

# Traineeship

## FAQ

### Frequently Asked Questions

The questions below have been selected from those most commonly asked by our candidates and current trainees.



## Filter the frequently asked questions by Profile and or Theme

They are ranked in order of how useful candidates found them.

Give the FAQ a thumbs up, if you find it helpful.

Q Is there an age limit for applying?

A **No.** There is no limit of age to participate in the traineeship programme.

Q How much will my living allowance be?

A The living allowance for the traineeship sessions in 2020 will be **€1,220.78 per month.**



Q Can I apply again if my application is not selected?

A **Yes.** You can apply as often as you want.



Q Duration of the Traineeship

- A
- March to the end of July
  - October to the end of February the following year.

Q What kind of work experience should I declare in the form?

A You should declare only work experience that is related to the profile that you have selected.

Holiday or student jobs like pizza delivery, as well as jobs carried out on a casual basis only (i.e. in the evening, over the week-end, etc.) are not considered relevant. You should only declare work experience of more than 42 calendar days.

Should you have work experience that you judge relevant but lasted less than or exactly 42 calendar days, you could mention it in the "Motivation" or "Quality of reasoning" section, not in the section "Work experience".

The system allows you to indicate up to three work experiences. If you have more, select the most relevant ones. Full-time volunteering activities or a civic service may count as work experience and shall be supported by the same kind of proof as latter.

Q I am pre-selected; what are the next steps?

A You may be contacted (or not) by one or several Commission Directorates-General (DGs), Services or agencies. The recruiting DG/Service/Agency is informed of the order of preference of DG/service/ agency you indicated in your application. Should more than one DG/service/agency express their wish to select you from the Blue Book, preference will be given according to the order you indicated in your application.

Candidates who succeed and make it to the Blue Book will receive a list of contact details from DGs/services/agencies, willing to accept enquiries from trainees. It is left to the discretion of trainees to make contact with these DGs/services/agencies or not.

However, should you be sought after by several DGs/ services/ agencies, there is a code of conduct among Directorates-General. If 2 DGs, services or agencies try to recruit the same candidate, the DG ranked highest in candidate's preference, would automatically take priority. If outside of your preferences, the Traineeships Office would intervene in the best interest of the candidate.

Any contacts you may have with recruiting DGs/services/agencies during the selection phase shall not be regarded as firm commitments on the Commission behalf.

Your recruitment becomes official only once the Traineeships Office has sent you the placement offer. You will be informed in your Stage Online Account. Please note that, if selected, you will receive only one placement offer for each traineeship session and you have the choice to accept or reject this offer.



Q How can I prove a 'very good knowledge' of a language?

A You can prove your proficiency in a language by one of the following means:

- language certificates with attainment showing level C
- university diplomas/transcripts obtained in the languages in question
- proof of bilingual education at secondary level.

Recommendation letters from professors/employers are not accepted as proof of the declared language knowledge. Mother tongue is also considered a 'very good knowledge', and no proof is required (nor points attributed, though).

All candidates must declare 1 mother tongue; no points are awarded for mother tongue and therefore no proof is required. You can declare up to 3 mother tongues. If you have more than 1 mother tongue and wish to receive points for them, you can declare these in "Other languages" as long as you can provide written documented proof.

Q When will I know if I have been pre-selected?

A **Approximately 10-12 weeks** after the closing date of the application you will receive a message inviting you to consult your online account.

Please check your Spam filter and consult your online account regularly in order not to miss this message.

Please do not contact the Traineeships Office about this. Every session, between 10,000-15,000 (or even more) applications are introduced and it takes some time to process all of them.

Q Will my visa costs and medical expenses associated with the traineeship be reimbursed?

A **Yes**, visa costs and related medical fees will be reimbursed together with travel expenditures.

Q Can I apply to other traineeships at the EU institutions schemes at the same time as I apply for the Blue Book programme?

A **Yes**, you can apply for all of them. But if you then decide to do a traineeship of more than 6 weeks in any other European institution, European Union (EU) body, EU Executive Agency, EU delegations or working for Members of Parliament (MEPs) or Advocates General at the EU Court of Justice (EUCJ), you will no longer be eligible for the European Commission Blue Book traineeship programme.

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