

## Frequently asked questions Training placement

### 1. Who can apply for a training placement?

Training placements are aimed for students who have not yet completed their undergraduate or master studies.

Priority is given to young people who are required to complete a traineeship as a **compulsory** part of their course of study:

- a. The training placement is a compulsory part of a course at a university or equivalent (during your bachelor degree studies or your master's degree studies).
- b. The training placement is a compulsory part of high-level vocational training organised by a non-profit making body (notably a public institute or body).
- c. The training placement is a compulsory requirement for access to a profession (e.g. German and Italian law students who are required to do a training placement in order to be admitted to their final exams).

### 2. What level of studies is required?

You need to have a secondary school diploma corresponding to university entrance level, for example the Abitur (DE), the baccalauréat (FR) or the matura (PL, AT), or have reached an equivalent level of higher or technical education.

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

If you have had any traineeship (paid or unpaid) for more than four consecutive 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 training placement (or any other traineeship) at the European Parliament.

The same applies if you have been working for more than four consecutive weeks for any of the above mentioned categories. If you had such a traineeship or job for less than four consecutive weeks, you are still eligible for a training placement at the European Parliament.

### 4. I participated in the Lifelong Learning Programme (Erasmus, Comenius, Leonardo da Vinci or Grundtvig). Can I still apply for a training placement?

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

**5. 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.

**6. 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. You must ensure that you comply with Schengen visa requirements and that your visa is valid for the entire duration of your training placement. Any costs related to your visa will not be reimbursed.

**7. 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 and your identity card or passport, along with a copy of your signed application. They can be in any official EU language.

**8. 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.

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](mailto:stages@ep.europa.eu) and request the application form in offline format.

**9. I want to apply for a training placement 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. A limited number of trainees who have chosen communication domain, can also be accepted in Strasbourg and in the European Parliament Information Offices in the Member States.

**10. 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.

**11. 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.

**12. 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.

**13. I got an offer for a training placement. Can I postpone the start of my training placement? Is there any way to extend my training placement?**

If the training placement is a **non-compulsory** part of your studies, the starting date cannot be changed. If the training placement is a **compulsory** part of your studies, and the starting date is not known at the time of enrolment, please contact the Traineeships Office at [stages@ep.europa.eu](mailto:stages@ep.europa.eu).

Training placements may be extended in justified, exceptional cases for up to two months.

**14. I have been placed on a reserve list. What does it mean? Will I be offered a training placement 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 training placement. You should, however, send the required documents before the deadline indicated in the message.

**15. I was selected but I declined the offer / I was not selected / I was put on a reserve list, but finally not selected by any Directorate-General. 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.

**16. What will be the amount of my allowance?**

In Brussels and in Luxembourg, the allowance is 307, 20 euros per month as of 1 January 2016. In Information Offices the allowance is weighted to reflect the higher or lower cost of living in different Member States.

**17. Do I have to pay taxes on my allowance?**

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

**18. Can I have paid employment during my training placement?**

All traineeships are full-time. Consequently, you are bound to be present during working hours of the Parliament. If you are receiving any earnings or a scholarship from another source, this amount will be deducted from your allowance.