European Banking Authority

POLICY

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YOUNG TALENTS PROGRAMMES

EBA OD 13

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Change history and approval

Version	Date	Summary of changes	Reviewers
1	22/10/2025	First version for the EBA Student Programme; reformatting of the existing policies for the Traineeship and Job Shadowing Programmes at the EBA	*Legal and Compliance*

Approval

François-Louis Michaud
Executive Director

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Purpose

The purpose of this policy is to provide a framework for young talents programmes available at the EBA.

1. The EBA Students Programme Policy purpose is to allow post-secondary students, who during their studies, would like to acquire practical experience, or must accomplish mandatory academic requirements or training/" stages" periods as part of their ongoing university/school education, to follow a short-term studentship programme at the EBA.

2. The EBA Job Shadowing Internship Programme Policy purpose is to allow high school 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.

3. The EBA's Traineeship Programme Policy purpose is to provide recent graduates with a unique and first-hand experience of the workings of the EBA, an understanding of the objectives including goals of financial regulation and oversight generally, and specifically of the objectives of the EBA.

These programmes should not give participants the status of statutory staff of the Agency. It shall confer neither entitlement to employment nor priority over other applicants for employment and are distinct from each other in terms of eligibility criteria and processes.

Scope

The present policy shall be applicable to the following programmes as per the chapters below described:

Chapter 1: EBA Students Programme Policy is addressed to students who are enrolled in post-secondary or high education or equivalent level who, typically for a duration of 1 to 5 months, need to acquire practical work experience, or to fulfill mandatory academic training, or to undertake a stage/training as part of the university/school requirement.

The programme will enable students to gain a further understanding of the EBA's mission and activities, improve interpersonal and inter-cultural teamwork skills, and deepen their knowledge in a specific area. Typically, students are involved in structured learning experiences, including on-the-job training, exposure to operational and strategic projects, and tutorship from the EBA professionals. The Agency will benefit from fresh perspectives from the next generation. This program is a short-term unpaid studentship on a full-time basis[1].

[1] Any part-time / time accommodation arrangements shall be approved by the traineeship tutor and HR.

Chapter 2: EBA Job Shadowing Internship Programme Policy is addressed to high school students, aged 14 to 19 years who, for a period of 1 to 2 weeks will discover through job shadowing the professional environment at the EBA. The program will promote awareness, knowledge and understanding of the EBA's mission, tasks and working practices as an EU Agency.

Chapter 3: EBA's Traineeship Programme Policy is addressed to university graduates who completed their studies who, for a period of 6 to 18 months maximum, will acquire practical experience and knowledge of the day-to-day work of the EBA.

The programme gives recent graduates the opportunity to gain first-hand experience at the EBA and understanding of EBA's objectives, especially its role in financial regulation and oversight generally.

Policies

Chapter 1: EBA Students Programme Policy

1. Admission criteria and intake procedure

1.1. To qualify for participating in the Programme, the following requirements shall be met by the relevant candidates[2]:

- Be an EU Member States citizens[3] or EEA EFTA[4] citizens or citizens of countries with which the Council has decided to open accession negotiations,
- Possess an upper secondary education diploma (e.g.: Baccalaureate) and be in active studies evidencing by an official document from the university/school (e.g.: law school).
- Have a good knowledge of English (minimum level: B2 – according to the Common European Framework for Reference[5]) that is the main working language of the EBA.
- This programme shall be open only to students who have not previously undertaken traineeship[6] at the EBA.

[2] Exceptionally, and where justified in the interest of the service, the Executive Director may authorise the participation to the Programme of a candidate that does not meet one or more of the above requirements.

[3] Member States of the EU: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

[4] Iceland, Liechtenstein, Norway.

[5] https://europass.europa.eu/en/common-european-framework-reference-language-skills

[6] Previous Job shadowing internship shall not be considered.

1.2. Candidates interested in the Programme shall submit to the following email address

EBA-student-programme@eba.europa.eu: their **CV and a motivation letter**[7] in English, indicating the area/s of interests/Units[8], as well as the preferred starting date[9] and duration. When submitting the application, in the filed ''subject'' of the email, applicants must use the following wording: ''**Student programme application - First name SURNAME**''.

1.3. Applications are reviewed by the EBA/HR Unit against the admission criteria for qualification and are further assessed by the relevant EBA Units considering the candidate's profile/interest and the capacity to onboard students. Candidates may be contacted directly by the interested Department/Unit for a brief exchange.

1.4. The EBA Executive Director[10] decides which applicants are accepted into the programme[11]. If a candidate is unsuccessful, they may re-apply for another student programme by submitting a new application.

1.5. The successful participants receive an acceptance letter with the starting date, the duration, the designated EBA Unit, the tutor's name and the list of documents (such as ID or passport, diplomas or equivalent certificate/school references, etc) required to be submitted prior the starting date.

1.6. The EBA accepts applications on an ad-hoc basis (no publication of a call for interests). The EBA is actively promoting diversity and inclusion and encourages applications from students without distinction on grounds of gender, sexual orientation, ethnic or social origin, religion or beliefs, family situation, disability or other non-merit factors. Places are limited in line with the priorities and the ability of the units to integrate this programme in their work.

1.7. The EBA, jointly with EIOPA and ESMA[12], has also concluded partnerships with universities to facilitate closer cooperation in promoting the EBA's activities and professional opportunities.

2. Terms and Conditions

2.1. The programme is a cost-free scheme for which the EBA does not pay any financial contribution. Subject to budget availability, the EBA may contribute to some expenses such as the canteen. Students are encouraged to seek financial support from their academic

[7] Not exceeding one-page A4 format.

[8] Such as Digital Finance, Supervisory Review, Stress testing, ESG, Data analytics, Reporting, etc. Please see EBA organigram.

[9] It must be noted, the participants can start only on the 1st and 16th of the month. In exceptional cases, studentship may start on a different date subject to the agreement of the EBA Head of HR.

[10] Or the function/entity delegated by the Executive Director for this purpose.

[11] Considering gender and geographical balance is ensured.

[12] The European Supervisory Authorities (EBA, EIOPA, ESMA – the ESAs).

institutions or external funding sources if required.

2.2. Students are responsible for obtaining a valid visa/document in compliance with the French legal requirements, where necessary.

2.3. Students shall bear sole responsibility for the fulfilment of their obligations under any applicable laws and towards any authorities, in particular (without limitation) as regards their social security, tax, personal situation and duties.

2.4. The studentship is taking place at the EBA premises in France/Paris, with the same rules concerning working hours/hybrid regime/public holiday/leave as apply to statutory staff. In case specific arrangements are needed, it shall be agreed between the student and the tutor and validated by the EBA Head of HR.

2.5. In case of presence at the EBA premises, students are covered against the risk of an accident under the insurance policy in place at the Authority[13]. However, students must possess their own sickness insurance covering the entire period of their Programme. In the event of absence/ illness/accident, students must notify the relevant manager, tutor and the EBA HR Unit.

2.6. In the period of absence exceeds three consecutive calendar days, students shall send an absence certificate issued by a competent medical practitioner indicating the length of absence[14].

2.7. Throughout the studentship, students take part in the work of the Unit and in activities organised for their benefit. The content is defined by the student manager and tutor, taking into account the interests and abilities of the student. They may be involved in research, analysis, administrative support, event coordination or other relevant activities. Students are entitled to participate in relevant training courses[15] organised internally by the Agency, subject to the prior approval of the student manager and tutor.

2.8. On the written request of one of the parties (the student, the university/school, the EBA) and with the agreement of the student, the EBA may authorise the termination of the studentship before the agreed term. The EBA may terminate the studentship without notice where it considers that the student doesn't comply with the conditions of the participation in the Programme, or their conduct is not in accordance with the EBA rules.

2.9. At the end of the Programme, students can request from the EBA HR Unit a certificate of studentship.

[13] The participant is not covered by the EBA sickness insurance scheme.

[14] More information is available on the EBA intranet and can be provided by the EBA HR Unit.

[15] Students may be granted access to the EU/EBA Learning tools.

3. EBA professional standards

3.1. Students shall act objectively, impartially, and ethically with respect to the EBA. They must behave with integrity and courtesy, refrain from any form of psychological or sexual harassment. The EBA applies a zero-tolerance policy on discrimination and harassment.

3.2. If students become aware of any information or facts suggesting the presence of illegal activities or serious non-compliance, wrongdoing, misconduct, they must immediately notify the EBA HR Unit.

3.3. Throughout the studentship, students shall act as instructed by the manager/tutor. Under no circumstances may students on their own represent the EBA, in particular (without limitation), with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

3.4. Students shall sign a declaration of interests, as to ensure that conflicts of interest are identified and mitigated. Students must notify the EBA HR Unit of any event of potential conflict of interest that may arise during the studentship.

3.5. Students shall treat with utmost confidentiality all facts and information to which they become privy during the studentship and shall sign a confidentiality statement. They shall not, in any manner whatsoever, divulge to unauthorized people any document of information which is not in the public domain, including after the studentship has ended.

3.6. Students shall not, without the permission of the Executive Director, publish any text concerning the work of the Agency, either carried out individually or in co-operation with others. All rights attached to work done for the Agency during the studentship shall be vested in the Agency.

3.7. The EBA ensures that personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. This applies, in particular, to the confidentiality and security of such data.

Chapter 2: EBA Job Shadowing Internship Policy

1. Requirements and intake procedure

1.1. 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.

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

1.3. Job shadowing internship programme 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[16] to HR Unit as no external call for candidates is taking place and no vacancy note is published.

1.4. 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).

2. Starting date and duration

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

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

2.3. 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.

3. Free of charge scheme

3.1. The students participating in the internship shall not receive any allowance nor travel costs. Subject to budget availability, the EBA may contribute to some expenses such as the canteen.

4. Internship agreement

4.1. 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.

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

4.3. 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.

4.4. 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.

5. Sickness and Accident insurance

5.1. 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

[16] Most preferably via e-mail to be sent to HR dedicated mailbox.

is covered by other/private insurance and that the said scheme or policy will cover medical expenses incurred in France).

5.2. 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.

6. EBA professional standards

6.1. 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.

6.2. 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.

6.3. 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.

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

6.5. 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.

6.6. 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.

Chapter 3: EBA's Traineeship Policy

This programme is addressed to university graduates who have completed their studies no longer than three years prior the submission of their applications[17].

The aims of the traineeship programme are:

1. To provide recent graduates with a unique and first-hand experience of the workings of the EBA, an understanding of the objectives including goals of financial regulation and oversight generally, and specifically of the objectives of the EBA.
2. To enable such trainees to acquire practical experience and knowledge of the day-to-day work of the Authority.
3. To provide the opportunity to work in a multi-cultural and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance.
4. To promote European integration through active participation of trainees in the performance of tasks entrusted to the Authority.
5. To create awareness of true European citizenship.
6. To provide the opportunity to trainees to put into practice knowledge acquired during their studies, and in their specific areas of competence.
7. To introduce trainees to a new professional world and its constraints, duties and

[17] Or by the closing date for applications in case of a call for applications with a deadline.

opportunities.

Through its official traineeship programme, the EBA:

1. Benefits from the input of recent enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance future results of the EBA or other EU Institutions and Bodies.
2. Creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and globally.

1. Eligibility criteria

1.1. Nationality

Trainees are selected from nationals of the Member States of the European Union or a national of the European Economic Area (Iceland, Liechtenstein, Norway).

1.2. University Diploma

Candidates must have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent prior the submission of their applications[18]. Please consult the EPSO website[19] regarding examples of eligible diplomas in different Member States.

Candidates must have completed their studies and obtained their last education diploma no longer than three years prior the submission of their applications.

The 3 years rule is not applicable for candidates undertaking PhD studies at the moment of their application for the traineeship at the EBA.

Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a certified translation of these documents in English.

Candidates must provide copies of diplomas or the relevant official certificates (self-certifications will not be accepted) of all university or post-university studies declared in their application[20].

1.3. Languages

For the trainee to fully benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have knowledge of the English language that corresponds at least to the B.2 level[21], the Authority's official working language.

[18] Or by the closing date for applications in case of a call for applications with a deadline.

[19] The university level education required for the traineeship corresponds to a bachelor's degree or equivalent (at least a three-year degree, with at least 180 ECTS). The qualifications are equivalent to the mandatory qualifications for the recruitment of officials and temporary agents at grade AD5.

[20] Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a delegated officially for the purpose by one of the European Union Members States (such as a national Ministry of Education) and a document attesting so must be submitted with the application by the closing date.

[21] At least at the level of "Independent user B2", according to the Common European Framework of References for Languages.

1.4. Specific Knowledges

Candidates may be requested to fulfil specific requirements to be eligible for the traineeship programme, e.g., a legal degree or a master's degree in banking. Any requirement shall be stated in the vacancy notice for traineeships.

The eligibility of each candidate will be assessed by the abovementioned criteria.

2. Selection Procedure

Trainees are selected through a selection procedure in line with a traineeship vacancy notice that is published on the EBA's website. The main objective of the selection procedure is to provide the EBA with the best possible choice of traineeship candidates.

The EBA is committed to providing equal opportunities to all its employees and applicants for the traineeship. As an employer, the EBA is committed to ensure gender equality and to prevent discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion, or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or other family situation or sexual orientation, and from the broadest possible geographical basis amongst the EU Member States, or countries of the European Economic Area (Iceland, Liechtenstein, Norway).

2.1. Submission of Applications

Applications must be submitted following the instructions in the specific traineeship vacancy notice published in the EBA's website.

The EBA does not accept unsolicited applications.

Trainees must submit the copies of diplomas (or relevant certificates) of all undergraduate or postgraduate studies declared in the application for the application to be valid.

Incomplete applications as well as applications received after the deadline (in case of a call with deadline) will be rejected immediately.

2.2. Selection of Applications

The received applications will be screened by HR against the eligibility criteria listed in this vacancy notice. Candidates who do not meet all the eligibility criteria will be excluded from the selection procedure.

When a position becomes available, eligible applications will be provided to the hiring manager (Head of Unit/Director of Department) for assessment, based on meet the eligibility criteria and

the requirements listed in the relevant profiles, considering the candidates' preference indicated in the application, their areas of expertise and their competencies.

The hiring manager will contact the candidates directly, check their availability for an interview, which may be held remotely.

The interview will aim to assess compliance with the selection criteria, motivation, the ability to communicate in English and the availability of the candidate.

HR will ensure that a gender and geographical balance is maintained as best as possible in the choice of candidates.

Following the interview, the Department/Unit will make a recommendation to the Appointing Authority to Conclude Contracts (AACC) on the candidate(s) based on merit. The AACC will make the final decision on whom to offer the traineeship to. Selected candidates will be sent a letter of intent with a traineeship offer that includes a proposed start date for the traineeship. This traineeship offer is subject to the candidate providing supporting documents confirming their eligibility, in addition to the already provided diploma or relevant certificates.

The trainee must also be able to provide the originals of all diplomas, or certified copies of all diplomas declared. Official certified translations, if the documents are not in an EU language, will be required when starting the traineeship.

Candidates that accept the offer for one traineeship placement will be excluded from selection for other traineeship placements.

Candidates, who are not selected after an interview remain in the EBA's pool of interested candidates for future traineeship opportunities. These candidates will be considered where there is a position to fill that fits their profile and the EBA's business needs and budgetary situation. Candidates will remain in the pool of eligible trainees for 1 year after the submission of their applications.

At any stage of the application process, applicants may withdraw their application by informing the Authority by email. Such notification is to be sent to the email address stated in the relevant vacancy notice published on the EBA's website.

There is no appeal procedure against the decision taken by the Authority.

All candidates will be informed about the outcome of their application.

If an application is unsuccessful, the candidate may re-apply for another traineeship. It is however necessary to submit a new application together with all the supporting documents within the deadline announced if any.

Candidates may not be recruited to any EBA Department/Unit where a conflict of interest might

occur, irrespective of their academic and professional qualifications.

Trainees are responsible for ensuring that they have the correct visa, where applicable, and that they obtain all the documentation required by the French authorities.

3. Rights and duties of a trainee

3.1. Duration of the traineeship

Each selected candidate can only be engaged for one traineeship at the EBA:

- The traineeship will last a minimum of 6 and a maximum of 18 months.
- The traineeship period is initially offered for a period of 6 months. The Authority reserves the right to extend the traineeship for a further period of up to 12 months, subject to budget resources available, the performance of the trainee and the needs of the service.
- The maximum total period of a traineeship is 18 months.
- The traineeship starts on the 1st or 16th of a calendar month.

3.2. Organisation of the traineeship

Every year the AACC shall decide on the number of traineeships to be offered in each Department/Unit, depending on the budgetary resources available, the needs of the service and on the capacity of each Department/Unit to accommodate trainees.

Prior to starting the traineeship, the selected trainee has to sign a traineeship letter specifying the conditions of their engagement.

The selected trainee is placed under the responsibility of the relevant line manager and assigned a mentor.

A mentor should work directly with the trainee and must guide and closely monitor the performance of the trainee during the traineeship. Generally, there should be only one trainee assigned to each mentor.

The mentor must notify HR immediately of any significant incidents that occur during the traineeship (in particular: professional incompetence, bad behaviour, interruption of the traineeship, as well as absences, sickness and accidents) that come to their attention or of which the trainee has informed them of.

The tasks to be undertaken by the trainee will be agreed at the start of the traineeship period between the line manager and mentor in consultation with the trainee.

Trainees shall be required to comply with the EBA's rules and regulations. Instructions will be given by the assigned line managers, mentor, and/or HR.

With the mentor's approval, trainees may attend meetings on subjects of interest to their work (unless these meetings are restricted or confidential), and to participate in the work of the

Department/Unit to which they are attached, or cross-agency if relevant. Trainees are allowed to receive documentation and have access to data, subject to compliance with the EBA's rules on confidentiality. Trainees may under no circumstances take responsibility on behalf of the EBA on matters that may imply legal or financial impact.

3.3. Interruption

By way of exception, upon a duly justified request of the trainee and after consulting the relevant line manager, HR may authorise an interruption of the traineeship for a given period. The traineeship grant is 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 traineeship, but only up to the end of the ongoing traineeship period.

3.4. Early termination of a traineeship

If a trainee wishes to terminate their traineeship earlier than the date specified in the traineeship letter, a written request must be submitted to HR by the trainee, with a copy to their line manager and mentor.

This request must be submitted at least four weeks in advance of the foreseen termination date stating the relevant reasons.

The traineeship may be terminated on the 15th or the last day of a month.

Where appropriate, the equivalent part of the grant must be reimbursed to the EBA.

3.5. Future employment

Admission to the traineeship programme does not grant trainees the status of Temporary or Contract Agent, or any other category of staff of the EBA, nor does it give any right or priority to an appointment in the services of the EBA. Trainees can be recruited after completing their traineeship period, only through an open and transparent selection procedure as long as the conditions and rules established for employment in the relevant category of staff have been fully respected and applied.

4. Working time and Absence Management

4.1. Working time and teleworking

Trainees shall respect the same working time of 40 hours per week as EBA statutory staff.

Trainees shall follow the working time and hybrid working arrangements as applicable for EBA statutory staff.

Trainees are not eligible for recuperation of hours or to work on a part-time basis.

Trainees should record their working time in the time management system.

4.2. Annual leave

Trainees are entitled to 2 days of annual leave per calendar month. This entitlement is acquired on a pro-rata basis counted from the first day of their traineeship. Unused annual leave days at the end of traineeship are not paid. Trainees are entitled to the same EBA public holidays, including flexible public holidays, as statutory staff.

Trainees should record their annual leave in the time management system. Leave days will be approved by their line manager.

4.3. Special leave

Trainees are normally not entitled to special leave. In some circumstances, a special leave can be authorised.

4.4. Absence due to sickness

In case of sickness, trainees must immediately notify, via email, their line manager, mentor and copy HR. If absent for longer than three calendar days, the trainee must provide HR with a medical certificate that does not contain any medical data, indicating the estimated length of absence. A trainee who is absent because of illness may be subject to medical checks in the interest of the service. HR will act accordingly following the medical check. Trainees may not be absent for medical reasons without a certificate for more than 6 days in a 6-month period.

4.5. Unauthorised absence

When a trainee is absent without justification or without notifying the mentor and unit, HR shall in writing, instruct the trainee on steps to be taken. The trainee will be instructed to provide the unit in which the traineeship takes place and HR with proper justification for the unauthorised absence. Such justification shall be provided by the trainee within a week of reception of the written notification from the HR.

Unauthorised absences will be deducted from the trainee's leave entitlement or will entail a corresponding reduction of the traineeship grant if leave has already been taken in full. The AACC may decide, following examination of the justification given, or if no justification is received before the stated deadline, to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to the EBA. The trainee will also not be entitled to receive the travel allowance for the outward journey.

5. Duty of Confidentiality

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship and are subject to the same confidentiality rules as EBA staff even after their traineeship has terminated.

Trainees are subject to Article 70 of Regulation (EU) 1093/2010 as well as to the Decision of the Management Board adopting Rules of Procedure on Professional Secrecy for Non-Staff (Decision EBA DC 199) of 18 September 2017.

They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public.
Trainees shall sign a confidentiality undertaking upon commencement of their traineeship.

The EBA reserves the right to terminate the traineeship and to pursue any person who does not respect this obligation.

6. Code of conduct and conflicts of interests

During the time of their traineeship, trainees shall neither seek nor take instructions from any government, authority, organisation or person outside the EBA. They shall carry out the duties assigned to them objectively, impartially and in keeping with their duty of loyalty to the European Union.

Trainees shall be subject to the same rules on conflicts of interests and other ethical obligations as EBA staff. They shall be subject to the Code of Good Administrative Behaviour (Decision EBA DC 006 of 12 January 2011), the EBA's ethics guidelines (Decision EBA DC 271 of 26 April 2019) and the policy on conflicts of interests of staff (Decision EBA DC 104rev1 of 10 May 2017).

Before the commencement of the traineeship, trainees shall, using a specific form, declare any interests that could give rise to a conflict with the legitimate interests of the EBA. The Appointing Authority might adopt preventative measures where it identifies conflicts of interests.

Should a conflict of interests arise during their traineeship, trainees should, using a specific form, inform immediately the Ethics Officer. The Ethics Officer might liaise with their line manager/mentor to discuss possible preventative measures for the adoption of the Appointing Authority.

The EBA reserves the right to terminate the traineeship and to take any further measures necessary in relation to any person who does not respect the EBA's ethical obligations and the rules on conflicts of interests.

7. Sanctions and disciplinary measures

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the AACC, following a discussion with the line manager, mentor and the trainee, may at any moment decide to terminate the traineeship.

The AACC, following a justified request by the line manager, mentor and approved by 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 their duties.

The AACC 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 documents at the moment of application or during the traineeship period.

8. Financial matters

8.1. Traineeship grants

Trainees will be awarded a monthly grant. The reference for the calculation of the monthly traineeship grant is 30 % of the basic salary for EU officials in grade AD5 step 1, multiplied by the weighting factor for Paris, France. The level of the monthly maintenance grant shall be adjusted annually in line with the salary adjustment applicable to the remuneration of EU officials, normally as from 1st January of the following year without retroactive effect. The amount of the basic grant will be published on the EBA's website.

In case the trainee is unable to attend the traineeship programme, except for absence due to certified sickness, the EBA reserves the right to cease payment of the maintenance grant starting from the day following the last day of attendance.

If the trainee terminates their traineeship early, they will be required to reimburse the relevant part of the grant.

In case of overpayment, any amounts due will be recovered by the EBA.

Subject to budget availability, the EBA may also contribute to some expenses such as the canteen.

8.2. Disability allowance

Disabled trainees may receive a supplement to their grant, equal to 50% of the amount of the grant, upon presentation of the proper justification. HR may consult the EBA's Medical Service.

8.3. Tax obligations

Traineeship grants awarded to trainees shall not be subject to the special tax regulations applied to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on the grant they receive from the EBA by virtue of the laws in force in the state in which they are liable to pay income tax.

The EBA shall provide a certificate for tax purposes at the end of the traineeship period. This certificate shall state the amount of the maintenance grant received and confirm that tax and social security payments have not been made.

8.4. Insurance

8.4.1. Sickness Insurance

The EBA does not provide trainees with sickness insurance cover. Before the start of their traineeship, trainees shall provide evidence that they are covered in the event of illness by a national social security scheme or a private insurance policy, and that the said scheme or policy

will cover medical expenses incurred in France.

8.4.2. Accident Insurance

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

8.5. Travel allowances

Recruited trainees may receive a flat-rate travel allowance to compensate for travel expenses at the beginning and end of the traineeship period, subject to budget availability. This is determined based on the shortest direct linear distance22 between the trainee's place of recruitment at the beginning of the traineeship and the location of the EBA. The postal address used by the trainee in the application for traineeship shall be considered as the place of recruitment. It is the responsibility of the trainee to inform HR about any change of their place of residence prior to the start of the traineeship.
No request for a change of address shall be accepted once the decision to award a traineeship has been granted and the traineeship letter has been signed by the trainee and the AACC. If the place of recruitment is from outside the EU, the travel allowance shall be reimbursed only from the point in the European territory of a Member State which is the nearest to the place of recruitment.

Distance in kilometers between place of recruitment and Paris	Flat rate payment in EUR (one-way)
0-150	**0**
>150	**76.44**
>300	**135.89**
>500	**220.84**
>800	**356.73**
>1300	**560.58**
>2000	**671.01**

The trainee must complete a minimum of three months of the traineeship to be eligible for the inward and outward travel allowance. The outward travel allowance is paid after completion of the traineeship. The allowance will be paid only on submission of supporting documents including the itinerary, proof of payment and proof of travel.
Trainees whose place of employment is less than 150km from the place of employment are not entitled to the travel allowance.

8.6. Missions

In exceptional cases only, the AACC after a request from the line manager and mentor of the trainee in question, may grant authorisation for a trainee to attend a mission. Trainees may only attend a mission on the condition that the mission is of a technical nature and not of a representative one.

[22] The direct linear distance within the meaning of these rules shall be determined by using FreeMap Tools. The distance is calculated in kilometres and acts as proof in initiating the flat rate.

For the reimbursement of these mission expenses, the general procedure of reimbursement provided for in the EBA's Mission Guide will apply.

9. Reports and Certificates

At the end of the initial 6 months, as well as at the end of the traineeship, in case the traineeship was extended, HR will launch the traineeship performance report to be completed by the trainee, mentor and line manager. Reports shall be completed and sent to HR within the deadline set by HR.

Trainees who have completed the traineeship will receive, after their traineeship, a certificate specifying the dates of their traineeship period, the Department/Unit in which they were engaged, and the main tasks carried out.

10. Data Protection

The EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. This applies, in particular, to the confidentiality and security of such data. For additional information please refer to the EBA's privacy statement on the recruitment of trainees.