

ELIGIBILITY AND REQUIREMENTS

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Q: Can I apply for a translation training placement?

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Q: Can I apply for a translation traineeship for university graduates or a translation training placement in the European Parliament if I have already completed a paid traineeship in a European institution?

Q: Can I apply for a translation traineeship for university graduates and a training traineeship at the same time?

Q: I have completed the first three years of a course lasting more than three years but will not receive my diploma until the end of my studies. Can I still apply for a translation traineeship for university graduates?

Q: I have completed my studies (lasting at least three years) but have not yet received my degree certificate. Can I still apply for a translation traineeship for university graduates?

Q: Can I apply for a translation traineeship if I have already completed a traineeship in another European Institution?

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Eligibility and requirements

Q: Can I apply for a translation traineeship for university graduates?

A: You can apply for a translation traineeship for university graduates if you:

- are a national of a Member State of the European Union or of a [candidate country](#);
- are aged 18 or over on the traineeship start date;
- have obtained, before the deadline for submitting applications, a university degree awarded following a course of study of at least three years' duration;
- have a perfect knowledge of one of the official languages of the European Union or of the official language of a [candidate country](#) and a thorough knowledge of two other official languages of the European Union;
- have not been awarded any other traineeship or have not been in paid employment for more than four consecutive weeks at the expense of the European Union budget.

[Articles 5 and 22 of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament]

Q: Can I apply for a translation training placement?

A: You can apply for a translation training placement if you:

- a national of a Member State of the European Union or of a [candidate country](#);
- are aged 18 or over on the placement starting date;
- have a perfect knowledge of one of the official languages of the European Union or of the official language of a [candidate country](#) and a thorough knowledge of two other official languages of the European Union;
- have not been awarded any other traineeship or have not been in paid employment for more than four consecutive weeks at the expense of the European Union budget.

[Article 5 of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament]

Given the increasing number of applications received and the limited number of places available for translation training placements, placements are reserved, as a matter of priority, for applicants who are required to complete a traineeship as part of their course of study *[Article 25(1) of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament]*.

Q: Is there an upper age limit for traineeship applicants?

A. No. The only requirement is that you must be 18 or over on the start date of the traineeship.

Q: I am not a citizen of an EU Member State or of a candidate country. Can I apply for a translation traineeship?

A: No. You can apply for a translation traineeship only if you are a citizen of an EU Member State or of a [candidate country](#).

If you are not a citizen of an EU Member State or of a candidate country you can apply for a Robert Schuman traineeship for university graduates ('general' and 'journalism' options); under that scheme, up to 10% of the traineeships can be awarded to citizens of third

countries which are not candidate countries, subject to authorisation and after consideration of the applicant's file. Further information is available via the following link: <http://www.europarl.europa.eu/aboutparliament/en/007cecd1cc/Traineeships.html>

Q: Can I apply for a translation traineeship for university graduates or a translation training placement in the European Parliament if I have already completed a paid traineeship in a European institution?

A: You can apply only if you not have been awarded any other traineeship or you have not been in paid employment for more than four consecutive weeks at the expense of the European Union budget [*Article 5(d) of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament*].

Q: Can I apply for a translation traineeship for university graduates and a training traineeship at the same time?

A: Yes, but

- if, before the deadline for submitting applications, you have obtained a university degree awarded after a course of study of at least three years' duration, you should apply for a translation traineeship for university graduates;
- if you have not yet completed a course of at least three years' duration leading to the award of a university degree and the traineeship forms part of a course of study at a university or an educational establishment of an equivalent standard, you should apply for a translation training placement.

Please note that if you apply for a translation training placement, even though you have already completed a course of at least three years' duration leading to the award of a university degree, and you are then offered a placement, you will not be entitled to the scholarship for translation traineeships for university graduates, but only to the allowance for translation training placements [*Article 27(1) of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament*].

Q: I have completed the first three years of a course lasting more than three years but will not receive my diploma until the end of my studies. Can I still apply for a translation traineeship for university graduates?

A: No. You must have a university degree (bachelor's, master's or equivalent) when you apply for a translation traineeship for university graduates.

Q: I have completed my studies (lasting at least three years) but have not yet received my degree certificate. Can I still apply for a translation traineeship for university graduates?

A: If you have completed your studies but not yet received an official degree certificate, you must provide an official statement from the university confirming your degree results.

Q: Can I apply for a translation traineeship if I have already completed a traineeship in another European Institution?

A: Only if the length of the first traineeship was four consecutive weeks or less.

Q: I have already taken part in the Lifelong Learning Programme (Erasmus, Comenius, Leonardo da Vinci or Grundtvig). Am I still eligible for a translation traineeship?

A: Yes, you are, unless the programme (or traineeship) took place in one of the European Institutions and lasted for more than four consecutive weeks.

Programme of traineeships for persons with a disability

Q: I have a disability and am interested in undertaking a translation traineeship. Should I be applying for a translation traineeship for university graduates or a programme of traineeships for persons with a disability?

A: Persons with a disability should apply for the 'programme of traineeships for persons with a disability'. That programme is specifically geared to persons with a disability and offers extra facilities, such as reasonable accommodation at work, information concerning possible options for accessible housing and transport, and various forms of assistance. Moreover, if trainees incur additional expenses directly related to their disability, they may be reimbursed up to a maximum of 50% of the amount of the monthly scholarship.

If you want to undertake your traineeship in the translation field, you should, when applying for a 'paid traineeship for persons with a disability', indicate 'Directorate General for Translation' as your 'preferred department' and 'Luxembourg' as the 'place where you wish to work' (all the translation units are based in Luxembourg).

More information on this programme is available at the following link:

<http://www.europarl.europa.eu/aboutparliament/en/007cecd1cc/Traineeships.html>

How to apply

Q: What are the deadlines for applying?

A: The following table gives the deadlines for applying for both translation traineeships for university graduates and translation training placements:

Traineeship/placement starting date	Application period
1 January	15 June - 15 August (midnight)
1 April	15 September - 15 November (midnight)
1 July	15 December - 15 February (midnight)
1 October	15 March - 15 May (midnight)

Q: How do I apply for a translation traineeship?

A: To apply for a translation traineeship you must complete the online application form available on the European Parliament website:

<http://www.europarl.europa.eu/aboutparliament/en/007cecd1cc/Traineeships.html>

You can choose between two types of traineeship:

- translation traineeship for university graduates
- translation training placement

The website provides all the necessary information about translation traineeships and the application procedure. Please read carefully the instructions and the *Internal Rules governing translation traineeships in the Secretariat of the European Parliament*. There is also a sample form to help you prepare your application before submitting it online. We advise you to apply well before the deadline: any last-minute flood of applications might overload the system.

Q: Do I have to complete the online application form in my mother tongue or in English or French?

A: The online application form exists in only two versions, namely in **English** and in **French**. Please fill in the form in English or French. However, in section 5 ('Other') you are asked to give your reasons for applying. The statement must consist of between 1500 and 2000 characters (including spaces) and must be completed **in your mother tongue** unless that language is not an official language of the European Union or of a [candidate country](#).

Q: What is the difference between a translation traineeship and a terminology traineeship?

A: **Translation traineeship:** The main task is translation of a range of parliamentary texts, such as agendas, minutes, oral and written questions, amendments, reports, etc. Documents are translated from one of the official languages of the European Union into the translator's mother tongue. Trainee translators must be able to understand texts in several languages, to translate them accurately into their mother tongue whilst meeting the client's specific requirements, to acquire specialist knowledge and to carry out documentary research. They must also have cultural and technical skills and knowledge relating to their working languages and computer-aided translation tools. Trainee translators work in the translation unit for their mother tongue.

Terminology traineeship: The role of the European Parliament's Terminology Coordination Unit is to coordinate the work of terminologists in the translation units in order to assist translators in their day-to-day activities. Of the roughly 800 translators working at the European Parliament, about a hundred are part-time terminologists. Trainees have the opportunity to play an active part in terminology projects by carrying out research in their mother tongue or their first working language and by coordinating the projects prepared for the trainee translators. Trainees upload terms into IATE, the EU's terminology database, and take part in a range of terminology-related activities.

Q: Can I apply for a translation traineeship and a terminology traineeship at the same time?

A: No. You can only apply for one or the other. Please note: If you submit two separate online application forms (one for a translation traineeship and one for a terminology traineeship) we will consider only the more recent application and delete the earlier application.

Q: What is meant by a 'second traineeship' (in the "sample form")?

A: You can apply for a translation traineeship only if you have not already completed a traineeship or you have not been in paid employment for more than four consecutive weeks at the expense of the European Union budget. If you answer 'yes' to the relevant question on the online form, your application will be deemed inadmissible.

Q: Do I have to state my 'reasons for applying' in my mother tongue or in English or French?

A: The statement of your reasons for applying which you are asked to fill out in section 5 ('Other') of the online application form must consist of between 1500 and 2000 characters (including spaces) and must be completed **in your mother tongue** unless that language is not an official language of the European Union or of a [candidate country](#).

Q: How will I know that the Training and Traineeships Unit has received my application?

A: Once you have submitted your online application, you will automatically receive an acknowledgement by e-mail and you will be allocated a number that you should quote in all future correspondence concerning the traineeship. A copy of your application form (PDF file) will be sent together with the acknowledgement. It is very important that you keep that copy: if you are preselected, you will be asked to submit the paper version of your application form, duly signed, together with supporting documents.

Q: What should I do if I have not been given a registration number?

A: If you have not been given a registration number, your application may not have been successfully delivered. Please try to resend it. Remember to tick the box concerning the declaration on your honour. When the 'Validate' button appears, you can submit your application.

Q: How can I trace a lost registration number?

A: Please contact the Training and Traineeships Unit by e-mail (dgtrad.translationtraineeships@ep.europa.eu) to have your registration number confirmed.

Q: I was assigned a registration number on screen but have received no e-mail acknowledgement. What's wrong?

A: Please check that your e-mail address has been entered correctly in the printed version of your application. If your e-mail address is not correct, you should inform the Training and Traineeships Unit by e-mail (dgtrad.translationtraineeships@ep.europa.eu). Otherwise, look in the junk e-mail or spam folder in your in-box.

Q: Once an online form has been submitted, is still possible to correct mistakes?

A: No. Once an application has been submitted online, it is registered and cannot be changed. If you wish, you can send a new online application. If we receive more than one application from the same person, we will keep only the most recent one and delete the previous versions.

Q: Will a problem arise if I submit more than one application form?

A: If we receive more than one application from the same person, we will keep only the most recent one and delete the previous versions.

Stages in the selection procedure and outcome of my application

Q: How are trainees selected?

A: Candidates apply online by the specified deadline.

- Once the deadline has passed, the Training and Traineeships Unit verifies the **admissibility** of the applications.
- The selection committee for each language unit **short-lists** candidates on the basis of their application forms.
- Short-listed candidates are informed by e-mail and asked to send all their supporting documents by post.
- The selection committee for each language unit makes a **final selection** from among the short-listed candidates on the basis of their complete applications (including supporting documents).
- If a candidate is selected and a traineeship opportunity exists for that period, he/she receives a **traineeship offer** by e-mail.
- If the candidate confirms his/her interest in the traineeship, an official letter of invitation is sent by post.

Q: When and how will I be informed about the outcome of my application?

Short-listing stage:

Candidates will be notified by e-mail of the results of the short-listing procedure:

- after 15 March (for traineeships starting on 1 July)
- after 15 June (for traineeships starting on 1 October)
- after 15 September (for traineeships starting on 1 January)
- after 15 December (for traineeships starting on 1 April)

Short-listed candidates will be asked to send their complete supporting documents by post. If you are short-listed for a traineeship, your application will be deemed valid only if you provide all the requisite supporting documents.

Final selection stage:

Candidates who were short-listed and have sent all the supporting documents requested will be notified by e-mail of the results of the final selection procedure about a month and a half before the traineeship starting date.

Traineeship offer:

If a candidate has been selected and a traineeship opportunity arises, he/she will receive a traineeship offer by e-mail. If the candidate confirms his/her interest in the traineeship, an official letter of invitation will then be sent by post.

If a candidate has been selected but there is no traineeship opportunity for that period, his/her application will be placed on a list of suitable candidates, which will remain valid for 12 months. The candidate will be contacted if a traineeship opportunity arises before the period of validity of the list expires.

Q: Will the results of the selection procedure be published?

A: No. Candidates will be notified of the results by e-mail.

Q: Should I contact the Training and Traineeships Unit to check the status of my application?

A: No. You will be informed by e-mail of the outcome of your application. However, you should inform the Training and Traineeships Unit of any change in your postal or e-mail address or telephone number by sending an e-mail to:
dgtrad.translationtraineeships@ep.europa.eu

Q: My application has not been accepted. Am I eligible to apply again for another period?

A: Yes. You can reapply for every new period if you wish.

Q: I was not shortlisted. Can I obtain feedback on my application to give me a better chance next time I apply?

A: No. Given the very high number of applications (more than 9 000 per year) we are unable to provide feedback.

Q: Can I find out why I wasn't shortlisted? Is there a list of applicants' scores?

A: No. Given the very high number of applications (more than 9 000 per year) we are unable to provide this feedback.

Supporting documents

Q: Do I need to send supporting documents when I submit my application?

A: No. You should not send any supporting documents when you submit your application online. You will be informed by e-mail of the outcome of your application; only if you are short-listed will you be asked to send supporting documents.

Q: Do I have to send certified copies of my supporting documents?

A: No, just copies.

Q: I have been short-listed and have to send supporting documents. Do I need to send certified translations of every document?

A: No, this is not necessary. Diplomas (and other supporting documents) in an official language of the EU do not need to be translated (certified translations are required only in the case of non-EU languages).

Q: I have completed my studies (minimum three years' duration) but have not yet received my diploma. What kind of document should I provide?

A: If you have completed your studies but not yet received an official degree certificate, you should provide a formal statement from your university confirming your degree result.

Q: What is meant by 'evidence of professional experience'?

A: Professional experience is not required for a translation traineeship; but, if you have already acquired such experience, you should submit copies of certificates/testimonials from your employer(s) or copies of employment contracts in support of your application.

My chances

Q: How many translation traineeship applications does the European Parliament receive each year?

A: The European Parliament receives more than 9 000 translation traineeship applications each year.

Q: How many trainees are accepted each year?

A: Only just over 2% of applicants are accepted. In 2012, for example, Parliament sent out invitations to 177 new trainee translators.

Q: How many trainee translators are accepted in each period and language unit?

A: On average there are three trainees per language unit in any one three-month period. Currently there are 23 language units.

List of suitable candidates

Q: If my name is on a list of suitable candidates, can I be sure of being offered a traineeship at some stage?

A: No. The fact that your name is on a list of suitable candidates in no way guarantees that you will be offered a traineeship. You will be contacted only if a traineeship opportunity arises.

Q: How long my name will remain on the list of suitable candidates?

A: Twelve months.

Q: My name is on a list of suitable candidates. Do I have to reapply for the next traineeship periods?

A: No. As long as your name remains on the list of suitable candidates (12 months) there is no need for you to reapply. However, if you have additional supporting documents you wish to add to your file you can contact the Training and Traineeships Unit (dgtrad.translationtraineeships@ep.europa.eu).

Possibility of changing the traineeship period

Q: I have been offered a translation traineeship. Can I put back the starting date to a later period?

A: No, but if you decline a traineeship offer for a given period, you can ask for your name to be placed on a list of suitable candidates. Please note that the fact that your name is on a list of suitable candidates in no way guarantees that you will be offered a traineeship. You will be contacted only if a traineeship opportunity arises. Your name will remain on the list of suitable candidates for 12 months.

Translation traineeships: where, what, and how long?

Q: Where are trainee translators based?

A: All the language units are based in Luxembourg, so translation traineeships always take place in Luxembourg.

Q: What are the main tasks of a trainee translator at the European Parliament?

A: The main task is translation of a range of parliamentary texts, such as agendas, minutes, oral and written questions, amendments, reports, etc. Documents are translated from one of the official languages of the European Union into the translator's mother tongue. Trainees also take part in terminology tasks or projects.

Q: What is the duration of a translation traineeship for university graduates? Can the traineeship be extended?

A: Translation traineeships for university graduates are awarded for a period of three months. They may exceptionally be extended for not more than three months with no intervening break [*Article 23 of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament*].

Q: What is the duration of a translation training placement? Can the placement be extended?

A: Translation training placements are awarded for a period of between one and three months. They may exceptionally be extended for not more than three months with no intervening break [*Article 26 of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament*].

Q: Can I have a part-time traineeship?

A: No. All candidates who are accepted for a traineeship work full time, which in the European Parliament means 37.5 hours a week. Working hours are from 8.30 to 17.30 with a one-hour lunch break.

Traineeship agreement

Q: Will I have to sign a traineeship agreement?

A: Yes. 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. This agreement is the only one which is valid. The European Parliament will not be a party to any traineeship agreement proposed by a trainee's educational establishment [*Article 7 of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament*].

Q: My university has drawn up a traineeship agreement for me. Can I send it to the Training and Traineeships Unit?

A: No. The European Parliament has drawn up its own traineeship agreement. No traineeship agreement prepared by the educational establishment will be accepted or taken into consideration. Furthermore, the traineeship agreement drawn up by the European

Parliament may not be amended either by the trainee or by his or her educational establishment.

Financial aspects, insurance, social security

Q: What is the amount of the scholarship paid by the European Parliament?

A: In 2013 the scholarship (paid only to graduate trainees) is EUR 1,213.55 per month. This amount is updated each year on 1 January *[Article 24 of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament]*.

Q: In what circumstances am I entitled to the household allowance during the traineeship?

A: Graduate trainees who are married and/or have one or more dependent children are entitled to a household allowance. In 2013, the allowance is EUR 242.71 a month. The amount is updated each year on 1 January *[Article 24(4) of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament]*.

Q: Does the European Parliament cover the cost of travel from my place of residence to the place where I am to carry out my translation traineeship?

A: Yes. Trainees are 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. Payment in respect of the journey to the place of assignment is made at the beginning of the traineeship and in respect of the return journey to the place of residence at the end of the traineeship *[Article 14 of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament]*.

Q: What is the amount of the allowance paid by the European Parliament to persons undertaking a translation training placement?

A: In 2013, persons undertaking a translation training placement are paid a monthly allowance of EUR 300. The amount is updated on 1 January every year.

Q: Are trainees insured?

A: Trainees must be insured for the duration of their traineeship against the risks of sickness and accident. The European Parliament takes out sickness and accident insurance cover for trainees in addition to any cover that they may have under national or other insurance schemes. At the request of trainees, the European Parliament may also insure their spouse and children. In that event, the premiums are paid by the trainees themselves *[Article 16 of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament]*.

Q: What does the insurance cover?

A: The sickness and accident insurance taken out by the European Parliament on behalf of trainees covers all or part of the expenses incurred in undergoing essential medical examinations and all or part of the expenses to be borne by trainees in the event of an accident. You will receive more detailed information if you are offered a traineeship. Please contact your national insurance provider before coming to Luxembourg in order to

establish which expenses that provider covers. The European Parliament does not offer liability insurance and it is up to you to obtain suitable cover on a personal basis.

Q: Are traineeships treated as employment? Will I be exempt from social security contributions in my home country?

A: A traineeship at the European Parliament is not treated as employment. During your traineeship you do not contribute to any social security scheme, whether at the European Parliament or in the country of your traineeship. As regards social security contributions in your home country, you should ask the appropriate authorities in your country about their arrangements for trainees.

Accommodation/housing

Q: Does Parliament provide any kind of accommodation?

A: No. Finding and paying for accommodation is entirely your responsibility. On request, the Welcome Desk in Luxembourg can supply a list of accommodation possibilities. If you are offered a traineeship, the Training and Traineeships Unit will provide you with more detailed information.

Q: How much can I expect to pay per month for my accommodation?

A: Trainees in Luxembourg can expect to find rooms in private homes for between EUR 400 and EUR 600 a month. You will most likely be asked to pay a deposit.

Future employment

Q: What are my prospects of securing employment at the European Parliament after the traineeship?

A: The award of a traineeship does not under any circumstances give recipients the status of official or other servant of the European Union, nor does it entitle them in any way to subsequent recruitment [*Article 6(11) of the Internal Rules governing translation traineeships in the Secretariat of the European Parliament*].

Officials are recruited on the basis of the open competitions organised by the European Personnel Selection Office (EPSO). Contract staff are recruited on the basis of contract staff selection (CAST) procedures also organised by EPSO. For more information about careers in the European institutions, please consult EPSO's website at the following address: <http://europa.eu/epso/>

Data protection

Q: What will the Training and Traineeships Unit do with my personal data and the documents I forward if I am preselected? Will those documents be returned to me? Will they be destroyed?

A: Under 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, personal data are processed only by authorised persons and for strictly professional purposes. Documents forwarded to the European Parliament will be retained for a maximum of two years and then destroyed.