree kinship and above, as well as a marital relationship with another person employed by the institution – business, this person cannot be appointed as a supervisor on behalf of the Cooperating Body.

8. Conditions-Selection Criteria

The Internship Program is addressed to students who have accumulated at least 120 ECTS until the **submission of the application**. It is noted that the minimum academic requirements are a criterion for exclusion from the selection process in the Internship Program.

The sound financial management of co-financed operations should ensure transparency and equal treatment and non-discrimination of applicants for participation in the Programme. Therefore, the following academic criteria for the selection of students who will participate in the program are applied.

Evaluation Criteria: The selection is based on criteria scored on a scale of 0 to 100 . The criteria are as follows:

- **Criterion 1:** Weighted Average (S.M.O.) of the courses in which a grade has been registered in the student registry system until the closing date for the submission of applications. The Weighted Average of the courses is derived from the grade of each course weighted with the ECTS load of the course. The criterion carries a weight of 50%.
- **Criterion 2: Total ECTS** Credits accumulated by the student as a percentage of the ECTS credits of the N-1 years of the program of study and a maximum grade of 100, where N are the years of study required to obtain a degree. The criterion carries a weight of 40%
- **Criterion 3:** The student's year of study. 100 credits if the student is up to year N of study and for each year after N loses 10 credits. The criterion carries a weight of 10%

In case of a tie in the limit of the selected candidates, the average grade of the student up to the previous examination period before the application will be considered.

In case of cancellation of an application for participation or withdrawal of participation of a student who has received NSRF funding, the funding is given to the first runner-up based on the published ranking tables. In case of late cancellation of an application for participation of a student who has received NSRF funding and the first runner-up has already been placed in the unpaid program, the next runner-up will be selected. In case there is no runner-up, the funding amount is transferred to the next six months.

Especially for students who belong to a category of people with disabilities, the above credit does not apply and they are ahead in the selection.

The evaluation report of the applications for participation in the program of the Internship should state in detail the following: the way of selecting students, the number of places announced, the number of applications submitted, the crediting of each participant per selection criterion and will be signed by all three (3) members of the evaluation committee.

9. Duration and hours of the Internship

In the Department of Accounting and Finance the period of employment is set at two (2) months of full-time employment (full-time employment is calculated 40 hours per week). If the full-time working hours of the employees of the Employment Agency are different from the 8-hour period, this may be adjusted.

The Internship is carried out every year from 01/07 to 31/ 08. Especially in case of implementation of the internship with private funding, the period of employment instead of two (2) months of full-time employment may be converted into four (4) months of part-time employment (part-time employment is estimated at 20 hours per week). In this case the internship is carried out from 01/07 to 31/10.

The above period of employment also applies to students who will participate in the program with funding directly from the Institutions.

The duration of the internship must be declared in the ERGANI system by the Employment Agency based on the signed Private Internship Agreement. The Internship Implementing Agency is obliged to send the submitted E3.5 form to the Internship Office of the University both at the beginning and at the end of the internship of each student.

In general, the student is obliged to follow the working hours indicated by the person in charge of the Host Institution, as well as the safety and labor regulations, as well as any other regulation or regulation that applies to the staff of the Institution.

During the elaboration of the Internship, both the student and the representative of the institution draw up a diary / presentation of the Internship.

9a. Internship through ESPA

In case the internship is funded through the ESPA, the Internship Office receives the Minutes of placement and funding of students through the ESPA of the Internship Committee of the Department and prepares a request to the Research Committee for approval of the signing of student PROGRAM contracts through the ESPA. After approval by the Research Committee, the relevant contract is signed.

The employment agency is obliged to publish the BAC position offered in the ATLAS information system.

After the signing of the contract and before the expiration of the contract, the contract may be modified at the request of the Departmental Manager, the recommendation of the Internship Office and the approval of the Research Committee. The contract can only be modified in terms of the length of time. The contract may be cancelled by a similar procedure. If this happens through the fault of the student, the order is lost, and the funding is given to the first runner-up based on the announced ranking order.

Otherwise, the student may proceed to a new choice of internship institution. The monthly indemnity is set uniformly for all divisions and includes the net monthly compensation and the monthly insurance against risk. The payment of the student is made in a lump sum after the end of the internship and after checking that he/she has successfully completed all the obligations.

10. Completion of Internship

The trainee in the Internship is obliged to follow the safety and labor regulations and any other regulation that applies to the staff of the host entity. The FA is full-time and involves five-day work. The employment service cannot employ the student overtime.

During the Internship, the trainee student may be justifiably absent, for serious reasons, up to as many working days as the total duration of his/her internship in months. In case of absence of a longer duration, the student's Internship is extended proportionally. For the extension, an amendment of the employment contract is required, which concerns only the period.

Arbitrary absences or violation of workplace regulations can lead to the termination of internship.

If the employment agency does not follow in general terms the employment program of the trainees or employs them, it is possible, following a decision of the Internship Committee of the Department, to discontinue the exercise in the specific workplace. In case the trainee finds that he is not involved in subjects of his specialty, he must inform his supervising Professor. The supervisor shall decide whether there is a reason to change jobs or not. In case there is a reason, the student is placed in another position. For the period the student has been employed, he/she receives the relevant certificate from the employer. He then carries out a traineeship in the new post, only for the time remaining to complete the required period of practical training.

11. Course grading

The Internship is graded on a scale of 0 to 10. The grading method of the Internship is determined by taking into account (a) the oral examination of the student after the completion of the Internship, (b) the report of the Internship written by the student and (c) the student evaluation questionnaire drawn up by the employment agency.

After the completion of the Internship, the Supervising Professor invites the students who have completed their internship to an oral examination. Then, the Supervising Professor, after considering the report of the activities of the Internship and the evaluation report of the student by the Host Institution, grades the Internship on a scale of 0 to 10.

12. Rights and obligations of trainee students

The trainee in the area of the Internship is obliged to follow the safety and labor regulations and any other regulation that applies to the staff of the Host Entity.

The duration and hours of the BAC are explicitly defined in paragraph 9 of these Rules. The employment service may not employ the student overtime.

During the Internship, the trainee student may be justifiably absent, for serious reasons, up to as many working days as the total duration of his/her internship in months.

In case of absence of a longer duration, the student's Internship is extended proportionally. For the extension, an amendment of the employment contract is required, which concerns only the period.

Arbitrary absences or violation of workplace regulations can lead to the termination of PA.

If the employment agency does not follow in general terms the employment program of the trainees or employs them, it is possible, following a decision of the Department's PA Committee, to discontinue the exercise in the specific workplace. In case the trainee finds that he is not engaged in subjects of his specialty, he must inform the supervising Professor. The supervisor decides whether there is a reason to change jobs or not. In case there is a reason, the student is placed in another position. For the period during which the student has been employed, he/she receives the relevant certificate from the employer. Then, he/she carries out an internship in the new position, only for the remaining time to complete the required period of the internship.

At the end of the Internship, the trainee student is obliged to submit any information / supporting document requested by the Scientific Coordinator and the Internship Committee, such as e.g. evaluation form of the Internship Program, inventory form, etc.

The Head of the Department and the Internship Committee, to which the above are submitted, decides on the acceptance or rejection of the data / supporting documents. In case of rejection, at the request of the interested student, the Assembly of the Department decides definitively on the duration and the object of employment to be carried out additionally or cancels the decision to reject the Scientific Director and the Internship Committee and accepts the data / supporting documents.

13. Indemnity - Insurance of trainee students

13.1. Payment of compensation

The student's compensation, always paid after the completion of the Internship, may be borne by the Educational Institution (from a relevant Project) or the Host Institution.

If the student's compensation is paid by the Educational Institution (Operational Program), its amount is determined by the Senate upon the recommendation of the Institutional Manager (or the Institutional Internship Committee, if appointed) based on the restrictions governing the Operational Program.

If the internship is implemented with private funding, in cases of full-time employment the minimum amount of the student's net compensation is set at € 350 / month, while in cases of part-time employment, the minimum amount of the student's net compensation is set at € 175 / month. In any case, the amount of the insurance contribution is borne by the Host Entity (see 13.2).

13.2. Trainees' Insurance

Trainees are compulsorily subject to the insurance of EFKA. against the risk of an accident at the time of their internship in companies of the Private and Public sector, in accordance with the Circular of IKA 44/2004, and article 15, paragraph 10 of Law 3232/04.

The insurance contribution of the trainee amounts to 1% of the T.H. of the 12th insurance class of EFKA.

In the case of funding through a university project (eg ESPA) the insurance contribution may be borne by the project, while in any other case by the Host Entity.

In the special case of people with disabilities, who wish to carry out an Internship during their Internship, the benefit they receive due to their disability will not be interrupted. This does not infringe the principle of equal opportunities.

Students during their Internship, apart from the right to compensation and insurance, do not acquire any other right of employment or pension form.

14. Personal data

For the Internship, the necessary data are collected for the evaluation of applications, creation of contracts, development monitoring as well as for the statistical analysis and indicators that are monitored in the context of the evaluation of the University of Peloponnese.

In addition, for the Internship funded through the NSRF, as the program is co-funded by the European Union, it is mandatory to collect data on the beneficiaries. The data collected will be processed by the competent services (Special Management Service of the Operational Programme "Human Resources Development, Education and Lifelong Learning", Beneficiary "University of Peloponnese"), for the purpose of monitoring the program, to extract statistical data (indicators) and for the purpose of the planned surveys and evaluations, in accordance with the applicable legal provisions of the EKT.

Also, in accordance with the provisions of articles 12 to 22 of Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as well as with the rules of application of the Regulation, as defined in Law 4624/2019, data subjects retain the rights of information and access, the rights to rectification and erasure (right to be forgotten), the right to restriction of processing, the right to data portability, the right to object and the right not to be subject to a decision taken solely on the basis of an automated process.