

CYPRUS UNIVERSITY OF TECHNOLOGY

DEPARTMENT OF AGRICULTURAL SCIENCES, BIOTECHNOLOGY AND FOOD SCIENCE

STUDENT INTERNSHIP RULES AND PROCEDURES

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1. INTERNSHIP- COMMITTEE

The Internship Committee is permanent, composed of all members of the Special Teaching Staff and a member of the Academic Teaching Staff, who chairs the Commission. The purpose of the Internship Committee is to co-ordinate all activities related to undergraduate traineeships and its tasks are:

- Continuous updating of the “Register of Work Placement Institutions”
- Non-disclosure of available internships
- Assessing the suitability of the workplaces in which the traineeship is to be carried out
- The appointment of an academic supervisor for each student
- Completing a Student Internship List that states:
 - (a) The allocation of students to institutions and
 - (b) Responsible persons for the internship by both the employer and the Department

2. INTERNSHIP- DURATION

The internship takes place after the end of the third academic year. The internship is set at 8 weeks and must take place from June to July. In special cases, the internship period may be modified upon the student's reasoned request.

3. INTERNSHIP- PLACEMENT INSTITUTIONS

Students are accepted both in public and private sectors in Cyprus or abroad. The selection of trainees and the establishment of a specialized register are made by the Department on the basis of specific scientific and professional criteria.

Examples of placement Institutions (public and semi-public) that accept our students are: Departments of the Ministry of Agriculture (Institute of Agricultural Research, Department of Agriculture), Ministry of Health (Health Services), State Laboratory etc.

Internships are provided by private sector or overseas research institutions either by the Internship Committee or upon recommendation by a member of the Department who has consulted with the host organization the Department's intention to the institution to provide internships for students. Finally, the students can make suggestions themselves in collaboration with the Practical Exercise Committee. The latter shall check, in each case, the appropriateness of the proposed position.

4. PROCEDURE FOR INTERNSHIP PLACEMENT

Each student who is going to do an internship submits an application form (Annex, Form 1) to the Department's Secretary stating one or more internship institutions that are of interest.

The selection is made either by the Department's Approved List of Internship Institutions or upon the proposal of the student. In the latter case, the student shall attach as well the confirmation of the employer (Appendix, Form 2) that he/she accepts to carry out his internship, indicating the objects of his employment, as well as the name and capacity of the supervisor of the organization that will direct him/her.

Applications must be submitted no later than 60 days prior to the start of the internship. The Secretariat forwards applications to the Internship Committee, which will allocate students to existing institutions and the Student Internship List is completed.

Following the announcement of placement, the student receives the Practice Book (Appendix, Form 5), where he / she will record the progress of his / her internship and submit it to the Department along with a Final Report at the end of the internship.

5. IMPLEMENTATION/SUPERVISION OF INTERNSHIP PLACEMENT

5.1. INSTITUTION'S OBLIGATIONS

The Institution will contribute to the student's education to the best possible manner for mutual benefit. To this end, the institution appoints a supervisor (trainer), with a scientific/technical specialty related to that of students and with sufficient experience in the workplace, who:

1. Actively supervises the student's internship, with particular emphasis on compliance with safety rules.
2. Collaborates with the academic supervisor for more effective student performance.
3. Checks the Student's Practice Book, evaluates the trainee's performance and records his observations in a questionnaire issued by the Department (Annex, Form 3).

In cases where the administration of the employment institution does not generally follow the intended employment plan of the student, it may be possible, following the decision of the Internship Committee, to terminate the exercise in that institution. In this case, the Committee shall, as a matter of priority, ensure a new internship to supplement the remaining time.

5.2. STUDENT OBLIGATIONS

The student at his / her place of work is required to follow safety and security regulations as well as any other arrangements applicable to business or service personnel. He / she must also enter the workplace without interruption and follow normal working hours. Finally, he must be actively involved in the execution of the tasks assigned to him by the Employment Supervisor. Arbitrary absences or violations of workplace regulations can lead to termination of employment and the completion of internships next year in a new position.

To monitor this process properly, the trainee must complete the Practical Book on a weekly basis. This book records the student's training progress and describes the activities in which he participated. Each weekly entry is reviewed and signed by the Internship's Institution Supervisor. At the end of the internship the student must submit to the Secretariat of the Department:

1. The Practical Book, supplemented by the final reports and observations of the Academic and Institution's Supervisors.
2. Summary final internship report, which shall include: (a) the organization and activities of the institution; (b) the objectives of the internship; (c) the knowledge and experiences he gained from his participation and (d) proposals for improving the Internship
3. Completed Internship Questionnaire as provided by the Department (Annex, Form 4).

5.3 ACADEMIC SUPERVISOR'S OBLIGATIONS

The trainee student is supervised by the Department. An Academic Supervisor is appointed by the Internship Committee, who makes the necessary contacts or visits during the two-month internship. The Academic Supervisor: (a) cooperates with the Supervisor of the employment agency to make the students more effective, (b) visits the sites and checks that both the employer

and the trainee fulfill their obligations, (c) in regular contact with the employer's supervisor and the student; (d) be informed and resolve emerging issues; and (e) participates in the student's final evaluation.

6. INTERNSHIP-EVALUATION

The performance and the experience gained by the student are evaluated by the Internship Committee and the Academic Supervisor on the basis of:

- Internship (Practical) book
- the final internship report, which is submitted in writing and orally supported at an open meeting of the Department
- the completed student's questionnaire

7. STUDENT'S INSURANCE

Students are covered by the institution's employee insurance scheme either in the public or private sectors. Moreover, students are covered by the University's Insurance Scheme.

8. Appendix

1. Internship Application Form
2. Internship Institution Acceptance Form
3. Internship Institution Questionnaire
4. Student Intern Questionnaire
5. Practical book

PERSONAL DETAILS

NAME:	SURNAME:		
ADDRESS:			
Address		No	P.O. BOX
Municipality/Community		Town	
Policy No:			
Student No:			
Introduction year:			

APPLICATION FORM

To Internship Committee,					
I would like to inform that my internship will take place at :					
Under the Supervision of (if name is known)					
A confirmation of acceptance by the Internship Organization is attached (required out of registry only)	<table border="1"> <tr> <td>yes</td> <td>no</td> </tr> <tr> <td></td> <td></td> </tr> </table>	yes	no		
yes	no				
Signature:	Date:				

OFFICIAL USE

Date of Receipt:	
File No:	



Τεχνολογικό Πανεπιστήμιο Κύπρου

Τμήμα Γεωπονικών Επιστημών, Βιοτεχνολογίας & Επιστήμης Τροφίμων

ΑΙΤΗΣΗ ΠΡΑΚΤΙΚΗΣ ΕΞΑΣΚΗΣΗΣ

ΠΡΟΣΩΠΙΚΑ ΣΤΟΙΧΕΙΑ		
ΟΝΟΜΑ:	ΕΠΩΝΥΜΟ:	
ΔΙΕΥΘΥΝΣΗ:		
Οδός	Αριθμός	Ταχ. Κώδικας
Δήμος/Κοινότητα	Επαρχία	
Αριθμός Πολιτικής Ταυτότητας:		
Αριθμός Φοιτητικής Ταυτότητας:		
Έτος Εισαγωγής:		
ΑΙΤΗΣΗ		
Προς την Επιτροπή Πρακτικής Άσκησης,		
Σας γνωρίζω ότι επιθυμώ να πραγματοποιήσω την πρακτική μου άσκηση στο:		
υπό την εποπτεία του/της: (συμπληρώστε μόνο αν γνωρίζετε)		
Σας επισυνάπτω βεβαίωση αποδοχής από το φορέα απασχόλησης (απαιτείται μόνο σε περιπτώσεις φορέων εκτός μητρώου)		
		<input type="checkbox"/> ΝΑΙ <input type="checkbox"/> ΟΧΙ
Υπογραφή:	Ημερομηνία:	
ΓΙΑ ΥΠΗΡΕΣΙΑΚΗ ΧΡΗΣΗ		
Ημερομηνία Παραλαβής:		
Αριθμός Φακέλου:		

STUDENT ACCEPTANCE FORM

INSTITUTIONS DETAILS

NAME: _____

ADDRESS: _____

Street

Number

PO BOx

Town

Province

Phone/eamil

Address: _____

APPLICATION

To Internship Committee,

I the undersigned _____ legal

representative of the institution I confirm the acceptance of the student _____

_____ of the Department of the Agricultural Sciences,

Biotechnology and Food Science in order to complete the internship between the dates of _____

_____. During this time the student will be trained under the

supervision of _____ on the

following subjects : _____

_____.

Signature: _____ Date: _____

Stamp

For Secreteriat

Date :

No of Application: _____

Questionnaire - Internship Institution

1. How important is student employment to your business / organization?

☐

Not at all

☐

a little

☐

average

☐

very

☐

very much

2. What is the main reason for student employment in your business / organization?

3. How would you evaluate the presence of the student in your business /organization?

☐

Insufficient

☐

sufficient

☐

average

☐

good

☐

very good

4. Was there any specific problem worth mentioning during the student's internship?

5. Θα συνεχίσετε να απασχολείτε φοιτητές στην επιχείρηση/οργανισμό σας στα πλαίσια της πρακτικής εξάσκησης

☐

YES

☐

NO

6. Πως κατά την γνώμη σας θα μπορούσε να βελτιωθεί η συνεργασία μεταξύ επόπτη καθηγητή, επόπτη φορέα απασχόλησης και φοιτητή κατά την πρακτική εξάσκηση.

Student's Questionnaire

1. Do you feel that your duties in the business / organization were relevant to the subject of your studies?

☐☐☐☐☐

None at all

a little

average

a lot

very much so

2. How would you evaluate your working environment?

☐☐☐☐☐

inadequate

average

good

very good

perfect

3. Was there a systematic supervision by your Academic Supervisor?

☐☐☐☐☐

none

a little

enough

a lot

very much

4. Do you consider that you were guided/directed by the Institution's Supervisor?

☐☐☐☐☐

none

a little

enough

a lot

very much

5. Do you consider that the internship has significantly contributed to your academic education?

6. Do you think that the duration of the internship was adequate in order to provide the expected results?
7. Was there a particular problem or any important difficulties encountered during the internship that are worth mentioning?

CONTENTS

1. Student and Institution's Details
2. Weekly Student Report
3. Final Student's Report
4. General Comments from the Internship's Institution

Student's Details

Name :.....

Surname:.....

Student ID:

Academic Direction:

Academic Staff Responsible:.....

Start Date of Internship:

Internship Institution's Details

Name:

Operation/Activity:

DATE :

[illegible]

Student's Signature
Supervisor's Signature.....

STUDENT'S FINAL REPORT

Institution's Activities/Operations:

Knowledge/Experiences/Skills gained:

Student's Signature

Date:.....

[illegible]

Supervisor's Signature
Date:.....