

**INTERNAL RULES GOVERNING TRAINEESHIPS  
IN THE SECRETARIAT OF THE EUROPEAN PARLIAMENT**

**TITLE I - TRAINEESHIPS**

**CHAPTER 1 - GENERAL PROVISIONS**

**Article 1**

***Purpose***

In order to contribute to EU citizens' European education and vocational training and to provide an insight into the work of the institution, the European Parliament shall offer different types of traineeships in its Secretariat.

**Article 2**

***Definitions***

For the purposes of these internal rules:

- a "trainee" is an individual taking part in a traineeship programme in the European Parliament's Secretariat;
- the "Trainee Outreach and Recruitment Unit" is the service of the European Parliament managing selection, admission and administrative matters in relation to trainees;
- the "three places of work" are Brussels, Luxembourg and Strasbourg;
- the "EPLOs" are the European Parliament Liaison Offices located in the capital or in major cities of each Member State;
- the "External Liaison Offices" are the European Parliament Offices located outside the European Union.

**Article 3**

***Competences***

1. The Director-General for Personnel is the Competent Authority empowered to decide on selection, admission and any administrative matters, including on measures related to the duty of care insofar as they relate to trainees. The Director-General for Personnel can delegate these powers, totally or partially, to the Head of the Trainee Outreach and Recruitment Unit.

2. The "traineeship coordinator" is an official or other servant designated by the Human Resources Unit (or its equivalent when such a unit does not exist) of each Directorate-General, in charge of trainees. The traineeship coordinator manages the trainees assigned to their Directorate-General. In particular, the traineeship coordinator:

- identifies the needs for trainees within the Directorate-General;
- is actively involved in the selection of trainees, taking part in the final decision, based on the selection made by the traineeship supervisor and in agreement with the Director-General;
- is in charge of any kind of activities and/or events organised for the trainees of their own Directorate-General (welcome days, seminars, training courses etc.);
- is in charge of any necessary internal transfers of trainees (from one unit to another within the same Directorate-General);
- deals with any significant incidents occurring during the traineeship and assists the trainees with any significant issues that may arise;
- acts as a liaison between the Directorate-General's traineeship supervisors and the Trainee Outreach and Recruitment Unit.

3. The “traineeship supervisor” can be an official or other servant of the European Parliament working in the unit to which the trainee is assigned. In particular, the traineeship supervisor:

- is actively involved in the selection of the trainee;
- guides and closely supervises the trainee throughout the traineeship;
- is responsible for assigning daily tasks to the trainee, for monitoring the trainee’s performance and for ensuring their integration in the unit;
- reports any significant incidents occurring during the traineeship to the traineeship coordinator.

4. The Competent Authority decides on the creation of a representative committee for trainees, to act as the facilitator between trainees and bodies within the European Parliament and to enhance the traineeship experience.

## **Article 4**

### ***Types of traineeships***

#### ***1. “Schuman” traineeships***

The purpose of “Schuman” traineeships is to enable university graduates to supplement the knowledge which they acquired during their studies and to familiarise themselves with the work and activities of the European Union, particularly of the European Parliament.

A limited number of Schuman traineeships may also be offered to candidates who have successfully completed a vocational education qualification from a European Union Member State.

The place of assignment can be one of the three places of work of the European Parliament, one of the EPLOs in the Member States or the “Jean Monnet House” located in Bazoches-sur-Guyonne.

#### ***2. “EU & You” traineeships***

The purpose of “EU & You” traineeships is to enable university graduates to undertake a traineeship in one of the European Parliament’s External Liaison Offices.

### 3. *“Business Agreement” traineeships*

“Business Agreement” traineeships derive from any memoranda of agreement that the Secretary-General of the European Parliament has concluded with certain educational establishments or external organisations covering, *inter alia*, the hosting of trainees in the Secretariat of the European Parliament; any such trainees are students or representatives of these establishments or organisations.

Rules on these traineeships are laid down in the agreements between the two parties. For matters not covered by these agreements, the internal rules governing traineeships in the European Parliament shall apply.

### 4. *“Traineeships financed by public authorities of Member States”*

“Traineeships financed by public authorities of Member States” concern the hosting of a limited number of trainees who are financed by public authorities of a Member State to undergo a traineeship in the Secretariat of the European Parliament following the agreement of the Competent Authority. The internal rules governing traineeships in the European Parliament shall apply to these traineeships, unless otherwise provided.

## **CHAPTER 2 - PROCEDURES FOR SELECTION OF TRAINEES**

### **Article 5**

#### ***Selection procedures***

There are two procedures for selecting trainees, depending on the type of traineeship:

1. The formal and structured selection campaign, which covers:

- “Schuman” traineeships,
- “EU & You” traineeships,

and involves a comparative assessment of applicants for each type of traineeship.

2. Ad-hoc selection procedures, which cover:

- “Business Agreement” traineeships, and
- “Traineeships financed by public authorities of Member States”.

### **Article 6**

#### ***Application periods***

1. For “Schuman” traineeships, application periods last at least one month. They are defined by the Competent Authority and made public on the European Parliament’s website.

2. For “EU & You” traineeships, application periods are defined by the Competent Authority, in agreement with the External Liaison Offices. These are made public on the European Parliament’s website. All applications shall be submitted at least one month prior to the starting date of the traineeship.

3. For “Business Agreement” traineeships, the application periods are defined in each memorandum of agreement.

4. For “Traineeships financed by public authorities of Member States”, application periods are defined by the public authorities of Member States in agreement with the hosting Directorate-General and the Competent Authority.

## **Article 7**

### ***Traineeship periods***

#### **1. “Schuman” traineeships**

Without prejudice to Article 22, “Schuman” traineeships shall be awarded for a period of five months. The specific traineeship periods run:

- from 1 March to 31 July,
- from 1 October to the end of February.

The Directorates-General have the possibility of advancing or postponing the start date mentioned above, as long as the new date is in the month immediately before or immediately after the original start date. The end date is modified accordingly.

A candidate has the possibility, by means of an agreement with both the traineeship supervisor and the traineeship coordinator in the Directorate-General in question, to advance or postpone the start date, so long as the new date is in the month immediately before or immediately after the starting date mentioned above. The agreement shall be sent to the Trainee Outreach and Recruitment Unit as soon as possible and no later than one month before the original start date mentioned above. The end date is postponed accordingly.

The traineeship coordinator can request an extension of the traineeship for a period of up to one month, in agreement with the trainee and the traineeship supervisor, and upon approval of the Competent Authority.

Exceptionally, the traineeship coordinator may request an extension of the traineeship, in the interest of service, for a period exceeding one month and up to three months in agreement with the trainee and the traineeship supervisor, and upon approval of the Competent Authority. Such a request must be duly justified.

Extensions can only be granted once and on condition that the information reaches the Trainee Outreach and Recruitment Unit at least one month before the end date of the traineeship. There can be no interruption or suspension between the end date mentioned in the traineeship agreement and the given extension. The total length of the traineeship period cannot in any case exceed eight months.

#### **2. “EU & You” traineeships**

“EU & You” traineeships shall be awarded for a period of five months. The exact periods are defined by common agreement between the External Liaison Office and the Competent Authority. They are published on the website of the concerned External Liaison Office on 1 October of the preceding year.

#### **3. “Business Agreement” traineeships**

The traineeship periods are defined in each memorandum of agreement.

#### 4. “Traineeships financed by public authorities of Member States”

Traineeships shall be awarded for a period of five months, unless otherwise defined by the public authorities of Member States in agreement with the hosting Directorate-General and the Competent Authority.

### **CHAPTER 3 - CRITERIA**

#### **Article 8**

##### ***Principles***

The European Parliament is committed to creating an equal and inclusive work environment. Without prejudice to Article 9, the traineeships are open to all candidates, without distinction as to geographical, racial, social or ethnic origin, political, philosophical or religious beliefs, age or disability, gender or sexual orientation, and without reference to their civil status or family situation.

#### **Article 9**

##### ***Eligibility criteria***

##### 1. Candidates must:

- a. be aged 18 or over on their traineeship start date;
- b. for a “Schuman” traineeship: be nationals of a Member State of the European Union in order to apply. However, the Competent Authority can offer a limited number of traineeships to nationals of other countries, in particular candidate countries for membership of the European Union;
- c. provide the appropriate character references required for the performance of their duties;
- d. meet the following educational requirements:
  - i. for a “Schuman” traineeship, have been awarded and/or obtained at the latest three months prior to the beginning of the traineeship (as required by the position):
    - a full degree or its equivalent attesting the successful completion of the first cycle of a higher education study programme corresponding to at least level 6 of the European Qualification Framework (‘EQF’); or
    - a vocational education qualification from a Member State of the European Union with a minimum duration of two years of studies and corresponding to EQF levels 3, 4 or 5;
  - ii. for an “EU & You” traineeship, have been awarded and/or obtained at the latest one month prior to the beginning of the traineeship, a full degree or its equivalent attesting the successful completion of the first cycle of a higher education study programme corresponding to at least level 6 of the EQF;

- e. meet the following language requirements:
  - i. for citizens of Member States applying to a traineeship requiring a university degree: have a thorough knowledge of one of the official languages of the European Union and a very good knowledge of another official language of the European Union;
  - ii. for citizens of Member States applying to a traineeship requiring a vocational education qualification: have a thorough knowledge of one of the official languages of the European Union and a good knowledge of another official language of the European Union;
  - iii. for citizens of non-Member States applying to a traineeship requiring a university degree: have a very good knowledge of either English, French or German;
  - iv. for citizens of non-Member States applying to a traineeship requiring a vocational education qualification: have a good knowledge of either English, French or German;
- f. not have benefited (or still benefit) from any kind of in-service traineeship (paid or unpaid) for more than two months within a European institution, body or agency, including being a trainee of a Member of the European Parliament or in a European Parliament political group;
- g. not have carried out a study visit in the Secretariat of the European Parliament six months prior to the beginning of the traineeship;
- h. not have had in the past, nor have at present, any kind of employment contract for more than two months within a EU institution, body or agency including anyone who is or has been a temporary staff member, a contract staff member, an auxiliary contract staff member, a member of the interim staff, a member of the external staff, a seconded national expert in any EU institution, body or agency or an assistant to a Member of the European Parliament.

2. The Trainee Outreach and Recruitment Unit is responsible for the examination of the eligibility criteria of each candidate.

#### **Article 10**

##### ***Other criteria***

Candidates must fulfil other criteria, defined in the task description for each traineeship position. These are the educational, professional, linguistic, IT and character requirements necessary for each traineeship position.

### **CHAPTER 4 - SELECTION CAMPAIGN**

#### **Article 11**

##### ***Selection procedure for Schuman traineeships***

1. The selection procedure is designed to prevent any kind of discrimination and to ensure that all applications are assessed and processed in a fair and impartial manner. The Competent Authority shall, as far as possible, ensure geographical and gender balance among the recruited

candidates.

2. The Competent Authority determines the number of available traineeship places allocated to each Directorate-General. The Competent Authority also determines the number of traineeship positions requiring a vocational education qualification.

3. The traineeship coordinator of each Directorate-General provides a task description and any additional selection criteria for each traineeship position prior to the start of the selection procedure.

4. Online applications shall follow the procedures established by the Trainee Outreach and Recruitment Unit, which are made public on the European Parliament's website.

5. The designated traineeship supervisors will examine the applications based on the candidates' qualifications and skills and the advertised criteria. Traineeship supervisors shall establish a shortlist, by selecting among the applicants the most suitable candidates for each traineeship position. The traineeship coordinator takes part in the final decision based on the selection undertaken by the supervisor and in agreement with their Director-General and transmits the names of the shortlisted candidates to the Trainee Outreach and Recruitment Unit. Pending verification, shortlisted candidates shall be deemed to meet the qualifications and skills required for the traineeships.

6. The Trainee Outreach and Recruitment Unit then examines the eligibility of the shortlisted candidates. Shortlisted candidates must submit all the necessary supporting documents within the deadline indicated by the Competent Authority. If the documents are not submitted within the specified deadline, the application will be rejected.

7. The Directorate-General for Security and Safety, at the request of the Competent Authority, may carry out a screening to assess potential risks related to the proposed selection of a national of a non-EU Member State for a traineeship position.

8. Not all shortlisted candidates will be offered a traineeship.

## **Article 12**

### ***Outcome of the selection procedure for Schuman traineeships***

1. All candidates, whether successful or not, will be personally notified of the outcome of their application. Such notifications are only sent via electronic means. Unsuccessful candidates will not be informed of the reasons why they were not shortlisted or offered a traineeship.

2. A traineeship agreement is signed by the Competent Authority and the trainee at the beginning of the traineeship. The European Parliament shall not be a party to any traineeship agreements proposed by a trainee's educational establishment or external organisation. Any traineeship extension, foreseen in Article 7(1), is subject to an amendment to the relevant traineeship agreement, signed by the Competent Authority, on the basis of budget allocation.

3. If an application is unsuccessful at any stage of the selection process, a candidate may re-apply for a subsequent traineeship period. It is, however, necessary to submit a new online application, which will have to go through the official selection procedure once more.

4. Without prejudice to Article 12(5), a candidate may withdraw their application or turn down the offer made to them, at any stage of the selection process, by informing the Trainee Outreach and Recruitment Unit in writing. In such cases, they are excluded from any further stage in the process. They may re-apply for any subsequent traineeship period. It is, however, necessary to submit a new online application, which will have to go through the official selection procedure once more.

5. However, if the candidate withdraws their interest in the offered traineeship less than two weeks before the start date, then, they will be excluded from any future campaigns for a period of two years. Exceptions could be accepted by the Competent Authority in cases of force majeure.

### **Article 13**

#### ***Request for reasonable accommodation***

1. According to Article 1d(4) of the Staff Regulations of Officials of the European Union, “reasonable accommodation”, in relation to the essential functions of the job, shall mean appropriate measures, where needed, to enable a person with a disability to have access to, participate in, or advance in employment, or to undergo training, unless such measures would impose a disproportionate burden on the employer.

2. The internal rules of 1 April 2015 implementing Article 1d(4) of the Staff Regulations and the Guidelines adopted pursuant to Article 9 of those internal rules shall apply *mutatis mutandis* to traineeships.

3. Nonetheless, successful candidates who have stated in their application that they are in need of reasonable accommodation shall not be required to undergo the medical examination provided for in Article 2(1) of the internal rules of 1 April 2015 and points 8(1) and 10(1) of the Guidelines, but shall, instead, be called to an interview with one of Parliament’s medical officers.

4. Parliament may organise targeted traineeship schemes for candidates with disabilities requesting a reasonable accommodation to foster their participation in its traineeship programmes.

## **CHAPTER 5 - OBLIGATIONS**

### **Article 14**

#### ***General obligations***

1. Trainees shall be required to comply with the present European Parliament internal rules governing traineeships.

2. Trainees are required to comply with the instructions given by their traineeship supervisors and their superiors in the unit to which they are assigned.

3. Trainees must contribute to the work of the unit to which they are assigned.

4. Trainees are bound by the laws of the country in which their traineeship will take place, for example with regard to registration on municipal population registers or visa obligations, where applicable.

### **Article 15**

#### ***Behaviour and conduct***

1. Trainees must exercise their duties with integrity, courtesy and consideration. If the conduct of the trainee does not prove to be satisfactory, the Competent Authority may decide, at any moment, to terminate the traineeship, in accordance with the provisions of Article 33.

2. During their traineeship, trainees must consult their traineeship supervisor or, if unavailable, their traineeship coordinator, prior to undertaking, on their own initiative, any actions linked to

the activities of the European Parliament.

## **Article 16**

### ***Conflict of interest***

1. Trainees must not deal with a matter in which, directly or indirectly, they have any personal interests (e.g. family and/or financial interests), that may impair the performance of their duties. They must not have any professional connections with third parties that may be incompatible with their traineeship.
2. Trainees are not permitted to exercise any gainful employment during the traineeship period that may adversely affect the work assigned to them.
3. In a situation as described in paragraphs 1 and 2 of this Article, or whenever the possibility of a conflict of interest arises during their assignment, trainees shall immediately report this in writing to the traineeship coordinator, who will take a reasoned decision as to the consequences thereof.

## **Article 17**

### ***Confidentiality***

1. Throughout their traineeship, trainees must adhere to the same rules governing contact with the press and the use of social media that apply to all statutory members of staff of the European Parliament and must comply with any instructions provided.
2. Trainees must conduct themselves with the utmost discretion regarding their work in the European Parliament. They must not disclose –without prior written consent of the Competent Authority– any non-public documents or information to anyone. This applies to all communications, including social media or other digital platforms.
3. Trainees shall remain bound by these obligations after the completion of their traineeship.

## **Article 18**

### ***Publications***

1. Trainees must not publish or cause the publication, either alone or with others, of any matter dealing with the work of the European Parliament, without prior written authorisation of the Competent Authority.
2. Once the authorisation has been granted, the trainee shall provide a copy of the publication or article to the Competent Authority.
3. Trainees shall remain bound by these obligations after the completion of their traineeship.

## **Article 19**

### ***Right of intellectual property***

The European Parliament acquires irrevocably worldwide ownership of the results and of all intellectual property rights of work that is performed by the trainee in the framework of the traineeship. The intellectual property rights so acquired include any rights, such as copyright, reproduction, communication to the public, distribution and any other intellectual or industrial property rights.

## **CHAPTER 6 - ADMINISTRATIVE MATTERS**

### **Article 20**

#### ***Transfer***

At any stage of the traineeship, the traineeship coordinator, in agreement with their Director-General, can take the decision to transfer the trainee to another unit, within the same Directorate-General, in agreement with the traineeship supervisor. The traineeship coordinator shall inform the Trainee Outreach and Recruitment Unit accordingly.

### **Article 21**

#### ***Voluntary temporary suspension of traineeship***

1. The trainee may request to suspend their traineeship temporarily. Any such temporary suspension cannot be longer than one month and can only be requested once during the traineeship.
2. The trainee submits a justified request to their traineeship coordinator, who in agreement with the traineeship supervisor, either accepts or rejects the request. If the suspension is accepted, the traineeship coordinator shall inform the Trainee Outreach and Recruitment Unit as soon as possible. The Competent Authority will then issue a decision confirming the temporary suspension and shall specify the dates taking into account all the administrative aspects.
3. During the temporary suspension of the traineeship, the trainee is not entitled to remuneration, insurance or reimbursement of any travel expenses incurred during that period. The quota of leave days is reduced on a pro-rata basis accordingly. The trainee continues to be bound by the above-mentioned rules in Articles 15(2), 16, 17 and 18.
4. The traineeship end date remains the original one, and any extension is subject to the provisions of Article 7(1).

### **Article 22**

#### ***Future employment***

The award of a traineeship shall not, under any circumstances, give recipients the status of official or other servant of the European Union, nor shall it entitle them in any way to subsequent recruitment.

## **CHAPTER 7 - WORKING CONDITIONS**

### **Article 23**

#### ***General provisions***

When there is no explicit rule for trainees regarding working hours, leaves and absences and missions, the general rules for all European Parliament staff shall apply *mutatis mutandis*.

### **Article 24**

#### ***Working hours***

1. Trainees are engaged on a full-time basis.

2. The hours of work shall be those applicable for European Parliament staff. Different hours may apply to trainees involved in childcare activities. Overtime shall carry no right to compensation or remuneration or increase in the monthly grant.

## **Article 25**

### ***Leave and absences***

The calculation method is the one applied for all European Parliament staff.

#### ***1. Public holidays and office closing days***

Rules governing public holidays and office closing days for the European Parliament staff apply to trainees.

#### ***2. Annual leave***

Trainees are entitled to two days' leave per month for each month of their traineeship, calculated on the basis of the traineeship's total duration. Leave must be taken with the agreement of the traineeship supervisor and approval of the respective Head of the Unit.

Untaken leave days will not be reimbursed at the end of the traineeship.

If the trainee takes more leave days than their leave entitlement, the equivalent amount shall be deducted from their monthly grant. As far as "Business Agreement" traineeships and "Traineeships financed by public authorities of Member States" are concerned, a notice will be sent to the educational establishment, the applicable external organisation or the relevant national public authority.

#### ***3. Special leave***

The general rules for all European Parliament staff shall apply *mutatis mutandis*.

#### ***4. Absence in case of sickness***

Trainees who fall ill must, on their first day of absence, inform their traineeship supervisor and/or the unit to which they are assigned. If the absence lasts more than three consecutive days (including weekends, public holidays and closing days), the trainee must send a medical certificate to the Parliament's Medical Leave Service.

In any event, the maximum number of uncertified sick leave days shall not exceed the total number of months of the traineeship.

#### ***5. Unjustified absences***

As soon as the relevant service is informed of any unjustified absence, it will be deducted from the trainee's leave entitlement, until a justification is provided. In the event that the trainee has no remaining leave balance, deductions will be applied to the monthly grant. As far as "Business Agreement" traineeships and "Traineeships financed by public authorities of Member States" are concerned, a notice will be sent to the educational establishment, the applicable external organisation or the relevant national public authority.

## **Article 26**

### ***Missions***

1. During the traineeship, trainees may be sent on mission to one of the European Parliament's three places of work in order to observe parliamentary activities.

2. In exceptional cases, trainees may travel to any other country, in the interest of the service.
3. Trainees assigned to the EPLOs and to the External Liaison Offices may be authorised to travel on mission outside the European Parliament's three places of work in their country of assignment.
4. The Competent Authority decides on any specific rules governing trainees' missions, which are made public on the European Parliament's intranet. In case no specific rules are in place for trainees, the general rules for the Secretariat of the European Parliament staff shall apply *mutatis mutandis*.

## **CHAPTER 8 - GRANTS, ALLOWANCES AND INSURANCE**

### **Article 27**

#### ***Monthly grants***

1. The Competent Authority decides on the amount of the monthly grant, for the various types of traineeships financed by the European Parliament. Those amounts are made public on the European Parliament's website.
2. The grant amount is subject to the weighting applicable in the country where the traineeship takes place.
3. "Business Agreement" trainees receive a monthly grant as defined in each memorandum of agreement.
4. Trainees conducting a "Traineeship financed by public authorities of Member States" shall not receive any grant from the European Parliament. However, since traineeships at the European Parliament must be remunerated, they should receive a grant from the public authority of the Member State concerned.

### **Article 28**

#### ***Decision on requests for reasonable accommodation and disability allowance***

1. The Competent Authority decides on the requests for reasonable accommodation of successful candidates, after the recognition of the disability and the definition of its percentage by the Medical Service of the European Parliament, and upon recommendation by the Advisory Committee on Reasonable Accommodation on each individual case.
2. The Medical Service of the European Parliament is not bound by any national, local or other third-party certificates or decisions when it assesses the disability and determines its percentage.
3. A trainee whose request for reasonable accommodation has been accepted may receive an additional payment of up to 50% of their monthly grant, depending on the degree of disability:
  - If the disability is less than 20%, no additional payment will be granted.
  - If the disability is greater than or equal to 20% but less than 50%, the additional payment will be 20% of the monthly grant.
  - If the disability is greater than or equal to 50%, the additional payment will be 50% of the monthly grant.

4. The Competent Authority issues a decision that confirms the exact amount of the additional payment, which applies (including retroactively) to the whole duration of the traineeship.

## **Article 29**

### ***Travel allowance and financial aid***

1. All “Schuman” trainees are entitled to a travel allowance that partly covers their expenses incurred from travelling from their home to their place of work.
2. The flat-rate amount and the payment method of this travel allowance are set by the Competent Authority; this information shall be published on the European Parliament’s website.
3. “EU & You” and “Business Agreement” trainees as well as trainees that conduct a “Traineeship financed by public authorities of Member States” are not entitled to this travel allowance.
4. Subject to budget availability, the Competent Authority may decide to grant a financial aid for the accommodation of the trainees in Luxembourg. The amount of this aid shall be determined by reference to the Bureau Decision of 16 December 2024 establishing rules on a housing allowance for certain staff members serving in Luxembourg.

## **Article 30**

### ***Sickness and accident insurance***

1. Trainees shall be insured for the duration of their traineeship against the risks of sickness and accident.
2. The European Parliament shall take out sickness and accident insurance coverage for trainees in addition to any cover that they may have under national or other insurance schemes.
3. At the request of a trainee, the European Parliament may also insure their spouse and children. In that event, the trainee must pay any additional insurance premiums.
4. In the event of sickness or accident, the trainee shall contact the insurance company directly. The European Parliament cannot act as a mediator between the trainee and the insurance company.
5. Depending on the memorandum of agreement, “Business Agreement” trainees may be also entitled to the aforementioned sickness and accident insurance coverage.
6. The Competent Authority may decide to grant the aforementioned sickness and accident insurance coverage to trainees carrying out a “Traineeship financed by public authorities of Member States”.
7. Details of the available insurance policies are published on the European Parliament’s website.

## **Article 31**

### ***Fiscal obligations***

The grant is not subject to Community tax. Trainees shall be solely responsible for the declaration and payment of any taxes, in their country of residence or origin, by virtue of the laws applicable to their personal situation.

## **CHAPTER 9 - EARLY TERMINATION OF THE TRAINEESHIP**

### **Article 32**

#### ***Upon the trainee's request***

1. The trainee may request the termination of their traineeship earlier than the date specified in the traineeship agreement. If the trainee so wishes, they have the opportunity to be heard - before submitting the request - by the Competent Authority regarding the reasons for the early termination of their traineeship.
2. The trainee submits a signed written request to the traineeship coordinator and informs their traineeship supervisor. The traineeship coordinator shall inform the Trainee Outreach and Recruitment Unit as soon as possible, but no later than five working days before the requested termination date. The Competent Authority will then issue a decision confirming the early termination taking into account all the administrative aspects.
3. The number of days of leave and the grant are reduced on a *pro-rata* basis. If the early termination results in an overpayment of the grant, the trainee must refund the European Parliament in full.

### **Article 33**

#### ***Upon decision of the Competent Authority***

1. The Competent Authority reserves the right to terminate the traineeship before its given end date:
  - if the level of the trainee's professional performance or knowledge of the required language is insufficient for the proper execution of their duties;
  - if at any moment, it becomes apparent that the trainee has made wrongful declarations, including the lack of or inappropriate declaration of needs for reasonable accommodation in the application form, or has provided false statements or documents at the moment of application or admission procedure, or during the traineeship period;
  - on justified grounds, in particular for imperative operational reasons or due to a breach of the rules regarding obligations, behaviour and conduct with which trainees are required to comply.
2. In all the above cases, the Competent Authority invites the trainee to an interview in order to explain the reasons for the early termination and for the trainee to be heard. The Competent Authority will then decide on the outcome of the procedure.
3. The Competent Authority may propose that the trainee continue their traineeship either in the same or in a different unit for the remaining period of the traineeship.
4. In the event that the Competent Authority decides to end the traineeship before its anticipated term, the Competent Authority hands over or sends their decision to the trainee as soon as possible.
5. The Competent Authority may decide that it is necessary to forbid the trainee access to the buildings and any electronic mailbox or databases of the European Parliament.
6. Furthermore, in cases of extreme misbehaviour, the Parliament reserves the right to launch legal proceedings against the trainee.

7. The number of days of leave and the grant are reduced on a pro-rata basis. If the early termination results in an overpayment of the grant, the trainee must refund the European Parliament in full.

8. If the Competent Authority decides not to terminate the traineeship, it will continue its natural course.

## **TITLE II - FINAL PROVISIONS**

### **Article 34**

#### ***Appeals***

1. No internal formal appeals against any decision regarding traineeships are possible.
2. Upon written and reasoned request of a trainee, the Competent Authority may offer informal mediation in order to solve a problem in relation to a particular traineeship.
3. Decisions taken in application of these rules may be challenged before the General Court of the European Union in accordance with Article 263 of the Treaty on the Functioning of the European Union.

### **Article 35**

#### **Data Protection**

Regardless of whether the applications were selected, rejected or withdrawn, any personal data in connection with the traineeships shall be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council 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. Personal data shall be processed for the purposes and in the framework of the present Internal Rules.

### **Article 36**

#### **Entry into force**

1. These rules shall enter into force on the first day of the month that follows their signature.
2. Traineeships in progress on the date of entry into force, including those that have been extended before or after this date, remain bound by the Internal Rules Governing Traineeships in the Secretariat of the European Parliament of 29 April 2021. Except in these specific cases, the present rules replace the aforementioned rules.

Done in Luxembourg, 20/03/2026



Alessandro Chiocchetti