



ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΕΙΡΑΙΩΣ
UNIVERSITY OF PIRAEUS

DEPARTMENT OF DIGITAL SYSTEMS



DEMOKRITOS

INSTITUTE OF INFORMATICS AND TELECOMMUNICATIONS



REGULATION for STUDENT MOBILITY and INTERNSHIP

1. Mobility Actions – Academic Coordinator

Students of the MSc in AI can participate in the following mobility programs:

1. Internships that focus solely on acquiring professional experience and are not related to attending courses or matching them with courses in the MSc in AI.
2. Collaboration with an industry entity to carry out a master's thesis.

The Curriculum Committee appoints an Academic Coordinator for the participation of students from the MSc in AI in mobility programs.

The Academic Coordinator:

- Is responsible for bilateral agreements with European Universities and organizations after proposals from the instructors of the MSc in AI.
- Is responsible for posting the positions available for student mobility and all related details.
- Makes recommendations to the Curriculum Committee of the MSc in AI regarding student mobility for the next academic year.

2. Mobility – Internship

Student mobility in the context of an internship takes place through ERASMUS+ programs or positions offered by private or public entities, either domestic or international, which are valid for the specific academic year.

Internship positions offered by private or public entities are approved by the Curriculum Committee and announced to students. Students, in collaboration with the Academic Coordinator, select the entity where they wish to go. The selection of students to participate in mobility is made by the Curriculum Committee based on the recommendation of the Academic Coordinator before the start of the third semester of studies. In addition to the general participation requirements, the Curriculum Committee may set additional criteria, which must be publicized in the announcements for available positions.

Regarding the Erasmus+ program, on the Piraeus University website, under International Relations, there are instructions on the registration process, curriculum, semester duration, accommodation options, and other practical matters for outgoing students. Students can also consult information folders from partner universities available in the International and Public Relations Department of Piraeus University.

2.2. Duration of the Internship – Compensation and Insurance – Funding

The duration of the internship is limited to one academic semester, with a minimum duration of three months, and concerns exclusively areas related to the goals and scientific field of the MSc in AI.

The Curriculum Committee of the MSc in AI has the option to modify the duration of the internship, either generally or on a case-by-case basis, following a documented proposal by the interested parties.

Typically, students participating in internships within the scope of their studies in the MSc in AI are not insured or compensated for the total duration of their employment by the program.

2.3. Timing of the Internship – Participation Rights

The internship for students in any academic year can be carried out after the examination period of the second semester of that year and can be combined with the completion of a master's thesis, as specified in the program's regulations.

Students who meet the following conditions are eligible to participate in an internship: A) They are still students of the "Artificial Intelligence" MSc in AI and have not completed (as of the date they start their internship) 3 semesters of full-time study. B) They have successfully passed all courses in the first two semesters.

2.4. Selection of Internship Providers

The Curriculum Committee selects the internship providers and students using criteria that aim to maximize the benefits of the internship for the students and the MSc in AI.

2.5. Internship Implementation Process

2.5.1 Announcement of Partners Each year, the MSc in AI specifies the deadline for submission of applications from interested students and any additional selection criteria, following approval by the Curriculum Committee.

2.5.2 Approval of Internships The Curriculum Committee of the MSc in AI prepares and approves a list of students and corresponding internship positions as defined above.

2.5.3 Progress Reports Students carrying out internships must prepare a progress report, describing their full involvement with the hosting organization (a) halfway through the internship duration, and (b) after the internship's conclusion. The report must be submitted within 15 days after each period and should be signed by the supervisor from the hosting organization and approved by the Academic Coordinator of the MSc in AI, who informs the Curriculum Committee.

If, for any reason, the student's work is considered inadequate or unsatisfactory for the purposes of the internship, or if no progress report is submitted, the Curriculum Committee must decide whether to allow the continuation of the internship.

2.6. Evaluation of Internship Results

Students who complete an internship will fill out a questionnaire (see Appendix) for evaluating the hosting organization. Similarly, hosting organizations will provide a statement summarizing the student's work. The Curriculum Committee, upon the Director's recommendation, will consider the evaluation results for further decisions regarding the internship.

3. Mobility – Master's Thesis

Participation in a mobility program for a master's thesis can involve collaboration with a private or public partner, either local or international.

The objectives of the master's theses in collaboration with Industrial Partners are as follows:

1. Facilitation of the transfer of knowledge from the MSc in AI to the participating entities and vice versa, creating a dynamic knowledge ecosystem.
2. Support and empowerment of students to gain valuable experience by dealing with real-world problems requiring AI solutions.
3. Facilitation of student absorption by leading entities in AI, especially in Greece, contributing significantly to the national and European economy.

The benefits for participating Industrial Partners include:

- Strengthening companies with capable human resources.
- Enhancing innovation spirit and forming innovative practices.
- Increasing the digital maturity of participating organizations.
- Opportunities for creating new products/services using AI techniques.
- Optimizing organizational data capital for process improvements and business expansion.

Each year, the MSc in AI website announces the proposed thesis topics from the program's instructors, including those in collaboration with productive entities.

3.1. Duration, Implementation Time, Participation Rights – Compensation and Insurance – Funding

The implementation of a master's thesis in collaboration with a private or public entity follows the rules and restrictions of the MSc in AI, as outlined in the relevant regulations.

Students working on a master's thesis are neither insured nor compensated by the program. A separate agreement between the hosting entity and the program outlines the academic and co-supervision responsibilities.

3.2. Selection of Hosting Organizations

Thesis topics are proposed by entities according to the standards set by the MSc in AI.

3.3. Master's Thesis Process in Collaboration with an Entity

Steps in the process include:

1. Announcement of thesis topics and submission deadlines.

2. Submission of thesis proposals by students.
3. Approval of thesis topics and signing of agreements between the program and hosting entities.

3.4. Evaluation of Master's Thesis Results

Students completing industrial master's theses will fill out a questionnaire evaluating the collaboration with the hosting entity, and hosting entities will complete a similar evaluation form for the MSc in AI.

APPENDIX

Student Placement/Internship Questionnaire

Student Name Surname:	
Student Registration Number:	
Hosting Organization:	
Hosting Organization Details (Full address, Country, Department):	
Responsible for this placement/internship from the Hosting Organization:	
Responsible for this placement/internship from the MSc "Artificial Intelligence":	
Student placement/internship duration:	Starting date: DD/MM/YY Ending date: DD/MM/YY
Questions (to the student)	
How was your collaboration with the persons responsible for this placement from the hosting organization?	Excellent Very good Good It could be better Bad
How was your collaboration with the persons responsible for this placement from the MSc "AI"?	Excellent Very good Good It could be better Bad
Was the information provided for this placement adequate/sufficient?	Excellent Very good Good It could be better Bad
Did you have sufficient information for all possible placements so as to make an informed choice?	Excellent Very good Good It could be better Bad
Did you receive the necessary information before/during/after this placement in a timely way?	Excellent Very good Good It could be better Bad
Was the placement rewarding according to your expectations and needs?	Excellent Very good Good It could be better Bad
Please rate the relevance of your job in the hosting organization with AI	Excellent Very good Good It could be better Bad
Please rate the suitability of the knowledge on AI gained through your MSc studies for this placement	Excellent Very good Good It could be better Bad
Please rate the suitability of your skills for this placement	Excellent Very good Good It could be better Bad
Please rate the new knowledge gained from this placement	Rich Sufficient Poor Nothing new
Please rate the new skills gained from this placement	Rich Sufficient Poor Nothing new

Did you have the opportunity to discuss with the hosting organization the continuity of your collaboration? If yes, what was the reaction?	No Yes I will continue working with them No specific reaction They discouraged me
Please let us know of any future improvements you may think appropriate throughout the process of assigning placements to students.	
Please let us know of any suggestions that should be forwarded to the hosting organization.	
Please provide further details for any of your “could be better” reactions made above (where it applies)	

Hosting Organization Questionnaire

Student Name Surname:	
Student Registration Number:	
Hosting Organization:	
Hosting Organization Details (Full address, Country, Department):	
Responsible for this placement/internship from the Hosting Organization:	
Responsible for this placement/internship from the MSc "Artificial Intelligence":	
Student placement/internship duration:	Starting date: DD/MM/YY Ending date: DD/MM/YY
Questions (to the Hosting Organization)	
How was your collaboration with the student in general?	Excellent Very good Good It could be better Bad
How was your collaboration with the persons responsible for this placement from the MSc "AI"?	Excellent Very good Good It could be better Bad
Was this placement rewarding according to your expectations and needs?	Excellent Very good Good It could be better Bad
Please rate the suitability of student's knowledge on the AI topics relevant for this placement	Excellent Very good Good It could be better Bad
Please rate the suitability of student's skills on the AI topics relevant for this placement	Excellent Very good Good It could be better Bad
Did you have the opportunity to discuss with the student the continuity of your collaboration?	No Yes
If yes, what was the reaction?	I will continue our collaboration No specific reaction Refused
Please let us know of any future improvements you may think appropriate throughout the process of assigning placements to students.	
Please let us know of any suggestions that should be forwarded to the student.	
Please provide further details for any of your "could be better" reactions made above (where it applies)	