



HELLENIC REPUBLIC

**National and Kapodistrian University of Athens**

School of Philosophy

Department of Educational Studies

# AMENDMENT TO THE UNDERGRADUATE INTERNSHIP REGULATIONS

*(First Cycle / anno primo)*

**Department of Educational Studies**

Athens, June 2025

## Undergraduate Internship Regulations (as amended)

This document sets out the amended Internal Regulations governing the Internship (Practical Placement) of the Undergraduate Programme (First Cycle / anno primo) of the Department of Educational Studies of the National and Kapodistrian University of Athens (NKUA).

### Article 1 — Terms and prerequisites<sup>new</sup> Host Organisation.

4. Termination of the Internship: in addition to the cases above, the Internship may be terminated where:

- the student wishes to terminate for personal reasons, after written notification to the Academic Supervisor and the Internship Committee;
- the student fails to comply with contractual obligations;
- the student fails to comply with health and safety rules and workplace regulations applicable to staff of the Host Organisation, following written notification by the Host Organisation;
- the Host Organisation assigns duties unrelated to the Internship subject-matter.

In the event of termination, and given that the Internship is an elective module, the student may

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- submits an annual report to the Department Assembly;
- may undertake site visits for supervision where necessary and subject to available funding;
- informs the Department Secretariat of successful completion for the award of the relevant ECTS credits;
- collects deliverables required for completion, in cooperation with the NKUA Internship Office, in accordance with these Regulations.

4. The Internship Committee is composed of three (3) regular and three (3) alternate members, appointed by the Department Assembly for a three-year term from among academic and teaching staff of the Department. The Committee, under the chairmanship of the Departmental Internship Coordinator, exercises the responsibilities assigned to it by the Department Assembly, including the evaluation and selection of applications, publication of provisional and final results, assignment of an Academic Supervisor per trainee, coordination of Internship activities, resolution of operational issues, and submission of proposals for amendments to the Programme of Studies regarding Internship matters.

5. The Internship Appeals Committee is composed of three (3) regular and three (3) alternate members, with a composition different from the Internship Committee, appointed by the Department Assembly for a three-year term. It examines student appeals concerning selection decisions and communicates its decisions to the Internship Committee, which must implement them and issue the final list of trainees.

6. Academic Supervisors may be appointed per selected trainee from among members of academic and teaching staff of the Department, upon recommendation of the Internship Committee and approval by the Department Assembly. The Academic Supervisor provides academic oversight and coordinates the parties (*mutatis mutandis*) in cooperation with the Departmental Internship Coordinator and the Internship Committee.

In particular, the Academic Supervisor:

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In the event of termination, and given that the Internship is an elective module, the student may

- guides and supports the trainee throughout the Internship process;
- liaises with Host Organisations to support the achievement of the intended learning outcomes;
- keeps the Departmental Internship Coordinator and the Internship Committee informed;
- records student leave, in cooperation with the NKUA Internship Office;
- may undertake site visits where necessary and subject to available funding;
- assesses the student's Activity Report, taking into account the Host Supervisor's Performance Report;
- prepares the individual evaluation (grading scale 0–10) and forwards it signed to the Departmental Internship Coordinator for countersignature and submission to the Department Secretariat.

7. The Host Organisation appoints a Host Supervisor with adequate experience in the placement subject-matter, who supervises and assesses student performance, makes recommendations to the Host Organisation for improving training conditions, cooperates with the Academic Supervisor, and submits the required documentation at the end of the Internship. The Host Organisation is obliged to register trainees and any changes to their placement in the information system "ERGANI II" prior to commencement.

8. The NKUA Internship Office is part of the Student Support Unit within the Directorate of Student Welfare of NKUA and supports the Internship scheme by maintaining records of students and Host Organisations, updating the relevant information systems, attracting Host Organisations, liaising on placement matters, collecting deliverables, preparing annual reports and statistical data, and carrying out dissemination actions in cooperation with the Institutional Internship Coordinator.

### Article 4 — Organisation and operation

1. By decision of the Department Assembly, the present amended Undergraduate Internship Regulations are approved. They set out, inter alia, the following matters concerning implementation of the Internship:

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In the event of termination, and given that the Internship is an elective module, the student may

- • The Internship is an optional educational activity of the Programme of Studies and is offered as an elective module. It is offered either in the 5th or 7th (winter) semester under module code 74TEK114, or in the 6th or 8th (spring) semester under module code 74TEK128, and is graded on a 0–10 scale. The Internship carries 5 ECTS, as stated in the Programme of Studies and the Study Guide. The grade and ECTS are recorded in the Diploma Supplement and in the student's transcript and are not taken into account in the overall degree classification nor in the total ECTS required for award of the degree.
- • The Internship is open to 3rd- or 4th-year students, as well as students “in the process of graduating” (epi ptychio), provided that they have successfully completed at least twenty-five (25) modules of the Undergraduate Programme. For 3rd-year students (5th or 6th semester), successful completion of the module “Contemporary Theories of Learning” is required; for 4th-year students (7th or 8th semester), successful completion of the module “Theory and Methodology of Teaching” is required. Students with disabilities or serious health issues are prioritised, provided that (a) they are 3rd/4th year or epi ptychio students and (b) they have successfully completed at least 25 modules; the above module prerequisites also apply.
- • The total duration of the Internship is either two (2) months of full-time placement (8 hours per day / 40 hours per week) or four (4) months of part-time placement (4 hours per day / 20 hours per week), within the period from approval of the final selection results until the programme end-date.
- • The documentation to be submitted at the end of the Internship by the student and the Host Supervisor.
- • The selection criteria for evaluating applications where available Internship places are fewer than applications.
- • The application procedure and the relevant contracts.

2. Student applications are submitted in a specific manner and within deadlines set by the Internship Committee. The procedure and dates are announced on the Department website and the NKUA Internship Office website. Following selection, results are posted on the same websites. Students

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- the Host Organisation assigns duties unrelated to the Internship subject-matter.

In the event of termination, and given that the Internship is an elective module, the student may who are not selected (and where there is cause) may lodge an electronic appeal via the NKUA e-protocol within five (5) working days from the day following publication of results. Appeals are examined by the Internship Appeals Committee. The final list of selected and reserve candidates is approved by the Department Assembly.

3. The registration and publication of Internship placements for first-cycle students is supported by the specialised information system ATLAS operated by the Hellenic Republic's company "National Infrastructures for Research and Technology S.A." (EDYTE S.A.). Each placement concerning first-cycle students must be published and recorded in the ATLAS system. For the purposes of the General Data Protection Regulation and Law 4624/2019, the Ministry of Digital Governance and the Ministry of Education, Religious Affairs and Sports act as Controllers, and EDYTE S.A. acts as Processor on behalf of the Ministry of Education.

4. Successful completion of the Internship entails the award of five (5) ECTS (European Credit Transfer and Accumulation System) as determined by decision of the Department Assembly.

### Article 5 — Selection criteria and scoring

1. Students are selected for Internship placements on the basis of the following criteria:

#### A.1 Academic criteria

- (Prerequisite) Completion of the first four (4) semesters of study.
- (Prerequisite) For 3rd-year students (5th or 6th semester): successful completion of "Contemporary Theories of Learning"; for 4th-year students (7th or 8th semester): successful completion of "Theory and Methodology of Teaching".
- Number of modules successfully completed: at least twenty-five (25) modules (number of modules × 10 points).
- Semester of study (points as set out below).

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- Grade point average of the at least twenty-five (25) successfully completed modules (grade × 10 points).

Semester scoring:

Semester	5th–8th	9th	10th	11th	12th	13th+
Points	100	90	80	70	65	60

A.2 Social criteria (bonus of 10 points, cumulative): students who are children of large families; who are refugees/repatriated; Roma; individuals in recovery from addiction; or who are themselves parents in a single-parent family with dependent minor children.

A.3 Students with disabilities or serious health issues: such students are prioritised provided that they are 3rd/4th year or epi ptychio students and have successfully completed at least 25 modules, with the above module prerequisites applying. Where registered with the Accessibility Unit, the corresponding points are awarded. Bonus of 5 points, cumulative.

2. The detailed scoring is presented in the Individual Student Evaluation Sheet:

Criterion	Description	Scoring
1st	Academic (prerequisite): completion of the first four (4) semesters of study.	—
2nd	Academic (prerequisite): successful completion of the required module (see Article 5.1 A.1).	—
3rd	Academic: successful completion of at least twenty-five (25) modules.	Number of modules × 10 points

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4th	Academic: semester of study.	5th–8th: 100   9th: 90   10th: 80   11th: 70   12th: 65   13th+: 60
5th	Academic: grade point average of the at least 25 successfully completed modules.	Grade × 10 points
6th	Social criterion (see Article 5.1 A.2).	Bonus 10 points (cumulative)
7th	Students with disabilities or serious health issues (see Article 5.1 A.3).	Bonus 5 points (cumulative)

3. Tie-break rules: where candidates are tied on the final score, precedence is given to the student with the higher grade-point average; if still tied, precedence is given to the student with the higher score on the criterion “number of modules successfully completed”; if still tied, precedence is given to the student with the higher score on the “semester of study” criterion; if still tied, selection is determined by draw (sorte).

### Article 6 — Host organisations

1. The Internship is carried out in public services, legal persons governed by public law, Local Government Organisations (first and second tier), legal persons governed by private law and enterprises, under the guidance of a Host Supervisor and academic oversight by the Department.

The Internship may also be conducted abroad, provided that supervision of the educational process is feasible in accordance with the relevant internal regulations, and the placement is undertaken exclusively on the premises of the Host Organisation. An Internship contract is concluded between the Higher Education Institution, the student and the Host Organisation.

2. Selection of Host Organisation: the Internship Committee, in cooperation with the NKUA Internship Office, supports students in identifying Host Organisations. The Committee may place a

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In the event of termination, and given that the Internship is an elective module, the student may student with an existing partner Host Organisation or approve a Host Organisation proposed by the student.

For reasons of ethics and deontology, a student may not undertake the Internship with a related person (e.g., parents, uncles, etc.). There must be no kinship of second degree or closer, whether in the direct line, the collateral line, or by affinity, with the legal representative of the employing organisation.

3. Change of Host Organisation during the Internship is possible by decision of the Internship Committee in the following cases:

- where the trainee or the Academic Supervisor finds that the Host Organisation does not follow the Internship procedure or assigns unrelated duties;
- where serious cooperation issues arise which cannot be resolved, subject to the Academic Supervisor's agreement;
- where serious health reasons require absence beyond the permitted leave, duly evidenced by documentation from a public health facility; in such case the trainee must inform the Academic Supervisor and the Internship Committee in writing.

Where a change is approved, the Internship in the new Host Organisation may be carried out only for the remaining period required to complete the Internship, provided this takes place within a reasonable timeframe and subject to the new Host Organisation's agreement. Where this is not feasible, the student must repeat the Internship for the full duration with a