



ΜΟΝΑΔΑ ΥΠΟΣΤΗΡΙΞΗΣ ΦΟΙΤΗΤΩΝ/ΤΡΙΩΝ
ΓΡΑΦΕΙΟ ΠΡΑΚΤΙΚΗΣ ΑΣΚΗΣΗΣ & ΔΙΑΣΥΝΔΕΣΗΣ

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Summary User Guide for the Information System for Graduate Students

Program: “Self-Funded Internship Program for Master’s Degree Students at the Athens University of Economics and Business.”

Each graduate student may participate in the Internship Program only once.

Step 1 — Logging into the system

Log in to the Internship Information System via the following address:

<https://www.dasta-is.aueb.gr>

You can login by using your **AUEB institutional account** (e.g., f125456).

Step 2 — Complete your profile

After logging in: Go to the “**PROFILE**” menu. Fill in all your personal information.

Step 3 — Submit your application

- Go to the “**INTERNSHIP**” menu.
- Select “**APPLICATION**” and fill out the application form.
- All fields in the application are required. After completing the form, select “**Save.**”

 The application has been submitted when it appears with the status “pending.”

Step 4 — Personal Information Declaration

- Go to the “**DECLARATIONS**” menu.
- Fill in the **Personal Information Declaration**.

Note: Students who do not have or do not know if they have an **EFKA System Number** (IKA Registration Number) should follow the procedures described in the relevant link.

Step 5 — Application Approval

1. The application period expires; preliminary results will be announced by the three-member Internship Committee of the respective Master’s program.
2. This is followed by a 5-business-day appeal period.
3. The final results will then be posted. Students' applications will remain pending until the final results are posted. The results (provisional and final) are announced on the AUEB Internship website and on the individual websites of the Graduate Departments.

4. The applications are accepted electronically in the AUEB Internship System by the Internship & Outreach Office. Graduate students will be informed via email regarding the evaluation of their application (acceptance or rejection).

Step 6 — Upload CV & Proof of Insurance Eligibility

In the "PROFILE" menu:

1. **Upload your CV.**
2. **Upload a copy of your proof of insurance eligibility**
 - European Health Insurance Card
 - Screenshot of proof of insurance eligibility from EFKA
 - Proof of private insurance
 - I do not have any of the above

Step 7 — Select internship positions

- Go to the "POSITIONS" menu. Review the available internship positions.
- Select the positions you are interested in by clicking "Express Interest."

This way: your CV will be visible to the relevant companies, and companies can contact you if they are interested. There is no limitation on the number of positions in which you can express interest.

 If you have found a **company on your own**

The company must follow the specified procedure

Step 8 — Application monitoring

Go to the **MONITORING** menu to view the status of your application.

- **Step 8.1 – Company Approval:**
Check the "Company Approval" column to see which companies have accepted your application.
- **Step 8.2 – Job selection**
In the "Student Approval" column, select "Accept" for the position you want.
 **Important:** You can accept only one position.
Once you accept: the position is locked, and your placement process is complete.
- **Step 8.3 – Notify the Internship Office**
Notify the Internship Office via email regarding: the duration of the internship, the start date, and the employment status (full-time or part-time), in accordance with the MSc Program Regulations.

 **Important:** Once you have agreed on the start of your internship with a company, you must inform the other companies you have contacted about your decision.

 **Required Documents: 3 signed and stamped original copies of the Three-Party Internship Agreement.**

These are either handed over by the company to the student interns or sent directly to the Internship Office of the Athens University of Economics and Business within the specified timeframe.