

Rules governing the Traineeship Scheme of the European Institute of Innovation and Technology

1. General

These rules govern the traineeship scheme of the European Institute of Innovation and Technology (EIT). It is addressed mainly to young university graduates, without excluding those who – in the framework of lifelong learning – have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at the EIT are:

- To provide trainees an understanding of the objectives and activities of the EIT.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of the EIT Headquarters.
- To promote European integration through active participation to create awareness of true European citizenship.
- To enable trainees to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.

The EIT through its traineeship scheme:

- benefits from the input of young enthusiastic graduates who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of the EIT;
- creates a pool of young people with first-hand experience of and trained in EIT procedures, who will be better prepared to collaborate and co-operate with the EIT in the future; specifically as professionals of knowledge and innovation communities and, in a manner, as ambassadors for European ideas and values both within and outside the European Union.

The traineeships will be held in Budapest, at the Headquarters of the EIT.



2. Eligibility

2.1. Nationality

Trainees are selected from nationals of the Member States of the European Union (EU), the Member States of the European Economic Area (EEA), the European Free Trade Area (EFTA)¹, from candidate countries² and from the United States of America, Japan, South Korea and the BRICS countries³.

2.2. Qualification

Candidates must have completed, by the closing date for applications, the first cycle of university education and obtained a full degree or its equivalent (see Annex I). The EIT maintains the right to change these minimum qualifications used for the traineeships programme. Any such changes will be published in the call for applications.

Candidates must provide copies of diplomas (or of relevant official certificates), of all university or post-university studies declared in their application. For declared ongoing studies an official declaration from the relevant university must be provided.

Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into English, the working language of the EIT. If recruited for a traineeship, presentation of all diplomas declared and, if applicable, official certified translations will be required.

2.3. Languages

In order to fully profit from the traineeship and to be able to follow meetings and perform adequately:

- Candidates from EU Member States must have very good knowledge of English and another EU official language;
- Candidates from EEA/EFTA Member States, candidate countries and from the USA, Japan, South Korea and the BRICS countries must have very good knowledge of English, the working language of the EIT.

Candidates will be required to provide the appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.) regarding the knowledge of languages declared on the application form, other than the mother tongue.

¹ Norway, Liechtenstein, Iceland and Switzerland

² Albania, Montenegro, Serbia, the Former Yugoslav Republic of Macedonia, Turkey and any other future candidate countries once officially accepted by the EU.

³ Brazil, Russia, India, China, and South Africa

2.4. Other conditions

Applicants are required to have a general behaviour compatible with the security requirements of the EIT and to be physically fit to perform the tasks.

2.5. Prior employment

The EIT wishes to offer to as many people as possible the opportunity of in-service training. Therefore, traineeships are only open to candidates who have not:

- benefited yet or benefit from any kind of traineeship (formal or informal, paid or unpaid) within a European Institution or body (Annex II), or
- had or have any kind of employment within a European Institution or body, delegation or representation office, including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU Institution, body, delegation or representative office.
- had or have any paid traineeship, employment or other contractual relationship with the existing Knowledge and Innovation Communities⁴ (i.e. the legal entity and partners of EIT ICTLabs, InnoEnergy, Climate KIC).⁵

Candidates shall inform the EIT of any change in their situation that might occur at any stage of the application process.

2.6 Conflict of interest of applicants

Applications will be rejected if it is established that the applicant is in one or more of the following situations of conflict of interest:

- the applicant had or has prior employment as listed in point 2.5,
- the applicant is a close family member⁶ of an EIT staff member or an EIT Governing Board member,
- the applicant is in any other situation that could cast doubt on his/her ability to participate in the traineeship, or that could reasonably appear to do so in the eyes of an external third party.

⁴ Exceptionally, in the interest of service and depending on the profile requirements, the traineeship may be open to candidates who have had or have any paid traineeship, employment or other contractual relationship with the existing Knowledge and Innovation Communities.

⁵ In case of designation of further KICs by the EIT Governing Board, this rule shall cover those KICs as well.

⁶ Close family member: spouse or partner, brother/sister, descendants.

3. Selection process

Every year the EIT Director shall decide the number of traineeships to be offered in each unit, taking into consideration the existing conditions (size, absorption capacity, results of the evaluations carried out, etc.) and the budget availability.

Applications shall be made in accordance with the procedures established by the EIT. All necessary instructions are published in the call for applications. As a general rule, calls for applications should be open for at least three weeks. Applications submitted after the closing date will be rejected automatically and no additional documents or justifications will be accepted after reception of the application.

The eligibility check is completed by the EIT HR which draws up a list of candidates to be considered. Based on this list, the pre-selection is carried out by Committee(s) made up of EIT staff: successful applicants are selected on the basis of motivation, qualifications and/or experience. The selection procedure aims to keep, to the best level possible, gender balance and geographical equilibrium. The shortlist contains – provided that there is a sufficient number of eligible candidates – at least three times as many applicants as there are traineeship places available. The validity of the shortlist will be indicated in the Call for applications.

This list is then forwarded to the Heads of Unit, and they select the most appropriate trainees according to the established “profile”. The final selection is made based on the CV of the shortlisted candidates; however, candidates may be required to undergo an interview at the EIT.

The work of the Committee(s) is confidential and its decisions are final.

EIT HR will contact the applicant(s) directly for an interview. The final selection is confirmed by the EIT Director. A job description for each trainee selected is prepared by the relevant Unit.

If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply for a subsequent training period. It is, however, necessary to submit a new application, together with the requested supporting documents. Only the candidates selected for a traineeship will receive notification.

Successful applicants are informed by letter of the dates of the traineeship, the Unit to which they have been allocated and the list of final documents they should provide prior to commencement of the traineeship.

4. Recruitment procedure

Trainees may not be recruited to any Unit where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

Applicants can only be offered a single contract for a given traineeship period. Applicants who decline a contract offer will be excluded from the on-going procedure. They may re-apply for a subsequent training period by submitting a new application, together with all supporting documents.

Recruited trainees are obliged to provide any forms and certificates required by the EIT HR at the time of their recruitment. They are responsible for ensuring that they have the valid documents to enter and stay in Hungary during the traineeship, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are employed/residing.

5. Rights and Duties of Trainees

Employment contract

The traineeship may last a minimum of three and a maximum of five months. Traineeship periods may not be repeated or extended beyond the maximum length laid down in these rules or beyond the end of the traineeship period.

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the contract, a written request must be submitted by the trainee to EIT HR for approval. This request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen. Trainees may only terminate their contract on the last day or the 15th of the month. Where appropriate, the equivalent part of the grant must be reimbursed to the EIT.

Trainees are placed under the responsibility of an adviser. Each adviser may be responsible for only one trainee per traineeship period. The adviser must guide and closely follow the trainee during his/her traineeship. The adviser must notify immediately EIT HR of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, bad behaviour, or interruption of the traineeship) which come to his/her attention or of which the trainee has informed him/her.

Trainees shall be required to comply with the instructions given by their advisers and their superior(s) in the service to which they are assigned. They must also comply with the rules governing the traineeship programme and the internal rules governing the functioning of the EIT, in particular the rules concerning security and confidentiality.

Trainees are allowed to attend meetings on subjects of interest to their work unless these meetings are restricted or confidential; receive documentation and participate - at a level corresponding to their educational and working background - in the work of the Unit to which they are attached. Trainees are not authorised to be sent on missions.

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Union, nor does it entail any right or priority with regard to an appointment at the EIT.

A person can only benefit from one traineeship experience at the EIT.

Leave and absence

Trainees should keep the same working hours and have the same official public holidays, if these fall during their traineeship, as EIT staff. Trainees are entitled to 2 days leave per month. Days of leave not taken are not paid in lieu. Days taken for participation to any competition, exam or university work, etc. are to be deducted from this entitlement.

Leave requests must be approved by the adviser and then checked and approved by the EIT HR.

In case of sickness, trainees must notify their advisers immediately, and if absent for longer than two days, must produce a medical certificate, indicating the probable length of absence, which must be forwarded to the EIT HR. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

When trainees are absent without justification or without notifying their adviser and EIT HR, EIT HR shall instruct the trainee in writing to report to the Unit in which the traineeship is taking place within a week of the reception of the written notification. The trainee should also provide proper justification for his/her unauthorised absence. These days of absence are automatically deducted from the trainee's leave entitlement. The EIT HR may decide, following examination of the justification given, or if no justification is received after this deadline, to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to the EIT.

Confidentiality and conflict of interests during employment

At the start of employment by the EIT, the trainees will be requested to sign a confidentiality and non-conflict of interest declaration.

- Confidentiality: Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation for 5 years after the end of their traineeship. The EIT reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.
- Conflict of interests:
 - Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. KICs⁷, lobbyists, etc.), unless they are instructed by EIT staff to do so,
 - Trainees are not permitted to exercise any other employment or contractual relationship during the period of the traineeship which may adversely affect the work assigned during the traineeship (i.e. KICs, lobbyists etc.)
- Trainees shall be prevented from taking paid employment or acting in any other capacity even without receiving remuneration in any of the KIC's legal entities for a period of six months after the termination of their traineeship.

Should a conflict of interest arise during their assignment, trainees shall immediately report it to their adviser and to the EIT HR in writing. If a conflict is confirmed, the contract with the trainee will be terminated.

Publications

Trainees must not, either alone or with others, publish any matter dealing with the work of the EIT without the EIT's written permission. Such permission is subject to the conditions in force for all EIT staff, in line with the relevant provisions of the Staff Regulations⁸. All rights in any writings or other work done for the EIT during the traineeship shall be the property of the EIT.

⁷ Including the existing KIC legal entities and their partners. In case of designation of further KICs by the EIT Governing Board, this rule shall cover those KICs as well.

⁸ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Sanctions and disciplinary measures

Trainees must exercise their duties and behave with integrity⁹, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the EIT Director, in response to a reasonable request by the adviser, after hearing the trainee, and approved by the EIT HR, may at any moment decide to terminate the traineeship.

The EIT, following a justified request by the adviser and approved by the EIT HR, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.

The EIT reserves the right to terminate the traineeship if at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the traineeship period.

6. Financial Matters

Trainees will be awarded a monthly grant. The amount of the grant is decided by the EIT Director on a yearly basis and is dependent on budgetary constraints.

The amount of the basic grant will be published in the call for applications. It is normally related to the one established by the European Commission for their own trainees. To this amount the EIT applies the Hungarian 'correction coefficient'. The amount of the grant may be reduced under specific circumstances, such as in the case where grant is already paid by another organisation or if the trainee's place of origin is within 50 kilometres from the site of the EIT.

Trainees under the schemes of secondment from private or public entity are not entitled to any financial compensation whatsoever from the EIT and they shall make their financial arrangements at their own cost and responsibility.

Sickness and accident insurances are compulsory and the EIT does not provide such coverage. Trainees must take out these insurances and proof of the coverage must be presented to EIT HR prior to the start of the traineeship period.

Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant.

Recruited trainees will get reimbursed the travel expenses incurred at the beginning and at the end of the traineeship. The basis of calculating this reimbursement shall be the most economical fare for a standard return route between the place of origin and Budapest.

The trainee must complete a minimum of 3 months of the traineeship period to qualify for the travel allowance and trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance.

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on EIT grants by virtue of the laws in force in the country concerned. A certificate for tax purposes will be provided

⁹ i.e. in line with the EIT Ethical and Organisational Code of Conduct

at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

7. Reports and Certificates

At the end of their traineeship, trainees must submit a report on their activities during the traineeship period to their advisers and to EIT HR.

In the light of these reports, trainees will receive, after their traineeship period, a certificate specifying the dates of their traineeship period and the Unit in which they were employed.

8. Data protection

The personal data of the applicants ('data subjects') at the EIT are processed in line with Regulation (EC) N° 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.

For more information concerning the protection of personal data, please consult the privacy statement (Annex III).

9. Final Provisions

The Head of Unit Services and Finance is responsible for the implementation of the rules.

These rules enter into force on the date of its signature.

Budapest, 17 July 2015

Signed

Martin Kern

EIT Interim Director

Annex I

Examples of diplomas for which the level of education corresponds to that required for access to the traineeship programme

Country	University level education – at least 3 years in length
Belgium FR	Actuellement : Licence ou équivalent A l'avenir: Bachelor
Belgium NL	At present: Licentiaat, Meester, industrieel ingenieur, Gegradueerde In future: Bachelor (According to the Higher Education Act of 4/4/2003)
Ceská Republika	Diplom o ukončení Bakalářského studia
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester)
Eesti	Bakalaureusekraad (<160 ainepunkti)
España	Diplomado/Ingeniero Técnico
France	Licence
Greece/Ελλάδα	Δίπλωμα Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland/Eire	Bachelor's degree
Italia	Laurea –L (breve)
Κύπρος/Kibris	Πανεπιστημιακό δίπλωμα
Latvija	Bakalaura diploms (<160 kredīti)
Lietuva	Bakalauras (<160 kreditas)
Luxembourg	Diplôme d'Ingénieur Technicien
Magyarország	Főiskolai/Egyetemi Oklevél
Malta	Bachelor's degree
Nederland	Bachelor
Österreich	Fachhochschuldiplom (6-7 Semester)
Polska	Licencjat – Inżynier
Portugal	Bacharelato
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Slovenská Republika	Diplom o ukončení Bakalářského štúdia
Suomi/Finland	Kandidaatti / Kandidat examen Ammattikorkeakoulututkinto/Yrkeshögskoleexamen (min. 120 opintoviikkoa/ studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng, varav 60 poäng av fördjupade studier i ett ämne)
United Kingdom	Bachelor's degree / Diploma of Higher Education (DipHE)

European Institutions and Bodies¹⁰

- European Parliament
- European Council
- Council of the European Union
- European Commission (including Delegations and Representation offices)
- Court of Justice of the EU
- European Court of Auditors
- European External Action Service
- European Central Bank
- European Investment Bank
- European Investment Fund
- European Economic and Social Committee
- Committee of the Regions
- European Ombudsman
- European Data Protection Supervisor
- Publications Office of the European Union
- European Personnel Selection Office
- European School of Administration
- Computer Emergency Response Team
- Agencies and other EU bodies¹¹

¹⁰ http://europa.eu/about-eu/institutions-bodies/index_en.htm

¹¹ http://europa.eu/about-eu/agencies/index_en.htm

Privacy statement regarding the selection and recruitment of trainees of the European Institute of Innovation and Technology

The personal data of the candidates for traineeship at the European Institution of Innovation and Technology ('EIT' or 'Agency') are processed in line with Regulation (EC) N° 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.

What is personal data and what is a personal data processing operation?

Personal data shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his or her physical, physiological, mental, economic, cultural or social identity.

Within the context of the selection and recruitment of trainees, the following types of personal data are processed: name; date and place of birth; gender; address; contact details; nationality; data related to education and prior employment; photo of the candidate (not requested by the EIT, but it may be included in the CV of the candidate); family data only if the candidate is a close family member¹² of an EIT staff member or of an EIT Governing Board member.

Personal data processing operations can be any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultations, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.

Who are the 'data subjects'?

All the candidates who have submitted an application for a traineeship at the EIT.

Who is the 'data controller'?

The data controller, performing the personal data processing operation is the Head of unit Services and Finance responsible for the selection and recruitment of trainees.

Purpose of data processing operation

Selection (including the verification of conflict of interest) and recruitment of candidates for traineeship

¹² Close family member: spouse or partner, brother/sister, descendants

Who has access to the personal data of data subjects and to whom can they be disclosed?

The personal data of the candidates are processed by the EIT staff responsible for the selection and recruitment of trainees and participating in the procedure.

In case of an audit or complaint/appeal, the personal data can be disclosed to the auditors in the Commission, and to other EU institutions such as the European Court of Auditors, the European Ombudsman, the European Data Protection Supervisor, the Civil Service Tribunal, the General Court of the European Union and the European Court of Justice.

If requested, personal data can be disclosed to the European Anti-Fraud Office (OLAF).

How long do we keep your data?

1) Data of recruited candidates: the personal data of the trainee is stored in the personnel file throughout the employment at the Agency. The personnel files will be retained for a period of *5 years* after the traineeship budget is discharged in accordance with the Financial Regulation.

Once the above 5 years period is completed, only the data necessary for providing a copy of the trainee certificate i.e. information on the duration of the traineeship, the unit to which the trainee was assigned, the name of supervisor and the nature of work performed are stored for 50 years.

Any further data required for statistical purposes should be kept in an anonymous form.

2) Data of shortlisted but not recruited candidates are kept for the *validity of the shortlist*.

3) Data of not shortlisted candidates will be kept for possible review of the decision taken in the selection procedure ('simple complaint', complaint to the European Ombudsman, appeal to the Civil Service Tribunal) and for budgetary or audit purposes. Those data will be withheld for a period of *two years (for the duration of the ongoing complaint/Ombudsman case/court case, if that is longer)*.

What are your rights as being a data subject?

As a general rule, **candidates** have the right for information and the right to access their personal data; in addition, the candidates have the right for rectification and the right for erasure of their inaccurate or incomplete factual personal data.

After the deadline for submitting traineeship applications, personal data related to the formal requirements, the eligibility and selection criteria cannot be accessed, rectified or erased with the exception of obvious clerical errors, while personal data related to the identification of the candidate can be rectified at any time during the selection procedure and while the data is kept by the EIT.

The rights of data subjects can be practised only based on a written request. They cannot result in unequal treatment of the candidates and cannot be exercised in way that is contrary or harmful to the aim of the selection procedure or to its confidentiality.

Recruited candidates may, on written request, gain access to their personal data and rectify any personal data that is inaccurate or incomplete, as long as it does not call into question the recruitment decision and result in unequal treatment.

In case of any queries concerning the processing of personal data, candidates or recruited trainees may send their written requests to traineeship@eit.europa.eu. Such requests for access, rectification, erasure and blocking etc. are handled within 30 days after receiving the request.

Candidates or recruited trainees have the right of recourse at any time to the Data Protection Officer of the Agency (EIT-DPO@eit.europa.eu) and to the European Data Protection Supervisor (EDPS@edps.europa.eu) for matters relating to the processing of their personal data.

Legal basis of the processing operation

Rules governing the Traineeship Scheme of the EIT (approved on 29 January 2015 and amended on 17 July 2015).

Lawfulness of the processing operation

In line with Article 5(a) of Regulation 45/2001, the processing is necessary for the performance of a task carried out in the public interest on the basis of the EU Treaties or other instruments adopted on the basis thereof and for the legitimate exercise of official authority vested in the EIT. In particular, the selection procedure and recruitment are necessary for the management of the functioning of the Agency.

Data subjects are free to give their data on a voluntary basis.