



PRESIDENT'S DECISION No. 39
of 27 August 2013

**Laying down the provisions
governing traineeships at the European University Institute**

THE PRESIDENT,

Having regard to the provisions governing the operations of the European University Institute;

Whereas it is appropriate to update and complement the existing provisions regarding traineeships at the European University Institute;

HAS DECIDED AS FOLLOWS:

CHAPTER 1
DEFINITION OF TRAINEESHIP

Article 1

This decision shall apply to all traineeships organised by the European University Institute (hereinafter called 'the Institute') in connection with its academic and administrative activities.

Article 2

A traineeship at the Institute shall have the object of:

- providing a general overview of the objectives of the European University Institute whose mission is to contribute through teaching and research to the development of Europe's cultural and scientific heritage;
- providing information and practical experience of the Institute's activities and services¹;
- applying knowledge, acquired through education or professional occupation, in the daily work of the services;
- stimulating the professional development and personal experience of the trainee.
- providing the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment
- introducing the trainees to the professional world and the constraints, duties and opportunities therein.

¹ The word 'services' is used for all administrative units and academic units

Article 3

Admission to a traineeship shall not confer the status of “permanent staff member” or that of “other servants” of the Institute. It shall open no entitlement or priority to any further employment in the Institute’s services.

Article 4

Services interested in traineeships shall submit a request to the Director of the Personnel Service. He/she shall decide on the number and duration of each request, except in cases where the number of trainees and the appropriate budget has been established beforehand. CV’s of proposed candidates by services for traineeships shall be submitted to the Personnel Service in good time, according to the administrative procedures of the EUI.

CHAPTER II ADMISSION AND SELECTION CONDITIONS

Article 5

May be considered for a traineeship, candidates who:

Are nationals of a European Union member state, or of a candidate country which benefits from a pre-accession strategy (nationals of non-member states may be accepted on the basis of a specific agreement of the Secretary General)

and

- A) are studying for a first (post-secondary education) degree and are in the process of obtaining the qualification; OR
- B) are involved in a vocational training programme; OR
- C) have obtained the above (A or B) qualification, no longer than 18 months prior to the beginning of the traineeship.

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

Candidates must have a thorough knowledge of one of the Institute’s official languages and a satisfactory knowledge of another of those languages, to the extent necessary to carry out the duties to be performed. In practice, given the areas concerned, it should be taken into account that English, French and Italian are the main working languages at the Institute and knowledge of at least one of those is necessary.

Applications should be introduced using the electronic form on the EUI webpage (except for specific provisions as referred to in Article 15).

Knowledge of the languages declared on the application form, other than the mother tongue, should be supported, if requested by the competent service, by the appropriate justification, (i.e. diplomas, certificates, proof of having studies in the language in question, etc.).

Article 6

1. Eligible candidates shall be selected on the basis of their qualifications as they are proved by titles and with an eye to geographical spread. The EUI shall make every effort to ensure the best possible balance between women and men.
2. Selected candidates must, before the contract is signed, supply the following documents to the Personnel Service:
 - copies of diplomas or certificates obtained, or attestation certifying the duration and level of (university) studies accomplished or professional activities carried out. For ongoing studies an official declaration from the relevant institution must be provided
 - copies of diplomas, certificates or other supporting documents proving knowledge of declared language skills, if requested by the competent service
 - a medical certificate of fitness for work
 - a declaration stating whether the candidate receives a grant, allowance from another body or pay from an employer, specifying, if so, the amount of such grant, allowance or pay.

CHAPTER III ORGANIZATION OF TRAINEESHIP

Article 7

1. Trainees shall be placed in one of the EUI services. Trainees may not be recruited to any service where a conflict of interest may arise, irrespective of the candidate's prior experience or nationality.

The administration of the Institute can, however, change the service in which the trainee is placed on justified reasons and always in the interest of the trainee and/or the service. The Directors of the Services in question will be consulted.
2. Trainees shall take part in the activities of the service at a level corresponding with their training. Trainees shall be supervised by a traineeship mentor/supervisor who shall be responsible for providing information and advice in the tasks assigned during the whole period.
3. The type and duration of a traineeship shall be a :
 - a) A remunerated traineeship for a period of a minimum of 3 months, (serving as a trial period) , and a maximum of 12 months, or
 - b) A non-remunerated traineeship for a period up to a maximum of 3 months
4. i. Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the Director of the Personnel Service may, after consultation with the supervisor and the Director of the Service to which the trainee is assigned, authorise an interruption of traineeship for a given period.

ii. The grant is then suspended and the trainee is not entitled to reimbursement of any travel expenses incurred during that period.

iii. The trainee may be authorised to return to complete the unfinished part of the traineeship, but only up to the end of the same training period.

CHAPTER IV RIGHTS AND DUTIES OF TRAINEES

Article 8

1. Trainees shall participate in Institute activities according to the timetable of the service concerned.
2. They shall comply with instructions received from the Director of the Service and from the traineeship mentor/supervisor.
3. Trainees shall mutually agree with their mentor/ supervisor and the Director of their Service on a traineeship programme within the first two weeks of their recruitment. The traineeship programme may need to be subsequently updated in order to be better adapted to the particular needs of the trainees or to better correspond to the needs of the service.
4. Trainees shall observe the traineeship programme and rules and the EUI's in-house working rules, especially those on security and confidentiality. They shall also comply with the data protection rules currently in force at the EUI (more info available at: <http://www.eui.eu/About/DataProtectionatEUI.aspx>).
5. At the end of the traineeship, trainees shall submit a report on their activities to the Director of the Service, who shall pass it on to the Director of the Personnel Service, together with his/her own comments. After receipt of this report, and once the traineeship has been completed, trainees may receive upon request a certificate from the Personnel Service stating the duration of the traineeship and the service in which it has been performed.
6. Trainees are entitled to 1 day leave per month (EUI closure days shall not count as days of leave). This entitlement shall be acquired pro rata to the months worked, counting from the first day of the month. No payments shall be made for leave not taken.

The Director of the Service may, however, allow leave of absence for duly substantiated reasons strictly connected with a trainee's studies, or for serious health or family reasons.

7. In the event of illness, trainees are obliged immediately to inform the Director of the Service. After the fourth day of absence they must send to the Director of Service a medical certificate indicating the likely duration of absence. A trainee absent for illness may be subjected to medical checks.

8. Trainees may attend short basic Italian language courses - up to a maximum of 25 hours - in order to assist them in their work and in day-to-day life in Florence. The permission of the Director of Service is required.

Article 9

1. Trainees admitted to a traineeship under Art. 7(3)(a), will receive a grant equivalent to that of a 4th year EUI researcher. The amount of the basic grant will be published annually on the Institute's website.
2. A trainee with EUI grant who has during the traineeship an income from outside the Institute (grant, salary or other) shall be entitled to a financial contribution from the Institute only to the extent that such outside remuneration is below the amount of the traineeship grant. In such cases the trainee shall receive the difference to make up the amount of that grant.

Article 10

A trainee with a grant, who is recruited from outside Florence, shall be entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship. These expenses shall be calculated on the basis of the most economical fare. Reimbursement of travel expenses shall be made on presentation of supporting documents. The Director of the Personnel Service will decide case by case on the maximum reimbursement of travel expenses for trainees coming from non EU Member States.

The trainee is also entitled to a discount in the canteen price equivalent to that of a 4th year EUI researcher.

Article 11

Traineeship grants shall not be subject to the special fiscal arrangements for employees and other staff of the Institute. Trainees shall be responsible themselves for complying with their tax obligations themselves.

Article 12

1. Coverage of sickness risk is obligatory. A trainee not covered by a sickness insurance scheme may, with spouse if similarly not insured, and dependent child(ren), be insured by the Institute; in that case the trainee's contribution shall be one third of the corresponding premium.
2. On the conditions laid down in the insurance policy subscribed by the Institute, trainees shall be insured against accident risks. The Institute shall pay the totality of the corresponding insurance premium.

Article 13

1. On a trainee's reasoned request, subject to at least three weeks notice, sent to the Director of the Service, a traineeship may be terminated. The Personnel Service will

be duly informed. In such cases, the payment of the eventual traineeship grant shall be pro rata according to the number of days worked.

2. The Director of the Personnel Service may at any time on grounds of the trainee's conduct and after having heard the trainee, the Director of the Service and the traineeship mentor/supervisor, decide to terminate the traineeship. These reasons can indicatively refer to:
 - Unsatisfactory social behaviour and conduct of the trainee
 - Incapacity of performance, namely when the level of the trainee's professional performance or knowledge of the working languages is insufficient for the proper execution of his/her duties
 - Wrongful declaration of facts, namely when the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the traineeship period.

Article 14

In order to carry out their functions at the Institute, trainees need to comply with the current Italian regulations related to residence permits. The Institute will help as much as possible with the procedure.

Article 15

Specific agreements drawn up with other Universities or Institutes, may derogate from provisions of the present Decision.

Article 16

This Decision annuls and replaces the President's Decision No. 04/07 of 31 January 2007.

These provisions shall enter into force on the day of their adoption.

Done in Florence, 27 August 2013

The President,

Marise CREMONA

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

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
Ceská Republika	Diplom o ukončení Bakalářského studia
Croatia	XXXX
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
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 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 /
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng, varav 60
United Kingdom	Bachelor's degree / Diploma of Higher Education (DipHE)