



European Committee
of the Regions

Traineeships

FAQ

**TRAINEESHIPS AT THE EUROPEAN
COMMITTEE OF THE REGIONS**

FAQ – TRAINEESHIPS AT THE EUROPEAN COMMITTEE OF THE REGIONS

I. GENERAL QUESTIONS.....	3
1. WHAT TYPES OF TRAINEESHIPS DOES THE CoR OFFER?	3
2. WHAT IS THE DEADLINE FOR APPLYING?	3
3. CAN I APPLY TO SEVERAL INSTITUTIONS AT ONCE FOR A TRAINEESHIP?.....	3
4. CAN I CHOOSE THE DIRECTORATE OR UNIT IN WHICH I WOULD LIKE TO BE PLACED DURING CICERO TRAINEESHIP?	3
5. DOES THE CoR COVER TRAVEL EXPENSES?	3
6. DOES THE CoR PROVIDE HEALTH INSURANCE?	4
7. DOES THE CoR HELP WITH PUBLIC TRANSPORT COSTS IN BRUSSELS?	4
8. CAN I DO A TRAINEESHIP OUTSIDE THE NORMAL TRAINEESHIP PERIODS?	4
II. ELIGIBILITY	4
1. WHAT ARE THE ADMISSION CRITERIA FOR A CICERO TRAINEESHIP?	4
2. I WILL RECEIVE MY DEGREE AFTER THE DEADLINE FOR SUBMITTING MY APPLICATION. CAN I STILL APPLY? ...	4
3. IS THERE AN AGE LIMIT FOR APPLICATIONS?	4
4. I AM A NATIONAL OF A NON-EU COUNTRY. CAN I APPLY?	4
5. CAN I APPLY AGAIN IF MY APPLICATION IS NOT SUCCESSFUL?	5
6. CAN I APPLY EVEN THOUGH I HAVE ALREADY WORKED IN ANOTHER EUROPEAN INSTITUTION?	5
III. APPLICATION PROCESS	5
1. HOW DO I APPLY?.....	5
2. CAN I APPLY IN MY OWN LANGUAGE?	5
3. TO WHAT SHOULD I PAY ATTENTION WHEN FILLING IN THE REGISTRATION FORM?	5
4. CAN I APPEND MY CV TO THE APPLICATION FORM?	6
5. WILL MY PERSONAL DATA BE DISCLOSED AND TO WHOM?	6
6. HOW DO I INDICATE IN THE APPLICATION FORM THAT I HAVE DUAL NATIONALITY?	6
7. I HAVE NOT RECEIVED CONFIRMATION THAT MY APPLICATION HAS BEEN SUBMITTED. WHAT DO I DO?	6
8. CAN I MAKE CHANGES OR CORRECT MISTAKES IN MY ONLINE APPLICATION FORM AFTER IT HAS BEEN SUBMITTED?	6
9. HOW CAN I CHECK MY STATUS IN THE APPLICATION PROCEDURE?	6
10. WHEN WILL I FIND OUT WHETHER OR NOT MY APPLICATION HAS BEEN SUCCESSFUL?	7
11. I HAVE RECEIVED A NOTIFICATION SAYING "SELECTED". WHAT DOES THIS MEAN?	7
12. WHAT IF I HAVE NOT RECEIVED ANY E-MAIL OR REPLY FROM THE TRAINEESHIPS OFFICE CONCERNING MY TRAINEESHIP?	7

FAQ – TRAINEESHIPS AT THE EUROPEAN COMMITTEE OF THE REGIONS

13. CAN I CONTACT STAFF MEMBERS FROM THE EUROPEAN COMMITTEE OF THE REGIONS ONCE I HAVE SUBMITTED MY APPLICATION FORM? 7

14. MY APPLICATION WAS NOT SELECTED. CAN I CONTACT THE TRAINEESHIPS OFFICE TO FIND OUT HOW I CAN IMPROVE MY APPLICATION FOR NEXT TIME? 7

FAQ – TRAINEESHIPS AT THE EUROPEAN COMMITTEE OF THE REGIONS

I. GENERAL QUESTIONS

1. What types of traineeships does the CoR offer?

The CoR offers three types of traineeships, of which only the first provides financial remuneration:

- (1) Cicero traineeships;
- (2) Study visits for government officials;
- (3) Study visits.

The admission criteria and other relevant information can be found on the [CoR Traineeship website](#).

2. What is the deadline for applying?

Cicero traineeships:

Spring session (16 February – 15 July)

Opening date for online applications: 1 July of the previous year

Closing date for online applications: 30 September of the previous year (midnight Brussels time)

Autumn session (16 September – 15 February)

Opening date for online applications: 1 January of the same year

Closing date for online applications: 31 March of the same year (midnight Brussels time)

Study visits and Study visits for government officials:

The period of the study visit is agreed between the trainee and the unit concerned and depends on the availability of human resources and office space. There is no deadline for applying for this type of traineeships.

3. Can I apply to several institutions at once for a traineeship?

Yes, you can. Each institution has its own selection procedure, and it is possible to apply to as many institutions as you would like, but you are only allowed to do one traineeship of over 8 weeks in the European institutions.

4. Can I choose the directorate or unit in which I would like to be placed during Cicero traineeship?

No, but you have the opportunity to express preference and motivation for three different units in the application form.

5. Does the CoR cover travel expenses?

Trainees are entitled to the reimbursement of travel expenses incurred at the beginning and end of the traineeship period, provided that the geographical distance between the place of assignment and the address given by the trainee on the application form is greater than 50 km.

Travel expenses shall be paid as a flat-rate and are calculated in line with provisions on financial contributions to travel expenses actually incurred by Cicero trainees at the CoR at the beginning and the end of the traineeships.

FAQ – TRAINEESHIPS AT THE EUROPEAN COMMITTEE OF THE REGIONS

Trainees must complete a minimum of three (3) months of the total traineeship period in order to qualify for reimbursement of their travel expenses. No applications for change of address shall be accepted after the candidate has been selected for the traineeship.

6. Does the CoR provide health insurance?

Health insurance is compulsory for all trainees. If needed, health insurance can be provided by the CoR. In this case, the trainee shall contribute one third of the premium, which will be deducted from their grant. The remainder of the cost shall be borne by the CoR.

7. Does the CoR help with public transport costs in Brussels?

All trainees shall receive a monthly allowance contributing to the cost of local transport in Brussels. The amount is determined by the Traineeships Office before the start of the traineeship period and shall apply for the duration of the traineeship. The transport allowance shall be paid together with the monthly grant for as long as this monthly grant is paid.

8. Can I do a traineeship outside the normal traineeship periods?

Please note that, for Cicero traineeships, you must be available for the **entirety of the traineeship period** (from 16 February to 15 July or from 16 September to 15 February), and in this case the dates are not flexible.

Study visits and study visits for government officials are flexible and may take place at any moment of the year (we do not recommend summer holidays period).

II. ELIGIBILITY

1. What are the admission criteria for a Cicero traineeship?

Any person holding the nationality of an EU Member State may apply for a traineeship if they:

- Have obtained a full undergraduate academic degree, or have completed at least the third year of higher education (university or equivalent), by the closing date for applications;
- Are fluent in one EU language and have satisfactory knowledge of French or English.

2. I will receive my degree after the deadline for submitting my application. Can I still apply?

Any person holding the nationality of one of the EU Member States may apply for a traineeship if they have obtained a full undergraduate academic degree, or have completed at least the third year of higher education (university or equivalent), by the closing date for applications.

If you receive your full degree after the closing date for applications, you may only apply for the subsequent traineeship period.

3. Is there an age limit for applications?

No age limit applies.

4. I am a national of a non-EU country. Can I apply?

Yes, you can apply. However, applicants from non-EU countries may be granted a traineeship by the Secretary-General in exceptional, duly justified cases. The CoR reserves the right to revoke its offer and

FAQ – TRAINEESHIPS AT THE EUROPEAN COMMITTEE OF THE REGIONS

select another suitable candidate if, by the beginning of the traineeship period, the candidate has not proven that they meet requirements under national immigration law for residing and working legally in Belgium.

5. Can I apply again if my application is not successful?

Yes, you are welcome to apply for any subsequent traineeship periods.

6. Can I apply even though I have already worked in another European Institution?

To ensure that as many European citizens as possible are offered an insight into the work of the European institutions, applications from candidates who have already had **more than eight weeks** of in-house placement (whether paid or unpaid) in a European institution, body, delegation or representative office or who have had any form of employment in a European institution or body shall not be accepted. This rule applies only to Cicero traineeships.

III. APPLICATION PROCESS

1. How do I apply?

Cicero traineeships:

Applications for Cicero traineeships are to be made exclusively via the online application form which is available on the [CoR Traineeships website](#). Applicants are allowed to submit only one application per traineeship period. Failure to respect this rule will exclude the applicant from the selection process.

Study visits and study visits for government officials:

Applications are to be made exclusively via the online application forms which are available on the [CoR Traineeships website](#).

2. Can I apply in my own language?

The application form can be completed in the most common working languages of the European institutions: English and French.

3. To what should I pay attention when filling in the registration form?

Some things to bear in mind before filling in the application form:

- Check whether your application meets the admission criteria (see the traineeships rules on the CoR Traineeships page).
 - Make sure you have all the necessary information to hand (dates of education and professional experience, exact name of university, etc.).
 - Write your motivation and competences beforehand.
 - Read the document entitled "Discover our CoR departments" to help you decide for which unit you would like to work.
-
- If you encounter difficulties in filling in or submitting the form, please send a "print screen" image of the error message to trainee@cor.europa.eu.
 - Documents will only be requested if your application receives "pre-selected" status.

FAQ – TRAINEESHIPS AT THE EUROPEAN COMMITTEE OF THE REGIONS

- Documents or applications sent by post, etc. will be disregarded.
- The application form can only be submitted once you have filled in all obligatory tabs. After submitting the application form, you will receive an e-mail with your registration number. You can make any necessary changes before the application deadline.
- The Traineeships Office recommends that you apply well ahead of the deadline. Due to the very high number of applications, the system may encounter problems processing the large amounts of data as the application deadline approaches.
- Be honest. Do not forget that the Traineeships Office will request proof of what you have declared in your application form. If it becomes apparent that you knowingly made a wrongful declaration or provided false statements or documents at the moment of application or at any time during the traineeship period, your traineeship may be terminated.

4. Can I append my CV to the application form?

Please do not append your CV. All the information needed for the selection procedure has been requested in the application form.

5. Will my personal data be disclosed and to whom?

To ensure that the selection process is objective, anonymous and merit-based, the database does not allow departments to search on the basis of applicants' names or other personal data.

The personal data of trainees and applicants shall be processed in accordance with Regulation (EU) No 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 and free movement of personal data by EU institutions, bodies, offices and agencies, and in accordance with the terms of the related specific privacy policy statement.

6. How do I indicate in the application form that I have dual nationality?

In the "Personal Data" tab you will be able to indicate your first and, if appropriate, second nationality, the first being your main nationality and the one you would like to apply under.

7. I have not received confirmation that my application has been submitted. What do I do?

Please send an e-mail to the functional mailbox of the Traineeships Office (trainee@cor.europa.eu) to check whether your application has been properly submitted.

8. Can I make changes or correct mistakes in my online application form after it has been submitted?

Yes, after submitting your application you will receive an e-mail confirming your registration. You can access your application form again as many times as you wish **before the deadline**.

9. How can I check my status in the application procedure?

You can access your application and check your status via the [CoR Traineeships website](#).

FAQ – TRAINEESHIPS AT THE EUROPEAN COMMITTEE OF THE REGIONS

10. When will I find out whether or not my application has been successful?

The **provisional timetable** and target dates are as follows:

Spring Session: 16 February to 15 July

Application period: 1 July to 30 September (midnight, Brussels time) of the previous year

Pre-selection and interviews: November

Selection: December

Autumn Session: 16 September to 15 February

Application period: 1 January to 31 March (midnight, Brussels time) of the same year

Pre-selection and interviews: May

Selection: June

11. I have received a notification saying "Selected". What does this mean?

This would mean that you are first in order of preference on the shortlist of pre-selected candidates, that your administrative file is complete and that you have now been selected for the traineeship. The Traineeships Office will notify successful candidates with an assignment letter.

12. What if I have not received any e-mail or reply from the Traineeships Office concerning my traineeship?

Please contact the Traineeships Office by sending an e-mail to the functional mailbox: trainee@cor.europa.eu.

13. Can I contact staff members from the European Committee of the Regions once I have submitted my application form?

For data protection reasons, the Traineeships Office does not give out staff members' e-mail addresses or phone numbers. Please note that the CoR Traineeships Office does not encourage applicants to contact staff in their preferred unit before they are selected. Should your application be pre-selected, you may be contacted for an interview, during which you will be able to give all necessary details to the staff member responsible for selecting a trainee.

14. My application was not selected. Can I contact the Traineeships Office to find out how I can improve my application for next time?

The pre-selection and selection of trainees is carried out by CoR departments, not by the CoR Traineeships Office. Therefore, the Traineeships Office does not provide feedback on applications.

Not being pre-selected or selected does not mean that you are not qualified. We would like to underline that this is not a reflection on your academic qualifications or work experience. A selection process involves finding the right match between the unit's search criteria and the available candidates. When someone has not been pre-selected or selected, it means that there was a better match, not a better candidate. Each unit has its own criteria and these may vary from one traineeship period to another. It is therefore difficult to advise you on how to apply next time.