Pan-European Seal Professional Traineeship Programme

EUIPO 2021-2022

1. Timeline

EUIPO PES Calendar 2021 – 2022

Monday 01 February	Launch of the PES traineeship Programme with the Universities
Monday 08 March	PES Member sends the shortlist to Pan_European_Seal@euipo.europa.eu
15 Feb – 31 March	Shortlisted candidates (only) submit their applications through the EUIPO e-recruitment tool.
01 – 30 April	Selection process at EUIPO
By the end of May	Selected candidates are contacted by EUIPO
16 September	Start of the traineeship Programme at EUIPO
At least until 31 October	Non-selected candidates remain in Shortlist
During November	Communication of results to the PES Members

2. Shortlists to the EUIPO

– Each PES Member will select the shortlisted candidates based on its own criteria, bearing in mind the minimum requirements agreed between all parties in the MoU.

– The EUIPO shortlist must have **up to 10 candidates in total,** following the **EUIPO traineeship profiles** mentioned below:

1. Law
2. IP law
3. IP & Knowledge Management
4. Political Sciences & International Relations
5. Linguistics
6. Economics & Business Administration/Entrepreneurship
7. Information Technology:
    - Data Analysis
    - IT Security
    - Business Analysis
    - Software Engineer
    - Customer Service Solutions
8. Communication
9. Facility Management:
    - Architect
    - Civil engineer
    - Logistics management
10. Human Resources

– Kindly note that **the same candidates cannot be included in the EUIPO and EPO shortlists**.

– Please send your EUIPO shortlist directly to Pan_European_Seal@euipo.europa.eu **until Monday 08 March 2021**.

– Each email's subject should be identified as *"PES University Member Name: EUIPO Shortlist 2021-22"*.

3. Eligibility and submission of applications by the candidates

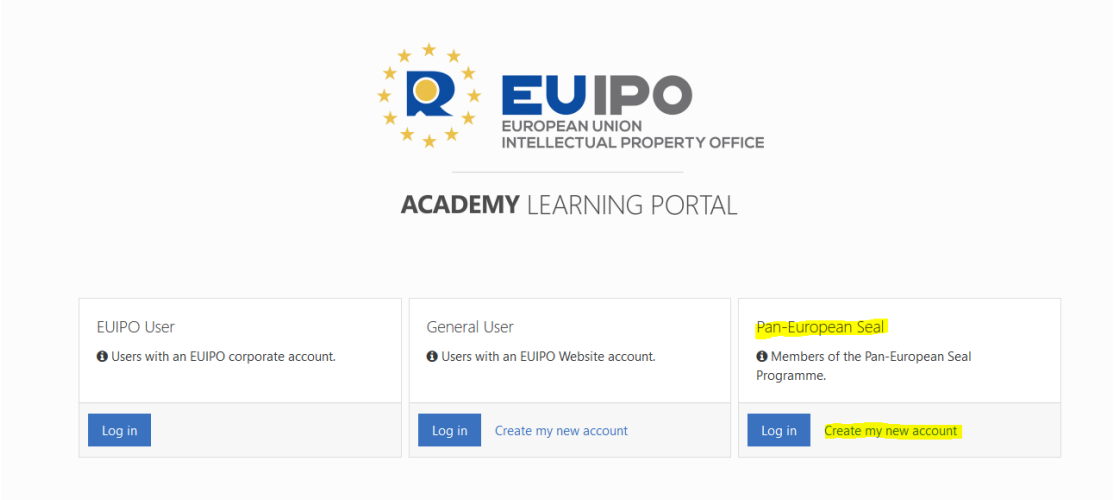
– EUIPO Decision N° ADM 18-12 rev concerning traineeships at the EUIPO, in particular article 2 (Eligibility), nr. 1 (Nationality) states that: "Trainees shall be selected from **nationals**

of the Member States of the European Union and candidate countries. A **limited number of nationals of candidate countries and third countries, amounting to approximately 10% of the available positions, may be accepted**".

– **Only candidates included in the shortlists** of the PES Members that submit an **on-line application** will be **considered for selection**.

–In order to submit their on-line applications through the EUIPO e-recruitment tool, candidates must upload the following documents:

- ✓ **CV in English in Europass Word format.**
- ✓ Motivation letter, clearly indicating the choice of traineeship location (EUIPO
- ✓ or EPO – **not both**).
- ✓ Degree/Master diploma or proof of conclusion, indicating the final grade. This can be **replaced by a provisional declaration, until final diploma is issued**.
- ✓ Certificate(s) of completion of at least one of the following courses: "EUTM in a Nutshell" (4h approximately); and/or "RCD in a Nutshell" (4h approximately).
- ✓ To complete the above courses, candidates must create an account of PES user and log in at EUIPO Academy Learning Portal (EALP):



– EUIPO candidates will be also required to indicate their preferences among the traineeship profiles available at the Office, however, the Office is in no case committed by the candidates preferences indicated in their application, thus selected candidates may be offered any other position related to their profile different from the ones indicated in their application.

4. EUIPO selection procedure

–The selection procedure at the EUIPO will begin on 1 April 2020.

– From 1 April to 30 April, the EUIPO will assess the applications and match each profile with the Office's traineeship posts per Department.

– **Selected candidates will be contacted by EUIPO Traineeships by the end of May 2021** in order to provide them with information about the Office Department for which they have been selected, and the tasks description related to the traineeship.

–The final results following rejections from candidates, replacements etc. will be communicated to the PES University members during the month of November.

– All the selected candidates will be informed on about precise date(s) of the beginning of the traineeship (EUIPO Trainees' Orientation Programme – ETOP) at a later stage.

–**A reserve list of non-selected candidates will be kept by EUIPO Traineeships at least until 31 October 2020**. Therefore, in case of **casual vacancies, non-selected candidates might be contacted for replacement**.

5. Note to the candidates proposed on the shortlist

– Please make sure that your application documents are complete.

– Shortlisted candidates must bear in mind that **withdrawals have a serious impact on the selection procedure** as well as on the smooth running of the Programme itself.

– Furthermore, having been selected implies that other candidates have not been able to participate in the Programme due to the limited number of vacancies.

– It is therefore expected that all candidates give considerate thought to their application and the necessary commitment until the final selection has taken place.

More information related to applications, supporting material etc. is available here.

General information on the PES Programme at EUIPO is available here.

For any further queries, please contact: Pan_European_Seal@euipo.europa.eu.