

Traineeships in EU Institutions

<http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&pageRank=8&language=EN>

European Economic and Social Committee Traineeships

http://www.eesc.europa.eu/organisation/tgj/trainees/index_en.asp

Introduction

Twice a year the European Economic and Social Committee offers traineeships for a period of five months to university graduates who are nationals of the Member States of the European Union, as well as to a number of university graduates from non-EU countries.

These periods of in-service training offer an opportunity to acquire professional experience in one of the EESC's departments. They begin on 16 February and 16 September of each year and take place in Brussels.

It is difficult to describe exactly the kind of work assigned to trainees, but it consists mainly of working with a mentor in drawing up records of meetings, carrying out research in a particular area, and in evaluating economic, financial and technical cooperation projects and programmes.

As the EESC generally receives between 800 and 1.000 applications for each period of in-service training, whilst the number of places available is about 15, it is important to understand fully the "extract from the provisions" set out below and to complete the on-line application form correctly. Any application form not complying with the rules will be rejected.

Recommendations

If your application has been pre-selected, you then are required to send the printed and signed application form by mail to the EESC traineeship office together with copies of your **university degree certificate(s)** (candidates not yet in possession of a degree certificate may instead provide a letter from their university stating that they have successfully completed the course of study in question), as well as copies of the certificates referred to in paragraph 2.1 of the provisions.

Failure to comply with this requirement is the main reason for the rejection of applications. Other documents (e.g. detailed curriculum vitae or references) may optionally be attached to your application form in support of your application and must reach the training office **before the closing date** that will be communicated.

Make sure that you keep copies of all documents sent to the training office. Do not send the originals of your degree certificate(s) or other supporting documents. It is not necessary to have certified copies made of your university degrees certificate(s).

Extract from provisions and application form

- [Extract from provisions](#) (PDF format - 28 KB)
- [On-line Application Form](#) for a long-term traineeship
- [Situation of already submitted on-line candidatures](#) for a long-term traineeship
- [Paper Application Form for a short-term traineeship](#) (PDF format - 125 KB)

The European Ombudsman Traineeships

<http://www.ombudsman.europa.eu/trainee/en/default.htm>

- [Decision of the European Ombudsman concerning traineeships](#) (HTML)
- [Decision of the European Ombudsman concerning traineeships](#) (PDF 276KB)
- [TRAINEESHIP APPLICATION FORM](#) (PDF 179KB)
- [Link: Traineeships in the European Parliament.](#)

European Investment Bank Traineeships

<http://www.eib.europa.eu/jobs/>

Traineeships

- [Stagiaire \(IN07WWW01\)](#)
- [Intern \(Lending Operations outside Europe\) \(IN07WWW03\)](#)
- [Intern \(Information Technology\) \(IN07WWW04\)](#)
- [Intern \(Information Technology\) \(IN07WWW05\)](#)
- [Stagiaire \(Gestion des Archives \) \(IN07WWW06\)](#)

Committee of the Regions Traineeships

<http://www.cor.europa.eu/en/index.htm>

Introduction

Each year, the Committee of the Regions (CoR) provides a limited number of internships for young citizens, from Europe and elsewhere, offering them the opportunity to acquire work experience in a European institution.

Two types of internships are available: long-term paid traineeships (*stages*) or short-term unpaid study periods (*séjours d'étude*).

Below you will find further information regarding the internships at the Committee of the Regions and the legal rules governing them.

Long-terms paid traineeships

General information

What does a traineeship at the Committee of the Regions involve?

Each year, the Committee of the Regions offers young university graduates a limited number of five-month traineeships (stages). These training periods involve work experience in one of the Committee of the Regions' services, and run from 16 February until 15 July (spring traineeships) or from 16 September until 15 February (autumn traineeships).

The nature of the tasks to be fulfilled by trainees depends largely on the unit to which they are assigned; while some units are more political, others are more administrative. But in general, the type of work assigned to trainees is equivalent to that performed by junior executive-grade officials.

In general terms, the objective of in-service training at the Committee of the Regions is:

- to give trainees a general idea of the objectives of and problems encountered in the European integration process;
- to provide them with practical knowledge of the workings of the Committee's services;
- to enable them to acquire personal experience in an multi-cultural public working environment through contacts made in their everyday work;
- to enable them to develop and put into practice the knowledge they have acquired during their studies or careers.

Admission to in-service training does not give trainees the status of officials or of other staff members of the European Communities.

Who can apply?

Applicants must:

- either hold a university degree (or an equivalent diploma) awarded after at least three years of study, or have successfully completed at least four years (eight semesters) of university studies;

or be employed in the public or private sector, provided that they have a university or equivalent degree or have been engaged for at least three years in planning or advisory duties.

- either have a thorough knowledge of one of the Community languages and a satisfactory knowledge of another (for applicants from EU-Member States);

or have a good knowledge of one of the Community languages (for applicants from non-Member States).

Please note that for practical reasons, it is preferable to have a good command of at least one of the main working languages of the Committee of the Regions (English or French).

Given the fact that the CoR traineeship programme is primarily aimed at young graduates at the beginning of their career, trainees must in principle be less than thirty years old at the beginning of their traineeship.

However, when good reasons exist, a derogation to the age limit can be granted at the applicant's request. For that purpose, the applicant must send a specific written request to the Traineeship Office, setting out the appropriate justification for such an exemption.

In order to enable as many young graduates as possible to observe the workings of a European institution from the inside, applicants should not have had any previous in-service training or employment within any of the other European institutions or bodies.

Do trainees get paid?

CoR trainees on a paid internship who are not gainfully employed are in principle entitled to a monthly grant. The current monthly grant is 1.000 euros. An additional monthly allowance of 100 euros can be awarded to a married trainee whose spouse is not gainfully employed.

Within certain limits and according to certain procedures, travel expenses incurred in travelling to Brussels may be reimbursed.

While provision is made for accident and medical insurance, no specific facilities are available in terms of transport or accommodation.

How to apply?

Since the number of applications received far outnumbers the places available (the CoR generally receives over 1.000 applications for each traineeship period, and currently only about 15 traineeships are available), it is important that you understand the recruitment procedures and that you follow them correctly.

From now on (1 October 2005), applications are to be made exclusively via the Internet. The on-line application form is available on the following website:

<http://trainee.cor.eu.int/default.aspx?inst=COR&culture=EN>

Please note that the on-line application form is available only in the Committee of the Regions' main working languages, English and French.

Once an application has been submitted electronically, the Traineeship Office will send an acknowledgement of receipt by e-mail. It is therefore very important to give your correct e-mail address on the application form.

With this e-mail, candidates will also receive a personal access code that will allow them to check the status of their application on-line later on (see the tentative timeframe set out below).

Applicants can check the status of their application on the following website:

<http://trainee.cor.eu.int/status.aspx?inst=COR&culture=EN>

Please note that once an application has been registered, it can no longer be modified. No new elements, other than a mere rectification of inaccurate or incomplete data, can be added to the file.

It may also be noted that all personal information submitted to the Committee of the Regions in connection with its traineeship programme is processed in line with [Regulation \(EC\) 45/2001](#) of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, and according to the terms of the related [Specific Privacy Statement](#).

Deadlines for applications?

The electronic application form must be submitted within the following timeframe:

- between 1 April and 30 September (midnight, Brussels local time) of the preceding year, for spring traineeships;
- between 1 October and 31 March (midnight, Brussels local time) of the same year, for autumn traineeships.

Any application received outside of these timeframes, will not be accepted by the Traineeship Office. The only (temporary) exception to this rule, concerns paper applications previously received for future traineeships. The Traineeship Office will invite the applicants concerned to submit a new application on-line.

Where appropriate, the same deadlines apply for the postal submission of a request for derogation in respect of the age limit. These requests need to be postmarked before the deadline.

Selection procedure

The selection procedure consists of three phases:

- a prior eligibility check;
- a pre-selection phase;
- a selection phase.

First stage –Prior Eligibility Check

When the application deadline has expired, the Traineeship Office analyses all applications received from a formal point of view. The purpose of this phase is to check that all formal, background and eligibility criteria are met. When this examination has been completed, applicants will be able to check the status of their application on-line.

Where an application is rejected, the reasons for the rejection (such as insufficient qualifications, insufficient language ability, absence of a request for age derogation, age limit exemption refused, etc.) will also be indicated on-line.

Second stage – Pre-Selection

After the eligibility checks, all admissible applications are registered in a database that is made available to all CoR departments interested in having a trainee.

At this junction, the recruiting services pre-select a number of applicants who meet their needs and fit their profile requirements. The pre-selection is made solely and directly by the recruiting services. The pre-selection criteria (such as academic qualifications, professional experience, languages, reasons for application, reasons for selecting a particular service, etc.) can differ in time and depend largely on the profile of the unit concerned.

At the end of this phase, each service sends the list with pre-selected applicants to the Traineeship Office, with an indication of their ranking.

Third stage – Selection

Before completing the selection phase, the Traineeship Office will operate a further and final eligibility check on the pre-selected applicants.

Any false statement or omission in the application form, even if unintentional, may lead to the rejection of the application or the cancellation of a traineeship. Once

the various services have sent the outcome of their pre-selection to the Traineeship Office, the Office will contact the pre-selected applicants and invite them to send supporting documents confirming the statements made in their application form.

On the basis of the documents, the Traineeship Office will then make a final eligibility check. The main aim is to analyse whether the information contained in the application form is correct and whether the stated qualifications have been acquired, in order to ensure that the eligibility criteria have been met.

The supporting documents are to be sent to the following address:

Committee of the Regions
Traineeship Office
Rue Belliard 101
B –1040 Brussels

As the pre-selected applicants will be requested to send in these documents at very short notice, applicants are strongly advised to start assembling all relevant supporting documents at the time of application!

If you are pre-selected, you will be required to include the following documents in your paper file (insofar as they apply to the statements made in the application form):

- a paper copy of your application form, with each page signed;
- a photocopy of your passport or identity card, stating your surname, first name, date and place of birth, as well as your nationality (the spelling of your surname, first name and your nationality must be the same as those declared on the application form);
- photocopies of all university or equivalent degrees/diplomas you have obtained and that you have declared in your application (for candidates who have completed their degree course but who have not yet received an official degree certificate, an official statement from your university confirming your degree result is sufficient);
- for ongoing studies, an official declaration from the relevant university must be submitted confirming your registration for the course declared on the application form.

Please ensure that your application is complete and duly signed at the time of posting, as the Traineeships Office will not accept documents that have not been sent by the deadline indicated when applicants were informed that they had been pre-selected.

If any of the above-mentioned documents are not written in one of the Community languages, it is imperative to include a certified translation into one of the main working languages of the Committee of the Regions (English or French) with the document. Failure to do so will result in rejection of the application.

While not mandatory, attaching translations (in English or French) of documents written in another official EU-language to the file will of course be appreciated.

Any other supporting document (such as CV, reference letters, marks obtained, etc.) can be attached to the file, but these are not compulsory. Please do not however attach copies of your PhD thesis, or any publications or studies you have published or have been involved in publishing.

Please do not send the originals of your diplomas etc. The Traineeship Office will not return any certificates or diplomas.

Once the final eligibility check has been completed, the selection phase can be concluded.

Where the final eligibility check shows that the statements made in the application form are confirmed by the supporting documents, the Traineeship Office will contact the pre-selected candidates by the order of preference indicated by the respective recruiting services at the time of pre-selection, in order to offer them a traineeship.

If the successful applicants accept the traineeship, they will be offered a contract provided the following additional documents are forwarded to the Traineeship Office before the traineeship begins:

- a statement from the police that the applicant has not been convicted of any serious offences;
- a medical certificate stating that the applicant is fit to work and has no infectious illness;
- where appropriate, a statement indicating whether the trainee or his spouse is gainfully employed or receiving a grant or any other maintenance allowance from any other source and, if so, the amounts involved.

Once all traineeships have been assigned, the selection phase is concluded. The other pre-selected candidates are then placed on a reserve list.

Unsuccessful candidates may re-apply for a subsequent traineeship period at the Committee of the Regions.

Tentative timeframe (for information purposes only)

Procedural phase	Spring traineeship	Autumn traineeship
Deadline for applications	30 September of previous year	31 March of same year
Target Date for prior eligibility check	Mid-October of previous year	Mid-April of same year
Target Date for pre-selection	Mid-November of previous year	Mid-May of same year
Target Date for sending documents	End of November of previous year	End of May of same year
Target Date for final eligibility check	Mid-December of previous year	Mid-June of same year
Target Date for final selection	End of December of previous year	End of June of same year

Short term unpaid study periods

General information

What does a study period at the Committee of the Regions entail?

The Committee of the Regions also offers short unpaid study periods (séjours d'étude) within one of its services to persons whose professional, academic or research activities indicate that they would familiarise with the Committee's practical workings and/or policies.

The nature of the tasks to be fulfilled by trainees depends largely on the unit to which they are assigned; while some units are more political, others are more administrative. But in general, the type of work assigned to trainees is equivalent to that performed by junior executive-grade officials.

In general terms, the objectives of such study periods at the Committee of the Regions are:

- to allow the beneficiaries to complete a concrete project, clearly established in advance;
- to give them a general idea of the objectives of and problems encountered in the European integration process;
- to provide them with practical knowledge of the workings of the Committee's departments;
- to enable them to participate in exchange programmes between the CoR and national, regional or local administrations.

Admission to in-service training does not give trainees the status of officials or of other staff members of the European Communities.

All expenses incurred in such study period are to be covered by the beneficiaries: they receive no grant, nor any other financial support from the Committee of the Regions and are responsible for providing their own medical insurance.

Who can apply?

Applicants must:

- either hold a university degree (or an equivalent diploma) awarded after at least three years of study, and be able to show that they need to deepen their knowledge of the Committee of the Regions for reasons related to their professional, academic or research activities;
- or be a staff member of a national, regional or local administration participating in an exchange programme with the Committee of the Regions.

We are aware of the fact that a significant number of academic courses require students to pursue an internship. Given the selection criteria, however, students can as a general rule only apply for this kind of internship at the Committee of the Regions if they are pursuing post-graduate studies.

Please note that for practical reasons, applicants should have a good command of at least one of the main working languages of the Committee of the Regions (English or French).

Duration of the study period

The maximum duration for an unpaid traineeship at the Committee of the Regions is 4 months. The timeframe for such traineeships is flexible and is subject to agreement between the applicant and the unit to which the trainee is likely to be assigned.

Application procedure

There are no fixed deadlines for unpaid study periods.

Applications should be sent by post to the Traineeship Office, at the following address:

Committee of the Regions
Traineeship Office
Rue Belliard 101
B –1040 Brussels

Applications must be accompanied by a recent CV, and must include the following information:

- the contextual and personal reasons for the application;
- the requested timeframe;
- the service(s) to which you would prefer to be assigned.

It may be noted that all personal information submitted to the Committee of the Regions in the framework of an application for a study period is processed in line with [Regulation \(EC\) 45/2001](#) of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, and according to the terms of the related [Specific Privacy Statement](#).

The Traineeship Office will inform applicants as quickly as possible whether their application has been successful.

Please note however that the Committee of the Regions cannot guarantee to offer unpaid traineeships within the requested timeframe. In practice, demand far exceeds our capacity to accept applications, and the latter largely depends on a number of variables such the availability of offices and of internship advisors.

European Parliament Traineeships

<http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&language=EN>

Parliament offers several options for **traineeships** and **study visits** within its Secretariat, to provide opportunities for vocational training and for learning more about what the European Parliament is and does.

The traineeships may be paid or unpaid and are of the following types: a general option, a journalism option and traineeships for translators and interpreters.

▶ [Traineeships: general option or journalism option \(Schuman scholarships\)](#)

▶ [Unpaid traineeships](#)

▶ [Paid traineeships for people with a disability](#)

▶ [Paid translation traineeships](#)

▶ [Unpaid translation traineeships](#)

▶ [Traineeships for conference interpreters](#)

▶ [Traineeships in other European institutions](#)

▶ [Study Visits in the European Parliament](#)

▶ [Contacts](#)

Paid Traineeships

Paid traineeships are awarded solely to graduates of universities or equivalent institutions. Their purpose is to enable trainees to supplement the knowledge which they acquired during their studies and to familiarise themselves with the activities of the European Union and, in particular, the European Parliament.

Paid traineeships cover:

Robert Schuman scholarships, general option

Robert Schuman scholarships, journalism option.

Applicants for Robert Schuman scholarships, **general option**, must also demonstrate that they have produced a substantial written paper, as part of the requirements for a university degree or for a scientific journal. One of these scholarships, known as the 'Chris Piening Fellowship', may be awarded to a candidate whose paper was concerned particularly with relations between the European Union and the United States.

Applicants for Robert Schuman scholarships, **journalism option**, must also demonstrate professional experience as evidenced either by works published, or by membership of an association of journalists in a Member State of the European Union, or by a qualification in journalism recognised in the Member States of the European Union or in the applicant countries.

Paid traineeships are awarded for a period of five months.

Starting dates and deadlines for receipt of applications	
Beginning of traineeship	Application period
1 March	15 August – 15 October (midnight)
1 October	15 March – 15 May (midnight)

We advise you not to wait until the last day to apply, to prevent the system from becoming overloaded because there are a large number of applications.

If you are interested in a paid traineeship under this option, please read the

Internal Rules Governing Traineeships.

Please note the conditions for admission. If you are selected, the following documents will be requested as supporting documents:

a copy of your passport or identity card

a copy of your university diploma(s)

a letter from a professional person who is able to give an objective assessment of your aptitudes

for general option candidates: proof of written work (attestation, cover page, diploma, etc.)

for journalism option candidates: publication or membership of an association of journalists in a Member State of the European Union or a diploma in journalism recognised in the Member States of the European Union or in the applicant countries.

It is not necessary to send these supporting documents at this stage. The documents will be requested when we offer you a traineeship.

If we offer you a traineeship, you will not be admitted unless you provide the full set of documents mentioned above as requested.

If you fulfil the conditions for admission, please complete the online application form.

Please note that if you leave your application form inactive for 30 minutes, the data you have entered will be lost. We therefore advise you to read carefully the 'Rules governing traineeships and study visits in the Secretariat of the European Parliament' before filling in the application form.

The application cannot be changed online and is completed and submitted in a single operation. A printed copy of sample forms for paid and unpaid traineeships is available to help you prepare your application before you submit it online.

NB: It is very important that you print your application form before validating it. If you are selected, the application form, duly signed, will be requested, together with the supporting documentation. You should also keep a copy of the number that will be allocated to you when you validate your online application.

For further information see:

▶ **Internal Rules Governing Traineeships and Study Visits (PDF)**

▶ **Sample form (PDF)**

▶ **Online application form**

Council of Europe Traineeships

http://www.coe.int/t/e/Human_Resources/Jobs/11_Traineeship_opportunities/

Traineeship Opportunities

The Council of Europe's traineeship scheme consists of a **three-month period**: candidates can choose between: **January to March, April to June and October to December**. The Council of Europe does not organise any traineeships during the summer period. We would also like to specify that we do not offer traineeships in translation and interpretation.

● Who can apply ?

- Nationals of one of the Council of Europe's [member states](#).
- Persons who have completed their higher education or have successfully completed at least three years of university study (six semesters), or
- candidates from national administrations or private firms who wish to find out about, learn more about or specialise in a particular field of the Council of Europe's activities. They must have performed duties requiring knowledge of university level for at least two years.

Trainees must have a very good knowledge of one of the Council of Europe's official languages (English and French). A good knowledge of the other is desirable.

Good drafting ability required.

● Selection

Trainees are selected by the Human Resources Department, in agreement with the departments to which they are assigned, following the principle of *fair geographical distribution*.

●Duties

The duties to which trainees are assigned include research, the preparation of draft reports and studies for meetings of experts and the drafting of minutes. They may also be required to assist with current work. We would like to specify that we do not offer traineeships in translation and interpretation.

●Programme

Trainees will be given an opportunity - especially through the induction course arranged for them - to find out about the Council's structures, activities and international co-operation procedures, including the implementation of the European Convention of Human Rights. Furthermore, they will have the opportunity of attending sittings of the Council of Europe's Parliamentary Assembly and other meetings taking place during their stay in Strasbourg.

●Conditions

Trainees are not paid. Costs of travel and accommodation, as well as living expenses, are the responsibility of trainees or their sponsoring institutions.

●How to apply?

The application procedure for traineeships in 2007 is now closed and no further applications can be accepted.

If you are interested in applying for a traineeship in 2008, please visit our website from April 2007 onwards when the process re-opens and when application forms and dates of 2008 sessions will be available.

●Application deadline

Once the procedure re-opens in April 2007, application forms for 2008 should be completed and arrive at the Council of Europe headquarters no later than **15 September 2007**.