



UNIVERSITY OF PIRAEUS
SCHOOL OF FINANCE AND STATISTICS
DEPARTMENT OF BANKING AND FINANCIAL ADMINISTRATION

INTERNSHIP REGULATION
MASTER OF SCIENCE (MSc) IN FINANCIAL TECHNOLOGY (
FinTech)"

PIRAEUS, APRIL 2024

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Article 1 Purpose

1. The Postgraduate Program "MASTER OF SCIENCE (MSc) IN FINANCIAL TECHNOLOGY (FinTech)" of the Department of Banking and Financial Management of the University of Piraeus seeks to offer its postgraduate students work experience, in addition to excellent theoretical training. For this reason, it has included in its curriculum the course (elective) Internship in Financial Technology (FinTech), which is chosen by those students who want to get in touch with the job market (it does not concern students who are already working).

2. The Internship gives students the opportunity to find themselves in a working environment and aims to:

1. link theoretical studies with their practical dimension of a workplace
2. the additional acquisition of experience and knowledge
3. informing and familiarizing them with working conditions
4. the acquisition of additional skills e.g. communication, problem solving through teams
5. familiarization with modern technology
6. student networking
7. the acquisition of work experience
8. the opportunity for a future working relationship

Article 2 Internships

1. The practical training of postgraduate students is carried out in companies, legal entities of private law, legal entities of public law, public services, and Local Government Organizations of first and second degree, hereinafter referred to as "host bodies", under the supervision of the person responsible for the internship of the MSc.

2 Internships may also be carried out in foreign institutions, provided that it is possible to supervise the educational process. For student Internships, an Internship contract is concluded between the institution, the student and the host institution.

3. The Internship manager shall coordinate the process of contacting the host organizations and ensure that they check their credibility and supervise the smooth running of the Internship.

4. The successful completion of the Internship entails the award of the number of credits (ECTS) according to the curriculum.

5. By decision of the Assembly of the Department, details regarding the conduct of the internship are determined, such as:

1. whether or not it is compulsory for the award of the degree,
2. the duration of the Internship in calendar months,
3. the period of its realization according to the needs and requirements of the curriculum,
4. the minimum requirements for academic progress to be met before it can begin;
5. the number of students participating in the internship program which depends on the interest and demand of companies,
6. the procedure and stages of implementation of the internship (place and time of submission of applications, signing of agreements, student insurance, attendance, evaluation of results, etc.),
7. The insurance of students conducting internships, who are insured only for the occupational accident risk sector in accordance with current legislation.

Article 3 Internship Manager

1. By decision of the Assembly of the Department, a Head of Internship is appointed per academic year, who comes from the teaching staff (Teaching and Research Staff or E.T.E.P.) of the Department and may be the same for all or for a number of Postgraduate Programs of the same Department.

2. The Internship manager shall have the following responsibilities:

1. the evaluation of the applications of students wishing to conduct an internship,
2. the allocation of students to Internship host organizations
3. recommends the allocation table of students to the host institutions for internships to the Coordinating Committee for approval of the relevant expenditure
1. the coordination of activities related to student internships,
- ~~2.~~ the guidance and support of students throughout the internship process in host organizations,
- ~~3.~~ the solution of any occurring problems
4. communicating with host organizations to achieve the intended learning outcomes;
5. the preparation and submission of an annual report on the implementation and evaluation of the internship program to the Assembly of the Department,
6. the submission of suggestions for the modification of the curriculum as far as internship issues are concerned.

Article 4. Compliance, Amendment of this Regulation

The present Internship Regulation was approved by the Assembly of the Department of Banking and Financial Management (meeting 10.04.2024) and may be amended if necessary.

ANNEXES (Indicative templates attached)

1. Application form
2. Attendance Report
3. Evaluation form

I. Application form

POSTGRADUATE STUDIES PROGRAMME
«MASTER OF SCIENCE (MSc) IN FINANCIAL TECHNOLOGY /
FINTECH»

"POSTGRADUATE STUDENTS' INTERNSHIP"

APPLICATION FORM

FULL NAME:
FATHER'S NAME:
DOB:
REGISTRATION NUMBER:
ADDRESS / AREA / POSTAL CODE:
ID Number. / DATE ED. / ISSUING BODY:
VAT number / Tax Office:
INTERNSHIP PERIOD:
KNOWLEDGE OF FOREIGN LANGUAGES / LEVEL:
TEL. LANDLINE / TEL. MOBILE:
E-MAIL:
DESIRED BUSINESS NAME:
BUSINESS AREA:
WORK EXPERIENCE:

I declare responsibly that in case of withdrawal from the Internship Program, I waive any remuneration and other related and related rights.

Piraeus, .../ .../ 20

The student.....

.....

II. Attendance Report

Company Name:

Student Name:

DATE	TIME OF ARRIVAL	TIME OF DEPARTURE	DEPARTMENT	SIGNATURE OF MANAGER
Monday xx/xx/xxxx				
Tuesday				
Wednesday				
Thursday				
Friday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Monday				

**The person in charge of the
Internship in the Company:**

Stamp:

III. Evaluation form

Internship Program evaluation questionnaire

	Student's name	
	Business Name	
1	How long have you been involved in the above business?	
2	Were you assigned to a subject or were you asked to do various jobs without fitting into a specific context?	
3	What individual activities were assigned to you?	
4	Was there a willingness to inform you about the subject assigned to you?	
5	Did anyone deal with you frequently?	
6	Were you treated amicably? Casually; Negative; Specify.	
7	Do you think you benefited or not from the Internship? Specify.	
8	Do you think that the duration (4 months) of the Internship is short or long? Please give a reasoned opinion on the ideal duration.	
9	What benefits do you think you have gained? List them in detail.	
10	What are the disadvantages of the structure of the Internship Program?	
11	What are the advantages of the structure of the Internship Program?	
12	What needs to change (in your opinion) in the way the Internship is implemented?	
13	Evaluate the implementation process of the Internship from the point of view of the MSc	
14	Evaluate the implementation process of the Internship by the Research Center of the University of Piraeus.	
15	Were you hired at the company where you did your Internship?	
16	Hired by another company? If so, did the Internship help your recruitment?	
17	Did they know the MSc in the company you worked for? If so, was their opinion positive, neutral or negative?	
18	Did the knowledge you gained during your studies at the MSc help you better meet your duties?	
19	How much they contributed to your recruitment: - the content of studies of the MSc, -its good reputation -external lecturers -teachers – faculty members - Internships	
20	Make free comments on topics covered or not covered by the above questions	