



University of Piraeus
SCHOOL OF FINANCE, BUSINESS & INTERNATIONAL STUDIES
DEPARTMENT OF TOURISM STUDIES

Regulations of the Internship Program

1. Objectives of the internship program - institutionalization

The Department of Tourism Studies of the University of Piraeus, in its effort to offer its students in addition to excellent theoretical training and work experience, has included in its curriculum from the academic year 2021-22 Internship Program I & II - (4+4 credits units). It thus enables its students, if they wish, to choose them as "electives" (which are equivalent to and correspond to two taught electives).

The internship is part of the curriculum of the Department of Tourism Studies and aims to:

- Linking theoretical studies with workplace applications to solve business problems, contributes to a better assimilation of scientific knowledge.
- The acquisition of professional experience which allows the strengthening of the students' CVs and the development of maturity, on the part of students, regarding their future choices for studies and/or employment.
- Inform and familiarise students with real working conditions.
- Prepare students for positions of responsibility in the future.
- The acquisition of additional skills, e.g. communication, networking, problem-solving through groups.
- Familiarity with modern production and management technology.
- The development of a channel of communication between the University and its student potential with the labour market, in order to absorb students from the labour market.

2. Framework for the Implementation of an Internship Program

The Department of Tourism Studies internship has been included in the operational program "Human Resource Development, Education and Lifelong Learning" of the NSRF 2014-2020 and is co-funded by the European Union—European Social Fund (ESF).

3. Internship time

The Internship is for three (3) months duration, full-time for students and can take place during the months of May to September. The internship's exact start and end date is determined each year by the Scientific Director of the Subproject.



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4. Eligibility to participate

A) Only those students who will join the NSRF program are eligible to participate.

B) Students of the 8th or older semester and if there are any vacancies, students of the 6th semester will be admitted to the program on a priority basis. If the number of places offered by the NSRF is less than the number of applications from students in their 8th or 6th semester, then the selection is based on the selection criteria mentioned in paragraph 6.3

The selection procedure shall ensure transparency, equal treatment and non-discrimination of applicants for participation in the program on the grounds of sex, race, color, national or ethnic origin, genetic features, religious or other beliefs, age, disability or chronic illness, sexual orientation, gender identity or gender characteristics, marital or social status.

5. Administrative organization of internship (at department level)

In each Department, a Scientific Internship Director is appointed who, in collaboration with the Internship Office staff, handles the internship process.

6. Internship Program Implementation Process

6.1 Invitation to submit and register internship applications

1. At the beginning of each spring semester, the Internship Office, after consultation with the Scientific Director for the Internship, announces, in prominent places on the University premises and on the internet, the invitation to submit applications for participation in the Internship, in which information regarding the submission of applications as well as the deadline is stated. No application can be submitted after this deadline.

2. Students interested in doing an internship are invited to apply online
Due to the funding provided by the NSRF and the purpose of the internship program, the candidates for the internship should submit a solemn declaration that they will be involved in an employment relationship during the internship period. They submit this statement together with their application to the Internship Office.

6.2 Companies briefing and selection to participate in the program

1. The Scientific Officer and / or the Internship Office communicates by telephone and / or holds personal meetings with business executives to ensure their program participation. The terms and the object of employment of the students of the Department is also discussed. Those companies that wish to participate in the program send by mail or electronically via email the completed, signed and stamped "Company Information Sheet" form filled in with the required information, or register and enter their details on the online internship platform. The institutions are informed that they will have to register in the ATLAS system and post the internship position (s) for the student (s) they will employ.
2. After their participation in the program is approved, students who wish to choose the company should contact the Scientific Officer for the Internship, who will approve or



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reject the proposed company. In case of approval of the company, the student delivers to it:

- the "Cooperation Proposal" form. It is an information form from the Head of the Internship to the company;
 - the "Company Information Bulletin" form. The company must complete it. The form must bear the signature and stamp of the company and be returned to the University by mail or electronically by fax or email;
 - the guide of registration and data entry in the electronic platform of the internship.
3. From the existing list of companies that so far cooperate in the program, from the new companies that participate and from the companies that the students indicate themselves, an evaluative selection is made taking the following criteria into consideration: a) the size of the company, b) the object of activities (relevant with the studies of the students), c) the reputation and image, d) the object of the position to be covered and e) the quality of their cooperation to the date. A new annual list of companies - an archive - is compiled with their data and the number of positions offered is recorded.

6.3 Student Evaluation & Selection

An evaluation committee, consisting of Professor Mr. Nikolaos Georgopoulos, Assistant Professor Ms. Alexandra-Paraskevi Chytiris, and Assistant Professor Mr. Sotirios Varelas, is formed for selecting students.

Students belonging to the category of disabled students should attach to their application the necessary proof of their disability in order to participate in the program, occupying 5% of the Department's available places, regardless of their ranking order. In case the number of students belonging to the disabled category is more than 5%, the students will be ranked among themselves and those more than 5% will be included in the other students of the Department.

The selection of students for the program is based on the following criteria:

1. Average Grade Point (GPA) of courses with a maximum of ten (10) up to the examination period of September of the previous academic year, multiplied by a weighting factor of 60% with a maximum of the unit
2. Course Completion Factor (CCF) which is the fraction of the number of courses (A.M) in which they have successfully passed up to the examination period of September of the previous academic year, divided by the total number of courses (CCC)
 - required to obtain a degree - for the Program in a semester longer than 8th
 - up to the previous full academic year - for the Program a semester less than or equal to 8th multiplied by a weighting factor of 40%

The total number of marks, with a pass mark of ten (10), for each candidate is calculated as follows:

$$S = 0.6 \times M.O. + 4 \times S.O.M.$$

Within 3 working days from the posting of the results, students have the right to appeal. After 3 working the results are finalised and the list of trainees is approved by the Department Assembly and announced, taking into account in each case personal data issues.

6.4 Registration of students' personal information on the electronic internship platform and registration in the ATLAS system

Those students selected for Internship should:



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- 1) register their personal information on the internship electronic platform and their CV.
- 2) subscribe to "[ATLAS" University Central Student Support System](#) and to be matched by the Internship Office (after their selection by the host institutions) with the internship positions, which have been posted by the host institutions.

6.5 Selection of students by host institutions

After selecting students from the host institutions, the Internship Office is informed of the results, which prepares the Research Committee's approval of the internship contracts.

6.6 Signing of private agreements

The host organizations print the private contracts in four copies (Research Center of the University of Piraeus, Scientific Officer, Host Organization, Student). Those are sent to the Internship Office with the company stamp and signature of both the internship manager of the host organization and the student, in order to be signed and stamped by the university.

6.7 Before starting the internship

Students receive two out of the four copies of the contracts, they submit the entry inventory sheet electronically and download the necessary documents for their internship (i.e., attendance book, evaluation report of the supervisor) which they deliver to their supervisor on the first day of the internship.

6.8 Visits to companies by the Responsible Professor

During the Internship it is possible for the Scientific Officer of the sub-project to make on-site visits to the companies to verify the presence of the employed students, the observance of the terms of agreement of both parties, the conditions and the object of work of the students.

6.9 Completion of internship and filling in of the relevant forms

Upon completion of the internship, students submit to the Internship Office the following forms, completed, signed and stamped by their supervisor:

- Daily Attendance Book;
- Evaluation Report of the Company Manager;
- Monthly Payment Statement, which is signed at the end of each month by the student and the internship officer of the company (in case of remuneration by the company);
- Certificate of Execution of Internship, which is signed at the end of the internship by the internship officer of the company;

They also submit electronically the exit inventory sheet and submit the following forms:

- Program Evaluation (Internship) by the Student;
- Project description report, in which the students describe the object of work with which they engaged in their internship, the knowledge they gained, etc.

Forms can also be sent by mail.

6.10 Student Evaluation – Registration of Grades

Grades are registered in the internship (within the September examination period) based on the report of the company manager. The grades are registered by the Academic Supervisor and are



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based on the student evaluation form from the host institutions and the project description report delivered by the students.

6.11 Report approval of the status of participants in the internship

The report approval by the Assembly of the Department of the participants in the internship follows.

6.12 Preparation of Payments

The Internship Office (after the Research Committee's approval) submits the internship documents to the Program Director accompanied by the payment orders.

7. Insurance & student fees

The NSRF finances the insurance against accidents and the remuneration of the trainee students according to the project's available budget. The companies participate financially, as defined by the scientific officer at the beginning of each cycle.

The company's financial participation is defined in each cycle and each company can, if it wishes, remunerate the student with a larger amount. The company's financial participation is paid directly to the student at the end of each month of internship. The purpose of this participation is the supplementation of the financial remuneration of the students granted by the NSRF, so that the total remuneration is satisfactory for the students participating in the program. The obligation of financial participation excludes bodies of the public and wider public sector that cannot participate, as well as companies that have been proposed by the students and for which they have stated that they want to be employed without remuneration.

8. Obligations and rights of intern students

Students are required to show up at the host organizations on the first day of their contract.

- Students are employed by the host organizations, which carry out internships according to the organization's working hours (up to 8 hours per day on a five-day basis).
- It is the responsibility of the students to perform the tasks assigned to them in the context of the internship, to use responsibly, safely and carefully all the equipment made available to them during their internship, to maintain professional secrecy, to maintain and deliver with the completion of the internship their workplace in the same condition as they received it at the beginning of the internship. It goes without saying that they should be appropriately dressed and show a high sense of responsibility, cooperation as well as be polite.
- If the students are not satisfied with the institution in which they are employed for specific reasons (e.g., exceeding 8 hours of employment, employment in a job that is not related at all to the subject of their studies, employment that does not require university level knowledge (e.g., manual), they must inform the Scientific Officer of the sub-project in a timely manner.
- The number of students who can be financed by the NSRF results from the division of the allocated amount by the minimum amount of remuneration per trainee student provided by the internship program (of the NSRF).



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- The trainees can, with the consent of the host organization, take leave of 2 (two) days each month during their Internship, either for reasons of illness, or for the fulfillment of their student obligations, or for any other serious reasons.
- Students are required to register in the "ATLAS" Central Internship Support System for Students of the University, to submit their details on the online platform of the internship as well as all the necessary documents for the internship.

9. Responsibilities and rights of hosts

Businesses / organizations must:

- employ students in positions with a subject of work related to the subject of their studies as much as possible;
- provide students with the greatest possible (technical) training;
- ensure decent and satisfactory working conditions;
- assign students to a specific department and executive, in order to ensure their training and their most objective and reliable evaluation;
- grant leaves for reasons of illness and participation in examinations as provided above;
- issue a certificate for the duration of the internship.

Businesses / organizations are entitled to:

- employ students up to 8 hours a day for five days a week, according to their working hours;
- terminate the cooperation and stop the employment of the trainee student, if they consider their work behavior to be completely inappropriate or their work performance obviously inadequate.

10 Quality check

During the Internship, the Scientific Officer and the staff of the Internship Office are in constant contact with the participating students and host organizations, in order to help monitor the progress of the program and to solve any issues.

Students' attendance in the host organizations is systematically recorded through attendance books. After the internship is completed, the Internship Office collects the internship documents and calculates statistical data.

The Scientific Officer prepares an annual Internship report with data collected by the Internship Office from the relevant documents.

The evaluation of the host organizations and the students, the attendance books and, of course, the reports of the Scientific Officer, are the official method of recording the results, the satisfaction, the complaints and the suggestions for the improvement of the trainees and employers by the internship program.



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