



HELLENIC MEDITERRANEAN UNIVERSITY



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School of Health Sciences



Department
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Work

Department of
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and Dietetics

Polytechnic School



Department of Electrical and
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LISBOA

UNIVERSIDADE
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Faculdade ¹⁸²⁵
de Medicina

PSP's Regulations for Internship/Field practice

**“Innovative technologies and contemporary, integrated
healthcare in aging” (ITHA)**



HELLENIC MEDITERRANEAN UNIVERSITY & LISBON SCHOOL OF MEDICINE

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Internship/field practice Regulations

1. Introduction

The internship/field practice provides an opportunity to gain work experience and constitutes an important component of experiential learning in the Programme. Students can undertake an internship/field during the third (3rd) and final semester of their studies as an optional educational activity. Depending on their academic interests, professional goals, and preferred mode of learning, students may choose to either complete an internship/field practice or undertake a master's thesis.

The aim of the internship/field practice is to familiarize students with potential work environments in which they can apply the theoretical scientific knowledge they have gained through their studies to real-world contexts. At the same time, they will develop their professional skills and engage with experienced practitioners in the field. Supervision functions as a supportive mechanism that enriches students' learning experience and strengthens their overall professional development. The main objectives of the internship are:

- Acquisition of experience related to professional integration into the same or a similar organization.
- Familiarization of students with the working environment in which services are provided, the requirements of the profession, and workplace relations.
- Substantial assimilation of scientific knowledge through the process of professional scientific practice, highlighting the trainees' skills and fostering the development of professional identity
- Appropriate preparation of students for successful future professional employment.
- Networking and cooperation with the labor market.

For those who select the internship/field practice pathway, the experience is designed to bridge academic knowledge with real-world practice, allowing students to engage directly with contemporary models of integrated care, innovative technologies, and services supporting aging populations.

Benefits for students

- develop entrepreneurial and creative skills highly valued by future employers
- improve foreign language skills, interpersonal and inter-cultural teamwork skills

- gain a deeper understanding of another country and culture

Benefits for companies

- A trainee can provide a new international perspective, innovative ideas and active support
- A trainee brings fresh enthusiasm, increased competitiveness, and innovation
- Getting trainees' insights into their home culture can open doors to new markets and expand the business
- Enhance competences at the company: the trainee learns from employees, but employees can also learn from an international trainee through interaction with different languages and up-to-date IT skills.

The outline of the internship/field practice details the learning outcomes, syllabus, assessment, and other useful information for students.

2. Organization of the Internship

2.1 Duration and requirements

The implementation period for the internship/field practice takes place during the third (3rd) semester of studies. Its duration is one academic semester of approximately four (4) calendar months. It may begin in October to January for the winter semester or in March to June for the spring semester, and therefore be completed in the respective academic semester.

The full-time internship corresponds to 40 hours per week, or what is equivalent to the corresponding supervisor's full-time weekly employment at the host institution. In any case, the full-time internship do not exceed 40 hours per week, nor be less than 35 hours. For part-time internships, the weekly duration corresponds to 20 hours per week, with the duration in calendar months being double that of the corresponding period of full-time employment.

In order to undertake an internship/field practice, students must have successfully completed six out of the eight courses of the curriculum. Upon successful completion, the student is awarded 30 ECTS credits.

2.2 Internship placement opportunities

The internship/field practice may be carried out in selected public services, legal entities governed by public law, local government authorities/organizations, legal entities under private law, and private enterprises, hereinafter referred to as “host organizations”. The host organizations

need to operate in fields relevant to the scientific orientation of the study programme and have appropriately qualified staff to supervise the postgraduate students (workplace supervisors).

Students choose from a list of pre-approved organizations located in Crete or Lisbon that have been approved by the Program Committee based on academic relevance, quality of supervision, and the suitability of the training environment. Alternatively, they may propose an organization (placement) for their internship as long as it aligns with the thematic areas of the program and is approved by the Programme Committee. Internships may be conducted at an organization of the student's choice (e.g., located in a different city or country from that of the collaborating universities), provided that the supervision of the educational process is feasible. Internships may be conducted remotely only if host organizations support teleworking and adequate supervision is ensured. Erasmus+ mobility further expands placement options worldwide, including blended mobility formats that combine physical and virtual components, and provides financial support according to the Erasmus+ Programme Guide.

Internship Opportunities in Crete

The Department of Social Work, already accredited by HAHE, maintains an extensive network of collaborations with a wide range of relevant agencies and community services (e.g., social services, NGOs, local government organizations, and laboratories). These include Day Care Centers for Older Adults (KAPI), Elder Care Units, hospitals, health centers, and other organizations and community-based services involved in social care, health promotion, and support for older adults. This network provides a rich and diverse field for student placements, ensuring exposure to real-world practices and contemporary models of integrated care.

Internship Opportunities in Lisbon

Students opting to complete their internship in Lisbon benefit from the extensive network of the Lisbon School of Medicine (FMUL), which maintains formal collaborations with a wide range of public and private healthcare institutions across Portugal.

FMUL has institutional cooperation agreements with several healthcare institutions where students may undertake internships¹.

Affiliated Hospitals (Public and Private).

FMUL is affiliated with numerous hospitals, including university hospitals, regional hospital centers, specialized facilities, and private healthcare providers. A particularly strong and long-

standing partnership exists with the Unidade Local de Saúde de Santa Maria (ULSSM), which includes the Hospital de Santa Maria and associated healthcare units. As one of Portugal's leading university healthcare institutions, ULSSM provides a highly integrated academic–clinical environment, supporting advanced training in clinical care, interdisciplinary teamwork, and research.

FMUL also collaborates with the Campus Neurológico Sénior (CNS), offering students exposure to specialized care models in neurology, rehabilitation, mental health, and geriatric care. These placements allow students to engage with innovative, patient-centered approaches and cutting-edge health technologies used in the care of older adults.

Through these affiliations, students may gain experience in:

- hospital-based and outpatient clinical care
- multidisciplinary and interprofessional healthcare teams
- management of complex and chronic conditions common in older populations
- application of health technologies in clinical practice

Primary Care and Community Health Units. Beyond hospital settings, FMUL maintains partnerships with a broad network of primary care and community health units, including Health Centers (UCSP) and Family Health Units (USF). These environments support internships focused on community-based care, prevention, continuity of care between hospital and primary care, and population health approaches within integrated care models.

3. Internship procedures

The Internship Committee—composed of teaching staff from both universities—coordinates the overall process, identifies suitable placements, assigns students, and approves supervisors. All decisions are addressed and finally approved by the Programme Committee (P.C.).

The internship selection process begins with the student submitting either a proposed placement or an expression of interest for one of the pre-approved sites/host organizations. The [Erasmus Intern Traineeship Portal](#) can help students find Erasmus+ traineeship opportunities. Students may apply for an internship through the international or Erasmus+ office. Access to Erasmus+ Online Language Support will help them learn the language used in the workplace of

their choice.

The Program Committee evaluates each proposal to ensure that the host institution offers appropriate learning opportunities, structured supervision, and activities consistent with the Programme's objectives. Once approved, the student collaborates with their academic advisor and the host organization to develop a clear training plan outlining learning outcomes, responsibilities, and evaluation criteria. An internship agreement/contract is concluded between the University, the student, and the host institution/organization. The successful completion of the internship leads to the award of 30 ECTS credits.

4. Internship Committee

The internship is coordinated by the Internship Committee, which includes at least three members of the teaching staff from both universities. The committee is responsible for:

- Searching for new internship positions.
- Assessing the suitability of the workplaces in which the internship is to take place.
- Selecting students who meet the requirements and assigning them to internship positions.
- Designating an educational supervisor and approving the supervisor by the employment agency.
- Organizing the students' internship.

5. Supervision and Evaluation Process

During the internship, each student is supervised by two supervisors, who jointly support the student's professional development: the academic supervisor, appointed by the Internship Committee, and the workplace supervisor, proposed by the workplace and approved by the Internship Committee. The academic supervisor is a member of the teaching staff and oversees students from the institution with which they are affiliated.

Supervision takes place in small groups and involves systematic guidance that helps students connect theoretical knowledge with practical experience, develop critical thinking, interviewing skills, assessment and diagnostic abilities, and intervention planning. Through this structured support, academic supervisors play a central role in the learning process, fostering the development of essential professional competencies, ethical practice, and coherent progression

from theory to practice.

The workplace supervisor is responsible for guiding and supervising the student intern in the workplace. The workplace supervisor should be a qualified employee of the host organization, holding a relevant degree and sufficient professional experience. This supervisor—together with other qualified professionals, including faculty members and expert collaborators— guides and oversees the intern’s structured training, ensuring high-quality experiential learning within real-world care settings.

Evaluation is continuous and individualized, focusing on the student’s performance, engagement, and achievement of learning outcomes (knowledge, skills, and professional attitudes). Throughout the Internship–Supervision period—and particularly at the end of each academic semester—both the academic and workplace supervisors assess the student’s performance, the quality of their collaboration, and the extent to which the student has met their assigned responsibilities. They use a summative evaluation grid that considers factors such as punctuality, attendance, participation, interest, and overall engagement during the internship. These two assessments reflect the student’s achievement of the course learning outcomes, and each constitutes 30% of the final grade for the internship course.

Throughout the placement, the student maintains an Internship Logbook, recording assigned tasks and summarizing completed activities, contributing to 10% of the grade. The logbook is reviewed and signed monthly by both the student and the workplace supervisor. Continuous evaluation also includes two formal evaluation meetings during the semester by the academic supervisor, through which students are encouraged to cultivate a professional attitude, self-awareness, and collaborative skills. These two assessments account for 10% of the final grade.

Assessment also includes a Final Internship Report produced by the trainee, which accounts for 20% of the final grade and is based on the activities undertaken during the internship. At the end of the internship, students must submit the Final Internship Report together with the Internship Logbook, and the submission of this complete set of documents is a prerequisite for validating the successful completion of the internship and awarding the corresponding ECTS credits.

6. Obligations and Rights of Interns

Interns must comply with all safety and workplace regulations, as well as any other applicable rules of the host workplace or organization. They are required to attend the workplace consistently, adhere to official working hours, and actively participate in assigned tasks. Any serious problems must be reported immediately to the academic supervisor for resolution. Interns are entitled to one (1) day of leave per month for serious reasons (e.g., health or educational), which may be used in parts or in full during the internship. Unauthorized absences or violations of workplace regulations are reported to the academic supervisor to ensure compliance. Students acquire no employment or retirement rights beyond Erasmus+ support and any remuneration (if applicable) and professional risk insurance provided by the host organization. Interns are also required to maintain the monthly Internship Logbook and submit any supporting documents requested in relation to the implementation and completion of the internship.

7. Obligations of the Host Organization

The host organization appoints a qualified workplace supervisor to:

- a) Oversee the students' performance,
- b) Cooperate with the academic supervisor for effective student training,
- c) Submit all necessary documentation at the end of the internship.

The organization signs the Internship Agreement specifying the participation terms, defines the working hours (within legal limits), and contributes to optimal student training. Tasks assigned should relate to the student's field of study. If the host organization fails to comply with the internship program or misassigns tasks, the internship may be terminated by the Internship Committee. Any issues not addressed herein are governed by decisions of the University authorities in accordance with applicable legislation.

8. Termination or Change of Host Organization

Termination of the internship may be approved by the Internship Committee in cases such as:

- failure of the host organization to meet its obligations or assignment of tasks unrelated to the internship;
- failure of the student to fulfill contractual obligations;
- serious cooperation problems that cannot be resolved;

- serious health issues requiring absence beyond the permitted leave;
- a student's request for interruption due to serious personal reasons.

In all cases involving a serious reason for interruption, the host organization or the student must submit a timely, documented request for evaluation by the Internship Committee. The Committee determines whether the completed period may be credited toward the internship and may reassign the student to the same or a different organization for the remaining duration.