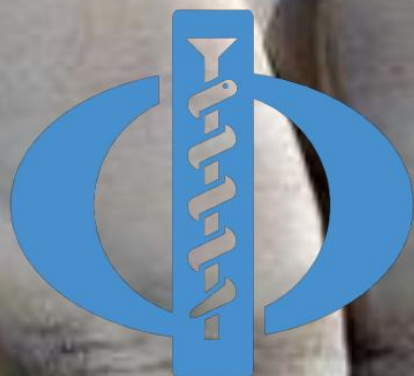




Guide for Internship



Πανεπιστήμιο Θεσσαλίας
Τμήμα Φυσικοθεραπείας

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1. INTRODUCTION

The Internship is an important educational activity of the study programs of the University of Thessaly and is offered as a mandatory course to its undergraduate students . It connects theory with Internship, aiming at the practical application and utilization of the theoretical scientific knowledge,

abilities and skills acquired from the successful completion of the study program and at the smooth integration of the students into the labor market.

The benefits for students from their participation in the Internship are:

- the first contact with the professional world and the acquisition of the necessary extroversion.
- familiarity with market trends and the skills required.
- the application of the knowledge they acquired at the University to the field of work that interests them.
- getting to know the various subjects of the professional field, so that they can choose what offers them the most benefits on a professional and personal level.

2. GENERAL CHARACTERISTICS OF THE PRACTICAL EXERCISE

2.1 Characteristics of Practical Exercise

The Internship of the Department of Physiotherapy is implemented with the following characteristics:

- The Internship is mandatory, lasting 4 months.
- The Internship is usually implemented during the Winter (November) and Spring Semester (April, May) for 4th year students.
- The Internship is full-time (40 hours/week, 5-day eight-hour shifts) and has continuous validity (not interrupted).
- The Internship is attended by undergraduate students who are in their 8th semester ^{and} have passed all specialty courses.
- The Internship is included in the 8th semester of the Undergraduate Studies Program of the Department of Physiotherapy, as a mandatory course with 10 credit points (ECTS) and is graded. The credit points (ECTS) of the Internship are taken into account in the total number of ECTS required for the Degree/Diploma and are included in the Diploma Supplement.
- Student Internships may be carried out in public services, legal entities under public law, first and second degree Local Government Organizations, legal entities under private law and businesses, hereinafter referred to as "Hosting Bodies", under the guidance and supervision of the Internship Supervisor.

2.2 Administrative Support

From the perspective of the Department of Physiotherapy and the University of Thessaly, the following contribute to the proper implementation of the Practical Training:

1. the Institutional Internship Manager
2. the Department's Internship Manager
3. the Department's Internship Committee
4. the Department's Internship Appeals Committee
5. the Department's Internship Supervisors
6. the Foundation's Internship and Liaison Office.

The responsibilities of which are defined in the University's Internship Regulation, which was approved at the No. 320 /24-1-2025 Meeting of the Senate of the University of Thessaly.

The Internship Office undertakes to initiate, in collaboration with the students, the entire Internship process (from information to payment of the interns) and to coordinate publicity and promotion actions for the Program.

2.3 Payment

a) The Internship is compensated upon completion of the Internship educational process in accordance with applicable legislation (paragraphs 7 and 8 of article 44 of Law 5128/2024) and is paid to the student in accordance with the provisions of article 52 of Law 4611/2019 (A' 73).

b) Compensation for the internship is primarily borne by the Host Institutions. Exceptionally, the cost of compensation may be borne, in part or in full, by the budget of co-financed programs or projects financed from own or private resources managed by the Special Research Funds Account (SRA).

c) The payment of the student intern is made in a lump sum after the end of his/her Internship and after verification that he/she has successfully completed all the obligations arising from the Program.

d) Compensation for Internship does not constitute a reason for the interruption of other financial benefits granted or special allowances or pensions that University students receive or are entitled to receive for other reasons.

e) In the event of a lack of funding, the department assembly will decide on a case-by-case basis on the completion of the students' internship as it is a mandatory specialty course for obtaining the degree.

2.4 Insurance

Based on the current legislation, students who carry out an Internship are compulsorily covered by the insurance of the National Organization for the Provision of Health Services (EOPYY) through the Electronic National Social Security Agency (e-EFKA) (formerly the Social Insurance Institution - Unified Employees' Insurance Fund - IKA - ETAM), in accordance with par. 10 of article 15 of Law 3232/2004 (A' 48) only for the accident sector. For the insurance of sickness benefits in kind, par. 10 of article 15

of Law 3232/2004 (A' 48) applies. 1% of the premium is calculated, based on law. The amount on which the IKA contribution is calculated is independent of the amount corresponding to the interns' contract.

2.5 Schedule

Interns observe the working hours of the institution they have chosen to carry out their Internship. The Department's Internship is full-time (40 hours/week, 5-day eight - hour shifts) and is continuous (not interrupted), according to the weekly working hours of the host institution's supervisor.

Licenses

The Internship and Liaison Office cannot grant days of leave to interns . However , interns may request from the person in charge of the host institution where they are interns up to 1 day per month, either for personal reasons (e.g. illness) or for educational obligations (e.g. examination). In the event that the period of absence exceeds 1 working day per month, the Internship and Liaison Office and the Internship Supervisor of the department must be informed immediately.

2.6 Right to Participate

The Internship is addressed exclusively to undergraduate students of the Department of Physiotherapy, who meet the requirements, according to the characteristics of the Internship of the Department. Specifically

1. Have completed the 7th semester of studies.
2. Have completed all remaining specialty courses required for obtaining a degree by the 8th semester.

The verification of the coverage of conditions No. 1 and 2 is done by a simple declaration by the student and verification of the relevant data by the Department Secretariat.

2.7 Selection of Collaborating Agencies

a) The main concern for achieving the goals of the Internship Office of the University of Thessaly is the participation of a significant number of institutions and businesses and the offer of Internship positions. In this context, a systematic effort is required both to maintain and to expand and deepen the cooperative relations with institutions, businesses and organizations.

b) The Internship Committee, in collaboration with the Internship and Liaison Office, supports students in finding a Host Organization to conduct the Internship.

c) Students who have been selected by the Internship Committee seek an employment agency from the already collaborating host agencies or propose an employment agency themselves, which must meet the necessary requirements.

d) Students choose the institution in which they will carry out their internship and inform the competent employee of the Internship and Liaison Office to arrange the formal procedures and documents for the start of the internship.

e) Each Internship position involving undergraduate students is published and recorded in the ATLAS information system, as provided for by applicable legislation.

g) The student cannot carry out his/her Internship at an Implementing Agency of a relative (3rd degree and above, in a direct line, collateral line and by marriage, as well as a marital relationship, with the legal representative of the company). Also, in any case of 3rd degree of kinship and above as well as a marital relationship with another person employed at the Implementing Agency, this person cannot be appointed as a supervisor on behalf of the Host Agency.

f) The host institutions must demonstrate relevance of the subject to the subject of study and a previous successful collaboration with the University of Thessaly is also a criterion. The coverage of the above criteria is verified by the Practical Training Supervisor of the Department of Physiotherapy.

2.8 Change of Host

By decision of the Practical Training Committee of the Department of Physiotherapy, it is possible to change the host institution in cases where during the Practical Training:

- the student intern or the designated Internship Supervisor determines that the host institution does not meet its obligations (as described in the Institution's Internship Regulations and the internal Internship Regulations of the Department of Physiotherapy).
- The student intern is not systematically engaged in issues of his/her specialty in a broad sense.
- there are serious health reasons for the intern, which are proven with the necessary supporting documents from a Public Health Structure, and require his/her absence for a period longer than the number of days of leave provided.
- there are serious cooperation problems between the intern and the student, which cannot be resolved, following the approval of the Internship Supervisor.

In any case, the student intern must declare this in writing to the Internship Supervisor as well as to the Internship Committee, which will decide whether there is a reason to change the internship position or not. If there is a reason, then the Internship Committee, in collaboration with the Internship and Liaison Office, will arrange for the placement of the student intern in another position, either again for the entire period of the Internship or only for the period remaining for the completion of the Internship, provided that the new Host Institution agrees.

2.9 Interruption of Internship

By decision of the Practical Training Committee of the Department of Physiotherapy, it is possible to interrupt the Practical Training in cases where:

- the student intern wishes to discontinue for personal reasons, following written notification to the Internship Supervisor and the Internship Committee of the Department of Physiotherapy.
- the student intern does not comply with his/her contractual obligations (as described in the Institution's Internship Regulations and the Department of Physiotherapy's Internship Regulations) or the safety and work regulations, as well as any other regulation applicable to the staff of the Host Institution, following written notification by the Host Institution to the Internship Supervisor and the Internship Committee of the Department of Physiotherapy.

In the event of interruption of the Internship:

The student will have to re-do his/her Internship for the entire period.

3. INTERNSHIPIMPLEMENTATION PROCEDURE

3.1 Informing students

The information of the students is carried out by the Internship Manager in collaboration with the Internship and Liaison Office, on a specified date, with an information event at the Department to inform the students of the necessary procedures and conditions for their participation in the Internship. Interested students must follow the announcements on the website of the Internship and Liaison Office and the website. (<https://physio.uth.gr/studies/bsc/praktiki/>) of the Department of Physiotherapy, for the date of the information and the deadline for submitting electronic applications of expression of interest on the website of the Internship and Liaison Office.

3.2 Announcement of Internship positions

Each year, a specific number of funded Internship positions are announced for the Department. The beneficiaries are undergraduate students of the Department of Physiotherapy, who may participate provided they meet the participation requirements, as defined in paragraph 2 of these regulations.

Applications for participation in the Internship are made electronically through the website of the Internship and Liaison Office. The exact period for submitting "*Applications for Expression of Interest*" is announced on the website of the Internship and Liaison Office

(<https://physio.uth.gr/studies/bsc/praktiki/>), as well as the Department. All interested students must submit their application on time, otherwise they will be excluded from the process.

Selection of students and notification of results

After the deadline for participation applications has expired, their evaluation follows by the Internship Committee of the Department of Physiotherapy (based on a decision of the Department Assembly) and the results (provisional and final) are announced on the central website of the Internship and Liaison Office and on the Department's website, along with the deadlines for the next stages of submitting the "Registration Application", the "Internship Card" and the posting of the necessary supporting documents. Interested parties are obliged to monitor the announcements on their own initiative for their information.

Upon posting of the provisional results, interested students have the right to submit a written objection to the Department Secretariat within 5 (five) calendar days from the posting of the results. The objections are examined by the Practical Training Objections Committee appointed by the Department Assembly.

After the evaluation of the applications by the Department's Internship Committee, the examination of the objections by the Department's Internship Objections Committee and the validation of the final results, the final results table is announced on the website of the Internship and Liaison Office with the ranking order of the candidates and the electronic applications are accepted in the Internship Information System of the University of Thessaly by the Internship and Liaison Office.

The validation of the final results table with the ranking order of the candidates is carried out by the Department Assembly.

3.3 Choosing a Host

After the selection and publication of the list of participants, the process of searching for a Host Institution for the preparation of their Internship begins. During this period, the Internship and Liaison Office is in constant communication and cooperation with the students and the host institutions, contributes substantially to the search for Internship positions and ensures the smooth transition of the student to the host institution. The main goal is to offer permanent Internship positions, where possible, by signing relevant cooperation protocols with institutions, in order to facilitate this activity for the coming years.

The search and finding of Internship positions can also be done by the students themselves. Students can either consult the ATLAS database (<https://atlas.grnet.gr/>) to find available Internship positions, or through a personal search in the area they are interested in practicing. The positions

that arise in this way are placed at the discretion of the Internship Supervisor of the Department, who, after relevant investigation, approves them or not.

For students with disabilities, the criterion for selecting the host institution is the existence of specially equipped access and designed space(s) for conducting the Practical Training.

3.4 Steps for Preparing a Internshipby a Student

Step 1 : Submit an Expression of Interest Request

Interested students submit an electronic "Expression of Interest" application, by logging in with the University of Thessaly user account details on the website of the Internship and Liaison Office, within a specific strict period that is announced, both on the Department's website and on the Office's website. After the deadline for participation applications, the results of the Department's Internship Committee are announced to the eligible students - those who meet the institutionalization criteria. After the objection period, with the announcement of the final results, the deadlines for the next steps in implementing the internship follow.

Step 2 : Electronic Registration Application & Uploading Supporting Documents

In this step, interested parties log in with their University of Thessaly user account details to the website of the Internship and Liaison Office to submit the "Registration Application" electronically and upload the necessary supporting documents, as listed below.

Supporting documents:

- ▶ AMA-IKA – EFKA system number
- ▶ Identity
- ▶ Certificate of Insurance Capacity
- ▶ IBAN of an active bank account, where the first beneficiary will be the student
- ▶ AMKA
- ▶ Tax ID (show the tax office)
- ▶ Responsible Declaration for work status

Step 3: Internship Tab

The student who meets the criteria to carry out an internship can, by logging into the Atlas University Student Internship Central Support Information System, search for Internship positions based on various criteria, such as the physical object, the geographical area of completion, the date of registration, etc. After choosing a host institution where he will carry out his Internship and has

gathered the necessary information for the Internship position and necessarily the published group position code in Atlas, he can electronically submit the "Internship Card" on the website of the Internship and Liaison Office.

Step 4: Special Student Agreement

After the matching of the offered position with the student through the ATLAS platform by the Internship Office, the Office's executives proceed to draw up the "Special Student Internship Agreement" which is signed by the student, the Legal Representative of ELKE in case of funding from an ELKE program, the Internship Manager of the Department and the Legal Representative of the host institution and which describes the obligations and duties of the contracting parties. After signing it, each contracting party keeps a copy of it. In case of funding from an ELKE program, ELKE is the employer of the students, while the institution in which they carry out their Internship is the Host Institution.

Step 5: Entry Form

Until the start date of the special Internship contract, the student must complete the "Entry Form" on the Internship and Liaison Office Website.

Step 6 : Ergani System

From 1/10/2019, the Host Institution must register the student in the ERGANI Information System before the start of the Internship and after its end (Resolution No. 40331/Δ1.13521, Government Gazette B' 3520/19-09-2019, Art. 1, §1.2). When submitting the E3.5 start form to the ERGANI System, the scanned Special Internship Contract or the Internship approval decision (issued by the Internship and Liaison Office) is attached, as appropriate. The Legal Representative of the company, in which the student intern is placed, is responsible for submitting the E3.5 Start and End forms, as well as for any modification related to the schedule / details / interruption of the Internship, in accordance with what is stated in the Government Gazette (Government Gazette 2639_28.6.19 ERGANI) and in the Clarifying Circular (30294_2019).

3.5 Student obligations

Students move to the host institution and carry out an Internship for the period of time stipulated in the Special Student Internship Agreement. During this period, both the Department's Internship Supervisor and the supervisor/manager of the host institution guide the students.

The student must systematically check the announcements on the website of the Internship and Liaison Office and the Department, as well as his/her e- mail , as these are the main means of communication and invitation to information meetings/events organized by the Internship staff.

The Internship of students in employment agencies must be of an educational and professional nature. The student who is intern in an agency must have the same obligations and enjoy equal treatment with the other employees of the agency, so as to acquire professional awareness and not cause problems in the agency. All students are required to have insurance coverage against accidents during their internship period, which is covered by the University of Thessaly.

During the Internship, students are also required to:

- to faithfully follow the procedures of the Internship framework, so as to fully ensure their insurance and payment,
- to be consistent with their obligations so as not to cause problems in the cooperation of the University of Thessaly with employment agencies,
- to participate in meetings with the Department's Internship Supervisor and the person in charge/supervisor from their employment institution and to address them on any issue that arises,
- to ensure their regular attendance at the employment agency, the faithful observance of work schedules and the responsible execution of the tasks assigned to them.

At the end of the Internship, students are required to:

- To electronically complete the ***Internship Evaluation Report***, which includes a brief description of the work they carried out during the Internship.
- To electronically complete the Student Internship ***Evaluation Questionnaire*** , which aims to record their impressions, the benefits they feel they have gained and their degree of satisfaction with the Internship, as regards the subject and work environment, the institution and the monitoring by the Internship Supervisor.
- ***Exit Census Form*** electronically .
- Submit to the Internship and Liaison Office in paper form and electronically on the Office's website: ***Evaluation Questionnaire from the host institution*** and the ***Certificate of Completion of the Internship from the host institution***, signed by the Internship Manager.
- To post on the Office's website ***the E3.5 forms*** from the ERGANI System for the declaration of the Start and End of the Internship.

The following are submitted to the secretariat of the Department of Physiotherapy (<https://physio.uth.gr/ypostirixi/entypa/>):

- the Internship book completed and signed by him/her and the responsible Supervisor of the Employment Agency,
- the certificate of completion of the Internship signed by the Employment Agency.
- questionnaire for evaluating the Internship experience by the student.
- student evaluation questionnaire from the Host Institution.

3.6 Host institution obligations

- The scope of employment and the hours of the students are determined by the program of the institution where the Internship takes place. However, it is recommended that their scope of employment be relevant to their field of study.
- The host institution ensures, as far as possible, that the student intern has the same obligations and enjoys equal treatment with other employees.
- Completes the ***Internship Evaluation Questionnaire*** , in which the host institution should record the impressions and degree of satisfaction regarding the student intern's behavior, his/her effectiveness and the achievement of the Internship objectives.
- Prepares and signs a relevant ***Certificate of Completion of the Practical Training*** for each student.
- The student registers ***the E3.5 forms*** in the ERGANI Information System before the start of the Internship and after its end.