

Frequently asked questions University graduate traineeships (Schuman)

1. What level of studies is required?

You need to have a full university degree of at least three years of studies (a Bachelor Degree or equivalent) at the time of submitting the application. If you have not yet finished your studies, you are not eligible. Even if you graduate the day after the deadline for applications, you will have to wait until the next selection.

2. My university programme is four/five years long, and I have already done three years of studies. Can I apply?

No. In order to apply you must have obtained a full university degree. The university programme must be of at least three years, and without a degree you will not be eligible.

3. I have completed my studies of at least three years, but not yet received a diploma. Can I apply?

Yes. If you are selected for a traineeship or placed on a reserve list, you need to provide a formal statement from your university confirming that you have obtained your degree. Date of the award and the degree awarded must be clearly indicated in this document, and they must correspond to your declaration in the application form.

4. I have already done a traineeship / worked at a European Union institution. Can I still apply for a traineeship at the European Parliament?

If you have had any traineeship (paid or unpaid) for more than four weeks in any European institution, EU Body, EU Executive Agency or EU delegation, or with a Member of Parliament (MEP) or a political group at the European Parliament, you are no longer eligible for a traineeship at the European Parliament. The same applies if you have been working for more than four weeks for any of the above mentioned categories. If you had such a traineeship or job for less than four weeks, you are still eligible for a traineeship at the European Parliament.

5. I participated in the Lifelong Learning Programme (Erasmus, Comenius, Leonardo da Vinci or Grundtvig). Can I still apply for the traineeship?

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

6. Which option should I choose? Can I apply for all three options? Can I make a separate application for different options?

- The **general option** comprises a large variety of domains like policies, law, HR, IT, etc. and is open for all university graduates.
- The **journalism option** is addressed to university graduates with a background in journalism. If you choose this option you need have a degree in journalism, or have a membership of a journalists' association, or prove your experience by published works.
- The **Sakharov Prize option** is meant for university graduates with a particular interest and/or background in human rights.

When you have chosen your option, you will be able to choose one or two *domains* that interest you (see question 7). Please note that if you choose the **journalism option**, your first choice will be a *domain* in journalism, and then you may choose another *domain* either in journalism, or you can choose a *domain* that falls under the general option. If you choose the **Sakharov Prize option**, you can first choose a *domain* in human rights, and as a second choice, you may choose a *domain* that falls under the general or the journalism option. Please bear in mind that if you choose a domain in journalism, you will be asked to demonstrate relevant professional experience or educational background in case you are selected. Please try clicking the different options in the application form to see which *domains* will be available for you to choose.

You can only make one application per selection. If you apply more than once for the same selection, all your applications will be disqualified for the selection in question.

7. What is meant by *domain*? How will I know which domain to choose?

Domain is the field or area of interest in which you would undertake your traineeship. You can apply for maximum two domains. The domains chosen should be related to your studies and/or work experience. Your application will be available to all Directorates-General.

8. I am not a national of an EU Member State or of an applicant country. Can I apply?

Yes, 10 % of trainees in the European Parliament may be nationals from countries other than Members States or applicant countries. If you are selected, you must ensure that you comply with Schengen visa requirements and that your visa is valid for the entire duration of your traineeship. Any costs related to your visa will not be reimbursed.

9. Do I need to send my supporting documents when applying? Will they need to be translated / certified?

No. Only if you are selected or placed on a reserve list, will you be asked to send by email simple scanned copies of your diploma, your identity card or passport, and proof of your journalist education or experience (for journalism *domains* only), along with a copy of your signed application. They can be in any official EU language.

10. I have a disability. How will my disability be taken into account? Due to my disability, I have difficulties filling in the application form online. What should I do?

The European Parliament is encouraging persons with a disability to apply for a traineeship by a positive reference to the equal opportunities policy in place. Recruitment and selection procedures are adapted to ensure that they do not disadvantage candidates with a disability. Please note that in the past few years the European Parliament had run a pilot programme for trainees with a disability. Since autumn 2015 this pilot programme is mainstreamed and became part of the traineeship programme for university graduates.

Candidates with a disability who need any form of measures which would constitute reasonable accommodation should tick the relevant field in the application form.

Furthermore, selected trainees with a disability can contact the Staff Information Desk and the Parliament's social workers for assistance not related to reasonable accommodation in the working place, but for example in finding adapted housing, transport or other facilities outside the workplace.

If you have difficulties filling in the online application form due to your disability, please contact the Traineeships Office at stages@ep.europa.eu and request the application form in offline format.

11. I want to apply for a traineeship in a specific city. Is it certain that I will be assigned there if chosen?

We try to respect your preference, but most trainees will be based in Brussels, some in Luxembourg and a very limited number in Strasbourg and in the European Parliament Information Offices in the Member States.

12. I would like to apply for a traineeship in one of the European Parliament Information Offices in a Member State. Which option should I choose, and which domain?

If you wish to have your traineeship in one of the European Parliament Information Offices in the Member States, please choose either the General option or Journalism option depending on your qualifications and interests. Then choose 1-2 domains of your interest. Finally, when asked the preferred place of assignment, choose the city in a Member State where you would like to apply.

13. Can I make changes or correct mistakes in my online application after it has been submitted?

No. Once you have submitted the application, you cannot change it anymore. Please check it carefully before submitting. You should not make another application for the same selection, wishing to change information or correct any mistakes: that would result in both applications being disqualified.

14. When will I know if I have been selected?

Approximately 8 weeks after the closing date of the application period, you will receive one of the three following messages: you have either been selected, placed on a reserve list or your application was not successful. Please do not contact the Traineeships Office asking when you will be notified. Every selection, around 8 000 - 10 000 applications are introduced and it takes some time to process all of them.

15. Will I be contacted by the host unit before being selected or placed on a reserve list?

Not necessarily. Some units might decide to contact you for an informal phone interview, to find out if you are interested in working at a particular service and to ask questions regarding your motivation or language knowledge. Such calls are not binding.

16. I got an offer for a traineeship. Can I postpone the start of my traineeship? Is there any way to extend my traineeship?

No. The dates of the traineeship are fixed and cannot be changed. Neither can the traineeship be prolonged.

17. I have been placed on a reserve list. What does it mean? Will I be offered a traineeship for sure?

The reserve list will only be consulted following a withdrawal or disqualification of the selected priority candidate. It is not guaranteed that you will be offered a traineeship. You should, however, send the required documents before the deadline indicated in the message. In practice, up to 10 % of candidates put on a reserve list end up being offered a traineeship.

18. I was selected but I declined the offer / I was not selected / I was put on a reserve list but finally not selected. Is my application automatically valid for next selection?

No, if you want to be considered for the next selection, you have to apply again for the new selection. If you were selected but you declined the offer, it is not guaranteed that you will be selected again. You can apply as often as you want.

19. I was not selected. Is it possible to find out why? Will the results be published?

Unfortunately, given the very high number of applications (around 15 000 - 22 000 per year), we are not in a position to give individual feedback. The results are not published.

20. What will be the amount of my scholarship?

In Brussels and in Luxembourg, the scholarship is 1.252,26 € per month as of 1 January 2016. In Information Offices, the scholarship is weighted to reflect the higher or lower cost of living in different Member States. If you are receiving any earnings from another source, this amount will be deducted from your scholarship. If you are receiving an external allowance/scholarship, the responsible unit will ask for supporting documents and decide if the amount will be deducted or not.

21. Do I have to pay taxes on my scholarship?

The scholarship awarded to trainees is not subject to EU tax. At the end of the traineeship you will get a certificate mentioning the amounts received. Please ask the tax authorities in your country of residence if your scholarship will be taxed at a national level.

22. Do I have to suspend my further studies for the duration of the traineeship?

As the traineeship is full-time, it is not compatible with university tuition during working hours.