



Annex to EBA Decision EBA DC 218

19 March 2018

Decision on paid traineeship offered by the European Banking Authority

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1. General

These rules govern the traineeship program of the EBA. This program is addressed mainly to recent 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 program are:

- To provide recent graduates with a unique and first-hand experience of the workings of the EBA, an understanding of the objectives and goals of financial regulation and oversight generally, and specifically of the objectives of the EBA;
- To enable such graduates to acquire practical experience and knowledge of the day-to-day work of the EBA;
- To provide the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment, contributing to the development of mutual understanding, trust and tolerance;
- To provide the opportunity to recent university graduates to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence;
- To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

The EBA, through its official traineeship program:

- 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 the everyday work of the EBA;
- Creates a pool of people with first-hand experience of the EBA work, who will be better prepared to collaborate and co-operate with the EBA in the future;
- Creates long-term “goodwill ambassadors” for European ideas and values both within the European Union and outside.

2. Eligibility

2.1 Nationality

Trainees are selected from nationals of the Member States of the European Union, Iceland, Liechtenstein, Norway, and candidate countries benefiting from their pre-accession status.

2.2 Qualifications

2.2.1 University Degree

Candidates must have completed the first cycle of a higher university education course in the fields relevant to the EBA's remit and obtained a full degree certificate or its equivalent by the closing date for applications. For details of the minimum national qualification requirements by the legislation in the country where the diploma was obtained, see Annex I.

The EBA maintains the right to change these minimum qualifications used for the official traineeship program in line with any possible future changes in the EBA recruitment policies. Any such changes will be published on the EBA website.

It is obligatory that the copies of diplomas (or relevant certificates) of all undergraduate or post-graduate studies declared in the application are submitted together with the application for traineeship. For declared on-going 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 languages of the European Union, must provide a translation of these documents into the EBA working language (English).

If recruited for a traineeship program, the trainees must be able to provide the originals of all diplomas declared for verification of the copies received with the application.

2.2.2 Languages

In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately, candidates must have very good knowledge of English, the official working language of the EBA. The knowledge is required at least at B2 level in accordance with the Common European Framework of Reference for Languages (CEFR) (<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

2.3 Prior employment

The EBA wishes to offer this traineeship opportunity to graduates with no prior work experience in the fields relevant to the EBA's remit. Therefore, only applicants who do not have prior working experience or who had paid full/part-time professional working experience in the area(s) of the EBA's remit during studies (undergraduate and/or post-graduate), will be eligible.

In order to enable as many European citizens as possible to familiarize themselves with the European Bodies, the EBA will not accept applications for traineeship from candidates who have already benefited or benefit from any kind of in-service training (paid or unpaid) within an EU institution or body, including anyone who is or has been an assistant to a member of European Parliament, a contracted consultant or internal 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, whatever the duration.

Candidates should inform Human Resources of the EBA on any change in their situation that might occur at any stage of the application process.

3. The Application Process

EBA will publish call for applications subject to the availability of budgetary resources and the Agency's capacity to host them. The EBA will only consider applications, which relate to call for applications and procedures published on the EBA's website: <http://www.eba.europa.eu>. The EBA will not consider any unsolicited applications whether received by post or by e-mail.

3.1 Submission

Applications should be submitted electronically in accordance with the procedures established by the EBA and instructions as published on the EBA's website.

Candidates must provide all the required supporting documents electronically together with their application. No additional documents or justifications will be accepted after the receipt of the application. Incomplete applications and applications received after the closing date will be rejected automatically.

3.2 Eligibility check

Upon receipt of the applications by the EBA, the eligibility of the candidates will be examined by Human Resources on the basis of the eligibility criteria published in the call for applications by the EBA. The EBA reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published in the call for submission of applications for traineeship.

3.3 Selection procedure

3.3.1 Objective

The main objective of the selection procedure is to provide the EBA with the best possible choice of traineeship candidates with relevant academic background.

The EBA accepts applications without discrimination on the grounds of sex, race, color, ethnic or social origin, genetic characteristics, language, religion, political or other convictions or opinions, membership of national minority, financial situation, birth, disability, age, sexual orientation, marital status or family situation.

The selection procedure also aims to keep gender and geographical balance to the best level possible.

3.3.2 The Selection Committee

Selection is carried out, in accordance with eligibility and selection criteria established by the EBA and published in the call for submission of applications for traineeship, by the Selection Committee, composed of maximum 3 members/alternates from different departments/units of the EBA, including one HR representative. The work of the Selection Committee is confidential, final and binding.

3.3.3 Decision on the short listed candidates and establishment of the reserve list

The Selection Committee will establish a shortlist of candidates with reference to eligibility and selection criteria, who may be further invited to phone/skype interviews. The interview will aim to assess the ability to communicate and perform in English, the compliance with the selection criteria, motivation, mutual expectations and availability of the candidate. The interview will be held in English. The total mark for interview is 10 points. The minimum score to pass is 6 points.

Successful candidates who will receive interview score 6 or above, will be placed on the reserve list. The period of the validity of the reserve list will be published in the call for applications. Inclusion in the reserve list does not guarantee the traineeship at the EBA. The successful candidate(s) for the traineeship will be selected from the established reserve list(s).

3.4 Final selection procedure

The Executive Director taking into consideration the recommendation of the Selection committee, approves the reserve list(s) and makes the final decision on the candidates whom the traineeship

will be offered to. Candidates selected for traineeship will be informed by email on their selection, and of the proposed dates of the traineeship period.

3.5 Rejection or withdrawal of application

If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply during subsequent calls for application. It is, however, necessary to submit a fresh application, together with all supporting documents.

At any stage of the application process, applicants may withdraw their application by informing the EBA in writing. In such case, they are excluded from further stages of the process. They may re-apply in future calls for applications by submitting their application with all supporting documents as required.

3.6 Data protection

The EBA ensures that applicants' personal data are processed in accordance with Regulation (EC) no. 45/2001 of the European Parliament and 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.

4. RECRUITMENT PROCEDURE

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

Selected applicants can only be engaged for a single traineeship period without prejudice to Article 5.1.

Applicants who decline a traineeship offer will be excluded from the reserve lists. They may re-apply in future calls for applications.

Selected trainees are obliged to provide forms and certificates as required in Article 2.2. as well as in the call for applications at the time of their recruitment. They are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the authorities of the country of the traineeship.

5. RIGHTS AND DUTIES OF TRAINEES

5.1 Duration of Traineeship

The traineeship will last a minimum of six and a maximum of 12 months. The traineeship period is initially offered for a period of six months with the option reserved to the agency to extend the traineeship for a further maximum six months. The maximum total traineeship period is twelve months.

Traineeship agreement starts on the 1st or 16th day of the month. Traineeship periods shall not be repeated or extended beyond the maximum length of the maximum total length of traineeship period.

As a transitional measure, ongoing traineeships at the time of the entry into force of this Policy may be extended. However, the total maximum traineeship period cannot exceed 12 months.

5.2 Organisation of the Traineeship

Before each traineeship period the Executive Director decides on the budget available and the number of trainees to be attached to the EBA departments/units depending on the available budget.

The selected trainees will sign a traineeship letter specifying the conditions of their engagement.

The selected trainees are placed under the responsibility of the relevant director of the department/head of unit who will assign a mentor.

Each mentor may be responsible for one trainee per traineeship period, must guide the trainee, and act in her/his capacity as a mentor.

The tasks to be undertaken by the trainee during the traineeship period will be agreed at the start of the traineeship period between the trainee and director/head of unit.

At the end of the traineeship period, a traineeship report is completed by the trainee, mentor and director/head of unit. The mentor must immediately notify Human Resources of any significant incidents occurring during the traineeship period (in particular professional incompetence, absences, sicknesses, accidents, bad behavior, 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 mentors, by their superiors in the department/unit to which they are assigned and with the instructions issued by the EBA. They must also comply with the rules governing the traineeship scheme and the internal rules

governing the functioning of the EBA, in particular the EBA Code of Conduct, confidentiality and security rules.

Trainees are allowed to attend meetings organised in London 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 background.

Subject to the approval of their mentor and providing there is no conflict with the accomplishment of the tasks assigned to them, they are entitled to attend meetings in a department 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 EBA.

Trainees shall not be sent on missions or take part in meetings organised in places other than London.

5.3 Interruption

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the Human Resources may, after consultation with the assigned mentor/head of unit/director authorize an interruption of training for a given period. The maintenance grant is then suspended and the trainee is not entitled to reimbursement of any travel expenses incurred during the period of interruption.

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

5.4 Early Termination of Traineeship Agreement

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the agreement, a written request must be submitted by the trainee to Human Resources. This request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen, via the trainee's mentor. The agreement 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.

5.5 Future Employment

It is to be noted that admission to the traineeship programme does not entail any right or priority with regard to recruitment by the EBA.

5.6 Absences

5.6.1 Holidays

During their traineeship, trainees shall keep the EBA working hours and official EBA holidays as the EBA staff.

Graduate trainees are entitled to 2 days of leave per calendar month. This entitlement is acquired on a pro rata basis counted from the first day of their traineeship. Trainees are not entitled to telework, flextime recuperation or part time work arrangement. Unused annual leave days at the end of traineeship are not subject to payment.

5.6.2 Absence due to sickness

In case of sickness, trainees must notify their mentors immediately, and if absent for longer than three days, must provide a medical certificate, indicating the estimated length of absence, which must be forwarded to the HR staff in charge of leave administration. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

5.6.3 Unauthorised absence

When trainees are absent without justification or without notifying their mentor, the HR department shall instruct the trainee in writing to report to the team in which the traineeship takes place within a week of the reception of the written notification. The trainee should also provide proper justification for his/her unauthorised absence. Unauthorized 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. Human Resources may decide, following examination of the justification given, or if no justification is received before this deadline, to immediately terminate the traineeship without further notice.

5.7 Confidentiality

5.7.1 General

Trainees must exercise the greatest discretion regarding the facts and information that come to their knowledge during the course of their training and are subject to the same confidentiality rules as the EBA staff. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. Trainees will be subject to Article 70 of Regulation (EU) 1093/2010, and will also be subject to the EBA Management Board Decision on Professional Secrecy and Confidentiality (Decision EBA DC 004 EBA) of 12 January 2011. Trainees will need to sign an EBA confidentiality undertaking before commencing their traineeship.

The EBA reserves the right to terminate the traineeship and to pursue any person who does not respect this obligation. Trainees will continue to be bound by this obligation after the end of their traineeship.

5.7.2 Publications

Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the EBA without the written permission of the EBA.

5.8 Sanctions and disciplinary measures

5.8.1 Social behavior 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 Executive Director, after hearing the trainee, may at any moment decide to terminate the traineeship.

5.8.2 Incapacity of Performance

EBA 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.

5.8.3 Wrongful declaration of facts

EBA 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.

6. FINANCIAL ARRANGEMENTS

6.1 Maintenance grant

Trainees will be awarded a monthly maintenance grant. The level of the grant is decided by the Executive Director upon recommendation of the Human Resources depending on the available budget and is revised on annual basis, if relevant. The amount of the basic grant will be published in the call for applications within the traineeship program for the respective year.

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

If the trainee terminates the traineeship early, s/he will be required to return the part of the grant which s/he may have received and which is relating to the period after termination date.

In the case that the trainee is unable to attend the traineeship program except for the absence due to sickness (5.6.2), the EBA reserves the right to stop payment of the maintenance grant starting from the day following the last day of attendance.

6.1.1 Tax arrangements

Maintenance grants awarded to trainees shall not be 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 the maintenance 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. 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 the tax and social security payments have not been made. On request, the EBA shall provide information to the competent national authorities on grant payments to trainees.

6.2 Insurance

6.2.1 Sickness Insurance

The EBA does not provide health insurance. Trainees do not benefit from sickness insurance cover under the Staff Regulations. Before the start of their traineeship, trainees shall provide evidence that they are covered in the event of illness or accident by national social security scheme or private insurance policy, and that the said scheme or policy will cover medical expenses incurred in the place of their traineeship at the EBA.

During the traineeship period trainees at the EBA are covered by EBA's Employers Liability.

6.2.2 Accident Insurance

During the traineeship period, EBA's Employers Liability covers trainees at the EBA.

6.3 Travel flat-rate allowance

Recruited trainees, who receive a maintenance grant and whose place of recruitment at the beginning of the traineeship period is other than the place where the EBA holds its seat, may receive a travel allowance to compensate for their travel expenses at the beginning and end of the traineeship period as determined under this article.

The trainee must complete a minimum of three months of the traineeship to qualify for the travel allowance. Travel out allowance is paid after the completion of the traineeship at the EBA and

submission of the travel documents. Trainees, whose place of recruitment is less than 150 km from the place where the EBA holds its seat, are not entitled to a travel allowance.

The postal address used by the trainee in the application for traineeship shall be considered to be the place of recruitment. No request for a change of address shall be accepted once the decision to award a traineeship has been granted.

Travel expenses for the inward and outward journey in the form of a unique flat-rate payment based on the shortest direct linear distance between the place of recruitment and place where the EBA holds its seat as shown in the table below.

Distance between place of recruitment and London (km)	Amount in EUR of the unique flat-rate payment
0-150	0
>150	76.44
>300	135.89
>500	220.84
>800	356.73
>1300	560.58
>2000	671.01

For the purpose of the payments the direct linear distance within the meaning of these rules shall be determined by using FreeMap Tools (<https://www.freemaptools.com/how-far-is-it-between.htm>).

Travel expenses of trainees with a non-EU member state recruitment place shall be reimbursed on the basis of the rules above. The travel expenses shall be reimbursed only from the point in the European territory of a Member State which is the nearest to the place of recruitment.

7. REPORTS AND CERTIFICATES

7.1 Traineeship reports

At the end of the traineeship, trainee must submit to their mentor a self-assessment report against the objectives set at the beginning of the traineeship. The mentor and director/head of unit then will submit the traineeship report to Human Resources. Certificates

Trainees who have completed the minimum required traineeship period will receive, after their traineeship period, a certificate specifying the dates of their traineeship period and the department/unit in which they were engaged.

Appendix 1

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 In future: Bachelor (According to the Higher Education Act of 4 April 2003)
Česká 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/Kypros	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 / 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)

Appendix 2

List of European Union Institutions and Bodies

EU institutions:

- European Parliament
- Council of the European Union
- European Commission (including Delegations and Representation offices and executive agencies)
- Decentralized Agencies
- Court of Justice of the European Communities
- European Court of Auditors
- European Ombudsman

Financial bodies:

- European Central Bank
- European Investment Bank
- European Investment Fund

Advisory bodies:

- European Economic and Social Committee
- Committee of the Regions

Interinstitutional bodies:

- Office for Official Publications of the European Communities
- European Communities Personnel Selection Office