

**REGULATION FOR INTERNSHIPS  
OF THE DEPARTMENT OF HUMANITIES,  
DEMOCRITUS UNIVERSITY OF THRACE**



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

**ΚΟΜΟΤΙΝΙ 2024**

## **Article 1**

### **General Information**

The Internship (PA) is a significant activity in Higher Education, serving as a fundamental means of connecting theory with practice. It actively contributes both to the application and consolidation of knowledge, skills, and abilities acquired by students within academic programs, and to the smooth integration of graduates into the job market.

The curriculum of the Department of Humanities (DH) at Democritus University of Thrace (DUTH) includes internship courses. The “Internship” course is offered in the 4th year of studies in the Department.

Specifically:

a. In the “Philology, History, and Anthropology” (PHA) program, the internship is offered as an Elective Course (EE) in the 7th semester (first part) and the 8th semester (second part) of studies with the code PA and 5 ECTS credits. It is also offered as a Compulsory Course (C) in the 7th and 8th semesters with the code PA and 5 ECTS credits for students who wish to receive a Certificate of Pedagogical and Teaching Proficiency upon graduation.

b. In the “Digital Applications in Arts and Culture” (DAAC) program, it is offered as a Compulsory Course (C) in the 7th semester with the code PA and 5 ECTS credits.

Student internships are conducted in host institutions such as public services, legal entities under public or private law, Local Government Organizations at the first and second levels, and businesses, under the supervision of the Department’s faculty or staff (DEP/EDIP/ETEP members). By placing students in various organizations and institutions, the aim is to establish collaboration between the Department and the operational environment. Undergraduate students participate in the internship based on the process outlined in this regulation.

## **Article 2**

### **Organizational Structure of the Internship Program**

#### *1. Institutional Coordinator*

By decision of the Senate of Democritus University of Thrace (DUTH), the Institutional Coordinator (IC) for the Internship Program and their deputy are appointed. The IC, along with their deputy, is responsible for the coordination and organization of the Internship Program at DUTH.

Specifically:

a) The IC is responsible for the coordination and organization of the Internship Program at DUTH, in collaboration with the Academic Departments, following the current legal framework and the internal regulations of the Institution.

b) The IC signs documents related to the Internship Program.

c) They ensure compliance with the Internship Program regulations at the institutional level and facilitate its practical implementation.

d) The IC formulates and submits recommendations to ensure the smooth operation of the Program.

e) They prepare and submit an annual report to the Senate of DUTH.

#### *2. Academic Affairs Directorate*

The internship program (PA) for students at Democritus University of Thrace (DUTH) is integrated within the Academic Affairs Directorate, managed by the “Internship Office (IO)”.

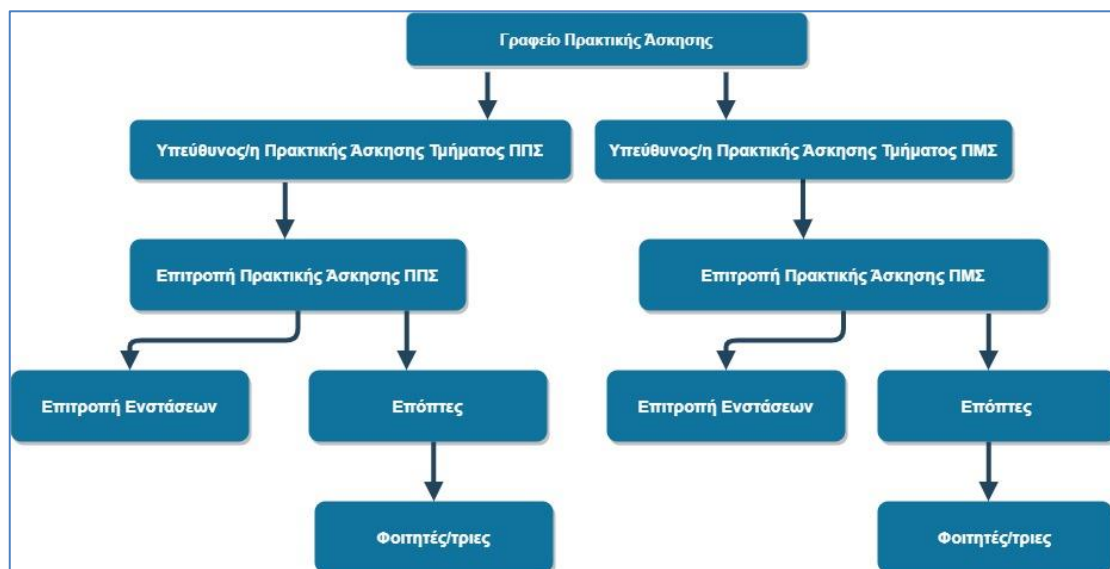
The IO is responsible for the overall coordination of the internship program. It collaborates with the DUTH Institutional Coordinator (IC), the internship coordinators of the PHA and

DAAC programs, provides administrative support to participating students, and assists host organizations with internship-related matters.

Specifically, the DUTH IO is responsible for:

- Organizing the internship process (from orientation to payment) in collaboration with the internship coordinators of the PHA and DAAC programs and the students. In cases of specific projects or programs, it also works with the Scientific Coordinators of the PHA and DAAC internships.
- Assisting students in finding or changing a host organization for their internships, in coordination with the Scientific Coordinators of the PHA and DAAC programs. It collects and maintains records of students and host organizations in its information system database (<https://praktiki.rescom.duth.gr/>).
- Updating the integrated internship management system at DUTH with the necessary data and keeping internship statistics.
- Conducting publicity and promotion activities on the internship website (<http://praktiki.duth.gr>).
- Communicating with host organizations on matters related to the Department's internships.
- Providing detailed instructions on the website (<http://praktiki.duth.gr>) regarding the actions and procedures that students, host organizations, and the Department should follow when organizing and implementing internships.
- Maintaining an archive of annual reports from both Department programs that implement internships.
- Managing the IO's account on the ATLAS platform (<https://atlas.gnet.gr/>).

Current legislation allows the GPA to be staffed by administrative employees from DUTH as well as external collaborators.



### 3. Internship Coordinator

Each academic year, the Department of Humanities (DH) at Democritus University of Thrace (DUTH) appoints an Internship Coordinator (IC) for the “Philology, History, and Anthropology” (PHA) program and an Internship Coordinator for the “Digital Applications in

Arts and Culture” (DAAC) program. These coordinators are selected from the Teaching and Research Faculty (DEP) with relevant expertise.

In cases where the internship is co-funded or funded, the Internship Coordinator for PHA and DAAC may also serve as the Scientific Coordinator. The PHA Internship Coordinator chairs the Internship Committee for matters related to the PHA program, while the DAAC Internship Coordinator oversees matters for the DAAC program.

The responsibilities of the Internship Coordinators for the PHA and DAAC programs include:

- Informing students about the internship program
- Communicating with host organizations to keep them informed about internship matters
- Assisting students in finding a host organization for their internships
- Coordinating all activities related to the internship program
- Resolving any issues that arise during the internship
- Recommending the appointment of a supervisor for each student
- Signing documents related to the internship
- Maintaining records of the participating students.

#### *4. Internship Committee*

The Internship Committee of the Department of Humanities is appointed annually by the Department Assembly and comprises the Internship Coordinator (IC) for the PHA program, the IC for the DAAC program, and two additional members from the teaching, administrative, or technical faculty (DEP/EDIP/EEP/ETEP), along with their respective alternates. This Committee serves both Undergraduate Programs of the Department.

The Internship Committee is responsible for:

- Resolving issues that arise during the implementation of internships,
- Assigning a supervisor for each intern,
- Assisting the IC in organizing and coordinating the internship program,
- Preparing and submitting an annual report on the implementation and evaluation of the internship program to the Department Assembly,
- Submitting recommendations on matters related to internships,
- Evaluating applications, creating the ranking list, presenting it to the Department Assembly, and publishing the student ranking based on scoring on the internship and Department websites. This ensures transparency and equal treatment of all candidates while upholding data protection requirements.

The list of students selected for the internship program is handled as follows:

- a) In the case of co-funded internships, the list is forwarded to the Department’s Secretariat and DUTH’s Special Account for Research Funds (ELKE), which posts the approval decision on the Diavgeia transparency portal.
- b) In all other cases, it is forwarded to the Department’s Secretariat for posting on the Diavgeia transparency portal as an approval decision.

#### *5. Internship Appeals Committee*

5.1. The Internship Appeals Committee is appointed by the Department of Humanities and is responsible for handling appeals regarding the student ranking results of the internship program for both undergraduate programs (PHA and DAAC). This committee may be shared between the two programs or set up separately for each program within the Department.

Members of the Appeals Committee can include faculty members (DEP) as well as staff from the special teaching (EEP), administrative teaching (EDIP), or technical staff (ETEP). The Department may also designate the Student Affairs Committee to serve as the Appeals

Committee. In this case, the Student Affairs Committee assumes the duties of the Internship Appeals Committee.

5.2. Appeals are submitted electronically to the Department's Secretariat within five (5) working days, either starting from the day after the provisional ranking results are published or within the period specified in the announcement of provisional results, ensuring a minimum of five working days for appeal submissions.

#### *6. Internship Supervisors*

Internship Supervisors are responsible for guiding and supporting students throughout the entire internship process, maintaining communication with host organizations, achieving the intended learning outcomes, and keeping the Internship Coordinator of the PHA and DAAC programs, as well as the Department's Internship Committee, informed. Faculty members of each program may be appointed as Internship Supervisors.

### **Article 3**

#### **ATLAS - Partner Organizations**

1. The registration and availability of internship positions for undergraduate students are supported by the specialized ATLAS Information System of the Greek public sector company "National Infrastructures for Research and Technology S.A." (EDYTE S.A.). For the purposes of the General Data Protection Regulation (EU L 119) and Law 4624/2019 (A' 137), the Ministry of Digital Governance and the Ministry of Education and Religious Affairs act as Data Controllers, while EDYTE S.A. acts as the Data Processor. All internship positions for undergraduate university students must be published and recorded in the ATLAS information system.

For DUTH's funded and co-funded internship programs, partner organizations may belong to either the private or public sector, with priority given to the private sector due to funding requirements.

2. The activities undertaken by students of the Department of Humanities within partner organizations must align with their field of study. Host organizations are responsible for informing students of their duties, training them in their roles, providing suitable working conditions, and supervising their internship.

If the host organization finds that a student is not meeting their obligations, it must notify the Internship Coordinator of the student's program (PHA or DAAC) in writing or electronically to resolve the issue.

3. The host organization is responsible for notifying the start, any changes, and the termination of the internship by submitting the relevant E3.5 forms in the ERGANI system, as stipulated by current legislation on the electronic submission of forms under the jurisdiction of the Labor Inspectorate (SEPE).

4. A host organization cannot be a business owned by a relative of the student (second degree or closer in a direct line, collateral line, or by marriage). Additionally, the student must not have a marital relationship with the legal representative of the host organization. The supervisor at the host organization cannot be a relative of the student (second degree or closer in a direct line, collateral line, or by marriage).

It is explicitly specified that:

a) For a student's internship at a host organization, there must be no kinship (second degree or closer in a direct line, collateral line, or by marriage) or marital relationship between the student and the legal representative of the organization.

b) If an individual employed at the host organization is related to the student (second degree or closer, including marriage), they cannot act as the internship supervisor on behalf of the organization.

An Internship Agreement is signed between DUTH, the student, and the host organization for the student's internship.

#### **Article 4**

##### **Academic and Financial Framework**

###### *1. Participants*

Undergraduate students of the Department of Humanities are eligible to participate in the internship program, provided they meet the criteria set by the Department. However, international students attending the University through the Erasmus+ Program are not eligible to participate in the DUTH internship program.

Students may undertake internships throughout Greece or with organizations abroad, in accordance with the guidelines specified in the Internal Regulations.

###### *2. Internship for Acquiring Professional Rights*

2.1. By joint decision of the Minister of Education and Religious Affairs and the relevant competent Minister, specific conditions and terms for conducting internships in undergraduate programs may be established when the successful completion of a program leads to the acquisition of specific professional rights, as defined by current legislation, and when the internship is a mandatory educational component of the program.

2.2. Undergraduate students of the Department of Humanities (DH) at Democritus University of Thrace (DUTH) are eligible to participate in the internship program if they meet the criteria set by the appropriate governing bodies. International students attending the University through the Erasmus+ Program are not eligible to participate in DUTH's internship program.

Students can undertake internships throughout Greece or with organizations abroad, as specified in the Department's Internal Regulations, which apply specifically to the two undergraduate programs:

- “Philology, History, and Anthropology”
- “ Digital Applications in Arts and Culture”

###### *2. Internship for Acquiring Professional Rights*

2.1. Students in the Department of Humanities (DH) at Democritus University of Thrace (DUTH) who intend to pursue a career in education are required to participate in an internship course, which is included in the curriculum of both undergraduate programs.

Specifically, under the legislation in effect at the time of this Internship Regulation, the internship in both programs is a teaching module, and successful completion is a prerequisite for obtaining a Certificate of Pedagogical and Teaching Proficiency upon graduation. Internship courses have been integrated into the two DH programs, offered in the 4th year of studies.

Details include:

- a. In the “Philology, History, and Anthropology” (PHA) program, the internship is offered as an Elective Course (EE) in the 7th semester (first part) and 8th semester (second part) with the course code PA and 5 ECTS credits. It is also offered as a Compulsory Course (C) in the 7th and 8th semesters with the course code PA and 5 ECTS credits for students seeking the Certificate of Pedagogical and Teaching Proficiency upon graduation.
- b. In the “Digital Applications in Arts and Culture” (DAAC) program, the internship is offered as a Compulsory Course (C) in the 7th semester with the course code PA and 5 ECTS credits.

## 2. Institutionalization of the Internship Program

2.1. The institutionalization of the internship program is formalized by a decision of the Department of Humanities (TAS) Assembly for both undergraduate programs. This decision is submitted to the Internship Office (GPA) and must specify the following:

- **Course Code, Title, and Category:** The internship may be classified as either a Compulsory or Elective course. Compulsory courses are those that students must complete and pass within a specific semester as outlined in the curriculum, while Elective courses are selected from a range defined by the curriculum. Courses assigned to either category must have the same attributes as other courses in that category regarding graduation requirements, total ECTS credits, and any other characteristics set by the Department.
- **ECTS Credits:** The number of European Credit Transfer and Accumulation System (ECTS) credits assigned to the internship course.
- **Required Deliverables:**
  - A certificate of internship completion from the host organization.
  - For co-funded projects, deliverables must align with the project’s specific requirements.
- **Evaluation Method:** For example, a final internship report prepared by the student.
- **Implementation Period:** The calendar months during which the internship may take place (e.g., July - August or year-round).
- **Duration:** A specific time frame in full months for the internship (e.g., 2 months, 1 month).
- **Total Internship Hours:** Options for full-time or part-time hours, defined according to the working hours of the corresponding role at the host organization. The decision also sets proportional compensation for students.
- **Internship Coordinator:** Identification of the Internship Coordinator for the FIA program and their alternate, as well as the Coordinator for the DACP program and their alternate.
- **Internship Committee:** Names of members and alternates.
- **Appeals Committee:** Names of members and alternates.
- **Internship Supervisors.**

## 2.2. Additional Requirements for Non-Mandatory or Funded Internships

For internships that are not mandatory or are associated with funded/co-funded programs, the decision must additionally specify:

- **Minimum Academic Progress Requirements:** Eligibility criteria such as the semester in which the internship is conducted, prerequisite courses, and the required number of passed courses.
- **Selection Criteria and Weighting:** Measurable selection criteria may include GPA, the number of courses passed in relation to the total required, the average grade in a set of courses, foreign language proficiency, etc.
- **Quota for Students from Special and Vulnerable Social Groups:** A designated percentage of internship positions reserved for students from legally defined special

and vulnerable social groups in funded programs and in cases of non-mandatory internships (refer to the appendix for these groups).

- **Tie-Breaking Criteria:** Scoring provisions in cases of a tie (for funded programs and non-mandatory internships).
- **Other Requirements Set by the Funding Framework:** Any additional requirements specified by the funding program.

### *3. Compensation and Insurance Costs*

#### *3.1. Compensation and Insurance Costs for Undergraduate Students*

A. The cost of compensation and insurance for students participating in the internship program primarily falls on the host organizations.

B. Compensation and insurance costs for students conducting internships may be partially or fully covered through funded or co-funded programs using national or European resources, in accordance with the specific conditions established by each funding program.

### *4. Compensation Payment*

4.1. The amount of compensation is determined by the provisions of current legislation. In the case of a co-funded internship, the amount is calculated based on the available budget and the estimated number of participating students. The total compensation amount is set centrally by the University, and the monthly compensation rate is uniform for all students.

4.2. The compensation for student interns is paid as a lump sum upon completion of the internship program, following verification of all requirements as specified by the Department of Humanities and in accordance with the respective funding framework..

### *5. Insurance Coverage and Contract*

5.1 For each student internship, a formal Internship Contract must be signed between Democritus University of Thrace (DUTH), the student, and the host organization, in accordance with the applicable legal framework. Students participating in the internship are mandatorily insured through the National Organization for the Provision of Health Services (EOPYY) via the Electronic National Social Security Fund (e-EFKA, formerly IKA-ETAM) solely for accident coverage, as specified in Article 15, paragraph 10 of Law 3232/2004 (A' 48). The cost of this insurance is solely borne by the host organization..

5.2. Students are insured each month at a rate of 1% of the premium corresponding to the minimum insurance class, covering only work-related accidents. Contributions paid to e-EFKA are calculated based on 1% of the imputed daily wage of the twelfth (12th) insurance class, as currently applicable. Participation in the internship does not affect students' eligibility for health insurance as dependents under their parents or as independently insured individuals in any other insurance scheme.

As of July 1, 2019, compensation and insurance contributions for students interning at private sector companies, where applicable, must be deposited by these companies via a payment account. Payments are then transferred and allocated by the designated payment service provider to the beneficiaries' accounts and the Social Security Funds. For this purpose, each obligated company must enter into a contract with a payment service provider of its choice.

Failure to comply with the obligations outlined in paragraph 1 will result in the termination of the Internship Contract, as per current regulations, and the exclusion of the company from internship programs for two (2) years (Article 52 of Law 4611/2019). Additionally, under Article 10, paragraph 1 of Law 2217/1994, the host organization (whether an



individual or legal entity) is responsible for paying the required social security contributions for the insurance coverage of the intern..

#### *6. ERGANI Information System (IS ERGANI)*

6.1 As of October 1, 2019, host organizations are required to report internship contracts in the ERGANI Information System (IS ERGANI), as per Decision 40331/Δ1.13521, published in Government Gazette B' 3520/19-09-2019 by the Ministry of Labor and Social Affairs. This decision redefines the terms for electronic submission of forms under the jurisdiction of the Labor Inspectorate (SEPE) and the Public Employment Service (DYPA).

6.2 Internships must be reported at both their start and conclusion by submitting the following forms electronically in IS ERGANI:

- a) E3.5 Form: Unified Start/Change Notification Form for Student Internships.
- b) E3.5 Form: Unified Termination Notification Form for Student Internships.

At the time of submission, the internship contract or the official approval document for the internship, which is posted on the DIAVGEIA transparency portal, must be attached as required.

The deadline for submitting the internship start form in PS ERGANI is legally set to be no later than the day before the student begins their internship at the host organization.

For the termination form, it must be submitted within four days of the internship's termination or completion.

In the event of any changes to the internship's organization or schedule, the host organization representative must submit the updated form reflecting these changes no later than the day the modification takes effect, and in any case, prior to the intern resuming work.

The host organization is solely responsible for submitting E3.5 forms in IS ERGANI. Detailed instructions for form submission can be found at: <https://praktiki.duth.gr/guides/>.

#### *7. Allowances*

The provision of compensation for participating in an internship does not constitute a reason for discontinuation of other financial support, special allowances, or pensions that Democritus University of Thrace (DUTH) students may receive or are eligible to receive. However, in cases where students receive unemployment benefits, they are advised to contact the agency providing these benefits to verify whether participation in the internship may lead to a suspension of those benefits.

### **Article 5**

#### **Student Obligations**

##### *1. Working Hours*

1.1. Students participating in the internship must adhere to the approved internship schedule as defined by the Department's regulations.<sup>1</sup>

1.2. While in the workplace, students are required to follow all safety and work regulations, along with any other policies applicable to regular staff members at the host organization.

1.3. Unapproved absences or violations of workplace regulations may lead to the termination of the internship.

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<sup>1</sup> The institutionalization of the internship program for the Department of Humanities (TAS) will take place in its first academic year of operation (2025-2026).

1.4. If a student finds that their internship duties are not aligned with their field of study, they must report this in writing or by email to the Internship Coordinator (IC). The IC and the Internship Committee will address the issue. If the misalignment cannot be resolved, the internship may be terminated, following the procedures outlined in this regulation for internship termination..

1.5. With the host organization's consent and proper arrangement of obligations, students may participate in exam periods provided that the required internship hours are completed within the contracted period. The internship schedule must cover a five-day work week, either full-time or part-time, as established by program regulations.

## *2. Change of Host Organization*

Changing the host organization during the internship is possible if there are specific reasons, as determined by the Internship Coordinator. The process for changing the host organization follows the procedures outlined in the DUTH Regulations.

## *3. Internship Termination*

If an intern leaves before completing the internship, fails to attend the host organization on the scheduled days and hours, or does not adequately perform assigned duties, the host organization is responsible for informing the Internship Coordinator of the student's Department and the Internship Office (GPA) in writing or via email. The Internship Coordinator will then provide necessary guidance to the intern and has the authority to decide on the termination of the internship position.

Once the Internship Coordinator confirms the termination of the intern's position at the host organization, the Internship Contract will be immediately terminated, attributing responsibility to the student.

In cases where the internship is terminated due to health reasons, force majeure, or issues arising from the host organization's fault, the intern may, in coordination with the Internship Coordinator, have the option to either adjust the internship contract period or reschedule the internship at a later time, following the required procedures and timelines..

## **Article 6**

### **Conducting Internships in Schools (Law 4823/2021, Government Gazette A 136 - 03.08.2021, Article 88)**

With a decision by the Principal or Head of the school unit, undergraduate students from the Department of Humanities at Democritus University of Thrace (DUTH) are approved to conduct their internship within the school.

## **Article 7**

### **Support for Students with Disabilities and Special Educational Needs**

Democritus University of Thrace (DUTH) encourages students with disabilities and special educational needs to contact the Committee for Equal Access for Persons with Disabilities and Special Educational Needs (as outlined in Article 212 of DUTH's Internal Regulations) and the Counseling and Accessibility Structure (DoSyP), specifically the Accessibility Department (see <http://s.atcite.com/S-018ZzT3>), to seek support..

These bodies are dedicated to ensuring equitable access for students with disabilities and unique needs in teaching, research, and all activities within the academic community.

**Article 8**

**Internship for Students from Other Institutions with DUTH as the Host Organization**

1. Students from other institutions may conduct their internships in DUTH's departments, laboratories, study centers, and other facilities. These internships, with DUTH as the host organization, are coordinated by the Institutional Internship Coordinator of DUTH, the Internship Office of the student's home institution, and the DUTH Administrative Directorate, represented by the Vice-Rector of Administrative Affairs.
2. An Internship Contract must be signed between DUTH, the student, and the home university, in accordance with the relevant legal framework, to formalize the internship with DUTH as the host organization.
3. Internships for students hosted by DUTH may be implemented through funded, co-funded, or non-funded programs, following current legislation.
4. The detailed process for these internships is outlined in the relevant Appendix of this document.

**Article 9**

These Regulations are approved by the University Senate and are adjusted as necessary to comply with current legal provisions.

## **APPENDICES**

## Appendix I

### Definition of Educationally Vulnerable Student Groups

#### 1. Obligations of DUTH for Vulnerable Students

Democritus University of Thrace (DUTH) is committed to sensitively addressing the needs of students who belong to educationally vulnerable groups, who may face challenges integrating into university life due to disabilities or special educational needs. Within the framework of national legislation and international practice, DUTH ensures necessary infrastructure and support to facilitate these students' full participation in the educational process, their successful completion of studies, and smooth integration into the workforce.

European and national frameworks for the protection of educationally vulnerable individuals emphasize equal access to education. Respecting this framework is a clear obligation of all.

DUTH places special emphasis on students with special educational needs, granting them priority in all types of benefits and rights associated with their student status.

According to Law 4430/2016, "Vulnerable social groups, or high-risk groups, are defined as those segments of the population with limited or no access to social and public goods, who face challenges or are unable to achieve quality of life in various areas and levels."

Accordingly, students are categorized as educationally vulnerable if they experience difficulties integrating into the educational process and managing university life. Law 4957/2022 provides special provisions for students in vulnerable groups, especially in terms of benefits.

Key categories of educationally vulnerable groups include:

- Students with serious health conditions (e.g., cancer)
- Students with mobility impairments
- Students with diagnosed neurological conditions (e.g., epilepsy, multiple sclerosis, photophobia, photosensitive epilepsy)
- Students with sensory disabilities (e.g., deafness, hearing impairment, visual impairment)
- Students with neurodevelopmental disorders (e.g., ADHD, specific learning disorders like dyslexia, dysgraphia, dyscalculia, autism spectrum disorder)
- Students with speech and language disorders (e.g., dysarthria, stuttering)
- Students with mental health issues

According to Law 4074/11-04-12 (Government Gazette 88 A'), ratifying the United Nations Convention on the Rights of Persons with Disabilities, it is stipulated that: "The Contracting States shall ensure that persons with disabilities have access to general tertiary education, vocational training, adult education, and lifelong learning, without discrimination and on an equal basis with others. To this end, the Contracting States shall ensure that reasonable accommodations are provided for persons with disabilities."

#### 2. Respect and Inclusion

Participation of students belonging to educationally vulnerable groups is conducted with respect and recognition of their unique needs.

#### 3. General Guidelines

a) Upon enrollment or if a condition is diagnosed during their studies, students must submit a medical report from a relevant public authority to their Department's Secretariat, certifying the nature of the condition that categorizes them as educationally vulnerable and detailing the challenges they face in the educational process.

- b) Before starting their studies or at any stage of their studies (e.g., labs, exams), students are encouraged to contact their Academic Advisors and disclose their specific needs based on the submitted medical report. (This is an option, not an obligation, for students wishing to follow a different framework.)
- c) Academic Advisors must verify with the Department's Secretariat that the necessary medical report has been submitted.
- d) Academic Advisors will inform course instructors of the student's name and specific needs based on the medical report, so that appropriate accommodations can be planned (e.g., alternative activities, modified assessment methods).
- e) Exams for educationally vulnerable students are typically scheduled at the same time as those for other students. However, depending on the severity of the challenges, alternative assessment methods may be arranged, potentially on different dates and times.

**Support for Vulnerable Groups within the Internship Program**

In line with current legislation and inclusion, respect for diversity, and anti-discrimination guidelines, students with disabilities or special educational needs belonging to the aforementioned categories may participate in the Internship Program. They are allocated 5% of the available internship positions within the Department, provided they submit the required documentation. If applications exceed the number of positions in the 5% allocation, applicants within this special category are evaluated based on criteria set by the Department's current regulations.

If the number of applicants in the special category is lower than the available positions, these positions may be filled by candidates from the general category, and vice versa.

## APPENDIX II

### Part I: Internship Guide for Departments within the “Internship Program of Democritus University of Thrace”

The DUTH Internship Program (PA) is implemented through collaboration between the Department of Humanities (TAS), students, and host organizations. This collaboration is coordinated by the Institutional Internship Coordinator and the Academic Affairs Directorate, represented by the Vice-Rector of Academic Affairs, Student Welfare, and Lifelong Learning.

#### PROCEDURE

The specific steps required by TAS to initiate each internship cycle include:

1. **Mandatory Internship for Teaching Certificate:**

For internships required to obtain the Certificate of Pedagogical and Teaching Proficiency, a list of students and corresponding host organizations, along with the internship duration, must be compiled, approved by the Department Assembly, and posted on the DIAVGEIA transparency portal by the Department’s Secretariat (Approval Decision).

2. **Non-Mandatory Internship in the FIA Program:**

For non-mandatory internships in the FIA program, students must register for the relevant elective course if they meet the eligibility criteria. Those on the course list are included in the student-host organization list with the internship duration, which is then approved by the Department Assembly.

#### Internship Start

1. **Student Supervision:**

Ongoing supervision of students at host organizations to ensure smooth execution of the internship.

#### Internship Completion

• **Submission of Completion Certification:**

Ensuring the timely submission of the completion certification by the host organization’s supervisors, as stipulated by program requirements.

#### DELIVERABLES FOR DEPARTMENT RESPONSIBLES

The deliverable for Department Representatives and Internship Committees in TAS is the “**Annual Evaluation Report on Internship Program Implementation**” (see attached template). This annual report, which assesses the internship program’s implementation and effectiveness, is prepared by the Department’s Internship Committee and submitted by the Department Internship Coordinator to the Department Assembly. It is then sent to the Internship Office (GPA) with the Department Assembly’s approval in October.

#### Important Note

All student documentation, which must be either in electronic format or photocopies, is maintained in the archives by the coordinators of the two TAS programs for six (6) years following the completion of the internship.

For any further clarification, please feel free to contact the DUTH Internship Office.



## Part II: Student Internship Guide within the “Internship Program of Democritus University of Thrace”

The Internship Program at Democritus University of Thrace (DUTH) is implemented through collaboration between the Department of Humanities (TAS), students, and host organizations. This collaboration is coordinated by the Institutional Internship Coordinator and the Academic Affairs Directorate, represented by the Vice-Rector of Academic Affairs and Student Welfare.



To participate in the internship, I need to:

- **Stay Informed:**
  - Check announcements from the Department and the Internship Office (GPA) via:
    - [Department Announcements](#)
    - [Facebook page](#)
- **Submit My Details to the Internship Coordinator:**

I must provide my information to be included in the internship list. For accurate submission, I need:

  - ID Number
  - Social Security Number (AMKA)
  - Tax Identification Number (AFM)
  - e-EFKA Registry Number or EFKA System Number
- **Meet Department Criteria**
- **Submit Documentation** to the Internship Coordinator of my program in the Department of Humanities (digitally or in print, as specified), including:
  - Photocopy of my ID card
  - Proof of AMKA from a Citizens' Service Center (KEP) or from [AMKA website](#)
  - Photocopy of the AFM issuance document from the tax office or via personalized information on MyTaxisNet
  - Registration Certificate for the EFKA System Number or EFKA enrollment for new insured members: [EFKA website](#)
  - Declaration of eligibility for the internship program ([Declaration Form](#))

### Internship Start

- **Approval and Contract Signing:**

After the Department Assembly approves the internship and posts the Approval Decision, I proceed to sign my contract. The contract outlines my responsibilities and the terms of the internship.

- **Submit an Internship Project Statement:**  
If my position is not assigned through the ATLAS platform, I must submit this form.

#### **Internship Completion**

- **Obtain Completion Certification:**  
I ensure my supervisor at the host organization completes my certification.
- **Submit Required Documents:**  
As specified by the Internship Coordinator, I submit all necessary documents for course evaluation.

#### **Information Channels**

- **Stay Updated** through:
  - Email
  - Department Announcements
  - GPA Announcements ([Website](#))
  - Social Media Announcements ([Facebook page](#))

#### **Transportation**

- **Travel Costs:**  
Transportation costs to and from the host organization are not covered by DUTH.

#### **Benefits of Participating in the DUTH Internship Program**

Participation in the program offers opportunities to:

- Gain initial work experience related to my field of study
- Learn about current trends in the job market
- Clarify my professional goals
- Acquire valuable knowledge in my field
- Develop professional skills and awareness in my workplace
- Understand workplace requirements and relations
- Integrate professionally into the host organization, as proven by the preference of employers for individuals they know.



For any further clarification, please feel free to contact the DUTH Internship Office.

### **Part III: Detailed Process Guide for Host Organizations in the DUTH Internship Program**

Host organizations for DUTH students may belong to either the private or public sector, with priority given to private sector placements. The process for host organizations participating in the “DUTH Internship Program” includes the following steps:

#### **1. Finding a Host Organization**

Students, in collaboration with the Internship Coordinator and Supervisors from the Department of Humanities (TAS), actively search for appropriate host organizations.

#### **2. Contract Agreements**

The Department of Humanities Assembly approves the list of students participating in the internship. After this approval, the decision is posted on the DIAVGEIA transparency portal, and the contracts are drafted. Upon final approval, the contracts are signed by the host organization representative, the student, and finally, the Vice-Rector of DUTH.

#### **OTHER OBLIGATIONS**

##### ***ERGANI Information System and Monthly Payroll Declaration (APD)***

The cost of compensation and insurance for internship students is the responsibility of the host organization. Host organizations are required to submit the Monthly Payroll Declaration (APD) for the intern and complete the E3.5 form in the ERGANI system.

##### ***Adherence to Safety Regulations***

Host organizations must provide suitable working conditions, necessary equipment, and ensure the health and safety of interns throughout the internship period.

##### ***Issuing Student Deliverables***

- Immediately after the internship ends, within a reasonable timeframe of one week, the host organization’s representative or the designated supervisor must complete and submit a certification of internship completion for the student.

Host organizations can reach out to the DUTH Internship Office for any clarifications. Contact details and a comprehensive description of the procedures can be found at: <https://praktiki.duth.gr/guides/>

**For any further assistance, please contact:** The Internship Office of Democritus University of Thrace (DUTH)