



GREEK REPUBLIC

UNIVERSITY OF THESSALY

SCHOOL OF TECHNOLOGY

DEPARTMENT OF FORESTRY, WOOD SCIENCES & DESIGN

REGULATION OF INTERNSHIP

OF THE UNDERGRADUATE STUDY PROGRAM

OF THE DEPARTMENT OF FORESTRY, WOOD SCIENCES & DESIGN

KARDITSA, 2023

1. Introduction

The Internship of the students of the Department of Forestry, Wood Sciences & Design is mandatory according to the approved Undergraduate Study Program from the numbers 215/17.5.2019, 233/29.5.2020 and 274/24.6. 2022 decisions of the Senate of the University of Thessaly. It is considered absolutely necessary for the consolidation of knowledge and skills in practice and especially at a professional level, according to the needs of the market.

The internship of the Department's students is conducted as follows:

- At the end of the 6th semester in University Forests for a duration of one (1) month in the month of July.
- At the end of the 8th semester in University Forests for a duration of one (1) month in the month of August
- In the 10th semester to organizations and businesses related to the subject of the FWSD Department for a duration of two (2) months, during the months of March and April.

Internship is graded for obtaining a degree as a compulsory course (ΠΡ01) and its completion (4 months) corresponds to 8 ECTS.

In addition, the Internship can be conducted through European/international internship programs abroad (e.g. Erasmus+ program), according to European Commission guidelines.

According to the decision of the Assembly of the FWSD Department, the following are designated: a) as supervisors of the Internship within the framework of the National Strategic Reference Framework (NSRF) program, all faculty members of the FWSD Department, b) three (3) members as the Internship Committee, c) three (3) regular and three (3) substitute members as the Evaluation Committee for the selection of candidates for the Internship.

As selection criteria for the ranking of Internship candidates. of the NSRF program, the following are defined: a) if the student is in the same semester as the internship in accordance with the Undergraduate Study Program and b) the average of his grade.

The Internship will take place in forest areas and building facilities that the University of Thessaly will ensure to provide for the smooth and safe conduct of the Internship of the students of the FWSD Department.

This regulation of Internship of the FWSD Department updates the corresponding regulations, the first of which was Annex D of the FWSD Department's Undergraduate Studies Regulation which was approved in accordance with decision no. 223/1.11.2019 (Topic 4) of the FWSD Department Assembly, and secondly, decision No. 64/2.3.2022 (Topic 10th) of the Assembly of the FWSD Department regarding the updating of the Practice Regulations of the FWSD Department.

2. Internship in University Forests

The Internship of the students of the FWSD Department in University Forests is mandatory for obtaining the degree of the Department. Internship consists of two periods of one month each, which take place during the summer of the 6th and 8th semesters of studies respectively. In Internship which takes place during the 6th and during the 8th semester of studies, two (2) credit units (ECTS) are awarded per semester. Overall, Internship in the University Forests, students who complete it successfully receive four credits (4 ECTS).

The Assembly of the FWSD Department exercises all the responsibilities deriving from this Regulation for the period of the Internship, with recommendations of competent committees, designated by it.

In addition, in the University Forests of University of Thessaly educational and research activities can be carried out by all members of the University of Thessaly, i.e. undergraduate and postgraduate students of other Departments, faculty members and other teaching and research staff of the University of Thessaly, PhD candidates, etc., if this is deemed necessary and following the agreement of the Assembly of the FWSD Department.

Internship in the University Forests of the undergraduate students of the FWSD Department will be carried out at the expense of the Regular Budget of the University of Thessaly.

Purpose of Internship is the familiarization of the students of the FWSD Department with forest ecosystems, wood in all its production processes and all kinds of forestry activities, their practice in knowledge subjects of the broader forestry science that have already been taught and the acquisition of experience in the exercise of silviculture, logging, and forest management under the particular conditions that prevail in forest ecosystems.

Students must participate in the daily exercise program prepared by the faculty members, who are responsible for the exercise in the individual subjects. Also, they must actively participate in the field activities and submit to the teachers in charge the tasks that may be asked of them and that will concern the subject of the individual exercises. The evaluation of the exercises in the University Forests is based on the 'pass/fail' scale, i.e. a score of 0 or 10. In case the Internship evaluated by the relevant faculty members as unsuccessful, then the student is obliged to repeat the Internship for the specific subject.

The program of Internship in the University Forests, as well as any amendment to these Regulations, are ratified by the Assembly of the FWSD Department, after a recommendation by a three-member committee, appointed by the Assembly for 3 years on the recommendation of the President of the FWSD Department.

In the context of Internship the following members of the FWSD Department will have the right to stay in the facilities of the University Forests: a) Undergraduate Students who carry out the Internship, b) Postgraduate Students and Doctoral Candidates and c) Faculty members, employees of Private Law of Indefinite Time, members of Laboratory Teaching Staff, members of Laboratory Technical Staff, employees of the Secretariat, contract teachers (Adjunct Lecturers, Academic Scholars etc.), according to the program of the Internship, as it is validated every year by the Assembly of the FWSD Department.

During the periods beyond the internship of the students of the Department of Forestry, Wood Sciences & Design, Faculty members, members of Laboratory Teaching Staff, members of Laboratory Technical Staff, employees and other Departments of the University of Thessaly will be able to stay. according to a relevant regulation to be determined by the administration and management body of the University Forests (expected).

With the recommendation of the 3-member Internship Committee in the University Forests and upon approval by the Assembly of the FWSD Department, it is also possible for accompanying persons to stay, determined in number and based on the accommodation possibilities that exist based on the existing conditions and the availability of the spaces.

The terms concerning the Internship of the students of the FWSD Department in University Forests of the University of Thessaly are set out in the following 14 articles of the Summer Internship Regulations which were approved in accordance with decision No. 64/2.3.2022 (item 10) of the Assembly of the FWSD Department. Compliance with the following articles is mandatory for all participants in the Internship. For any problem that may arise during the conduct of the Internship the three-member committee is appointed in the first instance and makes recommendations accordingly to the Assembly of the FWSD Department.

It is noted that the present regulation for internships in University Forests follows the structure of the corresponding regulation of the School of Forestry and Natural Environment of Aristotle University of Thessaloniki, as there is a great deal of experience (since 1936) of conducting

practical training in the University Forests of Pertouli, Trikala and Taxiarchi, Halkidiki.

Subject 1.

Internship is mandatory for the undergraduate students of the FWSD Department and its successful completion is a necessary prerequisite for receiving their degree according to the Department's Undergraduate Study Program.

Right to participate in the Internship have the students of the FWSD Department, with conditions included in the Undergraduate Studies Regulations of the Department.

Internship is conducted as follows: a. During the month of July, after the end of the 6th semester of studies, in a University Forest. Duration of exercise: 30 days in the month of July, b. after the end of the 8th semester of studies, in another University Forest. Duration of exercise: 30 days during the month of August.

Internship is held on working days from 08:15 to 14:00, except when there are daily educational excursions in the wider area. When, to save time, Internship is held in the morning and in the afternoon for different academic subjects, its hours will be 08:15 to 12:45 and 15:45 to 19:45. Internship does not take place on weekends and public holidays, but those students who live in the premises of Internship will be entitled to free meals.

Subject 2.

To all participating students from the day of their installation in the training areas until the end of the Internship program. the possibility is provided: a) Accommodation in fully equipped dormitories and b) Full and daily meals. The planning and supervision of feeding will be the responsibility of the Internship Committee in collaboration with the catering contractor.

In addition, free transportation is provided by buses of University of Thessaly from the headquarters of the FWSD Department in Karditsa to the premises of the Internship (university forests) and vice versa, at the start and end of the Internship, as well as their free movement to the performance areas of the individual exercises within the University Forests.

Subject 3.

Program manager of the Internship during the time it is held, it is the instructor who carries out the exercise in the corresponding subject. In the event of an obstacle, the responsible person is a member of the Faculty of the corresponding subject, of the same Laboratory, and in particular the most senior member of the Faculty. starting from the first rank and exhausting the ranks up to the rank of Assistant Professor (based on article 29 par. 1 subsection b of Law 4485/2017).

The person in charge of Internship during the exercise of the first chronological subject, according to the program, welcomes the students and provides general information on the legal status, administration, management and role of the University Forests to achieve a multifaceted and comprehensive education in cooperation with the President of the Internship of the FWSD Department.

Subject 4.

Dormitories are allocated to students by lottery in the month of May, by a committee consisting of the President of the Department (or his representative), the President of the 3-member committee of the Internship in the University Forests (or his representative) and the President of the Students' Association (or his representative). The lottery is held exclusively for students who have declared that they wish to be accommodated in the available building facilities.

Subject 5.

Student interns are not allowed in the building facilities and areas of the Internship to: a) accompany pets, b) consume alcoholic beverages and tobacco products, c) interfere with the facilities (building, electrical, etc.) in any way (writing on the walls, etc.), d) host people, without approval, who do not participate in the Internship.

The above also applies to the trainers who participate in the Internship, with the exception of the accommodation of accompanying persons based on what is defined in the introduction of this regulation.

Subject 6.

Participating students in the Internship must:

- To respect and apply the instructions and suggestions of the person in charge of the Internship, and the persons in charge of the premises and facilities of the University Forests of the University of Thessaly.
- To observe the conditions of order and hygiene in all areas, inside and outside the facilities.
- To protect and take care of the overall logistical infrastructure. Causing any wear or damage to the rooms of the facilities entails the obligation of immediate restoration by the students staying in them at their own expense. Damages or damages to common areas or common sanitary areas of the facilities are shared among all those who, based on the lottery and distribution of the rooms, use these areas.
- To generally avoid noisy events in the context of orderly cohabitation and to observe common quiet hours.
- To follow the instructions given by the trainers, to observe the safety, work and hygiene regulations, and to be responsible for the implementation of these rules as well as for their personal protection.
- For any damage (electrical, hydraulic or other) to immediately notify the person in charge of the premises and facilities of the University Forests of University of Thessaly so that it is restored.

Subject 7.

The intern student before the start of the Internship must submit to the Department Secretariat (by May 31st) an application-declaration, with which he will request that he is interested in being accommodated in the building facilities and fed in the facilities of the University Forests and will state that he has taken note of and agrees with Regulation of Internship. The above request will be satisfied after the approval of the Assembly of the FWSD Department.

Students facing health problems (e.g. allergies, heart diseases) will provide a medical opinion (from the Health Committee of the University of Thessaly or another Public Health Authority) regarding their condition or sensitivity.

Students who do not use the building facilities, while they have declared that they will use them, will be asked to hand over their room keys and anything else they have been charged for their stay there.

Subject 8.

The student intern must be equipped with: a) Appropriate clothing (e.g. hiking boots with special socks, long pants, raincoat, hat, sunglasses) and b) Writing material (pen, pad), flashlight, whistle, backpack, etc.

Subject 9.

Upon arrival at the premises of the University Forests, each student will be charged for his/her room and everything contained therein (blankets, etc. with a relevant material list check) and will be given the keys to the room in which he will be staying based on the previous lottery for the distribution of the rooms.

At the end of the Internship, each student hands over to the person responsible for the operation of the University Forest everything that was charged upon his/her arrival in good condition. At the same time, the operator checks the good condition of the room and common areas, any damage or damage is recorded and the costs of their restoration are charged.

The President of the Internship Committee at the end of each Internship program. submits to the President of the FWSD Department a comprehensive report on the condition of the students' accommodation buildings, any damages that have been caused to specific areas (rooms, common areas, sanitary areas, etc.) and the estimated costs of their restoration, as well as other observations regarding the observance and application of this Regulation.

Based on the above documented report, the Assembly of the FWSD Department decides on the imposition of disciplinary or other responsibilities and on the allocation of the costs of repairing the damages.

Subject 10.

During their internship, apart from their right to compensation and insurance, students do not acquire any other employment or pension rights (Law 1351/83, Official Gazette 56, Issue A).

Subject 11.

Throughout the Internship of the students of the FWSD Department in the University Forests and to deal with emergency needs, it is mandatory to provide medical services by a doctor of the Practice in collaboration with the Health Services of the corresponding region of the University Forests. The position of Doctor may be filled by final year students of the Department of Medicine of the University of Thessaly after a relevant expression of interest, or another suitable way of filling the position in question (e.g. internship of students of the Faculty of Health Sciences of the University of Thessaly, announcement to fill the position of temporary medical staff, etc.). The position of practicing physician is unpaid and is governed by all the other provisions of this Regulation with the rights and obligations arising from them.

Subject 12.

At the end of Internship for each academic subject, the students are evaluated and graded, according to the provisions of the Undergraduate Study Program of the FWSD Department. The assessment-grading status is submitted electronically by the responsible instructors to the Department Secretariat.

Subject 13.

The FWSD Department of the University of Thessaly, applies everything that is defined by the national and community legislation to remove the exclusion of inequalities and to ensure the equal participation of the disabled.

However, students who fall under a recognized category of disabled or face other health problems (e.g. allergies, heart diseases) must provide a medical opinion (from the Health Committee of the University of Athens or another Public Health Authority) regarding the condition or their sensitivity

The FWSD Department of University of Thessaly during the conduct of the Internship and ensuring accessibility for the disabled provides:

- Appropriately designed spaces for the accommodation and accommodation of students with mobility problems, in the building facilities of the University Forests.
- Appropriately configured spaces for conducting introductory seminars of the individual exercises in the building facilities of the University Forests. These facilities are disabled friendly.
- Additionally, and depending on the type of ailment, it may be possible to follow the exercises and lectures given in the forest or in the exercise areas with online relay by digital means, such as video calls via mobile phones, tablets, etc.
- It is possible for them to watch, for some subjects, videotaped laboratory exercises and, based on the file data, deliver the required exercises or assignments solved, in order to be considered to have been practiced "Successfully" (such files must be available in the respective courses on the e- class or on the website of the FWSD Department).

Subject 14.

For any additional condition regarding the conduct of the Internship of the students of the FWSD Department in the University Forests of University of Thessaly and is not provided for in the present Regulations, the Assembly of the FWSD Department is responsible.

3. Internship in Institutions

The Internship in Organizations is a compulsory course in the Undergraduate Study Program of FWSD of University of Thessaly with course code ΠΡ01 and title "Practical Exercise – Internship", corresponds to four (4) ECTS and is mandatory. It is part of the 10th semester of studies.

It concerns the two-month presence of students and the exercise of duties in Greek organizations, research institutions or companies of the public (municipal enterprises) and the private sector (offices of environmental studies, management, land registration, nurseries, wood industries, etc.), which are relevant to the scientific fields of the FWSD. It is carried out in a Public or Private Reception Agency outside the University under the guidance of an executive of the Reception Agency and the supervision of a Faculty member.

Scientifically Responsible for the Internship of the Department of Forestry, Wood Sciences and Design of the University of Thessaly is a faculty member of FWSD, which has been appointed by decision of the General Assembly.

Only undergraduate students of the Department, who are in the 10th semester of their studies, can participate in the funded Program "Tertiary Education Internship of the University of Thessaly", as long as they meet the selection criteria for the grading of Internship candidates of the NSRF program: a) if the student is in the same semester as the internship is conducted according to the Undergraduate Study Program and b) the average of his grade.

The students of the Department can participate in the funded Program "Tertiary Education Internship of the University of Thessaly" only once. Students, who have participated once for an Internship through a Business Program, cannot participate again in the same Business Program, even if they study in a different Department.

Student applications are made in a specific way and on specific dates, determined by FWSD, and are announced on the website of FWSD and on the website of the Internship Office. The selection of the students is carried out by an evaluation committee of the Department, while after the posting of the results (on the website of the Department and on the website of the Internship Office of University of Thessaly) the students who have not been selected (and if there is a reason) have the right to submit (or send electronically) the special objection form to the Internship Office of the University of Thessaly within 5 calendar days of posting the results. Appeals are reviewed by the Internship Appeals Committee designated by the Department.

The students, from the moment they are selected, should follow the instructions that will be given to them by the Internship Office of University of Thessaly (see instructions in the link: <http://pa.uth.gr/>)

The students should draw up, in collaboration with the supervisor (faculty member) and the person in charge of the Internship, a training program that will mention clearly the objectives of the training, the expected results and the skills to be acquired by the trainee.

To complete the Internship, the following deliverables are required for each intern:

- Entry form: completed by the intern on the first ten (10) days of the Internship in a special form, available in the Information System (IS) of the Internship Office of University of Thessaly.
- Form E3.5 at the start: the form must be registered by the Host Organization in ERGANI before the start of the Internship and sent to the Internship Office electronically (praktiki.askisi@uth.gr) or by post or delivered through / of the intern on specific dates set by the Office of Internship University of Thessaly. For the submission dates, the Host is informed electronically, along with all the details of the start of the Internship.
- Two (2) original copies of the signed Cooperation Protocols: The Cooperation Protocols must be sent by the Host to the Internship Office of University of Thessaly. either by post or to be delivered through the intern on specific dates, set by the Office of Internship of University of Thessaly. For the submission dates, the Host is informed electronically, along with all the details of the start of the Internship.
- Weekly electronic diary: filled in by the intern in the Study Program of the Office of Internship of University of Thessaly mandatory at the end of each week.
- Electronic Program Evaluation by the intern: completed by the intern in a special form, available in the Study Program of the Internship Office of University of Thessaly, in the first fifteen (15) days after the end of the Internship.
- Exit census form: completed by the intern in the first fifteen (15) days after the end of the Internship in a special form, which is available in the PB of the Internship Office of University of Thessaly.
- End E3.5 form: the form must be registered by the Host in ERGANI no later than four (4) working days after the end of the Internship and sent to the Internship Office electronically (praktiki.askisi@uth.gr) or by post or to be delivered through the intern on specific dates, set by the Office of Internship of University of Thessaly. For the dates, the Host is informed electronically, together with all the details of the end of the Internship.

- Electronic Evaluation of the Program and Trainee by the Hosting Agency: completed by the Hosting Agency in a special form, which is available at the Internship Office of University of Thessaly and which is sent to the Hosting Agency electronically.
- Electronic Evaluation of the Host and Trainee by the supervising Faculty member or member of Laboratory Teaching Staff: completed by the faculty member or laboratory teaching member, who has been designated as a supervisor for the intern, on a special form, which is available in the Internship Office of the University of Thessaly and which is sent to the supervisor electronically. The entrance to Study Program of the Internship Office of University of Thessaly is carried out using the institutional account.

In order to be able to effectively evaluate the internship, the student should submit to the supervisor (faculty member) a detailed report of activities signed by the person in charge of the respective Agency, which will include the objectives and results (deliverables as provided for in the student's training program) that arose during the internship, as well as the skills acquired by the student intern. The analytical report that will be submitted to the supervisor (faculty member) and will be graded based on the grading scale followed by the University of Thessaly. The score of the mandatory course Π01, entitled "Practical Exercise – Internship", which corresponds to four (4) ECTS credits, will be submitted by the supervisor (member of the Faculty/EDIP) to the scientific responsible and he in turn to the Department Secretariat in charge.

The Internship has a duration of two (2) months, it is full-time, i.e. the weekly hours correspond to the weekly hours of the corresponding scientist at the Host Institution. The Internship has a duration of two (2) months, it is full-time, i.e. the weekly hours correspond to the weekly working hours of the corresponding scientist at the Host Agency.

The Internship takes place in specific periods set by the Department and more specifically usually in the months of March and April during the 10th semester of studies. The months may change, for reasons of force majeure. In any case, the Internship Office of University of Thessaly announces the Internship periods on its website at the beginning of October each year.

Each student chooses a Host after consultation with the Internship Scientific Officer (for more information regarding the selection of the Host, each student can contact either the Internship Scientific Officer Internship or at the Internship Office of the University of Thessaly. In the event that the Internship positions offered by the Host Agency are fewer than the students' applications, the criteria used in the selection of the students will be applied. The Internship may take place in all cities of Greece. It is clarified that the Program does not cover accommodation and travel expenses. Note: The student cannot carry out the Internship with a relative (e.g. parents, uncles, etc.).

At the start of the Internship, each student signs at the Office of Internship of University of Thessaly contract with the Special Account for Research Funds of University of Thessaly, which is also his/her employer. The Organization in which he/she carries out his/her Internship is only a Host Organization and has no working relationship with the student.

During the Internship, the student is insured every month for the 1% corresponding to the lowest class and this is insurance against occupational accidents, in accordance with the current legislation (Law 2817/2000, par. 8, article 14, reg. IKA 47/20.6.2000 and Law 3232/2004, par. 10, article 15). The student, due to his/her insurance from his/her Internship, does not cease to be insured with his/her parents (or if he/she is directly insured with his/her own insurance), does not lose his/her insurance. 1% of the insurance is calculated, by law, on the presumptive daily wage of an unskilled worker (ie on the monthly amount). The amount on which the Social Insurance Institute is calculated is independent of the amount corresponding to the student's contract. In the event that a student does not have any insurance for medical care, then the insurance that must be paid to the Social Insurance Institute corresponds to 7.45%.

The intern has the right to be absent 1 day / month during his/her Internship. Absence days may be for health reasons, educational obligations (e.g. exams). The intern can use the days of absence either partially or in total. He/she should inform the Internship Office 2 days in advance about his/her absence. by email (praktiki.askisi@uth.gr) and of course the Host. In the event that the Internship Office is not notified two days in advance and after a check it is found that the student is absent from the Host, this absence will be considered unjustified and will be grounds for cancellation of the contract.

The student's gross fee (net fee and insurance) is determined by the respective Business Program. The intern's payment is made once approximately one and a half months after the end of his/her Internship: a) after the Internship Office checks that he/she has completed all the obligations arising from the Program, b) after he/she has sent The Academic Head of the Department submits the completion certificate of the students to the Internship Office of the University of Thessaly, where he/she certifies the ECTS credit. The payment is made by deposit to the Bank Account, which the student has declared at the Internship Office of University of Thessaly with the form "At13 - APPLICATION OF A NATURAL PERSON FOR BANK ACCOUNT CREDIT". At the beginning of the following year, he/she is sent an electronic confirmation of earnings for his/her tax return.

At the end of the Internship, each intern receives a notification from the Office of Internship of University of Thessaly to receive his/her signed contract and a certificate of participation in the University of Thessaly Higher Education Internship Program.

4. Internship through the Erasmus+ European Program

The students of the Department of Forestry, Wood Sciences & Design have the possibility to carry out an internship abroad in Universities/Businesses/Organizations through a mobility grant of the Erasmus+ sectoral action / Internship. The internship through the Erasmus+ Program is only mentioned in the Diploma Supplement of each student who moved for the above purpose, and is not assigned credits (ECTS) or a grade. The Department of European Educational Programs of the University of Thessaly has the administrative responsibility for the implementation and management of the Erasmus Program and therefore the internship of undergraduate students, the formulation of regulations and procedures based on European regulations and the European framework, while at the Department level the academic responsibility and the responsibility for the coordination and good implementation of the Erasmus+ program rests with (Coordinator of the Department's ERASMUS program) ECTS Coordinator.

All the updated information regarding the process of student mobility for internships with the Erasmus+ Program (general information – body search process – funding amounts – mobility of people with disabilities – application and evaluation process – process and obligations after selection – process and obligations during the internship – procedure and obligations upon return – regarding language assessment and preparation) are available on the website of the University of Thessaly: (<http://erasmus.uth.gr/gr/kinitikotita/kininikotita-info-gr>).

5. Support for Disabled in the Department of Forestry, Wood Sciences and Design

The Department of Forestry, Wood Sciences and Design of the University of Thessaly implements all that is stipulated by the national and community legislation to remove the exclusion of inequalities and to ensure the equal participation of the disabled.

However, students who are in a recognized disabled category or face other health problems (e.g. allergies, heart diseases, etc.) should provide a medical opinion, regarding their condition or sensitivity.

For the above reasons, please, any student who has similar problems and wishes to make use of the structures and the related possibilities offered by the Department of Forestry, Wood Sciences & Design of University of Thessaly for the Internship of his/her students, to fill in the corresponding forms and address, to the Secretariat of our Department, in person or with a representative, as well as to the support structure for students with disabilities and/or special educational needs of the University of Thessaly "PROSVASIS" (tel.: +30 24210 74345, +30 24210 74338 and +30 2410 684396, e-mail prosvasi@uth.gr)

The Department of Forestry, Wood Sciences and Design of the University of Thessaly during the students' Internship and ensuring the accessibility of people with disabilities provides:

1. Appropriately configured spaces for the accommodation and accommodation of students with mobility problems.
2. Additionally, and depending on the type of ailment, it may be possible to follow the exercises and lectures given in the forest or in the exercise areas with online relay by digital means, such as: video calls via mobile phones, tablets, etc.
3. It is possible (except for those with visual impairments) to watch, for certain subjects, videotaped laboratory exercises and, based on the archive data, deliver the required exercises or assignments solved, in order to be considered to have been "Successfully" practiced in the university forests (these files are available in the corresponding courses in e-learning or on the websites of the laboratories).