

**RULES GOVERNING THE TRAINEESHIP PROGRAMME
AT THE EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS
2026**

Article 1 – Objectives

These rules govern the traineeship programme at FRA. It is addressed mainly to new university graduates, without excluding those who – in framework of lifelong learning – have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at FRA are:

- To enable trainees to **apply knowledge** from their studies, particularly in their areas of competence, and introduce them to professional responsibilities and opportunities.
- To provide trainees with an **understanding of FRA’s objectives and activities**, as well as practical experience of its day-to-day work.
- To **offer a multicultural work environment** that fosters mutual understanding, trust and tolerance.
- To **promote European integration** through active participation and awareness of European values.
- To allow **FRA to benefit** from their fresh perspectives and knowledge and to create a pool of goodwill ambassadors for FRA.

The traineeship is considered a period of training and trainees do not have the status of staff.

The traineeship does not confer any right with regard to recruitment at FRA. Trainees may apply for open vacancies at FRA in accordance with the conditions laid down in the relevant vacancy notice.

Article 2 – Eligibility

1. Nationality

Applicants must be nationals of an EU Member States or of an EEA country, an EU candidate country or a potential candidate country¹.

2. Languages

Applicants need a good working knowledge of English (B2), as English is the working language of FRA.

3. Education

One month prior to the start of the traineeship, applicants must be able to provide proof of completion of a university degree of at least three years’ duration. For diplomas awarded outside the EU, a certificate of equivalence from an EU Member State must be submitted before commencing the traineeship.

¹ <https://ec.europa.eu/environment/enlarg/candidates.htm>

By way of exception, trainee applicants of Romani background must have either a post-secondary education diploma or a secondary education diploma and at least one year of work experience. "Romani background" will be determined on the basis of the applicant's self-declaration on the application form.

All applicants must have completed their most recent studies within the last three years before the start of the traineeship.

4. Previous experience

To allow as many people as possible to gain experience in the activities of the European Union, priority will be given to applicants who have not already benefited from a paid internship or traineeship lasting for more than two months at a European Union institution, agency, office or body.

Applicants who have previously been engaged by a European Union Institution, body, office or agency as temporary staff, contract staff, SNE, interim/temporary worker or consultant are not eligible for a traineeship at FRA.

FRA reserves the right to withdraw the offer of a traineeship to any applicant who cannot provide proof of any of these eligibility criteria.

Article 3 – Duration

1. FRA offers traineeships for a period of 10 months starting on 1 October each year. Exceptionally, where there are distinct and evidenced needs of the service, an individual traineeship may be prolonged to a maximum duration of 12 months.
2. The starting date of a traineeship must be either the 1st or the 16th of the month. Trainees may request to postpone their starting date by a maximum of one month, without altering the prescribed end date.
3. FRA may decide to offer a shorter traineeship if a position becomes available within the first five months of the traineeship period. No traineeship can be offered if the remaining duration of the traineeship period is less than five months.

Article 4 – Application and selection procedure

1. A call for applications will be published on FRA's website setting out the available positions and applicable criteria. Only applications submitted via the e-Recruitment platform will be considered. FRA does not accept unsolicited applications.
2. Following the closing date, applications will be assessed against the criteria set out in the call for applications. Shortlisted applicants will be invited for an online interview with the relevant internal service.
3. Successful applicants will receive a traineeship offer indicating the dates of the traineeship, monthly grant and the internal service to which they are placed. Selected

trainees are obliged to provide any supporting documents requested by the indicated deadline.

4. Unsuccessful applicants will be notified via the e-recruitment platform.
5. At any stage of the application process, applicants may withdraw their application by informing recruitment@fra.europa.eu.
6. If an applicant is unsuccessful, withdraws or declines a traineeship offer, they may re-apply for a subsequent traineeship period by submitting a new application.
7. FRA is committed to a fair and transparent selection and strives for diversity among its trainees regarding characteristics such as sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, gender identity or sexual orientation.

Article 5 – Duties

1. Trainees will be assigned to a supervisor who will guide their learning and tasks.
2. Trainees must follow instructions given by their supervisor, Head of Unit and any administrative guidelines. They must also adhere to the rules governing the traineeship programme and FRA's internal rules, in particular the rules concerning good administrative behaviour, security and confidentiality.
3. A trainee may be requested/may ask to move to a different organisational entity to the one to which they were initially assigned, where compatible with the interests of the service.
4. Trainees shall refrain from any action or behaviour which might reflect adversely upon their position and from any form of psychological or sexual harassment².
5. Trainees should act with integrity, courtesy and consideration. If the conduct of the trainee is not satisfactory, FRA may terminate the traineeship in accordance with Article 11.
6. Under no circumstances may a trainee represent FRA with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf. Trainees should not go on mission and are not entitled to represent FRA in any meeting or activity involving external parties.

Article 6 – Working hours and leave

1. FRA only offers full-time traineeships. The hours of work and public holidays shall be the same as those applicable to FRA staff.

² Article 12a of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis.

2. The traineeship will be carried out at the place of employment specified in the call for applications (Vienna or any other place where the Agency has premises). Trainees may telework at the place of employment for part of their working time in accordance with the relevant rules on hybrid working.
3. Trainees may be granted permission to telework from outside the place of employment for a maximum of eight days over the course of their traineeship. Up to two additional days may be granted if the traineeship is extended to 12 months.
4. Trainees are entitled to two days of leave (holiday) per month worked. If the traineeship is terminated early, the corresponding amount for any excess leave taken will be deducted from the traineeship grant. Days of leave not taken by the end of the traineeship are not paid.
5. In case of absence due to sickness, trainees must notify their supervisor immediately and record the absence in the leave management tool. Any absence longer than three calendar days, or if it occurs before or after leave or special leave and the total period of absence (including holiday/leave/weekend) exceeds three days, requires a medical certificate. Trainees will be entitled to a maximum of 10 working days' sick leave. Sick leave in excess of these 10 days will be dealt with on a case-by-case basis. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.
6. Trainees are entitled to up to two days of special leave for serious illness or death of a spouse/partner/brother/sister/parent/grandparent/child.
7. Any unauthorised absence will automatically be deducted from the trainee's leave entitlement. If the trainee has no remaining leave, a proportional deduction will be made from the traineeship grant. FRA may decide, following examination of the justification given for the absence, or if no justification is received, to immediately terminate the traineeship without further notice. The trainee will not be entitled to the travel allowance for the return travel to the place of origin.

Article 7 – Confidentiality and conflict of interest

1. Trainees must keep all information and documents they learn about during their traineeship confidential and handle the information with discretion. They must not share any non-public information with unauthorised persons, including when posting on social media. This obligation applies even after the traineeship ends. Trainees must follow the same rules as FRA staff when dealing with the press. FRA has the right to end the traineeship and take legal action if this rule is not respected.
2. Trainees must avoid any professional relationships that could conflict with their traineeship (e.g., working for lobbyists or legal attachés). They cannot take on other paid work during their traineeship at FRA.
3. Should the trainee intend to undertake any form of unpaid outside activity (publication, volunteer activity, etc.), they must request prior authorisation from FRA following the procedure for outside activities.

4. Trainees must not publish any material related to FRA's work without written permission from FRA. This permission is subject to the same conditions as for FRA staff. All rights to any work done for FRA belong to the Agency.

Article 8 – Financial Matters

1. Basic grant

Trainees will be awarded a monthly grant. The amount of the monthly grant will be defined in the call for applications and will be fixed for the duration of the traineeship. The traineeship grant is paid pro rata for each full month worked.

2. Travel allowance

FRA will reimburse the cost of a second-class rail ticket or an economy class flight ticket (including luggage) to travel to the place of employment (usually Vienna) to take up the traineeship, based on submission of the supporting documents (e.g. ticket, invoice, proof of payment).

If a trainee terminates their traineeship within the first 5 months without reasonable justification, they will be required to repay the travel allowance to FRA.

Trainees whose place of recruitment is less than 50 km from the place of traineeship are not entitled to a travel allowance.

3. Disability allowance

Trainees with a recognised disability of at least 20% may receive a financial supplement to the traineeship grant of up to 50% of the amount of the grant, to compensate for increased costs resulting from the disability. To apply for this supplement, the trainee should submit documentation recognising the disability to the FRA Medical Advisor for assessment.

4. Sickness insurance

Trainees must provide proof that they have valid health insurance (European Health Insurance Card or other) for the duration of the traineeship. FRA does not cover the cost of such insurance. Trainees are insured against accidents only by the general insurance for non-statutory staff concluded by FRA.

5. Tax

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Therefore, no deductions are made from the traineeship grant by FRA. Trainees are responsible for confirming with the relevant tax authorities whether they are required to complete a tax declaration. FRA cannot advise on taxation matters. Upon request, a certificate for tax purposes will be provided at the end of the traineeship period, stating the amount of grant received and confirming that tax and social security payments have not been made by FRA.

6. Housing

FRA is not responsible for providing or arranging housing for trainees.

Article 10 – Reasonable accommodation at the workplace for persons with disabilities

FRA will provide reasonable accommodation, where needed, to enable persons with a disability to have equal access to and fully participate in the traineeship. Reasonable accommodation measures include those to facilitate participation in the selection process (e.g. modified interview arrangements), as well as adaptations to workspaces, special equipment and software and working time adaptations. Reasonable accommodation will be provided upon advice of the Medical Advisor and as long as it does not impose a disproportionate burden on the Agency³.

Article 11 – Termination of Traineeship

1. If a trainee wishes to terminate their traineeship early, they should inform their supervisor and HR giving at least three weeks' notice. The last day of a traineeship must fall on either the 15th or the last day of the month.
2. FRA may terminate the traineeship:
 - a. Without notice, if it becomes apparent that the trainee knowingly made wrongful declarations, or provided falsified documents, as part of their application;
 - b. Without notice, if the trainee breaches the rules regarding confidentiality, behaviour or conduct or fails to comply with these Traineeship Rules;
 - c. Without notice in line with Article 6(7) in case of unauthorised absence;
 - d. With one month's notice, if the level of the trainee's knowledge of English or their ability to carry out the traineeship tasks is insufficient;
3. The trainee will be requested to repay any overpaid amount (from the grant, travel allowance or excess leave taken).

Article 12 - Certificate

Trainees will be asked to complete an evaluation at the end of their traineeship and will receive a certificate confirming the dates and organisational entity in which their traineeship was carried out.

Article 13 – Data Protection

The processing of personal data by FRA is governed by Regulation (EC) N° 2018/1725. By submitting an application, the applicant is understood, in the sense of Article 5 (d) of the Regulation, to have given their consent to the processing of their personal data. Applicants are advised of the details related to the processing of their personal data and explicitly required to give their consent when submitting the application.

³ Selected candidates will be provided with details on the applicable Agency policies regarding support for persons with disabilities, as well as the procedure to request reasonable accommodation, if needed.

Article 14 - Entry into force

These rules enter into force on the date of signature and apply to any traineeship call launched thereafter. This decision repeals and replaces the previous Rules adopted on 11 May 2023.