

RULES OF INTERNSHIP



TAMPLE OF CONTENTS

Introduction.....	3
Article 1. Establishment.....	4
Article 2. Objectives.....	4
Article 3. Organisation.....	5
Article 4. Duration and hours of the traineeship.....	5
Article 5. Conditions for the implementation of the traineeship.....	6
Article 6. Implementing bodies for traineeships.....	6
Article 7. Conditions for registration in the traineeship programme.....	7
7Article 8. Evaluation of student applications for internships.....	8
7Article 9. Rights and obligations of the trainee.....	10
Rights of trainees.....	10
Obligations of trainees.....	10
Obligations of employers offering a traineeship.....	11
Completion of internship.....	12

Introduction

Internships as a whole constitute an important part of Higher Education as they contribute to the better utilisation of the knowledge and skills acquired by undergraduate and postgraduate students during their studies, to their more effective integration into the labour market and to the creation of a two-way channel of information transfer between Universities and business operators.

The Master of Science in contemporary sport communication, journalism and photojournalism has included the internship in its curriculum as an elective course mandatory for students. Specifically, for the award of the Diploma of Postgraduate Studies, students are required during the third semester of their studies to choose between an internship lasting 750 hours in an institution/organization/business related to the subject of the MSc or the preparation of a Postgraduate Diploma Thesis. The Internship, as well as the Master's Degree, corresponds to thirty (30) credits.

The students of the MSc have the possibility to implement the Practical Training in the following ways:

- In Greece, by concluding a direct agreement between the MTF and the Host Organisation
- Abroad, through the ERASMUS programme

Article 1. Establishment

The Department of Sports Organization and Management of the University of Peloponnese, by decision of its 181st meeting (8th academic year 2023 - 2024), which was taken on 14/12/2023, approved the present Internship Regulations of the MSc, which define all the issues related to its implementation.

Article 2. Objectives

The objectives of the Internship, in general, are:

- Familiarization of students with the working environment
- Enriching students' theoretical knowledge with valuable work experience (linking theory and practice)
- Acquisition of work experience
- Cultivation of interdisciplinarity
- Highlighting of skills of organisation, cooperation, analysis, communication, successful response to professional tasks, use of modern technologies and communication
- Professional networking with the University's social partners and the labour market
- Feedback from the institution on students' professional skills

Specifically, for the MSc "Contemporary Sports Communication, Journalism and Photojournalism", the Practical Training aims at the more complete acquisition of the learning outcomes of the Programme of Studies, in which it has been included as an optional compulsory course.

More specifically:

Knowledge level: the purpose of the internship is the professional orientation of students and their familiarization with the conditions of the labour market in fields of application related to Sports Communication, Journalism and Photojournalism. In real working conditions students will be able to consolidate the taught subjects and expand their knowledge based on their specific professional goals.

At the skills level: the internship programme aims to prepare the students of the MSc to successfully enter the labour market. The connection of students with the labour market conditions through the internship will strengthen their skills, their critical thinking and their job opportunities directly, since the present subject is offered in Greece only by the MSc "Contemporary sports communication, journalism and photo press" and covers a wide range of applications.

Attitudinal: Students will cultivate values of healthy and responsible professional behaviour with strict adherence to the principles of ethics.

Article 3. Organisation

For the smooth operation of the internship, a Scientific Internship Manager is appointed by decision of the Department's Assembly upon the proposal of the MSc Steering Committee, responsible for the general supervision and coordination of the operation of the internship project at the MSc level. He/she is responsible, among other things, for informing and providing advice and information to students on the scope of the internship and the procedures for its development, the commitment of internship placements, the supervision of the internship and informing all those involved in the project about the progress of the students. At the beginning of each academic year or before the end of the previous one, the Coordinating Committee of the MSc shall recommend to the Department's Assembly the Scientific Programme Manager and his/her deputy. The decision is taken by the Department's Assembly. By the same decision of the Department's Assembly, a three-member Objections Committee (full and alternate members), composed of MSc lecturers, is appointed. The responsibilities of each committee are described in detail below.

Article 4. Duration and hours of the traineeship

The total duration of the internship period is seven hundred and fifty (750) hours. Internship hours per day are set at four (4) to eight (8), depending on the nature and scope of the student's internship. The daily hours may not be exceeded beyond the hours specified in the specific internship contract. The internship period may be continuous or partial and must be completed within eighteen (18) months from the end of the second semester of the course.

The student's workload for the implementation of the program is equivalent to thirty (30) credit hours (ECTS). Each student(s) is required to work at the host institution five (5) days per week.

For institutions that operate on holidays or weekends (e.g., media businesses, sports businesses, photojournalism businesses, etc.), students will follow the host institution's operating schedule but will have an equal number of days "off".

Upon agreement between the host organization and the student, there is the possibility of increased hours of work on specific days, depending on the organization's operating

schedule, but the maximum limit of eight (8) hours of work per day and forty (40) hours of work per week may not be exceeded.

Article 5. Conditions for the implementation of the traineeship

The internship can be carried out in positions offered by individuals, media companies, advertising companies, companies producing and distributing photographic material, communication companies, sports organisations, public authorities, public services, local authorities of first and second degree and other companies active in areas related to the cognitive subject of the MSc.

The student, in order to carry out an internship, signs a special internship contract with the employer, which is also signed by the director of the MSc. The specific traineeship contract does not constitute a contract of employment.

A key factor for the successful implementation of the internship is the host institution's trainer who undertakes the monitoring and support of the student. In this direction, the employer appoints an experienced professional of a related occupational specialisation to the trainee as a 'workplace trainer', who undertakes the effective implementation of the workplace training activities and the monitoring of the trainee's progress. The workplace trainer may be appointed by the employer himself/herself.

The trainee's progress shall be monitored through the trainee's trainee book. In particular, the trainee shall record in this book the tasks he/she has been involved in on a weekly basis and briefly describe the tasks assigned to him/her at the traineeship site. Each weekly entry is checked and signed by the trainer at the workplace.

Article 6. Implementing bodies for traineeships

Each trainee carries out the internship in departments of the employment agencies corresponding to his/her speciality, under the supervision of a person in charge of the agency, of a speciality corresponding to the subject of his/her studies.

Specifically, in the specialty "Contemporary Sports Communication, Journalism and Photojournalism" trainees carry out practical training in areas related to sport or sports communication, in institutions / companies such as:

- Sports businesses and sports organisations
- sports newspapers and magazines,
- sports section of political, economic and varied newspapers and magazines,
- private and public television and radio stations,
- Internet websites of an informative nature with sports content,

- subscription platforms producing and distributing sports content in digital and/or mobile format,
- media providing other digital production and distribution services for sports content (Web Radio, Web TV, podcasts, etc.),
- news agencies,
- Press and Communication offices of the Sports and Olympic Organizations,
- press and communication offices of sports organisations of the regions and local authorities.
- companies that undertake media content monitoring and indexing work,
- public and private organisations and businesses involved in sport,
- advertising companies that undertake copywriting work as part of the advertising communication of sports enterprises and organisations,
- institutions which include a communication department or a press office in their organisation
- Non-profit organisations that include a Communication Department or a Press Office in their organisation chart

In jobs such as:

- sports journalist/editor,
- editor of a newspaper (sports/political/economic), sports magazine or magazine of various kinds,
- television sports journalist/reporter/sportscaster,
- sports radio producer,
- sports editor or editor of a sports or non-sport website,
- sports copy editor,
- sports content editor for printed media,
- head of sports media department,
- sports content podcast creator,
- press office manager for sports organisations and businesses.

Article 7. Conditions for registration in the traineeship programme

To start the internship, students must have successfully completed 80% of the first and second semester of the MSc and have paid the tuition fees of the first two semesters.

Article 8. Evaluation of student applications for internships

The Coordinating Committee of the MSc, immediately after the completion of the second semester of studies, announces to the students the beginning of a two-week deadline for the declaration of the topic of the M.Sc. or the declaration of the institution where the internship will be implemented. After the deadline, the internship supervisor evaluates the applications of the candidates and draws up a report which is submitted to the MSc Coordinating Committee for approval.

In the case where more than one student registers with the same host organisation, the places available from the organisation are filled on the basis of a ranking of the students concerned according to the following criteria:

- Average grade point average in the courses of the MSc that the student has successfully completed (60 points)
- One point for each of the first and second semester courses successfully completed by the student (minimum 8 points, total 10 points).
- Degree level of the first cycle of studies (with exact decimal places)
- member of a large family (10 points)
- People with Disabilities (10 points)

At the latest within one week from the deadline for submission of applications, the Coordinating Committee meets and approves the relevant evaluation report which is posted on the main website of the MSc. For reasons of protection of the sensitive personal data of the students, the name of each student is withheld and their registration number remains visible.

Within an exclusive period of five days from the announcement of the provisional results, students may lodge an objection.

If no objection is lodged, the records of the Board are submitted to the Department's Assembly for ratification.

In the case where objections are submitted, they are examined by the Internship Objections Committee, which is chaired by a lecturer of the MSc. The Internship Objections Committee evaluates the objections and either rejects or accepts them. In both cases, it draws up a record of the evaluation of objections - final ranking. The record shall contain the full ranking list of candidates. This record constitutes the final ranking record of the students who will implement the Internship programme.

The record of the evaluation of objections - final ranking is published on the website of the MSc with the full name of the students and submitted to the Department's Assembly for ratification. It is noted, however, that the host institution may invite the student for an interview and set specific selection criteria. The institutions select the students they will employ. In case an institution does not accept the student selected by the Steering Committee, then the student can implement an Internship at the next institution in order of application and so on.

The CoC checks the correctness of the data entered, asks the student to make any corrections to the data (in case of incorrect entry) and finalizes the position.

Between the Host Organisation, the student implementing the MSc and the Department of Sports Organisation and Management to which the MSc belongs, the agreement of ANNEX 1 is signed.

After the completion of the Practical Training, the Academic Supervisor of the Department, having verified the successful completion of the Practical Training, enters the information system and marks the Practical Training as "successfully completed". If the successful completion of the Internship is not found, the Internship Scientific Officer shall mark the Internship as 'not successfully completed' and record the reasons for the non-completion in a specific field of the system. Upon completion of the placement, the representative of each organisation submits to the Scientific Officer of the Department the evaluation of the student by filling in the form 'INSTITUTIONAL TRAINING EVALUATION FORM' (ANNEX 2) and the student's Internship Completion Certificate according to ANNEX 4.

1. Upon completion of the internship, the student submits to the Scientific Officer of the Department an evaluation report of the internship, by filling in the form "REPORT ON THE EVALUATION OF THE INTERNSHIP BY THE STUDENT" (ANNEX 3).
2. The forms of Annexes 2, 3 and 5 are submitted to the Scientific Supervisor of the MSc, who processes and evaluates the findings and, if he/she evaluates them positively, co-signs the Certificate of Practical Training for each student, in accordance with ANNEX 4 herein.
3. In the event of any irregularity or unconventional behaviour either on the part of the student or on the part of the organisation, and at any stage of the implementation of the programme, **ANNEX 4 is not signed**, ANNEXES 2, 3 and 5 shall be submitted, completed and signed, on the date on which the irregularity or unconventional behaviour is established, both by the student and by the representative of the organisation. In this case, the Practical Training is considered not to have been carried out and the student is obliged to carry out the Practical Training from the outset. The Internship's Officer is requested to investigate the issues raised in both the document in ANNEX 2 and the document in ANNEX 3 and to submit to the Steering Committee his/her findings in the Final Report of the Internship Programme for the MSc. The Internship Activity Report shall be submitted to the Departmental Assembly, which shall take note of it.
4. The records of the Assembly shall also be communicated:
 - A) to the Department's Secretariat for the entry of the data of the Internship in the Secretariat's computerized system (Cardisoft) and their subsequent processing for the declaration of graduates and the award of degrees.
 - B) to the Department's Internal Evaluation Office, which is responsible for ensuring the Quality of Studies of the Department.

Article 9. Rights and obligations of the trainee

A key prerequisite for the successful implementation of a traineeship programme is the knowledge and application of the rights and obligations of each member involved, as defined in the applicable legislation. Some of the rights and obligations of trainees are set out below.

Rights of trainees

1. Partial or continuous implementation of the traineeship.
2. The MSc does not pay any compensation to the student intern. If the host organisation wishes to pay compensation, this is freely agreed between the representative of the host organisation and the student. In any case, the host organisation is obliged to pay the required insurance contributions.
3. Submission to the insurance of the e-EFKA (former IKA-ETAM) for the accident insurance. For his/her insurance he/she shall pay the contributions provided for in par. 1, of article 10, of Law 2217/1994 (A 83), which are borne by the natural or legal person (employer) in which the internship is carried out.
4. The right to report to the MSc the non-compliance with the terms of the internship.
5. The right to interrupt the internship on the basis of documentation and a declaration to the MSc.
6. Change of employer if there is a documented cause.
7. Interns are not employed on Sundays and public holidays.

Obligations of trainees

1. Observance of the daily internship hours as specified in the specific contract.
2. Compliance with the employer's health and safety conditions.
3. Respect for the employer's movable and immovable property.
4. Harmonious cooperation with the employer's executives.
5. Provide, where required, all medical certificates necessary for the practice of the profession.
6. Submission to the Secretariat of the MSc of the necessary supporting documents, before the start and after the end of the traineeship and in the event of its interruption.
7. Informing the company and the Secretariat of the MSc in case of absence of the trainee.

8. Keeping an internship book, which is available from the MSc Secretariat and in which the trainee(s) record, week by week, the tasks they have been involved in and a brief description of the tasks assigned to them in the internship area.
9. Submission after the completion of the internship of the internship book to the MSc Secretariat, completed with the weekly reports, the time and scope of work, the days of absence, and the performance of the intern. Submission of the Internship Completion Form (Certificate of Attendance), completed, signed and stamped by the employer-legal representative of the employing organization, certifying that the trainee has carried out the internship in the company/organization and the period of the internship.
10. Immediate notification of the MSc Secretariat by the trainee in case of interruption of the internship and submission of the internship book and the form of termination (Certificate of Attendance) with the days of internship completed. In order for the trainee to continue the traineeship for the remainder of the planned period with the same or another employer, the procedure for starting the traineeship must be followed again. If the interruption of the internship is made by the employer, the latter must immediately inform the MSc Secretariat.

Obligations of employers offering a traineeship

Employers offering a traineeship must meet certain conditions and take into account certain data, with a view to ensuring the quality of the traineeship and facilitating the training project. The following are indicative examples:

- providing excellent conditions for training at the workplace, providing appropriate facilities, tools and equipment, appointing a trainer responsible for the trainees,
- maintaining health and safety conditions for workers and providing all necessary personal protective equipment during training,
- informing trainees about the activities, subjects and areas of work and facilitating their smooth integration into the working environment,
- contributing to the acquisition of personal skills and the development of a work culture among trainees,
- compliance with the terms of the traineeship contract and targeting the learning outcomes of the traineeship as defined in the Training Guide for the specialty,
- a prohibition on exceeding the daily working hours beyond those laid down in the specific traineeship contract,
- a ban on carrying out the traineeship at night (22:00-06:00) and on public holidays,
- completion and registration of the special form "E3.5 Announcement of start/change of traineeship", in accordance with the provisions in force at the

competent Ministry, the start and end of the traineeship for each trainee. Public employers are also required to register the census form of each trainee in the Greek Public Sector Payroll Register, in accordance with the provisions in force. The above documents are kept in the employer's file so that they are available in case of an audit,

- the maximum number of trainees per employer depends on the number of employees as shown in the annual staff statement to the Labour Inspectorate. In particular:

a) sole proprietorships without any employees may accept one (1) trainee,

(b) employers employing 1-10 persons may offer internships corresponding to 25% (1-2 persons) of their dependent employees. In particular, for employers employing 1-5 persons, the quota result is rounded down, while for employers employing 6-10 persons, the quota results are rounded up,

(c) Employers employing 10 or more employees may accept interns representing 17% of the dependent employees, up to a maximum of forty (40) persons in each case,

(d) employers employing more than 250 employees may accept trainees corresponding to 17% of the number of dependent employees per branch, up to a maximum of forty (40) persons in each case, if the number resulting from the quota is higher. Legal persons governed by public law which do not have branches may accept trainees corresponding to 17% of their employees.

- If the employer provides apprenticeships or traineeships at other educational levels, the above percentages are cumulative.

Completion of internship

After the completion of the internship, the representative of the host institution submits to the Scientific Officer of the MSc the evaluation of the student, by filling in the form "INSTITUTIONAL INTERNSHIP EVALUATION FORM" and the student's Internship Certificate.

Upon completion of the internship, the student submits to the Student Researcher of the MSc an evaluation report of the internship, by filling in the form "REPORT ON THE EVALUATION OF THE INTERNSHIP BY THE STUDENT".

The forms in Annexes are to be submitted to the Scientific Officer of the MSc for the Internship Programme no later than 15 days after the completion of the internship.

The Scientific Officer for the Internship Programme of the MSc shall process and evaluate the findings resulting from Annexes and if she/he evaluates them positively, she/he shall co-sign the Certificate of Completion of the Internship for each student.

At the end of each semester, the scientific supervisor prepares the semesterly report on the internship activities for the MSc, which describes in detail the findings of the project. The report is approved by the Steering Committee and then submitted to the

Departmental Assembly for ratification. Thereafter, the records of the Assembly shall be circulated:

A) to the Department's Secretariat for the entry of the data of the Internship in the Secretariat's Computerized System (Cardisoft) and their subsequent processing for the Declaration of graduates and the award of Degrees.

B) to the Department's Internal Evaluation Office, which is responsible for ensuring the Quality of Studies of the TODA. **The Internal Evaluation Office performs quality control of the Department's Internship Program and uses the data for statistical purposes and feedback in order to improve the Internship Program and the Curriculum.**

These regulations may be revised whenever necessary by decision of the Assembly of the Department of Sports Organisation and Management, following the recommendation of the Coordination Committee of the MSc.

