



## Internship Guide for the

MSc in “Logistics & Supply Chain Management”



(Decision of the coordinating committee of the postgraduate program of studies number 7/16-1-2024)

### ***What is an Internship***

An internship is an elective course in the MSc in Logistics & Supply Chain Management curriculum with course code MKT-302, entitled "INTERNSHIP", corresponds to 3 ECTS and is part of the third semester of studies.

It involves the short-term presence of students in workplaces and the exercise of tasks. It takes place in a public or private host institution outside the University under the guidance of a member of the host institution and the supervision of a faculty member. The Scientific Advisor of the Internship is a member of the Teaching Faculty, who has been appointed by decision of the Coordinating Committee.

### **Benefits for students from their participation in the program**

- First contact with the professional world and acquisition of the necessary extroversion
- Familiarization with market trends and the skills required.
- Application of the knowledge acquired at university on an area that is of interest to each student.
- Acquaintance with the different areas of the professional field in order to choose the one that offers them the most benefits on a professional & personal level.

### ***Who can participate in this Program?***

Students of the MSc in "Logistics & Supply Chain Management", who are in their third semester of studies, can participate in the Internships Program. Foreign students who are studying in the MSc through the Erasmus Program may also participate in the Program.

### ***Student applications - Selection***

Applications from students are completed and submitted in a specific format and on specific dates, determined by the Coordinating Committee, and announced on the MSc website. Host institutions are responsible for the selection of students through the interview process.

### *Obligations of students for participation in the Program*

- Students, once selected, must follow the instructions provided to them by the Internship Office of the Aristotle University of Thessaloniki.
- The following deliverables are required for each trainee to complete the Internship:
  1. **Electronic evaluation of the program and the trainee by the Host Organization:** It is completed by the Host Organization in a form, which the Internship Office of Aristotle University send to the Host Organization electronically.
  2. **Electronic evaluation of the Host Organization by the Trainee**
  3. **Electronic evaluation of the Host Organization and the Trainee by the supervisor of the faculty member:** To be completed by a member of the teaching and research academic staff or the Laboratory Teaching Staff, who has been appointed as the supervisor for the intern, in a form that the Internship Office of AUTH sends to the supervisor electronically. Electronic access to the Internship Office is possible using the student account.

### *Duration, hours and period of the internship*

The Internship has a duration of 3 months full-time, i.e. the weekly working hours correspond to the weekly working hours of the corresponding scientist at the Host Institution, and range between 30 - 40 hours per week.

The Internship takes place during a fixed period and during the third semester of study.

### *Host institutions*

The companies participating in the internship program are proposed by the Coordinating Committee or approved by the Coordinating Committee upon the proposal of the student concerned. The companies follow the procedure laid down by the Internship Office and sign a contract. The students' progress during the internship is monitored by a faculty member of the MSc in Logistics & Supply

Chain Management. **Students are not permitted to carry out their internship with a relative (e.g. parents, uncles, etc.).**

### *Contract*

Each student signs a contract with the Special Account for Research Funds of the Aristotle University of Thessaloniki, which is also their employer, at the Aristotle University of Thessaloniki Internship Office at the beginning of their Internship. The institution where the student carries out their internship is only a Host Institution and has no employment relationship with the student.

### *Insurance of students during the internship*

The student during the internship is insured every month for 1% of the lowest class and this is insurance against occupational hazards according to the current legislation (Law 2817/2000, par. 8, article 14, art. IKA 47/20.6.2000 and Law 3232/2004, par. 10, Article 15). Students do not cease to be covered by their parents' insurance (or be directly insured as primary beneficiaries) even though they will be insured as a result of their internship, that is they will not lose their insurance. The 1% of the insurance corresponds to €10.11 per month, which is calculated by law on the imputed daily wage of an unskilled worker (i.e. €1011 per month). The amount on which insurance against occupational accidents is calculated is independent of the amount corresponding to the student's contract. **If a student does not have health insurance, then the insurance to be paid to EFKA - IKA is 7.45%, i.e. approximately 75 euros per month.**

### *Leave of absence*

- The trainee is entitled to be absent 1 day/month during the Internship.
- Days of absence may be for health reasons, educational obligations (e.g. exams).
- The trainee may use the days of absence either in part or in whole.
- The trainee should notify the university's Internship Office (via email to [praktiki@auth.gr](mailto:praktiki@auth.gr)) and the host institution about their absence 2 days in advance. In case the student does not inform the Internship Office two days in advance and after a check it is found that the student is absent

from the Host Organization, this absence will be considered unjustified and will constitute a reason for cancellation of the contract.

### *Payment*

Host institutions are obliged to pay students for their employment in accordance with the provisions of the law (par. 7, article 69 of the Law.4957/2022). The trainee is paid at the end of each month. Payments are made by deposit to the bank account that the student has declared to the Internship Office using the form "Ap13 - APPLICATION OF A NATURAL PERSON FOR BANK ACCOUNT CREDIT". At the beginning of the following year, they receive an electronic pay statement for their tax return.

### *Participation certificate*

At the end of the Internship, each trainee receives a notification from the Internship Office to collect their signed contract and a certificate of participation in the "Higher Education Internship Program of the Aristotle University of Thessaloniki".