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2026 Guidebook for Participants in the International Scientific and Pedagogical Internship Programme: Procedures, Academic Requirements and Attestation

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Comprehensive Edition

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Compiler

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Imprint

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Summary

The *2026 Guidebook for Participants in the International Scientific and Pedagogical Internship Programme: Procedures, Academic Requirements and Attestation* is the comprehensive official guide to the international professional development programme organised by the European Institute for Innovation Development. The Programme is delivered remotely over a standard period of 6–8 weeks and comprises 180 academic hours / 6 ECTS. It is intended for Bachelor's students in the final two years of study, graduates, Master's degree holders, PhD holders, Doctors of Science, university lecturers, researchers, academic staff and other specialists engaged in scientific, educational or professional activity. The Guidebook explains the Programme's academic objectives, admission requirements, registration procedure, workload, training materials and differentiated learning pathways.

Particular attention is given to the preparation and assessment of the Attestation Paper in the form of a scientific article. The publication establishes the Programme's Learning Outcomes, Assessment Rubric, Academic Integrity Rules, requirements for the responsible use of generative artificial intelligence, Review and Revision Procedure, Appeal and Reconsideration Procedure, and Conflict of Interest Rule. It also describes intermediate assessment for both Bachelor's students and graduate, academic and research participants and provides a unified procedural framework from admission and training through manuscript preparation, academic review, revision and final approval for publication.

The Guidebook additionally regulates the publication, certification and verification stages of the internship. Successful completion requires the Attestation Paper to receive the status *Approved for Publication*; subsequent publication is organised through the Institute's scientific journals. The publication explains DOI assignment, preparation of the Internship Report Form, electronic certification, QR-based verification of internship records and the use of the certificate for professional development, qualification and attestation purposes subject to the requirements of the relevant institution or national system. The Comprehensive Edition concludes with sample internship documentation, including the Registration Form, Internship Report Form and Certificate of Internship Completion.

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Programme Overview and Regulatory Framework

Programme Overview

The *International Scientific and Pedagogical Internship Programme* of the European Institute for Innovation Development is an international professional development programme designed for university students at an advanced stage of study, graduates, academic staff, researchers and other specialists engaged in scientific, educational or professional activity.

The Programme is intended to develop and strengthen participants' competencies in scientific research, academic writing, research methodology, analysis of contemporary scientific developments and innovations, preparation of scientific publications, and responsible participation in international academic communication.

The total workload of the Programme is: 180 academic hours / 6 ECTS.

The standard duration of the internship is: 6–8 weeks.

The Programme is delivered in a remote format, enabling participants to complete the educational, research and attestation components without the requirement for physical attendance at the Institute.

The remote format includes the provision of educational and methodological materials, independent academic work, intermediate assessment, preparation of an attestation paper, academic review, revision where required, and subsequent preparation of the approved manuscript for publication.

Categories of Participants

The Programme is open to two principal categories of participants.

Bachelor's Students

Bachelor's students may participate during the final two years of their university studies, normally Years 3–4.

Their internship pathway includes additional structured intermediate assignments intended to support the progressive development of scientific writing and research competencies.

Graduate, Academic and Research Participants

This category includes participants who have completed higher education and may include:

- Bachelor's students, master's students, PhD students;
- graduates;
- Master's degree holders;
- PhD holders;
- Doctors of Science or holders of equivalent doctoral qualifications;
- university lecturers and professors;

- researchers;
- academic staff;
- employees of universities, scientific institutes, research institutions and research centres;
- other specialists whose professional activity is connected with the selected field of the internship.

Their internship pathway is based on a greater degree of independent academic work and includes scientific and methodological intermediate assessment together with preparation of the final attestation paper.

Academic and Professional Orientation

The Programme is structured around the participant's field of study, scientific research, teaching, professional specialisation or other relevant academic activity.

For Bachelor's students, the topic of the attestation paper must correspond to their field of university study.

For graduate, academic and research participants, the attestation paper must correspond to their field of scientific research, teaching, professional specialisation or related academic activity.

Interdisciplinary research may be accepted where the relationship between the relevant disciplines is academically justified.

Final Academic Outcome

The principal final academic outcome of the Programme is an attestation paper prepared in the form of a scientific article.

The participant must demonstrate the ability to apply the knowledge, methodological principles and academic standards acquired or developed during the internship to the preparation of a scientifically structured manuscript suitable for international academic review and publication.

Successful completion of the Programme requires the attestation paper to undergo the Institute's academic and editorial assessment and receive the final status: Approved for Publication.

Actual publication of the article may take place after completion of the internship in accordance with the publication schedule of the relevant scientific journal.

Regulatory Framework of the Programme

The International Scientific and Pedagogical Internship Programme is governed by a unified academic and procedural framework established by the European Institute for Innovation Development.

The following components collectively constitute the Regulatory Framework of the Programme:

1. Learning Outcomes of the International Scientific and Pedagogical Internship Programme

Defines the knowledge, skills and competencies that participants are expected to demonstrate upon successful completion of the Programme, including specific outcomes for Bachelor's students and for graduate, academic and research participants.

2. Assessment Rubric for the Attestation Paper

Establishes the academic, methodological, structural and publication-readiness criteria used to assess the final attestation paper and defines the assessment statuses Meets Requirements, Revision Required and Approved for Publication.

3. Academic Integrity Rules

Establishes requirements concerning textual originality, plagiarism prevention, source reliability, citation and referencing, research data integrity, authorship, co-authorship and personal academic responsibility.

4. Rules for the Responsible Use of Generative Artificial Intelligence

Defines permitted and prohibited uses of generative AI, disclosure requirements, verification responsibilities and the principle that artificial intelligence may assist but cannot replace the participant's scientific judgement, authorship or academic responsibility.

5. Review and Revision Procedure

Establishes the procedure for submission, academic review, preparation of the Review Report, revision, reassessment, repeated revision where necessary, automatic extension of the internship and final approval by the Scientific Council.

6. Appeal and Reconsideration Procedure

Provides participants with a formal mechanism for requesting reconsideration of an academic or procedural decision where identifiable factual, methodological, academic or procedural grounds exist.

7. Conflict of Interest Rule for Scientific Council Members, Reviewers and Editors

Establishes requirements for the identification, disclosure and management of actual, potential or reasonably perceived conflicts of interest in academic assessment, reconsideration and publication decisions.

Relationship between the Regulatory Components

The components of the Regulatory Framework are complementary and must be interpreted as parts of a single academic and procedural system.

The *Learning Outcomes* define the expected results of the internship.

The *Assessment Rubric* determines how the final academic outcome is evaluated.

The *Academic Integrity Rules* and the *Rules for the Responsible Use of Generative Artificial Intelligence* establish the standards governing preparation of academic work.

The *Review and Revision Procedure* regulates academic assessment and improvement of the attestation paper.

The *Appeal and Reconsideration Procedure* provides a mechanism for the review of disputed academic or procedural decisions.

The *Conflict of Interest Rule* protects the independence and impartiality of assessment and decision-making.

Together, these provisions establish the academic standards, participant responsibilities, assessment principles and procedural safeguards applicable throughout the International Scientific and Pedagogical Internship Programme.

Application of the Regulatory Framework

By participating in the Programme and submitting academic work for assessment, the participant agrees to comply with the requirements and procedures established in this Guidebook.

The Regulatory Framework applies throughout the internship, including:

admission → training → intermediate assessment → preparation of the attestation paper → academic review → revision → approval for publication → editorial preparation → certification and verification.

Where additional requirements are established by the international scientific journal selected for publication, the participant must also comply with the applicable editorial policy of that journal.

Edition and Version Status

The official edition and version designation of this Guidebook will be assigned following final approval of the complete document.

The approved full version will subsequently be identified as *2026 Edition Comprehensive Edition — Version 1.0*.

Any later minor amendments that do not substantially change the structure or regulatory principles of the Programme may be issued as subsequent Version 1.x updates.

A future Version 2.0 will be issued only where substantial changes are made to the Programme, its academic requirements, assessment system or regulatory framework.

Admission and Registration

Eligibility for Participation

The *International Scientific and Pedagogical Internship Programme* is open to participants who meet the academic eligibility requirements established by the European Institute for Innovation Development.

Two principal categories of participants are admitted to the Programme.

1. Bachelor's Students

Bachelor's students may participate if they are enrolled in the final two years of their Bachelor's degree programme, normally Years 3–4. The selected internship direction must correspond to the participant's current field of university study or to a closely related academic area.

2. Participants with Completed Higher Education

The Programme is also open to participants who have completed higher education, including:

- Bachelor's students, master's students, PhD students;
- graduates;
- Master's degree holders;
- PhD holders;
- Doctors of Science or holders of equivalent doctoral qualifications;
- university lecturers and professors;
- researchers;
- academic staff;
- employees of universities, scientific institutes, research institutions and research centres;
- other specialists whose academic, research or professional activity corresponds to the selected internship direction.

For these participants, the internship direction should correspond to their field of education, research, teaching or professional specialisation.

Required Registration Documents

Each applicant must submit documents confirming their identity and academic status.

Participants with Completed Higher Education

The applicant must provide:

- 1) a scanned copy of the document confirming the highest completed level of education or academic qualification, such as:
 - a university diploma;
 - a Master's degree diploma;

- a doctoral or equivalent academic degree diploma, where this represents the applicant's highest qualification;
- 2) a scanned copy of the passport:
 - an international passport should be provided where available;
 - where the applicant does not hold an international passport, a national passport may be submitted;
 - 3) a document confirming a change of surname, where the surname stated in the educational or academic document differs from the surname stated in the passport.

Documents for Bachelor's Students

Bachelor's students who have not yet completed higher education must provide:

- 1) a scanned certificate or other official document confirming current university enrolment;
- 2) a scanned copy of the passport:
 - preferably an international passport;
 - where the applicant does not hold an international passport, a national passport may be submitted;
- 3) a document confirming a change of surname, where applicable.

The enrolment document must confirm that the applicant is currently studying at a university and is eligible to participate as a student in the final two years of the Bachelor's programme.

Additional Academic Documents

Applicants may also submit additional academic documents where available. These may include:

- diplomas confirming academic or scientific degrees;
- documents confirming academic titles;
- other documents relevant to the participant's academic or scientific status.

Submission of such documents allows the Institute to record the participant's academic status more accurately in the internship documentation.

Additional documents do not replace the primary document confirming the applicant's highest completed level of education or current student status.

Requirements for Scanned Documents

Scanned copies of original documents are sufficient for registration unless the Institute specifically requests additional verification in an individual case.

Documents must be:

- complete;
- legible;
- sufficiently clear to verify the information contained in them;
- submitted in a format suitable for electronic processing.

The Institute may request a clearer copy or additional supporting documentation where the submitted document cannot be reliably read or verified.

Language of Registration Documents

A translation is not required where the original document is written in:

- the Latin alphabet; or
- the Cyrillic alphabet.

Documents containing information in either Latin or Cyrillic script may therefore be submitted in their original form.

A translation is also not required where a document uses another writing system but contains an official duplicate presentation of the relevant information in Latin or Cyrillic script within the same document.

Where a document is issued exclusively in another writing system and does not contain a corresponding Latin- or Cyrillic-script version, a translation must be provided.

This requirement may apply, for example, to documents issued exclusively in:

- Arabic script;
- Chinese characters;
- Japanese script;
- or another writing system that does not provide a Latin- or Cyrillic-script duplicate.

The purpose of the translation is to enable the Institute to identify and verify the principal personal and academic information contained in the document.

Accuracy of Registration Information

The applicant is responsible for ensuring that all information provided in the application corresponds to the submitted documents.

Particular attention should be given to the correct presentation of:

- full name;
- surname;
- date of birth;
- nationality;
- academic degree or qualification;
- academic title, where applicable;
- position;
- department;
- university, research institution or other organisation;
- selected internship direction.

The spelling of the participant's name used in the Institute's records should correspond to the identification document submitted during registration.

Where different documents contain different surnames, the applicant must provide the relevant document confirming the change of surname.

Registration Procedure

Registration for the Internship Programme is completed through the following stages:

1. Application

The applicant completes the internship application and provides the information required by the European Institute for Innovation Development. The applicant selects:

- the relevant internship direction;
- the proposed internship period;
- the appropriate participant category;
- other information required for registration.

The required supporting documents are submitted together with the application or in accordance with subsequent instructions from the Institute.

2. Verification of the Application and Documents

The Institute reviews the submitted information and documents in order to confirm:

- the applicant's identity;
- academic status;
- eligibility for participation;
- correspondence between the selected internship direction and the applicant's field of study, research or professional activity;
- completeness of the registration documentation.

Where necessary, the Institute may request clarification or an additional document before registration is confirmed.

Registration Confirmation

After the application and supporting documents have been reviewed, the applicant receives confirmation concerning participation in the Internship Programme.

The confirmation provides the information required for completion of the registration process and subsequent payment.

Where additional information or corrections are required, the applicant must provide them before the registration procedure can be completed.

Payment

After confirmation of participation, the applicant completes payment for the Internship Programme in accordance with the payment information provided by the Institute.

Payment constitutes the financial completion of the registration procedure.

The applicant should use the payment instructions applicable to their registration and, where required, provide information allowing the Institute to identify the payment.

Completion of Registration

Registration is considered completed after:

Application → Verification of Documents → Confirmation → Payment

Once payment has been received by the Institute, the participant proceeds to the next stage of the Internship Programme — receipt of the educational and methodological materials and commencement of the training process.

Programme Structure and Workload

General Programme Workload

The *International Scientific and Pedagogical Internship Programme* of the European Institute for Innovation Development has a total workload of 180 academic hours / 6 ECTS.

The Programme combines:

- theoretical and methodological study;
- analysis of contemporary scientific developments;
- development of academic and research competencies;
- intermediate academic work;
- preparation of the attestation paper;
- independent academic work.

The distribution of the 180 academic hours depends on the selected internship direction.

Two programme structures are used:

- 1) the standard structure applied to the nine subject-specific internship directions;
- 2) a specialised structure applied to the Scientific Writing direction.

Subject-Specific Internship Directions

The standard programme structure applies to the following nine internship directions:

1. Economics and Management
2. Natural Sciences
3. Humanities
4. Law
5. Technologies and Engineering
6. Social Sciences
7. Culture and Arts
8. Medicine and Pharmaceuticals
9. Architecture and Design

Although the disciplinary content differs according to the selected direction, the overall workload and principal academic components follow a common structure.

Standard Programme Structure

Programme Component	Academic Hours
History of Science	20

Programme Component	Academic Hours
Modern Trends and Innovations in Science	20
Modern Pedagogical Technologies	20
Scientific and Methodological Report Abstracts	36
Rules of Scientific Article Creation and Design	8
Preparation of Scientific Article for Publication	36
Personal Work	40
Total	180 academic hours / 6 ECTS

History of Science — 20 Academic Hours

This component introduces the participant to the historical development of the relevant scientific or professional field.

Depending on the internship direction, the participant studies:

- principal stages in the development of the discipline;
- major scientific traditions and schools;
- significant theoretical and methodological developments;
- historical transformations in research approaches;
- the relationship between earlier scientific achievements and contemporary research.

The purpose of this component is to provide a historical context for understanding the present state of the participant's field.

Modern Trends and Innovations in Science — 20 Academic Hours

This component focuses on contemporary developments within the selected scientific direction.

The participant examines:

- current research trends;
- emerging scientific approaches;
- technological and methodological innovations;
- interdisciplinary developments;
- contemporary challenges affecting the discipline;
- the relationship between scientific research and innovation.

Particular attention is given to the participant's ability to relate current developments to their own field of study, research, teaching or professional activity.

Modern Pedagogical Technologies — 20 Academic Hours

This component introduces contemporary approaches to the organisation and delivery of education in academic and professional environments.

Depending on the participant's background and internship direction, the component may include:

- contemporary teaching methodologies;
- digital learning technologies;
- organisation of independent learning;
- competence-based education;
- integration of research and teaching;
- development of educational and methodological materials;
- use of innovative technologies in higher and professional education.

For participants whose principal activity is scientific rather than pedagogical, this component provides an understanding of the relationship between research, knowledge transfer and contemporary academic education.

Scientific and Methodological Report Abstracts — 36 Academic Hours

This component is associated with intermediate academic assessment for participants with completed higher education.

The participant prepares scientific and methodological abstracts related to the developing attestation paper.

The abstracts include:

- Introduction;
- Methods;
- an abstract of the research results;
- Conclusion.

The work supports the progressive development of the research concept and allows the participant to organise the main elements of the future scientific article before final submission.

For Bachelor's students, intermediate assessment follows the separate learning pathway established for this participant category.

For Bachelor's students, the 36 academic hours allocated to intermediate assessment are fulfilled through the structured Introduction, Methods and Literature Review assignments established in the Bachelor's learning pathway.

Rules of Scientific Article Creation and Design — 8 Academic Hours

This component introduces the principal requirements for preparing a scientific article for international academic publication.

The participant studies:

- scientific article structure;
- organisation of academic argument;
- preparation of Abstract and Keywords;
- citation and referencing;
- presentation of methods, results and discussion;
- academic integrity requirements;
- authorship and co-authorship principles;
- general requirements for manuscript preparation.

This component is supported by the Institute's methodological publication: 2026 Guidebook for Writing a Scientific Article.

Preparation of Scientific Article for Publication — 36 Academic Hours

This component is devoted to practical preparation of the participant's attestation paper in the form of a scientific article.

The participant develops the manuscript in accordance with the academic and publication requirements established by the Institute.

The work includes, where applicable:

- formulation and refinement of the research topic;
- preparation of the manuscript structure;
- development of individual sections;
- analysis of scientific sources;
- presentation of research results;
- preparation of Discussion and Conclusion;
- preparation and verification of References;
- academic and linguistic revision;
- preparation of the manuscript for submission and review.

The completed attestation paper subsequently enters the Institute's Review and Revision Procedure.

Personal Work — 40 Academic Hours

Personal Work represents the participant's independent academic activity within the Programme. It may include:

- study of the educational and methodological materials provided by the Institute;
- independent literature search;
- analysis of scientific publications;
- collection and organisation of research materials;
- preparation of intermediate assignments;
- development of individual sections of the attestation paper;
- revision of the manuscript;
- other independent academic work connected with the selected internship direction.

The participant is responsible for organising this work within the established internship period.

Scientific Writing Internship Direction

The Scientific Writing direction has the same total workload of 180 academic hours / 6 ECTS but follows a specialised structure designed specifically to develop competencies in scientific research methodology, academic writing, citation and preparation of manuscripts for international publication.

Scientific Writing Programme Structure

Programme Component	Academic Hours
System of Scientific Journals	20
Methods of Scientific Research	40
IMRaD Structure	20
Citation Standards	32
APA Style	8
Practical Preparation and Formatting of a Scientific Article	60
Total:	180 academic hours / 6 ECTS

System of Scientific Journals — 20 Academic Hours

This component introduces the participant to the structure and functioning of contemporary scientific publishing.

The participant studies:

- types of scientific journals;
- editorial and peer-review processes;
- publication requirements;

- journal specialisation and scope;
- international scientific communication;
- basic principles of manuscript submission and publication.

Methods of Scientific Research — 40 Academic Hours

This component develops the participant's understanding of research methodology. It may include:

- formulation of a research problem;
- definition of research objectives;
- selection of appropriate methods;
- quantitative and qualitative approaches;
- theoretical and analytical methods;
- collection and interpretation of research data;
- methodological justification;
- limitations of research methods.

The methodological approach must correspond to the participant's discipline and the objectives of the study.

IMRaD Structure — 20 Academic Hours

The participant studies the logic and application of internationally recognised scientific article structure.

Particular attention is given to the relationship between:

Introduction → Methods → Results → Discussion

and to the integration of these elements with:

- Title;
- Abstract;
- Keywords;
- Literature Review;
- Conclusion;
- References.

Citation Standards — 32 Academic Hours

This component develops competencies in the correct use of scientific sources.

The participant studies:

- principles of academic citation;

- in-text referencing;
- preparation of bibliographic references;
- relationships between citations and References;
- use of direct quotations and paraphrasing;
- avoidance of plagiarism;
- verification of bibliographic information;
- application of citation standards in academic manuscripts.

APA Style — 8 Academic Hours

This component introduces the participant to the principal requirements of APA style used in international academic communication.

Particular attention is given to:

- in-text citations;
- preparation of References;
- presentation of bibliographic information;
- consistency of citation and referencing.

Practical Preparation and Formatting of a Scientific Article — 60 Academic Hours

This is the principal practical component of the Scientific Writing direction.

The participant applies the knowledge and skills developed during the Programme to the preparation of a scientific manuscript.

The work includes:

- defining the research focus;
- preparing the article structure;
- developing individual sections;
- applying research methodology;
- working with scientific literature;
- preparing citations and References;
- presenting research results;
- academic editing;
- verification of academic integrity;
- preparation of the manuscript for review and publication.

The resulting manuscript serves as the participant's attestation paper and is assessed under the same academic review, revision and publication procedures applicable to the International Scientific and Pedagogical Internship Programme.

Relationship between Workload and Assessment

Completion of the formal workload alone does not constitute successful completion of the Internship Programme.

The 180 academic hours / 6 ECTS represent the total planned educational and academic workload.

Successful completion also requires the participant to:

- fulfil the applicable intermediate assessment requirements;
- prepare the required attestation paper;
- complete the academic review and revision process;
- obtain the final status *Approved for Publication*.

The detailed assessment requirements and procedures are established in the subsequent sections of this Guidebook.

Training Materials and Programme Delivery

Provision of Training Materials

After completion of the registration and payment process, the European Institute for Innovation Development provides the participant with the educational and methodological materials required for the internship.

The materials are provided within: two working days after receipt of payment by the Institute.

The participant is responsible for ensuring that the e-mail address provided during registration is active and capable of receiving the relevant messages and files.

Where an individual educational account has been created for the participant in the Institute's Training Center, the materials may also be made available through that account.

Core Training Materials

Each participant receives a set of core materials intended to support the educational, research and attestation components of the Internship Programme. The standard set includes the following publications.

1. 2026 Guidebook for Writing a Scientific Article

The 2026 Guidebook for Writing a Scientific Article is the principal methodological publication used during preparation of the participant's attestation paper.

It provides guidance concerning the methodology and practical preparation of a scientific article of international academic standard.

The publication supports the participant in such areas as:

- development of the research concept;
- formulation of the research problem;
- preparation of the article structure;
- academic writing;
- research methodology;
- preparation of individual manuscript sections;
- citation and referencing;
- academic integrity;
- preparation of the manuscript for review and publication.

The Guidebook is intended to serve as the participant's principal methodological reference during preparation of the attestation paper.

2. 2026 Guidebook for Participants in the International Scientific and Pedagogical Internship Programme

Each participant receives the present Guidebook: 2026 Guidebook for Participants in the International Scientific and Pedagogical Internship Programme: Procedures, Academic Requirements and Attestation.

This publication establishes the practical, academic and procedural framework of the internship. It explains:

- admission and registration;
- programme structure and workload;
- learning outcomes;
- intermediate assessment requirements;
- requirements for the attestation paper;
- assessment criteria;
- academic integrity;
- responsible use of generative artificial intelligence;
- review and revision;
- appeal and reconsideration;
- conflict of interest;
- publication procedures;
- certification and verification.

The participant is expected to use this Guidebook as the principal reference for the rules and procedures applicable throughout the internship.

3. Specialised Publication from the Series “Implementation of Innovations: Experience of the Czech Republic”

The participant also receives a specialised academic publication corresponding to the selected field of the internship from the series: Implementation of Innovations: Experience of the Czech Republic

The publication is selected according to the participant’s internship direction and is intended to provide:

- subject-specific academic context;
- an overview of contemporary developments within the relevant field;
- examples of innovation and scientific development;
- material for independent study;
- a basis for reflection on contemporary research and professional practice.

The specialised publication forms part of the participant’s subject-oriented study within the Internship Programme.

Method of Delivery

Training materials may be provided in one of two principal forms:

- as *attachments sent by e-mail*;

- as *download links* provided by the Institute.

The preferred delivery method may be selected by the participant where both options are available.

Where an individual Training Center account has been created, materials and related educational information may also be made available directly through the participant's account.

The Institute may use a combination of these methods where appropriate.

Training Center Account

Some participants may be provided with an individual educational account in the Institute's *Training Center*. Where such an account is available, it may be used for:

- access to educational materials;
- receipt of programme information;
- submission of assignments;
- submission of the attestation paper;
- receipt of the Review Report;
- submission of revised manuscripts;
- communication relating to academic review and other internship procedures.

The participant must follow the instructions provided by the Institute concerning use of the Training Center account.

Where no individual account has been created, the internship is conducted through the standard e-mail communication procedure.

Main Communication Channel

The principal communication address for matters related to the Internship Programme is: 'internship@eiid.eu'.

Participants should use this address for organisational, educational and academic matters where no individual Training Center account is available. This includes, where applicable:

- questions concerning the internship;
- clarification of programme requirements;
- submission of intermediate assignments;
- submission of the attestation paper;
- submission of revised manuscripts;
- communication concerning review and revision;
- other matters related to completion of the Programme.

Where a Training Center account has been provided, the participant should use the communication and submission functions available within that account in accordance with the Institute's instructions.

Communication Principle

The Internship Department serves as the participant's principal point of contact throughout the Programme.

Participants should initially direct all organisational, educational and manuscript-related matters through: 'internship@eiid.eu' or, where applicable, through their individual Training Center account.

The Internship Department coordinates communication with:

- members of the Scientific Council;
- scientific reviewers;
- editors;
- other authorised academic specialists involved in the Programme.

Participants are therefore not normally required to contact reviewers or editors directly unless specifically instructed by the Institute.

Participant's Responsibility for Receiving Materials and Communications

The participant is responsible for:

- providing a correct e-mail address during registration;
- checking incoming messages regularly;
- checking spam or junk-mail folders where necessary;
- downloading and retaining the materials provided;
- monitoring notifications in the Training Center account, where applicable;
- informing the Institute if access to materials or communications is unavailable.

If the participant has not received the expected training materials within the established period, they should contact the Internship Department.

Use of Training Materials

The materials provided by the Institute are intended to support:

- theoretical study;
- independent academic work;
- preparation of intermediate assignments;
- development of the attestation paper;
- preparation for academic review;

- revision of the manuscript;
- subsequent publication preparation.

The participant is expected to study and use the materials in accordance with the structure and requirements of the selected internship direction.

The materials complement one another:

the Internship Guidebook defines the programme and its procedures

↓

the Guidebook for Writing a Scientific Article provides the methodological basis for manuscript preparation

↓

the specialised publication provides subject-specific academic context.

Transition to the Training Stage

Provision of the training materials marks the transition from registration to the active training stage of the Internship Programme.

The standard sequence is:

Payment Received → Training Materials Provided within 2 Working Days → Programme Study → Intermediate Assessment → Preparation of the Attestation Paper.

The detailed learning pathways for different categories of participants are established in the corresponding section of this Guidebook.

Internship Process: From Registration to Verification

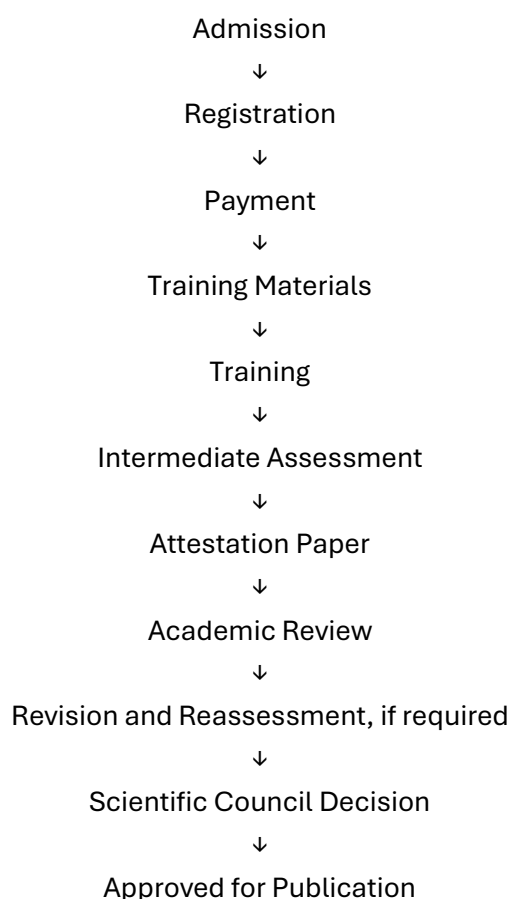
Purpose of the Process Overview

This section provides a consolidated overview of the full International Scientific and Pedagogical Internship Programme process. Its purpose is to present the participant's route through the Programme in one coherent sequence, from admission and registration to certification, verification and publication.

The process overview does not replace the detailed academic and procedural rules established elsewhere in this Guidebook. Instead, it provides a practical roadmap showing how the principal stages of the Programme are connected.

Standard Internship Process

The standard sequence of the Programme is as follows:



Certification Route: Certificate issued within 3 working days → QR Verification

Publication and Documentation Route: Journal Selection and Editorial Processing → DOI Assignment → Internship Report Form → Final Publication

Stage 1. Admission

Admission begins with confirmation that the applicant belongs to one of the eligible categories of participants.

The Programme admits:

- Bachelor's students in the final two years of study, normally Years 3–4;
- and participants with completed higher education, including graduates, Master's degree holders, PhD holders, Doctors of Science, academic staff, researchers and other qualified specialists.

At this stage, the applicant determines the appropriate internship direction corresponding to their field of study, scientific research, teaching or professional specialisation.

Stage 2. Registration

Registration consists of formal application and submission of supporting documents. At this stage, the applicant submits:

- the required registration information;
- the document confirming academic status;
- the passport;
- a surname-change document, where applicable;
- additional academic documents, where available.

The Institute verifies the applicant's eligibility and the completeness of the submitted documents.

Stage 3. Payment

After the Institute confirms the applicant's registration eligibility, the participant completes payment for the Internship Programme.

Payment finalises the registration procedure and serves as the basis for transition to the active internship stage.

Stage 4. Training Materials

Within 2 working days after receipt of payment, the Institute provides the participant with the required educational and methodological materials.

These include:

- 2026 Guidebook for Writing a Scientific Article;

- the present 2026 Guidebook for Participants in the International Scientific and Pedagogical Internship Programme;
- a specialised publication from the series Implementation of Innovations: Experience of the Czech Republic corresponding to the participant's internship direction.

The materials are provided by:

- e-mail attachments; or
- download links; or
- the participant's individual Training Center account, where applicable.

Stage 5. Training

After receiving the materials, the participant enters the active training stage of the Programme. This stage includes:

- study of the educational and methodological materials;
- work within the 180 academic hours / 6 ECTS structure;
- independent academic work;
- development of research ideas and manuscript components;
- preparation for intermediate assessment;
- preparation for the final attestation paper.

Training is conducted in a remote format.

Communication takes place through 'internship@eiid.eu' or, where applicable, through the participant's Training Center account.

Stage 6. Intermediate Assessment

Intermediate assessment depends on the participant category.

Bachelor's Students

The pathway includes progressive preparation of key sections of the future attestation paper:

- Week 2 — Introduction
- Week 3 — Methods
- Week 4 — Literature Review

Graduate, Academic and Research Participants

The pathway includes scientific and methodological abstracts consisting of:

- Introduction;
- Methods;
- Abstract of the Research Results;
- Conclusion.

These abstracts are intended as an intermediate assessment after the first three weeks of the internship, although they may also be submitted together with the final Attestation Paper.

Stage 7. Attestation Paper

The principal final academic requirement of the Programme is the preparation of an attestation paper in the form of a scientific article.

The manuscript must comply with the Institute's academic, methodological and formal requirements, including the required scientific structure, minimum length, source requirements, originality threshold and rules concerning academic integrity and the responsible use of artificial intelligence.

The Attestation Paper must be submitted no later than 7 calendar days before the scheduled end date of the internship.

Stage 8. Review

After submission, the Attestation Paper enters academic review.

The Institute registers the manuscript and forwards it to the appropriate academic and editorial specialists, which may include:

- members of the Scientific Council;
- scientific reviewers;
- editors of the Institute's international scientific journals;
- other authorised specialists where appropriate.

The initial review is normally completed within 7 calendar days.

Stage 9. Revision

Where necessary, the participant receives a Review Report and prepares a revised version of the manuscript.

Revision may concern:

- scientific structure;
- methodology;
- literature and references;
- results and discussion;
- academic integrity;
- language and presentation;
- other academic or technical matters affecting publication readiness.

There is no fixed limit on the number of revision cycles.

If the manuscript is not finally approved by the scheduled end date of the internship, the internship is automatically extended, without additional application or payment, until the manuscript receives the final approval status.

Stage 10. Scientific Council Approval

The final decision on the manuscript is made by the Scientific Council of the European Institute for Innovation Development.

Where the manuscript has met the required academic, methodological and integrity standards, the Scientific Council assigns the final status: Approved for Publication

This status confirms successful completion of the principal final attestation requirement of the Internship Programme.

Stage 11. Certificate

After successful completion of the Programme, the Institute issues the participant's certificate.

The certificate confirms successful completion of the International Scientific and Pedagogical Internship Programme, 180 academic hours / 6 ECTS.

The certificate is issued in English.

The electronic certificate is issued within 3 working days after the date on which the Scientific Council assigns the Attestation Paper the status Approved for Publication.

A paper original may also be issued upon request for an additional fee covering printing and postal delivery.

Stage 12. Verification

The certificate includes a QR code enabling verification of the participant's internship record.

The QR code leads to the internship database of the relevant year, where the participant's record may be checked by searching the surname exactly as stated in the certificate.

Verification may display the following data:

- full name;
- country;
- organisation;
- internship direction;
- internship period;
- certificate number;
- title of the article.

This system provides an additional level of documentary authenticity and institutional transparency.

Stage 13. Journal Selection

After approval, the Scientific Council determines the appropriate international scientific journal for publication of the manuscript.

As a general rule:

- Bachelor's students are published in the Tuculart Student Scientific;
- participants with completed higher education qualifications are primarily published in the European Scientific e-Journal;
- manuscripts in the fields of Arts, Culture and Cultural Heritage may be published in the Klironomy.

Publication is included in the cost of the Internship Programme.

Stage 14. DOI Assignment

After the manuscript enters the publication process, it proceeds through the relevant editorial and publication stages, including assignment or registration of the DOI, where applicable.

The DOI forms part of the participant's publication and internship documentation.

Stage 15. Internship Report Form

After the DOI has been assigned, the Institute prepares the participant's Internship Report Form.

This document forms part of the internship documentation and reflects the participant's completed academic result within the Programme.

Stage 16. Final Publication

Final publication of the article takes place in accordance with the editorial and publication schedule of the selected journal.

Actual publication may occur after the certificate has already been issued.

This does not affect successful completion of the Internship Programme, since completion is determined by the status: Approved for Publication.

rather than by the calendar date of final journal release.

Summary Roadmap for Visual Presentation

For layout purposes, this section may be presented as a single-page visual roadmap using arrows, icons or blocks in the following sequence:

Admission → Registration → Payment → Training Materials → Training → Intermediate Assessment → Attestation Paper → Academic Review → Revision and Reassessment, if required → Scientific Council Decision → Approved for Publication

Certification Route: Certificate issued within 3 working days → QR Verification

Publication and Documentation Route: Journal Selection and Editorial Processing → DOI Assignment → Internship Report Form → Final Publication

This visual element is recommended as a concise orientation tool for participants and may be placed at the beginning of the section, followed by the explanatory text above.

Relationship with Other Sections of the Guidebook

This overview should be read together with the detailed sections concerning:

- Admission and Registration;
- Training Materials and Programme Delivery;
- Learning Pathways and Intermediate Assessment;
- Assessment Rubric for the Attestation Paper;
- Academic Integrity Rules;
- Rules for the Responsible Use of Generative Artificial Intelligence;
- Review and Revision Procedure;
- Appeal and Reconsideration Procedure;
- Conflict of Interest Rule;
- Certification, Internship Report Form and Verification.

The present section therefore serves as a process map linking the Programme's academic and administrative stages into a single coherent route.

Learning Outcomes of the International Scientific and Pedagogical Internship Programme

General Learning Outcomes

The International Scientific and Pedagogical Internship Programme of the European Institute for Innovation Development is designed to support the development of participants' research, academic writing, methodological and professional competencies within their respective fields of study or scientific activity.

The Programme comprises 180 academic hours / 6 ECTS and combines theoretical study, independent academic work, intermediate assessment and the preparation of an attestation paper in the form of a scientific article suitable for submission to an international scientific journal.

Upon successful completion of the Programme, participants will be able to:

- 1) Identify and formulate a relevant scientific or professional research problem within their field of study, teaching, professional practice or scientific activity;
- 2) Define the purpose, objectives and research questions of a scientific study in accordance with the selected research problem;
- 3) Select and justify appropriate research methods corresponding to the subject, objectives and methodological framework of the study;
- 4) Search for, select and critically analyse scientific literature and other relevant academic sources, taking into account their scientific relevance, reliability and relationship to the research problem;
- 5) Develop a logically structured literature review that reflects the current state of research and identifies relevant theoretical, methodological or empirical gaps;
- 6) Apply the standard structure of an international scientific article, including:
 1. Title;
 2. Abstract;
 3. Keywords;
 4. Introduction;
 5. Methods;
 6. Literature Review;
 7. Results;
 8. Discussion;
 9. Conclusion;
 10. References.
- 7) Present research results in a clear, logically organised and academically appropriate manner, distinguishing between obtained results, their interpretation and broader discussion.
- 8) Interpret and discuss research findings in relation to the research objectives, existing scientific literature and the wider academic or professional context.

- 9) Formulate scientifically substantiated conclusions that correspond to the objectives, methods and results of the research.
- 10) Apply appropriate academic citation and referencing practices, ensuring that all sources used in the text are correctly acknowledged and included in the list of references.
- 11) Prepare an abstract and keywords that accurately represent the content, methodology and principal results of a scientific article.
- 12) Demonstrate academic integrity by ensuring the originality of the submitted work, proper attribution of sources, reliability of data and absence of fabricated references, results or evidence.
- 13) Use generative artificial intelligence and other digital tools responsibly as auxiliary instruments, while retaining full personal responsibility for the accuracy, originality, sources, data, analysis, interpretation and conclusions presented in the attestation paper.
- 14) Evaluate the quality of their own scientific manuscript in terms of structure, methodology, argumentation, academic language, originality and technical compliance.
- 15) Revise and improve a scientific manuscript on the basis of comments provided by reviewers, editors or members of the Scientific Council.
- 16) Prepare a scientific manuscript for submission to an international scientific journal in accordance with general academic and publication standards.
- 17) Understand the principal stages of the scientific publication process, including manuscript submission, academic review, revision, editorial assessment, approval for publication, DOI assignment and subsequent publication.
- 18) Communicate scientific information in a professional academic form, both through written research outputs and, where applicable, through scientific and methodological abstracts.
- 19) Relate contemporary scientific developments and innovations to their own field of study, teaching, research or professional practice.
- 20) Organise independent academic work within an established time frame, meeting the intermediate and final requirements of the Internship Programme.

Additional Learning Outcomes for Bachelor's Students

The following additional learning outcomes apply to participants who are Bachelor's students in the final two years of their university studies.

Upon successful completion of the Programme, Bachelor's students will additionally be able to:

1. Prepare a structured Introduction section of a scientific article, including the relevance of the research topic, formulation of the problem, purpose and objectives of the study.
2. Prepare a Methods section that identifies and explains the principal research methods applied or proposed within the study.
3. Prepare a Literature Review section based on the selection, comparison and critical analysis of relevant scientific sources.
4. Integrate independently prepared sections into a coherent scientific manuscript developed during the Internship Programme.

5. Demonstrate progressive development of academic writing skills through completion of the required intermediate assignments during the second, third and fourth weeks of the internship.
6. Apply academic writing principles appropriate to an early-stage researcher, including logical argumentation, appropriate use of scientific terminology, citation and referencing.
7. Prepare an attestation paper corresponding to the participant's field of university study and meeting the minimum academic and publication requirements established by the Institute.
8. Respond constructively to academic feedback and make the revisions necessary for the manuscript to achieve the status of approval for publication.

Additional Learning Outcomes for Graduate, Academic and Research Participants

The following additional learning outcomes apply to participants holding a completed higher education degree, including Master's degree holders, PhD holders, Doctors of Science, university lecturers, professors, researchers and employees of scientific and research institutions or centres.

Upon successful completion of the Programme, these participants will additionally be able to:

1. Independently formulate and develop a scientific research topic corresponding to their field of research, teaching or professional specialisation.
2. Prepare scientific and methodological abstracts as an intermediate assessment, including:
 - Introduction;
 - Methods;
 - Abstract of the research results;
 - Conclusion.
3. Demonstrate the relationship between theoretical foundations, research methodology, empirical or analytical results and scientific conclusions.
4. Critically evaluate existing scientific approaches and identify areas requiring further research, methodological development or practical application.
5. Integrate relevant contemporary innovations and scientific developments into their own research and professional context.
6. Prepare an independently developed scientific manuscript at a level suitable for international academic review and publication.
7. Substantiate the scientific relevance, methodological validity and practical or theoretical significance of the research presented in the attestation paper.
8. Respond professionally to reviewer and editorial comments, including the preparation of justified revisions, clarifications and improvements to the manuscript.
9. Bring the attestation paper to the stage of formal approval for publication in one of the international scientific journals associated with the European Institute for Innovation Development.

Learning Outcomes Related to Academic Integrity and Responsible Use of Artificial Intelligence

All participants, irrespective of their academic status, are expected to demonstrate the following outcomes:

1. Understand and apply the principles of academic integrity throughout all stages of the preparation of the attestation paper.
2. Distinguish between legitimate use of scientific sources and inappropriate borrowing or plagiarism.
3. Ensure that the textual originality of the attestation paper is at least 70%.
4. Avoid fabrication, falsification or manipulation of research data, references, results or academic evidence.
5. Verify all references and bibliographic information included in the manuscript.
6. Use generative artificial intelligence only as an auxiliary tool for activities such as language assistance, structural support, organisation of information or other supporting tasks.
7. Personally verify all content developed with the assistance of artificial intelligence, including facts, terminology, references, calculations, interpretations and conclusions.
8. Accept full authorial responsibility for the final content of the attestation paper, irrespective of the digital tools used during its preparation.
9. Avoid presenting AI-generated or unverified information as established scientific evidence.
10. Maintain transparency, scientific reliability and personal intellectual responsibility throughout the research and publication process.

Final Programme Outcome

Successful completion of the International Scientific and Pedagogical Internship Programme confirms that the participant has completed the required 180 academic hours / 6 ECTS, fulfilled the applicable intermediate assessment requirements and prepared an attestation paper in the form of a scientific article that has undergone academic and editorial evaluation and has been approved for publication.

The Programme is therefore completed not only through participation in the educational process, but through the demonstrated ability of the participant to apply the acquired knowledge and competencies in the preparation of a scientifically structured, academically responsible and publication-ready research manuscript.

Learning Pathways and Intermediate Assessment

Purpose of the Learning Pathways

The *International Scientific and Pedagogical Internship Programme* applies a differentiated learning pathway according to the participant's academic status.

The purpose of this differentiation is to ensure that the intermediate academic work corresponds to the participant's level of study, research experience and expected degree of academic independence.

Two principal pathways are established:

1. Bachelor's Students — Years 3–4
2. Graduate, Academic and Research Participants

Both pathways lead to the same principal final academic requirement:

preparation of an attestation paper in the form of a scientific article and achievement of the status Approved for Publication.

The distinction between the pathways concerns primarily the organisation of intermediate assessment and the progression of work during the internship.

Pathway 1. Bachelor's Students — Years 3–4

General Principle

This pathway applies to Bachelor's students participating during the final two years of their university studies, normally Years 3–4.

The pathway is designed to develop scientific writing and research skills progressively.

Instead of requiring the participant to prepare the full scientific article immediately, the Programme divides the initial academic work into successive stages corresponding to the principal sections of the future attestation paper.

The intermediate assignments are therefore directly connected with development of the final manuscript.

Week 2 — Introduction

During the second week of the internship, the Bachelor's student prepares the Introduction section of the future scientific article. The Introduction should establish the academic basis of the research and should normally include:

- relevance of the selected topic;
- identification of the research problem;
- scientific or professional context;
- purpose of the study;

- research objectives;
- where appropriate, research questions or hypotheses.

The purpose of this stage is to ensure that the participant can clearly identify:

what is being investigated → why the research is relevant → what the study is intended to achieve.

The Introduction subsequently becomes part of the final attestation paper and may be revised or expanded during further work on the manuscript.

Week 3 — Methods

During the third week, the participant prepares the Methods section. This assignment should explain the methodological basis of the research and identify how the research problem is to be investigated. Depending on the discipline and type of research, the Methods section may describe:

- research approach;
- methods of data collection;
- analytical methods;
- theoretical methods;
- comparative methods;
- historical methods;
- legal methods;
- qualitative or quantitative approaches;
- other recognised methods appropriate to the study.

The participant should demonstrate that the selected methodology corresponds to:

- the research problem;
- the purpose and objectives of the study;
- the nature of the discipline;
- the expected research results.

The Methods section subsequently forms part of the final attestation paper.

Week 4 — Literature Review

During the fourth week, the Bachelor's student prepares the Literature Review section. The purpose of this assignment is to demonstrate the ability to:

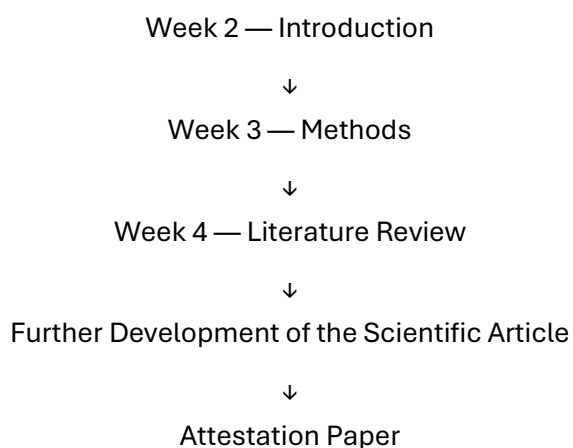
- identify relevant scientific literature;
- select appropriate academic sources;
- compare different scientific approaches;
- analyse previous research;
- identify theoretical, methodological or empirical relationships relevant to the research problem;
- use academic citation and referencing correctly.

The Literature Review should not consist merely of a list or sequence of source summaries. It should demonstrate the participant's ability to analyse the existing academic literature and relate it to the research problem addressed in the attestation paper.

The Literature Review subsequently becomes part of the final manuscript and may be further developed during the internship.

Progressive Development of the Attestation Paper

The Bachelor's pathway therefore follows the sequence:



The intermediate assignments are not separate from the final research task. They are intended to form the academic foundation of the attestation paper and may be revised, expanded and integrated into the final manuscript.

The participant remains responsible for completing all other required sections of the scientific article in accordance with the requirements established in this Guidebook.

Pathway 2. Graduate, Academic and Research Participants

Participants Covered by This Pathway

This pathway applies to participants with completed higher education and includes, in particular:

- graduates;
- Master's degree holders;
- PhD holders;
- Doctors of Science or holders of equivalent doctoral qualifications;
- university lecturers and professors;
- researchers;
- academic staff;
- employees of scientific and research institutions or centres;
- other specialists admitted to the Programme on the basis of completed higher education.

This category is expected to demonstrate a higher degree of independent research and academic work.

Intermediate Assessment: Scientific and Methodological Abstracts

The intermediate assessment for graduate, academic and research participants consists of the preparation of scientific and methodological abstracts connected with the participant's developing research and attestation paper.

The scientific and methodological abstracts must include the following components:

1. Introduction
2. Methods
3. Abstract of the Research Results
4. Conclusion

The purpose of this intermediate assessment is to demonstrate that the participant has developed the principal scientific logic of the future attestation paper.

Introduction

The Introduction should identify the principal academic context of the research. It should demonstrate:

- relevance of the topic;
- research problem;
- purpose of the study;
- principal objectives;
- the scientific or professional context in which the research is conducted.

Methods

The Methods component should identify and explain the methodological approach used in the research.

The participant should demonstrate the relationship between:

research problem → objectives → methodology → expected or obtained results.

The selected methodology must be appropriate to the participant's discipline and type of research.

Abstract of the Research Results

This component should provide a concise presentation of the principal research results available at the relevant stage of the internship. Depending on the nature of the research, these results may be:

- empirical;
- analytical;
- theoretical;
- comparative;
- historical;
- legal;
- methodological;

- technological;
- design-based;
- or otherwise appropriate to the relevant scientific discipline.

The purpose is to demonstrate that the participant is progressing beyond the formulation of a research topic towards identifiable scientific outcomes.

Conclusion

The Conclusion should summarise the principal outcome of the work presented in the scientific and methodological abstracts. It should correspond to:

- the research purpose;
- the selected methodology;
- the presented results.

The Conclusion should not introduce claims that are unsupported by the preceding academic work.

Timing of the Intermediate Assessment

Scientific and methodological abstracts are intended to be prepared as an intermediate assessment after the first three weeks of the internship. This timing reflects their function as an intermediate stage in the development of the participant's research.

However, the Programme allows flexibility in the organisation of this work. Where appropriate, the participant may submit the completed scientific and methodological abstracts together with the final Attestation Paper.

The essential requirement is that the intermediate assessment must be completed before the participant finishes the Internship Programme.

Relationship with the Attestation Paper

The scientific and methodological abstracts are directly related to the participant's final scientific article. They may serve as a structured preliminary representation of:

- research context;
- methodology;
- results;
- conclusions.

The participant may subsequently develop, revise or expand the material while preparing the full Attestation Paper.

The intermediate assessment therefore supports the progression:

Research Development → Scientific and Methodological Abstracts → Full Scientific Article → Attestation Paper.

Common Requirements for Both Pathways

Although the intermediate assessment differs between the two categories, both pathways operate within the same general academic framework.

All participants must:

- work within the selected internship direction;
- comply with the Programme's academic integrity requirements;
- use scientific sources responsibly;
- comply with the rules governing the use of generative artificial intelligence;
- prepare the final Attestation Paper in accordance with the established requirements;
- submit the manuscript for academic review;
- complete revisions where required;
- obtain the final status Approved for Publication.

The existence of different intermediate learning pathways does not change the total Programme workload: 180 academic hours / 6 ECTS.

It also does not change the final academic standard required for successful completion of the Internship Programme.

Summary of the Two Learning Pathways

Participant Category	Intermediate Assessment
Bachelor's Students, Years 3–4	Week 2 — Introduction; Week 3 — Methods; Week 4 — Literature Review
Graduate, Academic and Research Participants	Scientific and Methodological Abstracts: Introduction; Methods; Abstract of the Research Results; Conclusion
Final requirement for both pathways	Attestation Paper → Review and Revision → Approved for Publication

Assessment Rubric for the Attestation Paper

Purpose and Scope

The Assessment Rubric establishes the common academic criteria used by the European Institute for Innovation Development to evaluate an attestation paper prepared within the International Scientific and Pedagogical Internship Programme.

The attestation paper is prepared in the form of a scientific article and constitutes the principal final academic outcome of the Internship Programme.

The purpose of the assessment is to determine whether the submitted manuscript:

- demonstrates an appropriate level of scientific and academic work;
- complies with the structural and formal requirements established by the Institute;
- reflects the participant's ability to conduct and present research within their field of study or scientific activity;
- meets the principles of academic integrity;
- can be approved for publication in an international scientific journal.

The Rubric applies to all participants in the Internship Programme, including Bachelor's students in the final two years of study, graduates, Master's degree holders, PhD holders, Doctors of Science, academic staff and researchers.

Assessment is carried out with due consideration for the disciplinary characteristics, research tradition, methodological approaches and type of research represented in the manuscript. The same general criteria therefore apply to experimental, theoretical, analytical, legal, historical, humanities, social sciences, medical, technological, cultural, artistic, architectural and other types of scientific work, while their interpretation is adapted to the relevant discipline.

Assessment Statuses

Each assessment criterion is assigned one of two statuses:

1. Meets Requirements

The manuscript demonstrates an acceptable academic level in relation to the criterion and does not require substantive revision in that area. Minor editorial or technical corrections may still be requested without changing the status.

2. Revision Required

The manuscript does not yet sufficiently meet the relevant academic, methodological, structural or formal requirement and must be revised before final approval. A status of Revision Required does not constitute rejection of the attestation paper. It indicates that further academic or editorial work is required.

Assessment Criteria

No.	Assessment Criterion	Meets Requirements	Revision Required
1	Relevance and Research Focus	The topic corresponds to the participant's field of study, research or professional activity. The research problem, purpose and focus are clearly identifiable and academically relevant.	The topic is insufficiently related to the participant's field, the research problem is unclear, or the purpose and focus of the study require clarification.
2	Scientific Structure	The manuscript contains the required structural elements: Title, Abstract, Keywords, Introduction, Methods, Literature Review, Results, Discussion, Conclusion and References. The sections form a coherent scientific article.	One or more required sections are absent, insufficiently developed, incorrectly positioned or do not perform their expected academic function.
3	Introduction and Research Objectives	The Introduction explains the relevance of the topic, identifies the research problem and provides a clear basis for the purpose, objectives and, where appropriate, research questions or hypotheses.	The relevance is insufficiently substantiated, the research problem is unclear, or the objectives are absent, overly broad or inconsistent with the study.
4	Methodology	The selected methods are appropriate to the research objectives and the nature of the discipline. The methodological approach is sufficiently explained and allows the logic of the study to be understood.	The methods are not adequately described, are insufficiently justified, do not correspond to the research objectives, or do not provide an adequate basis for the results presented.
5	Literature Review and Scientific Sources	The manuscript demonstrates meaningful engagement with relevant scientific literature. Sources are used analytically rather than merely listed. References support the theoretical, methodological or empirical basis of the study.	The literature base is insufficient, outdated without justification, weakly connected to the research problem, or presented descriptively without adequate analysis.
6	Research Results	The manuscript presents identifiable research results appropriate to the nature of the study. The results follow logically from the research design, analysis or argumentation.	The results are unclear, unsupported, insufficiently developed, inconsistent with the methodology or largely replaced by general statements not derived from the study.

No.	Assessment Criterion	Meets Requirements	Revision Required
7	Discussion and Scientific Interpretation	The Discussion interprets the findings, relates them to the research objectives and relevant literature, and explains their scientific, theoretical or practical significance.	The manuscript merely repeats the Results, provides insufficient interpretation, does not relate findings to previous research, or makes claims that are not supported by the evidence presented.
8	Conclusion	The Conclusion is based on the research undertaken, corresponds to the objectives and summarises the principal scientific outcomes without introducing unsupported new claims.	The Conclusion is overly general, disconnected from the results, repeats the Introduction, introduces new unsupported information or does not adequately address the research objectives.
9	Academic Writing and Presentation	The manuscript is logically organised, coherent and written in an appropriate academic style. Terminology is used consistently and the argument can be followed without significant ambiguity.	The text contains substantial problems of logic, coherence, terminology, academic style or organisation that interfere with the understanding of the research.
10	Academic Integrity and Originality	Sources are properly acknowledged, textual originality is at least 70%, research data and references are presented responsibly, and no evidence of fabrication, falsification or inappropriate borrowing is identified.	Textual originality is below 70%, sources are inadequately acknowledged, plagiarism or inappropriate borrowing is identified, or the reliability of references, data or research claims requires clarification.
11	Publication Readiness	The manuscript meets the general scientific and academic requirements necessary for subsequent editorial preparation and publication in an international scientific journal.	The manuscript requires substantive academic, structural, methodological or technical revision before it can proceed to publication.

Detailed Requirements by Assessment Criterion

1. Relevance and Research Focus

The attestation paper must address a topic corresponding to:

- the participant's field of university study, in the case of Bachelor's students; or
- the participant's field of scientific research, teaching, professional specialisation or academic activity, in the case of graduate, academic and research participants.

The manuscript should demonstrate a clearly identifiable scientific or professional problem and a logically defined focus of investigation.

A topic may be interdisciplinary provided that the relationship between the participating disciplines is academically justified.

2. Scientific Structure

The attestation paper must include the following components:

1. Title
2. Abstract
3. Keywords
4. Introduction
5. Methods
6. Literature Review
7. Results
8. Discussion
9. Conclusion
10. References

The content of individual sections may vary according to the scientific discipline and type of research; however, each section must perform the academic function corresponding to its position within the article.

Where disciplinary conventions require a particular form of presentation, the Institute may accept appropriate structural adaptations provided that the scientific logic of the manuscript remains clear and all essential research components are represented.

3. Introduction and Research Objectives

The Introduction should establish the academic context of the study and explain why the selected topic requires investigation. It should normally include:

- the relevance of the research topic;
- the research problem;
- the scientific or professional context;
- the purpose of the study;
- research objectives;
- where appropriate, research questions or hypotheses.

The purpose and objectives must correspond to the subsequent methodology, results and conclusions.

4. Methodology

The Methods section must explain how the research has been conducted or how the analytical investigation has been organised. The methodology is assessed in relation to:

- appropriateness to the research objectives;
- consistency with disciplinary practice;
- logical justification;
- transparency of the research procedure;

- suitability for obtaining or substantiating the presented results.

The Institute does not require the same methodological model for all disciplines.

Quantitative, qualitative, mixed-method, theoretical, historical, comparative, legal, interpretative, analytical, case-study, design-based and other recognised research approaches may be used where appropriate.

5. Literature Review and References

The Literature Review must demonstrate that the participant has identified and analysed relevant scientific sources connected with the research problem.

The minimum number of sources included in the References section is: 10 sources.

The assessment considers:

- relevance of the selected literature;
- relationship between sources and the research problem;
- evidence of analysis rather than mechanical compilation;
- appropriate use of previous research;
- consistency between in-text citations and the References section;
- reliability and verifiability of bibliographic information.

All sources cited in the text must be represented in the References section, and sources included in References should be meaningfully connected with the manuscript.

6. Research Results

The Results section must present the outcomes of the research, analysis, theoretical investigation or other scientific work undertaken by the participant. The nature of the results depends on the discipline and research design.

Results may include, among other forms:

- empirical findings;
- quantitative results;
- qualitative findings;
- comparative findings;
- theoretical propositions;
- analytical classifications;
- identified relationships or patterns;
- historical or documentary findings;
- legal analysis;
- conceptual models;
- methodological developments;
- results of design, technological or professional research.

The principal requirement is that the results represent an identifiable outcome of the research conducted and are not limited to a repetition of information available in the literature.

7. Discussion

The Discussion should demonstrate the participant's ability to interpret the research results rather than merely report them. The section should, where appropriate:

- explain the meaning of the principal findings;
- compare them with previous research;
- identify similarities, differences or new relationships;
- consider theoretical or practical implications;
- acknowledge relevant limitations;
- indicate possible directions for further research.

Claims made in the Discussion must remain proportionate to the evidence obtained.

8. Conclusion

The Conclusion should provide a concise synthesis of the principal outcomes of the study. It should:

- correspond to the stated purpose and objectives;
- be supported by the presented results;
- identify the principal contribution or significance of the study;
- avoid introducing substantial new evidence or arguments not previously discussed.

9. Academic Writing and Presentation

The manuscript must demonstrate an academic mode of communication appropriate to scientific publication. Assessment includes:

- logical organisation;
- coherence between sections;
- clarity of argumentation;
- appropriate scientific terminology;
- consistency of terminology;
- professional academic tone;
- readability;
- sufficient linguistic quality for scientific communication.

Attestation papers may be submitted in European languages. Submission in English is recommended but is not mandatory.

Language quality is assessed primarily in relation to whether it allows the scientific content to be understood accurately and professionally.

Formal Minimum Requirements

An attestation paper must satisfy all of the following minimum requirements:

Structure

The manuscript must contain: Title → Abstract → Keywords → Introduction → Methods → Literature Review → Results → Discussion → Conclusion → References.

Abstract

The Abstract must contain at least 750 characters.

Main Text

The main body of the manuscript must contain at least 20,000 characters.

References

The manuscript must contain at least 10 scientific or academically relevant sources.

In-text Citations

Sources used in the manuscript must be cited within the text and represented in the References section.

Textual Originality

The textual originality of the attestation paper must be at least 70%.

Co-authorship

An attestation paper may be prepared in co-authorship. The maximum permitted number is: 4 authors, including the participant in the Internship Programme. The participant must make a substantive contribution to the manuscript.

Previous Preparation of the Manuscript

A participant may submit a manuscript whose preparation began before the start of the internship provided that:

- the article has not previously been published;
- it has not been accepted for publication elsewhere;
- it is not simultaneously under consideration by another journal or publisher.

Academic Integrity and Use of Artificial Intelligence

The author bears full responsibility for the academic integrity of the attestation paper. The manuscript must not contain:

- plagiarism;
- fabricated references;
- fabricated or falsified data;
- deliberately manipulated results;
- misrepresentation of another author's ideas or findings;
- unverifiable scientific claims presented as established evidence.

Generative artificial intelligence may be used as an auxiliary tool for purposes such as:

- language assistance;

- improvement of clarity;
- structural support;
- organisation of information;
- assistance with drafting or editing;
- other supporting academic tasks.

Use of artificial intelligence does not transfer authorial responsibility to the AI system or its provider.

The participant remains personally responsible for:

- factual accuracy;
- source verification;
- bibliographic accuracy;
- research data;
- calculations;
- methodology;
- analysis;
- interpretation;
- conclusions;
- originality of the submitted manuscript.

AI-generated references, data, quotations, results or factual claims must not be used without independent verification by the author.

Assessment Procedure

The attestation paper is assessed by authorised academic and editorial representatives of the European Institute for Innovation Development, including, where appropriate:

- members of the Scientific Council;
- scientific reviewers;
- editors of the Institute's international scientific journals.

The assessment may include:

- 1) verification of formal requirements;
- 2) evaluation of scientific structure;
- 3) assessment of the research problem and objectives;
- 4) evaluation of methodology;
- 5) assessment of literature and sources;
- 6) evaluation of results;
- 7) evaluation of discussion and conclusions;
- 8) verification of academic integrity and textual originality;
- 9) editorial and publication-readiness assessment.

Each criterion is assigned the status: Meets Requirements or Revision Required.

Final Assessment Decision

The attestation paper receives one of two overall outcomes.

The status *Approved for Publication* is assigned when the manuscript meets the academic, methodological, structural, integrity and minimum formal requirements of the Internship Programme and may proceed to the publication process. Minor editorial corrections that do not affect the scientific substance of the manuscript may be completed during subsequent editorial preparation without changing the status. Approval for publication constitutes successful completion of the principal final attestation requirement of the Internship Programme.

The status *Revision Required* is assigned when one or more substantive requirements have not yet been met. The participant receives comments or recommendations identifying the areas requiring revision. The manuscript must then be revised and submitted for reassessment. A *Revision Required* decision is not a final rejection of the manuscript and does not terminate participation in the Internship Programme.

Revision and Reassessment

There is no predetermined limit on the number of revision cycles. The review process may therefore continue through the sequence:

Review → Revision → Reassessment → Further Revision, if required → Final Approval.

Each subsequent assessment focuses on whether the identified deficiencies have been adequately addressed and whether the manuscript as a whole meets the requirements for publication.

If revision is required near the formal end date of the internship, the internship period is automatically extended until the attestation paper is approved for publication.

No additional educational programme is required solely because of such an extension unless otherwise determined by the Institute in an individual case.

Publication Decision

After the manuscript has received the status *Approved for Publication*, the appropriate international scientific journal is determined by the Scientific Council of the European Institute for Innovation Development.

As a general rule:

- Bachelor's students are published in Tuculart Student Scientific;
- participants holding completed higher education qualifications are primarily published in the European Scientific e-Journal;

- manuscripts in the fields of Arts, Culture and Cultural Heritage may be published in Klironomy.

The final choice of journal is made by the Institute on the basis of:

- subject area;
- academic level of the manuscript;
- thematic correspondence;
- editorial profile of the journal;
- publication planning.

Publication of the attestation paper is included in the cost of the Internship Programme and does not require an additional publication fee from the participant.

Relationship Between Assessment and Completion of the Internship

The participant is considered to have successfully completed the final academic requirement of the Internship Programme when the attestation paper has received the status:

Actual publication of the article may take place after the formal completion of the internship and after the certificate has been issued.

The timing of publication therefore does not affect successful completion of the Internship Programme once the manuscript has been formally approved for publication.

The Institute subsequently completes the publication process, assigns or registers the relevant publication identifiers, including DOI where applicable, and records the publication information in the participant's internship documentation.

Standard Assessment Record

For internal assessment purposes, the following format may be used:

Assessment Criterion	Status
Relevance and Research Focus	Meets Requirements / Revision Required
Scientific Structure	Meets Requirements / Revision Required
Introduction and Research Objectives	Meets Requirements / Revision Required
Methodology	Meets Requirements / Revision Required
Literature Review and Scientific Sources	Meets Requirements / Revision Required
Research Results	Meets Requirements / Revision Required
Discussion and Scientific Interpretation	Meets Requirements / Revision Required

Assessment Criterion	Status
Conclusion	Meets Requirements / Revision Required
Academic Writing and Presentation	Meets Requirements / Revision Required
Academic Integrity and Originality	Meets Requirements / Revision Required
Formal and Minimum Requirements	Meets Requirements / Revision Required
Publication Readiness	Meets Requirements / Revision Required

Final Status is *Approved for Publication* or *Revision Required*. Where revision is required, the reviewer, editor or member of the Scientific Council provides the participant with the principal comments necessary for further development of the manuscript.

Academic Integrity Rules for Participants in the International Scientific and Pedagogical Internship Programme

Purpose

These Academic Integrity Rules establish the fundamental principles that must be observed by all participants in the *International Scientific and Pedagogical Internship Programme* of the European Institute for Innovation Development.

Academic integrity applies to all stages of the internship, including:

- preparation of intermediate assignments;
- preparation of scientific and methodological abstracts;
- preparation of the attestation paper;
- use of scientific literature and other sources;
- collection, analysis and presentation of research data;
- revision of the manuscript following academic or editorial review;
- preparation of the manuscript for publication.

Compliance with these Rules is an essential condition for successful completion of the Internship Programme.

General Principle of Academic Responsibility

Each participant is personally responsible for the academic integrity, reliability, originality and scientific validity of the work submitted within the Internship Programme.

The participant must ensure that:

- the submitted work represents genuine academic activity;
- all borrowed ideas, data, arguments and formulations are properly attributed;
- scientific sources are represented accurately;
- research data and results are presented without fabrication or falsification;
- conclusions are supported by the research presented;
- the manuscript complies with the ethical and academic standards applicable to scientific publication.

Responsibility for the final content of the attestation paper remains with the participant irrespective of the use of editors, translators, digital tools, artificial intelligence systems or other forms of assistance.

Textual Originality

The textual originality of the attestation paper must be at least 70%.

The originality requirement applies to the manuscript as a whole and is intended to confirm that the paper contains a sufficient proportion of independently prepared academic content.

A high similarity index may be acceptable only where it results from legitimate elements such as:

- correctly formatted quotations;
- titles of legislation, standards or official documents;
- established scientific terminology;
- bibliographic references;
- methodological expressions that cannot reasonably be reformulated;
- other objectively unavoidable textual coincidences.

Such cases may be considered individually during the academic and editorial review.

Meeting the numerical originality threshold does not by itself guarantee compliance with academic integrity requirements.

Prohibition of Plagiarism

Plagiarism is not permitted in any work submitted within the Internship Programme. For the purposes of these Rules, plagiarism includes, but is not limited to:

- copying another author's text without appropriate citation;
- presenting another author's ideas as one's own;
- paraphrasing a source without acknowledging it;
- using another researcher's results without attribution;
- reproducing tables, figures, classifications or models without identifying the source;
- combining fragments from several sources into a new text without appropriate references;
- translating material from another language and presenting it as original work;
- reusing previously published material in a manner that creates a false impression of originality.

All borrowed material must be clearly distinguishable from the participant's own contribution.

Proper Attribution and Citation

All sources used in the preparation of the attestation paper must be acknowledged in accordance with accepted academic citation practices. Participants must:

- provide in-text citations for ideas, arguments, data and results derived from other sources;
- clearly identify direct quotations;
- include all cited sources in the References section;
- ensure consistency between in-text citations and the list of references;
- use citation and referencing conventions consistently throughout the manuscript.

A source must be cited whenever the reader could otherwise reasonably assume that the information, idea, analysis or formulation originated with the participant.

Reliability of Scientific Sources

Participants are expected to use reliable, relevant and verifiable scientific or academic sources. Appropriate sources may include:

- peer-reviewed scientific articles;
- academic monographs;
- scientific conference proceedings;
- official reports;
- publications of universities and research institutions;
- official statistical sources;
- legislation and regulatory documents;
- professional standards;
- recognised scientific databases;
- other sources that are appropriate to the discipline and research topic.

Participants should critically assess the relevance, authority, date, methodology and reliability of the sources used.

Sources whose reliability cannot be established should not be presented as authoritative scientific evidence.

Accuracy of References

All bibliographic information included in the manuscript must correspond to real and verifiable sources. Participants must verify:

- author names;
- publication titles;
- journal or book titles;
- publication years;
- volume and issue numbers;
- page ranges where applicable;
- DOI identifiers;
- URLs where relevant;
- other bibliographic information required for identification of the source.

Fabricated, invented or non-existent references are strictly prohibited.

A participant may not include a reference solely because it was suggested by software, an artificial intelligence system or another secondary tool without first verifying that the source exists and corresponds to the information cited.

Consistency between Citations and References

The manuscript must maintain consistency between in-text citations and the References section.

As a general rule:

- every source cited in the text must appear in the References section;
- every source included in the References section should be meaningfully connected with the manuscript;
- bibliographic entries should correspond to the sources actually consulted or used.

References must not be included merely to increase the apparent size of the literature base.

Integrity of Research Data

Research data must be presented accurately and honestly. Participants must not:

- fabricate data that were never collected or obtained;
- falsify existing data;
- alter observations in order to obtain a desired result;
- selectively remove data without scientific justification;
- manipulate figures, tables or statistical results in a misleading manner;
- conceal material information that substantially affects the interpretation of the findings.

Any transformation, exclusion or correction of data must be scientifically justified where relevant to the research design.

Integrity of Research Results

The results presented in the attestation paper must correspond to the research actually conducted. Participants must distinguish clearly between:

- research results;
- interpretation of results;
- assumptions;
- hypotheses;
- opinions;
- recommendations;
- information obtained from previous research.

Scientific conclusions must not be presented with a greater degree of certainty than the evidence allows.

The participant must not modify or exaggerate findings in order to make the study appear more significant, innovative or conclusive.

Fabrication and Falsification

Fabrication and falsification constitute serious violations of academic integrity. Fabrication includes the creation of non-existent:

- research data;
- experiments;
- survey responses;
- interviews;
- observations;
- statistical results;
- references;
- quotations;
- research participants;
- findings.

Falsification includes deliberate alteration or manipulation of:

- research materials;
- data;
- methodology;
- analysis;
- results;
- images;
- tables;
- figures;
- other elements of the research process.

Such practices are incompatible with successful completion of the Internship Programme.

Authorship and Co-authorship

Authorship must reflect genuine intellectual contribution to the scientific work. Where an attestation paper is prepared in co-authorship:

- the maximum number of authors is four, including the participant in the Internship Programme;
- each listed author must have made a substantive contribution to the work;
- the participant must personally contribute to the preparation, development and revision of the manuscript;
- individuals who have not contributed meaningfully to the research or manuscript should not be included as authors.

Honorary, nominal or purely administrative authorship is not acceptable.

The participant remains personally responsible for the manuscript submitted as an attestation paper.

Previous Work and Original Submission

A participant may use a manuscript whose preparation began before the start of the internship provided that:

- the manuscript has not previously been published;
- it has not been formally accepted for publication elsewhere;
- it is not simultaneously submitted to another journal, publisher or publication platform;
- the participant continues to develop and revise the manuscript within the framework of the Internship Programme.

The submission of an already published article as a new attestation paper is not permitted.

Duplicate Publication and Simultaneous Submission

The same or substantially identical manuscript must not be submitted simultaneously to multiple journals or publishers. Participants must inform the Institute if the manuscript, or a substantial part of it:

- has previously been submitted elsewhere;
- has been accepted for publication;
- has appeared in another publication;
- substantially overlaps with another manuscript by the same author or authors.

Any legitimate reuse of previously disseminated material must be transparent and academically justified.

Responsibility for Corrections

Participants are required to correct academic, factual, methodological and bibliographic errors identified during review. Where a reviewer, editor or member of the Scientific Council identifies a possible problem concerning:

- citation;
- source reliability;
- data;
- methodology;
- interpretation;
- originality;
- bibliographic accuracy;
- academic integrity,

the participant must provide clarification or make the necessary corrections.

Failure to address material integrity concerns may prevent approval of the manuscript for publication.

Responsible Use of Digital and Artificial Intelligence Tools

Digital tools, including generative artificial intelligence systems, may be used only as auxiliary instruments. Their use does not reduce or transfer the participant's academic responsibility.

The participant must independently verify any:

- factual information;
- references;
- quotations;
- research data;
- calculations;
- methodological statements;
- interpretations;
- conclusions

that have been produced, suggested or reformulated with the assistance of digital or AI-based tools.

Detailed requirements concerning the responsible use of generative artificial intelligence are established separately within the Internship Programme.

Identification of Academic Integrity Concerns

Potential academic integrity concerns may be identified during:

- textual originality checking;
- academic review;
- editorial review;
- verification of references;
- methodological assessment;
- examination of data or research results;
- subsequent publication preparation.

Where a concern is identified, the Institute may request:

- clarification from the participant;
- supporting documentation;
- correction of citations or references;
- revision of the relevant section;
- replacement of unreliable sources;

- correction of data or analysis;
- additional explanation of the research procedure;
- resubmission of the manuscript.

Academic Integrity and Assessment Status

Where academic integrity requirements have not yet been adequately met, the attestation paper normally receives the status: Revision Required.

The participant is then given the opportunity to correct the identified deficiencies and resubmit the manuscript for reassessment. Examples include:

- incomplete citation;
- insufficient source attribution;
- bibliographic inconsistencies;
- unverified references;
- insufficient textual originality;
- unclear origin of data;
- methodological transparency issues that can reasonably be corrected.

Serious Violations

Serious or deliberate violations may require consideration by the Scientific Council of the European Institute for Innovation Development. Such violations may include:

- deliberate plagiarism;
- systematic fabrication of references;
- fabrication or falsification of research data;
- deliberate misrepresentation of research results;
- submission of another person's work as one's own;
- intentional concealment of prior publication;
- repeated submission of knowingly false academic information.

In such cases, the Scientific Council may determine the appropriate academic response, taking into account the nature, scale and intentionality of the violation.

Approval for publication cannot be granted until all material academic integrity concerns have been resolved.

Final Responsibility of the Participant

Submission of an attestation paper to the European Institute for Innovation Development constitutes confirmation that, to the best of the participant's knowledge:

- the work complies with the principles of academic integrity;

- all sources have been appropriately acknowledged;
- the references are genuine and verifiable;
- research data and results have been presented honestly;
- the manuscript has not been previously published or simultaneously submitted elsewhere;
- all co-authors have made a genuine contribution;
- digital and AI tools, where used, have not replaced the participant's academic responsibility;
- the participant accepts full responsibility for the content of the submitted work.

Compliance with these Academic Integrity Rules is an integral requirement for the attestation paper to receive the final status: Approved for Publication.

Rules for the Responsible Use of Generative Artificial Intelligence

Purpose

These Rules establish the principles and requirements governing the use of generative artificial intelligence within the *International Scientific and Pedagogical Internship Programme* of the European Institute for Innovation Development.

The Rules apply to the preparation of:

- intermediate assignments;
- scientific and methodological abstracts;
- the attestation paper;
- revisions made during academic and editorial review;
- materials prepared for subsequent scientific publication.

The purpose of these Rules is to permit the responsible use of generative artificial intelligence as an auxiliary academic tool while preserving the participant's personal intellectual contribution, academic integrity and full responsibility for the submitted work.

General Principle

Generative artificial intelligence may be used as an auxiliary tool in academic and scientific work. Its use must not replace:

- the participant's independent research activity;
- scientific reasoning;
- critical analysis;
- interpretation of research results;
- verification of sources;
- formulation of scientifically substantiated conclusions;
- personal responsibility for the final manuscript.

The participant remains the author of the submitted work and bears full responsibility for its content regardless of the extent to which digital or AI-based tools have been used.

Permitted Uses of Generative AI

Generative AI may be used for legitimate supporting purposes, including:

1. Language assistance, including grammar, spelling and stylistic correction.
2. Improvement of clarity and readability of text originally prepared by the participant.
3. Translation assistance, provided that the participant verifies the accuracy of scientific terminology and meaning.

4. Structural assistance, including suggestions concerning the organisation of sections, paragraphs or arguments.
5. Organisation of information, including classification, summarisation or comparison of materials already identified by the participant.
6. Drafting assistance, provided that AI-generated text is critically reviewed, verified and substantially controlled by the participant.
7. Generation of preliminary ideas, research questions or possible analytical directions for further independent evaluation.
8. Assistance in reformulating text, provided that the reformulated version remains scientifically accurate and does not conceal inappropriate borrowing.
9. Technical assistance with tables, coding, calculations or data presentation, provided that all outputs are independently checked.
10. Assistance in preparing responses to reviewer or editorial comments, provided that the final response reflects the participant's own academic judgement.

Permitted use of AI does not automatically imply that the resulting content is academically valid. All AI-assisted material must be evaluated by the participant before inclusion in submitted work.

Routine Uses Not Requiring Disclosure

Routine use of generative AI does not require separate disclosure to the Institute where it is limited to functions comparable to conventional editing or language-support tools. Such uses may include:

- spelling correction;
- grammar correction;
- punctuation;
- stylistic polishing;
- minor improvement of sentence clarity;
- formatting assistance;
- technical reorganisation of already prepared text;
- basic translation assistance where no substantive scientific content is generated.

The participant nevertheless remains responsible for verifying all resulting changes.

Uses Requiring Disclosure

Use of generative AI must be disclosed to the European Institute for Innovation Development where it has provided *substantive assistance* in the intellectual or scientific preparation of the submitted work.

Disclosure is required where AI has materially contributed to:

- drafting substantial parts of text;
- development of the structure of the manuscript;

- formulation of research questions or hypotheses;
- methodological suggestions;
- analysis or interpretation;
- preparation of arguments;
- summarisation or synthesis of substantial bodies of literature;
- coding or analytical procedures;
- preparation of substantive responses during manuscript revision;
- other intellectual work that goes beyond routine language or technical correction.

Disclosure of AI use does not in itself constitute a violation of academic integrity and does not negatively affect assessment where the technology has been used responsibly.

Form of Disclosure

Where disclosure is required, the participant should provide a brief statement identifying:

- the AI tool or system used, where known;
- the general purpose for which it was used;
- the nature of the assistance received.

The disclosure may be provided to the Institute together with the attestation paper or through another form requested by the Internship Department.

A suitable statement may take the following form: *Generative artificial intelligence was used as an auxiliary tool for structural and language assistance during preparation of the manuscript. All scientific content, references, data, analysis and conclusions were independently verified by the author.*

The Institute may request additional clarification where necessary.

If the selected journal requires a specific AI disclosure statement within the published article, the participant must comply with the editorial policy of that journal.

AI Cannot Be an Author

A generative artificial intelligence system cannot be listed as:

- an author;
- a co-author;
- a researcher;
- a contributor bearing scientific responsibility.

Authorship requires intellectual responsibility and accountability that can only be assumed by a natural person.

All authors listed in the manuscript must meet the authorship requirements established by the Institute.

Authorial Responsibility

The participant bears full responsibility for all content contained in the submitted work, including content created, modified or suggested with the assistance of AI.

The participant is responsible for verifying:

- factual accuracy;
- scientific terminology;
- bibliographic information;
- quotations;
- references;
- research data;
- calculations;
- statistical results;
- methodology;
- interpretation;
- conclusions;
- originality;
- consistency with academic and ethical requirements.

The statement that content was produced or suggested by an AI system does not constitute an acceptable justification for an error.

Verification of AI-Generated Content

AI-generated content must never be accepted automatically as accurate.

Before using AI-generated material, the participant must verify it against reliable and independent sources. Particular attention must be given to:

- scientific facts;
- dates;
- names;
- quotations;
- legislation;
- numerical information;
- statistical data;
- scientific terminology;
- bibliographic information;
- DOI identifiers;
- conclusions attributed to previous research.

Where the participant cannot independently verify a substantive AI-generated statement, it should not be presented as established scientific information.

References and Bibliographic Information

Generative AI systems may suggest references that are inaccurate, incomplete or non-existent. Therefore:

- every reference must be independently verified;
- the participant must confirm that the source actually exists;
- bibliographic details must correspond to the original publication;
- DOI identifiers must be checked;
- the cited source must genuinely support the statement for which it is used.

The inclusion of fabricated or unverified references is prohibited.

AI-generated bibliographic information must never be inserted directly into the manuscript without verification.

Prohibition of Fabricated Sources

Participants must not use generative AI to create or present as genuine:

- non-existent scientific articles;
- fictional books;
- invented authors;
- fabricated DOI identifiers;
- false quotations;
- invented legislation;
- non-existent reports;
- fabricated statistical sources;
- any other fictional academic reference.

The deliberate inclusion of fabricated sources constitutes a serious violation of academic integrity.

Research Data

Generative AI must not be used to fabricate research data. Participants must not present AI-generated information as if it were:

- experimentally obtained data;
- survey responses;
- interview responses;
- observational data;
- laboratory measurements;
- statistical samples;

- archival evidence;
- field research results;
- participant responses;
- other empirical material that was not actually obtained.

Synthetic data may be used only where the research methodology expressly requires it and where its synthetic nature is clearly stated and scientifically justified.

Research Results

Generative AI must not be used to create fictitious research results. Research Results must derive from:

- actual empirical investigation;
- genuine analytical work;
- properly conducted calculations;
- documented theoretical analysis;
- legitimate modelling;
- other scientifically justified research procedures.

AI may assist in organising or presenting results, but it must not create findings that are subsequently represented as outcomes of research that did not take place.

Analysis and Interpretation

AI may assist the participant in exploring possible interpretations of research findings. However, the participant must independently determine:

- whether an interpretation is scientifically justified;
- whether it corresponds to the available evidence;
- whether alternative explanations exist;
- whether the conclusion is proportionate to the results.

The final scientific interpretation must represent the participant's own academic judgement.

Literature Review

Generative AI may assist with:

- organising literature;
- comparing themes;
- summarising verified sources;
- identifying possible conceptual relationships.

It must not replace the participant's direct engagement with the scientific literature.

The participant must consult and verify the original sources that form the basis of substantive claims in the Literature Review.

An AI-generated summary of a source must not be treated as equivalent to consulting the original publication.

AI-Generated Quotations

Generative AI must not be relied upon to reproduce quotations from scientific or other sources.

Any direct quotation included in the manuscript must be checked against the original source.

Fabricated or materially altered quotations are prohibited.

Use of AI in Methodology

AI may provide suggestions concerning possible research methods, analytical approaches or technical procedures. Such suggestions must be independently evaluated by the participant.

The participant must be able to:

- understand the selected methodology;
- justify its use;
- explain how it was applied;
- assess its limitations.

A methodological choice cannot be justified solely on the basis that it was recommended by an AI system.

Use of AI for Calculations, Coding and Data Analysis

Where generative AI is used to assist with:

- computer code;
- statistical analysis;
- mathematical calculations;
- data processing;
- visualisation;
- technical modelling,

the participant must independently verify the procedure and output.

The participant remains responsible for identifying:

- computational errors;
- incorrect assumptions;
- inappropriate statistical methods;
- faulty code;

- misleading visualisations;
- unsupported conclusions.

Confidential and Restricted Information

Participants should exercise particular care when entering information into external generative AI systems.

Confidential, restricted or sensitive information should not be submitted to such systems unless the participant is authorised to do so and the applicable data-protection and confidentiality requirements permit it.

This may include:

- personal data;
- confidential research data;
- unpublished third-party materials;
- proprietary information;
- restricted institutional documents;
- information protected by contractual or ethical obligations.

Responsibility for lawful and appropriate handling of such information remains with the participant.

AI and Plagiarism

The use of AI does not exempt the participant from plagiarism requirements. AI-generated text may reproduce or closely resemble existing material.

Participants must therefore ensure that:

- borrowed ideas are properly attributed;
- external sources are cited;
- AI-assisted paraphrasing is not used to disguise plagiarism;
- textual originality requirements continue to be met.

The minimum textual originality requirement for the attestation paper remains: 70%.

Prohibited Uses

The following uses of generative AI are prohibited within the Internship Programme:

- fabrication of scientific sources;
- fabrication of research data;
- fabrication of research results;
- creation of false quotations;

- falsification of bibliographic information;
- generation of fictitious empirical evidence;
- deliberate concealment of plagiarism;
- presentation of unverified AI output as established scientific evidence;
- substitution of AI-generated work for the participant's own research activity;
- use of AI in a manner intended to misrepresent the participant's actual academic contribution.

AI Use During Revision

Participants may use generative AI when revising the attestation paper following comments from:

- members of the Scientific Council;
- scientific reviewers;
- editors.

AI may assist with:

- language correction;
- restructuring;
- clarification;
- organisation of responses;
- identification of possible revisions.

However, the participant must personally evaluate every reviewer comment and remain responsible for all revisions made.

Substantive AI assistance during revision must be disclosed under the same principles established in these Rules.

Relationship with Journal Editorial Policies

After the attestation paper has been approved for publication, it becomes subject to the editorial policies of the international scientific journal selected by the Scientific Council. Where a journal establishes additional requirements concerning:

- AI disclosure;
- authorship;
- research integrity;
- data use;
- image generation;
- editorial transparency,

the participant must comply with those requirements.

Where journal requirements are stricter than these Rules, the journal requirements take precedence for publication purposes.

Assessment of AI-Related Concerns

Where inappropriate or unclear use of generative AI is identified, the Institute may request:

- clarification of how AI was used;
- verification of specific sources;
- supporting research materials;
- correction of inaccurate information;
- replacement of fabricated or unverifiable references;
- revision of affected sections;
- additional explanation of methodology, data or results.

Where the issue can reasonably be corrected, the attestation paper may receive the status: Revision Required. The participant may revise the manuscript and submit it for reassessment.

Serious Misuse of Generative AI

Serious misuse may include:

- deliberate fabrication of references;
- deliberate fabrication of research data;
- deliberate creation of fictitious research results;
- systematic substitution of AI-generated content for genuine research;
- intentional concealment of substantive AI use where disclosure is required;
- use of AI to falsify or misrepresent academic evidence.

Such cases may be referred to the Scientific Council of the European Institute for Innovation Development for consideration.

An attestation paper cannot receive the status *Approved for Publication* until all material concerns concerning AI use and academic integrity have been resolved.

Final Principle

The European Institute for Innovation Development recognises generative artificial intelligence as a potentially useful instrument for contemporary academic and scientific work.

Its use is permitted where it:

- supports rather than replaces research activity;
- is transparent where substantive assistance is involved;
- preserves academic integrity;
- does not create false scientific evidence;

- is accompanied by independent verification;
- leaves full intellectual and academic responsibility with the human author.

The fundamental principle of the Internship Programme is therefore: Generative AI may assist the researcher, but it cannot replace the researcher's scientific judgement, academic responsibility or authorship.

Review and Revision Procedure for the Attestation Paper

Purpose

This Procedure establishes the rules governing the academic review, revision, reassessment and final approval of the attestation paper prepared within the *International Scientific and Pedagogical Internship Programme* of the European Institute for Innovation Development.

The purpose of the review process is to ensure that the attestation paper:

- meets the academic and methodological requirements of the Internship Programme;
- complies with the established structural and formal requirements;
- satisfies the principles of academic integrity;
- demonstrates sufficient scientific quality;
- is suitable for subsequent publication in an international scientific journal.

The attestation paper is prepared in the form of a scientific article and constitutes the principal final academic requirement of the Internship Programme.

Submission of the Attestation Paper

The participant must submit the attestation paper no later than: 7 (seven) calendar days before the scheduled end date of the internship.

Where the participant does not have an individual educational account in the Institute's Training Center, the attestation paper must be submitted by e-mail to: internship@eiid.eu.

Where an individual Training Center account has been created for the participant, the manuscript must be submitted through that account in accordance with the instructions provided by the Institute.

The participant is responsible for ensuring that the submitted file is complete and represents the version intended for academic review.

Registration of the Submission

After receipt of the attestation paper, the Institute registers the manuscript for review and directs it to the appropriate academic and editorial specialists.

The review may involve:

- members of the Scientific Council of the European Institute for Innovation Development;
- scientific reviewers;
- editors of the Institute's international scientific journals;
- other authorised academic specialists where appropriate to the subject area of the manuscript.

The composition of the reviewing group may vary depending on:

- the scientific discipline;
- the subject of the research;
- the methodological approach;
- the academic level of the manuscript;
- the prospective journal of publication.

Initial Review Period

The initial academic review of an attestation paper is normally completed within: 7 (seven) calendar days from receipt of the manuscript by the Institute.

Within this period, the participant should receive either:

- a Review Report identifying the revisions required; or
- notification that the manuscript has successfully passed the relevant stage of review and is proceeding towards final consideration.

The 7-day period applies specifically to the review of attestation papers within the Internship Programme.

Scope of Review

The attestation paper is assessed in accordance with the Institute's Assessment Rubric for the Attestation Paper.

The review may include evaluation of:

- relevance and research focus;
- scientific structure;
- Introduction and research objectives;
- methodology;
- Literature Review and scientific sources;
- research results;
- Discussion and scientific interpretation;
- Conclusion;
- academic writing and presentation;
- academic integrity and textual originality;
- compliance with formal minimum requirements;
- overall publication readiness.

The interpretation of these criteria takes into account the scientific discipline, type of research and recognised methodological traditions relevant to the manuscript.

Review Report

Where revisions are required, the participant receives a separate *Review Report*:

- If the participant does not have an individual Training Center account, the Review Report is sent by e-mail.
- If the participant has an individual Training Center account, the Review Report is made available through that account.

The Review Report should identify the principal issues requiring correction, clarification or further development.

Comments may concern, among other matters:

- scientific structure;
- formulation of the research problem;
- research objectives;
- methodology;
- quality of the literature review;
- reliability or sufficiency of sources;
- presentation of results;
- discussion and interpretation;
- conclusions;
- citations and references;
- textual originality;
- academic integrity;
- language and academic presentation;
- compliance with formal requirements.

Review Outcome

Following review, the manuscript receives one of the applicable assessment statuses: *Meets Requirements* (the relevant criterion has been satisfactorily fulfilled) or *Revision Required*. The relevant criterion requires correction or further development before final approval.

The overall manuscript may receive the status: *Revision Required* until all substantive issues identified during review have been satisfactorily resolved. A Revision Required decision does not constitute rejection of the attestation paper.

Preparation of the Revised Manuscript

The participant must carefully consider the comments contained in the Review Report and prepare a revised version of the manuscript.

The participant is expected to:

- correct identified academic or methodological deficiencies;
- clarify unclear statements;
- improve the scientific structure where required;
- verify and correct sources and references;
- revise data presentation or interpretation where necessary;
- address academic integrity concerns;
- improve the manuscript's overall publication readiness.

The participant remains responsible for deciding how academic comments are incorporated into the manuscript while ensuring that all material concerns raised during the review are adequately addressed.

Submission of the Revised Manuscript

Where the participant does not have an individual Training Center account, the revised manuscript must be submitted to: internship@eiid.eu.

Where a Training Center account has been created, the revised manuscript must be submitted through that account.

The revised manuscript enters the reassessment process after receipt by the Institute.

Time Allowed for Revision

There is no fixed maximum period for preparation of revisions. The participant may take the time reasonably required to:

- address reviewer comments;
- conduct additional analysis;
- verify sources;
- correct methodology;
- improve the manuscript;
- complete other necessary academic revisions.

The absence of a fixed revision deadline does not remove the participant's responsibility to complete the attestation process in order to obtain final approval of the manuscript.

Reassessment

Each revised version of the manuscript may be reassessed by:

- the original reviewer;
- another scientific reviewer;
- an editor;
- a member of the Scientific Council;

- a combination of the above.

The reassessment determines whether the issues identified in the Review Report have been adequately resolved.

Where further substantive issues remain, the manuscript may again receive the status: Revision Required.

Number of Revision Cycles

There is no predetermined limit on the number of review and revision cycles.

The process may therefore continue as follows: Submission → Review → Review Report → Revision → Reassessment → Further Revision, if required → Final Approval.

The purpose of repeated revision is not punitive. It is intended to bring the manuscript to the academic level required for publication.

Automatic Extension of the Internship

If the attestation paper has not received final approval by the scheduled end date of the internship because revision or reassessment is still in progress, the internship is: automatically extended.

The extension:

- does not require a separate application from the participant;
- does not require approval through a separate administrative procedure;
- does not require additional payment;
- applies specifically for the completion of the review and revision process.

The internship remains extended until the attestation paper receives the final status: Approved for Publication.

Effect of Automatic Extension

Automatic extension does not require the participant to repeat the completed educational programme or previously completed stages of the internship.

During the extension period, the participant is expected only to complete the outstanding academic work necessary for approval of the attestation paper, unless the Institute identifies another essential requirement that has not been fulfilled.

The original programme workload remains: 180 academic hours / 6 ECTS.

The extension therefore reflects additional time required to complete the attestation process rather than an increase in the formal workload of the Internship Programme.

Final Academic Decision

The final decision to grant the status *Approved for Publication* is made by the Scientific Council of the European Institute for Innovation Development.

The Scientific Council may take into account:

- Review Reports;
- revised versions of the manuscript;
- reviewer recommendations;
- editorial assessments;
- compliance with the Assessment Rubric;
- academic integrity requirements;
- publication readiness.

The status *Approved for Publication* confirms that the manuscript has successfully completed the academic review required within the Internship Programme.

Meaning of Approved for Publication

The status *Approved for Publication* means that the manuscript has met the principal academic, scientific, methodological, structural and integrity requirements established by the Institute.

This status constitutes successful completion of the final attestation requirement of the Internship Programme.

The participant is not required to wait for the actual publication of the journal issue in order to complete the internship.

End of the Automatic Extension

Where an internship has been automatically extended because of the review or revision process, the extension ends on the date on which the Scientific Council officially assigns the manuscript the status: *Approved for Publication*.

That date marks completion of the outstanding academic requirement of the internship.

Technical and Editorial Revisions after Approval

After the status *Approved for Publication* has been granted, the editorial office of the selected journal may still request technical or editorial corrections. Such corrections may include:

- formatting;
- citation style;
- reference formatting;
- metadata;

- author information;
- language polishing;
- tables and figures;
- technical journal requirements;
- other non-substantive editorial matters.

These corrections do not change the participant's status of *Approved for Publication* provided that they do not reveal a new substantive academic integrity, methodological or scientific issue.

The participant is expected to cooperate with the editorial office in completing such corrections for final publication.

Selection of the Journal

After academic approval, the Scientific Council determines the appropriate international scientific journal for publication of the manuscript.

The decision takes into account:

- subject area;
- scientific discipline;
- academic level of the manuscript;
- thematic correspondence with the journal;
- editorial profile;
- publication planning.

As a general rule:

- Bachelor's students are published in the *Tuculart Student Scientific*;
- participants holding completed higher education qualifications are primarily published in the *European Scientific e-Journal*;
- articles in the fields of Arts, Culture and Cultural Heritage may be published in the *Klironomy*.

The publication is included in the cost of the Internship Programme.

DOI and Publication Preparation

Following approval and acceptance into the publication process, the manuscript proceeds through the relevant editorial stages, including assignment or registration of the DOI where applicable.

The DOI and publication information form part of the participant's internship documentation.

The Internship Report Form is prepared after the DOI has been assigned to the participant's article. It forms part of the participant's final internship documentation and supplements the certificate issued upon successful completion of the Programme.

Relationship between Review and Certification

Successful completion of the review and revision process is achieved when the manuscript receives the status: Approved for Publication.

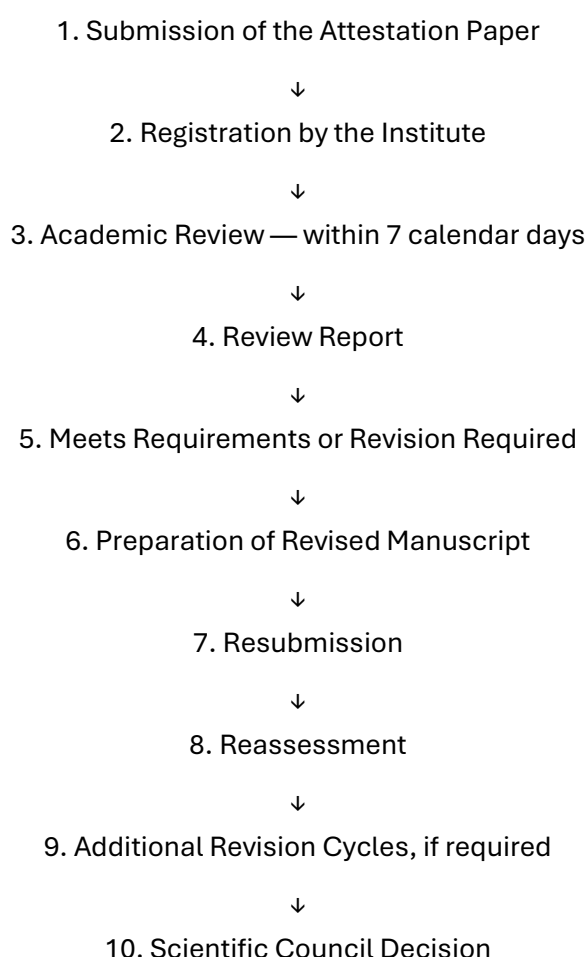
Following completion of the Internship Programme, the Institute issues the participant's certificate in accordance with the established certification procedure.

The certificate confirms successful completion of the International Scientific and Pedagogical Internship Programme of 180 academic hours / 6 ECTS.

Actual publication of the article may take place after the certificate has been issued.

Standard Review and Revision Sequence

The standard procedure is:



Following Approved for Publication, two related processes proceed:

- Certification Route: Certificate issued within 3 working days → QR Verification
- Publication and Documentation Route: Journal Selection and Editorial Processing → DOI Assignment → Internship Report Form → Final Publication

The review and revision process is considered complete only after the Scientific Council has formally assigned the manuscript the status: Approved for Publication.

Appeal and Reconsideration Procedure

Purpose

This Procedure establishes the rules for submitting and considering an appeal or request for reconsideration in relation to the academic review of an attestation paper prepared within the *International Scientific and Pedagogical Internship Programme* of the European Institute for Innovation Development.

The purpose of the Procedure is to ensure that participants have access to a fair, transparent and academically justified mechanism for reconsideration where they believe that a review decision or reviewer comment may contain a substantive error, misinterpretation or procedural irregularity.

Right to Appeal

A participant may submit an appeal or request for reconsideration where they believe that:

- the reviewer has materially misinterpreted the content of the manuscript;
- a reviewer comment contradicts the factual content of the attestation paper;
- a requirement applied during review does not correspond to the approved rules of the Internship Programme;
- a possible conflict of interest may have affected the review;
- the assessment does not adequately take into account the disciplinary or methodological characteristics of the research;
- an administrative or technical error has affected the review result.

The appeal must be based on identifiable academic, procedural or factual grounds.

Matters That Do Not Constitute Sufficient Grounds

A participant's general disagreement with the academic opinion of a reviewer does not by itself constitute sufficient grounds for reconsideration.

An appeal should not be used solely to avoid making reasonable revisions requested during academic review.

Where the participant challenges a reviewer comment, the appeal should explain:

- which specific comment or decision is disputed;
- why the participant considers it incorrect or inappropriate;
- what academic, factual, methodological or procedural basis supports the participant's position.

Submission of an Appeal

Where the participant does not have an individual educational account in the Institute's Training Center, the appeal must be submitted to 'internship@eiid.eu'.

Where an individual Training Center account has been created, the appeal must be submitted through that account.

The appeal should clearly identify:

- the participant;
- the attestation paper concerned;
- the Review Report or decision being challenged;
- the specific point or points requiring reconsideration;
- the participant's reasoning;
- relevant supporting evidence or references, where applicable.

Time Limit for Submission

An appeal or request for reconsideration must be submitted within: seven calendar days

from the date on which the participant receives the relevant Review Report or formal decision.

Appeals submitted after this period may be considered only where the Institute determines that there are reasonable grounds for the delay.

Form of the Appeal

The appeal must be reasoned and sufficiently specific to allow academic reconsideration.

The participant should avoid general statements such as:

- "I disagree with the reviewer";
- "I believe the manuscript is correct";
- "I do not accept the requested revision".

Instead, the appeal should identify the precise issue and provide an academic or factual explanation.

Where appropriate, the participant may refer to:

- content already present in the manuscript;
- scientific sources;
- methodological conventions;
- disciplinary standards;
- factual evidence;
- the Institute's approved rules and procedures.

Registration and Preliminary Review

After receipt, the appeal is registered by the Institute and forwarded to the Scientific Council of the European Institute for Innovation Development.

The Scientific Council may first determine whether the appeal:

- was submitted within the prescribed period;
- contains identifiable grounds for reconsideration;
- concerns an academic, factual or procedural issue;
- requires additional clarification from the participant;
- requires review of the original manuscript, Review Report or related documentation.

Where necessary, the participant may be asked to provide further information.

Authority Responsible for Reconsideration

The Scientific Council is responsible for consideration of appeals and requests for reconsideration. The Scientific Council may:

- review the original manuscript;
- review the original Review Report;
- examine the participant's arguments;
- request clarification from the original reviewer;
- consult another member of the Scientific Council;
- appoint another reviewer;
- seek additional expert opinion where appropriate.

Independent Reassessment

Where the Scientific Council determines that an independent academic reassessment is appropriate, the manuscript may be referred to another reviewer who did not participate in the original review.

The purpose of such reassessment is to provide an independent academic opinion on the disputed issue.

Where a possible conflict of interest is identified, the person concerned must not participate in the reconsideration of the relevant issue.

Period for Consideration

The Scientific Council will normally complete consideration of an appeal within: 7 calendar days from the date of receipt of a complete and sufficiently reasoned appeal.

Where additional information, specialist expertise or independent reassessment is required, consideration may take longer.

In such cases, the participant should be informed that the reconsideration remains in progress.

Possible Outcomes of Reconsideration

Following consideration of the appeal, the Scientific Council may make one of the following decisions.

1. Original Decision Confirmed

The Scientific Council determines that the original Review Report or assessment decision was academically and procedurally justified. The participant must then address the relevant comments in accordance with the Review and Revision Procedure.

2. Review Comments Partially Amended

The Scientific Council determines that some elements of the original Review Report require clarification, correction or modification. An updated Review Report is issued to the participant. The participant is then required to revise the manuscript in accordance with the amended comments.

3. Original Decision Set Aside and New Academic Review Ordered

The Scientific Council determines that the original assessment cannot be relied upon in whole or in a material part. The manuscript is referred for a new academic review, normally involving another reviewer. The subsequent assessment is conducted in accordance with the Institute's Assessment Rubric and Review and Revision Procedure.

Communication of the Decision

The outcome of reconsideration is communicated to the participant:

- by e-mail to the address used for the internship, where no Training Center account exists; or
- through the participant's Training Center account.

The communication should state:

- the decision of the Scientific Council;
- the principal basis for that decision;
- whether the original Review Report remains valid;
- whether an updated Review Report has been issued;
- whether a new academic review is required;
- what further action, if any, is required from the participant.

Effect on the Review Process

Submission of an appeal does not automatically result in approval of the manuscript. The attestation paper remains subject to the academic requirements of the Internship Programme.

Where the appeal is upheld in whole or in part, the subsequent review process must reflect the decision of the Scientific Council.

Where the original decision is confirmed, the participant must continue the revision process on the basis of the confirmed Review Report.

Effect on the Internship Period

Where reconsideration is still in progress at the scheduled end date of the internship, or where further revision is required after reconsideration, the rules on automatic extension of the internship continue to apply.

The participant is not required to submit a separate extension request or pay an additional fee.

The internship remains extended until the attestation paper receives the status: Approved for Publication.

Finality of the Reconsideration Decision

The decision of the Scientific Council following reconsideration is final in relation to the specific appeal considered.

The participant may not submit a repeated appeal concerning the same issue on the same grounds.

This does not prevent the participant from raising a new and materially different issue if it arises during a subsequent stage of review and is based on new circumstances, a new Review Report or a separate procedural matter.

Good-Faith Use of the Appeal Procedure

Participants are expected to use the appeal procedure in good faith.

The purpose of reconsideration is to resolve substantive academic or procedural disagreements, not to delay the review process or avoid legitimate academic requirements.

The Institute likewise undertakes to consider each properly submitted appeal objectively and on its academic merits.

Relationship with Other Internship Procedures

This Procedure should be applied together with:

- the Assessment Rubric for the Attestation Paper;
- the Academic Integrity Rules;
- the Rules for the Responsible Use of Generative Artificial Intelligence;
- the Review and Revision Procedure;
- the applicable rules concerning conflict of interest.

Where a reconsideration reveals a separate academic integrity or conflict-of-interest issue, that matter may be considered under the corresponding Institute procedure.

Conflict of Interest Rule for Scientific Council Members, Reviewers and Editors

Purpose

This Rule establishes the principles for identifying, disclosing and managing conflicts of interest in the academic review, reconsideration and publication processes of the *International Scientific and Pedagogical Internship Programme* of the European Institute for Innovation Development.

The purpose of the Rule is to protect:

- academic impartiality;
- fairness of assessment;
- independence of review;
- confidence in decisions of the Scientific Council;
- integrity of editorial and publication procedures.

The Rule applies to:

- members of the Scientific Council;
- scientific reviewers;
- editors of the Institute's international scientific journals;
- other specialists involved in assessment or publication decisions concerning an attestation paper.

General Principle

A person involved in reviewing, assessing, reconsidering or making a publication-related decision concerning an attestation paper must act objectively and independently.

A conflict of interest exists where a personal, professional, academic, financial or other relationship could:

- influence the person's judgement;
- reasonably appear to influence their judgement;
- create a risk of preferential or adverse treatment;
- compromise confidence in the impartiality of the assessment.

The existence of a conflict of interest does not necessarily imply misconduct.

The principal requirement is that the conflict is identified and appropriately managed.

Duty to Disclose

Members of the Scientific Council, reviewers and editors must disclose any actual, potential or reasonably perceived conflict of interest relevant to a manuscript assigned to them.

Disclosure should be made as soon as the person becomes aware of the circumstances.

The person must not wait until the review or decision has been completed before reporting a material conflict.

Personal Relationships

A conflict of interest may arise where the person responsible for assessment has a close personal relationship with:

- the participant;
- a co-author of the attestation paper;
- another person whose interests are directly connected with the outcome of the review.

Such relationships may include circumstances in which personal closeness, hostility or another significant personal connection could reasonably affect impartiality.

Academic and Supervisory Relationships

A potential conflict of interest may arise where the reviewer, editor or Scientific Council member:

- is the participant's current academic supervisor;
- directly supervised the research presented in the manuscript;
- prepared substantial parts of the research together with the participant;
- has had a significant role in developing the manuscript being assessed;
- is otherwise directly involved in the academic work under review.

A person should not assess their own academic contribution.

Co-authorship and Research Collaboration

A person must not act as an independent reviewer of an attestation paper where they are:

- an author or co-author of the manuscript;
- a direct contributor to the research;
- materially involved in preparation of the study;
- engaged in a current or sufficiently close research collaboration that could reasonably affect independent judgement.

Routine professional contact or membership of the same broad scientific community does not by itself constitute a conflict of interest.

Institutional and Professional Relationships

Employment or affiliation with the same institution as the participant does not automatically constitute a conflict of interest.

However, a conflict may exist where there is:

- a direct managerial relationship;
- direct professional dependence;
- a significant competitive relationship;
- a current dispute;
- another institutional relationship that could reasonably affect impartiality.

Each case should be considered according to its actual circumstances.

Financial and Material Interests

A conflict of interest exists where a person involved in assessment has a financial or material interest that could be affected by the outcome of the review.

This may include:

- direct financial benefit;
- contractual interests;
- commercial relationships;
- ownership interests;
- other material advantages connected with the participant, research or publication decision.

Where such an interest exists, it must be disclosed.

Intellectual and Academic Competition

Scientific disagreement alone does not constitute a conflict of interest.

Reviewers are permitted to hold different scientific, theoretical or methodological positions from the participant.

However, a conflict may arise where:

- there is a direct personal academic dispute;
- the reviewer has a substantial competing interest in the same specific research result;
- the assessment could materially affect the reviewer's own direct academic or professional interests.

Differences of scientific opinion must be distinguished from circumstances that may reasonably compromise impartiality.

Editorial Conflict of Interest

An editor must not make an independent editorial decision concerning a manuscript where the editor:

- is an author or co-author;
- has materially contributed to the manuscript;
- has a significant personal or professional conflict with an author;
- has another direct interest in the publication outcome.

In such cases, the manuscript must be transferred to another authorised editor or academic decision-maker.

Scientific Council Members

A member of the Scientific Council must not participate in the final decision concerning an attestation paper where a material conflict of interest exists. This applies in particular to decisions concerning:

- Revision Required;
- Approved for Publication;
- appeals and reconsideration;
- disputed academic integrity issues;
- other decisions directly affecting the participant's final attestation outcome.

The conflicted member must withdraw from consideration of the relevant matter.

Management of a Conflict of Interest

Where a conflict of interest is identified, the Institute may take one or more of the following measures:

- replace the reviewer;
- assign an additional independent reviewer;
- transfer editorial responsibility;
- exclude a Scientific Council member from the relevant decision;
- request an independent academic opinion;
- repeat part or all of the review process where necessary.

The purpose of these measures is to ensure that the manuscript receives an independent and fair academic assessment.

Replacement of a Reviewer

Where a reviewer identifies a conflict of interest before beginning the review, the reviewer should decline the assignment. The Institute will then appoint another reviewer.

Where the conflict becomes apparent after review has begun, the reviewer must notify the Institute as soon as reasonably possible. The Institute will determine whether:

- the review may continue;
- an additional independent review is required;
- the reviewer should be replaced;
- the previous review should be disregarded.

Conflict Identified after a Review Decision

A conflict of interest may occasionally become known only after a Review Report or academic decision has been issued.

In such circumstances, the Institute may reconsider the validity of the previous review.

Where necessary, the manuscript may be referred for:

- independent reassessment;
- a new Review Report;
- reconsideration by the Scientific Council.

The existence of a previously undisclosed conflict does not automatically invalidate an assessment. The Institute must determine whether the circumstances could reasonably have affected the fairness or credibility of the decision.

Participant's Right to Raise a Concern

A participant may raise a concern where they reasonably believe that a member of the Scientific Council, reviewer or editor has a conflict of interest.

The participant should provide:

- the name or role of the person concerned, where known;
- the nature of the alleged conflict;
- relevant facts supporting the concern.

A general objection to the identity or academic opinion of a reviewer is not sufficient.

The concern must relate to circumstances capable of affecting impartiality.

Submission of a Conflict-of-Interest Concern

Where the participant does not have an individual Training Center account, the concern should be submitted to 'internship@eiid.eu'.

Where the participant has an individual Training Center account, the concern may be submitted through that account.

Where the concern forms part of a formal appeal, it is considered in accordance with the Appeal and Reconsideration Procedure.

Consideration by the Scientific Council

Conflict of interest concerns are considered by the Scientific Council of the European Institute for Innovation Development.

A Scientific Council member who is personally involved in the alleged conflict must not participate in deciding that issue.

The Scientific Council may:

- request clarification;
- examine relevant circumstances;
- consult the person concerned;
- replace a reviewer or editor;
- order independent reassessment;
- determine that no material conflict exists.

Confidentiality

Information concerning a potential conflict of interest should be handled with appropriate confidentiality.

Disclosure should be limited to the information necessary to:

- identify the conflict;
- determine its relevance;
- take appropriate procedural action.

The identification of a potential conflict should not be treated as an accusation of misconduct.

No Disadvantage to the Participant

A participant must not be disadvantaged solely because:

- a reviewer has disclosed a conflict of interest;
- the participant has raised a reasonable conflict-of-interest concern;

- a reviewer or editor has been replaced.

The academic assessment must continue on the basis of the established requirements of the Internship Programme.

No Automatic Exclusion for Academic Familiarity

Scientific and academic communities may be relatively specialised, and reviewers may be familiar with the participant's work or professional field.

Therefore, the following circumstances do not automatically create a conflict of interest:

- awareness of the participant's previous publications;
- participation in the same conference;
- membership of the same broad professional association;
- citation of each other's academic work;
- work within the same scientific discipline;
- ordinary professional correspondence;
- scientific disagreement.

A conflict exists only where the relationship or interest is sufficiently significant to create a reasonable concern regarding impartiality.

Relationship with Appeals and Reconsideration

Where a conflict of interest is alleged as part of an appeal, the Scientific Council must first determine whether the concern requires:

- replacement of the reviewer;
- independent reassessment;
- amendment of the Review Report;
- another procedural measure.

The conflicted person must not participate in the reconsideration of the issue relating to their own conflict.

Relationship with Publication

The conflict-of-interest requirements continue to apply after the attestation paper has received the status: Approved for Publication.

Editors and other persons involved in subsequent publication decisions must continue to disclose and manage relevant conflicts in accordance with the editorial requirements of the selected journal.

Final Principle

The European Institute for Innovation Development applies the following principle: Academic assessment must be based on the scientific quality and compliance of the attestation paper, not on personal relationships, professional interests or other circumstances unrelated to the merits of the research.

Where a conflict of interest could reasonably compromise the independence of academic judgement, the person concerned must disclose the conflict and withdraw from the relevant review or decision-making process.

Certification, Internship Report Form and Verification

Purpose of Certification

Successful completion of the International Scientific and Pedagogical Internship Programme is formally documented by the European Institute for Innovation Development through the participant's internship documentation and certificate.

The certification stage confirms that the participant has:

- completed the Programme workload of 180 academic hours / 6 ECTS;
- fulfilled the applicable intermediate assessment requirements;
- prepared the required Attestation Paper;
- completed the academic review and revision process;
- obtained the final status Approved for Publication.

The certification documents provide formal evidence of completion of the Programme and allow the participant's internship record to be independently verified through the Institute's electronic verification system.

Internship Report Form

Following completion of the academic assessment and assignment of the DOI to the participant's article, the Institute prepares the Internship Report Form.

The Internship Report Form constitutes part of the participant's official internship documentation and records the principal information relating to completion of the Programme.

The Internship Report Form is prepared after the DOI has been assigned to the participant's article. It forms part of the participant's final internship documentation and supplements the certificate issued upon successful completion of the Programme.

The document may include information concerning:

- the participant;
- the internship direction;
- the internship period;
- the Programme workload;
- completion of the required academic activities;
- the Attestation Paper;
- the publication associated with the internship;
- the DOI assigned to the article;
- the final academic result.

The Internship Report Form complements the certificate by providing a more detailed record of the participant's academic work within the Programme.

Certificate of Completion

Upon successful completion of the Internship Programme, the European Institute for Innovation Development issues the participant with a certificate confirming completion of the Programme.

The certificate is issued in English.

The certificate confirms successful completion of the International Scientific and Pedagogical Internship Programme — 180 academic hours / 6 ECTS.

The electronic certificate is issued within 3 working days after the date on which the Scientific Council assigns the Attestation Paper the status Approved for Publication.

The participant's personal information on the certificate is prepared on the basis of the registration documents submitted to the Institute.

Particular attention is therefore given to the correct presentation of:

- full name;
- surname;
- country;
- organisation;
- internship direction;
- internship period;
- certificate number;
- title of the Attestation Paper.

Electronic Certificate

The electronic certificate is the standard form of certification issued by the Institute. The electronic certificate:

- is prepared in English;
- contains the participant's official internship information;
- contains an individual certificate number;
- includes a QR code for electronic verification;
- may be stored, transmitted and presented electronically.

The electronic certificate is intended to provide the participant with rapid access to formal evidence of successful completion of the Programme.

QR Code Verification

Each electronic certificate contains a QR code connected with the Institute's internship verification system.

The QR code directs the user to the internship database corresponding to the year in which the certificate was issued. For example, a certificate issued in 2026 is verified through the Institute's 2026 internship database.

After accessing the relevant database, the participant or another person verifying the certificate enters the participant's: surname exactly as stated in the certificate.

The spelling must correspond to the surname recorded in the Institute's official internship documentation.

Information Available for Verification

The verification record may display the following information:

- full name;
- country;
- organisation;
- internship direction;
- internship period;
- certificate number;
- article title.

The verification system provides an independent means of confirming that the certificate corresponds to an internship record maintained by the European Institute for Innovation Development.

The information displayed is intended to allow universities, research institutions, employers and other interested organisations to verify the authenticity of the principal certificate data.

Certificate Number and Verification Record

Each certificate is assigned an individual certificate number.

The certificate number forms part of the participant's official internship record and is reproduced in the Institute's verification database.

The verification record should correspond to the information stated in the certificate.

Where a participant identifies a discrepancy between the certificate and the verification database, the participant should contact 'internship@eiid.eu' for clarification or correction.

Paper Certificate

The standard certificate issued by the Institute is electronic.

A paper original may be provided upon the participant's request. The paper certificate is subject to an additional fee covering:

- printing;
- preparation of the physical document;
- postal delivery.

The amount and payment procedure are communicated to the participant separately according to the destination and applicable postal costs.

Requesting a paper certificate does not change the status or validity of the electronic certificate.

Use of the Certificate

The certificate confirms that the participant has successfully completed an international scientific and pedagogical internship with a total workload of 180 academic hours / 6 ECTS.

The certificate may be presented as evidence of:

- professional development;
- continuing professional or academic qualification;
- participation in an international scientific and pedagogical internship;
- completion of structured research and academic training;
- fulfilment of relevant professional development or attestation requirements.

However, the certificate does not constitute an automatic guarantee of recognition, credit transfer or qualification equivalence in every country or institution.

The specific manner in which the certificate may be recognised, credited or used is determined by:

- the requirements of the relevant university or employer;
- institutional regulations;
- professional attestation procedures;
- applicable national educational or qualification systems.

The participant or organisation using the certificate is responsible for determining the applicable recognition requirements in the relevant jurisdiction or institutional context.

Relationship between Certification and Publication

Successful completion of the Internship Programme is based on the Attestation Paper receiving the final status: Approved for Publication.

Actual publication of the article may occur after the certificate has been issued.

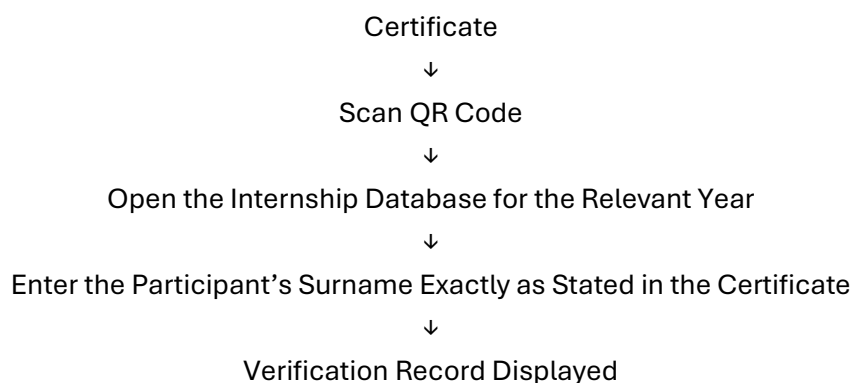
The publication schedule of the selected journal therefore does not in itself determine whether the participant has successfully completed the internship.

Following approval, the manuscript continues through the relevant editorial and publication stages.

The DOI, publication information, Internship Report Form and certificate together form part of the documentary record associated with completion of the Programme.

Verification of a Certificate

The standard verification procedure is:



The verification record enables confirmation of the principal information associated with the participant's internship.

Responsibility for Correct Certificate Data

The participant is responsible for checking the certificate after receipt.

Particular attention should be given to:

- spelling of the full name;
- organisation;
- country;
- internship direction;
- internship dates;
- article title.

If an error is identified, the participant should notify the Institute as soon as possible through: 'internship@eiid.eu'.

The Institute may request supporting documentation where correction of personal or institutional information is required.

Certification Sequence

The final documentary sequence of the Internship Programme is *Approved for Publication*.

Certification Route: Certificate issued within 3 working days → QR Verification

Publication and Documentation Route: Journal Selection and Editorial Processing → DOI Assignment → Internship Report Form → Final Publication

This sequence connects the academic result of the internship with the participant's formal certification and subsequent scientific publication.

Sample Internship Documentation

The following documents are provided for illustrative purposes only. All personal, academic and institutional information used in the samples is fictitious and does not relate to any actual participant. The layout and content may be adapted by the Institute where required by administrative, academic or technical circumstances.

Sample Internship Registration Form



INTERNSHIP REGISTRATION FORM

No. nnn-2026-xx

Start Date	October 10, 2026	Photo
Finish Date	November 22, 2026	
Name	Alexander	
Father's name	----	
Surname	Smithson	
Birthday	January 15, 2000	
Nationality	United Kingdom	
Passport (f/n)	FX 000000	
Date of issue	March 17, 2020	
Date of expiry	March 17, 2030	
Academic Degree	Doctor of Archaeology	
Academic Title	Associate Professor	
Office Position	Professor	
Department	Archaeological Studies	
Organization	University of Ancient History	
Signature	<i>Signature of the secretary</i>	

Sample Internship Report Form



INTERNSHIP REPORT FORM

No. nnn-2026-xx

Name	Alexander	Photo
Father's name	----	
Surname	Smithson	
Birthday	January 15, 2000	
Academic Degree	Doctor of Archaeology	
Academic Title	Associate Professor	
Department	Archaeological Studies	
Organization	University of Ancient History	
The training load of the internship		
1. History of Science		20 hrs
2. Modern Trends and Innovations in Science		20 hrs
3. Modern Pedagogical Technologies		20 hrs
4. Scientific and Methodological Report Abstracts		36 hrs
5. Rules of Scientific Article Creation and Design		8 hrs
6. Preparation of Scientific Article for Publication		36 hrs
7. Personal Work		40 hrs
Total	180 academic hours / 6 ECTS	
Scientific and Educational Practice		
Study topic	Title of the topic of the study	
DOI number	10.4/451/number	
Publishing data	Smithson, A. (2026). The title of the attestation work as a scientific article. <i>The Scientific Journal of the EIID</i> , No.	
Signatures		
Supervisor: <i>Alexander Buzchik, Dr. (Ec. Sc.), PhD (Soc. & Pol. Sc.)</i>	<i>Signature</i>	
Director: <i>Anizita Tomaneck, Master of Science</i>	<i>Signature</i>	

Sample Certificate of Internship Completion



The QR code shown in the sample certificate illustrates the electronic verification mechanism described in the section “Certification, Internship Report Form and Verification”.

SCIENTIFIC EDITIONS

Alexander Buychik

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FOR THE SCIENTIFIC JOURNALS OF THE EIID

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