

## **Applying for a traineeship at FRA**

### **How can I apply for a traineeship at FRA?**

Apply to the advertised traineeship call by clicking the link and submitting your application through our recruitment platform. FRA does not accept spontaneous applications.

### **If I have a disability, can I apply?**

Yes, FRA encourages people with disabilities to apply. Individuals with a recognised disability are warmly welcome to apply to the advertised traineeship call. If you consider you have a physical, mental, intellectual or sensory disability, including any medical conditions that may require special adjustments to the recruitment process (e.g., interview), please indicate any adjustments or arrangements needed to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu). If selected, you will also be asked to provide information on the accommodation needed to your work, so that FRA can ensure your full and equal participation in the traineeship.

### **I come from a minority background. Will I be welcome?**

FRA firmly believes in diversity in the workplace. It encourages people with different ethnic backgrounds, beliefs, sexual orientation, and gender identity to apply.

### **Is there a closing date for sending in applications?**

Yes. The closing date for applications is indicated in the traineeship call. Applications received after the closing date are automatically rejected.

### **I have not finished my bachelor's degree by the deadline for applications, can I apply?**

Applicants are required to have completed their degree (Bachelor level) by at least one month before the starting date of the traineeship.

### **I have not finished my master's degree by the deadline for applications, can I apply?**

Applicants are not required to have a postgraduate degree to apply. For recently finalised or on-going post-graduate studies, an official declaration from the relevant university might be requested.

### **I come from the Roma community, and I don't have a university degree. Can I still apply?**

Yes. For candidates of Romani background, the eligibility criteria can be found in Article 4(2) of the traineeship rules. Please indicate in your application form if you come from the Roma community so that your application can be assessed correctly.

### **May I submit an open/unsolicited/spontaneous application?**

No. FRA does not consider open/unsolicited/spontaneous applications. Only applications submitted in response to a specific call for applications can be taken into consideration. The online application form is the only acceptable means of applying for a traineeship at FRA.

### **Can I apply for more than one traineeship position at a time?**

No. You can only apply for one traineeship position and to one organisational entity at a time.

### **I have applied before and was rejected. Should I try again?**

You may reapply for a subsequent traineeship, even if you have applied previously and were unsuccessful. However, you must submit a new application to the advertised call



for applications, together with all requested documents.

### **Is there an age limitation for applying for a traineeship at FRA?**

There is no age limit for applying for a traineeship. However, we require that you have completed your most recent studies no more than three years prior to the deadline for the applications.

### **I come from a country that is not a Member State of the European Union. May I apply for a traineeship advertised by FRA?**

To apply for a traineeship at FRA it is mandatory to be a national of the Member States of the European Union, EEA EFTA States (Iceland, Liechtenstein and Norway), EU candidate (nationals from Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Moldova, Serbia, Turkey and Ukraine) or potential candidate countries (Georgia and Kosovo). Be aware, however, that trainees from non-EU countries are solely responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the Austrian national authorities. Depending on your home country, visa requests may take some time to process, so make

sure to initiate the process as soon as you can and well before your arrival to FRA.

### **I have a degree from a country that is not a Member State of the European Union, am I eligible for a traineeship at FRA?**

Holders of university degrees from a country that is not a Member State of the EU need to have the degree officially recognised in one of the Member States of the European Union, EU candidate or potential candidate countries by the deadline for applications. More information can be found here: <https://www.enic-naric.net/page-homepage>.

### **What language should I use in my application for a traineeship at FRA?**

Applications must be submitted in English, which is the working language of FRA.

### **What do I do if I encounter technical problems while submitting my online application form?**

In case of technical problems, it is your responsibility to notify FRA as soon as possible, by sending an e-mail to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu) and by providing a description of the problem and a screenshot of the message you received

from the system. This will allow us to promptly investigate any technical issue. *Please do so well before the deadline for applications.*

### **I have sent my application, but I discovered that I made a mistake when filling out the application form. How can I correct the mistake?**

Submitting an application more than once is not possible. If you would like to withdraw your application or make any change within the deadline, please send an email to: [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu) with your request clearly stating the information you would like changed.

### **How will I know that FRA has received my application?**

After submission of your application, you will receive an acknowledgement of receipt by email. Note that some email providers may incorrectly mark the acknowledgement of receipt as spam. Please make sure you check the spam folder as well.

### **How are trainees selected?**

FRA makes its selection on the basis of the applications received. Before a final decision is taken candidates will be invited for a short interview by phone or by videocall. The interview is held in English.

### **Will I be informed about the outcome of my application in any case?**

Successful applicants will receive a traineeship offer and a traineeship contract indicating the dates of the traineeship period. Candidates who are not selected will also be notified of the outcome of their application in due course. Information on the closure of the selection process will be posted at FRA webpage. Please note that FRA will not respond to email requests for updates on the status of the selection process or when a final decision is expected.

### **Can I have a part-time traineeship?**

No. All candidates who are accepted for a traineeship must work full time, which at FRA means 40 h/week and 8 h/day.

### **What kind of health insurance should I have, as a non-EU citizen? Or will the health insurance come with the visa/residence permit?**

Concerning the health insurance, please note that you have various possibilities. You can adhere to the Austrian National System, but it is a lengthy exercise and costly. More information can be found at <https://www.gesundheitskasse.at/c>

[dscontent/?contentid=10007.867314&portal=oegkportal](https://www.gesundheitskasse.at/c/dscontent/?contentid=10007.867314&portal=oegkportal) – you can use a translation tool).

Alternately, you may consider one of the various private health insurance companies on the market, such as:

- <https://www.klemmer-international.com/de> – it has been used by some of the trainees.
- <https://www.cignaglobal.com/>
- <https://www.allianzcare.com/en/personal-international-health-insurance/who-we-help/professionals.html>

These have been successfully used by some of the previous trainees. Of course, you are free to choose any company as there are quite a few on the market offering these possibilities.

## **Practical Information about Vienna**

### **Does FRA provide any kind of accommodation?**

No. Finding and paying for accommodation is entirely your responsibility. However, we can provide guidance with some accommodation ideas that have been successfully used by other trainees in the past. You will

receive this information together with the package of welcome documents if you are offered a traineeship.

### **How do I reach FRA?**

FRA is located in the city centre; therefore you have several transport options. If you are traveling by U-bahn (the Viennese underground metro) the nearest station is Karlsplatz (U1 and U4) and from there you only need to walk through Resselpark for around 5 minutes. If the tram suits you better, you can take the tram 71 or the tram D and just cross the road to reach FRA.

### **I want to come to work by bicycle is there any space where I can park my bike?**

Yes, FRA has a dedicated bicycle parking area in the building.

### **What do I need to open a bank account in Vienna?**

To open a bank account, you will need your ID card or passport; a copy of your contract; proof of address (some banks may require you to present the Meldezettel, which is the official address registration certificate in Vienna).

If you have a bank account in euro in another EU Member State, you may receive your traineeship grant to that account. However, you might find it advantageous to have an



Austrian account for your day-to-day expenses.

Please note that we cannot pay to an account outside the EU or to an account in another currency.

### **What do I need to stay in Vienna?**

The first thing that you will need once you arrive in Vienna is the Meldezettel (address registration certificate) which is valid for a period of up to four months.

It is recommended that you reserve an appointment with the Registration Office well in advance, as it can get very busy:

<https://www.wien.gv.at/meldet/ermin/internet/Startseite.aspx>.

After those four months, the registration certificate (Anmeldebescheinigung) that is used to document the right of residence of EEA and Swiss citizens is needed. More information on how to obtain it will be given before the beginning of your traineeship.

## **Your first day at the FRA**

### **When should I start?**

All FRA trainee contracts start on the 1st or the 16<sup>th</sup> of the month. Should this day be a weekend or public holiday, you will start on the next working day. You will receive an e-mail from Human Resources containing instructions for your

first day. In duly justified circumstances, at the written request of the trainee, the starting date may be deferred by up to one month. Such deferment will not affect the end date of the traineeship.

### **Is there a dress code?**

There is no strict code at FRA. Staff are expected to dress in a professional manner and appropriately for their work. It is normal for staff to dress more formally for meetings, conferences and events that require so.

### **What will happen on my first day?**

There will be a welcome briefing where the main elements of your traineeship will be explained. You will have a chance to meet all the other trainees, as well as your supervisor and colleagues in your unit, and Human Resources will answer any questions you may have. You will receive details on the formal induction programme, which will include presentations and information on the activities of different units at FRA and useful information for your traineeship.

### **Do the documents to be presented on the first day need to be original versions?**

Not necessarily. You will be required to bring the originals of the following documents: Passport/ID card, University diploma(s), Proof of medical insurance (e.g. e-card), Declaration of confidentiality form, Certificate of absence of a criminal record (or, if not available in your country, a certificate of good conduct).

### **I would like to know what is expected from me. Is there any guide or task checklist to know what I am going to do during my traineeship from the first day?**

You will receive a task description on your first day outlining the general tasks you will undertake during your traineeship and your supervisor will meet with you individually to discuss in more detail. It is normal that your tasks will vary during your traineeship depending on the needs and projects of your unit.

## **Being a trainee at FRA**

### **If I have a disability, will I be able to work at FRA?**

FRA endeavours to provide an accessible working environment. Selected candidates will be provided with details on the applicable Agency



policies regarding support for persons with disabilities, as well as the procedure to request reasonable accommodation, if needed, upon receipt of proper justification, trainees with disabilities may receive a supplement to their grant.

### **How long is the traineeship?**

FRA offers traineeships with a maximum duration of 6 months.

### **How much will my grant be?**

The traineeship monthly grant corresponds to one quarter of the grade AD5 – step 1 as defined each year by the European Commission and weighted using the correction coefficient for Vienna, Austria. At the time of publication of these FAQ (January 2023), the grant is 1.458,43 EUR per month). Selected trainees will be informed of the precise grant amount for the duration of their traineeship in the offer letter.

### **When am I paid?**

Your grant will be paid in the second week of the month, between the 10<sup>th</sup> and the 15<sup>th</sup>. Please ensure that you provide your bank details to Human Resources using the Financial Identification form, in order for your grant to be paid. Please note that if you provide this form late, your first grant payment may be delayed.

### **Am I exempt from taxes?**

Yes, there is no taxation applied on your grant. Trainees are solely responsible for checking with the fiscal administration of their place of origin whether or not the allowance should be declared as an income under national law and, if applicable, for paying the due taxes. Upon request, you will be given a tax declaration for this purpose.

### **Will you cover my travel expenses?**

Selected trainees will be reimbursed for an economy class flight ticket or second-class rail ticket (including luggage), up to a maximum of EUR 300 per journey. This travel allowance is granted at both the start and the end of the traineeship based on submission of the ticket(s) or invoice(s) and only if the trainee has completed a minimum of three months of the traineeship period. No reimbursement will be granted for travel at the end of the traineeship if the trainee terminates their traineeship early.

### **What are the working hours?**

Trainees follow the same working hours as staff. In general, you will be expected to work 8 hours per day, with some flexibility to vary the start and finish time, in agreement

with your supervisor, as long as in total you work 40 hours per week. However, you must perform your work between the hours of 08:00 and 19:00. More information will be given during the first day of your internship.

### **Am I able to work from abroad / to telework?**

FRA applies a policy of hybrid working and there is the possibility to sometimes work from home; however, please bear in mind that for the majority of your time you will be expected to work at FRA's office in Vienna. The traineeship cannot be done remotely. Telework from outside the place of employment can be granted for a maximum of 5 days during the traineeship period). More information will be given during the first days of the traineeship.

### **Do we have a canteen at FRA?**

On the 6th floor there is a space with tables and chairs where you can have your lunch, with microwaves, a fridge and a dishwasher. There is also a terrace for warmer months. Please keep in mind that FRA does not provide any catering so you will need to bring your lunch or go outside to purchase something. There are several cafes, restaurants and a supermarket in short walking distance from the premises. You





are encouraged to take a lunch break, whether in the canteen, terrace or outside of FRA and you must take a break of at least 20 minutes in your working day.

### **What is my leave entitlement?**

Trainees are granted 2 days of leave per month worked. You apply for annual leave in our online Human Resources system. Please refer to the Rights and Duties sections in the traineeship rules for information on special kinds of leave entitlements.

### **Can I take my whole annual leave entitlement the last 2 weeks of my traineeship? Can I take leave in the first month of my traineeship?**

Your leave entitlement may be used at any time during your traineeship but be aware that before submitting a leave request you must have the approval of your supervisor. After their consent you will need to submit your leave request electronically via the FRA Human Resources system and wait for your Head of Unit's approval. There is no provision to pay trainees for any unused leave at the end of their traineeship contract.

### **Will I get training?**

Upon your arrival you will be invited to attend the induction training on the activities of the Agency.

Trainees will be invited to participate in German language classes organised at FRA, to support their integration in Vienna. Spare places at in-house training may be offered to trainees in case of availability in agreement with the Head of Unit and Human Resources. As the whole traineeship is considered an on-the-job training experience, any further attendance to courses organised by Human Resources or identified by the trainee or their unit are an exception. A trainee may only attend these courses if they are absolutely necessary for them to the performance of their tasks at the Agency (for example specific database training, training on a specific agency procedure). These requests for additional training must be duly justified by the trainee's supervisor (and approved by the Head of Unit and Corporate Services).

### **As a trainee, to what extent am I bound by confidentiality obligations?**

Trainees will sign a Declaration of Confidentiality in line with the "Rights and Duties" in the rules governing traineeship at FRA.

Be reminded that everything you write in the course of your traineeship is property of FRA. Trainees must also inform Human Resources of any outside activities (such as working for charities, NGOs, publishing papers, etc.) that you may undertake during the traineeship.

### **At the end of the traineeship**

#### **Can I terminate my traineeship earlier?**

Yes, you can finish your traineeship before the end date established on the contract by informing your supervisor and Head of Unit and Human Resources as soon as possible. Please bear in mind that if you need to terminate your traineeship early, you must give at least 3 weeks' notice. In addition, the ending must be either the 15th or the last day of the month.

#### **Is it possible to have a certificate that shows that I have been a trainee at FRA?**

Yes. Human Resources will provide you with a traineeship certificate and a tax certificate outlining your status and the period of your contract.



## **What is the traineeship report?**

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The traineeship report is the record of the work undertaken during the traineeship period. It is prepared by the trainee and submitted to Human Resources at the end of the traineeship. Your supervisor will also complete a separate report with feedback on your traineeship.