INTERNAL RULES GOVERNING STUDY VISITS
IN THE SECRETARIAT OF THE EUROPEAN PARLIAMENT

TITLE I - STUDY VISITS

Article 1
Subject
The purpose of study visits shall be to provide members of the public aged 18 or over, of any nationality, with the opportunity to engage in more detailed study of specific subjects relating to European integration in one of the following ways:

- by consulting documents in the European Parliament's library or archives;
- by meeting with specialist officials who have notified the person concerned of their availability.

Article 2
Competences
The Director-General of Personnel shall be the competent authority empowered to take decisions regarding admission and any administrative matters relating to study visits. He or she may delegate these powers, in whole or in part, to the head of unit in charge of study visits.

Article 3
Duration
Study visits may be undertaken at any time of the year.

The maximum duration of study visits shall be determined on the basis of each application and the capacity of the European Parliament’s departments to host visits. It shall not exceed two months.

Article 4
Location
Study visits may be undertaken at any time in the European Parliament’s three places of work, in Brussels, Luxembourg and Strasbourg, and in its liaison offices located in the capital or major cities of each Member State and of certain non-EU countries.
Article 5

Specific conditions governing admission to a study visit

Persons who have undertaken a study visit or a traineeship or who have been employed at the European Parliament must allow a period of six months to elapse from the end of their study visit, traineeship or period of employment before submitting an application for a study visit.

Article 6

Admission

Persons wishing to undertake a study visit should submit an application to the competent authority at least one month in advance of the proposed date of the visit. The department in charge of study visits shall verify whether the European Parliament department concerned can host a study visit.

The competent authority shall send a reply to the applicant outlining the decision taken on their application.

If the application is approved, the competent authority shall confirm in its reply the period during which the study visit may take place, which may be the same as or shorter than the period requested.

If the application is rejected, the competent authority shall not be required to give its reasons.

Article 7

Supporting documents

The application sent to the competent authority must be complete and include the following documents:

– a letter of motivation to the competent authority specifying the subject to be studied and the desired location and period;

– a curriculum vitae;

– a copy of the applicant’s passport or ID;

– a criminal record extract. In the absence of a criminal record extract, and subject to the prior agreement of the competent authority, applicants may submit a letter of reference attesting to good conduct drawn up by an educational establishment or an employer, provided that it refers to a period of study or work carried out by the applicant during the 12 months preceding the request.

Article 8

Expenses

The European Parliament shall make no contribution towards expenses of any kind incurred by visitors.
Article 9

Accident insurance

The European Parliament shall take out accident insurance cover for persons undertaking study visits; this shall be additional to any cover that they may enjoy under national or other insurance schemes.

Details of the insurance policy available shall be published on the European Parliament’s website.

In the event of an accident, the person undertaking a study visit shall contact the insurance company directly. Parliament cannot act as a mediator.

TITLE II - FINAL PROVISIONS

Article 10

Appeals

1. No internal formal appeal may be made against any decision concerning study visits.

2. In response to a written and reasoned request from an applicant for a study visit, the competent authority may offer informal mediation in order to solve a specific problem.

3. Decisions taken in application of these Internal Rules may 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.

Article 11

Data protection

Irrespective of whether applications have been approved, rejected or withdrawn, personal data generated in connection with study visits shall be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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 shall be processed only for the purposes and in the context of the implementation of these Internal Rules.
Article 12

Entry into force

1. These rules shall enter into force on the first day of the month following that in which they are signed.

2. Study visits in progress on the date of entry into force of these rules shall remain subject to the Internal Rules governing traineeships and study visits in the Secretariat of the European Parliament of 1 February 2013. Except in these specific cases, these rules replace the aforementioned rules.

Done at Luxembourg, on

Klaus WELLE