

**INTERNAL RULES GOVERNING TRANSLATION TRAINEESHIPS
IN THE SECRETARIAT OF THE EUROPEAN PARLIAMENT**

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Chapter 1 - General provisions

Article 1

Types of translation traineeship in the Secretariat of the European Parliament

In order to contribute to EU citizens' European education and vocational training and to providing an insight into the way in which the institution functions, the European Parliament offers the following types of translation traineeship in its Secretariat:

- (a) translation traineeships for university graduates;
- (b) translation training placements.

Article 2

Scope of these Rules

These Rules shall apply only to translation traineeships. Other types of traineeship offered by the Secretariat of the European Parliament shall be governed by separate rules.

Article 3

Administrative and financial responsibility

1. The authority empowered to decide on admission to translation traineeships (hereinafter referred to as the 'competent authority') shall be the Director-General of Translation or his/her representative.
2. Following approval of the European Parliament's budget, the competent authority shall determine the maximum number of translation traineeships that may be offered during the financial year and the number of such traineeships that may be extended in accordance with Articles 23 and 26 of these Rules.

Article 4

Advisory Committee on Traineeships

1. The Advisory Committee on Traineeships shall be responsible for monitoring the quality of traineeships in terms of their content and smooth organisation as well as the arrangements for hosting trainees, and shall make appropriate recommendations to the Secretary-General. The Committee shall be consulted about any proposed changes to these Rules.
2. The Committee shall comprise representatives from each of the directorates-general¹ appointed by the Secretary-General from among the officials responsible for traineeships there. The Secretary-General shall appoint the chair and secretary of the Committee and an observer from the Committee on Equal Opportunities (COPEC).

¹ By extension, this term shall be understood to include autonomous departments such as private offices and the autonomous directorates attached to them.

Article 5
General conditions governing admission

Trainees must:

- (a) be nationals of a Member State of the European Union or of a candidate country;
- (b) be aged 18 or over on the traineeship start date;
- (c) have perfect knowledge of one of the official languages of the European Union or of the official language of a candidate country and thorough knowledge of two other official languages of the European Union;
- (d) not have been awarded any other traineeship or have been in paid employment for more than four consecutive weeks at the expense of the European Union budget.

Article 6
Admission procedure

- 1. Applications for a traineeship shall be submitted exclusively by electronic means via the European Parliament website. Applicants shall fill in the online application form which, once validated, will be uploaded to the database of the Training and Traineeships Unit of the Directorate-General for Translation. The applicants will then receive a copy of their application and a registration number.
- 2. The Training and Traineeships Unit shall consider the admissibility of applications on the basis of the general conditions for admission set out in Article 5 and of the specific conditions governing admission to the two types of translation traineeship described in Articles 22 and 25. For each traineeship period, it shall forward all the relevant information on every admissible application to the units that accept trainees, taking account in particular of each applicant's mother tongue.
- 3. The departments of the Directorate-General for Translation that accept trainees shall consider the applications on the basis of the applicants' qualifications and skills, of specific needs in relation to the Directorate-General's planned activities and of their capacity for hosting traineeships.
- 4. If applicants' qualifications and skills are of an equal level, the departments that accept trainees will seek to ensure that the geographical spread among applicants is as balanced as possible and that a balance is struck between women and men. The departments will then notify the Training and Traineeships Unit of their selection, ranking the applicants in order of preference.
- 5. The European Parliament has an equal opportunities policy and takes positive action, as required, with regard to the recruitment of trainees with disabilities.
- 6. The competent authority shall establish the list of applicants thus proposed in the light of the number of translation traineeships approved in accordance with Article 3(2).
- 7. At the end of each selection procedure the Training and Traineeships Unit shall notify the Advisory Committee on Traineeships of the number of applications received, the number of eligible applications and the outcome of the selections.
- 8. Applicants shall be notified personally of the outcome of their application, the notification being sent to the e-mail address given on the application form.

Applicants thus preselected shall be required to supply, by the deadlines stipulated, the following:

- (a) the application form dated and signed;
- (b) documentary proof of nationality;
- (c) copies of the academic qualifications mentioned in the online application;
- (d) a breakdown of their university results (analysis of courses attended, marks obtained, etc.);
- (e) where relevant and depending on the chosen traineeship, documentary proof in relation to specific conditions of admission (Articles 22 and 25).

The selected applicants who are offered a traineeship shall be required to supply, by the deadlines stipulated, the following:

- (a) the traineeship agreement signed by the applicant and, where appropriate, a representative of his/her educational establishment;
- (b) the signed declaration concerning the duty of professional secrecy and discretion.

An official translation of the above documents shall be required if the originals are not in one of the official languages of the European Union.

- 9. Any applicants who are not selected, who withdraw their applications or who turn down an offer of a traineeship may reapply at a later date.
- 10. The outcome of the selection procedure shall not be published.
- 11. 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.

Article 7 Traineeship agreement

- 1. All successful applicants for a traineeship at the European Parliament must sign a standard traineeship agreement. The agreement may, where appropriate, be signed by a representative of the successful applicant's educational establishment.
- 2. This agreement shall be the only one applicable. The European Parliament shall not be a party to any traineeship agreement proposed by a trainee's educational establishment.

Article 8 General obligations of trainees

- 1. By accepting a traineeship at the European Parliament, trainees shall undertake to observe Parliament's internal rules.
- 2. Throughout the entire period of the traineeship, trainees shall be under the responsibility of a supervisor.
- 3. Trainees shall be required to comply with the instructions given by their supervisors and their superiors in the department to which they are assigned and with the administrative instructions issued by the competent authority. They must also comply with the internal rules governing the functioning of the European Parliament, in particular the rules on security.

4. Trainees must contribute to the work of the department to which they are assigned. The European Parliament shall retain copyright to research carried out during the traineeship.
5. Trainees shall be subject to the normal duty of observing the utmost discretion with regard to facts and information which come to their knowledge during their traineeship. They may not communicate to any person whomsoever any documents or information which have not been made public, except with Parliament's prior consent. They shall remain bound by that obligation after completion of their traineeship.
6. Trainees must not have any professional connections with third parties that might be incompatible with their traineeship.
7. Trainees shall be required to comply with the rules of the country to which they are posted, including with regard to registration on a municipal population register.

Article 9
Duties of traineeship supervisors

1. The traineeship supervisor shall draw up a traineeship plan and shall supervise the trainee's work throughout the traineeship.
2. The traineeship supervisor shall assist trainees in all administrative matters and provide administrative liaison between trainees and the Training and Traineeships Unit.
3. The supervisor shall notify the Training and Traineeships Unit forthwith of any significant incidents occurring during the traineeship (in particular, absences, sickness or accidents) which have come to his/her attention or about which the trainee has informed him/her.
4. The supervisor shall draw up an evaluation report on the traineeship, using the appropriate form, and shall certify the actual duration of the traineeship.

Article 10
Suspension of the traineeship

1. Traineeships may be suspended by the competent authority temporarily for up to one month in response to a reasoned request submitted by the trainee to the competent authority and approved by the traineeship supervisor. Likewise, the traineeship supervisor may request suspension of the traineeship for duly documented reasons.
2. During a suspension of a traineeship, the respective rights and obligations of the European Parliament and of the trainee shall be suspended, without prejudice to the provisions of Articles 8(4) and (5).

Article 11
Early termination of the traineeship

1. The competent authority may terminate a traineeship before the expiry of the period for which it was awarded:
 - in response to a reasoned request from the trainee, submitted to the competent authority and approved by the supervisor;

- in response to a reasoned request from the traineeship supervisor, submitted to the competent authority and approved by the supervisor’s director, in particular for imperative operational reasons, on grounds of a breach of the obligations with which trainees are required to comply or for reasons of unsatisfactory performance;
 - or on its own initiative, in particular for imperative operational reasons or on grounds of a breach of the obligations with which trainees are required to comply, and having given the trainee a hearing.
2. In the case of a request from the traineeship supervisor, the supervisor shall notify the trainee in writing of the reasons why the request is to be submitted and shall allow the trainee to comment orally or in writing as he/she chooses. The supervisor shall then submit the request for termination of the traineeship to the competent authority.

On receipt of the request, the competent authority may suggest, without making it obligatory, that the trainee continue the traineeship in a different department. If this course of action is followed, a codicil must be added to the traineeship agreement.

3. To effect the early termination of a traineeship in response to a reasoned request from the traineeship supervisor or on its own initiative, the competent authority shall send a reasoned decision to the trainee.

Article 12

End of the traineeship

1. Without prejudice to Article 11, traineeships shall end when the period for which they were awarded expires.
2. At the end of a traineeship the trainee shall submit a report on the traineeship to his/her supervisor, using the form for that purpose. The traineeship supervisor shall record his/her evaluation of the traineeship on the same form. The trainee and the traineeship supervisor shall then sign the form. The traineeship supervisor shall forward it to the Training and Traineeships Unit.
3. Subject to the trainee fulfilling all his/her obligations, the Training and Traineeships Unit shall issue him/her with a traineeship certificate, using the appropriate form, recording the duration of the traineeship, the department and place to which the trainee was assigned and the name of the supervisor.

Article 13

Working time

The hours of work shall be those applicable for European Parliament staff.

Article 14

Travel expenses at the start and at the end of a traineeship

1. Trainees shall be entitled to a flat-rate payment towards the cost of travel between their actual place of residence and their place of assignment at the beginning and at the end of their traineeship if the distance between the two places is more than 50 km.

An applicant’s last ‘actual place of residence’ shall be understood to mean the address that the applicant gives when filling in the online application form. The Training and Traineeships Unit may change the address in response to a documented written request by the applicant, provided it is made before the date on which the applicant is to start the traineeship. In that event, the new address shall be deemed to be the

last 'actual place of residence'. A copy of the address change shall be kept in the applicant's file.

No request for a change of actual place of residence shall be granted once the trainee has started the traineeship.

The payment for travel to the place of assignment shall be made no later than six weeks after the start of the traineeship, and that for return travel to the actual place of residence no later than six weeks after the end of the traineeship, on condition that the Training and Traineeships Unit has the relevant supporting documents duly completed, dated and signed.

2. The flat-rate payment shall be calculated on the following basis:
 - EUR 0.1326 for each km between 1 and 1000 km inclusive;
 - EUR 0.0884 for each km between 1001 km and 10 000 km inclusive;
 - EUR 0.0000 for each km above 10 000 km.

The rates of payment per km shall be adjusted on 1 January each year. The rates indicated above are those for 2012.

3. By way of derogation from paragraph 1, if, during the first month of the traineeship, the traineeship is terminated at the trainee's request (under Article 11(1), first indent) without justification on any imperative grounds, no payment shall be due in respect of the cost of the return journey.

Likewise, if, during the first month of the traineeship, the competent authority decides to terminate the traineeship at the request of the traineeship supervisor or on its own initiative, it may decide that no payment shall be due in respect of the cost of the return journey.

The competent authority may also decide that no payment shall be due in respect of the cost of the return journey if, between the second month of the traineeship and the date on which it is scheduled to end under the traineeship agreement, the authority terminates the traineeship at the request of the traineeship supervisor or on its own initiative on grounds of a breach of the obligations with which trainees are required to comply.

4. The European Parliament shall not pay any travel expenses in connection with the suspension or resumption of a traineeship.

Article 15

Mission expenses/ travel expenses during a traineeship

Authorisation for missions

1. During the traineeship, trainees may be sent on mission to one of the European Parliament's three places of work (Brussels, Luxembourg and Strasbourg) in order to observe parliamentary business.
2. The Training and Traineeships Unit shall, in the light of the needs of the Directorate-General for Translation, determine the number of mission days for trainees, with a maximum of two mission days (excluding travelling time) per full month of traineeship.

Reimbursement of accommodation and living expenses

3. Trainees sent on mission to one of the European Parliament's three places of work shall be entitled to a flat-rate payment of EUR 180 for the first 24 hours of the mission and EUR 90 per 12 hours for the remainder of its duration, including travelling time. Where there is no overnight stay at the place of the mission the flat-rate payment for the mission shall be limited to EUR 65.

The abovementioned flat rates shall be indexed in accordance with the provisions on daily allowances and flat-rate accommodation allowances for officials and other servants of the European Parliament on missions to its three places of work

4. The payment shall comprise:
 - an advance of 70% on the amount payable for the mission in question (excluding transport), if so authorised;
 - the balance, which shall be paid on receipt of a declaration of eligible expenses.

The European Parliament may recover all or part of these sums if the mission is cancelled or curtailed or if the declaration of expenses is not received by the deadline stipulated.

Reimbursement of travel expenses

5. Journeys shall be made using the most appropriate and generally cost-effective means of transport.

Trainees shall be authorised to use transport chartered by the European Parliament subject to the availability of seats.
6. Reimbursement of transfer-related expenses (for parking, public transport or taxis) shall not be authorised.
7. Irrespective of the mission destination, reimbursement for travel shall in no case exceed the corresponding second-class train fare.
8. In the case of missions where the travel entailed is between any of Parliament's three places of work, documentary evidence of travel shall not be required.
9. The European Parliament may recover all or part of any advance payment against travel expenses if the mission is cancelled or curtailed or if the declaration of expenses is not received by the deadline stipulated.

Procedure for mission orders and declarations of expenses

10. Before a trainee leaves on mission, the Training and Traineeships Unit shall draft the requisite mission proposal. The Director-General of Translation or his/her representative shall authorise missions at least one week before their start date.
11. On return from a mission, trainees shall complete a declaration of expenses and have it signed by the head of the department in which the traineeship is taking place. Declarations of expenses must be submitted to the Training and Traineeships Unit no later than five calendar days after the end of the mission. Once 15 calendar days have expired any amounts advanced shall be automatically recovered from the trainee.

Article 16 **Sickness and accident insurance**

1. Trainees must be insured for the duration of their traineeship against the risks of sickness and accident. The European Parliament shall take out complementary sickness and accident insurance cover for trainees in addition to their cover under their national insurance scheme or any other scheme.

2. At the request of trainees, the European Parliament may also insure their spouses and children. In that event, the trainees must pay the insurance premiums.

Article 17

Leave

1. Trainees shall be entitled to two days' leave for each completed month of their traineeship. Applications for leave must be submitted to the trainee's supervisor, who shall sign them and send them to the secretariat of the department in which the traineeship is taking place. Days of leave not taken shall not be reimbursed.
2. Trainees shall be officially entitled to leave on days listed as public holidays and office closing days at the European Parliament provided that such days fall during their traineeship.

Article 18

Special leave

1. A trainee, having given advance notice to his/her supervisor, may apply to the Training and Traineeships Unit for special leave in accordance with the corresponding provisions applicable to officials of the European Parliament. Leave applications with supporting documentation, other than medical certificates, must be sent to the Training and Traineeships Unit; medical certificates must be sent to Parliament's Medical Service.
2. If a trainee has to return to his/her educational establishment for compulsory classes or to sit examinations, the requisite number of days of absence shall be approved subject to the educational establishment providing supporting documentation.
3. The competent authority shall decide on the basis of the supporting documents submitted whether to grant special leave or leave to attend compulsory classes or sit examinations.
4. If leave to attend classes is not granted, the trainee may apply for the traineeship to be suspended in accordance with Article 10 of these Rules.

Article 19

Sick leave

1. Trainees who fall ill must, on their first day of absence, immediately inform their supervisor and/or the department to which they are assigned.
2. If they are absent for more than three consecutive days, they must forward a medical certificate to Parliament's Medical Service.
3. In any event, throughout the traineeship, uncertified sick leave shall be limited to one day per month of traineeship, calculated on the basis of the traineeship's total duration.

Article 20

Absence without a valid reason

In the event of a trainee's absence which is not justified by a decision to suspend the traineeship in accordance with Article 10 or by sick leave in accordance with Article 19, the traineeship supervisor shall notify the

Training and Traineeships Unit of the absence. The Unit shall send a letter to the trainee at his/her given address, instructing him/her to report to the department in which the traineeship is taking place within one week of receiving the instruction. After this deadline the competent authority shall decide whether the traineeship should be terminated in accordance with Article 11 and, if so, on what date.

Chapter 2 – Provisions applicable to translation traineeships for university graduates

Article 21

Purpose of translation traineeships for university graduates

These traineeships shall be awarded solely to graduates of universities or equivalent institutions. Their purpose shall be 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.

Article 22

Specific condition governing admission

All applicants for translation traineeships for university graduates must have obtained, before the deadline for applications, a university degree after a course of study of at least three years' duration.

Article 23

Duration of the traineeship

1. Translation traineeships for university graduates shall be awarded for a period of three months. The table below shows the traineeship periods and the corresponding deadlines for applications.

	Start of traineeship	Duration	Application period
1.	1 January	3 months	15 June - 15 August
2.	1 April	3 months	15 September - 15 November
3.	1 July	3 months	15 December - 15 February
4.	1 October	3 months	15 March - 15 May

2. Translation traineeships for university graduates may exceptionally be extended for a maximum period of three months by decision of the competent authority in response to a reasoned request submitted by the traineeship supervisor and forwarded to the competent authority at least six weeks before the end of the traineeship. The traineeship shall be extended with no intervening break, continuing at the same place, in the same department and with the same supervisor unless a special exemption is granted by the competent authority.

Article 24

Emoluments

1. University graduates awarded a translation traineeship shall receive a scholarship.
2. The basis for calculating the scholarship shall be the basic monthly salary of an official in grade AD5, step 4, subject to the weighting applicable to the country in which the traineeship takes place. The monthly amount of the scholarship shall be 25% of that salary. The scholarship shall be payable in euros on the 15th of each month.

3. The amount of the scholarship shall be updated on 1 January every year and shall be indicated on the European Parliament's website.
4. A trainee awarded a scholarship who is married and/or has at least one dependent child shall be entitled, in addition to the amount of the scholarship, to a household allowance the amount of which shall be fixed at 5% of the reference salary referred to in paragraph 2 of this Article. The amount of the household allowance shall also be subject to the weighting applicable to the country in which the traineeship takes place.
5. If, during his/her traineeship, the trainee in receipt of a scholarship receives earnings or a scholarship from another source, an amount equivalent to this external income shall be deducted from the amount to which he/she is entitled under paragraphs 1 and 4 of this Article.
6. On arrival, trainees may request an advance on the monthly amount of the scholarship for the first month, which may be authorised by the competent authority. It may not exceed 90% of the monthly amount of the scholarship.
7. Trainees shall have sole responsibility for meeting their tax obligations. The scholarship shall not be subject to Community tax.
8. If the traineeship is terminated early, the scholarship shall be paid, in 30th of the monthly amount, for the number of days worked.

Chapter 3 – Provisions applicable to translation training placements

Article 25

Purpose of and specific conditions governing admission to translation training placements

1. The European Parliament shall offer to applicants who before the deadline for applications have obtained a secondary-school leaving certificate corresponding to the level required for entry to university, or who have followed a higher or technical course of study to an equivalent level, the opportunity to undertake translation training placements. Such placements shall be reserved in particular for applicants who are required to complete a training placement as part of their course of study, provided that they have reached the age of 18 by the first day of the training placement.
2. Where a training placement is a compulsory requirement
 - as part of a course at a university or equivalent institution,
 - in high-level vocational training organised by a non-profit-making body (notably a public institute or body),
 - or for access to a profession,

the European Parliament may admit applicants who meet the general conditions for admission on the basis of a request submitted by a body of the type mentioned above or by an entity that grants eligibility to exercise a profession.

Article 26
Duration of the training placement

1. Translation training placements shall be awarded for a period of between one and three months. The table below shows the training placement periods and the corresponding deadlines for applications.

	Start of training placement	Duration	Application period
1.	1 January	1 to 3 months	15 June - 15 August
2.	1 April	1 to 3 months	15 September - 15 November
3.	1 July	1 to 3 months	15 December - 15 February
4.	1 October	1 to 3 months	15 March - 15 May

2. Translation training placements may exceptionally be extended for a maximum period of three months by decision of the competent authority in response to a reasoned request submitted by the supervisor and forwarded to the competent authority at least six weeks before the end of the training placement. The training placement must be extended with no intervening break, continuing at the same place and in the same department and with the same supervisor, unless a special exemption is granted by the competent authority.

Article 27
Allowance

1. Trainees on training placements shall receive a monthly allowance the amount of which shall be fixed in the traineeship agreement.
2. The allowance may be subject to the weighting applicable to the country in which the training placement is carried out and shall be payable in euros on the 15th of each month.
3. The amount of the allowance shall be updated on 1 January every year and shall be indicated on the European Parliament's website.
4. Household allowance payments and payments of additional disability allowance shall not apply.
5. If, during his/her training placement, the trainee receives earnings or a scholarship from another source, an amount equivalent to this outside income shall be deducted from the amount to which he/she is entitled under paragraph 1 of this Article.
6. On arrival, trainees may request an advance on the monthly allowance amount for the first month, which may be authorised by the competent authority. It may not exceed 90% of the monthly amount of the allowance.
7. Trainees shall have sole responsibility for meeting their tax obligations. The allowance shall not be subject to Community tax.
8. If the training placement is terminated early, the allowance shall be paid, in 30th of the monthly amount, for the number of days worked.

Chapter 4 - Final provisions

Article 28 Disputes

1. A trainee wishing to challenge a decision taken in application of these Rules shall make a reasoned submission to that effect to the competent authority or, where the disputed decision was taken by the competent authority, to the Secretary-General. The competent authority or, where applicable, the Secretary-General shall make a reasoned reply to the trainee within three months.
2. Decisions taken in application of these Rules may also 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)¹. A submission pursuant to paragraph 1 of this Article shall not have the effect of suspending the deadline for the institution of court proceedings in accordance with Article 263 TFEU.

Article 29 Processing of personal data

Processing, pursuant to these rules, of the personal data of all trainees and applicants for traineeships shall be governed by Regulation (EC) 45/2001 of 18 December 2000 on the protection of individuals with regard to the processing of personal data.

Article 30 Entry into force

1. These Internal Rules shall enter into force on 1 March 2013.
2. Translation traineeships which started before 1 March 2013, including those to be extended beyond that date, shall continue to be governed by the Internal Rules Governing Translation Traineeships in the Secretariat of the European Parliament dated 2 February 2006. Otherwise the Rules dated 2 February 2006 shall be repealed when these Rules enter into force.

Done at Luxembourg

on 8 February 2013

Klaus Welle
Secretary-General

¹ [Consolidated version of the Treaty on the Functioning of the European Union](#).