

Rules governing traineeships periods at FRA

1. General

These rules govern the traineeships scheme of the European Union Agency for Fundamental Rights (FRA). It is addressed mainly to young university graduates, without excluding those who – in the framework of lifelong learning – have recently obtained a university diploma and are at the beginning of a new professional career.

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 Units and services. To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- To enable trainees to put into practice knowledge acquired during their studies, or professional careers.

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 Unit, depending on the level of funds available and on the capacity of each Unit to accommodate trainees.

2. Eligibility

2.1 Nationality

Trainees are selected from nationals of the Member States of the European Union and of candidate countries benefiting from a pre-accession strategy. However, a limited number of nationals of non-Member States are also accepted according to available resources.

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 (see Annex I). FRA maintains the right to change these minimum qualifications used for the traineeships programme. Any such changes will be published on the web site of FRA.

For declared on-going studies an official declaration from the relevant university must be provided. If recruited 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 of at least two Community languages.
- Candidates from non-Member States must have very good knowledge of at least one working language of FRA preferably English or French.

2.3 Prior employment

Traineeships are open to candidates who have not

- already benefited from any kind of training (formal or informal, paid or unpaid) within a European institution or body¹, 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 consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office.

3. The application process

3.1 Applications should be made in accordance with the procedures published on the website and should be sent to FRA no later than 31 May (for the training periods starting 1 October) or 30 November (for those starting on 1 March). There is no appeal procedure.

3.2 The pre-selection is carried out by the Personnel team which draws up a list of candidates to be considered. This list is forwarded to FRA units for final selection.

¹ See list in Annex II

- 3.3 Successful applicants are selected on the basis of qualifications and and/or experience. The pre-selection procedure aims to keep, to the best possible level, gender balance and geographical equilibrium
- 3.4 Successful applicants are informed by letter of the dates of the traineeship, the Unit to which they have been allocated and the list of final documents they should provide prior to commencement of the traineeship.
- 3.5 The keeping of files respects Regulation (EC) n°45/2001 regarding personal data, whether the applications gave rise to recruitment or not.

4. Recruitment procedure

- 4.1 Trainees may not be recruited to any Unit where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.
- 4.2 Applicants can only be offered a single contract for a given training period.
- 4.3 Recruited trainees are obliged to provide any documents and certificates required by the Personnel Manager at the time of their recruitment. They are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are employed.

5. Rights and duties of trainees

- 5.1 There are two training periods per year: one from 1 March to 31 July and a second one from 1 October to end February of the following year.
The traineeship may last a minimum of three and a maximum of five months.
- 5.2 Training contracts start on either the 1st March or on the 1st October. However, in exceptional and duly justified cases, the date of commencement may be deferred, as long as the minimum traineeship period is respected. Training periods may not be repeated or extended beyond the maximum length laid down in these rules or beyond the end of the training period.
- 5.3 Trainees are placed under the responsibility of an adviser. Each adviser may be responsible for only one trainee per training period. The adviser must guide and closely follow the trainee during his/her traineeship. The adviser must notify immediately the competent service 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 advisers. 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 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 Unit 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 adviser 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 advisers immediately, and if absent for longer than two 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 training. 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 training. 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 adviser, and to the Personnel Manager 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, submitted through his/her adviser, the Personnel Manager may terminate the traineeship.
- 5.14** If the conduct of the trainee does not prove satisfactory, the Head of Unit, following a discussion with the adviser 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. This amount may be reduced under specific circumstances, such as in the case where grant is already paid by another institution or if the trainee's place of origin is within 50 kilometres from the site of FRA.
- 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 stage period.
- 6.3** Upon presentation of the 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** Recruited 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 if a journey by rail is not feasible. Where the place of recruitment is less than 50 km from the place of employment such a reimbursement is not valid.
- 6.5** In exceptional cases only, the Head of Unit 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 advisers.
- 7.2** In the light of these reports, trainees will receive, after their training period, a certificate specifying the dates of their training period and the Units in which they were employed.

8. Final Provisions

- 8.1** The Personnel Manager is responsible for the implementation of these rules.
- 8.2** These rules will enter into force on 23 May 2006.

Annex I

Examples of diplomas for which the level of minimum national education corresponds to that required for access to the traineeship²

Country	University level education – at least 3 years in length
Belgium FR	Actuellement : Licence ou équivalent - A l'avenir: Bachelor
Belgium NL	At present: Licentiaat, Meester, industrieel ingenieur, Gegradueerde In future: Bachelor (According to the Higher Education Act of 4 April 2003)
Ceská Republika	Diplom o ukončení Bakalářského studia
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester)
Eesti	Bakalaureusekraad (<160 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
Latvija	Bakalaura diploms (<160 krediti)
Lietuva	Bakalauras (<160 kreditas)
Luxembourg	Diplôme d'Ingénieur Technicien
Magyarország	Főiskolai Oklevél
Malta	Bachelor's degree
Nederland	Bachelor
Österreich	Fachhochschuldiplom (6-7 Semester)
Polska	Licencjat – Inżynier
Portugal	Bacharelato
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Slovenská Republika	Diplom o ukončení Bakalářského štúdia
Suomi/Finland	Kandidaatti / Kandidat examen Ammattikorkeakoulututkinto/Yrkeshögskoleexamen (min. 120 opintoviikkoa / studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng, varav 60 poäng av fördjupade studier i ett ämne)
United Kingdom	Bachelor's degree / Diploma of Higher Education (DipHE)

Annex II
European Institutions and Bodies

EU institutions:

- European Parliament
- Council of the European Union
- European Commission (including Delegations and Representation offices and executive agencies)
- Court of Justice of the European Communities
- European Court of Auditors
- European Ombudsman

Financial bodies:

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

Advisory bodies:

- European Economic and Social Committee
- Committee of the Regions

Interinstitutional bodies:

- Office for Official Publications of the European Communities
- European Communities Personnel Selection Office