

**University of the Peloponnese  
School of Human Movement and Quality of Life  
Sciences, Department of Sports Organization  
and Management**

**MSc Program “Sport Management and Organization of Sport Activities for  
People with Disabilities”**

# Internship Regulation

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## Introduction

Internship constitutes, as a whole, an important part of Higher Education, since it contributes to the better professional application of the knowledge and skills acquired by postgraduate students during their studies, to their more effective integration into the labour market, and to the creation of a channel for the two-way transmission of information between Universities and employing organisations.

For the award of the postgraduate diploma of the Postgraduate Studies Program entitled “Sport Management and Organization of Sport Activities for People with Disabilities”, students must complete internship of a total **duration of 500 hours**, corresponding in total to **20 Credits (ECTS)** and carried out during the 3rd semester of their studies.

## Purpose of the Internship

The purpose of the internship is twofold:

- i. the linking of theory with practice, as it often constitutes students' first contact with the working environment, and
- ii. the development of professional skills for the educational and social support of persons with disabilities and/or special educational needs.

## Through the internship, students:

- become familiar with the working environment,
  - assimilate and apply scientific knowledge through the process of professional practice,
  - enrich their theoretical knowledge with valuable work experience (linking theory and practice)
  - come into contact with the working reality of their future profession,
  - become familiar with the demands of the labour market, acquire experience of education in practice,
  - understand obligations, rights and employment relations within a professional framework,
  - acquire knowledge and abilities relating to planning and to educational interventions,
  - develop skills of cooperation and communication with pupils and their parents,
  - form a professional ethos,
  - increase their prospects of professional networking.
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## Organization of the Internship

By decision of the Coordinating Committee of the Program, the following are appointed for each academic year:

a) The Internship Officer, who is drawn from the Teaching and Research Staff or the Laboratory Teaching Staff or the Special Educational Staff or the Special Technical Laboratory Staff of the Department, and whose remit is the general supervision of the educational process of the internship within the framework of the curriculum, and the coordination of the operation of the internship at Program level.

b) The Internship Committee, which consists of members of the Teaching and Research Staff or the Laboratory Teaching Staff or the Special Educational Staff or the Special Technical Laboratory Staff of the Department, chaired by the Internship Officer, whose remit is the coordination of the activities relating to students' internship, the resolution of problems, the appointment of a Supervisor for each student undertaking internship, the drafting and submission to the Assembly of the Department of an annual report on the implementation and evaluation of the internship program, as well as the submission of recommendations for the amendment of the curriculum as regards internship matters,

The Supervisor is responsible for the guidance and support of students throughout the internship process at the host organisations, for communication with the host organisations in order to achieve the intended learning outcomes, and for informing the Officer and the Internship Committee. Teaching staff of the curriculum may be appointed as Supervisors.

The internship of the Program is supported by a technical member of staff responsible for the design and planning of the Department's internship information system, in accordance also with the requirements of the Managing Authority.

Students undertaking internship are compulsorily covered by the insurance of the National Organization for the Provision of Health Services through the Electronic National Social Security Entity (e-EFKA) (formerly the Social Insurance Institute – Unified Insurance Fund for Employees), in accordance with par. 10 of article 15 of Law 3232/2004 (Government Gazette A' 48), for the accident branch only, the cost of which is borne exclusively by the host organisation (par. 1, 3, 4, 5, 6, art. 69, Law 4957/2022).

## Organisations Hosting the Internship

Students' internship is carried out in public services, legal entities under public law, first- and second-tier Local Government Organisations, legal entities under private law and undertakings, hereinafter referred to as “host organisations”, under the supervision of a member of the teaching staff of the curriculum. Specifically, the internship is carried out in rehabilitation centres, specialised physiotherapy practices,

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support centres, special education school units and places of social support and integration attended by pupils with disabilities and/or special educational needs. It is also carried out in European and international organisations, sports federations, clubs, NGOs, sports organisations of Local Government, as well as undertakings whose activity concerns people with disabilities.

### **Procedure for Undertaking the Internship**

In order to take part in the program, students must submit to the academic officer responsible for the internship an application in accordance with the template [http://pmsamea.uop.gr/index.php?option=com\\_content&view=article&id=200&Itemid=965](http://pmsamea.uop.gr/index.php?option=com_content&view=article&id=200&Itemid=965)

By decision of the Coordinating Committee of the Program, the application for undertaking internship may be made by electronic submission on the internship platform <https://forms-toda.uop.gr/>

Following the submission of the application, the Academic Officer responsible for the Internship:

- a) where the internship is to take place in a school unit, submits to the head teacher a request for permission to carry out the internship at the school.
- b) proceeds to the conclusion of a Contract, signed by the three contracting parties (Director of the Program, Internship Organisation and Trainee).

The internship is verified and certified by the Academic Officer of the Program and by the officer of the host organisation, and is accompanied by a **logbook/attendance record**, which can be found at the following link:

([http://pmsamea.uop.gr/index.php?option=com\\_content&view=article&id=200&Itemid=965](http://pmsamea.uop.gr/index.php?option=com_content&view=article&id=200&Itemid=965))

### **Content of the Internship**

The internship includes the planning of lessons or educational interventions, observation, participation in teaching and, necessarily, supervised autonomous teaching or educational intervention, as defined by the legislation in force at any given time.

### **Obligations of Students during the Internship.**

The obligations of students during the internship concern:

- ☐ in relation to the professional framework (a commitment to carry out the internship at the organisation of their choice),
  - ☐ harmonious cooperation with the internship organisation,
  - ☐ consistency in observing the working hours, as laid down in the special contract
  - ☐ informing the organisation in the event of the trainee's absence,
  - ☐ consistency in the activities they undertake,
  - ☐ in relation to the principles of professional ethics,
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- competence, integrity, responsibility,
  - respect for the rights and dignity of people with disabilities, □ delimitation and prevention of any overstepping of duties.
  - keeping the daily logbook/attendance record
  - responsibility for keeping themselves informed of announcements concerning the internship and for the timely submission of internship documents.
  - immediate notification of the Secretariat of the Program by the trainee in the event of interruption of the internship, and submission of the logbook showing the days of internship completed.
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