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Eligibility and requirements

Q: Can I apply for a paid translation traineeship?

A: You can apply for a paid translation traineeship 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 starting date;
- not have been awarded any other paid traineeship, or have been in paid employment for more than four consecutive weeks, with a European institution or a Member or political group of the European Parliament;
- have obtained, before the deadline for applications, a university degree after a course of study of at least three years' duration and
- 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

[Articles 4 and 16 of the Rules governing translation traineeships in the Secretariat of the European Parliament].

Q: Can I apply for an unpaid translation traineeship?

A: You can apply for an unpaid translation traineeship 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 starting date;
- not have been awarded any other paid traineeship, or have been in paid employment for more than four consecutive weeks, with a European institution or a Member or political group of the European Parliament;
- 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.

[Articles 4 and 19(2) of the 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 traineeships, these are reserved, as a matter of priority, for young people who are required to complete a traineeship as part of their course of study *[Article 19(1) of the Rules governing translation traineeships in the Secretariat of the European Parliament]*.

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. The candidate countries are currently Turkey, Croatia, and the Former Yugoslav Republic of Macedonia.

If you are not a citizen of an EU Member State of the European Union or of a candidate country you might wish to investigate the option of Schuman Scholarships, which enable traineeships to be awarded, subject to authorisation, to citizens of non-EU countries other than candidate countries. Traineeships awarded on this basis may not exceed 5% of the total number. Further

information is available via the following link:

<http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&pageRank=2&language=EN>

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

A: You can apply only if you have not been awarded any other paid traineeship or have been in the paid employment of a European institution or a Member or political group of the European Parliament for more than four consecutive weeks. [*Article 4(c) of the Rules governing translation traineeships in the Secretariat of the European Parliament*].

Q: Can I apply for both a paid and an unpaid translation traineeship?

A: No. Only one application per applicant will be taken into account:

- If, before the deadline for applications, you have obtained a university degree after a course of study of at least three years' duration you should apply for a paid translation traineeship;
- If you have not yet completed a course of at least three years' duration leading to 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 an unpaid translation traineeship.

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 paid translation traineeship?

A: No. You must have obtained your final diploma at the time of submitting your application for a paid translation traineeship.

People with a disability

Q: I have a disability and am interested in a translation traineeship. Should I apply for a 'paid translation traineeship' or for a 'paid traineeship for people with disabilities'?

A: People with a disability are encouraged to apply for a 'paid traineeship for people with disabilities'. This programme is aimed especially at people with a disability and offers extra facilities such as reasonable accommodation at work and information concerning possible options for accessible housing, transport, and assistance. Moreover, if trainees incur additional costs directly related to their disability, they may be reimbursed at a rate not exceeding 50 % of the amount of the monthly scholarship.

If you wish the traineeship to be in the translation field, you should, when applying for a 'paid traineeship for people with disabilities', indicate 'translation' as your 'area of interest' and 'Directorate General for Translation (DG TRAD)' as your 'preferred department'.

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

<http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&pageRank=4&language=EN>

How to apply

Q: What are the deadlines for applying?

A: For either paid or unpaid translation traineeships the deadlines for applying are as follows:

Starting date of traineeship	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 Internet-based online application form available on the European Parliament website:

- [paid translation traineeships](#)
- [unpaid translation traineeships](#)

The website provides all the necessary information about translation traineeships and the application procedure. Please read carefully the instructions and the 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 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 your chosen language (English or French). However, in point 5 (Other), you are asked to say why you are applying for a traineeship, and the answer to that question (approximately 1500-2000 characters) must be in your **mother tongue**.

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

A: The ‘Reasons for applying’ field must be completed in your **mother tongue**, unless that language is not an official language of the EU or the language of a candidate country.

Q: What is meant by a ‘Second paid traineeship’?

A: You can apply for a translation traineeship only if you have not already been awarded any other paid traineeship, or have been in paid employment for more than four consecutive weeks, with a European institution or a Member or political group of the European Parliament. If you answer ‘Yes’ to the relevant question on the online form, your application cannot be submitted.

Q: How will I know that the Translation traineeships Team 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 format)

is 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 the supporting documents.

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

A: If you have not been given a confirmation number your application may not have been successfully delivered. Please try to resend it.
Remember to tick the box for 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 Translation traineeships Team by e-mail (dgtrad.translationtraineeships@europarl.europa.eu) to have your registration number confirmed.

Q: I was assigned a confirmation number onscreen but have never received any 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 Translation traineeships Team by e-mail (dgtrad.translationtraineeships@europarl.europa.eu).
Otherwise please check your spam folder and make sure that your e-mail box is not full.

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 candidate 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 candidate we will keep only the most recent one and delete the previous versions.

Stages of the selection procedure and outcome of my application

Q: How are trainees selected?

A: Candidates apply online within the specified deadline.

- After the deadline the Translation traineeships Team verifies the **conditions for admission**.
- Taking into account the candidates' mother tongues, the corresponding selection committee for each language unit **preselects** candidates on the basis of their application forms.
- Preselected candidates are asked to send all their supporting documents by post.
- The selection committee of each language unit makes a **final selection** from among the preselected 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?

A:

Preselection stage:

Candidates will be notified by e-mail of the results of the preselection:

- 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)

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

Final selection stage:

Candidates who were preselected and have sent all the supporting documents requested will be notified by e-mail of the results of the final selection 1½ months 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 later 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 waiting list of suitable candidates, which will remain valid for 12 months. The candidate will be contacted if a traineeship opportunity arises before the expiry date of the waiting list.

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 Translation traineeships Team to check the status of my application?

A: No. You will be informed by e-mail about the outcome of your application. However, you should inform the Translation traineeships Team of any changes in your postal or e-mail address or telephone number (dgtrad.translationtraineeships@europarl.europa.eu)

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

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

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 preselected will you be asked to send supporting documents.

Q: I have been preselected and have to send supporting documents. Do I need to send certified translations in every case?

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 still haven't 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: In 2009, the European Parliament received more than 4 000 applications for translation traineeships.

Q: How many translation trainees are accepted each year?

A: Only about 5% of applicants are accepted. In 2009, e.g. the EP offered 215 translation traineeships (209 paid and 6 unpaid trainees).

Q: How many translation trainees are accepted in each period and language unit?

A: On average there are 2 or 3 trainees per language unit in any one three-month period. Currently there are 23 language units.

Waiting list of suitable candidates

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

A: No. The fact of having your name on a waiting 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: The list of suitable candidates is valid for one year.

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

A: No, for as long as the list remains valid you do not have to reapply for the next periods.

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 our traineeship offer for a given period, you can ask for your name to be placed on a waiting list of suitable candidates. Please note that the fact of having your name on a waiting 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. The waiting list is valid for one year.

Translation traineeships: where, what, and how long?

Q: In which town or city are translator trainees based?

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

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

A: The main tasks are translation of different parliamentary texts such as agendas, minutes, written and oral questions, opinions, amendments, reports, etc. Documents are translated from one of the EU languages into the translator's mother tongue.

Q: What is the duration of a paid translation traineeship? Can the traineeship be extended?

A: Paid translation traineeships are awarded for a period of three months. They may exceptionally be extended for not more than three months. The traineeship must be extended with no intervening break. *[Article 17 of the Rules governing translation traineeships in the Secretariat of the European Parliament]*

Q: What is the duration of an unpaid translation traineeship? Can the traineeship be extended?

A: Unpaid translation traineeships are awarded for a period of between one and three months. They may exceptionally be extended for not more than three months. The traineeship must be extended with no intervening break. *[Article 20 of the 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 must work full time, which at the European Parliament means 37.5 hours a week. Working hours are from 8.30 a.m. to 5.30 p.m. with a one-hour lunch break.

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 we will provide you with information on this matter.

Q: Do I have to pay for accommodation myself?

A: Yes. Trainees are responsible for obtaining accommodation, signing the lease, and paying the deposit (if applicable).

Q: How much a month will I have to spend on accommodation?

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

Financial aspects

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

A: For 2010 the scholarship is €1 190.71 a month. The amount is updated on 1 January every year.

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

A: Trainees who are married and/or have one or more dependent children are entitled to a head of household allowance, that is to say, in 2010, €238.14 a month. The amount is updated on 1 January every year. *[Article 18(3) of the 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 complete my translation traineeship?

A: Trainees are entitled to a flat-rate contribution towards the cost of travel between their place of residence and their place of employment (Luxembourg) at the beginning and end of their traineeships if the distance between the two places is more than 50 km. Payment for their journey to the place of employment is made at the beginning of the traineeship and for the return journey to the place of residence at the end of the traineeship *[Article 10(1) of the Rules governing translation traineeships in the Secretariat of the European Parliament]*.

Q: Can I get any financial support if I am offered an unpaid translation traineeship?

A: Unfortunately, the European Parliament cannot provide financial support to unpaid trainees. The only expenses that it covers for unpaid translation traineeships are those incurred in travel (if applicable) and for insurance against the risks of sickness and accident.

Q: Are trainees insured?

A: Trainees must be insured against the risks of sickness and accident. The European Parliament will take out an insurance policy on their behalf and bear the full cost of premiums for unpaid trainees and two thirds of the cost for paid trainees. At the request of trainees, the European Parliament may also insure their spouse and children. In that event, the trainees must pay the insurance premiums *[Article 12 of the Rules governing translation traineeships in the Secretariat of the European Parliament]*.

Q: What does the insurance cover?

A: The insurance policy, i.e. health/accident insurance, covers the cost of any necessary medical examinations or emergency dental treatment and the costs incurred in the event of an accident. The European Parliament does not provide liability insurance: personal cover of this type is therefore your responsibility.

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

A: The award of a translation traineeship under no circumstances shall 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 22 of the 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 employed on the basis of the calls for expression of interest published by EPSO. For further information on employment, please check the EPSO website (<http://europa.eu/epso/>)