

**INTERNAL RULES GOVERNING TRAINEESHIPS AND STUDY VISITS
IN THE SECRETARIAT OF THE EUROPEAN PARLIAMENT**

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PART I: TRAINEESHIPS

Chapter 1 - General provisions

Article 1

Types of traineeship in the Secretariat of the European Parliament

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

- (a) traineeships for university graduates: 'Robert Schuman' traineeships (general and journalism option);
- (b) training placements;
- (c) conference interpretation and translation traineeships;
- (d) 'ad hoc' traineeships based on agreements between Parliament and outside organisations.

Article 2

Scope

These rules shall apply to all traineeships offered by the Secretariat of the European Parliament, apart from those indicated under Article 1(c) and (d), to which separate rules are applicable.

Article 3

Administrative and financial responsibility

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

Article 4

Advisory Committee on Traineeships

1. The Advisory Committee on Traineeships (hereafter referred to as 'the Committee') 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 Committees shall be consulted about any proposed changes to these Rules.
2. The Committee shall comprise one representative from each directorate-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 Joint Committee on Equal Opportunities (COPEC).

Article 5

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

General conditions governing admission

1. Trainees must:
 - (a) be nationals of a Member State of the European Union or an applicant country, without prejudice to the provisions of paragraph 2 below;
 - (b) be aged 18 or over on their traineeship starting date;
 - (c) have a thorough knowledge of one of the 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;
 - (e) for trainees in the field of childcare, provide a police record issued in the last year at their most recent place of residence. A police record specifically issued to individuals having contact with children is required if such a document exists in the issuing country.
2. By way of derogation from paragraph 1(a), up to 10% of the total number of European Parliament traineeships referred to in Article 3(2) may be offered to nationals of third countries that are not applicants for EU accession, subject to approval of the competent authority following consideration of their application.
3. Where necessary, successful applicants from third countries shall ensure that they comply with visa requirements prior to their entry into the country to which they have been assigned. They shall ensure that their visa is valid for the entire duration of their traineeship and enables them to travel freely within the country of assignment, as well as Belgium, Luxembourg and France, where Parliament's three places of work are situated. Visa charges shall not be met by the European Parliament.

Article 6 Admission procedure

1. Traineeship applications shall be submitted exclusively by electronic means (on internet) via the European Parliament website. Applicants shall fill in the online application form which, once validated, will be uploaded to the database of the Traineeships Office. Applicants shall then receive a copy of their application and a registration number.
2. The Traineeships Office 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 different types of traineeship described in Articles 22 and 25. For each traineeship period, it shall forward details concerning every admissible application, together with an indicative number of trainees, to the relevant departments of the directorates-general concerned, taking account of applicants' preferences.
3. The departments of the directorates-general concerned shall consider the applications on the basis of the applicants' qualifications and skills, the specific needs in relation to each directorate-general's planned activities and the number of places available.
4. The departments of the directorates-general concerned shall indicate where each applicant is to be assigned, the name and contact details of the training supervisor and the training supervisor's choice of topics to be covered. If applicants' qualifications and skills are of an equal level, the departments that accept trainees shall seek to ensure as far as possible a balanced geographical spread and gender equality among applicants. The departments shall then notify the Traineeships Office 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 accordingly draw up a list of applicants the light of the total number of traineeships approved under Article 3(2).

7. At the end of each selection procedure, the Traineeships Office shall notify the Committee 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.

Selected applicants shall be offered a traineeship and given the email address of their training supervisor, from whom they can obtain further details of the traineeship programme, including the topics to be covered and the duties to be assigned to them.

Each selected applicant shall be required to supply, by the deadlines stipulated, the following:

- (a) the application form dated and signed;
- (b) the traineeship agreement signed by the applicant and, where appropriate, a representative of his/her educational establishment;
- (c) the signed declaration concerning the duty of professional secrecy and discretion;
- (d) documentary proof of nationality;
- (e) copies of the academic qualifications mentioned in the online application;
- (f) where relevant, the document referred to in Article 5(1)(e);
- (g) where relevant and depending on the chosen traineeship, documentary proof in relation to specific conditions of admission (Articles 22 and 25).

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 their traineeship, trainees shall be under the responsibility of a training supervisor.
3. Trainees shall be required to comply with the instructions given by their training 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. They shall as a matter of course be required to observe the utmost discretion with regard to facts and information which come to their knowledge during their traineeship. They may not communicate to any person whatsoever any documents or information which have not been made public, save where they have secured the prior consent of the European Parliament. They shall remain bound by these obligations after the 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, for example with regard to registration on municipal population registers.

Article 9 Duties of training supervisors

1. The training supervisor shall draw up a traineeship plan and shall supervise the trainee's work throughout the traineeship. If the applicant so requests, the training supervisor shall forward to him/her prior to commencement of the traineeship details of the traineeship programme, the topics to be covered and the trainee's duties.
2. The training supervisor shall assist the trainee in all administrative matters and provide administrative liaison between the trainee and the Traineeships Office.
3. The training supervisor shall notify the Traineeship Office 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 training 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 training supervisor. Likewise, the training supervisor may request suspension of the traineeship for duly documented reasons.
2. During 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 training supervisor;
 - in response to a reasoned request from the training supervisor, submitted to the competent authority and approved by the training supervisor's director-general, 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 training supervisor, the latter 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 training 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 training 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 training supervisor, using the form for that purpose. The training supervisor shall record his/her evaluation of the traineeship on the same form. The trainee and the training supervisor shall then sign the form. The training supervisor shall forward it to the Traineeships Office.
3. Subject to the trainee fulfilling all his/her obligations, the Traineeships Office 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 training supervisor.

Article 13

Working time

The hours of work shall be those applicable for European Parliament staff. Different hours may be worked by trainees involved in childcare activities (crèche traineeships).

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 Traineeships Office 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 Traineeships Office 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;
 - de 0,0884 EUR for each km above 1001 km and less than 10 000 km;
 - 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 the first indent of Article 11(1)) 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 training 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 training 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/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. Trainees assigned to the European Parliament's information offices shall be authorised to travel on mission outside the European Parliament's three places of work in their country of assignment.
3. Each department shall, in the light of its needs, determine the number of mission days for trainees with a maximum of two mission days (excluding travel time) per full month of traineeship.

Reimbursement of accommodation and living expenses

4. 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.

Trainees on mission outside the three places of work shall be entitled to a daily allowance and reimbursement of their hotel expenses (on presentation of a bill) in accordance with current internal mission and travel provisions. Where the mission takes place within 50 km from the place of assignment 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 allowance and flat-rate accommodation allowances for officials and other servants of the European Parliament on missions to its three places of work.

5. The payment shall comprise:

- an advance of up to 70% on the amount payable for the mission in question (excluding transport);
- the balance, which shall be paid on receipt of a declaration of eligible expenses with supporting documents attached where appropriate;

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.

If the trainee is authorised to travel on mission during the last 15 days of his/her traineeship, he/she shall not be entitled to an advance.

Reimbursement of travel expenses

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

Trainees shall be authorised to use transport chartered by the European Parliament subject to the availability of seats.

Travel by car shall not be authorised except between the three places of work (place of departure and mission location).

7. Reimbursement of transfer-related expenses (for parking, public transport or taxis) shall not be authorised.
8. Irrespective of the mission destination, reimbursement for travel shall in no case exceed:

- the second-class train fare or
- the economy-class air fare

ensuring the most cost-effective means of transport.

9. In the case of missions where the travel entailed is between any of Parliament's three places of work (place of departure and mission location) documentary evidence of travel shall not be required.

For all other missions, including those within the country of assignment (trainees assigned to information offices) or missions to one of the three places of work carried out by trainees assigned to an information office, the following documentary evidence of travel shall be required:

- train ticket or
- air ticket and original boarding cards.

If the trainee pays for his/her own travel, he/she must also attach proof of payment (original paid invoice).

10. Trainees may use the services of a travel agency approved by the European Parliament, in which case they shall not be required to meet their own transport costs in advance.

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.

If a trainee is authorised to travel on mission during the last 15 days of his/her traineeship, he/she shall be required to pay his/her transport costs in advance.

Procedure for mission orders and declarations of expenses

11. Before trainees leave on mission, the training supervisors shall draft the requisite mission proposals. The director-general or his/her representative shall authorise missions at least one week before their start date.

12. On return from a mission, trainees shall complete a declaration of expenses and have it signed by their training supervisor. Declarations of expenses must be submitted to the Missions Unit no later than ten 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 sickness and accident insurance cover for trainees in addition to any cover that they may have under national or other insurance schemes.
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 training supervisor, who shall sign them and send them to Traineeships Office. 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 training supervisor, may apply to the Traineeships Office 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 Traineeships Office; medical certificates must be sent to Parliament's Medical Service (Brussels or Luxembourg).
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 training 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 (Brussels or Luxembourg).
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 training supervisor shall notify the Traineeships Office. The Office 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 traineeships for university graduates

Article 21
Purpose and type of traineeships for university graduates

1. These 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.
2. Two options are proposed:
 - general option;
 - journalism option.

Article 22
General conditions governing admission

1. All applicants for 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.
2. Applicants for journalism traineeships 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 completing a training course in journalism recognised in the Member States of the European Union or in the applicant countries.

Article 23
Duration of the traineeship

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

	Start of traineeship	Duration	Application period
1.	1 March	5 months	15 August - 15 October
2.	1 October	5 months	15 March - 15 May

2. These traineeships may not be extended.

Article 24
Emoluments

1. University graduates awarded a traineeship shall receive a scholarship.

2. The basis for calculating a 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 is carried out. For traineeships outside the European Union the weighting applicable shall be 100%. The monthly amount of the scholarship shall be 25% of that sum. The scholarship shall be payable in euro 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 is not subject to Community tax.
8. If the traineeship is terminated early, the scholarship shall be paid in thirtieths of the monthly amount for the number of days worked.
9. On presentation of appropriate supporting documents, a disabled trainee may receive an additional payment of up to 50% of the scholarship. If the authority responsible decides to make this additional payment it shall, where appropriate in consultation with the Medical Service, establish the duration thereof.

Chapter 3 - Provisions applicable to training placements

Article 25

Purpose of and specific conditions governing admission to 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 training placements. Such placements shall be reserved in particular for young people 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,
 - as part of 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. Training placements are awarded for a period of between one and four months. The tables below show the starting dates and the corresponding deadlines for applications. However, where a training placement forms a compulsory requirement as part of a course being followed by the trainee under the terms of Article 25(2) of these rules, the relevant authority may make exceptions regarding the date of commencement and duration thereof.

Non-mandatory training placements

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

Mandatory training placements under Article 25(2)

	Start of training placement	Duration	Application period
1.	Between 1 January and 30 April	at least 1 month	1 October
2.	Between 1 May and 31 August	at least 1 month	1 February
3.	Between 1 September and 31 December	at least 1 month	1 June

2. Training placements may exceptionally be extended for a maximum period of two months by decision of the competent authority in response to a reasoned request submitted by the training supervisor and signed by his/her director-general at least two weeks before the end of the training placement. It shall be extended with no intervening break, continuing at the same place and in the same department with the same training supervisor.

Article 27 Allowance

1. Trainees shall receive a monthly allowance, the amount of which shall be fixed in the agreement regarding the training placement.
2. The allowance may be subject to the weighting applicable in the country in which the training placement is effected. For training placements outside the European Union the weighting applicable shall be 100%. The allowance shall be payable in euro 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, the trainee 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 be solely responsible for meeting their tax obligations. The allowance is not subject to Community tax.
8. If the trainee is not present for the whole of the month or if the training placement is terminated early, the allowance shall be paid in thirtieths of the monthly amount for the number of days worked.

Chapter 4 - Provisions applicable to trainees assigned to third countries not applying for EU accession

Article 28 Purpose

1. The European Parliament offers all citizens of third countries which are not applicants for EU accession and in which a liaison office is situated traineeship opportunities subject to the provisions of Article 5(2).
2. Candidates may apply for either traineeships for university graduates or trainee placements in accordance with the rules applicable to each.
3. Traineeships for graduates and trainee placements may include a period of activity in one of the European Parliament's three places of work following a period of activity at the liaison office. In this case, trainees shall be informed at least one month before the end of their period of activity with the liaison office.
4. If the traineeship includes a period of activity in one of the European Parliament's three places of work, the liaison office shall assign the trainee to one of the departments of Parliament's Secretariat (the 'host department'). To this end, it shall contact the human resources unit of the directorate-general concerned regarding the department to which the trainee will be assigned, taking account of his/her qualifications and skills, the specific needs of the host department and the availability of posts within it.
5. The training supervisor shall be assigned to the liaison office. If a traineeship is carried out in one of the three places of work, he/she shall be assisted by a training supervisor designated within the host department.

Article 29 Special admission procedure

By way of derogation from Article 7, the admission procedure shall be as follows:

- (a) Applications for traineeships shall be sent to the liaison office accompanied by a letter of recommendation from trainees' organisations of origin under Article 25(2).
- (b) The liaison office 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 different types of traineeship described in Articles 22 and 25. The liaison office shall also consider applications based on applicants' qualifications and skills, the specific requirements relating to the envisaged activities, and the number of posts available. The liaison office shall, where appropriate, select applicants in close cooperation with the host department.
- (c) In cooperation with the liaison office, the competent authority shall draw up a list of candidates at the latest one month prior to the commencement of the traineeship. The liaison office shall notify applicants personally of the outcome of their application.

Article 30
Duration of the traineeship

1. By way of derogation from Article 23, the duration of traineeships for graduates shall be three or five months depending on whether or not this includes a period of activity in one of the three places of work. The table below shows the traineeship periods.

	Period of activity at the liaison office	Duration		Period of activity at one of the three places of work	Duration
1	16 January - 15 April	3 months	and	16 April - 15 June	2 months
2	16 April - 15 July	3 months	and	1 October - 30 November	2 months
3	16 September - 15 December	3 months	and	16 January - 15 March	2 months

2. The table below shows the periods of activities in one of the European Parliament's three places of work if included in the traineeship:

	Period of activity in one of the three places of work	Duration
1	16 April - 15 June	2 months
2	1 October - 30 November	2 months
3	16 January - 15 March	2 months

Article 31
Travel expenses and mission/duty travel expenses during traineeship

1. By way of derogation from Article 14, trainees assigned to third countries which are not applicants for EU accession shall not 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.
2. If the traineeship includes a period of activity in one of the European Parliament's three places of work, this period of activity shall be considered as a mission. In this case, by way of derogation from Article 15, the trainee shall be entitled to reimbursement of travel costs only. This shall be subject to the production of supporting documentation and to an upper limit (economy class). This upper limit shall be annually updated on 1 January and shall be indicated on the European Parliament's website. The trainee shall not be entitled to reimbursement of accommodation and subsistence allowances.

Transport costs shall be reimbursed on production of a declaration of expenses together with the ticket, the original boarding card and proof of payment (original paid invoice).

On the outward journey, these documents shall be submitted to the Traineeships Office. On the return journey, the documents shall be submitted to the liaison office. Aside from this, the provisions of Article 15 shall be applicable. The abovementioned mission shall not exclude missions between the three places of work.

PART II: STUDY VISITS

Article 32
General provisions

1. Study visits are designed to provide citizens aged 18 or over with opportunities for more detailed study of specific subjects relating to European integration in one of the following ways:
- consultation of documents in the European Parliament's library or archives (in Luxembourg only);
 - contacts with MEPs or specialist officials who have indicated that they are available for this purpose.
2. The maximum duration of study visits is one month.

3. People wishing to undertake study visits should apply to the competent authority at least two months in advance of the envisaged date of the visit. The Traineeships Office shall ascertain to what extent the relevant departments, bodies or MEPs are able to accommodate the applicants and shall inform them of the outcome.

However, study visits for the purposes of consulting documents in the European Parliament library or archives may be approved within a shorter deadline, depending on the number of places available in the departments concerned.

4. Applications must include the following documents:
 - a personal statement indicating the desired topic, location and period,
 - a curriculum vitae,
 - a copy of the applicant's passport.
5. Persons who have already completed a European Parliament traineeship must wait six months before applying for a study visit.
6. The European Parliament shall make no contribution towards expenses of any kind incurred by visitors.

PART III: FINAL PROVISIONS

Article 33 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 34 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.

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

Article 35
Entry into force

1. These Internal Rules shall enter into force on 1 February 2013.
2. Current traineeships which started before 1 February 2013, including those to be extended beyond that date, shall continue to be governed by the internal rules governing traineeships and study visits to the Secretariat of the European Parliament dated 1 February 2006, which shall otherwise be repealed when these rules enter into force.

Done at Luxembourg

On 01/02/2013

Klaus WELLE
Secretary-General