

HR UNIT

INTERNSHIP SCHEME

CONTENTS

1.	OBJECTIVES	3
2.	ELIGIBILITY	3
	2.1 Nationality	
	2.2. Languages	
	2.3. Exclusion criteria	
3.	THE SELECTION PROCESS	4
	3.1. Submission	
	3.2. The selection	
	3.3. Withdrawal	
	3.4. Personal data protection	
4.	ORGANISATION OF INTERNSHIP	4
	4.1. The internship itself	
	4.2. Duration of internship	
	4.3. Interruption of internship	
	4.4. Early termination of internship	
	4.5. Status	
5.	RIGHTS AND DUTIES OF TRAINEES	5
6.	CONFIDENTIALITY	6
	6.1 General	
	6.2. Contacts with the press and publications	
7.	SANCTIONS AND DISCIPLINARY MEASURES	6
	7.1. Social behaviour and conduct	
	7.2. Incapacity of performance	
	7.3. Wrongful declaration of facts	
8.	ABSENCES	7
	8.1. Working hours, holidays and leaves	
	8.2 Absence without prior authorisation	
9.	GRANTS	7
	9.1. Maintenance grant	
	9.2. Disability allowance	
10.	TAX ARRANGEMENTS	7
11.	TRAVEL EXPENSES	8
12.	MISSIONS	8
13.	SICKNESS AND ACCIDENT INSURANCE	8
	13.1. Sickness insurance	
	13.2. Accident insurance	
14.	FINAL PROVISIONS	8

1. OBJECTIVES

These rules govern the internship scheme of the ETF. This scheme is mainly addressed to people who:

- have recently graduated at post-secondary or at university level, or
- are about to graduate in a relevant field and who are required to undertake a period of work experience as an integral part of their course, or
- are starting out in a career in a field relevant to the activities of the ETF. This refers both to the core activities of the ETF (improving human capital development through the reform of education, training and labour market systems in countries in transition) and to ETF's support functions (external communication, Human Resources, information and communication technologies, legal affairs, internal audit, budget, accounting, infrastructure services, document management, project management, etc.).

The objectives of the internship at the ETF are:

- to contribute to the achievement of the ETF's objectives in helping transition and developing countries harness the potential of their human capital through the reform of education, training and labour market systems by giving people who are graduated or starting out in a career in relevant fields with hands-on experience of the work of ETF and an opportunity to develop their knowledge and skills in relevant areas of expertise;
- to provide an understanding of the objectives and goals of the ETF in helping transition and developing countries harness the potential of their human capital through the reform of education, training and labour market system;
- to provide the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment, and contributing to the development of mutual understanding, trust and tolerance. To promote communication and understanding between Member States and ETF partner countries;
- to provide trainees with the opportunity to put into practice knowledge and skills developed during their studies, and in particular in their specific areas of competence. To introduce trainees to the professional world and the constraints, duties and opportunities therein.

2. ELIGIBILITY

2.1 *Nationality*

Trainees are selected from nationals of the Member States of the European Union and of the ETF partner countries. Priority will be given to applicants coming from ETF partner countries.

2.2. *Languages*

In order for the trainee to fully profit from the internship and to be able to follow meetings and perform adequately candidates must have very good¹ knowledge of English, the main working language at the ETF.

2.3. *Exclusion criteria*

The ETF wishes to offer to as many people as possible the opportunity of internship. Therefore applications will not be accepted from candidates who, for more than six weeks:

- have already benefited or benefit from any kind of internship or in-service training (formal or informal, paid or unpaid) within a European institution or body, or
- have had or have any kind of employment within a European institution, body or agency, including anyone who is or has been working as an interim staff member, consultant or expert. Candidates should inform the Human Resources Unit of any change in their situation that might occur at any stage of the application process.

¹ Equivalent to B2 level as per the level scale of the common European framework of reference for languages.

3. THE SELECTION PROCESS

The ETF will regularly publish internship opportunities on its website indicating the number of internships offered, the learning objectives, the area of work, the duration and all the details related to the application procedure.

3.1. Submission

Applications should be made in accordance with the procedures established by the ETF. All necessary instructions are published on the ETF website.

3.2. Selection

- The ETF makes its selection of trainees on the basis of the applications received. By the deadline a first screening of applications is made by the Human Resources Unit to examine the CVs against eligibility criteria and against ETF formal requirements for application.
- On the basis of the selection criteria established for each internship opportunity and published on the ETF website, a selection board carries out a pre-selection of candidates and sets up a list of candidates to be considered. Shortlisted candidates may be required to undergo a telephone or face-to-face interview, or to provide further information or documents as part of the selection process.
- The Director shall make the final decision on the basis of a proposal submitted by the selection board.
- Successful applicants shall be informed of the starting date and duration of the internship period by letter. A copy of these rules and a description of the tasks to which they will be assigned shall be enclosed with the letter.

3.3. Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the Human Resources Unit in writing. In such case, they are excluded from any further stage of the process. They may re-apply for a subsequent training period. It is, however, necessary to submit a new application, together with all supporting documents.

3.4. Personal data protection

EU legislation on personal data protection and confidentiality of information applies to all personal data collected for the selection process. Complete information is published on the ETF website.

4. ORGANISATION OF INTERNSHIP

4.1. The internship itself

Each year the ETF Director shall determine the number of trainees to be attached to each unit or department on the basis of the funds available.

The departments/units wishing to host an internship should provide the Human Resources Unit with a proposal which shall specify the project or activity the trainee will focus on, the learning outcome, the benefit for ETF, the tasks to which the trainee will be assigned and the starting date and duration of the internship. It shall also identify the tutor who will be responsible for supervising and supporting the trainee during the internship.

Each tutor shall be responsible for only one trainee per training period. The tutor must guide and closely follow the trainee during his/her internship and support him/her in achieving the learning objectives set. The tutor must notify immediately the Head of Department/Unit concerned and the Human Resources Unit of any significant incidents occurring during the internship (in particular professional incompetence, absences, sicknesses, accidents, bad behaviour, or interruption of the internship), which come to his/her attention, or of which the trainee has informed him/her.

4.2. Duration of internship

The duration of the internships shall be between three and six months, according to its objective.

The internship may be extended once. The extension must be authorised by the Director and must not lead to an overall total duration of internship of more than 9 months.

Requests for extensions will be accepted to allow the trainee to complete the activity started and only if the budgetary appropriations and the capacity of the Department/Unit to accommodate trainees allow, and if justified in the interests of the service.

Internship periods may not be repeated or extended beyond the maximum length laid down in these rules. Internships begin on the 1st or the 16th of the month.

4.3. Interruption of internship

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the Head of Human Resources Unit may, after consultation with the tutor and with the Head of Department/Unit to which the trainee is assigned, authorise an interruption of the internship for a given period. The grant is then suspended and the trainee is not entitled to reimbursement of any travel expenses incurred during that period.

The trainee may return to complete the unfinished part of the internship, but only up to the end of the same training period. No extension is possible.

4.4. Early termination of internship

If a trainee wishes to terminate his/her internship earlier than the date specified in the internship offer letter, a written request must be submitted by the trainee to the Human Resources Unit for approval. The request should state the relevant reasons and must be submitted at least three weeks in advance of the new termination date. Trainees must submit the request to the Human Resources Unit via their tutor and the Head of Department/Unit concerned. Trainees may only terminate their contract on the 15th or last day of the month. Where appropriate, the equivalent part of the grant must be reimbursed to the ETF.

4.5. Status

Admission to an internship does not confer on trainees the status of other servants of the European Communities, nor does it entail any right or priority with regard to an appointment in the services of the ETF.

Trainees can apply during their internship period to ETF open recruitment procedures in case they fulfil the advertised minimum criteria.

5. RIGHTS AND DUTIES OF TRAINEES

- Trainees shall comply with the instructions given by their tutors, by their Head of Department/Unit to which they are assigned and with the instructions issued by the Human Resources Unit. They must also comply with these rules and the internal rules governing the functioning of the ETF, in particular the rules concerning security, confidentiality and good administrative behaviour.
- Trainees must take part in all activities organised for them, respecting the timetables and programs laid down.
- Trainees are allowed to attend meetings on subjects of interest to their work (unless these meetings are restricted or confidential), receive documentation and participate in the work of the Department/Unit to which they are attached at a level corresponding to their educational and working background. Subject to the approval of their tutor and providing it does not conflict with the accomplishment of the tasks assigned to them, they are entitled to attend meetings in a Department/Unit other than the one to which they are attached, unless these meetings are restricted or confidential, with the aim to get an understanding of the objectives and goals of the ETF.
- Trainees may participate in learning activities whenever these activities are needed to correctly perform the work assigned and/or facilitate integration in the local environment. These requests must be validated by the Head of Department/Unit where the internship takes place.

- At the end of their internship, trainees must submit to their tutors a report on their activities during the internship period. The tutors will then forward this report to the Human Resources Unit together with their own report on the trainees. In the light of these reports, the trainees receive, at the end of their internship, a certificate specifying the length of the internship and the Department/Unit to which they were attached.

6. CONFIDENTIALITY

6.1 General

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their internship. 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 after the end of their internship period.

The ETF reserves its legal right to terminate the internship and to take legal actions against any person who does not respect this obligation.

Trainees will be required to declare any interest on a personal or professional nature that may be in conflict with those of the ETF in relation to the duties to which the trainee is assigned.

For this purpose, the Human Resources Unit informs the trainee before the start of the internship about the intended duties and asks him/her to confirm in writing that there is no conflict of interest.

The trainee shall also undertake to inform in writing his/her tutor and the Human Resources Unit of any change of circumstances during the internship which could give rise to any such conflict.

The ETF reserves the rights not to award or to terminate the internship in the event of a conflict of interest.

6.2. *Contacts with the press and publications*

Trainees must respect the same rules for contacts with the press as other ETF staff and follow the instructions provided. Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the ETF without the written permission of the ETF. Such permission is subject to the conditions in force for all ETF staff.

All rights, for any articles or other work done in the context of the internship are the property of the ETF.

7. SANCTIONS AND DISCIPLINARY MEASURES

7.1. *Social behaviour and conduct*

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the Director, in response to a request by the tutor and approved, after hearing the trainee, by the Head of Department/Unit concerned, may at any moment decide to terminate the internship.

During their internship, trainees must consult their tutors, Head of Department/Unit to which they are assigned or the Human Resources Unit on any action they propose to take on their own initiative relating to the ETF's activities.

7.2. *Incapacity of performance*

The Director, following a justified request by the tutor and approved by the Head of Department/Unit concerned, reserves the right to terminate the internship 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.

7.3. *Wrongful declaration of facts*

The Human Resources Unit reserves the right to terminate the internship 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 internship period.

8. ABSENCES

8.1. Working hours, holidays and leaves

- Trainees should keep the same standard² hours of work and have the same public holidays as ETF staff.
- Trainees shall not benefit from flexitime arrangements.
- Trainees are entitled to 2 days leave per month. This entitlement is acquired pro rata to the months worked. 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 should respect the needs of the service and must be approved by the Head of Department/Unit concerned.
- In case of sickness, trainees must notify their tutor and Department/Unit to which they are assigned as soon as possible. If absent for longer than three calendar days, they must produce a medical certificate, indicating the probable length of absence, which must be forwarded to the Human Resources Unit.

8.2 Absence without prior authorisation

If trainees are absent without justification or without notifying their tutor or Department/Unit to which they are assigned, the Human Resources Unit will request a written justification for the unauthorised absence. The days of unjustified absence will be automatically deducted from the trainee's leave entitlement. The Human Resources Unit may decide to suggest to the Director, following examination of the justification given, or if no justification is received, and after consultation with the tutor to immediately terminate the internship without further notice. Any overpayment of the grant is to be reimbursed to ETF.

9. GRANTS

9.1. Maintenance grant

Trainees will be awarded a monthly maintenance grant. The amount of the grant will be published on the website and revised on a regular basis. If the trainee terminates his/her contract earlier than the date specified in the contract, s/he will be required to reimburse that part of the grant, which s/he may have received in advance, relating to the period after the termination date.

9.2. Disability allowance

Upon presentation of the proper documentation, disabled trainees may receive a supplement to their grant up to a maximum of 50% of the amount of the grant. The Human Resources Unit may consult the medical advisor of the ETF, if necessary.

10. TAX ARRANGEMENTS

Maintenance grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. Trainees are solely responsible for the payment of any taxes due on the maintenance grant they receive from the ETF by virtue of the laws in force in the State concerned.

² Monday-Friday, from 9.00 to 17.30 with 1 hour lunch break between 12.00 and 14.00.

11. TRAVEL EXPENSES

Trainees who receive a grant and whose place of residence at the beginning of the internship is more than 70 km from the ETF are entitled to reimbursement of the travel expenses incurred at the beginning and end of the internships in making the journey from, and back to, their place of residence.

These expenses shall be reimbursed on presentation of the relevant travel documents according to the rules applicable to staff taking up employment at the ETF (Staff Regulations, Annex VII, Article 7), except that the reimbursement will be based on the second-class rail fare or air travel in economy class in all cases.

In addition, possible additional expenses for obtaining the necessary visa for entering Italy and administrative costs related to the request for a "*Permesso di soggiorno*" are also reimbursed by the ETF.

12. MISSIONS

In exceptional cases only, the Director may, on a request from the Head of Department/Unit concerned stating the grounds, grant authorization for a trainee to be sent on mission.

This authorization entitles trainees to reimbursement of mission expenses in accordance with the relevant provisions of the Staff Regulations.

13. SICKNESS AND ACCIDENT INSURANCE

13.1. Sickness insurance

Sickness insurance is compulsory. Trainees do not benefit from sickness insurance cover under the Staff Regulations. Before the start of their internship they shall provide evidence that they are covered in the event of illness or accident by a national social security scheme or a private insurance policy and that the said scheme or policy will cover medical expenses incurred in Italy.

13.2. Accident insurance

During the internship, the ETF will insure trainees against the risk of accident on the same terms as non statutory staff in ETF, who are not covered by the Staff Regulations.

14. FINAL PROVISIONS

These rules take effect on 11 March 2010 and replace the rules of 16 March 2009.

Director's decision on Rules governing the internship scheme of the ETF

DEPT Directorate
DATE 09 March 2010
REF ETF/10/DEC/008
SUBJECT Rules governing the internship scheme of the ETF

HAVING REGARD:

- to Council Regulation (EEC) No. 1360/90 and recast Regulation (EC) No. 1339/2008 establishing the European Training Foundation (hereafter ETF)
- to the budget of the ETF and in particular budget line 1172
- to the ETF Internship policy which entered into force on 16 March 2009

WHEREAS it is necessary to update rules to govern the internship scheme of the ETF

I HAVE DECIDED to adopt the following rules

Signed in Turin, *11.03.2010*



Madlen Serban
Director

