

## **DEPARTMENT OF PSYCHOLOGY**

SCHOOL OF SOCIAL SCIENCES – UNIVERSITY OF CRETE

### **INTERNAL REGULATION OF INTERNSHIP**

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#### **1. Definition of Internship**

The Internship is included in the undergraduate Curriculum of the Department of Psychology as a compulsory educational activity. It concerns the short-term employment of students and the undertaking of duties related to the purposes of the present Regulation, in potential workplaces. The Internship is carried out in public and private bodies, as provided for by the Institutional Regulation of Internship of the University of Crete, and in no case is it permitted to be conducted in private offices of psychologists. These bodies may be public services, legal entities under public law, Local Government Organizations of first and second degree, legal entities under private law, and enterprises, hereafter referred to as “Host Institutions (HI)”.

Successful completion of the Internship entails the award of twelve (12) credit units (European Credit Transfer and Accumulation System – ECTS), all of which are counted towards the degree.

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#### **2. Purpose**

The aim of the Internship is to familiarize undergraduate students of the Department of Psychology with fields of their prospective professional activity. Through the Internship, students are given the opportunity to observe, to become sensitized, to reflect, and to engage personally in considering/reconsidering positions and approaches that they have been taught and worked through during their studies. In this way, the foundations are laid for the development and critical review of ideas, positions, and practices concerning the place of Psychology as a science in society and, more generally, the linkage of academic studies with the labour market. The Internship aims at understanding the connection between theoretical knowledge and empirical reality, as well as familiarization with the work environment and the demands of the professional field.

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#### **3. Benefits for Students**

The benefits for students from their participation in the Internship include, indicatively, the following:

1. They come into contact for the first time with a professional field related to their studies in Psychology.
2. They apply the knowledge they have acquired and are informed about current labour market trends and the skills required.
3. They gain experience of working in a team and are prepared for the conditions, problems, and challenges they will face after graduation.
4. They become acquainted with part of the professional settings so that they can choose the one that will offer them the greatest benefits at professional and personal level.

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#### **4. Ethics and Deontology**

Interns are bound to comply with the Code of Ethics of Psychologists (Government Gazette 2344/B ' /18-6-2019), the Code of Ethics of the respective structure, and with absolute confidentiality regarding service users and, more generally, anything that occurs within the Host Institution where the Internship is carried out. In case of breach of ethical rules, the Supervisors at the HI or the Internship Supervisors inform the Internship Coordinator. The Coordinator informs the Assembly of the Department of Psychology, which decides on the imposition of sanctions.

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#### **5. Organisation of the Internship**

The proper implementation of the Internship is supported by:

1. The Internship Coordinator
  2. The Internship Committee
  3. The Internship Appeals Committee
  4. The Internship Supervisors
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##### **5.1. Internship Coordinator**

By decision of the Assembly of the Department of Psychology, an Internship Coordinator is appointed for a three-year term, coming from the members of the Teaching and Research Staff (TRS), or Laboratory Teaching Staff (LTS), or Special Teaching Staff (STS), or Special Technical Laboratory Staff (STLS) of the Department.

The general responsibilities of the Internship Coordinator are:

1. Coordination of the Internship Committee, as its head.
2. General oversight of the educational process of the Internship within the framework of the Curriculum.
3. Coordination of the Internship Supervisors and the respective supervisors in the Host Institutions.
4. Travel for the purpose of supervising students of the Department, when deemed necessary and provided that the required funds are available.
5. Drafting and submitting an annual report on the implementation and evaluation of the Internship programme to the Department Assembly.
6. Collection, on an annual basis, of statistical data on the Internship, completion of the relevant statistical forms, and timely submission to the institutional coordinator.
7. Approval of successful completion of the Internship of each intern by the Internship Committee and written notification of the Department's Undergraduate Programme

Secretariat so that the ECTS credits provided for in the Internal Regulation may be recorded.

8. Collection, in collaboration with the Internship Office of the Student Support Unit (SSU) of the Institution, of all deliverables required for the completion of the Internship.

More specifically, in relation to the proper completion of each Internship cycle of the Department, the responsibilities of the Internship Coordinator are:

1. Communication with collaborating bodies in order to secure positions.
2. Preparation of a timetable for the planning and completion of each Internship cycle at the beginning of each academic year.
3. Drafting and posting all announcements required for the organisation of each Internship cycle.
4. Keeping a record of announcements and information meetings and submitting copies to the Internship Office.
5. Conducting information meetings with interns.
6. Entering students' applications for each cycle.
7. Initial ranking of applicants based on the selection/ranking criteria.
8. Ensuring timely approval of the final selection and placement report for each cycle by the Department Assembly.
9. Assigning Supervisors to the respective Host Institutions according to their area of expertise, research interests, experience with similar bodies, or, in the absence of the aforementioned, according to their availability.
10. Drafting all necessary minutes of the meetings of the Internship Committee, including selection minutes with ranking lists and final lists.
11. Keeping a file for each intern with all the documents relating to them.
12. Keeping a file with all the necessary forms required by the Special Research Account (ELKE) of the University of Crete in each period.
13. Drafting and submitting a final report of the Internship Coordinator and a completion-of-project certificate to the Internship Office of the Student Support Unit (SSU) of the Institution.

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## **5.2. Internship Committee**

By decision of the Department Assembly, a three-member Internship Committee is appointed, with a three-year term, consisting of members of the Teaching and Research Staff (TRS), Laboratory Teaching Staff (LTS), Special Teaching Staff (STS), or Special Technical Laboratory Staff (STLS) of the Department.

The Internship Coordinator chairs the Internship Committee. The responsibilities of the Internship Committee are:

1. Evaluating the applications of students who wish to undertake an Internship. Evaluation is carried out on the basis of the conditions and selection criteria defined in the present Internship Regulation.
  2. Submitting the final list of selected and reserve students who will undertake an Internship to the Department Assembly for approval.
  3. Coordinating activities related to the Internship of students.
  4. Supporting, in cooperation with the Internship Office of the Student Support Unit (SSU), students in finding Host Institutions for conducting the Internship.
  5. Approving a change of Host Institution when justified reasons exist.
  6. Resolving any problems that arise during the Internship.
  7. Appointing an Internship Supervisor for each intern.
  8. Submitting recommendations for the modification of the Curriculum regarding Internship matters.
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### **5.3. Internship Appeals Committee**

By decision of the Department Assembly, a three-member Internship Appeals Committee is appointed, with a three-year term, composed of members of the Teaching and Research Staff (TRS), Laboratory Teaching Staff (LTS), Special Teaching Staff (STS), or Special Technical Laboratory Staff (STLS) of the Department or of the Postgraduate Programmes.

The Internship Appeals Committee is authorised by the Department Assembly to examine any appeals submitted by students regarding their selection by the Internship Committee. The Appeals Committee notifies its decisions on appeals, via the relevant Appeals Minutes, to the Internship Committee, which is obliged to implement them in order for the final list of selected students to be drawn up and subsequently forwarded to the competent body for decision-making and finally to the Secretariat of the Department.

The Appeals Committee is common to both the Undergraduate Programme and postgraduate programmes operating in the Department as single-department programmes or as Inter-departmental or Inter-institutional programmes when the Department of Psychology is the coordinating Department.

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### **5.4. Departmental Internship Supervisors**

Departmental Internship Supervisors are members of the Teaching and Research Staff (TRS), Laboratory Teaching Staff (LTS), Special Teaching Staff (STS), or Special Technical Laboratory Staff (STLS) of the Department or postgraduate programmes. Internship Supervisors are appointed per intern by the Internship Committee and may also be members of the Committee itself.

The responsibilities of the Departmental Internship Supervisor are:

1. Guiding and supporting students throughout the Internship process in the Host Institution.
  2. Communicating with Host Institutions in order to achieve the intended learning outcomes.
  3. Informing the Internship Coordinator and the Internship Committee.
  4. Recording interns' leave in collaboration with the Internship Office of the Student Support Unit (SSU).
  5. Visiting the Host Institutions, when deemed necessary and provided that the required funds are available, in order to supervise the Internship of students of the Department.
  6. Monitoring the progress of the intern during the Internship both through direct communication with the student and through collaboration with the Host Institution Supervisor, and checking that the intern keeps a daily log.
  7. Discussing with the student any concerns and questions that may arise and guiding them during the Internship.
  8. Generally taking care of all academic matters that may arise. For each student who completes the Internship, the Supervisor submits the relevant evaluation form to the Internship Coordinator.
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### **5.5. Internship Contract**

The Internship contract is provided for in the Institutional Regulation of Internship of the University of Crete.

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### **5.6. Change of Host Institution – Termination of Internship**

Change of Host Institution or termination of the Internship is possible following a decision of the Internship Committee of the Undergraduate Programme.

#### **a) Change of Host Institution**

Change of Host Institution during the Internship is possible in the following cases:

1. The intern or the appointed Internship Supervisor finds that the administration of the Host Institution does not abide by the agreed conditions or assigns unrelated tasks to the interns.
2. There are serious cooperation problems between the Host Institution and the intern, which cannot be resolved, with the consent of the Department's Internship Supervisor.
3. There are serious health issues affecting the intern, documented by the required certificates from a Public Health Structure, which require absence for a period exceeding the number of days of leave provided.

In such cases, the intern must inform in writing the Internship Supervisor of the Department and/or the Internship Committee. Alternatively, the Internship Supervisor may, on their own initiative and with the consent of the intern, inform the Internship Committee.

The Internships Committee examines the matter and decides whether there is cause for changing the Host Institution. If such cause is established, then the Committee, in collaboration with the Internship Office of the Student Support Unit (SSU), arranges for the placement of the intern in another Host Institution. Provided that the new Host Institution agrees, the Internship there may only cover the remaining period required for completion, as long as it is carried out within the same academic year.

In cases where (a) the new Host Institution does not agree to the Internship being carried out only for the remaining time and no other Host Institution accepting this request can be found promptly, or (b) for reasons of force majeure it is not possible to complete the Internship within the same academic year, then the student is required to repeat the Internship for the entire duration in the new Host Institution.

#### **b) Termination of Internship**

The Internship is also terminated even if none of the above reasons applies, but the intern (a) by written request to the Internship Supervisor and/or the Internship Committee declares that they wish to terminate the Internship for personal reasons, or (b) does not fulfil their contractual obligations, or (c) does not comply with safety and work regulations, as well as any other rules applicable to staff of the Host Institution, following written notification from the Host Institution to the Internship Supervisor and the Internship Committee. In case of termination of the Internship, given that the Internship is compulsory, the student must repeat the Internship for its full duration.

Unjustified termination of the Internship or failure to withdraw the application in due time so that the position can be allocated to a reserve student, or failure by the student to submit the required documents, entails: (a) non-recognition of the Internship in cases where the student has already started, and (b) loss of the right to submit an application for Internship in the next cycle.

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### **5.7. Insurance of Interns**

The insurance of interns is provided for by the Institutional Regulation of Internship of the University of Crete.

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### **5.8. Remuneration of Interns**

For successful completion of the Internship, students are required to submit any documents/justification requested by the Internship Coordinator and/or the Internship Office, as defined by the Internship Regulation of the Department and the Procedures Manual of the Internship Office of the Student Support Unit of the University of Crete.

The Internship is remunerated, upon completion of the educational process of the Internship, in accordance with current legislation and the Institutional Regulation of Internship of the University.

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## **5.9. Rights and Obligations of Interns**

Interns have the following obligations:

- a) Before the start of the Internship, they must follow the instructions given to them by the Department and the Internship Office of the Student Support Unit (SSU) regarding the implementation of the Internship.
- b) During the Internship, they are entitled to one (1) day of leave per month of Internship, for personal, health, or educational reasons (e.g., examinations). The intern may take days of absence either in parts or cumulatively during the Internship. If they wish to use leave for personal or educational reasons, they must notify in writing the Host Institution, the appointed Internship Supervisor, and the Internship Office of the SSU two (2) days in advance. If they fail to provide two days' prior notice and, following a check, it is found that they are absent from the Host Institution, the absence will be considered unjustified and will be grounds for cancellation of the Internship. When health reasons apply, the intern may notify of their absence on the same day.
- c) During the Internship they must comply with safety and work regulations as well as any other rules applicable to the staff of the Host Institution. Violation of workplace regulations may lead to termination of the Internship. In such a case, the student may repeat the Internship, in accordance with paragraph 5.6 of the present Regulation.
- d) During the Internship, students must acquire knowledge of the Host Institution in which they are placed and of the daily activities connected with the therapeutic/counselling framework, participate fully in these activities, become familiar with the techniques applied in the Host Institution, be consistent in the tasks assigned to them, collaborate effectively with other staff of the Host Institution at interpersonal and group level, and comply with the ethical and deontological rules governing the profession of Psychologist.
- e) For successful completion of the Internship, they are required to submit any documents requested by the Internship Coordinator and/or the Internship Office of the SSU, as defined by the Internal Internship Regulation of the Department's Undergraduate Programme or the postgraduate programme.
- f) The Internship Coordinator decides on the acceptance of the documents submitted. If there are grounds for rejection, the Coordinator informs the Internship Committee, which decides on the additional duration and tasks that must be carried out, or accepts the documents. In case of rejection, the intern may file an appeal to the Internship Appeals Committee, which issues a final decision by accepting or annulling the decision of the Internship Committee.

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## **5.10. Host Institution of Internship**

The Internship is carried out in Host Institutions where psychological services (to children, adolescents, or adults) or other activities related to Psychology are provided. A necessary condition for collaboration with a Host Institution is the presence of a psychologist (holding a legal licence to practise the profession) and, exceptionally, a psychiatrist in exceptional cases and solely in order to support the Internship of students exclusively in structures where no psychologist is employed. The Internship Committee evaluates and selects Host Institutions

that meet the above requirement. The Host Institutions selected by the Committee are subsequently made available to students for their own choice. The Internship may be carried out in a private body provided that it is an organised setting, such as private psychiatric clinics, private care centres for older adults, etc.

Internship may only be carried out in bodies provided for in paragraph 1 of the present Regulation.

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### **5.11. Obligations of Host Institution**

The administration of the Host Institutions in which students undertake their Internship is obliged to contribute in the best possible way to the optimal training of the interns, as provided for by the Institutional Internship Regulation of the University of Crete.

The Host Institutions are responsible for:

1. Appointing a Host Institution Internship Supervisor for each intern, with sufficient experience in the subject of the Internship, who oversees the Internship and the performance of the interns, submits proposals to the administration of the Host Institution for improving training conditions, and collaborates with the Internship Supervisor from the Department of Psychology for the most effective Internship of students.
  2. Effective supervision of students during the Internship. At the same time, supervisors take care to safeguard their personal and professional well-being in relation to their work with service users and any population they come into contact with, thereby indirectly ensuring the quality of services provided.
  3. Providing daily supervision by the supervisor (professional psychologist or, exceptionally, psychiatrist) appointed by the Host Institution, who is responsible for monitoring, supporting, and supervising the work of the interns.
  4. Submitting all necessary documents and justification, as defined by the Internal Internship Regulation of the Department's Undergraduate Programme (see 5.12), at the end of the Internship to the Internship Coordinator and/or the Internship Office of the Student Support Unit (SSU) of the Institution.
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### **5.12. Supervision**

The supervision process is coordinated by the Internship Committee, which collaborates with the Department's Internship Supervisors, whose responsibilities are defined in paragraph 5.4 of the present Regulation, and with the Host Institution Supervisors, whose responsibilities are defined in paragraph 5.11, throughout the Internship.

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## **6. Registration and ECTS**

The Internship is carried out during the 4th year of studies (7th and 8th semesters) or later, it has no prerequisite courses, and corresponds to 12 credit units (12 ECTS). The 12 credits

correspond to 200 hours of Internship in the Host Institution (8 ECTS) and 100 hours of personal study and preparation of the material to be submitted upon completion of the Internship (4 ECTS).

The Internship is compulsory and is covered by two compulsory elective courses entitled “Full-time Internship” (PRAKPSY001) and “Part-time Internship” (PRAKPSY002). In courses PRAKPSY001 and PRAKPSY002 there is no numerical grade but a designation (PASS/FAIL), which is also recorded in the Diploma Supplement.

The Internship Committee, taking into account available funding, decides on the number of available Internship positions in each of the two courses PRAKPSY001 and PRAKPSY002.

#### **Full-time Internship (PRAKPSY1001)**

1.5 months of full-time employment, 6 weeks, involving at least 34 hours per week, corresponding to the working hours of the Host Institution Supervisor.

#### **Part-time Internship (PRAKPSY1002)**

2.5–3 months, with employment  $\leq 19$  hours per week, with a total duration of at least 200 hours.

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### **7. Internship Cycles**

The Internship is carried out in three cycles during each academic year in the periods November–December–January (1st cycle), March–April–May (2nd cycle), and June–July–August (3rd cycle). In case of emergencies, a 4th cycle may also be implemented.

In exceptional cases, the specific dates of each cycle may change, without, however, shifting to a different semester. Before the start of each Internship cycle, the Internship Committee posts in due time a relevant announcement indicating the period during which students may submit applications. The minimum application period is 10 calendar days.

The available positions in each Internship cycle are determined by the Internship Committee in collaboration with the Internship Office of the SSU at the beginning of each academic year.

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### **8. Application Procedure**

Students’ applications are submitted electronically, via a dedicated digital platform. In case the digital platform is not operational, applications are submitted to an email account monitored by the Internship Committee and supported by the Department Secretariat. By decision of the Department Assembly (348/26.10.2022), an essential condition for application is that students have successfully completed at least 25 courses of the Curriculum, regardless of category (compulsory or elective), and be in the 4th or later year of their studies.

For an application to be considered complete, it must include: (a) the fully completed application form, (b) the fully completed student record form, (c) a transcript of records, and (d) any other document requested by the Internship Committee during the application period. The application and student record forms are posted on the Internship section of the Department’s website. The Department Secretariat is responsible for keeping a registry where student applications are recorded in order of submission.

Students may indicate either Host Institutions included in the call for applications or Host Institutions they propose themselves. They may select up to two Host Institutions. In this case, the student must inform the Internship Committee in due time so that sufficient time is available to examine the eligibility of the proposed Host Institution.

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## **9. Selection Criteria**

The Internship is undertaken by students selected in each cycle based on the following selection/ranking criteria and corresponding weightings:

- (a) Year of study × 1.0
- (b) Number of successfully completed courses × 2.5
- (c) Current Grade Point Average × 1.0

The final score is the sum of the above. The grades taken into account are those recorded within the application period.

In the case of a tie and where there is not more than one available position, the student who has successfully completed more courses is selected. In case of a second tie, a draw is conducted by the Internship Coordinator in the presence of the Internship Committee and is explicitly recorded in the relevant minutes.

The final ranking/selection of students according to the above criteria is carried out by the Internship Committee. For the purposes of the Internship and its smooth operation, the Committee may assign a student to a different structure than the one they selected.

The final report of selection and placement of students in Host Institutions and their allocation to Supervisors is ratified by the Department Assembly.

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## **10. Appeals**

After the announcement of the selected students by the Internship Committee in each cycle, students wishing to submit an appeal must lodge a written, fully reasoned appeal with the Secretariat of the Department of Psychology within five (5) calendar days from the date of the announcement. The Secretariat is obliged to register the appeal. Appeals are examined by the Internship Appeals Committee of the Department of Psychology.

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## **11. Facilitation of Students with Disabilities and Special Educational Needs**

For cases of students with disabilities and/or special educational needs expressing interest in participating in the Internship, applications are evaluated using the same criteria as for all interested students. However, for 5% of the positions, priority is given to students with disabilities, in accordance with Article 21 of the Constitution regarding the protection of socially vulnerable groups, and Article 1 of Law 4074/2012 (Government Gazette 88 A), ratifying the Convention on the Rights of Persons with Disabilities and the Optional Protocol to the Convention. Therefore, students with disabilities occupy 5% of the positions of the Department, corresponding to the 5% quota for admission to Higher Education of individuals with serious illnesses (Article 35, Law 3794/2009), provided that they present the relevant Disability

Certification Committee report at the time of application, according to the disability certification system in force when the application is submitted. If the number of applications in this special category exceeds the number of positions corresponding to the 5% quota, evaluation among candidates in the special category is carried out according to the criteria set by the current Departmental Regulation. If the number of special category applications is smaller than the positions provided, these positions may be filled by candidates from the general category and vice versa.

However, if there are students with disabilities who meet the selection criteria but are placed at the top of the reserve list, efforts will be made to accept them by exceptionally increasing the number of Internship positions accordingly. At the same time, the Internship Committee, in collaboration with the Internship Office of the SSU and in consultation with the Equal Access Unit for Persons with Disabilities and Persons with Special Educational Needs, will seek an appropriate Host Institution capable of hosting the Internship of a student with disabilities.

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## **12. Completion of Internship**

### **12.1. Obligations of Stakeholders**

For successful completion of the Internship:

- a) Interns must submit any document or justification requested by the Internship Coordinator and/or the Internship Office of the SSU, as defined in the present Regulation.
- b) The Host Institution Internship Supervisor must submit, at the end of the Internship, to the Internship Coordinator and/or the Internship Office of the SSU all the necessary documents, as specified in Article 12.2 of this Regulation.
- c) The Internship Coordinator must inform the Secretariat of the Undergraduate Programme of the Department about the successful completion of the Internship of each intern, in order for ECTS credits to be recorded.

### **12.2. Documents to be Submitted by Interns**

Specifically, upon completion of the Internship, interns must submit to the Internship Coordinator: (a) the Internship attendance sheet (signed by the Host Institution Supervisor), (b) the student evaluation form (signed by the Host Institution Supervisor), (c) the student's evaluation/report on the experience gained, and (d) the daily logs, which are submitted to the Internship Supervisors.

Finally, the Internship is remunerated upon completion of its implementation, in accordance with current legislation and the Institutional Internship Regulation of the University.

### **12.3. Evaluation**

For each student who completes the Internship, the Internship Supervisor submits the relevant evaluation form to the Internship Coordinator. The Internship Committee carries out the final evaluation of each student. The evaluation is designated as "Successful" or "Unsuccessful" on the basis of the student's attendance consistency, the evaluation by the Host Institution Supervisor and the Internship Supervisor, and the evaluation of the student's Report.

### **12.4. Internship Timeline**

The timeline of the Internship is represented in Annex I.

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### **13. Internship for Graduates by Decision of the DOATAP President**

Graduates holding a degree from a foreign higher education institution recognised as equivalent are given the opportunity to complete an Internship through the Department of Psychology.

The Internship Committee, depending on available funding, allocates Internship positions for Graduates with a Decision of the DOATAP President to each of the two courses PRAKPSY001 and PRAKPSY002.

The graduate may propose a Host Institution for the Internship, after first contacting it, and then inform the Internship Committee of the Department of Psychology, which will evaluate the Host Institution. Alternatively, the Department may propose structures with which it collaborates. The graduate's Internship may be conducted at a time other than that provided in paragraph 7 of the present Regulation. For the evaluation of the graduate's Internship, Articles 12 and 14 of this Regulation apply accordingly.

After completion of the Internship, the graduate receives a certificate of completion of the Internship in Psychology, which, according to the decision of the competent governing bodies of DOATAP (Minutes of the AA Division, meeting of 4 October 2019), must include the following elements: (a) Host Institutions/structures where the Internship was carried out, (b) total of 200 hours and/or ECTS credits corresponding to the Internship undertaken, (c) time periods covered by the Internship, (d) distribution of hours per time period (e.g., weekly, monthly, etc.), (e) fields of Internship, and (f) framework and supervision process.

The timeline of the stages of the Internship is represented in Annex II.

The Department of Psychology may accept graduate candidates for Internship referred by the Hellenic NARIC (DOATAP) in a number equal to 10% of the admitted students (Decision of the Regular Assembly of the Department, meeting no. 361/24-05-2023) for the specific academic year.

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### **14. Internship under Emergency Conditions**

If, during an academic year, the Internship is suspended or interrupted according to the applicable regulatory decisions of the University administration due to emergency conditions, the Internship may be completed by applying one of the following options:

a) Rotating attendance of students at the Host Institution or teleworking from home or exclusively teleworking, provided that the same procedure is followed as for the other employees of the Host Institution, only for the period during which public health protection measures are in force and as long as staff employed in tasks related to the Internship at the specific Host Institution work on a rotating basis or by teleworking. In this case, in addition to the usual Internship deliverables, a schedule of presence and activities of the student must be kept and signed by the Host Institution Supervisor. In this case, full remuneration of students is ensured.

b) Transfer, provided this is allowed by the funding body, of the remaining Internship time to a subsequent semester, on condition that it is not carried out in the final year of the Curriculum.

c) Implementation of the Internship through alternative means or replacement of the Internship, especially for students who are close to graduation. Indicative alternative methods include:

- Case studies which either the students had the opportunity to follow in the Host Institution, or which will be presented by Host Institution Supervisors, or by Supervisors, or by TRS members with relevant experience via distance presentations.
- Presentation of books, Greek and international review articles, or articles on case studies.
- A written assignment focusing on the philosophy, aims, and services provided in a Host Institution. The assignment will also include an interview conducted by the student with the responsible psychologist of a Host Institution, their Supervisor, or a mental health professional in the Host Institution, based on an interview guide prepared in advance and approved by members of the Internship Committee. Students will additionally be asked to record their own thoughts and reflections from any contact with the Host Institution and its service users.

The implementation of the entire Internship through alternative means must involve a combination of the aforementioned options. The Internship Committee may update the list of alternative Internship methods depending on prevailing circumstances.

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## **15. Administrative Procedures and Other Provisions**

The administrative procedures followed for the implementation of the Internship are laid down in the Procedures Manual for the Internship of the University of Crete.

For ongoing information on the Internship, all students of the Department of Psychology must consult the relevant section on the Department website and the website of the central Internship Office of the SSU at the University of Crete.

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## **16. Final Provisions**

Issues not regulated by this Internal Regulation are governed by the Institutional Regulation of Internship of the University of Crete and by the competent bodies in accordance with applicable legislation. This Internship Regulation of the Department of Psychology is amended by the Department Assembly, in accordance with the relevant provisions of the institutional framework and the Internal Regulatory Framework of the University of Crete.