

Pan-European Seal Programme

EUIPO Traineeship

2024/25



TABLE OF CONTENTS

1.	TIMELINE	2
2.	CANDIDATE SHORTLISTS.....	2
2.1	Shortlist Criteria	2
2.2	Total Number of Shortlisted Candidates	2
2.3	EUIPO Traineeship Profiles	2
2.4	PES Universities Shortlists	3
3.	ELIGIBILITY AND APPLICATION SUBMISSION	3
3.1	Eligibility Criteria and Nationality.....	3
3.2	Online Applications and Documentation	3
3.3	Further Requirements.....	4
3.4	Candidate Profile Preferences	4
4.	EUIPO SELECTION PROCESS	4
4.1	Application Assessment.....	4
4.2	Successful Candidates	4
4.3	Reserve List.....	4
4.4	Result Announcement	5
5.	NOTES TO SHORTLISTED CANDIDATES.....	5
6.	FURTHER INFORMATION.....	5

1. Timeline

23 January 2024	Online Informative Session for PES Universities.
01 February 2024	Launch of the PES Traineeship Programme 2024/25.
29 February 2024	Deadline for PES Universities to send a shortlist of candidates to the EUIPO via email .
March 2024	Shortlisted candidates submit their online applications via the EUIPO E-Recruitment Tool .
April 2024	Pre-Selection of EUIPO candidates.
May to July 2024	Candidate Interviews and Selection by the EUIPO.
16 September 2024	Start of the Traineeship Programme at the EUIPO.
31 December 2024	Non-Selected Candidates Remain in the Shortlist and Announcement of Results to PES Universities.

2. Candidate Shortlists

2.1 Shortlist Criteria

Each PES University may shortlist candidates based on its own criteria, bearing in mind the **minimum requirements agreed** in the Memorandum of Understanding, and as referred under section 3 below (Eligibility and Application Submission).

2.2 Total Number of Shortlisted Candidates

The total number of shortlisted candidates is up to each PES University, and each candidate can only be included in **either the EUIPO or the EPO shortlist—not both.**

2.3 EUIPO Traineeship Profiles

The PES University shortlist must include candidates from at least one of the following backgrounds/areas of expertise:

1. Law;
2. IP law (including industrial design);
3. Data Protection;
4. IP & Knowledge Management (e.g. IP research, Online Training);
5. Political Sciences & International Relations;

6. Linguistics;
7. Economics & Business Administration/Entrepreneurship;
8. Information Technology: (Data Analysis, IT Security, Business Analysis, Software Engineer, Customer Service Solutions, Process Automation, Artificial Intelligence);
9. Communication & Visual Design;
10. Facility Management: (Architect, Civil engineer, Logistics Management); and
11. Human Resources.

2.4 PES Universities Shortlists

Shortlists should be sent directly to Pan_European_Seal@euipo.europa.eu by **Thursday 29 February 2024**, following the template email attached in the call of applications, with the following subject line: *PES University: EUIPO Candidates Shortlist 2024-25* e.g. CEIPI University of Strasbourg: EUIPO Candidates Shortlist 2024-25

3. Eligibility and Application Submission

3.1 Eligibility Criteria and Nationality

Article 2 (Eligibility), Section 1 (Nationality) of [Decision No ADM 22-10-REV](#) 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".

3.2 Online Applications and Documentation

Please note that only shortlisted candidates by PES Universities that submit an on-line application will be considered for selection.

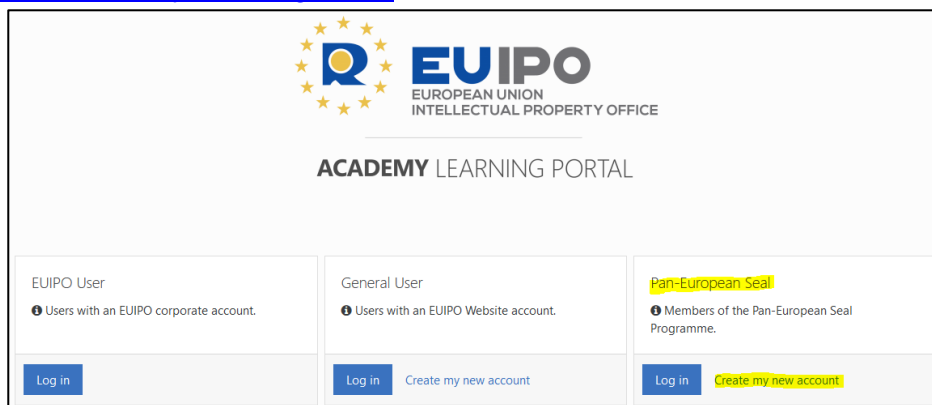
To submit their on-line applications through the EUIPO e-recruitment tool, candidates must upload the documents listed below ~~above~~, and answer the online questions included in the application. **Note: to avoid any technical issues, it is recommended not to wait the last day to send the application:**

- English CV in [Europass](#) and in Word format online
- Motivation letter, clearly indicating the choice of traineeship location (EUIPO or EPO).
- Degree/Master diploma or proof of completion, indicating the final grade. This can be replaced by a provisional declaration, until final diploma is issued.

Note: only completed graduations of the current academic year 2023-2024 will be considered.

- **Certificate(s) of completion of at least one of the following courses: [EUTM in a Nutshell](#) and/or [RCD in a Nutshell](#).**

To complete the above courses, candidates must create an account of [PES user](#) and log in at [EUIPO Academy Learning Portal](#):



3.3 Further Requirements

All shortlisted candidates need to have finished with their studies of the **current academic year (2023/2024)** before the starting date of the traineeship (i.e., beginning of September). This requirement includes the submission of dissertations.

3.4 Candidate Profile Preferences

Shortlisted candidates will also be required to indicate their profile/department preference in their applications. However, the EUIPO is in **no case** bound by the candidates' preferences, and selected candidates may be offered any position matching their profile other than the ones indicated in their application.

4. EUIPO Selection Process

4.1 Application Assessment

Throughout the month of April, the EUIPO will assess all applications and match each profile with the traineeship positions available per Department. Each Department interested in a candidate's profile will schedule interviews from May to July to make their final selection.

4.2 Successful Candidates

Successfully selected candidates will be contacted by EUIPO Traineeships by email during the same period to provide them with information about the Department for which they have been selected, and the assignment related to the traineeship. All selected candidates will be informed about the precise starting date(s) of the traineeship at a later stage.

4.3 Reserve List

Candidates who did not receive an interview invitation during the selection process or those who, after being interviewed, do not receive a traineeship offer will remain on the

reserve list, and they can be contacted for an interview at a later stage in case a trainee position becomes vacant. The reserve list of non-selected candidates will be kept by EUIPO Traineeships until 31 December 2024.

4.4 Result Announcement

The results, including candidate rejections and replacements, will be communicated to PES Universities during the month of December.

5. Notes to Shortlisted Candidates

- ✓ Please make sure that your application documents are complete.
- ✓ Make sure to create a candidate account in the e-recruitment tool linked to a personal email address, not bounded to your studies or graduation, so you do not miss any emails related to interviews.
- ✓ Please bear in mind that withdrawals have a serious impact on the selection process as well as on the smooth running of the Programme itself.
- ✓ Being selected implies that other candidates have not been able to participate in the Programme due to the limited number of positions.
- ✓ It is expected that all candidates give considerate thought to their application and the necessary commitment until the final selection has taken place.
- ✓ Please keep in mind that your PES University diploma/certificate of finalization will have to be verified either prior and/or after the start of your traineeship, but before the end of 2024.
- ✓ Please bear in mind that the description of tasks is not exhaustive.

6. Further Information

You can find more information related to applications and **supporting material** [here](#). You can also find general information on the **EUIPO PES Programme** [here](#) as well as **FAQs** [here](#). For any further queries, please contact Pan_European_Seal@euipe.europa.eu.