



UNIVERSITY OF THE
PELOPONNESE



DEPARTMENT OF
POLITICAL SCIENCE AND
INTERNATIONAL
RELATIONS

RULES OF PRACTICE

Article 1

Purpose

Internship (IP) is part of the Curriculum. It offers an indispensable opportunity to develop skills and gain work experience in order to prepare students for access to the labour market.

In particular, students are expected to acquire skills and knowledge in order to be able to:

- o apply the knowledge acquired during their studies in practical applications,
- o become familiar with the working environment and the requirements of the professional environment,
- o develop skills to search for solutions in labour market applications,
- o take initiative in the workplace,
- o choose the most appropriate techniques in labour market applications,
- o develop professional awareness,
- o co-exist in the workplace with different disciplines,
- o gain experience in collective work.

Article 2

Establishment

2.1 Correlation between elective course and credits

The IP is an institutionalised educational project, which corresponds to two free elective courses in the curriculum and it's optional. It is addressed to students who are in their fifth semester of study and later. It is equivalent to two free elective courses and corresponds to ten credits according to the European Credit Transfer and Accumulation System (ECTS).

2.2 Duration and declaration

The duration of the IP is a minimum of three months, is full time and is offered in both semesters of study in each academic year. The internship, as is the case with all other courses in the Programme of Study, may be selected by students at the time of registration as a course in the academic semester in which it is offered. It should be noted that this selection is a necessary and not a sufficient condition for the commencement of a course as an IP. The student's selection of the course in the student record information system does not imply an automatic selection of the course as an IP.

2.3 Grading of IPs

The IP is graded by the Supervising Professor of the Department on a scale of 0 to 10. For the grading, the report of the student's IP activities and the student's evaluation report prepared by the Host Organisation are taken into account. The student is required to submit a 1.500-word report and a Policy Proposal relevant to the field of activity of the internship host organization.

2.4 IP positions

IP can take place in places offered in the following ways:

- **Community Funds (NSRF programme):** the Department is allocated a number of funded places for a specific programming period by the Foundation, which are made available to its students through regular calls for applications, according to the planning of the programme and the absorption rate already achieved. The employment agency is either proposed by the beneficiary student, who has sought it on his/her own initiative and it has agreed to host him/her, or from the available places in the Department.
- **Private Funding through a Departmental program agreement with an employment agency:** the Department may be offered funded IP positions for specific employment fields by employment agencies. The Department's program agreement with the employing agency will specify the object of such cooperation, its duration, the amount of the compensation, the terms of the contract of the IP, and the obligations of the parties. Insurance contributions shall be paid by the employing organisation.
- **Individual Private Funding through a student agreement with an employing organisation.** The students, on their own initiative, have sought and agreed with a host organisation to employ them. The amount of the compensation is determined by an agreement between the Departmental IP Manager and the employing organisation. Insurance contributions are paid by the employing institution.
- **Erasmus+ Programme:** The Erasmus programme funds students to undertake an Internship in a host institution abroad for a mobility period of 2-12 months and with a monthly grant depending on the host country. The IP 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 program agreements. The responsible department for the Erasmus+ programme is the Department of Public and International Relations of the Institution.

Article 3

IP coordination and management bodies

1.5 Coordination bodies

The Departmental Assembly appoints a Head of Internship, who has the general supervision of the Internship, and the Internship Committee, which will have as its

exclusive object the coordination of activities related to the Internship and whose chairman and member is the Head of the Internship.

The Assembly appoints a three-member Committee for the Evaluation of Internship Applications with the alternate members chaired by the Head of the Department. The Assembly shall appoint the three-member Committee for Objections to Traineeship Applications with its alternate members. The members of the Committee for the Evaluation of Applications may not be members of the Appeals Committee.

The Evaluation Committee evaluates the applications and publishes the ranking of students based on the selection criteria on the Department's website while respecting the requirements of personal data protection. The Appeals Committee is responsible for managing appeals that may be submitted within a reasonable period of five (5) working days from the date of publication of the provisional ranking results of the Department's student applicants and, in general, to guarantee an orderly and fair selection of candidates.

The Departmental Assembly may appoint supervisors of the IP for better coordination with Internship Hosts. In the same way, each institution may appoint a supervisor to supervise the student intern.

1.6 Responsibilities of IP institutions

The Commission for the IP has the following responsibilities:

- issue the call for applications for IPs
- organise the procedures for evaluating applications, classifying candidates and allocating IP posts.
- draw up the list of IP institutions in accordance with the priorities for the development of skills for students, the availability of places after contacting the institutions and labour market trends.
- cooperates with the institutional manager and the University's central administration staff with administrative responsibility in matters such as IPs.
- informs students by any appropriate digital means, as well as through special meetings, about the objectives of the IP programme, such as available places, advises according to the specific needs and priorities of the students and supervises the overall process of completing the administrative procedures, assisted by a member of the Department's Student Registry.
- assigns a supervisor to each IP student, is informed of any issues that arise and creates the conditions for good cooperation between the Department, institutions and students.
- evaluates the aggregated data on IP, as derived from the individual evaluations of students, supervisors in the institution and supervisors of professors, and identifies strengths and weaknesses regarding the organisation as IP, the individual institutions and investigates the progress in achieving the relevant objectives.

In exercising all the above responsibilities and taking the related administrative actions, the Committee shall inform and seek the approval of the Assembly of the Department.

1.7 Management of IPs

The process includes the following steps:

o The Department Head 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 be interning, the deadline for applications and the time for appeals. The announcement shall be made prior to the start of the internship period as specified in the Departmental Study Guide with sufficient time to complete the selection, objections and contracting procedures.

o The student selection process is divided into three consecutive phases, which are carried out exclusively through the information system such as the IP of the institution.

1. The first phase is the eligibility verification phase. As long as the student fulfils the requirements of the study guide for the selection of the Internship course and has declared the IP course in the course declarations, the student can proceed to apply for the available places.

2. The second phase is the selection phase. As part of good administration, transparency and equal treatment and non-discrimination of applicants should be ensured. Therefore, the evaluation criteria are common to all departments of the University. Once the eligibility criterion of the first phase has been checked, the student proceeds with the application. Selection is based on criteria scored on a scale of 0 to 100.

The IP Application Evaluation Committee evaluates the applications and recommends them to the Departmental Assembly, ranking the applications of the students in order of evaluation. Especially for students belonging to the category of students with disabilities, the above-mentioned ranking does not apply and they are given priority in the selection. The minutes of the evaluation of the applications for participation in the programme as IP will state in detail the following: how students were selected, the number of places advertised, the number of applications received, the mark given to each participant per selection criterion, - and will be signed by all three members of the evaluation committee.

After approval by the Departmental Assembly, the results will be posted by the Student Registry on the Department's website and the students concerned may lodge an appeal against the results within five days of the posting of the results. If there are objections, the Objections Committee recommends to the Departmental Assembly and a decision on final results is issued, otherwise, the results as initially posted are considered final.

After the final results have been published, the students who have been selected are invited to express their preference for the offered places within a specific deadline. The Head of the Department (or the Traineeship Committee, if appointed), taking into account the preferences of the students, the subject of the post, and the profile of the candidates, helps such students to express their interest through the information system for the available traineeships. Students can select up to five of the available positions. If the student does not proceed to select a place within the deadline, he/she will lose his/her turn and the first runner-up will be called. If no traineeship organisation accepts the student's application, the student will be given the opportunity to make a further selection of places.

An internship contract is signed for the implementation. In the case of funding through NSRF the contract is signed by a) the student b) the host institution c) the department head d) the Scientific Officer IP e) the legal representative of ELKE. In the case of private funding, the contract is signed by a) the student b) the host institution c) the department chairman. In cases of private funding, only the eligibility check of the application is required, followed by the allocation of places to interested students with the agreement of the host institution.

At the end of the internship, the student submits to the information system a) a certificate of completion of the internship from the employment agency, b) a report of achievements, which includes information such as the subject of the internship, the description of the work that took place during the internship, whether the timetable was adhered to, the additional knowledge acquired, the knowledge used, c) a student evaluation questionnaire from the employment agency, d) an evaluation questionnaire from the student to the employment agency, e) any other document or required by the funding agency, f) a report on the student's performance in the internship.

The Supervising Professor evaluates the student's IP in accordance with the Programme of Study and submits an IP evaluation report, indicating the grade on a scale of 0 to 10.

1.8 Criteria for evaluating applications for IPs

The evaluation criteria are as follows:

- o Weighted Grade Average (WGA) of courses for which a grade has been entered in the student record system by the application deadline. The Weighted Average of courses is calculated from the grade of each course weighted by the ECTS load of the course. The criterion has a value of 50%.

The total ECTS academic credits accumulated by the student as a percentage of the ECTS credits of the N-1 years of the study programme, with a maximum grade of 100, where N are the years of study required to obtain a degree. The criterion has a value of 40%.

- o The student's year of study. 100 points if the student is up to N years of study and for each year after N the student loses 10 points. The criterion has a value of 10%.

Especially for students belonging to a category for persons with special abilities, the above weighting does not apply and they are given priority in the selection.

The evaluation report of the applications for participation in the IP programme should state in detail the following: how students were selected, the number of places advertised, the number of applications submitted, the points awarded to each participant per selection criterion and will be signed by all three (3) members of the evaluation committee.

1.9 IP through NSRF

In case the IP is funded through NSRF, the IP Office receives the Minutes of Placement and Funding of Student IPs through NSRF from the Departmental IP Committee and prepares a request to the Research Committee for approval to sign student IP contracts through NSRF. After approval by the Research Committee, the contract is signed.

The recruitment agency is required to publish the IP position offered in the ATLAS information system. After the signature of the contract and before the expiry of the

contract, the contract may be amended at the request of the Head of the Department, on the recommendation of the IP Office and with the approval of the Research Committee. The contract may be amended only in terms of the period of time during which it is to be carried out. The contract may be cancelled by a similar procedure. If this occurs through the student's fault, the order is lost and the funding is given to the first runner-up on the basis of the announced ranking order.

The monthly compensation is set uniformly for all departments and includes the net monthly compensation and the monthly risk insurance. The student is paid in one lump sum after the end of the internship and after verification that he/she has successfully completed the obligations.

Article 4

Rights and obligations of student trainees

The intern at the site as an IP is required to follow such safety and work regulations and any other regulations applicable to the host institution's staff. The IP is for work with a physical presence or remotely.

Unauthorised absences or violations of workplace regulations may result in the termination of the IP. If the employer does not generally follow the trainees' work schedule or if the trainee is not working in the workplace, it is possible, following a decision by the Departmental IP Committee, to interrupt the traineeship in the workplace in question. In case the trainee finds that he/she is not engaged in subjects of his/her area of specialisation, he/she must inform his/her supervisor. The supervisor decides whether or not there is a reason to change the workplace. If there is a reason, the student will be placed in another position. The student will receive a certificate from the employer for the period of employment. The student then carries out an internship in the new position only for the time remaining to complete the required period of the internship.

Article 5

Compensation - insurance for student trainees

Trainees are subject to compulsory insurance of the EFKA against the risk of accidents during the period of their internship in private and public sector companies, in accordance with the IKA Circular 44/2004 and Article 15(10) of Law 3232/04.

The trainee's insurance contribution amounts to 1 % of his/her salary as per the 12th insurance class of the National Social Insurance Institution (EFKA). In the case of funding through a project of the University (e.g. NSRF) the insurance contribution may be borne by the project, while in all other cases, it is the Host Institution. Students during the period as IP, apart from their right to compensation and insurance, do not acquire any other rights of employment or pension.

Article 6

Supplementary provisions

In parallel with the above provisions, the provisions of the Regulations for Internship of the University of Peloponnese (Senate Decision 38 / 11.03.2022, Session 211th), as well as the provisions of Article 69 "Internship of students" of Law 4957 (A 141/21.7.2022) are valid, as they apply or are amended.