



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

Annex 8
Internship Regulation
of the Democritus University of Thrace

Komotini 2024

Article 1

General

Internships are a key Higher Education activity as they are a fundamental method of linking theory with practice, actively contributing to the utilisation and consolidation of the knowledge, competencies and skills acquired in the framework of the study programmes, as well as to smooth integration into the labour market. The DUTH first and second cycle study programmes may provide internship modules, as a mandatory or optional educational activity. The students' internship takes place in Receiving Entities, such as public services, legal entities governed by public or private law, grade 1 and 2 Local Government Organisations, and enterprises, under the supervision of Faculty Members / Laboratory Teaching Staff / Special Technical Laboratory Staff of the respective DUTH Department. Through the placement of students in agencies and organisations, the aim is to consolidate the collaboration between the Academic Departments and the Business environment. Undergraduate and post-graduate students of the DUTH Departments participate in the internships, based on the procedure described in this regulation.

Article 2

Internship organisational structure

1. Institutional Director

By decision of the DUTH Senate, the Institutional Director and their deputy may be appointed. The Institutional Director and their deputy are responsible for coordinating and organising the DUTH Internship.

More specifically, they are responsible for:

- a) coordinating and organising the DUTH Internship in cooperation with the Academic Departments, in accordance with the relevant legislative framework and the Institute's Internal Rules and Regulations;
- b) signing documents related to the Internship;
- c) ensuring compliance with the Internship Regulation at an institutional level and facilitating its practical implementation;
- d) formulating and putting forward proposals related to ensuring the smooth operation of the Programme; and
- e) drawing up and submitting an annual report to the DUTH Senate.

2. Academic Affairs Directorate

1. The Internship of DUTH students falls under the Academic Affairs Directorate, and its activities are handled by the "Internship Centre".

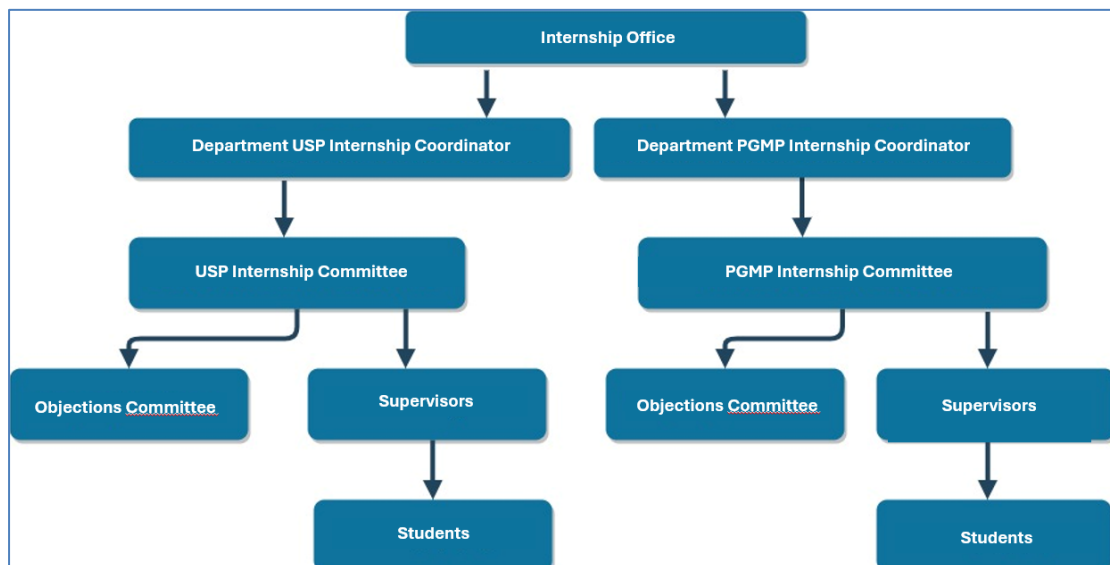
2. The Internship Centre is responsible for the overall coordination of the Internship, cooperates with the DUTH Institutional Director, the Heads of the Academic Departments, it supports participating students on an administrative level, and assists the Receiving Entities on issues related to the Internship.

More specifically, the DUTH Internship Office is tasked with:

- implementing, in collaboration with the Internship Coordinators of the Departments (in case of projects/programmes with the Internship Scientific Coordinators) and the students, the Internship process (from briefing to the payment of interns);

- assisting students in finding or changing a Receiving Entity for the performance of the internship in cooperation with the Internship Coordinators of the Departments;
- collecting and maintaining the data of students and collaborating Receiving Entities for the performance of the internship in the database of its information system (<https://praktiki.rescom.duth.gr/>);
- updating the DUTH Internship integrated management information system with the applicable information required and collecting Internship statistics;
- implementing publicity and promotion actions on the internship website (<http://praktiki.duth.gr>);
- communicating with the Receiving Entities regarding matters pertaining to the performance of DUTH's Internship;
- providing, through the internship website (<http://praktiki.duth.gr>), detailed instructions regarding the actions and procedures to be followed by students, Receiving Entities and DUTH Departments during the organisation and implementation of the Internship;
- maintaining records with the annual reports of DUTH Departments conducting internships;
- managing the account of the Internship Office on the ATLAS platform (<https://atlas.grnet.gr/>);

The legislation currently in force allows for staffing of the Internship Office by DUTH administrative employees and external associates.



3. Internship Coordinator

Each academic year, an Internship Coordinator is appointed in every DUTH Department. The Internship Coordinator is selected from the Faculty Members or the Laboratory Teaching Staff (E.D.I.P.) or the Special Teaching Staff (E.E.P.) or the Special Technical Laboratory Staff (E.T.E.P.) of the Department.

In the case of a co-financed/financed internship, the Internship Coordinator may also be appointed as Scientific Coordinator.

Each Post-graduate Master's Programme (PGMP) may appoint the Internship Coordinator by decision of the body responsible for its programme. The Departments can appoint the same

Internship Coordinator for their Undergraduate Study Programme (USP) and one or more PGMPs.

The Internship Coordinator chairs the Internship Committee.

The Internship Coordinator is responsible for:

- informing students about the Internship;
- contacting the entities to inform them about Internship issues;
- supporting students in finding a Receiving Entity for performing their internship;
- coordinating all activities related to the Internship;
- resolving problems that arise during implementation of the Internship;
- making a recommendation for the appointment of a supervisor for each student;
- signing documents related to the Internship;
- maintaining the records with the student interns.

4. Internship Committee

The Internship Committee shall be appointed by the Assembly of the Department every academic year and shall consist of the Internship Coordinator who chairs the committee, and two other members from the Faculty, Special Teaching Staff, or Laboratory Teaching Staff, along with their respective alternates. The Internship Committee may be the same for all or some study programmes of the same Department. Each PGMP may appoint the Internship Committees by decision of the applicable body responsible for its programme.

The Internship Committee is responsible for:

- resolving problems that arise during implementation of the Internship;
- appointing a supervisor for every student intern;
- assisting the Internship Coordinator in organising and coordinating the Internship;
- preparing an annual report on the implementation and evaluation of the internship programme and submitting it to the Assembly of the Department;
- evaluating the Internship of the study programme and making recommendations on issues related to the internship;
- evaluating the applications and drawing up the ranking table, making a ranking recommendation to the Assembly of the Department and posting the ranking of students based on their credit points on the website of the Internship and the Department, ensuring transparency of the procedure and equal treatment of all candidates, while respecting the personal data protection requirements.

The list of students selected to perform an Internship:

a) in case of a co-financed internship it is forwarded to the Secretariat of the Department and the DUTH Special Account for Research Grants, and is posted by them on Diavgeia (Approval Decision);

b) in any other case it is forwarded to the Secretariat of the Department which posts it on Diavgeia (Approval Decision).

5. Internship Objections Committee

5.1 The Objections Committee consists of three members, along with their alternates, with different members from the Evaluation Committee, and it is appointed by each Department and is responsible for managing the objections for the ranking of students in terms of the internship results within the framework of first and second cycle study programmes. Each PGMP may appoint the Internship Objections Committees by decision of the applicable body

responsible for its programme. The Internship Objections Committee may be the same for all or some study programmes of the same Department. Members of the Committee may include Faculty Members of the Department, as well as members of the Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff. The Department is entitled to appoint the Student Affairs Committee as the Objections Committee. The Student Affairs Committee may exercise the duties of the Internship Objections Committee.

5.2. Objections shall be submitted electronically to the Secretariat within a period of five (5) working days either from the day following the date of publication of the provisional ranking results of the applicant students of each Department or within the time-period specified in the announcement of the provisional results, while maintaining the minimum of five working days for objections.

6. Internship Supervisors

The Supervisors are responsible for guiding and supporting students throughout the internship process, communicating with Receiving Entities in order to achieve the intended learning outcomes, and informing the Coordinator and the Internship Committee. Teaching staff of the study programme may be appointed as Internship Supervisors.

Article 3

ATLAS - Collaborating Entities

1. The registration and provision of internships for students of the first cycle of studies is supported by the special Information System ATLAS of the Greek State's Société Anonyme under the name "Greek Research and Technology Network S.A. (GRNET S.A.)." For the purposes of the General Data Protection Regulation (OJ L 119) and Law 4624/2019 (Government Gazette, Series I, No 137), the Ministry of Digital Governance and the Ministry of Education and Religious Affairs are acting as Data Controllers, and GRNET S.A. as Data Processor. All internships concerning first-cycle University students must be published and recorded in the ATLAS information system.

Especially for financed and co-financed DUTH internship programmes, the collaborating Entities may be private or form part of the country's public sector, with priority given to the private sector due to financing conditions.

2. The activities undertaken by students at the collaborating Entities must be relevant to the field of study of each Department. The Receiving Entities are required to inform students about their obligations, train them to fulfil their duties, ensure suitable working conditions and supervise the Internship. Where it is ascertained by the Receiving Entity that the student is not fulfilling their obligations, it must notify the Internship Coordinator of each programme in writing or electronically in order to resolve the issue.

3. The Receiving Entity is obliged to communicate the commencement/change and suspension of the internship by submitting the corresponding E3.5 forms on the ERGANI Information System, as laid down in the legislation in force on the determination of the terms for electronic submission of forms that fall under the responsibility of the Labour Inspectorate.

4. The Receiving Entity may not be an enterprise belonging to a relative of the student (from second degree and above in a direct line, collaterally and by marriage), and they may not have any marital relationship with the legal representative of the Entity. The supervisor of the Receiving Entity may not be a relative of the student (from second degree and above in a direct line, collaterally and by marriage).

It is expressly stated that:

a) for the performance of a student's internship there must be no family relationship between the student (from second degree and above in a direct line, collaterally and by marriage) and the legal representative of the enterprise;

b) in the event where the Receiving Entity employs a person with kinship of second degree or above or marital relationship, said person cannot be appointed as a supervisor by the Receiving Entity.

For student internships, an internship contract is concluded among DUTH, the student and the Receiving Entity.

Article 4

Academic and Financing Framework

1. Participants

Undergraduate and post-graduate students of the DUTH Departments are eligible to participate in the Internship, provided they meet the criteria set by their Department. Foreign students studying at the Institute through the Erasmus Programme are not eligible to participate in the DUTH Internship. Students may perform an Internship throughout Greece and in foreign entities, in accordance with the provisions of the Internal Rules and Regulation of the study programme.

2. Internship for obtaining professional rights

2.1 By joint decision of the Minister of Education and Religious Affairs and the competent Minister in each case, specific conditions and terms may be laid down for the performance of an internship within the context of first and second cycle study programmes, in cases where successful completion of a study programme leads to obtaining specific professional rights, in accordance with the applicable legislation, and the performance of the internship is a mandatory educational activity of the programme.

2.2 This includes relevance to Special Education fields based on the following: a) Government Gazette, Series II, No 1152, Decision No 52425/Z1/05-04-2019, b) Government Gazette, Series II, No 3777, Decision No 89938/Z1/13-08-2021). Regarding Social Work in particular, the International Association of Schools of Social Work (IASSW) together with the International Federation of Social Workers (IFSW) have established criteria for Social Work training and have set out specific standards and conditions for the performance of internships, which lead to an internationally recognised professional title - licence to practice the Social Worker profession (Professional Social Work Qualification). Consequently, the Study Programmes leading to a license to practice the Social Worker profession, both in the European Union and internationally, have been harmonised with the aforementioned criteria as well as with the directive of the Bologna Declaration.

2. Internship Establishment

2.1 The Establishment of the Internship takes place by decision of the Assembly of each Department for USPs or the applicable body responsible for PGSPs. The establishment decision is sent to the Internship Office and must specify the following:

- The module code, title and category it belongs to: It can be compulsory, compulsory elective, or Free Choice. Compulsory means a module which the student is required to attend and be successfully examined in during their studies in the specific semester provided for by the study programme. Compulsory electives are modules that the

student is required to select at some point during their studies in any order they wish. Free choice refers to a series of modules from which students can choose a specific number determined by the Study Programme. If the module falls within one of the above categories, it must have the same properties as the corresponding module category (with regard to the contribution of the module to obtaining a degree, the total number of ECTS units of the degree, and any other characteristics provided for by the Department).

- The number of credit units (European Credit Transfer and Accumulation System - ECTS) the module receives.
- The deliverables required for completion of the physical subject-matter:
 - i. Certificate of Internship performance by the entity.
 - ii. In case of participation in a co-financed project, the deliverables for completion of the physical subject-matter shall be configured according to its specified requirements.
- The assessment method for the specific module, such as final internship report for the student.
- The performance period, the calendar months during which the internship can be conducted (e.g. July-August or the entire year).
- The duration, the concrete time-period (whole months) students may perform the internship (e.g. 2 months, 1 month).
- The total Internship hours: The possibility of carrying out full-time or part-time internship and the determination of the working hours in accordance with the employee's working hours at the respective post of the Receiving Entity. This decision also determines the compensation amount for students accordingly.
- The Internship Coordinator and their deputy.
- The Internship Committee, along with alternate members.
- The Objections Committee, along with alternate members.
- The Internship Supervisors

2.2 In cases where the Internship is not a compulsory module or is related to a co-financed/financed programme, the decision must also specify:

- The minimum requirements of academic progress that must be met in order to submit an Internship application (such as a specific semester for the performance of the internship, prerequisite modules, required number of successfully examined modules).
- The selection criteria and their relative weighting - award of credit points. The selection criteria may be the average grade, the number of modules successfully examined in compared to all modules of the previous academic year or all modules, the average grade for a set of modules, the level of proficiency in a foreign language, etc. The selection criteria must be measurable (for financed programmes and in case of non-compulsory internships).
- The rate of Internship admission for students of special and vulnerable social groups, as defined by law, for financed programmes and in cases of non-compulsory internships (see annex regarding special and vulnerable social groups).

- Provision for the award of credit points to participants in case of a tie (for financed programmes and in cases of non-compulsory internships).
- Anything else specified by a financing framework.

3. Compensation and Insurance Cost

3.1. First Cycle of Studies Compensation and Insurance Cost

A. The cost of compensation and insurance for students performing internships shall primarily be borne by the Receiving Entities.

B. The cost of compensation and insurance for students performing internships may be fully or partially covered through programmes financed or co-financed by national or European funds, in accordance with the conditions set out in each financing programme.

3.2 Second Cycle of Studies Compensation and Insurance Cost

A. The cost of compensation and insurance for post-graduate students performing internships shall primarily be borne by the Receiving Entities.

B. The cost of compensation and insurance for post-graduate students performing compulsory internships for the successful completion of their study programmes at schools or other public sector bodies is covered by the resources of the DUTH Post-graduate Study Programmes and is determined based on the specific conditions and terms of performance of the internship according to the Joint Ministerial Decisions that enter into force each academic year.

B. The cost of compensation and insurance for post-graduate students performing internships may be fully or partially covered by programmes financed or co-financed by national or European funds, in accordance with the conditions set out in each financing framework.

4. Payment of Compensation

4.1. The amount of compensation is determined by the provisions of the legislation in force. In the case of a co-financed internship, it is calculated based on the available budget and the estimate of the number of students that will participate in it. The monetary amount is determined centrally by the Institute and the monthly compensation is uniform for all students.

4.2. The compensation of student interns shall be paid as a one-off payment upon completion of the internship educational process, after checking all student obligations as set by the Department and in accordance with the applicable financial framework.

5. Insurance Amount and Contract

5.1 For student internships, it is mandatory for an internship contract to be concluded among DUTH, the student and the Receiving Entity, in accordance with the legislative framework in force. Students performing an internship are compulsorily subject to the insurance of the National Organization For Health Care Services (EOPYY) through the Electronic National Social Security Entity (e-EFKA) (former Social Insurance Institute — Unified Insurance Fund for Employees (IKA-ETAM)), in accordance with Article 15(10) of Law 3232/2004 (Government Gazette, Series I, No 48), only for the accident sector, the cost of which is borne exclusively by the Receiving Entity.

5.2 Students are insured each month for 1% of the premium corresponding to the lower insurance category and it is an insurance against an occupational accident. The contributions paid to e-EFKA for persons who are or will be insured with it, only against the risk of an accident, are set at 1% of the presumed daily wage of the twelfth (12th) insurance class, as in force from time to time. Through their participation in the Internship, students do not lose

the right to insurance as directly or indirectly insured (from their parents), nor are they exempt from contributions as directly insured with an insurance carrier.

From 01 Jul. 2019, the compensations and insurance contributions of students performing an internship in businesses of the private sector, where provided, shall be deposited by the businesses through a payment account and shall be transferred respectively and paid by the relevant payment service provider to the accounts of the above beneficiaries and the Social Security Bodies. For this reason, all businesses that have such an obligation shall sign a contract with a payment service provider of their choice. Failure to comply with the obligation referred to in paragraph 1 shall lead to the termination of the internship contract, in accordance with the provisions in force, as well as the exclusion of the businesses from the internship programmes for two years (Article 52 of Law 4611/2019). In addition, as per Article 10(1) of Law 2217/1994, for the insurance of the intern the stipulated insurance contributions are paid, which are borne by the natural person or legal entity (Receiving Entity) in which the internship is performed.

6. Ergani Information System

6.1 As of 1 October 2019, the Entities Receiving the student interns are obligated to post the Internship Contract on the Ergani Information System, in accordance with Decision 40331/D1.13521 (Government Gazette, Series II, No 3520/19-09-2019) of the Ministry of Labour and Social Affairs on Redefining the terms for electronic submission of forms that fall under the responsibility of the Labour Inspectorate (S.EP.E.) of the Public Employment Service (D.YP.A.).

6.2 The commencement and end of the Internship shall be declared through the electronic submission of forms a) E3.5: UNIFORM FORM FOR THE ANNOUNCEMENT OF COMMENCEMENT OF / CHANGES TO STUDENT INTERNSHIP, and b) E3.5: UNIFORM FORM FOR THE ANNOUNCEMENT OF TERMINATION OF STUDENT INTERNSHIP respectively on the ERGANI Information System. Along with the submission of the declaration, either the scanned Internship contract or the Internship approval decision posted on DIAVGEIA is attached, as applicable.

The deadline for the submission of the Internship commencement form on the ERGANI Information System is set out by law, at the latest prior to the date of commencement of the students' Internship at the Receiving Entity.

Subsequently, the final deadline for the submission of the form of termination of the Internship on the ERGANI Information System is set as the period of four days from the suspension or termination of the Internship.

In the event of change to the organisation or time-period of the Internship, the representative of the Receiving Entity shall submit the form with regard to the information changed no later than the same day of the change or amendment and, in any case, before the assumption of duties.

The obligation for the submission of the E3.5 forms on the ERGANI Information System lies exclusively with the Receiving Entity. Information on completing the form can be found at the following link: <https://praktiki.duth.gr/guides/>

7. Benefits

The provision of monetary compensation for the performance of an internship shall not constitute grounds for the suspension of other financial benefits granted or special benefits or pensions which DUTH students receive or are entitled to receive. In the case of receipt of

unemployment benefits, they will have to contact the Body from which they receive said benefit in order to be informed whether their participation in the Internship will result in its suspension.

Article 5

Student Obligations

1. Working hours

1.1 Interns performing an Internship must adhere to the approved Internship working hours, as set out in the Internship establishment of each Department.

1.2. At their workplace, students are obliged to follow safety and work regulations, as well as any other regulation applicable to the regular staff of the Receiving Entity's business or service.

1.3. Arbitrary absences or violation of workplace regulations may lead to the suspension of the Internship.

1.4. In the event that the student is not working on matters pertaining to their speciality, they must state so in writing or by email to the Internship Coordinator. The Internship Coordinator and the Internship Committee shall take charge of the matter and if the issue is not resolved, the internship shall be suspended and the Internship Suspension procedures provided for in this Regulation shall be followed.

1.5. With the consent of the Receiving Entity and appropriate settlement of their obligations to the Entity, students who perform an Internship may participate in module exams during the examination periods, on the condition that the coverage of the working hours takes place within the internship time-period provided for in the contract, compulsorily covering the five-day full-time or part-time internship according to the Establishment.

2. Change of Receiving Entity

It is possible to change the Receiving Entity during the implementation of an Internship when special reasons apply that the Internship Coordinator shall ascertain. The change is made in accordance with the procedure laid down in the Department's Regulation and DUTH.

3. Suspension of Internship

In the event that the intern leaves before completion of the Internship or is not present at the Receiving Entity on the days and hours specified or does not properly perform the duties assigned to them during the Internship, the Receiving Entity undertakes to inform in writing or by email the Internship Coordinator of the Department the student studies in and the Internship Office. Subsequently, the Internship Coordinator is required to make the necessary recommendations to the intern, and is entitled to decide on the suspension of their occupation in the framework of the internship. Once the Internship Coordinator certifies the suspension of the intern's occupation at the Receiving Entity, the Internship contract shall also be terminated immediately due to the student's fault.

In the event that the suspension of the internship is due to reasons of health or force majeure or is the fault of the Receiving Entity, the right will be given, in consultation with the Internship Coordinator, to either amend the duration of the Internship contract or to repeat it at a later time, while complying with the overall procedures required and timetables.

In the event that the Internship is compulsory to obtain the degree, each Department shall determine the procedure for completing the specific module.

Article 6

Performance of Internships in Schools (Law 4823/2021/Government Gazette, Series I, No 136 - 03 Aug. 2021 Article 88)

By decision of the Principal or Director of the school it shall be decided whether undergraduate or post-graduate University students can perform internships at the school.

Article 7

Facilitation of Students with Disabilities and Special Educational Needs

DUTH encourages students who experience visual, hearing or other difficulties that hinder their access to education to contact the applicable competent body of the Institute in order to seek support.

This body aims at equal access to educational activities for students with special needs and disabilities, through the adaptation of the educational environment, development of supportive IT technologies and the provision of services facilitating access to spaces and knowledge.

Article 8

Internships for Students from other Institutes where DUTH is the Receiving Entity

1. Students from other Institutes may perform Internships at DUTH Directorates, laboratories, study centres and units in general. Internships with DUTH as the Receiving Entity are implemented under the coordination of the DUTH Institutional Director at the time, the Internship Office, the student's Institute of origin and the DUTH Administrative Support Directorate, which is represented by the Vice Rector for Administrative Affairs.
2. For the implementation of Internships with DUTH as the Receiving Entity, it is mandatory for an Internship contract to be concluded among DUTH, the student and the University Institute of origin, in accordance with the legislative framework in force.
3. The Internship of students at DUTH may be implemented via a financed, co-financed or non-financed programme in accordance with the applicable legislation in force.
4. The procedure followed is described in detail in the relevant Annex hereto.

Article 9

This Regulation is approved by decision of the Senate and shall be adapted in each case to the provisions of the legislation in force.

ANNEXES

ANNEX I

Definition of Educationally Vulnerable Student Groups

1. DUTH must handle with particular sensitivity the needs of students belonging to vulnerable educational groups that may potentially face problems of educational integration due to disability or special educational needs. In the framework of the legislation in force and international practice, DUTH must ensure the necessary infrastructure and support, as well as the necessary conditions, for their unhindered participation in the educational process and the successful completion of their studies and their integration into the labour market.

Both the European and domestic statutory frameworks for the protection of educationally vulnerable persons ensure their equal participation in the educational process, and everyone has a clear obligation to respect this.

The Democritus University of Thrace pays particular attention to students with special educational needs, who have priority in all kinds of benefits and rights deriving from their student status.

According to Law 4430/2016 “Vulnerable social groups or high-risk groups are those groups of the population who have limited or no access to social and public goods and who find it difficult or impossible to have a good quality of life on many levels and in various sectors.”

By analogy, students are included in educationally vulnerable groups if they present difficulties of integration into the educational process and in general of managing their lives within the educational institution. Law 4957/2022 makes provisions for students belonging to vulnerable groups and includes special arrangements for them, particularly with regard to benefits.

Indicatively, the main categories of educationally vulnerable groups are:

- Students with severe pathological diseases (e.g. cancer)
- Students with mobility disabilities
- Students with diagnosed neurological conditions (epilepsy, multiple sclerosis, photophobia, photoepilepsy)
- Students with sensory disabilities (deafness, hearing loss, visual impairment)
- Students with neurodevelopmental disorders (Attention Deficit-Hyperactivity Disorder (ADHD), Specific Learning Disabilities (dyslexia, dysgraphia, dyscalculia), Autism Spectrum Disorder (ASD))
- Students with speech and language problems (Dysarthria, Stuttering)
- Students with mental health problems

In accordance with Law 4074/11-04-12 (Government Gazette, Series I, No 88) on the Ratification of the UN Convention on the Rights of Persons with Disabilities, it is provided that: *“States Parties shall ensure that persons with disabilities are able to access general tertiary education, vocational training, adult education and lifelong learning without discrimination and on an equal basis with others. To this end, States Parties shall ensure that reasonable accommodation is provided to persons with disabilities.”*

2. The participation of students who belong to educationally vulnerable groups takes place in a climate of respect and acceptance of their uniqueness.

3. The General Guidelines include the following:

- a) Upon their enrolment in their Department or in case a condition is diagnosed during their studies, students are required to submit to the Secretariat of their Department a relevant report by a competent public body which certifies the type of condition that includes them in the educationally vulnerable groups that present difficulties in their integration into the educational process.
- b) Prior to the commencement of the educational process or prior to any stage of the process (e.g. workshops, examinations) deemed necessary, students should contact their Academic Advisers and state their special needs, in accordance with the report they have submitted ("right – not obligation – if they wish to be included in a different status).
- c) Academic Advisers-Professors must confirm with the Secretariat of their Department that the student has submitted the necessary report to the Secretariat.
- d) The Advisers-Professors shall inform the teaching staff of the name of the student and their specific needs, based on the report, so that the necessary measures can be designed (e.g. alternative activity, different examination method, etc.).
- e). In regard to the examinations of educationally vulnerable groups, they are generally carried out on the same day and at the same time as those of the other students. Due to special circumstances and depending on the severity of their difficulties, a different method of examination to that of the other students can be set, possibly on a different date and time.

Provisions for Educationally Vulnerable Groups Regarding Internships

Following the above, in the light of the legislation in force and in the framework of incorporating the guidelines of inclusion, respect for diversity and combating discrimination, students with disabilities or special educational needs falling within one of the above categories participate in the Internship Programme, occupying 5% of the positions provided by the Department, by submitting the supporting documents required from time to time. In the event that the number of applications is greater than the number of positions corresponding to 5%, the evaluation among candidates in the special category shall be performed based on the criteria laid down by the Regulation of the Department at the time. Finally, if the number of special category applications is lower than the number of the positions provided, these can be filled by candidates in the general category and vice versa.

ANNEX II

Part I: Department Internship Guide in the Framework of the "DUTH Internship"

The DUTH Internship is implemented in cooperation with the Departments, students and the Receiving Entities under the coordination of the respective Institutional Director and the Academic Affairs Directorate, which is represented by the respective Vice Rector for Academic Affairs, Student Care and Lifelong Learning.

PROCEDURE

More specifically, the steps for the completion of the actions required by the Departments for the commencement of each Internship cycle are:

1. In the event of compulsory Internship, the drawing up of a student list along with the entities where they will perform the internship and the duration thereof, ratification of this list by the Assembly of the Department, and its posting on Diavgeia by the Department's Secretariat (Approval Decision).
2. In the case of non-compulsory internship, students must have selected the corresponding elective course (provided they meet the criteria), and those who are on the module list shall be included in the students' list along with the entities where they will perform the internship and the duration thereof, and this list shall be ratified by the Assembly of the Department.

Commencement of Internship

1. Supervision of students for the smooth performance of the internship at the Receiving Entities.

Termination of Internship

- Ensuring completion of the procedure of submission of the completion certificate by the Coordinators (or Supervisors) of the Receiving Entities, as set out in the Establishment.

DELIVERABLES OF DEPARTMENT COORDINATORS

The deliverable for the Coordinators and the Internship Committees of the Departments participating in the Internship is the "Annual Report of Internship Implementation Evaluation" (see template attached). The Annual Evaluation Reports on the implementation and evaluation of the internship programme are drawn up by the Internship Committee of the Department and a signed copy is submitted by the Internship Coordinator of the Department to the Assembly of the Department. It is sent to the Internship Office along with the approval decision of the Assembly of the Department in October.

Note

A record of all the supporting documents of the students, which must be in electronic format or photocopies, shall be kept by the Department Coordinators for six (6) years after completion of the physical subject-matter.

Please do not hesitate to contact us if any clarification is needed.

DUTH's Internship Office

Commencement of Internship:

- Following approval by the Assembly of the Departmental and the posting of the Internship Approval Decision, I take the necessary steps for the signing of my contract. The obligations and terms for implementation of the Internship are set out in the contract I sign.
- I submit the Internship subject-matter declaration form (in the event that assignment of the position on the ATLAS platform has not taken place).

Termination of Internship

- I ensure that my Certificate has been completed by the Coordinator of the Receiving Entity.
- I submit any information requested by the Internship Coordinator for the evaluation of the module.

I remain informed via:

- ❖ Email
- ❖ Department Announcements
- ❖ Internship Office Announcements: <http://praktiki.duth.gr/>
- ❖ Social media announcements: www.facebook.com/praktikiduth/

Transport

Transportation costs to and from the Entity are not covered by DUTH.

My participation in the “INTERNSHIP FOR DUTH STUDENTS” enables me to:

- Gain a first work experience relevant to the subject of my studies;
- learn about prevailing labour market trends;
- clarify my professional objectives;
- gain valuable knowledge about my professional field;
- develop professional skills;
- develop a professional awareness of the area I will work in;
- become acquainted with the demands of the work environment and labour relations;
- commence a professional collaboration with the Entity, as it is proven that Entities prefer to collaborate with the people they know.



Please do not hesitate to contact us if any clarification is needed!

DUTH’s Internship Office

Part III: Detailed Process Guide for Receiving Entities in the Framework of the “DUTH Internship”

The Entities Receiving DUTH students may belong to the country’s private or public sector, with priority given to the private sector.

In summary, the process for the participation of Receiving Entities in the “DUTH Internship” is as follows:

Entity Search

The search for an Entity takes place by the students in collaboration with the Internship Coordinator and the Internship Supervisors.

Conclusion of Contracts

Then follows the approval of the student list who will perform the Internship by the Assembly of the Department. The Approval Decision is then published on Diavgeia, and the contracts are drawn up.

Following the approval of the Internship, the contracts are signed by the Coordinator of the Receiving Entity and the student, and then by the DUTH Vice Rector.

OTHER OBLIGATIONS

ERGANI INFORMATION SYSTEM - ANALYTICAL PERIODICAL STATEMENT

The cost of compensation and insurance for students performing internships shall be borne by the Receiving Entities. Entities are required to prepare the Analytical Periodical Statement of the intern and are obliged to submit the E3.5 form on the ERGANI Information System.

OBSERVANCE OF SAFETY RULES

The Receiving Entity must ensure appropriate working conditions and the equipment necessary for the performance of the interns’ duties, as well as to insure their health and safety throughout their Internship.

GRANTING STUDENT DELIVERABLES

- Immediately after completion of the Internship by the intern students and within a reasonable time limit of one week, the representative of the Receiving Entity or the student’s designated Supervisor shall complete the student’s **Certificate of Performance of Internship**.

Entities can contact the DUTH Internship Office for any clarification. The contact details of the Internship Office and a detailed description of the procedures can be found at the link below: <https://praktiki.duth.gr/guides/>

Please do not hesitate to contact us if any clarification is needed.

DUTH's Internship Office

TEMPLATES

Issuance of Registration Certificate for the Social Security Member Registration Number (EFKA System Number)

1. To issue the registration certificate please follow the link below:

<https://www.efka.gov.gr/el/bebaiiose-apographe>

The screenshot shows the e-EFKA website interface. At the top, there is a navigation bar with the e-EFKA logo and a 'ΜΕΝΟΥ' (Menu) button. Below the navigation bar, there are several service icons: 'Ηλεκτρονική Αίτηση Πρακτικού Σύνταξης', 'Αίτηση Αξιολόγησης και Πιστοποίησης Αναπηρίας (Κα.Π.Α.)', 'Μάθε Πού Ανήκει!', 'Ψηφιακό Δωμάτιο Επικοινωνίας', 'Αίτημα Εμπιστευτικής Πρόγραμματρίδας Ραντεβού', and 'myEFKA live'. The main content area is titled 'Βεβαίωση Απογραφής' and includes a search bar with 'Υπογράμμιση υπερσυνδέσμων' and a 'Εγχειρίδιο Χρήσης' link. A 'Δελτία Τύπου' section is also visible, featuring two news items: 'ΕΦΚΑ: προκήρυξη των θέσεων των 24 Γενικών Διευθυντών-σύσταση Εταιρίας Λειτουργίας Ακίνητης Περιουσίας Νέο σύστημα Προμηθειών κατ' εφαρμογή του νόμου για τον εκσυγχρονισμό του ΕΦΚΑ' and 'Εκκαθάριση ασφαλιστικών εισφορών 2021 για μη μισθωτούς ασφαλισμένους με'.

2. Select "SIGN IN TO THE REGISTRATION CERTIFICATE SERVICE"
3. Sign in with your TAXIS codes.

The screenshot shows the govgr website interface. At the top, there is a navigation bar with the govgr logo and the e-EFKA logo. The main content area is titled 'Σύνδεση με κωδικούς TAXISNET' and includes a 'Συνέχεια στο TAXISNET' button. Below the button, there is a large blue banner with the number '1555' and the text 'Οι Ηλεκτρονικές Υπηρεσίες του e-ΕΦΚΑ χρησιμοποιούν αποκλειστικά cookies που είναι τεχνικά απαραίτητα για τη λειτουργικότητά τους. Επισκεφθείτε τη Διασπορά μας'.

4. Then you will be asked for Social Security Number

The screenshot shows the govgr website interface. At the top, there is a navigation bar with the govgr logo and the e-EFKA logo. The main content area is titled 'Σύνδεση Χρήστη TAXISNET' and includes a form with the following fields: 'Ασφαλισμένος', 'Α.Φ.Μ.', 'Α.Μ.Κ.Α.', and a 'Είσοδος' button. Below the form, there are two buttons: 'Αποσύνδεση' and 'Οδηγίες Χρήσης'.

5. Select ENTER

6. Finally, in the usage instructions window click on “here” to save your Certificate.

ΕΦΚΑ
Ενιαίος Φορέας Κοινωνικής Ασφάλισης

Βεβαίωση Απογραφής

Αρχική Σελίδα
Τρέχων Χρήστης
Άλλες εφαρμογές
Αποσύνδεση

Οδηγίες Χρήσης

Καλοσωρίστε στην Ηλεκτρονική Υπηρεσία Βεβαίωσης Απογραφής.
Απαιτείται να έχετε εγκατεστημένο το Adobe Reader.
Πατήστε [Εδώ](#) για την εμφάνιση της βεβαίωσης.

Ηλεκτρονικές Υπηρεσίες ΕΦΚΑ version 1.0

Students who cannot issue a certificate using the above procedure.

- are either **not** directly or indirectly insured.
- or are Cypriot Students

and should proceed as follows:

1. Send an email to: tm.mitr.td.rodopis@efka.gov.gr

A. Greek Citizens who are not indirectly or directly insured:

“Please issue me with an EFKA System Number. I am hereby attaching the documents required.”

1. Photocopy of ID Card
2. Certificate of TIN Issuance or printout of “Natural Person Details” from the personalised information section
3. Certificate of Internship participation by the Department’s Scientific Coordinator

B. Cypriot Students

“Please issue me with an EFKA System Number. I am hereby attaching the documents required.”

1. Photocopy of ID Card
2. Certificate of TIN Issuance or printout of “Natural Person Details” from the personalised information section
3. Certificate of Internship participation by the Department’s Scientific Coordinator

Text of the Solemn Declaration Regarding the Requirements

For the completion of the Solemn Declaration requested regarding the requirements for your participation in the Internship, please sign in to:

<https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/psephiaka-eggrapha-gov-gr/ekdose-upeuthunes-deloses>

- 1) I am not employed via a full-time employment contract, pursuant to Article 9 of Law 5053/2023 on Simultaneous employment (for Departments with full-time Internships).
- 2) I do not work as a civil servant (including law enforcement bodies) or I work as a civil servant (including law enforcement bodies) and if selected, I must notify the Entity I shall be working for, pursuant to the provisions of the Civil Servant Code.
- 3) I am not currently performing my military service (refers to male applicants).
- 4) There is no kinship (from second degree and above in a direct line, collaterally and by marriage) nor any marital relationship with the legal representative of the enterprise. Moreover, in any case of kinship of second degree and above as well as marital relationship with another person employed by the Entity, said person cannot be appointed as the supervisor on behalf of the Collaborating Entity.
- 6) I am aware that if I am receiving an unemployment benefit from the Public Employment Service (D.YP.A.) (formerly Greek Manpower Employment Organisation - O.A.E.D.), it shall be suspended due to my participation in this Programme.
If I am receiving any other kind of benefit (e.g. orphan's allowance, etc.), I assume the responsibility to be informed on this issue by the benefit provider, in order to safeguard all my rights.

You should then print the document and send it along with the other supporting documents as set out in your Department's notice.

DECLARATION OF INTERNSHIP

SUBJECT-MATTER

Academic year 202...202..

| | |
|--|--|
| Department: | |
| Student's full name: | |
| Special Registration No: | |
| Internship Coordinator of the Department: | |
| Internship Supervisor of the Department: | |
| Receiving Entity: | |
| Implementation time-period: | |
| Brief description of subject-matter of Internship position: | |
| Full Name of Student | |
| | |
| <i>(signature)</i> | |

THE DEMOCRITUS UNIVERSITY OF THRACE

DEPARTMENT

SCIENTIFIC COORDINATOR OF THE DEPARTMENT:

**FINAL INTERNSHIP REPORT
FOR MODULE EVALUATION**

Internship Title:
.....

Receiving Entity in which the Internship was performed:

of the student

.....

Internship Supervisor:

.....

City, date

ADMITTED ON

.....

Scope

.....

Detailed description of Internship

.....

Internship Experiences/Benefits

.....

Date: / /202..

CERTIFICATE

In the framework of the “INTERNSHIP OF THE DEMOCRITUS UNIVERSITY OF THRACE” and with the Internship Institutional Director being _____, during the period from __/__/ 202.. to __/__/ 202.. the students of the _____ Department, as set out in detail in the attached list, have successfully completed their internship, which is taken into account for obtaining their degree.

The Scientific Coordinator

(Full name – Signature)

| No | Full name | Time-period of Internship | | STUDENT'S SPECIAL REGISTRATION No |
|----|-----------|---------------------------|----|--|
| | | From | To | |
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(Signature)



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

**Annual Report of Internship Implementation Evaluation
at the Department
of the Democritus University of Thrace**

The Scientific Coordinator:

(signature)

City,/...../20.....

During the academic year 20.. - 20.., the Internship of the students of the
Department of the Democritus University of Thrace was implemented, as follows:

First Cycle of Internship

| | | | | | |
|---|-------------------------------------|-----------------------------|--------------------------|--------------------------|--|
| Commencement Date: | | Termination Date: | | Region: | |
| | | | | | |
| Number of Entities: | | Private: | | Public: | |
| | | | | | |
| Number of participants: | | NGOs: | | Other: | |
| | | | | | |
| Region(s) of implementation: | Eastern Macedonia and Thrace | <input type="checkbox"/> | Attica | <input type="checkbox"/> | |
| | Central Macedonia | <input type="checkbox"/> | Peloponnese | <input type="checkbox"/> | |
| | Western Macedonia | <input type="checkbox"/> | North Aegean | <input type="checkbox"/> | |
| | Epirus | <input type="checkbox"/> | South Aegean | <input type="checkbox"/> | |
| | Thessaly | <input type="checkbox"/> | Crete | <input type="checkbox"/> | |
| | Ionian Islands | <input type="checkbox"/> | Throughout Greece | <input type="checkbox"/> | |
| | Western Greece | <input type="checkbox"/> | Cyprus | <input type="checkbox"/> | |
| | Central Greece | <input type="checkbox"/> | Abroad | <input type="checkbox"/> | |

Second Cycle of Internship

| | | | | | |
|---|-------------------------------------|-----------------------------|--------------------------|--------------------------|--|
| Commencement Date: | | Termination Date: | | Region: | |
| | | | | | |
| Number of Entities: | | Private: | | Public: | |
| | | | | | |
| Number of participants: | | NGOs: | | Other: | |
| | | | | | |
| Region(s) of implementation: | Eastern Macedonia and Thrace | <input type="checkbox"/> | Attica | <input type="checkbox"/> | |
| | Central Macedonia | <input type="checkbox"/> | Peloponnese | <input type="checkbox"/> | |
| | Western Macedonia | <input type="checkbox"/> | North Aegean | <input type="checkbox"/> | |
| | Epirus | <input type="checkbox"/> | South Aegean | <input type="checkbox"/> | |
| | Thessaly | <input type="checkbox"/> | Crete | <input type="checkbox"/> | |
| | Ionian Islands | <input type="checkbox"/> | Throughout Greece | <input type="checkbox"/> | |
| | Western Greece | <input type="checkbox"/> | Cyprus | <input type="checkbox"/> | |
| | Central Greece | <input type="checkbox"/> | Abroad | <input type="checkbox"/> | |

Positive points during the implementation of the Internship:

Negative points during the implementation of the Internship:

Proposals for improving the Internship Programme:

Other remarks and comments:

ANNEX III

Part I: Internship Guide for Departments in the Framework of Financed or Co-Financed Programmes

This annex concerns Internships implemented in the framework of Programmes financed or co-financed by the European Social Fund.

PUBLICATION OF THE INTERNSHIP TIME-PERIOD

Prior to commencement of the Internship, there shall be an announcement to the students for their participation in the Act, which shall be initially published on the Internship Office website and in all appropriate media (announcements in the Departments' board, posting on the Department's website, notice on e-class). The notice must state explicitly the number of positions available, the duration of submission of applications, the estimated period for the announcement of the results, and the established criteria of the Department according to the Template (See template). Then, the procedure for student applications for the DUTH Internship follows, via the VMS PractISv1.0 Information System:

<https://praktiki.rescom.duth.gr/>

PROCESS OF APPLICATION EVALUATION – NOTIFICATIONS OF RESULTS OF BENEFICIARY STUDENTS

More specifically, the steps for the completion of the actions required by the Departments for the commencement of each Internship cycle are:

3. Notice of commencement of submission of electronic applications on the Information System <https://praktiki.rescom.duth.gr/>.
4. Evaluation of applications by the Evaluation Committee and preparation of the Provisional Results Record.
5. Posting of the Provisional Results Table on the Department's website and on the Internship website.
6. Drafting of the Final Results Report after expiry of the objections period by the Internship Committee if there are no objections; or
7. Drafting of the Final Results Report after expiry of the objections period by the Objections Committee.
8. Ratification of the final results by the Assembly of the Department.
9. Posting of the Final Results Table following its ratification by the Assembly on the Department's website and the Internship's Website.
10. Extraction of Entities from the ATLAS Information System.
11. Notice of commencement of selection of Entities by students on the Practis Information System.
12. Matching students to the Receiving Entities of their preference.
13. Submission of the signed Student List (extracted from the Practis Information System) to the Internship Office within the time-period provided.

14. Submission of all Records by the Evaluation and Objections Committees, digitally signed, as well as the ratification decision by the Assembly of the Department.
15. The supporting documents of students are kept in the file of the Internship Coordinators of the Departments for up to 6 years after the end of each Programme.

Commencement of Internship

2. Collection of form E3.5 “Announcement of Commencement of Internship” and sending it to the Internship Office within 10 days from the commencement.
3. Supervision of students for the smooth performance of the internship at the Receiving Entities.
4. Entry of the details of the supervisors of the Receiving Entities in the Practis Information System.

Termination of Internship

1. Collection of form E3.5 “Announcement of Termination of Internship” and sending it to the Internship Office within 10 days from the termination.
2. Ensuring completion of the procedure of submission of the evaluation and the completion certificate by the Coordinators (or Supervisors) of the Receiving Entities. After the certificates and evaluations are filled in, the documents are time-stamped.
3. Inspection and approval of the above deliverables on the Practis Information System. Each Internship Scientific Coordinator is required to approve them through the Practis v1.0 Information System (by selecting the corresponding command from the menu). After approval by the Scientific Coordinator, the documents become visible to the Information Office.
4. The Scientific Coordinator sends the Completion Certificate form after completion of the student deliverables, and also attaches the student list which contains their full name and Special Registration No (see template attached).
5. All of the Department’s deliverables, as laid down by the Establishment, are sent to the Internship Office digitally.

DELIVERABLES OF DEPARTMENT COORDINATORS

The deliverable for the Internship Coordinators of Departments participating in the Act is the “Annual Report of Internship Implementation Evaluation” (see template attached). The Annual Evaluation Reports on the implementation and evaluation of the internship programme are drawn up by the Internship Committee of the Department and a signed copy is submitted by the Internship Coordinator of the Department to the Assembly of the Department. It is sent to the Internship Office along with the approval decision of the Assembly of the Department.

TIMESHEETS

During the Internship, Department Coordinators are required to fill in the timesheets at the link below, in accordance with the hours stated in their contract:

<https://webrescom.duth.gr/Login.aspx?ReturnUrl=%2f>

The login is performed using each user's personal login details. Upon logging in, there is the option to see instructions for filling out the timesheets correctly. Finally, for any information the competent body is the DUTH Special Account for Research Grants.

IMPORTANT NOTES

- The procedures for publishing and selecting the Act beneficiaries shall be implemented based on the time-frames to be communicated by the Internship Office. The dates on which the meetings of the Special Account for Research Grants are held are posted via the link below:
<https://rescom.duth.gr/el/sinedriaseis/>
- A record of all the supporting documents of the students, which must be photocopies and not originals, shall be kept by the Department Coordinators for six (6) years after completion of the physical subject-matter of the Act.
- Regarding the use of the PractIS v1.0 Information System, please consult its detailed user manual which is posted at the following link:
<https://praktiki.rescom.duth.gr/>

Please do not hesitate to contact us if any clarification is needed.

DUTH's Internship Office

Part II: Internship Guide for Students in the Framework of Financed or Co-Financed Programmes

The Internship of DUTH students is implemented as part of the modules of the study programmes of the respective DUTH Departments as a Programme financed or co-financed by the European Social Fund.



For my **participation** in the above Act, I must:

- Remain up to date regarding: Department Announcements, Internship Office Announcements (<http://praktiki.duth.gr/>, www.facebook.com/praktikiduth/)
- Search for a Receiving Entity on the Atlas Information System: (<http://atlas.grnet.gr/>) or approach the Entity I am interested in, so that if it is not registered on ATLAS, it can carry out this process
- Fill in an application form electronically on the PractISv1.0 Information System for the DUTH Internship (<https://praktiki.rescom.duth.gr/>). For the application/declaration to be correct, I must know:
 - ID Card Number
 - Social Security No.
 - Tax Identification Code
 - Social Security Member Registration Number / EFKA System Number
 - IBAN of my Bank Account
- Meet the criteria of the Department
- Submit to the Internship Coordinator of my Department the supporting documents for my application, digitally or in hard copy, as set out in the notice:
 6. Photocopy of ID Card
 7. Printout of my Social Security No from the Citizens' Service Bureau or the link below: <https://www.amka.gr>
 8. Photocopy of the TIN issuance document from the competent Tax Office or from the personalised information section via my taxis net

9. Printout of the Social Security Member Registration Number or the EFKA Registration Certificate for recently insured persons:
<https://www.efka.gov.gr/el>
 10. Provision of Bank Account: <https://praktiki.duth.gr/dilosi-trapezikou-logarismou/>
 11. Photocopy of the first page of the bank book or a printout via e-banking, where the IBAN number and account beneficiaries are stated
 12. Solemn declaration regarding the Internship requirements
(<https://praktiki.duth.gr/guides/>)
- Select within the PractIS v1.0 Information System:
- a) the period of performance of the Internship; and
 - b) list up to five Receiving Entities in order of preference

Commencement of Internship:

- Following approval by the DUTH Special Account for Research Grants, I take the necessary steps for the signing of my contract. The obligations and terms for implementation of the Internship are set out in the contract I sign.
- I fill out the entry record on the PractIS v1.0 Information System within five days from the commencement of the Internship.
- I send the Receiving Entity's form: E3.5: UNIFORM FORM FOR THE ANNOUNCEMENT OF COMMENCEMENT to the Internship Coordinator

Termination of Internship

- I fill out the exit record on the PractIS v1.0 Information System within five days from the termination of the Internship.
- I ensure that my Certificate and Evaluation have been completed by the Coordinator of the Receiving Entity.
- I send the Receiving Entity's form: E3.5: UNIFORM FORM FOR THE ANNOUNCEMENT OF TERMINATION to the Coordinating Professor
- I hand over to the Internship Coordinator anything related to the evaluation of the module.

I remain informed via:

- ❖ Email
- ❖ Department Announcements
- ❖ Internship Office Announcements: <http://praktiki.duth.gr/>
- ❖ Social media announcements:
www.facebook.com/praktikiduth/

Entry - Exit Records through the Internship Information System

Timely completion of the two records by all students is mandatory and required for the compensation. Each record is completed through the Information System of the Internship Office and is posted on the Ministry's Information System within specified time-periods. For

the payment of the beneficiary students, their completion is necessary, and responsibility for the correctness of the documents lies with each student personally.

Transport

In accordance with the Ministerial Decision “National rules for the eligibility of expenditure for the 2014-2020 NSRF programmes”, No 110427/EYΘY/1020/1-11-2016 (Government Gazette, Series II, No 3521), for transportation expenses to be considered eligible travel expenses, the Internship Office must receive the expenses receipts no later than ten days after the return of the person travelling. For example, legal receipts of expenses for tickets are the ticket sales receipts. When transportation takes place by car, legal receipts are the toll receipts, as the expense is not compensated per kilometre travelled, but according to the ticket price of intercity buses. Moreover, the receipts must be accompanied by a photocopy of the beneficiary driver’s driving licence, the vehicle’s registration license and the Solemn Declaration of the person travelling (*see attached template*).

Prior to any transport, the transportation order request is submitted for approval by the meeting of the Special Account for Research Grants and it is signed by the Institutional Director of the Act. Students who want to have their transportation expenses reimbursed should notify the Internship Office of this via email at the address praktiki@duth.gr at least one month before the travelling dates.

Expenses for student transportation are considered eligible when the travelling takes place away from the Institute’s headquarters and the permanent residence of the person travelling. The expense pertains to the coverage of a single transportation of the beneficiaries at the commencement of the Internship from the Department’s headquarters to the headquarters of the Receiving Entity and one transportation (return) of the beneficiaries after completion of the Internship from the Receiving Entity to their Department. Covering the interns’ accommodation costs is not an eligible expense.

My participation in the Internship enables me to:

- Gain a first work experience relevant to the subject of my studies;
- learn about prevailing labour market trends;
- clarify my professional objectives;
- gain valuable knowledge about my professional field;
- develop professional skills;
- develop a professional awareness of the area I will work in;
- become acquainted with the demands of the work environment and labour relations;
- commence a professional collaboration with the Entity, as it is proven that Entities prefer to collaborate with the people they know.



Please do not hesitate to contact us if any clarification is needed!

DUTH's Internship Office

Part III: Detailed Process Guide for Receiving Entities in the Framework of financed or co-financed Programmes

The Entities Receiving DUTH students may belong to the country's private or public sector, with priority given to the private sector due to NSRF requirements. A prerequisite for participation in the DUTH Students Internship Programme is the registration of the Receiving Entity on the ATLAS Information System, a central online service that links the Entities providing Internships with all the Academic Institutions in Greece, creating a single base of Internship positions available for selection by the beneficiary students of the Act.

In summary, the process for the participation of Receiving Entities in the "DUTH Higher Education Internship" Act is as follows:

ATLAS Information System

- Navigating to the ATLAS Information System: <http://atlas.grnet.gr/>
- Registration in the registration tab and authentication of the Atlas Information System Registration and authentication in the Atlas Information System http://atlas.grnet.gr/Files/PORTAL_Manual_FYPA_Reg.pdf
- Following authentication, enter Internship positions (For detailed instructions see http://atlas.grnet.gr/files/PORTAL_Manual_FYPA_App.pdf)
- The positions for the Departments of the Democritus University of Thrace must be full-time and without a time limit.
- Selection of the Departments they are intended for and most importantly addition of the Democritus University of Thrace as the institute.
- If there is an interview requirement, it should be stated in the position description.
- Following publication by the Receiving Entity's Coordinator on the ATLAS Information System, the positions posted are visible and available to be matched with DUTH students by the Scientific Coordinators and the Internship Office.

Conclusion of Contracts

Following the process of matching students with the available positions, approval by the Special Seven-Member Body of the Research and Management Committee of the DUTH Special Account for Research Grants follows. The Approval Decision is then posted on Diavgeia and the contracts are drawn up.

Following approval of the Internship by the Special Account for Research Grants, the contracts are signed by the Coordinator of the Receiving Entity and the student, and then by the DUTH Special Account for Research Grants.

OTHER OBLIGATIONS

ERGANI Information System

The Receiving Entity is exempt from the obligation to insure and compensate the students, since the Co-Financed Programme covers the total expenses for each student for

the academic years 2022-23 and 2023-24. From the beginning of the academic year 2024-25 onward, the cost of compensation and insurance for students performing internships may be fully or partially covered through programmes financed or co-financed by national or European funds, in accordance with the conditions set out in each financing programme.

The Receiving Entity is the solely responsible party for submitting the E3.5 form on the ERGANI Information System, and it is also responsible for granting the submitted E3.5 forms to the students after the end of the performance of their Internship.

OBSERVANCE OF SAFETY RULES

The Receiving Entity must ensure appropriate working conditions and the equipment necessary for the performance of the interns' duties, as well as to insure their health and safety throughout their Internship.

GRANTING STUDENT DELIVERABLES

- Prior to the commencement of the Students' Internship, the Receiving Entity is required to post an Announcement regarding the Internship on the ERGANI Information System and then send form **E3.5 "Announcement of commencement of / changes to the contract of a student internship"** electronically to the student and the Internship Coordinator of the relevant Department.
- Upon termination of the Students' Internship, the Receiving Entity is required to post the Announcement regarding the termination of the Internship on the ERGANI Information System and then send form **E3.5 "Announcement of termination of student internship"** electronically to the student and the Internship Coordinator of the relevant Department.
- Immediately after completion of the Internship of student interns, within a reasonable one-week time-frame, the representative of the Receiving Entity or the student's designated Supervisor shall receive, via email, a link to enter the Information System* of DUTH's Internship Office, in order to complete the **evaluation** of the student and their **certificate of performance of the Internship**.

*The forms are to be completed and submitted on the PractIS v1.0 Information System. Entry to the Information System is performed by following the link received from the Internship Office, via email, accompanied by the necessary instructions.

The process for using the Information System is as follows:

- Receiving the link via email
- Entering the Information System with the personal code of the recipient (when entering for the first time the Coordinator of the Receiving Entity types the personal code they shall choose)
- Selecting from the list each student they shall evaluate
- Completion of the Certificate and the Evaluation
- **Submission** of the digital forms on the Information System

Entities can contact the DUTH Internship Office for any clarification. The contact details of the Internship Office and a detailed description of the procedures can be found at the link below:
<https://praktiki.duth.gr/guides/>

Please do not hesitate to contact us if any clarification is needed.

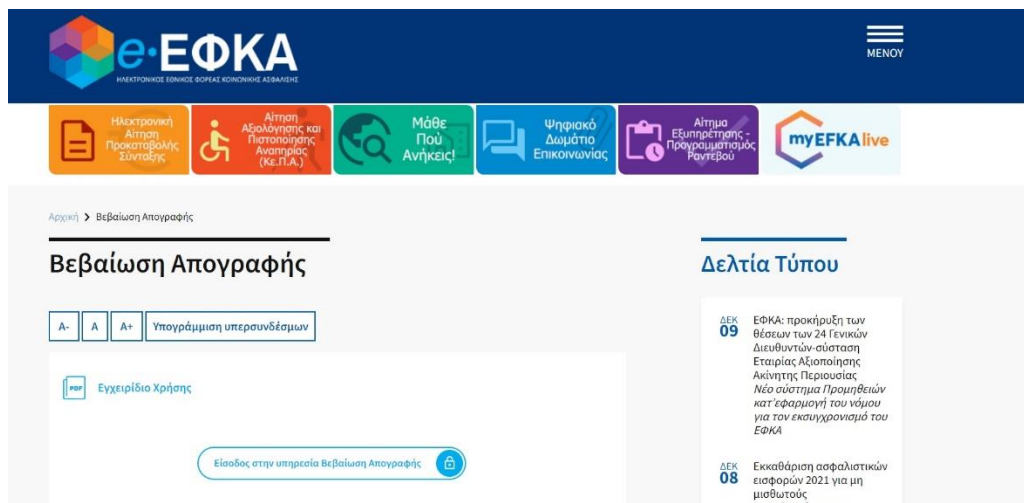
DUTH's Internship Office

TEMPLATES

Issuance of Registration Certificate for the Social Security Member Registration Number (EFKA System Number)

7. To issue the registration certificate please follow the link below:

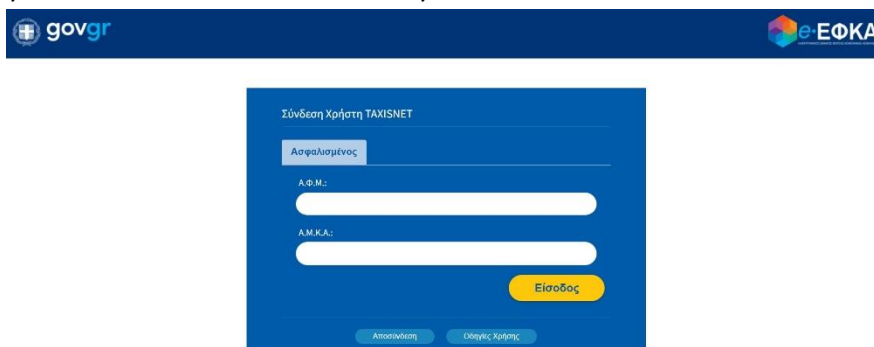
<https://www.efka.gov.gr/el/bebaiiose-apographe>



8. Select "SIGN IN TO THE REGISTRATION CERTIFICATE SERVICE"
9. Sign in with your TAXIS codes



10. Then you will be asked for Social Security Number



11. Select ENTER

12. Finally, in the usage instructions window click on “here” to save your Certificate.

ΕΦΚΑ
Ενιαίος Φορέας Κοινωνικής Ασφάλισης

Βεβαίωση Απογραφής

Αρχική Σελίδα
Τρέχων Χρήστης
Άλλες εφαρμογές
Αποσύνδεση

Οδηγίες Χρήσης

Καλοσωρίσατε στην Ηλεκτρονική Υπηρεσία Βεβαίωσης Απογραφής.
Απαιτείται να έχετε εγκατεστημένο το Adobe Reader.
Πατήστε [Εδώ](#) για την εμφάνιση της βεβαίωσης.

Ηλεκτρονικές Υπηρεσίες ΕΦΚΑ version 1.0

Students who cannot issue a certificate using the above procedure

- are either **not** directly or indirectly insured
- or are Cypriot Students

and should proceed as follows:

2. Send an email to: tm.mitr.td.rodopis@efka.gov.gr

A. Greek Citizens who are not indirectly or directly insured:

“Please issue me with an EFKA System Number. I am hereby attaching the documents required.”

4. Photocopy of ID Card
5. Certificate of TIN Issuance or printout of “Natural Person Details” from the personalised information section
6. Certificate of Internship participation by the Department’s Scientific Coordinator

B. Cypriot Students

“Please issue me with an EFKA System Number. I am hereby attaching the documents required.”

4. Photocopy of ID Card
5. Certificate of TIN Issuance or printout of “Natural Person Details” from the personalised information section
6. Certificate of Internship participation by the Department’s Scientific Coordinator

Text of the Solemn Declaration Regarding the Requirements

For the completion of the Solemn Declaration requested regarding the requirements for your participation in the Internship, please sign in to:

<https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/psephiaka-eggrapha-gov-gr/ekdose-upeuthunes-deloses>

and enter the following text:

- 1) I am not employed via a full-time employment contract (in the case of full-time Internships).
- 2) I do not work as a civil servant (including law enforcement bodies); in the case of a civil servant, a permission is required from the public body that employs them or a notification upon request of the entity I work for
- 3) I am not currently performing my military service
- 4) I have not participated in any other “Human Resources Development, Education and Lifelong Learning, 2014-2020” Operational Programme
- 5) There is no kinship (from second degree and above in a direct line, collaterally and by marriage) nor any marital relationship with the legal representative of the enterprise. Moreover, in any case of kinship of second degree and above as well as marital relationship with another person employed by the Entity, said person cannot be appointed as the supervisor on behalf of the Collaborating Entity.
- 6) I am not registered as unemployed with the Greek Manpower Employment Organisation.

To: **THE SPECIAL ACCOUNT FOR RESEARCH GRANTS
OF THE DEMOCRITUS UNIVERSITY OF THRACE
&
BANK _____**

Date:/...../202..

DECLARATION

I, the undersigned,
son/daughter of with ID Card No,
Issued on, Issued by, hereby provide
a Mandate to the Special Account for Research Grants of the Democritus University of Thrace,
to credit the receivables I am the beneficiary of, to my deposit account with IBAN number:
....., which I hold with _____ Bank.

I, the declarant,

I also submit a copy/photocopy or proof of the first page of my bank book.

DEMOCRITUS UNIVERSITY OF THRACE

DEPARTMENT

SCIENTIFIC COORDINATOR OF THE DEPARTMENT:

**FINAL INTERNSHIP REPORT
FOR MODULE EVALUATION**

Internship Title:
.....

Receiving Entity in which the Internship was performed:

of the student
.....

Internship Supervisor:
.....

City, date

Admitted on

.....

Scope

.....

Detailed description of Internship

.....

Internship Experiences/Benefits

.....

Announcement of commencement of submission of applications for participation in the

..... Act with IIS code

The _____ Department hereby announces the commencement of the procedure of submission of applications for ____ (fill in number) of Internship positions for the academic year 202...-202.., in the framework of the Act entitled "....." and with ISS code ".....", which is part of the "....." Operational Programme which is co-financed by the European Social Fund.

The Internship performance period is set at (one/two/three) cycle(s) during the time-period from X/X/2022 to X/X/2022, in private or public sector Receiving Entities, with emphasis placed on the private sector.

Students who wish to participate have to submit their application electronically, by signing into the Internship Information System at the following address using the details of their institutional account: <https://praktiki.rescom.duth.gr/>

The duration of submission of applications is set from / / to / / at XX:XX

Late submission constitutes grounds for disqualification from the programme.

Following evaluation of the applications by the Internship Committee of the Department, and within a period of (X, TO BE FILLED IN ACCORDINGLY) days, the following shall be announced both on the Department's website (website address is entered here) and on the Internship web page: <https://praktiki.duth.gr/> the provisional results as well as the period for submission of objections, while complying with the measures for protection of the participants' personal data.

Objections are submitted within 5 working days from the date the provisional results are posted by the Department Secretariat and are assigned a reference number.

The exact period for objections shall be specified in the announcement of the provisional results.

Publication of the final results of participation in the Act shall then follow, while complying with the provisions for the protection of the participants' personal data.

The criteria for the award of credit points for participation in the Internship are laid down by the Assembly of the Department. To find what these are, please click on the link below: ----

The Scientific Coordinator of the Department

**Record of the Committee Evaluating the Internship of Students of DUTH's _____
Department (Provisional Ranking Table)**

On this day, ___/___/___, in _____, the Internship Committee appointed on
_____ by Assembly No _____ of the Department met,

consisting of:

-,
-,
-

The Committee took into account the following:

- the criteria established with Decision No. ___/___ of the General Meeting of the Department;
- the announcement regarding the participation of students of the Department in Act ".....", with IIS code, during the period from ___/___/___ to ___/___/___, which was posted on the websites of both the Department and the DUTH Internship Office; and decided to draw up the provisional ranking table as follows:

RANKING TABLE

| No | STUDENT APPLICATION No | STUDENT'S SPECIAL REGISTRATION No | FULL NAME | 1 st CRITERION CREDIT POINTS | 2 nd CRITERION CREDIT POINTS | TOTAL CREDIT POINTS | RANKING |
|----|------------------------|-----------------------------------|-----------|---|---|---------------------|---------|
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As stipulated in the announcement, during the application stage, _____ student applications were submitted.

Of these, ____ were submitted in time and ____ met the criteria.

Students from positions ____ to ____ in the ranking table are considered reserves. If the selected students withdraw, they will be invited to participate as per the ranking order.

The period for the submission of objections was set from ____ to ____

If no objections are submitted, the provisional ranking table shall become final, and the committee shall recommend its ratification by the Assembly of the Department.

The Evaluation Committee

| | | |
|-------------|-------------|-------------|
| 1) | 2) | 3) |
| Full name | Full name | Full name |
| | | |
| (Signature) | (Signature) | (Signature) |

Announcement of the Provisional Ranking Table of DUTH's _____ Department

On this day (date of announcement), ___/___/___, in _____, the Internship Committee appointed on _____ by Assembly No _____ of the Department met, composed of:

-
-
-

The Committee took into account the following:

- the criteria established with Decision No. ___/___ of the General Meeting of the Department;
- the announcement regarding the participation of students of the Department in Act “.....”, with IIS code, during the period from ___/___/___ to ___/___/___, which was posted on the websites of both the Department and the DUTH Internship Office;

and decided to publish the provisional ranking table as follows:

RANKING TABLE

| No | STUDENT'S APPLICATION No | 1 st CRITERION CREDIT POINTS | 2 nd CRITERION CREDIT POINTS | TOTAL CREDIT POINTS | RANKING |
|----|--------------------------|---|---|---------------------|---------|
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As stipulated in the announcement, during the application stage, _____ student applications were submitted.

Of these, ____ were submitted in time and ____ met the criteria.

Students from positions ____ to ____ in the ranking table are considered reserves. If the selected students withdraw, they will be invited to participate as per the ranking order.

The period for the submission of objections was set from ____ to ____

Objections are submitted electronically to the registry of the Secretariat of the Department protocol@....

If no objections are submitted, the provisional ranking table shall become final and is announced following its ratification by the Assembly of the Department.

The Evaluation Committee

**Record of the Committee Evaluating the Internship of Students of DUTH's _____
Department (Final Ranking Table)**

On this day, __/__/__, in _____, the Internship Committee appointed on _____ by Assembly No ____ of the Department met,

consisting of:

-
-
-

After expiry of the deadline for submitting objections during the period from __/__/__ to __/__/__, as clearly set out in the posting of the provisional ranking table, and after having taken into account the fact that no objections were submitted and therefore the results of the provisional ranking posted on __/__/__ become final as follows:

or

After expiry of the deadline for submitting objections during the period from __/__/__ to __/__/__, and after having taken into account the Record of the Objections Committee and the subsequent final formation of the ranking table as follows:

RANKING TABLE

| No | STUDENT APPLICATION No | STUDENT'S SPECIAL REGISTRATION No | FULL NAME | 1 st CRITERION CREDIT POINTS | 2 nd CRITERION CREDIT POINTS | TOTAL CREDIT POINTS | RANKING |
|----|------------------------|-----------------------------------|-----------|---|---|---------------------|---------|
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the Committee hereby decides to recommend the ratification of the above ranking table by the Assembly of the Department.

The Evaluation Committee

6)
Full name

(Signature)

7)
Full name

(Signature)

8)
Full name

(Signature)

**Record of Objections Committee for the Student Internship of DUTH's Department X
(Ranking Table)**

On this day, __/__/__, in _____, the Internship Objection Committee appointed on ____ by Assembly No ____ of the Department met,

consisting of:

- 1)
- 2)
- 3)

The Committee took into account the following:

- the criteria established with Decision No. ____/___ of the General Meeting of the Department;
- the announcement regarding the participation of students of the Department in Act ".....", with IIS code, during the period from __/__/__ to __/__/__, which was posted on the websites of both the Department and the DUTH Internship Office;
- objections with ref. numbers (x, x, x,) which were submitted and registered by the Secretariat of the Department during the period from __/__/__ to __/__/__, as clearly defined in the posting of the provisional ranking table;

and recommends to the Assembly of the Department the final ranking table as formed and is displayed below:

| No | STUDENT APPLICATION No | STUDENT'S SPECIAL REGISTRATION No | FULL NAME | 1 st CRITERION CREDIT POINTS | 2 nd CRITERION CREDIT POINTS | TOTAL CREDIT POINTS | RANKING |
|----|------------------------|-----------------------------------|-----------|---|---|---------------------|---------|
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The Objections Committee

10)
Full name
(Signature)

11)
Full name
(Signature)

12)
Full name
(Signature)

Announcement of the Final Ranking Table of DUTH’s X Department

On this day (announcement date), __/__/__, in (city) _____, following expiry of the deadline for submitting objections during the period from __/__/__ to __/__/__, as clearly set out in the posting of the provisional ranking table, the Assembly of the Department at its meeting no __ __/__/__, having taken into account the Final Results Record by the Evaluation Committee or the Record of the Objections Committee, decided to approve the final results and announces the ratified ranking table as follows:

RANKING TABLE

| No | STUDENT APPLICATION No | STUDENT’S SPECIAL REGISTRATION No | FULL NAME | 1 st CRITERION CREDIT POINTS | 2 nd CRITERION CREDIT POINTS | TOTAL CREDIT POINTS | RANKING |
|----|------------------------|-----------------------------------|-----------|---|---|---------------------|---------|
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Date: / /202..

CERTIFICATE

In the framework of the Programme “HIGHER EDUCATION INTERNSHIP OF THE DEMOCRITUS UNIVERSITY OF THRACE”, with IIS Code and with the Coordinator of the Act being _____, _____ of the DUTH Department _____, which has been included in the “.....” Programme which is co-financed by the European Social Fund, during the time-period from __/__/202.. to __/__/202.., the students of the _____ Department, as set out in detail in the attached list, have successfully completed their internship, which is taken into account for obtaining their degree.

The Scientific Coordinator

(Full name – Signature)

| No | Full name | Time-period of Internship | | STUDENT'S SPECIAL REGISTRATION No |
|----|-----------|---------------------------|----|--|
| | | From | To | |
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(Signature)



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

**Annual Report of Internship Implementation Evaluation
at the Department
of the Democritus University of Thrace**

IIS CODE

The Scientific Coordinator:
(signature)

City,/...../20.....

During the academic year 20.. - 20., the Internship of the students of the
Department of the Democritus University of Thrace was implemented, as follows:

First Cycle of Internship

| | | | | | |
|-------------------------------------|------------------------------|--------------------------|----------------------|--------------------------|----------------------|
| Commencement Date: | <input type="text"/> | Termination Date: | <input type="text"/> | Region: | <input type="text"/> |
| | Number of Entities: | | <input type="text"/> | | Private: |
| Number of participants: | <input type="text"/> | Males: | <input type="text"/> | Females: | <input type="text"/> |
| | NGOs: | | <input type="text"/> | | Other: |
| Region(s) of implementation: | Eastern Macedonia and Thrace | <input type="checkbox"/> | Attica | <input type="checkbox"/> | |
| | Central Macedonia | <input type="checkbox"/> | Peloponnese | <input type="checkbox"/> | |
| | Western Macedonia | <input type="checkbox"/> | North Aegean | <input type="checkbox"/> | |
| | Epirus | <input type="checkbox"/> | South Aegean | <input type="checkbox"/> | |
| | Thessaly | <input type="checkbox"/> | Crete | <input type="checkbox"/> | |
| | Ionian Islands | <input type="checkbox"/> | Throughout Greece | <input type="checkbox"/> | |
| | Western Greece | <input type="checkbox"/> | Cyprus | <input type="checkbox"/> | |
| | Central Greece | <input type="checkbox"/> | Abroad | <input type="checkbox"/> | |

Second Cycle of Internship

| | | | | | |
|-------------------------------------|----------------------------|--------------------------|----------------------|--------------------------|----------------------|
| Commencement Date: | <input type="text"/> | Termination Date: | <input type="text"/> | Region: | <input type="text"/> |
| | Number of Entities: | | <input type="text"/> | | Private: |
| Number of participants: | <input type="text"/> | Males: | <input type="text"/> | Females: | <input type="text"/> |
| | NGOs: | | <input type="text"/> | | Other: |
| Region(s) of implementation: | Eastern Macedonia - Thrace | <input type="checkbox"/> | Attica | <input type="checkbox"/> | |
| | Central Macedonia | <input type="checkbox"/> | Peloponnese | <input type="checkbox"/> | |
| | Western Macedonia | <input type="checkbox"/> | North Aegean | <input type="checkbox"/> | |
| | Epirus | <input type="checkbox"/> | South Aegean | <input type="checkbox"/> | |
| | Thessaly | <input type="checkbox"/> | Crete | <input type="checkbox"/> | |
| | Ionian Islands | <input type="checkbox"/> | Throughout Greece | <input type="checkbox"/> | |
| | Western Greece | <input type="checkbox"/> | Cyprus | <input type="checkbox"/> | |
| | Central Greece | <input type="checkbox"/> | Abroad | <input type="checkbox"/> | |

Positive points during the implementation of the Internship:

Negative points during the implementation of the Internship:

Proposals for improving the Internship Programme:

Other remarks and comments:

ANNEX IV

**Internship through the Public Employment Service (D.YP.A.) - formerly Greek Manpower
Employment Organisation (O.A.E.D.)**

The DUTH Internship is implemented in cooperation with the Departments, students and the Receiving Entities under the coordination of the respective Institutional Director and the Academic Affairs Directorate, which is represented by the respective Vice Rector for Academic Affairs, Student Care and Lifelong Learning.

For student internships, it is mandatory for an internship contract to be concluded among DUTH, the student and the Receiving Entity, in accordance with the legislative framework in force.

The following procedure is followed in relation to the Internship of students of the respective Departments of the former Technological Educational Institutes which is implemented through financing from D.YP.A. - formerly O.A.E.D.:

- Application - expression of interest to the Internship Coordinating Professor by students who are enrolled in the internship module and sending the necessary supporting documents to them within a deadline set by the Coordinator.
- The Internship Coordinator prepares a relevant table for recording the details of the students and the Entities of their choice and sends it to the competent employee of the Special Account for Research Grants branch in Kavala, who shall enter in the above table the contract number they have assigned to each student and resends the table to the Internship Coordinator.
- Issuance of a student list and a list of the Receiving Entities – from the data in the above table, approval and ratification thereof by the Assembly of the Department (Approval Decision).
- Following the issuance of the approval decision by the Assembly of the Department, it is posted by the Secretariat of the respective Department on the DIAVGEIA programme.

The information posted shall take the following form:

| No | Contract No | Student Party | Insurance contribution of the Internship Entity of 1% against accident risk + compensation | Commencement Date | Termination Date | Contract Type: Internship Contract | Subject Matter INTERNSHIP OF DUTH STUDENTS Deliverable: | Internship Entity |
|----|-------------|---------------|--|-------------------|------------------|------------------------------------|---|-------------------|
|----|-------------|---------------|--|-------------------|------------------|------------------------------------|---|-------------------|

- The Internship contracts are then drawn up by the Secretariats of the Departments in accordance with the contract template they have been given by the DUTH Internship Office, which they hand over to the respective students.

- Students are required to check/confirm their personal data, print four copies (two-sided printing) and sign the copies of their contracts using solely a blue ink pen in the field where their name is stated.
- The four (4) copies are then also signed by the legal representative of their Receiving Entity (placement of seal, signature, name and position of signatory) and (all four) signed copies are submitted to the Secretariats of the Departments, where they are all collected.
- All contracts shall be sent by the Secretariats of the Departments to the Coordinator of the Internship via D.YP.A, namely to the competent employee of the Special Account for Research Grants branch in Kavala, who shall send them to the Central Internship Office (Administration Building - Komotini Campus).
- Pursuant to Article 126 of Law 5078/2023, "Students performing an internship are compulsorily subject to the insurance of the National Organization For Health Care Services (EOPYY) through the Electronic National Social Security Entity (e-EFKA) (former Social Insurance Institute — Unified Insurance Fund for Employees (IKA-ETAM)), in accordance with Article 10(1) of Law. 2217/1994 (Government Gazette, Series I, No 83), only for the risk of accident, the cost of which is borne exclusively by the Receiving Entity. For insurance providing sickness benefits in kind, Article 15(10) of Law 3232/2004 (Government Gazette, Series I, No 48) shall apply.
- Students are insured each month for 1% of the premium corresponding to the lower insurance category and it is an insurance against an occupational accident. The contributions paid to e-EFKA for persons who are or will be insured with it, only against the risk of an accident, are set at 1% of the presumed daily wage of the twelfth (12th) insurance class, as in force from time to time. Through their participation in the Internship, students do not lose the right to insurance as directly or indirectly insured (from their parents), nor are they exempt from contributions as directly insured with an insurance carrier.
- Finally, as regards the compensation for the Internship that will be performed by the students, it is clarified that, pursuant to Government Gazette /Series II/No 1974/29-03-2024 - *"Determining the minimum wage and minimum daily wage for employees and specialised workers throughout Greece"*, the legal minimum daily wage for specialised workers has been increased as of 01 Apr. 2024 from €34.84 to €37.07 and this affects the Internship remuneration as well.
Therefore, the monthly compensation payable for the six-month Internship of Technological Education changes from €696.80 to €741.40 ($€37.07 \times 25 \text{ days} \times 0.8 = €741.40$) starting from 01 Apr. 2024.
In bodies of the Public and the wider Public Sector, when the Receiving Body has approved Student Internship positions (established internship position*), the amount of €176.08 per month is paid.

* Established positions are positions for which there is relevant approval by the supervising Ministry and for which there is an entry in the entity's budget for the remuneration paid.

ANNEX IV

Internship with the Receiving Entity being the Democritus University of Thrace

This annex is a detailed guide for students who wish to perform an Internship at the Departments/Laboratories/Directorates of the Democritus University of Thrace.

For the implementation of Internships with DUTH as the Receiving Entity, it is mandatory for an Internship contract to be concluded among DUTH, the student and the University Institute of origin, in accordance with the legislative framework in force.

In regard to the Internship of students at DUTH, which may be implemented via a financed, co-financed or non-financed programme in accordance with the applicable legislation in force, the procedure below if followed:

- The DUTH services/units (e.g. Library of a DUTH Department, Laboratory of a DUTH Department, etc.) that wish to supervise Internship students communicate with the DUTH employee responsible for the ATLAS system, who, following the relevant approval of the Vice Rector of Administrative Affairs, as well as of the Vice Rector of Finance, Planning and Development, enters the Internship position in the ATLAS system along with its full description (general position details, position subject-matter) and the details of the respective Supervisor (full name, email, phone number).
- Alternatively, students from other Universities who, in the framework of the relevant module, are interested in performing their Internship in a unit or service of the Institute, can contact the Director of the unit/service by phone or email, and if the latter deems that they want to receive the student, the procedure set out in the previous paragraph is followed.
- Following acceptance of the student, the appointed Supervisor sends or submits to the DUTH employee responsible for the procedures of the ERGANI Information System of the Ministry of Labour and Social Affairs the approval decision that is posted on the DIAVGEIA programme by the student's University (is sent by the student's Institute of study). Subsequently, on the basis of this, the E3.5 form regarding the announcement of commencement of / changes to / termination of the student Internship contract is posted on the ERGANI Information System as an attachment, which is then forwarded by the aforementioned employee to the student concerned or the student's Institute of study).
- The Internship contract is then signed manually or digitally by the student, the legal representative of the DUTH Receiving Entity (Vice Rector of Administrative Affairs) and by the legal representative of the University in which the student is studying. The signing of the contract takes place in the same manner by all contracting parties.
- Upon completion of the Internship, the Supervisor of the competent DUTH Department/Laboratory/Directorate where the Internship was performed, issues a certificate to the student.
- As regards to the insurance of the student intern, it is noted that pursuant to Article 126 of Law 5078/2023, *"Students performing an internship are compulsorily subject to the insurance of the National Organization For Health Care Services (EOPYY) through the Electronic National Social Security Entity (e-EFKA) (former Social Insurance Institute — Unified Insurance Fund for Employees (IKA-ETAM)), in accordance with Article 10(1) of Law. 2217/1994 (Government Gazette, Series I, No 83), only for the risk of accident, the cost of which is borne exclusively by the Receiving Entity. For insurance providing sickness benefits in kind, Article 15(10) of Law 3232/2004 (Government Gazette, Series I, No 48) shall apply"*. In any case, however, the possibility of covering the premium from the DUTH budget is examined,

following approval by the Vice Rector of Finance, Planning & Development, or from the financed or co-financed programme, if provided for.