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# Internal Regulation for the Implementation of Internship

# for the postgraduate students of the

# "Master in Business Administration- MBA International"

# Athens University of Economics and Business

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## Article 1 - General

The Internship at the Athens University of Economics and Business constitutes an institutionalized educational activity of its Study Programs, which aims at the practical application of the theoretical scientific knowledge acquired through the successful completion of the study program and familiarizing students with potential workplaces.

## Article 2 - Internship in the Study Guide

### 1. Educational Activity

In the Master in Business Administration - MBA International, the **internship** constitutes a compulsory elective course (3rd semester, the other options being Field Study or Entrepreneurial Project) according to the Study Guide of the Program with course code m85115f and receives 10 ECTS, which contributes to the courses for obtaining a degree.

### 2. Benefits for students from their participation in the Internship

The benefits for students from participating in the Internship are:

a. The introduction of trainees to "real" working conditions and the transition from the educational environment to the field of management, production and business.
b. The acquisition of skills that complement the process of establishing trainees' knowledge.
c. The familiarization of trainees with the use of technology in the field of management and production.
d. The development of skills related to corporate and public governance, communication, problem solving through teams, understanding of corporate culture, etc.
e. The development of a framework for the convergence of different knowledge for the implementation of private or public sector projects through cooperation of people from different fields.
f. The preparation of trainees for the future assumption of responsible employment positions.
g. The acquisition of experience regarding the actual conditions prevailing in the labor market.
h. The formation of an opinion regarding the selection of specialties for continuing

studies at postgraduate level.

## 3. ECTS

According to the Study Guide of the Master in Business Administration - MBA International, the internship, with course code m85115f, receives 10 ECTS, which contributes to the courses required for obtaining the degree.

## 4. Host organizations

The internship of students is conducted in Public Law Legal Entities (N.P.D.D.), Private Law Legal Entities (N.P.I.D.), public services, Local Government Organizations (O.T.A.) of first and second degree and enterprises, hereinafter referred to as "host organizations," under the supervision of a teacher of the study program. For the internship of students, an internship contract is concluded between the University, the student, and the host organization.

## 5. Grading/Evaluation of Internship

In the Program, the internship constitutes a compulsory elective educational activity that awards 10 Credit Points (ECTS), which contributes to the courses for obtaining the degree. The three-member Examination Committee, appointed by the decision of the competent body of the Program, consists of the Scientific Supervisor of the Internship, the Supervisor Professor and a member of the Teaching and Research Staff or the Special Teaching Staff or the Laboratory Teaching Staff of AUEB who are responsible for grading the students on a scale from 0 to 10, in order to receive their ECTS.

The evaluation of the internship is assessed by the submission of a final assignment written by the student and its formal presentation before a three-member Examination Committee. The assignment must be submitted by 30 November each year, following the completion of the internship, and its presentation shall take place within the first two weeks of December. It is a necessary prerequisite to submit an assignment and receive a passing grade to successfully complete the internship and for the compensation to be paid.

**6. Course Declaration**

Students shall declare their intention to undertake an internship at the beginning of the second semester as a "course" of the academic semester in which it is offered. This declaration is a necessary prerequisite for the commencement of the Internship. For participation in the summer internship period, it must be declared as a course in the spring semester. The declaration of the Internship by the student does not entail their automatic selection for an internship position.

**7. Funding Internship positions**

The funding of Internship positions for postgraduate students comes from:

a. Private funding through subsidies from the host organizations: Private self-financed AUEB Internship Program, which is funded by own or private resources managed by the AUEB's Research Centre (ELKE), based on the current legislation.
b. Recognition of internship through paid Employment contract of a student in a host organization.
c. Erasmus+ Program: The Erasmus program funds students to carry out an internship at a foreign host organization with a mobility duration of 2-12 months and with a monthly allowance depending on the host country. The Internship can be implemented in European Union member states, as well as in specific countries outside the European Union, based on the Institution's program agreements. The Foreign Students Support and Mobility Office is responsible for managing the Erasmus+ program.

## Article 3 - Coordination and Internship Management Structures

**1. Internship and Liaison Management Committee**

a. The Internship and Liaison Management Committee is composed of five members and consists of:
    i. The Vice-Rector for Academic Affairs and Personnel, as Chair, with the Vice-Rector for International Cooperation and Development as their deputy.
    ii. Institutional Internship Coordinator, who is appointed by the Senate, with

their deputy.

iii. Three faculty members, one from each School, who are designated by decision of the relevant Dean's Office, with their deputies.

b. The members of the Committee are appointed for a term of three academic years.

c. The Internship and Liaison Management Committee has the responsibilities referred to in paragraph 4 of Article 5 of decision 11899/5.7.2023 (B 4466) of the Rector's Council regarding the Establishment of the Student Support Unit of AUEB.

**2. Institutional Internship Coordinator**

The Institutional Head Coordinator of Internships is appointed by decision of the Senate for a term of three academic years and has overall supervision of the AUEB's Internship Program.

Specifically, his/her responsibilities are:

a. Smooth operation of the Internship Program at the Institution.

b. Overall supervision of the Internship Program for all first and second cycle study programs.

c. Participation in the Internship and Liaison Management Committee, regular and ad hoc briefing of all Scientific Supervisor of the Internship on any new procedures arising in relation to the implementation of the Internship Program.

d. Informing the Internship and Liaison Management Committee on issues raised by Internship Coordinators, Internship Committees and Supervisors.

e. Coordinating publicity and promotion activities for the Internship Program, in collaboration with the Internship and Liaison Office.

**3. Program's Internship Coordinator**

Scientific Supervisor of the Internship Program of the Master in Business Administration - MBA International with a term of three academic years, is Professor Klas- Eric Soderquist.

His/her responsibilities are:

a. General supervision of the educational process of the Internship Program of the

Master in Business Administration - MBA International.

b. Coordination of the Internship Supervisors and the Host Organizations.

c. Participation in the Internship Committee as a Chair.

d. Informing the Institutional Internship Coordinator on issues that arise or good practices that should be followed at the institutional level, etc.

**4. Program's Internship Committee**

The Program's Internship Committee, with a term of three academic years, consists of the following members:

**Regular Members:** Professor Klas- Eric Soderquist, Professor Ioannis Nikolaou, Associate Professor Alexandros Papalexandris.

**Alternate Members:** Professor Angeliki Poulymenakou, Professor Flora Kokkinaki, Assistant Professor Panagiotis Sarantopoulos.

The Chair of the Internship Committee is the Scientific Director Professor Klas- Eric Soderquist.

Responsibilities of the Program's Internship Committee are:

a. The evaluation of applications from students who want to participate in the internship program, whether it is a compulsory or optional educational activity. The evaluation is carried out based on the prerequisites and selection criteria defined in this internal Internship regulation of the Master in Business Administration - MBA International. In cases where the Internship is covered by the budget of co-financed programs or projects funded by own or private resources managed by the Research Centre (E.L.K.E.), the prerequisites and selection criteria may also be applied to students with compulsory Internship, when the budget is insufficient to cover all students.

b. Coordination of activities related to student internships.

c. Problem solving.

d. Appointing a Supervisor Professor for each internship student.

e. Preparation and submission of an annual report on the implementation and evaluation of the internship program to the competent body of the Program.

f. Submitting proposals for modifying the study program regarding internship matters.

g. Approval of changing the Host Organization when there are serious reasons for discontinuation from the initial Host Organization.

**5. Appeals Committee**

The Appeals Committee, with a term of three academic years, consists of the following members:

**Regular Members**: Professor Konstantinos Indounas, Professor Georgia Siougle, Professor Diomidis Spinellis.

**Alternate Members**: Professor Andrianos Tsekrekos, Assistant Professor Dimitrios Zisis, Assistant Professor Foteini Kravariti.

The Chair of the Appeals Committee is Professor Konstantinos Indounas.

The Appeals Committee is responsible for examining student appeals against decisions regarding admission to the internship program.

**6. Internship Supervisor Professors**

a. The Internship Committee of the Master in Business Administration - MBA International appoints Internship Supervisor Professors, who are responsible for guiding and supporting students throughout the internship process at host organizations, communicating with host organizations to achieve the desired learning outcomes, and informing the Department Internship Coordinator and the Internship Committee.

b. Professors from the program of study may be appointed as Supervisors.

**7. Internship and Liaison Office**

a. The Internship and Liaison Office constitutes a distinct office of the Student Support Unit of AUEB. It is staffed by administrative employees of the University and/or

external collaborators, in case this is provided by the budget for co-financed programs or projects funded by own or private resources managed by the Research Centre (ELKE).

b. The operation of the office is supervised by the Internship and Liaison Management Committee.

c. The Internship and Liaison Office has the responsibilities referred to in paragraphs 4 of Article 24 of Presidential Decree 60/2024 "Organization of the Athens University of Economics and Business".

## Article 4 - Implementation of the Internship

**1. Requirements - Selection criteria**

The Internship Program is addressed to postgraduate students who have successfully completed at least two course periods (end of January) and have paid all tuition installments due by the end of February of each year. The minimum academic requirements (courses per year of study) are an exclusion criterion (on-off) from the selection process for the Internship Program. IMPORTANT: Compulsory Foreign Language courses required for obtaining a degree are not counted in the above courses.

Postgraduate students will implement their internship through one of the following arrangements: the Self-funded Internship project for postgraduate students of AUEB; paid employment under an employment contract with a host organization; or the Erasmus+ Programme.

**2. Student applications – Appeals**

a. Applications for postgraduate students to participate in internships on specific dates for each period are published on the website of the Internship and Liaison Office, in consultation with the Institutional Internship Coordinator.

b. The evaluation of student applications is carried out by the Program's Internship Committee, and the results (provisional and final) are announced on the central website of the Internship and Liaison Office and on the individual websites of the

Programs.

c. Once the provisional results have been posted, interested students have the right to submit a written appeal to the Department Secretariat within 5 working days of the posting of the results. Appeals are examined by the Program's Appeals Committee.
d. After the evaluation of applications, the examination of appeals by the Program's Internship Committee and the validation of the results, the final ranking list of candidates is announced on the website of the Internship and Liaison Office. Then, electronic applications are accepted in the AUEB Internship Information System by the Internship and Liaison Office.
e. The final ranking list of candidates is validated by the competent body of the Program.
f. Students are informed via email about the status of their application (acceptance or rejection).

**3. Selection of Host Organization**

a. Through the AUEB Internship Information System, students who have been selected to participate in the internship program express their interest electronically in the available positions at their preferred Host Organizations.

b. After conducting interviews, students select the organization where they will carry out their internship and inform the relevant employee of the Internship and Liaison Office to arrange the formal procedures and documents for the beginning of their internship.

c. Only internship positions for undergraduate students are published and recorded in the ATLAS information system, as provided by current legislation. For postgraduate students it is not mandatory.

d. The student cannot carry out his/her internship at a Host Organization owned by a relative (third degree or higher, in a direct line, collateral line, and by marriage, as well as a marital relationship with the legal representative of the company). Furthermore, in any case of a third-degree or higher relative, as well as a spouse, employed by the Host Organization, that person cannot be appointed as a supervisor on behalf of the Host Organization.

## 4. Duration of Internship

In the Master in Business Administration - MBA International the duration of internship for the EU citizen student is set at three (3) months of full-time employment or six (6) months part-time employment (full-time employment is calculated as 40 hours per week and part-time employment is calculated as 20 hours per week). If the full working hours of the Host Organization's employees are different from 8 hours, this can be adjusted. The internship in the MBA International Program may be implemented during the summer break of the second semester and during the third semester.

Only exception: The duration of internship for non-EU postgraduate students is defined as four (4) months of part-time employment (20 hours per week).

The duration of the internship is declared mandatory in the ERGANI System by the Host Organization based on the signed Private Internship Agreement. The Host Organization is required to send the submitted E3.5 form to the Internship and Liaison Office, both at the beginning and at the completion of the student's internship.

## 5. Interruption of Internship - Change of Host Organization

a. If, during the internship:

I. The trainee student or the assigned Professor Supervisor verify that the trainee student is not systematically engaged in matters related to his/her field of specialization in general,

II. or there are serious health reasons for the intern, which are proven by the necessary supporting documents from a public health institution, and require his/her absence for a period longer than the number of days of leave provided for,

III. or there are serious problems of cooperation between the trainee student and the Host Organization that cannot be resolved, following the consent of the Professor Supervisor, then:

The intern must declare this in writing both to the Professor Supervisor and the Internship Committee. The latter decides whether there is a reason to

change the internship position or not. In case there is a serious reason, then the Internship Committee, in collaboration with the Internship and Liaison Office, arrange for the placement of the trainee student in another position. Provided that the new Host Organization consents, the Internship at the new Host Organization may only take place for the remaining period of the Internship, if it takes place within the same academic year.

IV. In cases where:

a) The new Host Organization does not agree to the Internship being carried out only for the period remaining for the completion of the Internship,

b) or due to reasons of force majeure, the internship cannot be completed within the same academic year, then the student must repeat the internship for the entire period at the new Host Organization.

b. If none of the above reasons apply, but:

I. the intern wishes to discontinue the Internship for personal reasons, after notifying the Supervisor and the Internship Committee in writing,

II. or the Host Organization does not comply with safety and work regulations, after notification written by the student to the Supervisor and the Internship Committee, the Internship is interrupted.

c. In case of interruption of the Internship, if it is:

I. compulsory, then the student must repeat the Internship,

II. optional, then he/she will have the right to repeat the Internship, upon submission of a relevant request to the Internship Committee and only with its consent.

**6. Student Insurance**

a. Students undertaking an internship are required to be insured by the Electronic National Social Security Agency (e-EFKA) in accordance with the provisions of the applicable legislation.

b. The cost of insurance may be covered, in part or in total, by the Host Organization,

the budget of co-funded programs or projects financed by own or private resources managed by the Research Centre (ELKE).

## 7. Student Compensation

Compensation for Internship of postgraduate program students:

a. The monthly compensation for postgraduate students' internships in private host organizations is set at 70% of the basic salary according to current legislation, provided that the internship involves educational activities corresponding to full-time employment of forty (40) hours per week. If the internship involves fewer hours of weekly employment, the amount of the monthly allowance is adjusted proportionally according to the total hours of weekly employment. The following shall be added to the students' compensation: a) insurance coverage in the workplace against accidents and any other insurance contributions based on the applicable legislation, and b) the amount of €260 per intern, which will cover part of the administrative costs of the Internship and Liaison Office and the 15% fee retained by AUEB Research Centre (ELKE).
b. The compensation for the internship is primarily covered by the Host Organizations. Exceptionally, the compensation costs may be covered, in part or in total, the budget of co-financed programs or projects financed by own or private resources managed by the Research Centre (ELKE).
c. The trainee student is paid a lump sum after the completion of his/her internship and after verification that he/she has successfully fulfilled all the obligations arising from the Program.
d. The compensation for Internship does not constitute a reason for discontinuation of other financial benefits granted or special allowances or pensions that University students receive or are entitled to receive for other reasons.

## 8. Internship Agreement

a. Before commencing their internship, each student signs a tripartite Private Agreement between ELKE OPA, the Host Organization and the intern, in which all the terms of the

internship are described (duration, compensation, insurance, obligations, etc.). The private agreement is approved by the Research Committee of ELKE/AUEB in a scheduled meeting before the beginning of the internship.

b. The Internship Agreement is common for the entire Institution. The contract may differ only in the case that the Internship is carried out in the context of co-financed programs, according to any special regulations arising from the Funding Action.

## 9. Rights and obligations of students for their participation in the Internship Program

a. In the workplace, the intern is required to follow the safety and work regulations and any other rules that apply to the staff of the Host Organization. The Host Organization may not employ students for overtime work.

b. The student:
   i. Must follow the instructions given by their MBA International program and/or the Internship and Liaison Office regarding the implementation of the internship.
   ii. Must declare the internship in the semester in which it is offered and implemented.
   iii. Interns are not entitled to regular leave during their internship. They are only allowed for up to two days per month for important reasons (illness, exams, etc.) after informing their employer. If they need to be absent from the internship for more than the above-mentioned days for a serious reason, they must contact the Internship and Liaison Office of the Athens University of Economics and Business IMMEDIATELY. The intern may use the above days of absence in parts or in total. In case of a longer absence, the student's internship is extended proportionally. The extension requires a modification of the internship contract.
   iv. He/she cannot submit an application for graduation before the start or during his/her internship, because the internship is an educational activity that is considered a "course" of the Program. However, he/she may have fulfilled his/her other academic obligations and not have submitted a graduation

application.

v. They are required to submit any information/supporting documents/documents requested by the Internship Supervisor and/or the Internship and Liaison Office. Specifically, the student is obliged to:

- Check whether they have a Social Security Number (AMA IKA/EFKA). If they do not, they must take the necessary steps to obtain one. To check whether they have an AMA IKA or to issue a NEW one, they can be informed by the Instructions for Issuing AMA IKA that we have published on the central website of the AUEB Internship Office.
- Ensure you have a bank account (IBAN) as a beneficiary or co- beneficiary at any Greek bank. (Foreign bank accounts are not accepted).

Once they have issued the above details, they must complete **the Personal Data Declaration electronically in the AUEB DASTA IS** before the beginning of the internship within the specified time limits given by the Internship and Liaison Office.

The Personal Data Declaration requires the following information:

- General Information: father's name, mother's name, gender, date of birth, email, telephone number, city of permanent residence, permanent residence address.
- Identity card number or passport number.
- Tax Number (AFM) & Tax Office (DOY): if a student does not have a Tax Number, they must first obtain one from their local tax office (Registry Department). The Tax Office (DOY) is the tax office to which they belong.
- Social Security Registration Number - AMKA: Each student must have an AMKA. If a student does not know this, he/she can search for it on the page https://www.amka.gr/AMKAGR/.
- IBAN: The International Bank Account Number (IBAN) is a standardized account number structured according to the specifications issued by the European Committee for Banking Standards (GR+25 digits).

**10. Obligations of Host Organizations**

Host Organizations are responsible for:

a. The mandatory registration and allocation of internship positions in the Information System ATLAS for undergraduate students.
b. The mandatory registration and allocation of internship positions in the AUEB Internship Information System for postgraduate students.
c. The placement of each intern in an internship position in the field they have declared, and which is relevant to their field of study.
d. The signing of the internship agreement provided by the Institution.
e. The appointment of a work supervisor (Host Organization Supervisor) for each intern who supervises the internship and the performance of the interns, cooperates with the Internship Supervisor on behalf of the Institution for the most effective internship of the students. At the end of the students' internship, they must submit to the Internship Supervisor and/or the Internship and Liaison Office all the necessary supporting documents, as specified in the internal internship regulations of the Program.
f. The Host Organization is required to send the submitted form E3.5 form from the ERGANI Information System to the Internship and Liaison Office at the beginning start and at the completion of each student's internship, in accordance with current legislation.
g. Submitting any proof of compensation and insurance of the intern to the Internship and Liaison Office.
h. Insurance and compensation for the student intern, in accordance with current legislation, if they are not fully covered by the budget of co-funded programs or projects financed by own or private resources managed by the Research Centre (ELKE).

**11. Commencement and completion of the internship**

In order to **commence the Internship,** the intern is required to submit the following supporting documents:

a. **Private Agreement:** they are automatically generated by the AUEB Internship Information

System and companies are required to sign/stamp them. They are submitted by students to the Internship Office within specific deadlines set by the Internship Office.

b. Personal Data Declaration: The student submits the declaration electronically in the AUEB Internship Information System and then submits it signed to the Internship Office.
c. Declaration of No Relationship: The student submits the signed declaration to the Internship Office.
d. Course Declaration: they are obliged to declare the course in the semester that the internship is implemented.

For the **successful completion of the Internship**:

The intern is required to submit the following supporting documents:

a. Certificate of completion of internship submitted in original form within a specific time frame from the completion date set by the Internship Office.
b. Evaluation questionnaires (for the work supervisor and the intern) must be submitted electronically in the AUEB Internship Information System.
c. Submission of assignment in the determined standards and within specific time frames set by the Internship Coordinator of the Program in each internship period as mentioned above.

The three-member Examination Committee is responsible for grading students to receive ECTS.

**12. Facilities for students with disabilities and students with special educational needs**

a. In cases where students with disabilities or special educational needs participate in the Internship, applications are evaluated based on the minimum academic requirements (exclusion criterion), but the additional evaluation criteria for students' participation are not applied, and they are given priority in the selection process.
b. The Internship and Liaison Office is responsible for finding Host Organizations that can employ students with disabilities or special educational needs.

## Article 5 - Personal Data

1. For the organization and completion of the procedure described in the provisions of this Regulation, the collection and processing of personal data of students who are interested in carrying out an internship or who are carrying out an internship at a host organization is required. In the context of this procedure, the Athens University of Economics and Business, through the Internship and Liaison Office, acts as data controller, within the meaning of Article 4 point 7 of the General Data Protection Regulation. Specifically:

a) During the phase of submitting applications by interested students for participation in an internship:

   i. The Athens University of Economics and Business collects personal data through the AUEB Internship Information System, in accordance with the procedure described in section 5.1 herein. This personal data includes full name, telephone number, tax identification number, social security number and any other information required on a case-by-case basis.

   ii. The personal data that are collected at this stage are forwarded to the authorities responsible for examining applications and appeals and for issuing the relevant decisions.

   iii. During the stage of applying to participate in an internship, the interested student receives full information about the terms of collection and processing of their personal data, in accordance with the requirements of Article 13 of the General Data Protection Regulation.

b) At the stage of searching for a host organization, interested students are invited to express their interest electronically through the AUEB Internship Information System, which interfaces with the Central Support System for University Student Internships "ATLAS" of the Ministry of Education. For this processing, the Athens University of Economics and Business operates as an independent data controller, alongside the authorities responsible for the operation of the ATLAS Information System, as defined by law, namely the Ministry of Digital Governance and the Ministry of Education and Religious Affairs, which act as Controllers, and E.D.Y.T.E. S.A., which acts as the Processor.

c) At the stage of implementation of the internship, an internship agreement is concluded between the Host Organization, ELKE/AUEB, and the student. For the processing of the

student's personal data regulated by this agreement, the Athens University of Economics and Business acts as joint controller with the host organization, as they jointly determine the purposes and means of processing, in accordance with Article 28 of the General Data Protection Regulation. The specific terms of this processing, such as the personal data collected, the purpose and legal basis of the processing, the recipients to whom the data are transferred, the role and responsibilities of the joint controllers, are described in the text of the agreement signed.