

Decision of the European Banking Authority EBA/DC/471

of 04 January 2023

concerning Policy on Job Shadowing Internship

The Executive Director

Having regard to Regulation (EU) No 1093/2010 of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Banking Authority – hereinafter referred to as EBA or the Authority)¹, amending Decision No 716/2009/EC and repealing Commission Decision 2009/78/EC, and in particular Article 53 and 68.

Whereas: young people are the key to future generations, being the next leaders and driving force of the society. Therefore, the EBA wants to invest in young people by offering to students that follow secondary education (e.g.: high school), job shadowing internships as an opportunity to discover the world of work, to share the daily life of professionals and to gain further confidence in a new environment. Through this scheme the EBA is also contributing to the European Commission’s priorities by promoting the EU values.

After consulting the EBA Staff Committee,

Has decided as follows:

Article 1 - Adoption

The Policy on Job shadowing internship in the Annex is adopted.

Article 2 - Entry into force

This Decision shall enter into force on the day following its adoption.

Done at Paris, 04 January 2023

François-Louis Michaud
Executive Director

¹ OJ L 331/12, 15.12.2010, p.12.

Annex: Policy on Job shadowing internship

Background

The objective of this scheme is to allow students to enrich their general civic culture by helping them discover the professional world in its diversity and reality that is very different from the school environment and figure out preferences for their professional orientation.

It also promotes awareness, knowledge and understanding of the EBA's mission, tasks and working practices as an EU Agency.

This decision covers the details and requirements to host job shadowing internships at the EBA.

Requirements and intake procedure

To be considered for internship, students shall fulfil the following eligibility criteria:

- a. Be a national of one of the Member States of the European Union or a national of the European Economic Area (Iceland, Liechtenstein, Norway),
- b. Be enrolled as secondary (high school) student,
- c. Be aged 14 to 19 years old,
- d. Have a good knowledge of English, that corresponds at least to the B2 level, the main working language of the EBA.

The Executive Director may authorise an exception of the points under (a) to (c).

Job shadowing internship scheme is advertised publicly on the EBA website/career sub-section with the possibility for students to send spontaneous applications including a short resume with a few motivation lines ² to HR Unit as no external call for candidates is taking place and no vacancy note is published.

Following an eligibility check performed by HR, students who best match in term of internship project and EBA capability offering such internship may be contacted directly by the interested Department/Unit for a brief interview's exchange, considering as much as possible diversity balance (nationality, gender, etc).

Starting date and duration

The duration of the internship should be 1 (one) to 2 (two) weeks, subject to the Executive Director decision for longer period.

The starting date is determined by the EBA, according to its needs, and in agreement with the students and, where necessary, their school.

Length, interruption, early termination or extension of the internship is authorised by the Executive Director, on duly justification and timely written request of the student, the school, the relevant EBA Tutor or HR Unit.

Free of charge scheme

² Most preferably via e-mail to be sent to HR dedicated mailbox.

The students participating in the internship shall not receive any allowance nor travel costs.

Internship agreement

The internship agreement may be provided by the school and shall be signed by the student, the EBA Executive Director and the Director of the school (or its representative), prior to the starting date of the internship.

The objective for the student is to observe the EBA working conditions and may assist the Tutor in various tasks.

Students shall respect the EBA working time and public holidays regime. In case of absence, the student shall inform within the day its Tutor and HR Unit.

At the end of the internship, students shall be provided with a certificate specifying the length of their internship and the service to which they were assigned.

Sickness and Accident insurance

Sickness insurance is compulsory. The EBA does not cover sickness insurance, therefore before the start of their internship, students must provide proof they are covered by a sickness insurance scheme for the entire duration of the internship at the EBA (for nationals of the EU Member States, this means the E-111 form or a document proving that the student is covered by other/private insurance and that the said scheme or policy will cover medical expenses incurred in France).

During the internship period, students are only personally insured against the risk of accidents and death under the insurance policy in place at the Authority.

EBA professional standards

Students shall be made aware of the EBA regulatory working environment (ethics, integrity, etc) and that any improper conduct of EBA staff can be reported to their Tutor or/and Line manager or/and HR Unit or/and a Confidential Counsellor.

Students must maintain confidentiality about all facts and information which come to their knowledge during the internship. They must not in any manner whatsoever disclose to any third party any document of information not already made public. The obligation of confidentiality shall be in force even after completion of the internship. The student shall sign a confidentiality undertaking.

During the internship, students shall consult their Tutor, or if unavailable HR Unit, on any action they propose to take on their own initiative relating to the activities of EBA.

All rights relating to the activities carried out by the student during the internship period are property of EBA.

Students must behave with integrity and courtesy. Students shall comply with the health and safety regulations and any rules in force at EBA. They also shall comply with all instructions given to them by their Tutor. Any infringements shall be reported to the Tutor who, in turn, shall inform the hierarchical superior and HR Unit.

If a conduct of a student does not prove satisfactory, EBA in response to a reasonable request by the Tutor and approved by the relevant hierarchical superior, after hearing the student, may at any moment decide to terminate the internship.