

EUIPO Traineeships

Pan-European Seal & Young Professional Programmes FAQs



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GENERAL QUESTIONS

1. How many PES/YP trainees are accepted each year?

The number varies yearly depending on the Office's needs and budget. For 2024-2025, a maximum of 113 trainees has been foreseen for the PES and YP programmes.

2. Where are the PES/YP trainees based?

The majority of the trainees are based at the EUIPO's seat in Alicante and a very limited number of trainees are based in Brussels or Luxembourg. In your application you may select your preference.

ELIGIBILITY

3. Can non-EU citizens apply for the PES & YP traineeship programmes?

Trainees are primarily selected from EU Member States. Approximately 10% of available trainee positions may be open to nationals from EU candidate and third countries.

4. If I've completed a traineeship at an EU institution/agency before, can I apply?

Candidates who have previously or are currently engaged in any form of in-service traineeships within European institutions, agencies, or bodies are ineligible to apply, **except** for those who are currently trainees at CPVO or EPO and have been shortlisted. The latter can apply for the PES Exchange Traineeship Programme at EUIPO.

5. What educational degree do I need to have to apply for a traineeship?

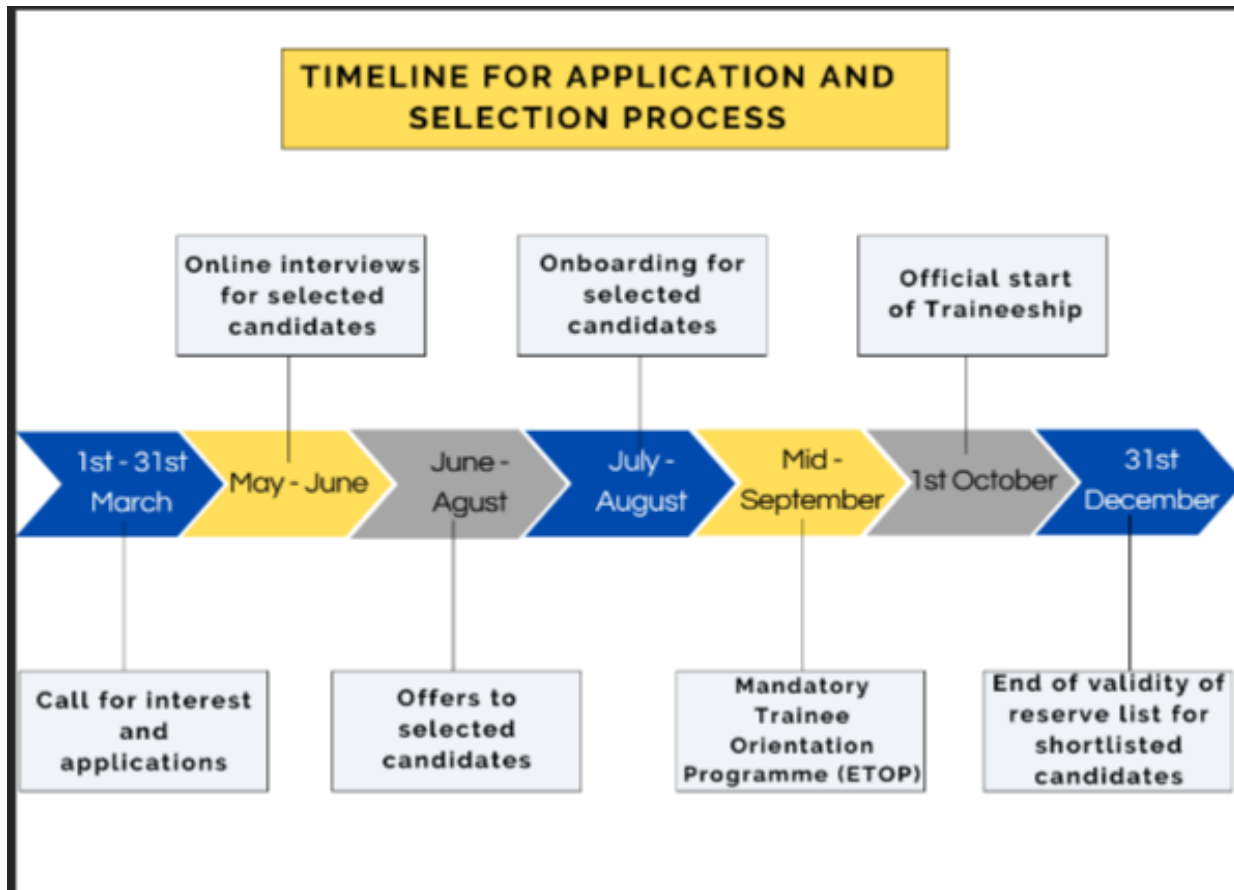
For the YP programme candidates must have successfully completed at least the first cycle of a higher education course certified by an official document from the University.

For the PES programme candidates must be graduating in the same academic year they are applying (for example for the 2024/2025 edition, from September 2023 to October 2024) and must be shortlisted by and belong to a partner University listed in the PES network.

APPLICATION & SELECTION

6. What is the timeline for the EUIPO traineeship application and selection process?

For an overview, please see the graphic below:



7. What are the language requirements for applicants?

Applicants need to be proficient in at least **one** working language of the EUIPO (English, French, German, Italian, or Spanish) at a minimum B1 level. Additionally, specific positions or traineeships might have further language prerequisites.

8. Is it mandatory to attach to my application the certificate of either the 'EUTM in a Nutshell' or 'RCD in a Nutshell' course completion?

Yes, it is mandatory. Please find here the link to the [Academy Learning Portal](#), where you may follow these short courses and download the certificate upon completion.

9. Are applications accepted outside the Call for Interest period?

No. Once the deadline expires, it is not possible to submit an application.

10. How do I know if my application has been successfully submitted?

Upon submission, you'll receive an email confirmation from EUIPO acknowledging receipt of your application. If you do not receive this email, please make sure to check your spam folder.

11. Can I postpone my traineeship offer to the next traineeship edition?

No. If you cancel your traineeship you need to apply again for the next edition and there is no guarantee that you will be selected again.

12. Can I delay the start date of the traineeship?

Only in exceptional and duly justified cases it is possible to delay the start date of the traineeship.

13. Will I be informed if I'm not selected for the traineeship programme?

Yes, you'll receive an email notification regarding the selection outcome after the validity of the reserve list expires, that is by December 31st.

14. What is the reserve list?

The list of candidates who have successfully completed the selection process but have not received an offer are placed in a reserve list. The reserve list candidates may be contacted in case a position becomes available.

15. If I applied last year but wasn't selected, can I apply again this year?

Yes, you can always reapply. However, if you are reapplying for the PES programme, please check if you are still eligible.

16. If selected, then what documents do I have to provide for the onboarding process?

Upon accepting the traineeship offer, you'll need to upload your documents to a specified electronic platform.

- Health Card valid for Spain/EU and/or insurance policy for illness and/or accident
- Bank Certificate
- Diploma
- Attestation of further earning if applicable
- National ID/Passport

PRACTICAL INFORMATION FOR THE TRAINEESHIP

17. Will I receive a contract?

Each selected trainee will receive via e-mail an offer along with the tasks and responsibilities. There is no specific contract to be signed.

18. Does EUIPO offer accommodation for trainees?

The EUIPO does not provide accommodation. Trainees are responsible for finding their own accommodation; however, advice and guidance for easier accommodation search is available.

19. What is the monthly traineeship grant amount?

For the 2024/2025 edition, trainees in Alicante will receive a 1200€ monthly grant, while those in Brussels or Luxembourg will receive 1400€ per month.

20. Does EUIPO deduct any taxes from the grant?

No. It is your responsibility to verify your situation with the tax office in your country of origin.

21. Is it required to open a Spanish bank account?

It's not legally or administratively mandatory to open a bank account in Spain. However, it's advisable to verify with your bank regarding any fees associated with transferring money in or out.

22. What are the typical work hours at the Office?

Work hours align with those of full-time EUIPO staff. Core working hours are from 9:30 to 12:30h and 15:00 to 16:00h; private commitments are recommended outside these hours. Trainees are not allowed to work overtime. A normal working week is 40 hours, a full working day counts for 8 hours and a half day 4 hours.

23. How many leave days are trainees entitled to?

Trainees are entitled to 2 days of annual leave per month, which is calculated pro-rata. In addition, you will have bank holidays based on the Office calendar. Unused annual leave days will not be paid in lieu at the end of the traineeship.

24. How will I be supported during my traineeship at the Office?

You'll have an assigned supervisor and tutor. The supervisor (line manager) ensures that you'll have a smooth and fruitful traineeship, while your assigned tutor will teach and guide you with your specific tasks and will provide regular feedback to the supervisor.

The Traineeships Office will be here to support you with administrative matters relating to your traineeship or to help to resolve any other issues that might arise.

25. What training does the Office offer to the trainees?

Trainees have access to language learning courses and a diverse array of lectures, courses, and conferences on intellectual property (IP) matters and transversal competences through the Office's Learning Portal. Various EUIPO departments provide specialized trainings related to their tasks, and core business departments may offer specific IP training programs.

26. What is the ETOP?

ETOP stands for the EUIPO Trainee's Orientation Programme, and it usually starts mid-September. It's a mandatory event held before the official start of your traineeship in October.

ETOP includes essential courses on understanding the Office and fulfilling its requirements, accessible through the [Academy Learning Portal](#).

27. I have further questions, who can I contact?

More information about the traineeship programmes at the EUIPO is included in the [Decision No ADM 24-07](#) which enters into force on 16 September 2024.

Should you have any further questions, please contact the Traineeships Office at: traineeships@euipo.europa.eu