



RULES GOVERNING THE SCIENTIFIC TRAINEESHIP PROGRAMME IN THE JOINT RESEARCH CENTRE

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INTRODUCTION

As part of the European Commission, the Joint Research Centre (JRC) offers a stimulating, multicultural and interdisciplinary research environment for scientific trainees.

The scientific traineeship programme is designed to provide a comprehensive understanding of the JRC's role and activities, including hands-on experience and in-depth knowledge of the scientific research that underpins European Union policymaking.

In its Scientific Traineeship programme, the JRC supports diversity, equality and inclusion principles.

To this end, the JRC aims to:

- Enhance an inclusive community of trainees that is representative of Europe's diverse population and provides a welcoming environment for all trainees;
- Ensure equal opportunities for all candidates, regardless of their gender, racial, ethnic or social origin, religion or belief, disability, age or sexual orientation.

The rules presented in this document are meant to govern the scientific traineeship programme at the JRC.

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1. GENERAL PROVISIONS

1.1 Purpose and scope

The JRC Scientific Traineeships programme is designed to provide recent university graduates with an opportunity to build on their academic knowledge and gain practical experience in science for policy. The programme offers a unique chance for trainees to work alongside JRC experts, acquire hands-on experience in the development of evidence-based policy, and familiarise themselves with the JRC's activities and research priorities.

By participating in the JRC Scientific Traineeships, both trainees and the JRC can benefit from this valuable exchange of knowledge, skills and experience.

Through this programme, trainees can:

- Acquire practical skills and knowledge in a multi-cultural, interdisciplinary environment;
- Develop a network of contacts within the JRC and other EU institutions;
- Enhance their professional profile with a valuable work experience;
- Gain insights into the functioning of the EU institutions and the policymaking process.

The programme also benefits the JRC by:

- Providing fresh perspectives and new ideas from enthusiastic professionals;
- Enhancing the JRC's capacity to support EU policymaking with up-to-date academic knowledge and expertise;
- Fostering a network of talented individuals with experience in the JRC, who could contribute to future collaborations and projects.

1.2 Duration

The traineeship shall be awarded for a period of maximum five months, without possibility of extension. The traineeship begins on either the 1st or the 16th day of the month.

2. ELIGIBILITY CRITERIA

The Joint Research Centre reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published in the call(s) for applications for traineeships.

Candidates must meet the requirements by the closing date of the call(s) for applications for traineeships.

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2.1 Nationality

Trainees are selected from nationals of the Member States of the European Union (EU), from non-EU candidate countries benefiting from a pre-accession strategy and from other countries financially contributing to the Research Framework Programmes.

A limited number of nationals from non-EU countries not referred in the paragraph above may be considered for the programme, subject to specific criteria and approvals. In such cases, a derogation from the JRC Director-General is required.

2.2 Qualifications

To be eligible, candidates must hold at least a standard three-year higher education degree, corresponding to a complete bachelor's cycle (university education).

Additionally, candidates must meet at least one of the following conditions:

- Have been awarded their last University degree no more than five years prior to the closing date of the call for applications for traineeships; or
- Be currently enrolled in a Master's degree or Ph.D. (or equivalent) programme.

2.3 Languages

To fully benefit from the traineeship and to participate effectively in meetings and tasks, candidates must possess a very good knowledge of the following languages:

- For candidates from EU Member States: at least two official languages of the European Union. The specific language requirements are laid down in the respective call(s) for application for traineeships.
- For candidates from non-EU countries: at least a very good knowledge of one of the official language of the European Union. The specific language requirements are laid down in the respective call(s) for application for traineeships.

2.4 Previous experience

The JRC wishes to offer the traineeship opportunities to as many people as possible and especially to candidates who are new to the EU institutions and bodies, and who are eager to discover the EU's work and values. Therefore, applications are not considered eligible from those candidates who for more than six weeks, within a European institution, body or agency in any of the following categories:

- have already benefited or benefit from any kind of traineeship (formal or informal, paid or

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unpaid);

- have had or have any kind of employment, including anyone who is or has been a temporary staff member, a contract staff member, a contract staff member for auxiliary tasks, a grantholder or an assistant to a Member of the European Parliament;
- have had, nor currently have, experience as an external service provider, a member of the interim staff, a seconded national expert or as a visiting scientist.

2.5 Additional criteria

Candidates shall fulfil other additional criteria defined in the description of the call(s) for applications for traineeships.

3. PROCEDURES FOR SELECTION OF TRAINEES

The application and selection process aims to ensure fair treatment and prevent discrimination, providing an equal opportunity platform for a diverse array of candidates.

Candidates shall inform the relevant HR service of any change in their situation that might occur at any stage during the selection and recruitment phases.

3.1 Applications

The submission of applications shall follow the procedure established in the call(s) for traineeship applications.

The call(s) typically includes:

- a description of research topics;
- any specific knowledge or qualifications needed for the traineeship;
- a deadline for submission of the applications.

Only finalised applications in accordance with the established procedures will be considered.

3.2 Assessment

Applications will be examined on the basis of candidates' qualifications, skills and the advertised criteria, taking into consideration the information provided by the candidates in the application form.

For each call, a short list of candidates, based on the assessment criteria, will be created and made available to the recruiting services. Not all short-listed candidates will be offered a traineeship.

All applicants will be informed of the outcome of their application.

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3.3 Selection and recruitment

The recruiting services select candidates according to the needs of the Directorate and, with the prior approval of the Director, transmit the list of selected candidates to the HR service.

Recruiting services must ensure that the selected candidate(s) do not have any conflicts of interest that could compromise their independence or be perceived as doing so. To maintain the integrity of the traineeship, candidates will not be selected where a conflict of interest is identified.

The HR service examines the eligibility of those candidates selected. Non-eligible candidates are excluded from any further stage of the procedure.

A placement offer is signed by the Director once all mandatory documents are verified and the internal procedures are successfully completed.

The JRC shall not be a party to any traineeship agreement proposed by a trainee's educational establishment or any other external organisation.

3.4 Documents

Selected candidates must submit all the necessary supporting documents within the deadline indicated. If the documents are not submitted within the specified deadline, the application will be rejected.

Original documents or certified copies may be requested for verification at any time.

The selected candidate shall provide the following documents:

- Documents showing that the applicant has health insurance coverage for the entire duration of the traineeship period and which is valid in the host country. If the selected candidate is unable to demonstrate the health insurance coverage, it will be provided as described in *Article 9.1*.
- Supporting documentation for academic studies.

Selected candidates must provide copies of diplomas with the relevant Europass Diploma Supplement (or if missing, the relevant university certificates) of all university or post-university studies as declared during the application process. If the degree course has been completed, but an official degree certificate has not yet been received, an official statement from the university has to be provided. For declared on-going studies, an official declaration from the relevant university must be provided. Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into one of the EU procedural languages¹ (English, French, German).

¹ or the language of the host site.

- Proof of knowledge of languages as declared during the application process. Knowledge of languages, other than the first language, declared in the application, must be supported by appropriate documentation (e.g. diplomas, certificates, proof of having studied in the language in question, etc.).
- Copy of a valid passport or identity card (for EU nationals).
- Selected candidates are responsible for making sure that they have the correct type and duration of entrance visa, where applicable, and that they obtain all the documentation required by the authorities of the host country.
- The recruitment of candidates from non-Member States, may require additional compulsory administrative procedures to be completed in accordance with the EU's institutions, internal rules and regulations.

The HR service may request additional documents in order to ensure compliance with all legal requirements and specific rules applicable to the relevant JRC premises (e.g. criminal records, certificate of good health and medical exams, etc.). In some cases, a candidate might be called by the JRC for a medical visit.

3.5 Withdrawal

At any stage of the process, applicants may withdraw their application by informing the relevant HR service. In such a case, they are excluded from any further stage of the process. This decision has no effect on application for subsequent traineeships.

4. RIGHTS AND DUTIES

4.1 Applicable rules

Trainees must comply with the rules governing the scientific traineeship programme of the JRC and the internal rules of the JRC, in particular, the rules concerning safety, security and confidentiality.

The Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (CEOS) are not applicable to trainees.

4.2 Supervisors

Trainees are placed under the responsibility of a supervisor, who is a staff member working in the same JRC service. The supervisor must closely follow the trainee during the traineeship and act as mentor. The supervisor must immediately notify the hierarchy and the relevant HR service of any significant incident/event occurring during the traineeship (i.e. in the area of performance and conduct, unmotivated absences, accidents or interruption of the traineeship), which comes to its attention.

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At the end of the traineeship, an evaluation report shall be drawn up by the supervisor and be made available to the trainee.

4.3 Future employment

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Commission, nor does it entail any right or priority regarding an appointment in the services of the European Commission.

Trainees can be recruited after completing their traineeship, if the conditions and rules established for employment in the category of staff in which the person will be recruited have been fully respected and applied. The same applies for former trainees who are selected through a call for tender procedure or through a call for expression of interest organised by the Commission or one of its services, whether as an individual or as an employee of a selected company.

4.4 Certificates

Upon completion of the traineeship period, the trainee will receive a certificate stating the dates of the traineeship and the service in which they were assigned.

Additionally, the trainee will receive a certificate for tax purposes, which will specify the amount of the allowances received and confirm that tax and social security payments have not been made.

4.5 Well-being

The JRC promotes the importance of feeling positive during the traineeship and provides well-being services to trainees who may need support. Trainees may also use the medical and social support services available in the JRC.

5. WORKING CONDITIONS

5.1 Working hours

Trainees are engaged on a full-time basis.

5.2 Holidays

Public holidays for the JRC staff, in accordance with the host site, apply to trainees.

In addition, trainees are entitled to two days' leave per month, acquired *pro rata* to the months worked. Days of leave not taken are not paid *in lieu*.

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Leave requests shall respect the needs of the service. They must be registered in the internal HR tool and be approved by the competent service.

5.3 Absence in case of sickness

In case of sickness, a trainee must notify the supervisor immediately, indicating, where possible, the likely duration of the absence. If absent for more than three calendar days, the trainee must provide a medical certificate. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

5.4 Unjustified absences

In cases of unauthorised absence, where the trainee fails to notify their absence to their supervisor and service, the HR service will instruct the trainee in writing to duly report to their service. The trainee must provide a valid justification for the absence. Failing to do so or in case the HR service do not accept the justification provided, the absence will be considered unjustified.

Unjustified absences will result in the automatic deduction of the corresponding days from the trainee's leave entitlement. Where applicable, the JRC shall be reimbursed for any overpayment of the traineeship allowance and other payments.

5.5 Individual missions

In exceptional cases, the Director may authorise a trainee to go on mission, subject to the following conditions:

- the mission is of a technical nature and does not represent the institution; and
- the trainee must be accompanied by a JRC staff member.

Reimbursement of mission expenses is in accordance with the Commission's Guide to Missions. The expenses will be covered by the Directorate requesting the mission.

6. BEHAVIOUR AND INTELLECTUAL PROPERTY

6.1 Ethics and conduct

The JRC applies a zero-tolerance policy on discrimination and harassment. Trainees must exercise their duties and behave with integrity, courtesy and consideration, respecting The Code of Good Administrative Behaviour² and other internal rules.

Where a trainee feels they are the target of harassment during their traineeship, they have the right to use the support services available in the JRC for such cases.

Trainees are required to comply with the instructions given by the supervisor and the hierarchy of the service to which they are assigned. During their traineeship, trainees must consult their supervisors on any action they propose to take on their own initiative relating to the activities of the JRC and/or EU institutions or bodies and must abstain from making public statements or interventions on behalf of the European Commission.

Trainees may be allowed to attend work-related meetings on subjects of interest to their assigned tasks (unless these meetings are restricted or confidential), receive documentation and participate in the work of the service to which they are attached, at a level corresponding to the trainee's academic background and area of expertise.

A trainee must not have any professional connections with third parties that might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.), and it is not permitted to exercise any other gainful employment during the period of the traineeship, which may adversely affect the work assigned during the traineeship. In the event of a conflict of interest arising during the assignment, the trainee should immediately report it in writing to their supervisor and to the relevant HR service.

6.2 Confidentiality

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

² [Code of Good Administrative Behaviour](#), adopted by the Commission on 13 September 2000.

6.3 Contacts with the press and media

Trainees must respect the same rules for contacts with the Press as other JRC staff and follow the instructions provided by the hierarchy of the service to which they are assigned.

6.4 Publications

Trainees are subject to the publication rules applicable to the JRC staff. Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the JRC, the European Commission and/or EU institutions or bodies without the written permission of the relevant Directorate.

6.5 Intellectual property rights

All intellectual property rights in any articles or other works done by the trainee for the European Commission in the framework of the traineeship shall be the property of the European Union. The intellectual property rights so acquired by the European Union include any rights, such as copyright and any other intellectual or industrial property rights.

7. INTERRUPTION AND EARLY TERMINATION OF THE TRAINEESHIP

7.1 Interruption

Under exceptional circumstances, upon written request of the trainee with proper justification, the Director may authorise an interruption of the traineeship for a given period.

The allowance is suspended, and the trainee is not entitled to the reimbursement of any travel expenses incurred during that period. The quota of leave days is reduced on a pro-rata basis accordingly.

The trainee may return to complete the unfinished part of the training, but only up to the end of the initial traineeship period. Any such temporary interruption can be requested only once during the traineeship. No extension is possible.

7.2 Early termination upon the trainee's request

The trainee may request the termination of their traineeship earlier than the date specified in the acceptance form. The trainee informs the JRC service to which is assigned and submits a signed written request to the HR service. The request, stating the relevant reasons, must be submitted at least three weeks before the foreseen termination date.

The Director will issue a decision confirming the early termination, considering all the administrative aspects.

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Where applicable, the JRC shall be reimbursed for any overpayment of the traineeship allowance and other payments. Upon early termination, the trainee shall not be entitled to receive the travel allowance.

7.3 Early termination upon decision of the JRC

The JRC reserves its right to terminate the traineeship before its given end date:

- if the level of the trainee's 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 made wrongful declarations or provided false statements or documents at the moment of application or admission procedure, or during the traineeship period;
- if the trainee does not comply with the obligations and duties of the rules governing the JRC Scientific Traineeship programme and the internal rules of the JRC; in particular, the rules concerning safety, security and confidentiality.

Where applicable, the JRC shall be reimbursed for any overpayment of the traineeship allowance and other payments. The trainee shall not be entitled to receive the travel allowance.

8. FINANCIAL MATTERS

8.1 Basic allowance

Trainees can benefit from a monthly basic allowance. The monthly basic allowance is equivalent to 25% of the basic remuneration for an official at grade AD5/1, adjusted by the correction coefficient applicable to the JRC site where the traineeship takes place. The grant shall remain unchanged throughout the traineeship and shall not take account of any intermediate updates of the salaries of officials during the traineeship period.

8.2 Fiscal arrangements

Allowances awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the EU. Trainees are solely responsible for the payment of any taxes due on allowances by virtue of the laws in force of the State(s) concerned.

8.3 Disability allowances

Upon presentation of a proper justification, trainees with a disability may be eligible to receive a supplement to their monthly basic allowance (Art. 8.1) up to a maximum of 50%. The relevant HR service should consult the European Commission's Medical Service where necessary.

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8.4 Travel allowances

Trainees may receive a travel allowance that partly covers the expenses incurred for travelling from their place of residence³ to their place of traineeship. This possibility is specified in each call and is subject to budget availability. The travel allowance is a lump sum (fixed amount).

The method of calculation and the procedure to be followed are published in the call(s) for applications for traineeships.

The trainee must complete a minimum of three months of traineeship to qualify for the travel allowance.

9. INSURANCE

9.1 Sickness insurance

Personal health insurance coverage is compulsory for the entire duration of the traineeship.

Where a trainee is not covered by any sickness insurance scheme, the trainee will be insured against sickness under the conditions laid down in the sickness insurance policy that the JRC holds with an insurance company. The contribution of the trainee is one third of the premium, which is deducted from the trainee's monthly allowance.

If a trainee is insured through the JRC and in case of early termination of the traineeship, the full contribution for the insurance policy must be reimbursed by the trainee to the JRC for the remaining period until the expiry date of the insurance policy.

9.2 Accident insurance

Trainees are insured against accident risks under the terms of the European Commission's policy taken out with an insurance company.

10. FINAL PROVISIONS

10.1 Mediation

Upon written and reasoned request of a trainee on issues related to the application of these Rules, the JRC will propose mediation based on principles of fairness, equal treatment and the right to be heard.

³ For the purposes of these rules, place of residence means the place indicated in the Placement Offer.

10.2 Data protection

Regardless of whether the applications were selected, rejected or withdrawn, any personal data generated 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.

10.3 Entry into force

These rules will enter into force on the date on which they are signed by the Director-General of the JRC.

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