



## Internship's Regulation

The **MSc program in Financial Management** was established according to the decision no. 5584/26.07.2018 of the Senate of the Athens University of Economics and Business (17/16.07.2018), as amended with the 10/18.04.2022/17 decision of the Senate (published in the Governmental Gazette issue 2700/'B/1-6-2022). The MSc establishes an internship program in related subjects for full-time or part-time students, as an alternative to researching and writing the Masters thesis.

### Coordinating Authorities:

**The Internship's Coordinator** is the Director of the Masters' Program, who has the overall supervision of the educational process of the internship as part of the program's curriculum, and the coordination between the Internship Supervisors and the host institutions.

The members of the program's Coordinating Committee also constitute the **Internship's Committee**, headed by the Internship's Coordinator. The aim of this Committee is to evaluate the applications of the students interested to undergo an internship, to coordinate the activities related to student internships, to manage problems that may arise and to appoint a Supervisor for each intern. In addition, the Committee has to draft and submit an annual report on the implementation and evaluation of the internship program to the Departmental Assembly, as well as to implement and submit any proposals for the modification of the study program with regard to internship matters.

A faculty member teaching in the MSc program is designated as a Supervising professor for each intern upon decision of the Internship's Committee. The Supervisor is responsible for guiding and supporting students throughout the internship process at the host institutions, communicating with the host institutions in order to achieve the intended learning outcomes, and informing the Internship's Coordinator and the Internship's Committee respectively.

### Credit Units:

The internship is equivalent to 15 ECTS, in equivalence to the credits awarded for the MSc thesis.

### Duration:

The internship entails **full-time employment** with a **minimum duration of three (3) months**. It is carried out in the same period with the MSc thesis, that is from July to November of the following year of the initial registration to the program.

### Eligibility and Timetable:

In order to be selected for an internship, the student must be regularly enrolled and not on mandatory temporary suspension of studies due to repeated failure of MSc courses. Until the beginning of the fourth teaching period of the program, the student must have notified in writing the secretariat for his/her will to undergo an internship instead of the thesis. By the end of May, a Supervisor must be appointed for each student who will undertake an internship. Until the end of June, the student, in consultation and cooperation with his/her Supervisor and upon approval of the Internship's Committee, should have secured a place for an internship in a cooperating host institution, and all necessary paperwork should have been prepared and signed.

Student's insurance and compensation:

Students who undertake an internship must be insured by the National Organization for the Provision of Health Services (E.O.P.Y.Y.) through the Electronic National Social Security Agency (e-EFKA), in accordance with § 10 of article 15 of Law no. 3232/2004 (A' 48), only in the case of an accident, with all deriving costs borne exclusively by the hosting institution. The amount of the monthly compensation for an internship in a private sector entity, amounts to at least eighty percent (80%) of the statutory minimum basic salary. The cost of compensating the students for the internship is borne by the hosting institutions.

Evaluation of the intern:

Upon completion of the internship, a specially designed satisfaction and efficiency questionnaire is sent to the host institution, while at the same time the student submits his/her own performance report to the Supervisor. The Supervisor, taking into account the afore mentioned reports, evaluates the student's internship and submits his/her grade to the secretariat.