

INTERNAL RULES GOVERNING TRAINEESHIPS
IN THE SECRETARIAT OF THE EUROPEAN PARLIAMENT

TITLE I - TRAINEESHIPS

CHAPTER 1 - GENERAL PROVISIONS

Article 1

Purpose

In order to contribute to EU citizens' European education and vocational training and to provide an insight into the work of the institution, the European Parliament offers different types of traineeships in its Secretariat. Without prejudice to Article 8, the traineeships are open to all candidates, without distinction as to geographical, racial or ethnic origin, political, philosophical or religious beliefs, age or disability, gender or sexual orientation and without reference to their civil status or family situation.

Article 2

Definitions

For the purposes of these internal rules:

- a "trainee" is an individual taking part in a traineeship programme in the European Parliament's Secretariat;
- the "Traineeships Sector" is the service of the European Parliament managing selection, admission and administrative matters in relation to trainees;
- the "three places of work" are Brussels, Luxembourg and Strasbourg;
- the "EPLOs" are the European Parliament Liaison Offices located in cities in the capital or in major cities of each Member State and some outside the European Union.

Article 3

Competences

1. The Director-General for Personnel is the Competent Authority empowered to decide on selection, admission and any administrative matters insofar as they relate to trainees. The Director-General for Personnel can delegate these powers, totally or partially, to the Head of Unit in charge of the Traineeships Sector.

2. The "traineeship co-ordinator" is an official or other servant designated by the Personnel / Human Resources unit (or its equivalent when such a unit does not exist) of each Directorate-General, in charge of trainees. The traineeship coordinator manages the trainees assigned to their Directorate-General. In particular, the traineeship coordinator:

- identifies the needs for trainees within the Directorate-General;

- is actively involved in the selection of trainees, taking part in the final decision, based on the selection made by the supervisor and in agreement with the Director-General;
- is in charge of any kind of activities and/or events organised for the trainees of their own Directorate-General (welcome days, seminars, training courses etc.);
- is in charge of any necessary internal transfers of trainees (from one unit to another within the same Directorate-General);
- deals with any significant incidents occurring during the traineeship, and assists the trainees with any significant issues that may arise;
- acts as a liaison between the Directorate-General's traineeship supervisors and the Traineeships Sector.

3. The "traineeship supervisor" can be an official or other servant of the European Parliament working in the unit to which the trainee is assigned. In particular, the traineeship supervisor:

- is actively involved in the selection of trainees;
- guides and closely supervises the trainee throughout the traineeship;
- is responsible for assigning daily tasks to the trainee, for monitoring the trainee's performance and for ensuring their integration in the unit;
- reports any significant incidents occurring during the traineeship to the traineeship coordinator.

4. The Competent Authority decides on the creation of a representative committee for trainees, to act as the facilitator between trainees and bodies within the European Parliament and to enhance the traineeship experience.

Article 4

Types of traineeships

1. "Schuman" traineeships

The purpose of "Schuman" traineeships 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, in particular of the European Parliament.

2. "EU & You" traineeships

The purpose of "EU & You" traineeships is to enable university graduates of countries, outside the European Union, where EPLOs are located, to undertake a traineeship in the given EPLO.

3. "Business Agreement" traineeships

"Business Agreement" traineeships derive from any memoranda of agreement that the Secretary-General of the European Parliament has concluded with certain educational establishments or external organisations covering, *inter alia*, the hosting of trainees in the Secretariat of the European Parliament; any such trainees are students or representatives of these establishments or organisations.

Rules on these traineeships are laid down in the agreements between the two parties. For matters not covered by these agreements, the internal rules governing traineeships in the European Parliament shall apply.

CHAPTER 2 - PROCEDURES FOR SELECTION OF TRAINEES

Article 5

Selection procedures

There are two procedures for selecting trainees, depending on the kind of traineeship:

1. The formal and structured selection campaign, which covers:

- “Schuman” traineeships,
- “EU & You” traineeships

and involves a comparison between different candidates for traineeships.

2. An ad-hoc selection procedure, which covers:

- “Business Agreement” traineeships

and is made exclusively by the educational establishment or external organisation with which the European Parliament has a traineeship business agreement.

Article 6

Application periods

1. For “Schuman” traineeships, the application periods last at least for a month. They are defined by the Competent Authority and made public on the European Parliament’s website.

2. For “EU & You” traineeships, the application periods are defined by the Competent Authority, in agreement with EPLO outside the European Union. They are made public on the European Parliament’s website. All applications should be submitted at least one month prior to the starting date of the traineeship.

3. For “Business Agreement” traineeships, the periods are defined in each memorandum of agreement.

Article 7

Traineeships periods

1. “Schuman” traineeships

Without prejudice to Article 21, “Schuman” traineeships shall be awarded for a period of five months. The traineeship periods are:

- from 1 March to 31 July,
- from 1 October to the end of February.

The Directorates-General have the possibility of advancing or postponing the start date, as long as the new date is in the month immediately before or immediately after the original start date. The end date is modified accordingly.

A candidate has the possibility, by means of an agreement with the traineeship supervisor and the traineeship coordinator in the Directorate-General in question, to advance or postpone the start date, so long as the new date is in the month immediately before or immediately after the starting date. The

agreement should be sent to the Traineeships Sector as soon as possible and no later than one month before the original start date mentioned above. The end date is postponed accordingly.

The traineeship coordinator can request an extension of the traineeship for a period of up to one month, in agreement with the trainee and the traineeship supervisor, and upon approval of the Competent Authority.

Exceptionally, the traineeship coordinator can request an extension of the traineeship, in the interest of service, for a period of up to three months in agreement with the trainee and the traineeship supervisor, and upon approval of the Competent Authority. Such a request must be duly justified.

Extensions can only be granted once and on condition that the information reaches the Traineeships Sector at least one month before the end date of the traineeship. There can be no interruption or suspension between the end date mentioned in the traineeship agreement and the given extension. The total length of the traineeship period cannot in any case exceed eight months.

Specifically, for the translation services in the Directorate-General concerned:

- up to two additional traineeship periods could be foreseen during the year, the first one starting on 1 June, the second one starting on 1 December,
- the duration of the four periods of traineeship could be shortened to a period from five to a minimum of three months.

2. "EU & You" traineeships

The periods are defined by common agreement between EPLO outside the European Union and the Competent Authority. They are published on the websites of both parties on the 1 October of the preceding year.

"EU & You" traineeships shall be awarded for a period of three months. They may be extended once and up to three more months in the EPLO or in one of the three places of work, with or without interruption, depending on EPLO's decision. In the event of extension to one of the three places of work, the EPLO is responsible for assigning the trainee to one of the departments of Parliament's Secretariat.

3. "Business Agreement" traineeships

The traineeship periods are defined in each memorandum of agreement.

CHAPTER 3 - CRITERIA

Article 8

Eligibility criteria

1. Candidates must:

- a. be aged 18 or over on their traineeship start date;
- b. for a "Schuman" traineeship: be nationals of a Member State of the European Union or an accession/candidate country in order to apply. However, the Competent Authority can offer a limited number of traineeships to nationals of other countries;
- c. provide the appropriate character references required for the performance of their duties;

- d. i. for citizens of Member States: have a thorough knowledge of one of the official languages of the European Union and a very good knowledge of another official language of the European Union;
- ii. for citizens of non-Member States: have a very good knowledge of either English, French or German;
- e. for a “Schuman” and a “EU & You” traineeship, have been awarded and/or obtained a university level diploma at the latest:
 - three months prior to the commencement of the traineeship in order to apply for a “Schuman” traineeship;
 - one month prior to the commencement of the traineeship in order to apply for an “EU & You” traineeship;
- f. not have benefited (or still benefit) for more than two consecutive months, from any kind of in-service traineeship (paid or unpaid) within a European institution or body, including being a trainee of a Member of the European Parliament or in a European Parliament political group;
- g. not have carried out a study visit six months prior to the beginning of the traineeship;
- h. not have had in the past, nor have at present, any kind of employment for more than two consecutive months within a European institution or body, including anyone who is or has been a temporary staff member, a contract staff member, an auxiliary contract staff member, a member of the interim staff, a seconded national expert in any EU institution or body, or an assistant to a Member of the European Parliament.

2. The Traineeships Sector is responsible for the examination of the eligibility criteria of each candidate.

Article 9

Other Criteria

Candidates must fulfil other criteria, defined in the task description for each traineeship position. These are the educational, professional, linguistic, IT and character requirements necessary for each traineeship position.

CHAPTER 4 - SELECTION CAMPAIGN

Article 10

Description of the procedure

1. The selection procedure is designed to avoid any kind of discrimination and to ensure that all applications are treated and processed fairly. If candidates’ qualifications and skills are of an equal level, a geographical and gender balance amongst shortlisted candidates should be ensured as far as possible.
2. The Competent Authority determines the number of available traineeship places allocated to each Directorate-General.
3. The traineeship coordinator of each Directorate-General ensures that a task description and the other criteria for each traineeship position are provided prior to the start of the selection procedure.
4. Online applications shall follow the procedures established by the Traineeships Sector, which are

made public on the European Parliament's website.

5. The designated supervisors will examine the applications based on the candidates' qualifications and skills and the advertised criteria. The traineeship coordinator takes part in the final decision based on the selection undertaken by the supervisor and in agreement with their Director-General, and transmits the names of the shortlisted candidates to the Traineeships Sector.

6. The Traineeships Sector then examines the eligibility of those candidates shortlisted. Shortlisted candidates must submit all the necessary supporting documents within the deadline indicated by the Competent Authority. If the documents are not submitted within the specified deadline, the application will be rejected.

7. Not all shortlisted candidates will be offered a traineeship.

Article 11

Outcome of the selection procedure

1. All candidates, whether successful or not, will be personally notified of the outcome of their application. Such notifications are only sent via electronic means. Unsuccessful candidates will not be informed of the reasons why they were not shortlisted or offered a traineeship.

2. A traineeship agreement is signed by the Competent Authority and the trainee at the beginning of the traineeship. The European Parliament shall not be a party to any traineeship agreements proposed by a trainee's educational establishment or external organisation. Any traineeship extension, foreseen in Articles 7.1. and 7.2., is subject to an amendment to the relevant traineeship agreement, signed by the Competent Authority, on the basis of budget allocation.

3. If an application is unsuccessful at any stage of the selection process, a candidate may re-apply for a subsequent traineeship period. It is, however, necessary to submit a new online application, which will have to go through the official selection procedure once more.

4. Without prejudice to the following paragraph (Article 11.5.), a candidate may withdraw their application or turn down the offer made to them, at any stage of the selection process, by informing the Traineeships Sector in writing. In such cases, they are excluded from any further stage in the process. They may re-apply for any subsequent traineeship period. It is, however, necessary to submit a new online application, which will have to go through the official selection procedure once more.

5. However, if the candidate withdraws his/her interest in the offered traineeship less than two weeks before the start date, then, he/she will be excluded from any future campaigns for a period of two years. Exceptions could be accepted by the Competent Authority in cases of force majeure.

Article 12

Request for reasonable accommodation

1. According to Article 1d(4) of the Staff Regulations of Officials of the European Union, "reasonable accommodation", in relation to the essential functions of the job, shall mean appropriate measures, where needed, to enable a person with a disability to have access to, participate in, or advance in employment, or to undergo training, unless such measures would impose a disproportionate burden on the employer.

2. The internal rules of 1 April 2015 implementing Article 1d(4) of the Staff Regulations and the Guidelines adopted pursuant to Article 9 of those internal rules shall apply *mutatis mutandis* to traineeships.

3. Nonetheless, successful candidates who have stated in their application that they are in need of reasonable accommodation, shall not be required to undergo the medical examination provided for in Article 2(1) of the internal rules of 1 April 2015 and points 8.1 and 10.1 of the Guidelines, but shall, instead, be called to an interview with one of Parliament's medical officers.

CHAPTER 5 - OBLIGATIONS

Article 13

General obligations

1. Trainees shall be required to comply with the present European Parliament internal rules governing traineeships.
2. Trainees are required to comply with the instructions given by their traineeship supervisors and their superiors in the unit to which they are assigned.
3. Trainees must contribute to the work of the unit to which they are assigned.
4. Trainees are bound by the laws of the country in which their traineeship will take place, for example with regard to registration on municipal population registers or visa obligations, where applicable.

Article 14

Behaviour and conduct

1. Trainees must exercise their duties with integrity, courtesy and consideration. If the conduct of the trainee does not prove to be satisfactory, the Competent Authority may decide, at any moment, to terminate the traineeship, in accordance with the provisions of Article 31.
2. During their traineeship, trainees must consult their traineeship supervisor or, if unavailable, their traineeship coordinator, on any action they propose to take on their own initiative, relating to the activities of the European Parliament.

Article 15

Conflict of interest

1. Trainees must not deal with a matter in which, directly or indirectly, they have any personal interests (e.g. family and/or financial interests), that may impair the performance of their duties. They must not have any professional connections with third parties that may be incompatible with their traineeship.
2. Trainees are not permitted to exercise any gainful employment during the traineeship period that may adversely affect the work assigned to them.
3. In a situation as described in paragraphs 1 and 2 of this Article, or whenever the possibility of a conflict of interest arises during their assignment, trainees shall immediately report this in writing to the traineeship coordinator, who will take a reasoned decision as to the consequences thereof.

Article 16

Confidentiality

1. Throughout their traineeship, trainees shall be required to conduct themselves with the utmost discretion with regard to the daily work in the European Parliament. They may not communicate to any person who is not a statutory member of staff of the European Parliament any documents or information

which come to their knowledge and have not been made public, without the prior consent of the European Parliament.

2. Trainees must respect the same rules for contacts with the press as those for all statutory members of staff of the European Parliament and must follow the instructions provided.

3. Trainees shall remain bound by these obligations after the completion of their traineeship.

Article 17

Publications

1. Trainees must not, either alone or with others, publish or cause to be published any matters dealing with the work of the European Parliament, without prior written permission of the relevant services.

2. Once the permission has been granted, the trainee should provide a copy of the publication or article to the relevant service.

3. Trainees shall remain bound by these obligations after the completion of their traineeship.

Article 18

Right of intellectual property

The European Parliament acquires irrevocably worldwide ownership of the results and of all intellectual property rights of work that is performed by the trainee in the framework of the traineeship. The intellectual property rights so acquired include any rights, such as copyright, reproduction, communication to the public, distribution and any other intellectual or industrial property rights.

CHAPTER 6 - ADMINISTRATIVE MATTERS

Article 19

Transfer

At any stage of the traineeship, the traineeship coordinator, in agreement with their Director-General, can take the decision to transfer the trainee to another unit, within the same Directorate-General, in agreement with the traineeship supervisor. The traineeship coordinator shall inform the Traineeships Sector accordingly.

Article 20

Voluntary temporary suspension of traineeship

1. The trainee may request to suspend temporarily their traineeship. Any such temporary suspension cannot be longer than one month and can only be requested once during the traineeship.

2. The trainee submits a justified request to their traineeship coordinator, who in agreement with the traineeship supervisor, either accepts or rejects the request. If the suspension is accepted, the traineeship coordinator should inform the Traineeships Sector as soon as possible. The Competent Authority will then issue a decision confirming the temporary suspension and specify the dates taking into account all the administrative aspects.

3. During the temporary suspension of the traineeship, the trainee is not entitled to remuneration, insurance or reimbursement of any travel expenses incurred during that period. The quota of leave days is reduced on a pro-rata basis accordingly. The trainee continues to be bound by the above-mentioned rules in Articles 14.2., 15, 16 and 17.

4. The traineeship end date remains the original one, and any extension is subject to the provisions of Articles 7.1. and 7.2.

Article 21

Future employment

The award of a traineeship shall not, under any circumstances, give recipients the status of official or other servant of the European Union, nor shall it entitle them in any way to subsequent recruitment.

CHAPTER 7 - WORKING CONDITIONS

When there is no explicit rule for trainees regarding working hours, leaves and absences and missions, the general rules for all European Parliament staff shall apply *mutatis mutandis*.

Article 22

Working hours

1. Trainees are engaged on a full-time basis.
2. The hours of work shall be those applicable for European Parliament staff. Different hours may apply to trainees involved in childcare activities. Overtime shall carry no right to compensation or remuneration or increase in the monthly grant.

Article 23

Leave and absences

The calculation method is the one applied for all European Parliament staff.

1. Public holidays and office closing days

Rules governing public holidays and office closing days for the European Parliament staff apply for trainees.

2. Annual leave

Trainees are entitled to two days' leave for each month worked during their traineeship, calculated on the basis of the traineeship's total duration. The leave must be taken in agreement with the traineeship supervisor.

Untaken days of leave will not be reimbursed at the end of the traineeship.

If the trainee takes leave days over and above their leave entitlement, the equivalent amount shall be deducted from their monthly grant. As far as "Business Agreement" traineeships are concerned, a notice will be sent to the educational establishment or the external organisation.

3. Special leave

The general rules for all European Parliament staff shall apply *mutatis mutandis*.

4. Absence in case of sickness

Trainees who fall ill must, on their first day of absence, inform their traineeship supervisor and/or the unit to which they are assigned. If the absence for medical reasons lasts more than three days (including the weekend, public holidays and office closing days), the trainee must send a medical certificate to

Parliament's Medical Leave Service.

In any event, throughout the traineeship, the maximum number of days of uncertified sick leave shall not exceed the total number of months of traineeship.

5. Unjustified absences

As soon as the relevant service is informed of any unjustified absence, it will be deducted from the trainee's leave entitlement, until a justification is provided. In the event that the trainee has no remaining leave balance, deductions will be applied to the monthly grant. As far as "Business Agreement" traineeships are concerned, a notice will be sent to the educational establishment or the external organisation.

Article 24

Missions

1. During the traineeship, trainees may be sent on mission to one of the European Parliament's three places of work in order to observe parliamentary activities.
2. In exceptional cases, trainees may travel to any other country, in the interest of the service.
3. Trainees assigned to the EPLOs may be authorised to travel on mission outside the European Parliament's three places of work in their country of assignment.
4. The Competent Authority decides on any specific rules governing trainees' missions, which are made public on the European Parliament's website. In case no specific rules are in place for trainees, the general rules for the Secretariat of the European Parliament staff shall apply *mutatis mutandis*.

CHAPTER 8 - GRANTS, ALLOWANCES AND INSURANCE

Article 25

Monthly grants

1. The Competent Authority decides on the amount of the monthly grant, for the various traineeship types. Those amounts are made public on the European Parliament's website.
2. The grant is subject to the weighting applicable in the country in which the traineeship takes place.
3. Depending on the memorandum of agreement, "Business Agreement" trainees may not receive a monthly grant.

Article 26

Disability allowance

1. A trainee whose request for reasonable accommodation has been accepted may receive an additional payment of up to 50% of his/her monthly grant, depending on the nature and degree of disability:
 - If the physical disability is less than 30% or the mental disability is less than 20%, no additional payment will be granted.
 - If the physical disability is greater than or equal to 30% but less than 50%, or if the mental disability is greater than or equal to 20% but less than 50%, the additional payment will be 20% of the monthly grant.

- If the disability is greater than or equal to 50%, the additional payment will be 50% of the monthly grant.
2. The Competent Authority issues a decision that confirms the exact amount of the additional payment, which applies (including retroactively) to the whole duration of the traineeship.
 3. The European Parliament's medical service will decide on the outcome of the requests for reasonable accommodation and the percentages of a disability, after prior examination of each individual case.

Article 27

Travel allowance

1. All "Schuman" trainees are entitled to a travel allowance that partly covers the expenses they will have to bear for travelling from their home to their place of work.
2. The flat-rate amount and the payment method of this travel allowance is set by the Competent Authority; this information shall be published on the European Parliament's website.
3. "EU & You" and "Business Agreement" trainees are not entitled to this travel allowance.

Article 28

Sickness and accidents insurance

1. Trainees shall be insured for the duration of their traineeship against the risks of sickness and accident.
2. The European Parliament shall take out sickness and accident insurance cover for trainees in addition to any cover that they may have under national or other insurance schemes.
3. At the request of a trainee, the European Parliament may also insure their spouse and children. In that event, the trainee must pay the insurance premiums.
4. Details of the available insurance policies are published on the European Parliament's website.
5. In the event of sickness or accident, the trainee should refer directly to the insurance company. The European Parliament cannot act as a mediator between the trainee and the insurance company.
6. Depending on the memorandum of agreement, "Business Agreement" trainees may not be entitled to the sickness and accident insurance coverage.

Article 29

Fiscal obligations

Trainees shall be solely responsible for meeting their tax obligations by virtue of the laws in force in the country concerned. The grant is not subject to Community tax.

CHAPTER 9 - EARLY TERMINATION OF THE TRAINEESHIP

Article 30

Upon the trainee's request

1. The trainee may request the termination of its traineeship earlier than the date specified in the traineeship agreement. If the trainee so wishes, they have the opportunity to be heard - before submitting the request - by the Competent Authority regarding the reasons for the early termination of their

traineeship.

2. The trainee submits a signed written request to the traineeship coordinator and informs their traineeship supervisor. The traineeship coordinator should inform the Traineeships Sector as soon as possible, but no later than five working days before the requested termination date. The Competent Authority will then issue a decision confirming the early termination taking into account all the administrative aspects.

3. The number of days of leave and the grant are reduced on a *pro-rata* basis. If the early termination results in an overpayment of the grant, the trainee must refund the European Parliament in full.

Article 31

Upon decision of the Competent Authority

1. The Competent Authority reserves the right to terminate the traineeship before its given end date:

- if the level of the trainee's professional performance or knowledge of the required language is insufficient for the proper execution of their duties;
- if at any moment, it becomes apparent that the trainee has made wrongful declarations, including the lack of or inappropriate declaration of needs for reasonable accommodation in the application form, or has provided false statements or documents at the moment of application or admission procedure, or during the traineeship period;
- on justified grounds, in particular for imperative operational reasons or due to a breach of the rules regarding obligations, behaviour and conduct with which trainees are required to comply.

2. In all the above cases, the Competent Authority invites the trainee to an interview in order to explain the reasons for the early termination and for the trainee to be heard. The Competent Authority will then decide on the outcome of the procedure.

3. The Competent Authority may propose that the trainee continue their traineeship either in the same or in a different unit for the remaining period of the traineeship.

4. In the event that the Competent Authority decides to end the traineeship before its anticipated term, the Competent Authority hands over or sends its decision to the trainee as soon as possible. The trainee is entitled to a period of three working days, starting the day after the handing over or the acknowledgement of receipt of the early termination decision, in order to finalise their pending tasks.

5. The Competent Authority may decide that it is necessary to forbid the trainee access to the buildings and any electronic mailbox of the European Parliament.

6. Furthermore, in cases of extreme misbehaviour, the Parliament reserves the right to launch legal proceedings against the trainee.

7. The number of days of leave and the grant are reduced on a *pro-rata* basis. If the early termination results in an overpayment of the grant, the trainee must refund the European Parliament in full.

8. If the Competent Authority decides not to terminate the traineeship, it will continue its natural course.

TITLE II - FINAL PROVISIONS

Article 32

Appeals

1. No internal formal appeals against any decision regarding traineeships are possible.
2. Upon written and reasoned request of a trainee, the Competent Authority may offer informal mediation in order to solve a problem in relation to a particular traineeship.
3. Decisions taken in application of these rules may be challenged before the General Court of the European Union in accordance with Article 263 of the Treaty on the Functioning of the European Union (TFEU).

Article 33

Data Protection

Regardless of whether the applications were selected, rejected or withdrawn, any personal data generated in connection with the traineeships shall be processed pursuant to Regulation (EC) No 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. Any personal data shall be processed only for the purpose and in the framework of the present Internal Rules.

Article 34

Entry into force

1. These rules shall enter into force on the first day of the month that follows their signature.
2. Traineeships in progress on the date of entry into force, including those that have been extended before or after this date, remain bound by the Internal Rules Governing Traineeships in the Secretariat of the European Parliament of 14 September 2018. Except in these specific cases, the present rules replace the aforementioned rules.

Done in Luxembourg,

Klaus WELLE