

FAQ – EUIPO Traineeships

1. What traineeship programmes the Office offers?

- a) Pan-European Seal Professional traineeship programme
- b) Young Professionals traineeship programme
- c) Junior IP employee's traineeship programme
- d) Unpaid traineeship programme
- e) Hosting Programme

2. What is the difference between the programmes?

The Pan-European Seal (PES) programme is designed to offer young university graduates from partner universities that are part of [the PES network](#), first-hand practical experience of the European Union in general and the Office in particular. It represents the majority of trainees at the Office.

The Young Professionals (YP) traineeship programme is open to candidates who wish to build on their first professional experiences by gaining more practical experience of the European Union in general and EUIPO in particular. Few positions are open for Young Professionals, in general for support departments of the EUIPO.

The Junior IP employee programme offers grant-assisted traineeships to junior staff from national and international industrial property offices. These placements offer technical training in specific areas of IP administration, in particular regarding trademarks and designs.

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. It is often done as part of the German "Rechtsreferendariat" framework. The traineeship period shall last for a minimum of 2 months and a maximum of 6 months.

The hosting programme is a new programme offered to former trainees of EUIPO and lasts a maximum of 7 months, out of which the first month consists of training at the EUIPO. The aim of this programme is that the selected trainees receive additional training, in particular about IP matters affecting SMEs, with the aim of acquiring a general overview of the IP system both in the EU and at a national level, while creating stronger bonds between EUIPO and the NIPOs.

More information about the different traineeship programmes at the EUIPO is included in the [Decision No ADM 22-10-REV](#) and will enter into force on 16 September 2023.

3. Do I need a master's degree, or can I apply also with a bachelor's degree?

A master's degree is not necessary - candidates who have completed a standard 3-year higher education degree (180 credits), corresponding to a complete Bachelor's cycle, or equivalent can apply. It must be certified by an official document from the University before the selection procedure starts.

4. What are the language requirements?

Applicants must have knowledge of one working language of the EUIPO, i.e. English, French, German, Italian or Spanish (minimum B1 level).

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

5. If I already did a traineeship at an EU institution/agency before, can I apply now at the EUIPO?

No, 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 are not eligible.

Exceptionally, as a current trainee at Community Plant Variety Office (CPVO) and the European Patent Office (EPO) and having been shortlisted, you can apply to participate in the PES Exchange Traineeship Programme at EUIPO.

6. I applied last year, but I was not selected. Can I apply this year again?

Yes, if an application was unsuccessful, a candidate can submit a new application for a future traineeship position.

7. I am a non-EU citizen, can I apply?

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, amounting to approximately 10% of all the available trainee positions, may be accepted for the PES, YP, and Junior IP traineeship programmes.

8. What kind of training the Office offers for trainees?

Trainees have access 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. Several EUIPO departments are offering specific training to their trainees related to their tasks. Core business Departments may also offer a specific IP training program for newcomers.

9. How many leave days are trainees entitled to?

Trainees are entitled to 2 days of annual leave per month.

10. What is the amount of the monthly traineeship grant?

A trainee based in Alicante will receive a 1200€ monthly grant.

For trainees assigned to Brussels or Luxemburg, the monthly grant will be 1300€.

11. Does the EUIPO provide trainees with accommodation?

The EUIPO does not facilitate accommodation for trainees. Each trainee must find his/her own accommodation; however, the Office provides guidance for easier accommodation search.

Before your arrival several practical information about Alicante are going to be published in the Academy Learning Portal. It is recommended to consult private channels of

communication of fellow and upcoming trainees in order to exchange and to find accommodation opportunities from the ones that will be leaving Alicante.

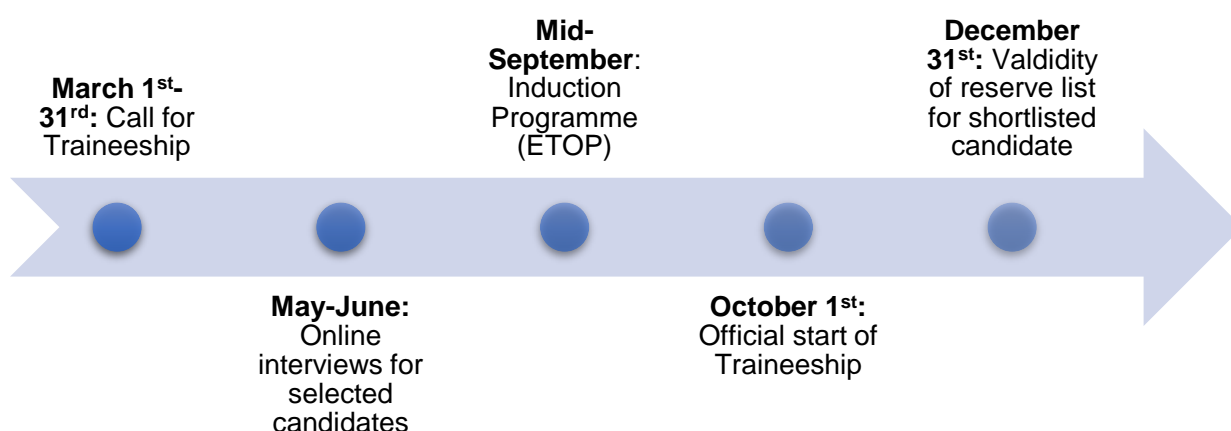
12. What will the work hours at the Office be like?

The hours of work shall be those applicable to staff of the EUIPO working full-time. It is compulsory to work during the core working hours from 9:30 to 12:30h and 15:00 to 16:00h. Private commitments are to be arranged outside the core hours.

Trainees are not allowed to work overtime or teleworking.

13. What is the timeline for the application and selection procedure for a traineeship at the EUIPO?

Refer to the graphic below for an overview on the time line. Further information is provided on the [webpage](#) and/or by your PES partner university.



13. How does the Onboarding work?

After accepting the traineeship offer, you will be required to upload your documents on a specific electronic platform. Prior to the official start of your traineeship in October there will be the EUIPO Trainee's Orientation Programme (ETOP). This is a mandatory event to get to know the Office and requirements. Here included are mandatory courses in the Academy Learning Portal.

14. Is it mandatory to open a Spanish bank account?

Opening a bank account in Spain is not mandatory from a legal point of view nor for the administrative point of view. Nevertheless, it is recommended to carefully check with your bank if fees are deduced when transferring money in or out.

15. Do you accept applications outside the Call for Interest period?

No, applications for PES and YP Traineeships will only be considered within the timeframe allocated.

Applications for unpaid traineeships can be accepted at any time.

16. Can I do a shorter traineeship when being a student?

Within the framework of the unpaid traineeship programme there is the possibility to do a shorter traineeship. For more detailed information, kindly consult the webpage.

17. How do I know that I have successfully submitted my application?

Once you have submitted your application you will receive an email notification confirming that the Office has received it. Be sure to check your spam folder if you have not received such an email.

18. Will I be notified if I am not selected for the traineeship programme?

Yes, you will receive an email notification about the selection outcome once the validity of the reserve list expires (December 31st). .

19. Will there be an interview?

The office reserves the right to interview candidates selected by the departments as part of the selection process.

20. How will I be supported in my traineeship at the Office?

There will be a supervisor allocated to you, that will tutor and support you during the entire duration of your traineeship.