

# Unpaid training placements

## Training placements?

Definition: 4-week placements for recent graduates or students in their final year of a complete university cycle.

## Application modalities

Applications may be submitted by individuals or, preferably, by the universities wishing to participate to this programme.

## Conditions for the submission of applications

Every application file must comprise:

- a curriculum vitae in English, French or German, completed according to the [Europass model](#);
- a covering letter in English, French or German;
- a covering letter in the student's mother tongue;
- a spontaneous application must comprise also a transcript of marks from the previous academic year.

## Applicants...

- are selected from among the best at their university;
- must have recently graduated with at least a bachelor's degree (three years of study) or be in their final year before obtaining such a degree;  
a higher level of studies will be considered an asset;
- must have a perfect command of their mother tongue/main language (one of the European Union official languages), an excellent command of English and a thorough knowledge of any other official language of the European Union (EU);
- are not subject to any age limit;
- must have one of the EU nationalities;
- must be highly motivated.

*Please note that people who have previously done more than 6 weeks of in-service training or work (paid or unpaid) for any of the European Institutions or bodies are excluded.*

## Submission of applications

All applications must be sent to the **Human Resources Unit in DGT**:

[DGT-UNPAID-TRAINING-PLACEMENTS@ec.europa.eu](mailto:DGT-UNPAID-TRAINING-PLACEMENTS@ec.europa.eu)

## Confirmation

Each beneficiary will receive a letter confirming the conditions and the exact dates of the placement and the address of the host unit. The beneficiary commits in writing to accept the conditions set out in the letter.

## Remuneration/Insurance

- Trainees on this kind of placement are not paid.
- Training agreements can be drawn up with the relevant institutions/universities to cover sickness and insurance costs, given that no grant or payment is allowed to the trainee.

## **Intellectual property**

The trainees' work during their placement remains the property of the Commission.