

The Executive Director

DECISION No ADM-18-12 on
traineeships offered by EUIPO

The Executive Director of the European Union Intellectual Property Office ('the Office' or 'EUIPO'),

Having regard to Regulation (EU) 2017/1001 of the European Parliament of the Council of 14 June 2017 on the European Union trade mark⁽¹⁾ and in particular to Article 143, Article 152(6) and Article 157(1) thereof,

Having regard to the Office Seat Agreement and in particular to Article 5 thereof,

Having regard to the Decisions of the Executive Director of the Office No ADM-14-15 REV on paid traineeships offered by the Office to young university graduates as part of the Pan-European Seal Professional Traineeship Programme, No ADM-14-20 REV on paid traineeships offered by the Office to young professionals and No ADM-07-002 on paid traineeships offered by the Office to National and International Industrial Property Office employees,

Whereas:

- (1) It is in the interest of the construction of the European Union and in that of the Office that the latter promotes its work amongst university graduates, young professionals and employees of National and International Industrial Property Offices and other public bodies dealing with trade marks and designs.
- (2) Traineeship programmes at EUIPO are a valuable instrument to promote European integration providing trainees with first-hand experience in a multicultural working environment.
- (3) Traineeships at EUIPO give the opportunity to provide young professionals and university graduates with in-depth Intellectual Property knowledge, including protection and enforcement of intellectual property rights, IP infringements and best practices.
- (4) The Office in cooperation with the European Patent Office (EPO) is working on the promotion and implementation of the Pan-European Seal Professional Traineeship Programme,

HAS ADOPTED THE FOLLOWING DECISION:

⁽¹⁾ OJ L 154, 16.6.2017, p. 1.

Chapter I

General provisions

Article 1

Purpose and scope

These rules govern the following traineeship programmes at EUIPO:

- a) Pan-European Seal Professional traineeship programme;
- b) Young Professionals traineeship programme;
- c) Junior IP employees traineeship programme;
- d) Unpaid traineeship programme.

Traineeships served at the Office shall seek principally to:

- a) provide training in intellectual property rights;
- b) provide practical knowledge of the daily work of Office's Departments;
- c) extend and apply knowledge acquired in the course of studies or working life;
- d) enable trainees to acquire personal experience through the contacts they make in their everyday work;
- e) promote European integration through active participation and to create awareness of true European citizenship in a multicultural and multilingual environment.

The Office through its official traineeship programmes:

- a) benefits from the input of people with recently acquired education, who can give a fresh point of view and up-to-date knowledge, which will enhance the everyday work of the Office;
- b) creates a pool of people with first-hand experience of the EU trade mark and Community design system as well as of the Office, and who will contribute to spreading EU and IP knowledge and awareness;
- c) extensively promotes IP knowledge including infringements of IP titles and best practices.

Article 2

Eligibility

1. Nationality

Trainees shall be selected from among nationals of the Member States of the European Union. A limited number of nationals of candidate countries and third countries may be accepted.

2. Qualifications

a) Education

Except as otherwise provided hereinafter, candidates must have completed successfully at least the first cycle of a higher education course² certified by an official document from the University before the selection procedure starts.

b) Languages

Applicants must have a thorough knowledge of one working language of the EUIPO, English French, German, Italian and Spanish (minimum B1 level).

Furthermore, depending on traineeship programme, additional language requirements might apply.

c) Working experience

The previous working experience required for each traineeship programme is specified in the Chapter II of this Decision.

The Office will not accept applications from candidates who have already benefited or are benefiting from any kind of in-service traineeships (paid or unpaid) within a European institution, agency or body as listed on the Europa website³, including any person who is or has been an assistant to a member of European Parliament, a contracted consultant or *intra-muros* researcher, an official, a temporary staff member, a contract staff member, an auxiliary staff member, a Seconded National Expert (SNE) or an interim staff member of any EU institution, agency, body, delegation or representative office, whatever the duration.

Candidates should inform the Human Resources Department of the Office, (hereinafter 'HRD') of any change in their situation that might occur at any stage of the selection process.

Article 3 **Admission procedure**

1. Number of traineeships

On the proposal of HRD, the Executive Director of the Office decides the number of traineeships available for each traineeship programme and traineeship period, taking into account the level of budgetary appropriations available and the capacity of each Department to accommodate trainees.

² Details of the requirements as regards national qualifications provided under the national legislation in the country concerned can be consulted on http://europa.eu/epso/doc/diplomes-fortheweb_en.pdf

³ https://europa.eu/european-union/about-eu/institutions-bodies_en .

2. Selection procedure

Trainees are selected in accordance with the general provisions established in this Chapter and to those specified for each traineeship programme in Chapter II of this Decision.

3. National documentation

Trainees 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 in which they are based before commencing their traineeship.

4. Withdrawal of application

At any stage of the selection process, candidates may withdraw their application by informing HRD in writing.

5. Unsuccessful applications

If an application is unsuccessful, a candidate may submit a new application for a future traineeship position.

6. Keeping of Files

HRD keeps candidates files in accordance with Regulation (EC) No 45/2001 of 18 December 2000 (on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data, or any succeeding Regulations) whether the candidatures gave rise to selection or were rejected or withdrawn.

Article 4 **Equal treatment**

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

Article 5 **Conditions of the traineeship**

1. Place of traineeship

As a general rule, the traineeship will take place where EUIPO has its main seat. However, trainees may be assigned to other places where the Office has its staff assigned.

2. Assignment and duties of trainees

Trainees shall be assigned to a Department and/or Service and be informed of the tasks to be performed and goals to be achieved in the framework of the traineeship in terms of training and professional development. Trainees are placed under the

responsibility of a supervisor. The supervisor must guide the trainee during his/her traineeship.

The supervisor must notify HRD of any significant incident occurred during the traineeship (in particular, unjustified or recurrent absences, accidents, professional incompetence, inappropriate behaviour, or interruption of the traineeship) which comes to his/her attention or of which the trainee has informed him/her.

3. Conduct throughout the traineeship

Trainees must, under all circumstances, exercise their duties and behave with integrity, courtesy and consideration both in and out of the Office.

Trainees must also comply with the rules governing the in-service traineeship programme, the internal rules governing the functioning of the Office and the instructions given by the supervisor and the management of the receiving Department.

4. Wellbeing

During the traineeship, trainees have free access to the sport and leisure facilities of the Office.

Article 6 **Accessibility**

The Office is certified in Universal Accessibility 170.001 and will do its best to find reasonable measures for facilitating accessibility in order to enable a candidate to benefit from equal traineeships conditions.

Article 7 **Rights and obligations**

1. Conflict of interests

According to the Office Guidelines on prevention and management of conflict of interests, candidates shall declare any interests which could be considered to be prejudicial to their independence.

The trainee will sign a Declaration of Interests and a Confidentiality clause before commencing the traineeship.

The Declaration of Interests shall be submitted by all trainees to identify and disclose relevant personal interests that may be considered by the Office as potentially conflicting with their assigned duties.

Declaring interests does not necessarily mean having an actual or potential conflict of interests, nor does it automatically disqualify the trainee from participating in the activities of the Office.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attaches, industrial property firms etc.). They are permitted to exercise gainful employments

during the period of the traineeship only if they may not adversely affect the work assigned during the traineeship.

If an actual or potential conflict of interests should arise during their assignment, trainees should immediately report this to their supervisor and to HRD in writing.

2. Confidentiality

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any manner whatsoever, disclose any document or information not already made public. They will continue to be bound by this obligation after the end of their traineeship.

3. Contact with the Press

Trainees have the right of expression, also when it comes to contacts with the Press, with due respect to the principles of loyalty and impartiality. The trainee is invited to consult when possible and follow the instructions provided by the supervisor.

4. Publications

All rights, for any article or other work done for the Office, are the property of the Office. Trainees shall not, either alone or with others, publish or cause to be published any text relating to the EU's activities without first informing the Office via the traineeship supervisor or the head of the receiving Department.

Article 8 **Presence and absence**

1. Working Time

The hours of work shall be those applicable to staff of the EUIPO working full-time. Trainees shall be also required to register their times of arrival and departure in the Time Management programme to register hours worked. Trainees are not allowed working overtime and teleworking.

The trainees are bound by the Office's public holidays calendar.

2. Leave

Trainees are entitled to 2 days of annual leave per month. With the exception of days for trips and visits organised by the Office, any days taken for participation in any competition, exam or university work, personal matters, family reasons, etc. must be taken from 'annual leave'.

Days of leave not taken at the end of the traineeship do not entitle the trainees to any financial compensation.

3. Absences without leave

In the event of absence without an approved leave request, the days shall be deducted from the trainee's annual leave entitlement. Where applicable, should the trainee not

have more annual leave days, the absences will be deducted proportionally from his/her monthly grant in accordance to Article 13(2).

4. Sickness

In event of sickness, the trainee shall notify his/her supervisor immediately with copy to HRD⁴. Should this period of absence last for more than three days the trainee must provide the Office with a medical certificate which indicates the probable length of absence. This certificate must be forwarded to the Medical Service of the Office, within 5 calendar days from the beginning of the absence or, in case of extension of the sick leave, from the expiration of the medical certificate previously provided. A trainee may be subject to medical control visits.

5. Long absences

In case of absence of the trainee of two weeks or more, where no reason for the absence is given, the Office terminates the traineeship without prior notice.

When reasons for the absence are given, after considering them the Office may also decide to terminate the traineeship without prior notice.

Article 9 **Trainings**

Trainees are entitled to language courses during the traineeship and the Office provides a maximum of 150 hours of language training in one language during their traineeship.

In addition, trainees have access to a wide range of lectures, courses and conferences on IP matters and transversal competences available internally in the Office and on the Learning Portal. IP Departments may also offer a specific IP training program for newcomers.

Some limitations to the training offered may apply to trainees assigned to places other than the main seat of EUIPO.

Trainees must request their supervisor's permission to participate in a training course.

Article 10 **Suspension of the traineeship**

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons, after consultation with the supervisor of the trainee, the suspension of traineeship for a given period may be authorised.

Requests for suspension must be submitted 15 working days prior to the desired date for commencing such period and cannot be submitted within the last month of training period.

⁴ To the email traineeships@euipo.europa.eu

Where applicable, the traineeship grant and accident insurance at the place of carrying out the traineeship shall be suspended during such period. The trainee is not eligible to claim travel expenses during this period.

The suspension will not alter the foreseen ending date and might not be authorised for less than 15 consecutive calendar days.

Article 11 **End of the traineeship**

1. Traineeship report

Trainees who have completed at least half of the traineeship period will receive a Traineeship Report.

Trainees and supervisors must complete their respective part of the report and forward it to HRD at least 10 working days previous to the trainee departure. References are included in the traineeship report.

2. Certificates

Trainees will receive, after their traineeship period, a certificate specifying the dates of their traineeship period and the Department or Service to which they were assigned.

3. Early termination of the traineeship

The traineeship may terminate earlier either by decision of EUIPO or at the request of the trainee.

a) By decision of the EUIPO:

The Office, reserves the right to terminate the traineeship if any of the following occurs:

- the social behaviour or the conduct of the trainee does not prove satisfactory,
- the trainee does not comply with the rules governing the in-service traineeship programme and the internal rules governing the functioning of the Office,
- the level of the trainee's competency, professional performance or knowledge of the working language is insufficient for the proper execution of his/her traineeship,
- at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of selection or during the traineeship period.

Trainee can be asked to provide explanation for his/her behaviour.

b) At the request of the trainee:

The trainee must submit a written request to HRD at least 15 calendar days prior to the desired date of termination, with prior notification to his/her supervisor.

Article 12
Future employment

Admission to a traineeship does not confer on trainees any labour relationship with the Office, nor does it entail any right or priority with regard to a recruitment in the Services of the Office or any other European Union Agency or Institution as a member of statutory staff.

Article 13
Financial matters

1. Traineeship grant

Trainees may be entitled to a traineeship grant in accordance with Chapter 2 of this Decision.

Where the trainee is assigned to a place other than Alicante, considering the circumstances of the traineeship, the grant may be increased by 15% as contribution to the specific living conditions.

2. Deductions

Where trainees are entitled to a monthly grant, if it is not due for a complete month, the amount shall be subject to a reduction of 45€ per working day not due.

At the start of the traineeship and at any moment during the traineeship, the trainee shall declare all income sources external to EUIPO. If the received external income is lower than the traineeship grant, the trainee is entitled to the difference up to the amount of the traineeship grant. If the received external income is equal or higher than the traineeship grant, no traineeship grant shall be paid by EUIPO. The subvention of the university's tuition fees, as well as a merit scholarship are not considered as external source of income for the purpose of this provision.

3. Contribution to travel expenses

A contribution to the travel expenses from the place of residence to the place of traineeship and back shall be made in accordance with the provisions below:

- No contribution to the travel expenses shall be paid where the distance between the place of residence and the place of traineeship is less than or equal to 200 km,
- For distances above 200 km the following flat-rate will apply:

<i>Distance (one way) between the place of residence and the place of traineeship</i>	<i>Applicable flat-rate amounts (in €)</i>
<i>201 to 500 km</i>	<i>100</i>
<i>501 to 1000 km</i>	<i>200</i>
<i>1001 to 2000 km</i>	<i>300</i>
<i>Over 2001 km</i>	<i>400</i>

A trainee shall complete at least half of the traineeship in order to qualify for the contribution to the travel back expenses.

The contribution to the travel expenses is not due if the trainee has received a contribution of like nature from other sources.

4. Disability allowance

Upon presentation of proper justification to the medical service of the Office and after consideration of the specific situation by the latter, trainees suffering a disability may receive a supplementary amount to their grant equal to a maximum of EUR 500 per month.

Article 14 **Missions**

In exceptional cases only, the Director of the Department to which a trainee has been assigned may request authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one.

For the organisation of the mission and the reimbursement of these expenses, the general rules on reimbursement provided in the Office's Missions Guide will apply. The expenses will preferably be taken on by the Department which requests the mission or the Academy of EUIPO (hereinafter 'the Academy') when the subject matter of the mission is training.

Article 15 **Insurances**

1. Sickness insurance

Health insurance is mandatory. All trainees shall be responsible for organising their own insurance against health risks, along with any insurance required for family members, for the duration of the traineeship.

2. Accident insurance

Trainees are insured against the risk of accident at work in accordance with the terms of the insurance policy taken out to that end by the Office with an insurance company. Trainees have to bear the cost of any other personal insurance.

Article 16 **Taxation**

Trainees are solely responsible for the payment of any taxes corresponding to their monthly grant paid by the Office by virtue of the laws in force in the State in which the trainee pays tax.

In accordance with Article 5 of the Office Seat Agreement, no contribution is paid by the Office to national general institutions of Social Security.

At the request of the trainee, HRD issues a certificate, declaring the total grant received by the trainee.

Chapter II

Specific provisions regarding traineeship programmes

Section 1

Pan-European Seal Professional traineeship programme

Article 17

Purpose

Pan-European Seal Professional traineeship programme is intended to provide young university graduates with a unique and first hand practical experience of the European Union in general and the Office in particular as well as to enable them to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.

Article 18

Selection process

1. Submission

Within the framework of the Pan-European Seal, each University having signed a Memorandum of Understanding (MoU) with the Office, shall provide the latter with a short-list of the at least five best aspiring graduates of the same University on that academic year, as potential candidates for traineeship.

The aspiring graduates shortlisted by the Universities are entitled to apply for a traineeship position through the e-recruitment tool published on EUIPO official website within the open application period.

2. Selection criteria

In addition to the criteria set in Article 2, applications received will be evaluated based on:

- CV and motivation letter,
- degree / diploma issued by the sending University for the given academic year,
- language skills,
- Certificate of having completed at least one of the on-line free courses of the Office Academy Learning Portal.

HRD or the Universities may require further conditions for the different profiles wherever needed.

3. Selection procedure

At the closure of the application period, having regard to the provision in Article 3(1), the Office establishes the list of the applications that best match the requirements of the profiles defined by the Departments.

4. Selected trainees

The selected candidates will receive an offer of traineeship, containing the confirmation of the assigned tasks, the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD with the following documents:

- degree / diploma issued by the sending University for the given academic year,
- certificate of criminal records,
- national identity card or equivalent document. For candidates coming from third countries: passport and visa valid for Spain (or place of Traineeship if other) covering the entire duration of the traineeship,
- certificate of residence,
- medical certificate confirming that he/she is fit for performing the assigned tasks,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents (other than accidents at work which will be covered in accordance with the terms of the insurance policy taken out to that end by the Office) for the duration and place of the traineeship,
- certificate of completion of the EUTM in a nutshell online course.

Article 19 **Traineeship period**

The duration of the traineeship is of 12 months and 2 weeks, starting between 1 September and 15 October each year. The exact starting and end dates of traineeships are set every year and published in EUIPO official website. The starting date will be the same for all trainees participating in Pan-European Seal traineeship programme and may be deferred, upon written request by the candidate, only in exceptional and duly justified cases, after agreement of the concerned Service or Department.

In case of deferral, the duration of the traineeship might be less than 12 months, since this circumstance will not alter the fixed ending date.

Article 20 **Language training**

Trainees are requested to attend during the traineeship a course of the local language of the place of traineeship if their level is lower than B1.

Article 21
Trainees' induction programme

At the beginning of the traineeship, trainees follow a 2 weeks Trainees' induction programme organised by EUIPO.

Such induction programme provides trainees with basic information about the Office, the general rights and obligations during the traineeship and some information about living in the place of traineeship. The time schedule allows trainees to arrange their stay.

Article 22
Traineeship grant

Trainees will receive a basic monthly grant of 1.000 euros.

Section 2
Young Professionals traineeship programme

Article 23
Purpose

Young professional traineeship programme is intended to provide young professionals with practical experience of the European Union in general and the Office in particular as well as to enable them to put into practice knowledge acquired during their studies and first professional experiences, and in particular in their specific areas of competence.

Article 24
Selection process

1. Submission

Candidates shall apply for the desired traineeship position through the e-recruitment tool published on the EUIPO official website within the open application period. Applicants must provide all of the supporting documents required, electronically scanned together with their application.

2. Selection criteria

In addition to the criteria set in Article 2, applications will be evaluated based on:

- CV and motivation letter,
- degree(s)/ diploma(s),
- language skills,

- any previous experience, professional or such as extra-academic roles, involvements of social responsibility nature or interventions within the scope of a professional,
- Certificate of having completed at least one of the on-line free courses of the EUIPO Academy Learning Portal.

HRD may require further conditions for the different profiles wherever needed.

3. Selection procedure

At the closure of the application period, having regard to the provision in Article 3(1), HRD lists the applications that best match the requirements of the profiles defined by the Departments and sends them to each Department.

Taking into account the preferences expressed by the Departments, HRD drafts the final list containing the selected candidates.

4. Selected trainees

The selected candidates will receive an offer of traineeship, containing the confirmation of the assigned tasks, the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD with the following documents, if not submitted along with the application:

- full degree certificate or its equivalent,
- certificate of criminal records,
- national identity card or equivalent document. For candidates coming from third countries passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- certificate of residence,
- medical certificate confirming that he/she is fit for performing the assigned tasks,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents (other than accidents at work which will be covered in accordance with the terms of the insurance policy taken out to that end by the Office) for the duration and place of the traineeship,
- copy of the certificate of completion of the EUTM in a nutshell online course.

Article 25 **Traineeship period**

The duration of the traineeship is of 12 months and 2 weeks, starting between 1 September and 15 October each year. The exact starting and end dates of traineeships together with the open application period are set every year by HRD and published in EUIPO official website. The starting date will be the same for all trainees participating in Young Professionals traineeship programme and may be deferred, upon written request by the candidate, only in exceptional and duly justified cases, after agreement with the applicable Service or Department.

In case of deferral, the duration of the traineeship might be less than 12 months, since this circumstance will not alter the fixed ending date.

Article 26
Trainees' induction programme

At the beginning of the traineeship trainees follow a 2 weeks Trainees' induction programme organised by EUIPO.

Such induction programme provides trainees with basic information about the Office, the general rights and obligations during the traineeship and some information about living in the place of traineeship. The time schedule allows trainees to arrange their stay.

Article 27
Traineeship grant

Trainees will receive a basic monthly grant of 1.000 euros.

Section 3
Junior IP employees traineeship programme

Article 28
Purpose

Junior IP employees traineeship programme is intended for employees of the National and International Industrial Property Offices and other public bodies dealing with trade marks and designs (hereafter 'NIIPO' & 'PB').

Article 29
Eligibility

Article 2(2) shall not apply to the Junior IP employees traineeship programme.

Article 30
Selection process

1. Selection procedure

Trainees shall be selected from the National and International Industrial Property Offices and other public bodies dealing with trademarks and design and will be appointed two months before the start of their traineeship. A traineeship agreement is drawn up between the President of NIIPO & PB and the Executive Director of EUIPO via an exchange of written communication. The aforementioned exchange will specify the training period, the Department to which the trainee will be allocated and the exact nature of the training.

2. Selected trainees

At the end of the selection procedure, HRD sends to the selected candidates an offer of traineeship, containing the confirmation of the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before commencement of the traineeship candidates selected as trainees shall provide HRD with the following documents:

- Certificate stating the working relation with the National/International Industrial Property Offices or other public bodies dealing with trademarks and design who selected them,
- certificate of criminal records,
- national identity card or equivalent document for those from Member States, or a photocopy of the passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- certificate of residence,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents (other than accidents at work which will be covered in accordance with the terms of the insurance policy taken out to that end by the Office) for the duration and place of the traineeship.

Article 31

Traineeship period

The duration of the traineeship is of 5 months. A different duration for a maximum of 12 months may be established in the traineeships agreement drawn up in accordance with Article 30(1).

Article 32

Earnings and Social Security Contributions

Trainees will continue to be paid by their National and International Industrial Property Offices and other public bodies dealing with trademarks and designs.

Article 33

Traineeship allowance

Trainees shall be entitled to a monthly subsistence allowance of 1.000 euros. In justified circumstances, the trainee may be allowed by HRD to refuse the allowance.

Article 13, except its paragraph 2, second sub-paragraph, shall apply by analogy to the Junior IP employees traineeship programme.

Section 4

Unpaid traineeship programme

Article 34

Purpose

The unpaid traineeship programme is intended for university graduates who, in the course of their studies or in some other manner, have already gained some initial experience in the areas of work of the Office.

Having regard to Article 3(1), the number of traineeships available for the Unpaid traineeship programme shall be limited to a maximum of five per year.

Article 35

Eligibility

Notwithstanding the provisions of Article 2(2), candidates are required to have some initial experience in one of the areas of work of the Office obtained:

- Through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner, or
- Through professional experience or a previous traineeship.

Article 36

Selection process

1. Applications

Candidates shall send their applications via email to traineeships@euipo.europa.eu enclosing:

- CV and motivation letter, including the field of expertise in which he/she is interested and the desired dates of the unpaid traineeship within the time limits stipulated in Article 37,
- degree(s)/diploma(s),
- certificates of previous professional experience and/or reference from a university tutor,
- nationals of candidate countries and third countries must provide a translation of their certificates into a language of the European Union.

2. Selection Criteria

In addition to the criteria set in Article 2, applications will be evaluated based on:

- CV and motivation letter,
- degree(s)/ diploma(s),
- language skills,

- previous experience, professional or such as gained through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner,
- certificate of having completed at least one of the on-line free courses of the EUIPO Academy Learning Portal.

Preference will be given to candidates who must work as legal clerk in order to be admitted to practice as a fully qualified lawyer.

3. Selection Procedure

HRD transmits the applications to the Department/s likely to be interested, in accordance with the number of traineeships available and after assessing the applications and their compliance with the eligibility criteria. The Departments inform HRD of any successful applicant.

4. Selected trainees

At the end of the selection procedure, HRD sends to the selected candidates an offer of traineeship, containing the confirmation of the starting date, the place of the traineeship, the assignment to a specific Department and the name of his/her supervisor.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD with the following documents to,

- certificate of criminal records,
- identity card or equivalent document for those from Member States, or a photocopy of the passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- certificate of residence,
- a medical certificate confirming that he/she is fit for performing the assigned tasks,
- emergency contacts,
- a copy of an insurance policy covering the trainee for illness and accidents (other than accidents at work which will be covered in accordance with the terms of the insurance policy taken out to that end by the Office) for the duration and place of the traineeship,
- a copy of the certificate of completion of the EUTM in a nutshell online course.

Article 37 **Traineeship period**

The traineeship period shall last for a minimum of 2 months and a maximum of 6 months.

Article 38
Absence

Notwithstanding the provisions of Article 7(2), unpaid trainees may be authorised by their superior to spend a maximum of half a day per week preparing a postgraduate thesis or an academic paper.

Chapter III
Final provisions

Article 39
Administrative provisions

Except as otherwise provided, the Executive Director of the Office shall exercise the powers for all decisions related to this Decision. The Executive Director may delegate the exercise of those powers to the Director of HRD, who may further sub-delegate them to members of staff under his/her responsibility.

The Human Resources Department shall be responsible for implementing this Decision.

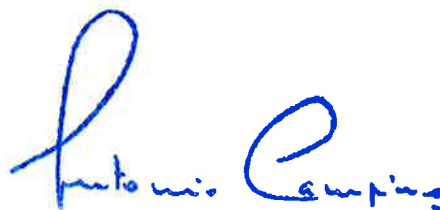
Article 40
Transitory measures

This Decision repeals and replaces Decisions No ADM-14-15 REV, No ADM-14-20 REV and No ADM-07-002.

Article 41
Entry into force

This Decision will enter into force on 23 March 2018.

Done at Alicante, 23 March 2018



António Campinos
Executive Director