



**REGULATIONS OF THE INTERNSHIP PROGRAMME**  
**SCHOOL OF PHYSICS**

**Approved at the meeting of the 18<sup>th</sup> / 9-3-2026 Assembly**

**A. Introduction**

The Internship constitutes an educational activity of the Curriculum of the School of Physics and aims at the application of the theoretical scientific knowledge acquired during the course of studies, as well as at familiarizing students with potential workplaces.

The purpose of the course and the expected benefits arising from participation in the Internship Programme are for students to:

- apply in practice the knowledge and skills acquired through relevant courses and laboratory exercises,
- deepen their scientific knowledge through professional training and experience,
- become familiar with the working environment, the requirements of the professional field, and workplace relations,
- develop professional awareness, self-motivation, and initiative,
- become acquainted with employment trends and the skills required,
- become acquainted with various fields of professional activity, in order to select the one that offers them the greatest benefits at both the professional and personal level.

The School of Physics collaborates with public and private organizations and institutes that cover a broad range of professional prospects for its graduates. Internship placements are offered indicatively in the following fields:

- **Applications of Nuclear Physics** in Medicine (hospitals, private clinics, “Demokritos” IPRETA), Applications in Nuclear Energy Production (“Demokritos” IPRETA), Experimental Nuclear Physics, Experimental Elementary Particle Physics, Astroparticle Physics (“Demokritos” IPP&PSS).
- **Educational institutions** (Secondary Education public schools, private schools, Science Laboratory Centers, the NOESIS Science Center and Technology Museum, etc.)
- **Applications in Atmospheric Sciences, Environmental Sciences and Meteorology** (the Hellenic National Meteorological Service, the Hellenic Agricultural Insurance Organization, Environmental Directorates of Municipalities or Regions, etc.)
- **Research and production companies and institutes** such as university research laboratories and institutes whose activities include, among others, electronic circuit design and development,

telecommunications, materials and nanomaterials research, computer hardware and software, programming, metrology and energy.

## B. Procedure

The Internship in the School of Physics is implemented through the General Elective undergraduate course, code **AME 501**, entitled “**Internship**”. The course corresponds to **5 ECTS** credits, contributes to the award of the degree, and is graded, with the grade being included in the calculation of the overall grade point average. The course may be registered **either in the winter (7th) semester or in the spring (8th) semester**. The above provisions have been established and/or updated by decisions of the School Assembly (Meetings 7/17-3-2003, 4/19-10-2015, 9/20-3-2017, 3/23-10-2017, 24/12-7-2018, 25/11-7-2022 and 7/14-11-2022).

The Internship has a **duration of two (2) calendar months** and is carried out with employment of **35–40 hours per week**, depending on the working schedule of the supervisor at the Host Organization. In the case of Internships in Secondary Education public or private schools, the workload is set at **30 hours per week**. The Internship is classified as **full-time** in accordance with the applicable legislation. The duration of the Internship may be extended for up to six (6) months, with remuneration provided by the Host Organization.

The Internship is conducted during specific periods determined by the School, namely:

- during the winter semester, in the months of **November–December**,
- during the spring semester, in the two-month periods **February–March** and **April–May**.

These periods may be modified in exceptional circumstances. In all cases, the Internship periods are announced by the School of Physics and the Aristotle University of Thessaloniki Internship Office in September of each academic year.

In the event that unallocated Internship positions are made available by the AUTH Internship Office, the School may offer additional Internship positions during the **July–August period**. In such a case, a relevant announcement shall be issued within the first ten days of May. Eligible to participate are students who have registered for the course in the spring semester.

By way of exception, a student may undertake an Internship outside the designated periods, following the submission of an application and approval by the Internship Committee, provided that funding is available from the Host Organization and in accordance with the provisions of Section 3.8C of the AUTH Internship Regulations, pursuant to the provisions of Laws 5128/2024 (Article 44) and 4957/2022 (Article 208).

The Internship may be carried out in public services, Public Law Legal Entities (N.P.D.D.), first- and second-level Local Government Organizations (O.T.A.), Private Law Legal Entities (N.P.I.D.), and enterprises, hereinafter referred to as “**Host Organizations**”, under the guidance of a Host Organization Supervisor and the supervision of a member of the teaching staff of the Undergraduate Programme of Studies. The Internship may also be carried out in Host Organizations abroad, provided that the supervision of the educational process is ensured.

The Internship shall be conducted exclusively at the premises or service provision sites of the Host Organization where the student intern is physically present. In the event that the student intern is required to travel outside the aforementioned premises in the context of the Internship, any travel and accommodation expenses shall be borne by the Host Organization.

A member of the School's academic staff (DEP), Laboratory Teaching Staff (EDIP), Special Educational Staff (EEP), or Special Technical Laboratory Staff (ETEP) shall be appointed as the coordinator of the Internship course. In addition, a three-member Internship Committee shall be established to evaluate and rank student

applications, and a three-member Appeals Committee shall be established to examine any appeals submitted by students. The Internship Committee shall appoint an Internship Supervisor for each student intern. The responsibilities of the above bodies are defined by the AUTH Internship Regulations (§§2.2–2.5)

### C. Eligibility Requirements for Participation in the Course

Students of the School of Physics are eligible to participate in the General Elective course “Internship” from the **7th semester of studies onwards**, if they have successfully completed at least **one third (1/3) of the total number of ECTS credits** required for the award of the degree (i.e.,  $\geq 80$  ECTS credits).

International students enrolled in the School through the Erasmus+ Programme are not eligible to participate in the course.

### D. Student Selection Criteria

In cases where the available Internship positions funded through operational programmes and/or the Special Account for Research Funds (ELKE) are fewer than the applications submitted by interested students, the following selection criteria shall be applied. The criteria shall be documented through an updated transcript of records:

1. Grade point average of successfully completed courses ( $\alpha$ )
2. Total number of ECTS credits obtained ( $\beta$ )
3. Grade point average in three (3) relevant courses ( $\gamma$ ) (see Appendix A)
4. Passing grade factor in the relevant courses ( $\lambda$ ), as follows:
  - 0.6 for a passing grade in all three courses,
  - 0.4 for a passing grade in two of the three courses,
  - 0.2 for a passing grade in one of the three courses.
5. Semester of study ( $\delta$ ), as follows:
  - 1.2 for students enrolled in the 7th to the 12th semester of study
  - 1.0 for students enrolled beyond the 12th semester of study.

For each student, an overall ranking score ( $\mu$ ) is calculated according to the following algorithm:  $\mu = [\alpha * (\beta/240)] * \delta + \lambda * \gamma$

In the event of a tie, priority shall be given to the student who has successfully completed the greater number of courses. In the event of a further tie, priority shall be given to the student who is enrolled in the higher semester of study, provided that the semester of study does not exceed the 12th semester. The above criteria shall also be used for the placement of students in Host Organizations where more than one student expresses interest in the same position.

**If a student has not obtained a passing grade in any of the three relevant courses, as defined in Appendix A, that student shall be ranked after all students who have obtained a passing grade in one or more of those courses and may be placed in a Host Organization only if positions remain available.**

### E. Submission of Applications – Selection Procedure – Appeals

Applications for participation in the Internship shall be submitted electronically, on specified dates and in accordance with the applicable instructions, through the Information System of the AUTH Internship Office.

The application procedure and the relevant deadlines shall be announced on the School's website and/or the website of the AUTH Internship Office. Students are required to select their semester of participation after reviewing their programme of studies and, in particular, the examination schedule of the respective semester. Cancellation of an application may result in the student's participation being deferred to a subsequent semester. The application period shall be no less than ten (10) calendar days, and each student may indicate up to two (2) fields of interest.

Upon completion of the student selection process by the Internship Committee, the results shall be posted on the website of the School and/or the AUTH Internship Office. Students who have not been selected shall have the right, where justified, to submit an appeal electronically through a dedicated form available at the AUTH Internship Office within five (5) calendar days of the publication of the results. Appeals shall be examined by the competent Internship Appeals Committee. The final list of selected and reserve students shall be approved by the School Assembly.

In the case of Internships funded by a Host Organization, the provisions of Section 3.8C of the AUTH Internship Regulations shall apply, in accordance with Laws 5128/2024 (Article 44) and 4957/2022 (Article 208). The students selected to undertake an Internship shall be approved by the School Assembly.

#### **F. Selection of the Host Organization**

The Internship Committee, in cooperation with the AUTH Internship Office, supports students in the process of identifying a Host Organization for the conduct of the Internship.

The Internship Committee may place a student in one of the already cooperating Host Organizations or approve a Host Organization proposed by the student. For reasons of ethical conduct, an Internship may not be undertaken in a Host Organization that is owned by or affiliated with a relative of the student (including, but not limited to, parents, uncles, aunts, etc.).

The registration and publication of Internship positions for first-cycle students shall be carried out exclusively through the ATLAS Information System, which is operated by the Greek State-owned company "National Infrastructures for Research and Technology S.A." (GRNET S.A.). Every Internship position intended for first-cycle students of AUTH shall be published and recorded in the ATLAS Information System. For the purposes of implementing the General Data Protection Regulation (EU L119) and Law 4624/2019 (Government Gazette A' 137), the Ministry of Digital Governance and the Ministry of Education and Religious Affairs act as Data Controllers, while GRNET S.A. acts as the Data Processor.

#### **G. Change of Host Organization – Termination of the Internship**

In cases involving a change of Host Organization or the termination of the Internship, the provisions of the applicable University Internship Regulations shall apply.

#### **H. Obligations of Students Selected for the Internship**

##### **1. General Obligations**

Students selected for the Internship are required to:

- submit an up-to-date Transcript of Records to the Internship Committee in order to verify the information taken into account in the application of the selection criteria,
- follow the instructions provided by the School and/or the AUTH Internship Office regarding the implementation of the Internship,

- undertake the Internship on a full-time basis for its entire two-month duration. Students shall be present at the premises of the Host Organization and shall fully comply with its working hours and operating schedule.

## 2. Leave and Absences

During the Internship, student interns are entitled to one (1) day of leave per month of Internship for personal, educational (e.g. examinations), or health-related reasons.

- Leave may be taken either in full or in parts.
- For personal or educational reasons, the student intern must notify in writing (by email) the University Internship Supervisor, the AUTH Internship Office, and the Host Organization at least two (2) days in advance. If such notification is not provided at least two (2) days in advance and it is subsequently established through a verification process that the student intern was absent from the Host Organization, the absence shall be considered unjustified and may constitute grounds for the cancellation of the Internship. In cases involving health-related reasons, the student intern may notify the above parties of the absence on the same day.

## 3. Compliance with Regulations

Student interns are required to comply with health and safety regulations, labour regulations, and any other rules applicable to the personnel of the Host Organization. Unjustified absences or violations of workplace regulations may result in the termination of the Internship. In such cases, the student may repeat the Internship, in accordance with the provisions of the applicable AUTH Internship Regulations.

## 4. Internship Deliverables

The following deliverables must be submitted for the successful completion of the Internship:

- Form E3.5 – Commencement of Internship:** The Host Organization must submit the form through the ERGANI Information System prior to the commencement of the Internship and send it to the AUTH Internship Office either electronically ([praktiki@auth.gr](mailto:praktiki@auth.gr)), by post, or through the student intern on the dates specified by the AUTH Internship Office. The Host Organization shall be informed electronically of the submission dates, together with all details regarding the commencement of the Internship.
- Signed Internship Agreements:** The Host Organization must send the signed Internship Agreements to the AUTH Internship Office either by post or through the student intern on the dates specified by the AUTH Internship Office. The Host Organization shall be informed electronically of the submission dates, together with all details regarding the commencement of the Internship.
- Electronic Evaluation of the Internship by the Student Intern:** This shall be completed by the student intern using the dedicated form available in the Information System of the AUTH Internship Office following the completion of the Internship.
- Form E3.5 – Completion of Internship:** The Host Organization must submit the form through the ERGANI Information System no later than four (4) working days after the completion of the Internship and send it to the AUTH Internship Office either electronically ([praktiki@auth.gr](mailto:praktiki@auth.gr)), by post, or through the student intern on the dates specified by the AUTH Internship Office. The Host Organization shall be informed electronically of these dates, together with all details regarding the completion of the Internship.
- Electronic Evaluation of the Internship by the Host Organization:** This shall be completed by the Host Organization using the dedicated form available in the Information System of the AUTH Internship Office following the completion of the Internship.

- vi. **Electronic Evaluation of the Internship by the Internship Supervisor:** This shall be completed by the Internship Supervisor using the dedicated form available in the Information System of the AUTH Internship Office following the completion of the Internship.

## **5. Review and Completion**

- The Internship Coordinator shall decide on the acceptance or rejection of the submitted documents and supporting materials. In the event of rejection, and following a request by the student concerned, the Internship Committee shall make a final decision either on the additional duration and scope of work that must be completed or on the reversal of the Internship Coordinator's rejection decision and the acceptance of the submitted documents and supporting materials.
- Student interns may not graduate before completing their Internship, as the Internship constitutes a course of the Undergraduate Programme of Studies. They may, however, have fulfilled all other academic requirements, provided that they have not submitted an application for graduation.

### **I. Insurance Coverage of Students During the Internship**

In accordance with the applicable legislation, students undertaking an Internship are mandatorily covered by the Electronic National Social Security Fund (e-EFKA), pursuant to paragraph 1 of Article 10 of Law 2217/1994 (Government Gazette A' 83), solely for the risk of occupational accident. For sickness benefits in kind, paragraph 10 of Article 15 of Law 3232/2004 (Government Gazette A' 48) shall apply.

Insurance coverage provided in connection with the Internship shall not affect any existing insurance coverage of the student (e.g. as a dependent family member or as a directly insured person).

### **J. Student Compensation**

Compensation of students participating in the Internship shall be determined in accordance with the applicable legislation and the University's Internship Regulations.

#### **JA. Accommodations for Students with Disabilities and Special Educational Needs**

Applications submitted by students with disabilities and/or special educational needs for participation in the Internship shall be evaluated on the basis of the same criteria that apply to all applicants. However, where students with disabilities meet the selection criteria but are ranked among the first reserve candidates, every effort shall be made, by way of exception, to accommodate their participation through a corresponding increase in the number of available Internship positions. At the same time, the Internship Committee, in cooperation with the AUTH Internship Office, shall make every effort to identify a Host Organization that is able to accommodate a student with a disability.

#### **JB. Certificate of Participation**

Upon completion of the Internship, each student intern shall receive a notification from the AUTH Internship Office to obtain their Certificate of Participation through the Internship website.