

**Department of Audio and Visual Arts  
IONIAN UNIVERSITY**

**Internal Regulation  
Of Internship Programme**

**Version 5.5  
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## Article 1

### General Information

1. The Internship Programme has a very important role in the education programme of the Department of Audio and Visual Arts. It is offered as an optional course (PRO851 Practical Work), in the fourth year of studies (8<sup>th</sup> semester), and it takes place at the Department of Audio and Visual Arts, at other departments of the Ionian University or/and organisations which collaborate with the department.
2. Aim of the internship programme is:
  - The full utilization of the knowledge and artistic skills gained by the students, through the courses, lab exercises and personal essays, during their studies in the Department of Audio and Visual Arts.
  - The construction of job opportunities, as well as the adaptation of the scientific knowledge, through the process of professional scientific practice.
  - The enhancement of the trainee student skills and the development of professional consciousness.
  - The construction of a bidirectional link between the Department of Audio and Visual Arts and the partner organisations in order to facilitate their future cooperation.
  - The utilization of the experience gained during the internship programme by the student, in the development of his / her undergraduate thesis in the Department of Audio and Visual Arts.

## Article 2

### Committee of Internship Programme - Tutor Supervisor – Internship Partner

1. The Committee of Internship Programme, which is appointed by the Temporary General Assembly, is responsible for the coordination of the successful development and implementation of the internship programme. The Committee of Internship Programme is composed of three members, the President (who is a member of the Teaching and Research Staff) and two other members who belong to the Teaching Staff, Special Laboratory and Teaching Staff or Adjunct Professors in the department. The Committee of the Internship Programme reports to the



Head of the Department, coordinates all the matters related with the Internship Programme, and, in cooperation with the Tutor Supervisor, suggests the successful or unsuccessful completion of each internship programme.

2. The Tutor Supervisor, a member of the Teaching Staff, the Special Laboratory and Teaching Staff or an Adjunct Professor at the department, is responsible for the scientific supervision of the implementation and completion of the Internship Programme of one or more students. During the academic year, each tutor could supervise a maximum of X students, where X= students that can participate to an internship programme/professor.

3. An Internship Partner is every organisation where students can apply for an internship programme, related to the fields of interest of the Department of Audio and Visual Arts. The list of partners is updated every year by the Committee of Internship Programme until the end of the winter semester of the current academic year, under the supervision of the president of the Committee of Internship Programme.

An internship programme candidate student may suggest the cooperation with a specific potential partner, except if the two parts are first or second degree relatives. In any case, if a relative of the student works at the Internship Partner, that person is not allowed to become the Internship Supervisor.

### Article 3

#### Declaration process of Internship Programme

1. Students who wish to attend the Internship Programme, according to the Indicative Curriculum of the Department of Audio and Visual Arts must have completed a minimum of 180 ECTS.
2. The applications for participating in the Internship Programme are submitted from 1<sup>st</sup> to 21<sup>st</sup> March of each academic year, accompanied with a short resume. Applications are submitted electronically via e-class system to the Office of the Secretary of the department, which checks the applications related to the standard conditions (ECTS adequacy). Mandatory field in the application is the name of Internship Partner, in order of priority and up to five, where the student is interested in carrying out the internship.
3. The Internship Partner list is published until the end of the exam period in



February at the latest. Partners proposed by students are not included in this list.

4. All the student applications that meet the requirements of Paragraph 1 of this Article are evaluated no later than 31<sup>st</sup> March by the Committee of Internship Programme, which can additionally arrange personal interviews for the students concerned. This evaluation aims at the optimal distribution of the internship positions according to the preferences and interests of the students, as well as their academic performance.
5. During the period of 1<sup>st</sup> to 2<sup>1st</sup> April, all students which are Internship Candidates submit, an initial report, together with the Internship Partner, to the Committee of Internship Programme. This report includes the indicative timetable of employment, a description of the object the internship, the intended learning outcomes as well as details related to employment framework (time schedule of implementation, working hours, obligations etc.).
6. Based on the results of the above procedures, the Committee of Internship Programme submits a proposal to the Temporary General Assembly of the department, which approves each internship.
7. The Internship is carried out in close collaboration between the Tutor Supervisor and the Internship Partner. Therefore, the Internship Partner designates an Internship Supervisor, a person within the organisation whose occupation is similar to the subject of the internship. In each case, the Tutor Supervisor and the Internship Supervisor must be two different entities.

## **Article 4**

### **Implementation Process of the Internship Programme**

1. The duration of an internship is up to two months of fulltime employment, five days a week, from May until September of each year.
2. In special circumstances, following an analytical justification by the student, the Internship Partner and the Tutor Supervisor, the Committee of Internship Programme can propose to the Temporary General Assembly a change in the starting date or an extension, as long as the total duration doesn't exceed two months of fulltime employment
3. The student performing the internship is entitled to five (5) absences.



4. In the case that the two month fulltime employment is not completed, the Internship is considered incomplete. In that case, the student may perform an Internship the following year, abiding by the process from the beginning.
5. Students having successfully completed the Internship Programme are not allowed to perform another internship in any institution under the same programme.

## **Article 5**

### **Evaluation of the Internship Programme**

1. The final evaluation of the Internship is performed with the responsibility of the Tutor Supervisor and the cooperation of the Student and the Internship Supervisor no later than one month after its completion.
2. The process of evaluation is documented with reports during the internship as well as the final report of successful (or unsuccessful) completion of the programme. More specific,
  - a) The Progress Reports are prepared and sent (preferably by email) by the Student, on 15 days basis, to the Tutor Supervisor. These reports include the internship progress, a description of the activities completed and the working schedule for the two following weeks.
  - b) The Final Report includes the final report forms on behalf of the Student and the Internship Partner. Both reports describe the subject of the internship, the implementation methods and the learning outcomes, the schedule and justification of serious schedule deviations, if any
  - c) The final report submitted by the Student intern is accompanied by relevant documentations, if possible (e.g. copies by producers, first pages of publications and catalogues etc.), that justify the content of the internship.
  - d) The Final Report of the Internship Partner includes the evaluation and certification, signed by the Internship Supervisor, attesting that the internship was successfully or unsuccessfully completed.
3. The Student's Internship Programme Book is kept (in paper and / or in digital form) under the responsibility of the Tutor Supervisor, including all the aforementioned reports and any details contributing to the evaluation of the



internship.

4. The Internship Programme Book and the Tutor Supervisor Report recommending the successful or unsuccessful completion of the internship are handed by the Tutor Supervisor to the Committee of the Internship Programme at the Office of the Secretary of the department.
5. The internship is not graded, but the Student receives ECTS for its successful completion (as optional course PRO851 Practical Work).

## **Article 6**

### **Other Internship Categories**

1. Students who have been enrolled as volunteers in activities of the Department of Audio and Visual Arts, and meet the requirements described in paragraph 1 of Article 3, can apply for equivalency. In this case:
  - The length of volunteering cannot be less than the duration of the Internship Programme, as defined in Article 4 of this regulation.
  - The Tutor Supervisor is the member of the teaching staff or adjunct professor in charge of the student's volunteer activities, who is also responsible for completing and handing the Final Report of the Internship Partner, which in this case is the Department of Audio and Visual Arts.
  - The Progress Reports are written by the Student on time periods corresponding to two weeks (five days/week) of full-time employment workload. On the whole, there must be submitted three progress reports.
  - The application along with the aforementioned documents is sent to the Committee of the Internship Programme, which proposes to the Temporary General Assembly of the department the approval or rejection of the equivalency application.
2. Students following part of their studies abroad (eg. LLP/Erasmus) and entitled to enroll in the Internship Programme at the Host Institution in another institution in the host country, under the conditions of Article 4 and in compliance with procedures of Article 5 of this Regulation.

## **Article 7**

### **Retroactive recognition**



1. The opportunity to acknowledge a previous employment as an internship is exceptionally granted to students of the Department that meet the requirements of Article 3, Paragraph 1 of the present regulation, in the event that this professional activity is relevant to the artistic and scientific field covered by the Department.
2. In this case, the student submits an application within the deadline mentioned in Article 3, Paragraph 2 of the present regulation, accompanied by the following documents:
  - A detailed report conducted by the student, in which the field, the methods, the learning outcomes, as well as the schedule of the employment (both in paper and in digital form) are described.
  - A certificate signed by the legal representative of the institution, mentioning the professional field, working hours and period of employment.
  - Any other information (eg. copies of first pages of publications or catalogs etc.) documenting the contents of the professional activity.
3. The application with the aforementioned documents are sent to the Committee of the Internship Programme, which proposes to the Temporary General Assembly of the department the approval or rejection of the application.

## Article 8

### Obligations and Rights

In addition to the aforementioned requirements, the obligations and rights of the partners and participants in the Internship (Students, Institutions and Supervisors) are the following:

a) **Students' Obligations-Rights:** Students who choose to participate in the Internship Programme of the Department of Audio and Visual Arts have the following obligations:

The absolute compliance with the schedule (working hours and days), as defined before the beginning of the Internship by mutual agreement with the Internship Partner.

- The conscientious performance of the assigned duties.
- To abide by the special regulations, if any, governing the workplace where the Internship is performed.



- To inform the Tutor Supervisor about any problems that may arise during the Internship. In this case the interns must contact the Tutor Supervisor and not try to deal with it personally. In any case, the interns must report directly the assignment of duties that were not previously agreed and are not relevant to the subject of the Internship.
- To make every effort to be cooperative with the staff.
- The responsible use and storage of all machinery, equipment etc. available for use during the working hours, in compliance with the regulations governing the workplace.
  - To keep the workplace in the same condition as it was initially found.
  - To make every effort to acquire further knowledge, develop professional awareness and ensure their professional and artistic development.

b) Obligations of Internship Partners: During the Internship Programme the partner organisations must:

- Appoint a person in charge of assigning duties and tasks to the Student, as agreed upon the First Report, monitoring the progress of the projects and certifying the completion of the Internship, by sending all necessary reports and documents.
- Confirm the start and end dates of the internship.
- Define the working hours, in compliance with the law and the regulations of the Internship Partner. In the case of "shift work", the intern undertakes the same duties with the rest of the staff.
- Fill out and send in time all the required documents and reports, in compliance with the present regulation.
- Ensure proper working conditions that enable cooperation's results, such as the development of the interns' performance consistency, professional responsibility, integrity and credibility.

c) Obligations of Tutor Supervisors: Each Tutor Supervisor must:

- Monitor the Student's performance and deal with, in cooperation with the Internship Partner and the Committee of the Internship Programme (if this is necessary), any practical problems that arise.
- Propose to Committee of the Internship Programme the immediate termination of the internship, in the case that the Internship Partner does not comply with the initially agreed working schedule and the contractual obligations.
- Propose to Committee of the Internship Programme to terminate the cooperation with an Internship Partner, reporting the causes.
- Keep an Internship Programme Book for every student and abide by the reporting requirements.



## Article 9

### Other Provisions

1. Recompense is provided for the interns for the period during which the Internship is performed, in the event that the intern is enrolled in a funding programme.
2. In the case recompense is provided, further issues (such as insurance etc.) are defined by the terms and conditions of the funding programme.
3. The Committee of Internship Programme is entitled to present a solution proposal for any matter not covered by this Regulation.



Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Κοινωνικό Ταμείο



ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ, ΔΙΑ ΒΙΟΥ ΜΑΘΗΣΗΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ  
ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗΣ

Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης



ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΩΝΙΚΟ ΤΑΜΕΙΟ