

## **Rules governing traineeship periods at FRA**

### **1. General**

These rules govern the traineeships scheme of the European Union Agency for Fundamental Rights (FRA).

The aims of the traineeship at FRA are:

- To provide trainees an understanding of the objectives and activities of FRA.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of FRA Departments and services.
- To enable trainees to put into practice knowledge acquired during their studies, or professional careers.
- To contribute to the Agency's mission.

FRA through its traineeships scheme benefits from the input of young enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of FRA.

Every year the Director shall decide the number of traineeships to be offered in each Department, depending on the needs of the Agency, the funds available and the capacity of each Department to accommodate trainees.

### **2. Eligibility**

#### **2.1 Nationality**

Trainees are selected from nationals of the Member States of the European Union and EU candidate and potential candidate countries.

#### **2.2 Qualifications**

##### **2.2.1 University Diploma**

Candidates must have completed the first cycle of a higher education course (i.e. university education) and obtained a full degree or its equivalent by the closing date for applications<sup>i</sup>.

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<sup>i</sup> See Annex I

For declared on-going post-graduate studies an official declaration from the relevant university must be provided. If selected for a traineeship, certified copies of all diplomas declared and, if applicable, official *certified* translations will be required.

### 2.2.2 Languages

In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately:

- Candidates from Member States must have very good knowledge (B2<sup>ii</sup>) of at least two Community languages, including English.
- Candidates from pre-accession EU countries must have very good knowledge (B2) of English.

### 2.3 Prior employment

Traineeships are open to candidates who have not

- already benefited from any kind of traineeship (formal or informal, paid or unpaid) within a European institution, European Agency or body of the European Communities<sup>iii</sup>, or
- had or have any kind of employment within a European institution or body,

including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros staff, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representation.

## 3. The application process

### 3.1 **FRA offers traineeships twice a year:** one from 1 April to 30 September and a second one from 1 October to 31 March of the following year.

Applications should be submitted in accordance with the procedures published on the website. The online application is open in May. You can choose for which traineeship period you would like apply. You can apply only for one traineeship period and one Department. There is no appeal procedure.

### 3.2 The processing of personal data by the FRA is governed by Regulation (EC) N° 45/2001. By submitting an application for a traineeship, the applicant is understood, in the sense of Article 5 (d) of the Regulation, to have given his/her consent to the processing of the personal data contained in the application form and the supporting documents enclosed therewith. The provision of information requested in the application form and the supporting documents is obligatory. Incomplete applications

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<sup>ii</sup> Please refer to <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

<sup>iii</sup> See Annex II

will be excluded from the selection. The personal data in question is collected by the FRA for the sole purpose of the selection of trainees.

#### **4. Selection procedure**

- 4.1** The pre-selection of eligible candidates is carried out by the Human Resources. This list is forwarded to FRA Departments for final selection.
- 4.2** Successful candidates are selected on the basis of qualifications and and/or experience. The selection procedure aims to keep, to the best possible level, gender balance and geographical equilibrium. Candidates may be required to undergo a telephone interview, or to provide further information or documents as part of the selection procedure.
- 4.3** A traineeship offer and a traineeship contract is sent to the successful candidates at latest by 15th of August.
- 4.4** Selected trainees are obliged to provide any documents and certificates required by Human Resources. They are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the national authorities.

#### **5. Rights and obligations**

- 5.1** The traineeship may last a minimum of three and a maximum of six months.
- 5.2** Training contracts start on either the 1<sup>st</sup> April or on the 1<sup>st</sup> October. However, in exceptional and duly justified cases, the date of commencement may be deferred, as long as the minimum traineeship period is respected. Traineeship periods may not be repeated or extended beyond the maximum length laid down in these rules or beyond the end of the traineeship. In exceptional cases only, whether required in the interest of the service and duly justified by the Head of Department, an extension may be granted by the Director.
- 5.3** Trainees work under the direct supervision of a staff member. The supervisor must guide and closely follow the trainee during his/her traineeship. The supervisor must immediately notify Human Resources of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, bad behaviour, or interruption of the traineeship) which come to his/her attention or of which the trainee has informed him/her.
- 5.4** Trainees shall be required to comply with the instructions given by their supervisors. They must also comply with the rules governing the training programme and the internal rules governing the functioning of FRA, in particular the rules concerning good administrative behaviour, security and confidentiality.
- 5.5** Trainees are allowed to attend meetings on subjects of interest to their work, unless these meetings are restricted or confidential, receive documentation and participate in

the work of the Department to which they are attached at a level corresponding to their educational and working background.

- 5.6** Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Communities, nor does it entail any right or priority with regard to an appointment at FRA.
- 5.7** Trainees should keep the same hours of work and have the same official public holidays, if they fall during their traineeship, as FRA's staff.
- 5.8** Trainees are entitled to 2 days leave per month. Days of leave not taken are not paid in lieu. Days taken for participation to any competition, exam or university work, etc. are to be deducted from this entitlement.  
Leave requests must first be approved by the supervisor and then checked and approved by the person responsible for holidays within the Human Resources.
- 5.9** In case of sickness, trainees must notify their supervisors immediately, and if absent for longer than three days, must produce a medical certificate, indicating the probable length of absence.
- 5.10** Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation after the end of their traineeship. FRA reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.
- 5.11** Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship which may adversely affect the work assigned during the traineeship. If a conflict of interest should arise during their assignment, trainees should immediately report this to their supervisors and to Human Resources in writing.
- 5.12** Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of FRA without the written permission. Such permission is subject to the conditions in force for all FRA staff. All rights in any writings or other work done for FRA are the property of FRA.
- 5.13** On receipt of a justified request from the trainee, approved by his/her supervisor, the Human Resources Head of Department may terminate the traineeship. Trainees may only terminate their contract on the 30/31<sup>st</sup> and 15<sup>th</sup> of the month. He/she will be requested to reimburse that part of the grant which he/she may have received relating to the period after the termination date.
- 5.14** If the conduct of the trainee does not prove satisfactory, the Head of Department following a discussion with the supervisor and the trainee may at any moment decide to terminate the traineeship.

## **6. Financial Matters**

- 6.1** Trainees will be awarded a monthly grant of 1000 EUR.
- 6.2** Sickness and accident insurances are compulsory. FRA does not cover such insurances. Trainees must take out these insurances prior to the start of their traineeship. Proof of the insurances must be presented to FRA within one week of the start of the traineeship period.
- 6.3** Upon presentation of proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant.
- 6.4** Selected trainees will get reimbursed the travel expenses incurred at the beginning and at the end of the traineeship. The basis of calculating this reimbursement shall be the first-class fare on the shortest and most economical route by rail or economy class airfare if the latter is less expensive from/to the place of selection indicated on the traineeship contract.  
Where the place of selection is less than 50 km from Vienna such a reimbursement is not valid.
- 6.5** In exceptional cases only, the Head of Department in which a trainee has been placed may grant authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one.  
For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the Staff Regulations for officials of the European Communities will apply.
- 6.6** Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. A certificate for tax purposes will be provided at the end of the traineeship period.

## **7. Reports and Certificates**

- 7.1** At the end of their traineeship, trainees must submit a report on their activities during the training period to their supervisors.
- 7.2** Trainees will receive, after their traineeship period, a certificate specifying the dates of their traineeship period and the Department in which they were employed.

## **8. Entry into force**

- 8.1** These rules will enter into force on 01 May 2010.

### **Annex I**

#### **Examples of diplomas for which the level of minimum national education corresponds to that required for access to the traineeship**

Country	University level education – at least 3 years in length
Belgium FR/NL	Licence ou équivalent – Bachelor Licentiaat, Meester, industrieel ingenieur, Gegradueerde, Bachelor
Bulgaria	Diplom za Visse, Obrazowanie (Диплома за Висше Образование), Bakalavur (Бакалавър)
Ceská Republika	Diplom o ukončení Bakalářského studia
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester), Bachelor
Eesti	Bakalaureusekraad (min 120 ainepunkti)
España	Diplomado/Ingeniero Técnico
France	Licence
Greece/Ελλάδα	Δίπλωμα Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland/Eire	Bachelor's degree
Italia	Laurea –L (breve)
Κύπρος/Kibris	Πανεπιστημιακό δίπλωμα Programmes offered by Public/Private Schools of Higher Education (for the later accreditation is compulsory)
Latvija	Bakalaura diploms (min 120 kredīti)
Lietuva	Bakalauras (min 120 kreditas)
Luxembourg	DEES, Diplôme d'Ingenieur Industriel, DPCU, DUT, Certificat (+)
Magyarország	Főiskolai Oklevél
Malta	Bachelor's degree
Nederland	Bachelor
Österreich	Fachhochschuldiplom (6-7 Semester)/ Bakkalaureus(rea)
Polska	Licencjat – Inzynier
Portugal	Bacharelato
Romania	Diplomă de Licența
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Slovenská Republika	Diplom o ukončení Bakalářského štúdia
Suomi/Finland	Kandidaatin tutkinto - Kandidatexamen /Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa -studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)
United Kingdom	Bachelor's degree

## Annex II European Institutions and Bodies

**EU institutions:**

- European Parliament
- Council
- European Commission (including Delegations, Representation offices and Agencies)
- Court of Justice
- Court of Auditors

**Financial bodies:**

- European Central Bank
- European Investment Bank
- European Investment Fund

**Consultative bodies:**

- European Economic and Social Committee
- Committee of the Regions

**Interinstitutional bodies:**

- The Publication Office
- European Personnel Selection Office
- European Administrative School

**Other Specialized Bodies:**

- European Ombudsman
- European Data Protection Supervisor