REF: **HRP/022/2015**

TITLE: **Rules governing the Internship Programme at FRA**

THE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS

HAVING REGARD: to Council Regulation 168/2007 establishing the European Union Agency for Fundamental Rights (FRA);

HAVING REGARD: to the budget of FRA, in particular budget item 1113;

WHEREAS: it is necessary to draw up rules to govern the internship programme organised by FRA;

HAS ADOPTED the following rules.

Article 1 – General Provisions

These rules govern the internship programme at FRA. This scheme 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 internship at FRA are:

- To provide interns an understanding of the objectives and activities of the Agency's role in ensuring full respect for fundamental rights across the EU.
- To enable interns to acquire practical experience and knowledge of the day-to-day work of FRA Departments and sectors. To provide the opportunity to work in a multi-cultural, multi linguistic and multi-ethnic environment, contributing to the development of mutual understanding, trust and tolerance. To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- To enable interns to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.
- To allow interns to contribute to the Agency's mission in helping to make fundamental rights a reality for everyone in the EU.

Through its internship programme, FRA:

- 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.
- Creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

Article 2 – Organisation of Internship

1. Before each internship period the Director shall decide the number of internships to be offered in each Department, depending on the needs of the Agency, the funds available and the capacity of each Department to accommodate interns.
2. Interns are placed under the responsibility of a supervisor. The supervisor must guide and closely follow the intern during his/her internship, acting as his/her mentor.
3. Interns 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/sector to which they are attached at a level corresponding to their educational and working background. Subject to the approval of their supervisor and providing it does not conflict with the accomplishment of the tasks assigned to them, they are entitled to attend meetings in a department/sector other than the one to which they are attached, unless these meetings are restricted or confidential, with the aim to get an understanding of the objectives and goals of FRA.

Article 3 – Eligibility Criteria

1. Nationality

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

2. Qualifications

a) 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.[1]

For declared on-going post-graduate studies an official declaration from the relevant university must be provided. In any case, candidates must have received their graduation by the deadline for application.

1 For minimum national qualification required by the legislation in the country were the diploma was obtained see Annex I

b) Languages

The working language of FRA is English. In order for the intern to fully profit from the internship and to be able to follow meetings and perform adequately:

- Candidates from Member States must have very good knowledge (minimum B2)[2] of at least two EU languages, including English.
- Candidates from EU candidate countries must have very good knowledge (minimum B2) of English.

c) Prior employment

Internships are open to candidates who did not:

- Already benefit from any kind of internship or traineeship (formal or informal, paid or unpaid) within a European institution, European Agency or body of the European Communities,3 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.

Candidates should inform the FRA of any change in their situation that might occur at any stage of the application process.

The Agency reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the Agency's website before the opening of the application period.

Article 4 – Duration

1. FRA offers internships twice a year, starting on 1st March and on 1st September.
2. The internship may last a minimum of three and a maximum of 12 months.
3. Internship contracts start on the 1st of March and on the 1st September. Under special circumstances, at the written request of the intern stating the relevant reasons and with proper justification, after consultation with the supervisor and/or the Head of the Department to which the intern is assigned and agreement of the Head of Human Resources and Planning Department, the date of commencement may be deferred, as long as the minimum internship period is respected. The deferred starting date can only be either the 1st or the 16th of the month.
4. Internship periods may not be repeated or extended beyond the maximum length laid down in these rules or beyond the end of the internship. In exceptional cases only,

[2] Please refer to http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
[3] See Annex II

whether required in the interest of the service and duly justified by the Head of Department, an extension may be granted by the Director.

Article 5 – Application

1. Applications should be made in accordance with the procedures published on the FRA website. Candidates can apply only for one Department. Any candidates that meet the minimum eligibility criteria may apply.

2. Candidates can apply only for one Department, including the Directorate:

   - Directorate
   - Equality and Citizens' Rights
   - Freedoms and Justice
   - Communication
   - Human Resources and Planning
   - Administration

Article 6 – Selection

1. FRA makes its selection of interns on the basis of the applications received.
2. The eligibility check of candidates is carried out by the Human Resources and is aimed to verify the eligibility of the applicants. The list of the eligible candidates is forwarded to FRA Departments for final selection.
3. Successful candidates are selected on the basis of educational background, qualifications, competences, motivations and/or experience. The selection procedure aims to keep, to the best possible level a diverse pool of short-listed candidates.
4. In the course of the selection, applicants can be contacted by the different departments and sectors of FRA for a phone interview in order to check their availability, language skills, and to discuss reciprocal expectations prior to the final selection decision. Candidates might as well be requested to provide further information or documents as part of the selection procedure.
5. The Heads of FRA Departments make the final selection of successful applicants.
6. Successful applicants are contacted by Human Resources and informed by letter about the outcome of their application. They will receive an internship offer and an internship contract in duplicate indicating the dates of the internship period. A copy of these rules is enclosed with the letter. Unsuccessful candidates are not contacted.
7. There is no appeal procedure.
8. Selected interns must reply within a certain time limit communicated in the internship offer (indicatively 10 days from the receipt of the offer).

9. Selected interns are obliged to provide any supporting documents and certificates required by Human Resources within the indicated deadline. They are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.

10. Applicants who decline an internship offer will be excluded from the on-going procedure. They may re-apply for a subsequent internship period by submitting a new application, together with all supporting documents.

Article 7 - Rights and Duties

1. Interns shall be required to comply with the instructions given by their supervisors, by their Head of Department or Head of Sector to which they are assigned and with the instructions issued by Human Resources. They must also comply with the rules governing the internship programme and the internal rules governing the functioning of FRA, in particular the rules concerning good administrative behaviour, security and confidentiality.

2. Interns must take part in all activities organised for them, respecting the timetables and programs laid down.

3. Interns must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their internship. 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 internship. FRA reserves its legal right to terminate the internship and to pursue any person who does not respect this obligation.

4. Admission to the internship programme does not confer on interns the status of Temporary Agents or that of other servants of the European Union under the relevant legislation, nor does it entail any right or priority with regard to recruitment at FRA.

5. Interns should keep the same hours of work and have the same official public holidays, if they fall during their internship, as FRA's staff.

6. Interns are entitled to 2 days leave per month. Days of leave not taken are not paid in lieu. Days taken for participation in any competition, exam or university work, etc. are to be deducted from this entitlement.

7. Leave requests must first be approved by the supervisor and then checked and approved by the person responsible for holidays within the Human Resources.

8. In case of sickness, interns must notify their supervisors immediately, and if absent for longer than three days, must produce a medical certificate, indicating the probable length of absence.

9. Interns must not have any professional connections with third parties which might be incompatible with their internship (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 internship which may adversely affect the work assigned during the internship.

If a conflict of interest should arise during their assignment, interns should immediately report this to their supervisors and to Human Resources in writing.

10. Interns must not, either alone or with others, publish or cause to be published any matter dealing with the work of the FRA without the written permission of the Director. 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 the Agency.

11. In exceptional cases only, interns will be allowed to be sent on mission on the condition that the mission is of a technical or support nature, and not a representative one. For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the relevant provisions applicable to FRA will apply.

12. In no circumstance interns are entitled to represent FRA in any meeting or activity involving external parties.

13. At the end of their internship, interns must submit to their supervisor a report on their activities during the internship period. The supervisor will then forward this report to Human Resources together with their own reports on the interns. In the light of these reports, the interns receive, at the end of their internship, a certificate specifying the length of the internship and the department to which they were attached.

Article 8 – Financial Matters

1. Interns will be awarded a monthly grant of 1000 EUR net. Internship starting on 16th of the month will be awarded half of the grant. In order to be eligible for the first payment of the grant, interns must have completed 10 working days of their internship.

2. Grants awarded to interns are not subject to the special tax regulations applying to officials and other servants of the European Union. Upon request, a certificate for tax purposes will be provided at the end of the internship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

3. Sickness and accident insurances are compulsory. FRA does not cover such insurances. Interns must take out these insurances prior to the start of their internship. Proof of the insurances must be presented to FRA within one week of the start of the internship period at the latest and should be valid for the entire period of the internship.

4. Upon presentation of proper justification, interns with disabilities may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant. The FRA may consult the Medical Officer of the Agency if necessary.

Article 9 – Travel Expenses at the Beginning and the End of the Internship

1. Interns whose place of selection at the beginning of the internship is more than 50 km from Vienna are entitled to a reimbursement for the travel expenses incurred at the beginning and end of the internship as determined under this article. Where the place of selection is less than 50 km from Vienna such a reimbursement is not valid.

2. The intern must complete a minimum of 10 working days of the internship period to qualify for the travel reimbursement.
3. The postal address used in FRA's letter offering the internship shall be considered to be the place of recruitment. No request for a change of address shall be granted once the offer of an internship has been taken.
4. 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 internship contract.

Article 10 – Termination of Internship

1. Internship shall end when the period for which it was offered expires.
2. Interns must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the intern does not prove satisfactory, Human Resources, in response to a reasonable request by the supervisor and approved, after hearing the intern, by the Head of Department or Head of Sector concerned, may at any moment decide to terminate the internship.
3. Human Resources, following a justified request by the supervisor and approved by the Head of Department or Head of Sector concerned, reserves the right to terminate the internship after two months from the starting date, if the level of the interns' professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.
4. Human Resources reserves the right to terminate the internship if at any moment it becomes apparent that the intern knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the internship period.
5. On receipt of a justified request from the intern, approved by his/her supervisor and Head of Department, Human Resources may terminate the internship. Interns may only terminate their contract on the 30/31st and 15th of the month. The intern will be requested to reimburse that part of the grant which he/she may have received relating to the period after the termination date.

Article 11 – Data Protection

The processing of personal data by the FRA is governed by Regulation (EC) N° 45/2001. By submitting an application for an internship, 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 will be excluded from the selection. The personal data in question is collected by FRA for the sole purpose of the selection of interns.

Article 12 - Entry into force

These rules take effect on the date of the signature of the present document. It replaces Decision HRP/007/2015 of the Rules governing the internship programme at the FRA.

Done in Vienna on 15/12/2015

Constantinos Manolopoulos
Director a.i.

ANNEX I

Examples of diplomas for which the level of minimum national education corresponds to that required for access to this internship programme

Country	University level education – at least 3 years in length
Belgium FR/NL	Bachelor académique (dit « de transition ») -180 ECTS Academisch gerichte Bachelor - 180ECTS
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 180 credits
Κύπρος/Kibris	Πανεπιστημιακό διπλωμα/ Bachelor 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	Föiskolai Oklevél (pre-Bologna); Alapfokozat (bachelor degree – 180 credits)
Malta	Bachelor's degree
Nederland	Bachelor (WO)
Österreich	Fachhochschuldiplom (6-7 Semester)/ Bakkalaureus(rea)
Polska	Licencjat – Inzynier

Portugal	Bacharel – 3 years; Licenciado 180 ECTS (1st cycle)
Republica Hrvatska/Croatie	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)
Romania	Diplomă de Licenţa
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Slovenská Republika	Diplom o ukončení Bakalárského štúdia (Bakalar)
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); Bachelor
United Kingdom	(Honours) Bachelor's degree; NB: Master's degree in Scotland

ANNEX II

European Institutions and Bodies[4]

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
European Data Protection Supervisor

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 Personnel Selection Office
European Administrative School

Decentralised bodies of the European Union (agencies):

Community agencies:
European GNSS Supervisory Authority, Community Fisheries Control Agency, Community Plant Variety Office, European Agency for Reconstruction, European Agency for Safety and Health at Work, European Agency for the Management of Operational Cooperation at the External Borders, European Aviation Safety Agency, European Center for Disease Prevention and Control, European Centre for the Development of Vocational Training, European Chemicals Agency, European Environment Agency, European Food Safety Authority, European Foundation for Improvement of Living and Working Conditions, European Fundamental Rights Agency, European Maritime Safety Agency, European Monitoring Centre for Drugs and Drug Addiction, European Monitoring Centre on Racism and Xenophobia, European Network and Information Security Agency, European Railway Agency, European Training Foundation, Office for Harmonisation in the Internal Market, Translation Centre for the Bodies of the European Union.

[4] This is an indicative but not exhaustive list

Common Foreign and Security Policy
European Defence Agency, European Union Institute for Security Studies, European Union Satellite Centre.

Police and Judicial Cooperation in criminal matters
European Police College, European Judicial Cooperation Unit, European Police Office.

Executive agencies
Education, Audiovisual and Culture Executive Agency, Executive Agency for the Public Health Programme, Intelligent Energy Executive Agency.