



UNIVERSITY OF PIRAEUS  
DEPARTMENT OF MARITIME STUDIES

**POST GRADUATE STUDIES PROGRAMME  
MASTER OF SCIENCE (M.Sc.) in «SHIPPING»**

**Internship' Regulation of Studies**

PIRAEUS 2024

## Internship Regulation of Studies

University of Piraeus' Postgraduate Programme in 'Shipping' (M.Sc. in 'Shipping') includes participation in an internship in its curriculum.

Full time students are eligible for a four-month internship, during their third semester of studies, while part time students can participate during their fifth semester. During this period, students employed in organizations and companies will have the opportunity to expand their work experience, acquiring knowledge, skills, and build networks.

Upon the recommendation of the M.Sc. Coordinating Committee, a subsidized Internship will be offered to students who choose to complete their studies through an Internship. Based on their overall academic performance, up to forty (40) students may be eligible to participate during the third semester.

Students classified as persons with disabilities or special needs must attach the necessary documentation to their application in order to participate in the internship programme. These students are entitled to 5% of the available positions in the department, regardless of their ranking. If the number of students in this category exceeds 5%, they will be ranked among themselves, while those exceeding the 5% limit will be included in the general student pool.

The selection of students for the Internship Programme is based on the following criteria:

1. Grade Point Average (GPA): The average GPA of courses, with a maximum of ten (10), calculated up to the June examination period of the current academic year, is multiplied by a weighted factor of 0.6.
2. Course Completion Factor (C.C.F.): The C.C.F. has a maximum value of one (1) and is calculated as the ratio of the number of courses successfully completed (C.N.) by the June examination period to the total number of courses in the M.Sc. program (T.N.C.), multiplied by a weighted factor of 4.

The total score for each candidate, with a maximum of ten (10), is calculated using the following formula:

$$S = 0.6 \times G.P.A. + 4 \times C.C.F.$$

After completing the fall semester registrations, the selected students are invited to an informal meeting with the Internship Program supervisors. Following this, they are required to submit their curriculum vitae. Students have the option to select a host organization on their own, provided the organization meets the Programme's criteria and is approved by the supervising faculty members. In this case, the new host organization, like all other collaborating organizations, will be asked to complete a formal cooperation agreement with the University, coordinated by the relevant administrative personnel. Once the CVs are submitted, they are forwarded to the organizations that have already agreed to participate in the Programme and completed the cooperation agreement. These organizations will then invite the candidates they wish to interview. The importance of a well-prepared CV is emphasized.

The internship grade is calculated based on the activity report submitted by the students upon completion of the Internship, the evaluation provided by the host organization, and an interview with the supervising faculty members. The grade contributes to the overall GPA of the M.Sc. diploma, as outlined in Article 8.

The cost of the Internship is fully covered by the M.Sc. program and is paid after successful completion of the internship, following approval by the General Assembly of the Department of Maritime Studies. During the internship, students are not allowed to maintain an employment relationship with the same or another organization, nor can they be business or legal entity partners. In addition, any allowances (e.g., unemployment benefits) that the participants receive will be discontinued.

If a selected student decides not to participate in the Internship, their spot will be offered to the next student in the ranking.

### Internship Completion

At the end of the internship, students must submit the following completed documents, which will have been provided by the relevant administrative staff:

- The Student Internship Evaluation Form.
- The Internship Evaluation Report, completed and signed by the supervisor from the host organization, with the organization's official stamp. This serves as the organization's formal declaration for the completion of the Internship.
- A completed Attendance Log, signed by the Head of the host organization, for the duration of the internship.
- A report (up to 2500 words) by the student, detailing their experiences, knowledge gained, and challenges faced during the internship, with a specific reference to the M.Sc. courses that proved useful.
- A certificate of successful internship completion.

Payment to students is made after the successful completion of the Internship and submission of the necessary documents.

### Interns' Obligations and Rights

- The Internship lasts for four (4) months, and each student is entitled to participate in only one internship cycle, provided they maintain their active student status. Academic obligations are separate from those arising from the internship.

- Students are required to be physically present at the host organization daily, following the organization's working hours (eight (8) hours per day, five (5) days per week).

- During the internship, students must comply with all the regulations and legal provisions of the host organization and maintain professional confidentiality regarding any information acquired during the internship. Specifically, they must adhere to the organization's working hours, safety regulations, and any other rules applicable to the staff.

- Interns are entitled to one (1) to two (2) days of leave per month for significant reasons (e.g., sick leave, exams), with appropriate documentation. If additional leave is required, it is at the discretion of the host organization.

- The host organization has the right to terminate the student's internship early without payment, only for significant reasons related to the student's behavior. The University of Piraeus' Research Centre and the student also have the right to terminate the internship without penalty, provided they notify the host organization in a timely manner and in writing.

- The M.Sc. in 'Shipping' covers the insurance costs (solely for accident coverage) and

financial compensation for interns.

#### Host Organizations' Obligations and Rights

Host organizations are required to:

- a. assign students to roles as closely related to their field of study as possible
- b. provide students with adequate technical training.
- c. ensure decent and satisfactory working conditions.
- d. assign students to a specific department and supervisor to guarantee their training and provide objective and reliable evaluations
- e. grant leave for illness or exams as indicated above.

Host organizations have the right to:

- a. employ students for eight (8) hours per day, five (5) days per week in accordance with the organization's working hours.
- b. terminate the internship if the student's behavior is deemed entirely inappropriate, or their performance is clearly inadequate.