

**2022- 2023 Edition of the Pan-European Seal Programme.**  
**Frequently Asked Questions (FAQs)**

**General Information**

Question	EUIPO	EPO
<b><i>What happens if a student is interested in both the EUIPO and the EPO Traineeship? Can they apply to both?</i></b>	The students/candidates can be shortlisted <b><u>only for one of the two Offices</u></b> (either the EUIPO or the EPO). The same candidate <b><u>cannot be included in both shortlists</u></b>	
<b><i>What is the level of proficiency you require for the languages? If the University programme was conducted in one of the official languages, is it sufficient or again a language certificate is needed?</i></b>	According the application requirements, a minimum level of B1 of one of the 5 working languages of the EUIPO is requested (EN, FR, DE, ES, IT).  Furthermore, additional language requirements might apply, especially English (C1). Any other level above B2 in one of the rest 4 EUIPO working languages is always been taken into advantage. Certificates or any kind of proof are appreciated. Candidates should be aware that interviews and key events are usually conducted in English.	Similar requirements apply to the EPO: candidates must have knowledge of one of the EPO's three working languages (German, English, or French) at a minimum level of B1 following the Common European Framework of Reference for languages. The EPO trusts candidates to accurately report their language proficiency at the time of application. Candidates should be aware that interviews and key events are usually conducted in English.
<b><i>I already did a traineeship at an EU institution/agency before. Can I apply now at the EUIPO?</i></b>	For the candidates to be eligible, <b><u>they shouldn't have benefited</u></b> from another EU Traineeship.	You can still apply to the EPO. The fact that you absolved an EU institution/agency traineeship before doesn't affect your application for PES programme at the EPO.
<b><i>What are the limits of a shortlist from a University?</i></b>	For the 2022-2023 edition of the programme, <b><u>there is no limit</u></b> for the number of shortlisted candidates by the EUIPO. The final number will be decided by the University.  On another note, EU Nationalities have priority and only limited number of non-EU candidates can be accepted. The shortlisted candidates need to be of the current academic year coming from the Academic Programmes included in the MoU. It is very important that the shortlisted candidates are about to finish their degree before their traineeship starts. If due to University reasons this is not possible (e.g. graduation date in October) a provisional certificate needs to be provided by the University indicating that the candidates are about to finish their degree in the current academic year.  There is no age limit.	The maximum number of candidates that may be shortlisted by each PES member annually is indicated by the offices in the General Instructions Guidelines (GIGs), alongside the eligibility criteria. The GIGs are sent to all PES Members upon the launch of the programme in February each year. For the 2022-2023 edition, the EPO does not limit the number of candidates that can be shortlisted by each university.
<b><i>Can the Universities shortlist students from educational programmes not mentioned in the signed MoU with the EPO/EUIPO?</i></b>	Only candidates coming from the programmes mentioned in the relevant MoU are eligible. In case the MoU covers the entire University, all students from bachelor, master etc. are eligible.	
<b><i>Does the bachelor degree have to be a state recognised Bachelor degree if we have a MoU?</i></b>	All the degrees have to be officially recognized as degrees of tertiary education in the relevant country of the University.	
<b><i>Can my university adopt different criteria to those specified by the Office?</i></b>	Yes. Both Offices do not impose further criteria for the initial shortlisting process besides the minimum criteria mentioned in the GIG document. The university is free to adopt any criteria deemed appropriate. However, given the highly competitive nature of selection process, universities are encouraged to adopt a process that ensures the most capable graduates are shortlisted.	

<p><b>What are the different fields/profiles that the candidates can apply or been selected?</b></p>	<ol style="list-style-type: none"> <li>1. Law</li> <li>2. IP law (including industrial design)</li> <li>3. IP &amp; Knowledge Management (e.g. IP research, online training)</li> <li>4. Political Sciences &amp; International Relations</li> <li>5. Linguistics</li> <li>6. Economics &amp; Business Administration / Entrepreneurship</li> <li>7. Information Technology (AI, Data Analysis)</li> <li>8. Communication &amp; Visual Design</li> <li>9. Facility Management (Architect, Engineering)</li> <li>10. Human Resources</li> </ol>	<p>The EPO is looking for candidates in the following areas (percentage indicative):</p> <ul style="list-style-type: none"> <li>• Science &amp; Engineering - 50%</li> <li>• Business Administration - 15%</li> <li>• Law (including Patent Law) - 15%</li> <li>• Economics &amp; Finance - 10%</li> <li>• International Relations &amp; Communication - 10%</li> </ul> <p>Further details can be found in the EPO's GIGs.</p>
<p><b>Is it possible for the students to apply for a specific business area/field of work?</b></p>	<p>Candidates are invited to express their preference on a specific area or department in their motivation letter and in the online application. Besides that, <b>the EUIPO is not bound by this preference</b> of the candidate, and they may be selected in a different department/area from the one indicated in their motivation letter.</p>	<p>Yes. Candidates are welcome to express a preference in the application form or in their letter of motivation, and many choose to do so.</p>

## Eligibility Criteria

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<p><b>Do I need a master's degree, or can I apply also with a bachelor's degree?</b></p>	<p>Depends on the MoU signed with each University. If only a specific master programme(s) is being indicated, then only candidates from this can apply. If the entire University has signed the MoU, then also candidates from bachelor studies can apply as long as they will finish and obtain their final degree before the start of the traineeship.</p>	<p>The same applies for the EPO regarding the MoU scope. However, as a minimum requirement to be eligible for the traineeship programme, candidates should possess a bachelor's degree by the start of the traineeship.</p>
<p><b>I applied last year, but I was not selected. Can I apply this year again?</b></p>	<p>Each PES edition is open to the current academic year and its students. Thus, candidates <b>that were shortlisted last year and weren't selected they may not apply next year again</b></p>	<p>If a candidate is shortlisted by their university and meets the eligibility criteria, they are entitled to be considered again.</p>
<p><b>Are there possibilities for non-EU candidates?</b></p>	<p>As stated in the <a href="#">Decision N° ADM 18-12 rev</a>, trainees need to be nationals of the EU Member States. A limited number of nationals of candidate countries or third countries, may be accepted for a traineeship at the EUIPO amounting to approximately 10% of the available positions.</p>	<p>Candidates shortlisted for the EPO must be a national of the one of the <a href="#">EPO member states</a> or <a href="#">EPO extension states</a>.</p>
<p><b>Do the candidates need to have any previous professional experience?</b></p>	<p>The Pan-European Seal (PES) programme is designed to offer young university graduates a first-hand practical experience of the European Union in general and the Office in particular. <b>Therefore, no professional experience is required.</b> Of course, any professional experience would be considered an added value.</p>	<p>In analogy with EUIPO, previous professional experience is not required but would be considered as an added value.</p>
<p><b>The CV Europass format is a requirement for the EUIPO. Does the same apply for the EPO candidates?</b></p>	<p>The EPO does not require a specific format for the candidates' CVs such as Europass.</p>	
<p><b>The mandatory online courses of the EUIPO or EPO Academy need to be completed by the time of the application or before the start of the traineeship?</b></p>	<p>One of the two compulsory e-learning courses (i.e. <a href="#">EUTM in a nutshell</a> or <a href="#">RCD in a nutshell</a>) needs to be completed <b>before the deadline of the online application</b>.</p>	<p>The relevant EPO Academy courses must be completed after a candidate's interview and following their successful selection by the EPO, by the start of the traineeship.</p>
<p><b>How often do you interview candidates? Is it done on a regular basis?</b></p>	<p><b>Interviews are obligatory</b> with all the candidates that could be suitable for a specific traineeship position. <b>Not all the shortlisted candidates are going to be interviewed</b>, but only the pre-selected ones by the relevant EUIPO departments.</p>	<p>The profile of every shortlisted candidate who fulfils the formal requirements is visible to all tutors in the respective candidate pool (Science &amp; Engineering, Human Resources &amp; Business Administration, Law, Economics &amp; Finance, International Relations &amp; Communications). If a candidate's profile matches business needs, a tutor can set up an</p>

		interview. Based on the results of the interview, which are documented in an interview report, the tutor can then express his or her preference for the candidate. If multiple business areas express an interest in a candidate, they may be interviewed more than once.
<b>When do applicants for a Traineeship need to be graduated?</b>	All applicants must be graduates of the current academic year. It is expected that the degree will be obtained before the traineeship starts. Therefore, a provision of the degree or confirmation of the university stating when the degree is expected to be obtained, is needed for the application.	Applicants for EPO need to have obtained their degree no more than 2 years prior to the day of applications.

## Traineeship Information

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<b>What is the amount of the monthly traineeship grant?</b>	<p><b>1000 euros per month</b> for the traineeship at Alicante. Regarding the two traineeship positions in Brussels and Luxembourg, the monthly 1.000 € grant is increased to a 15%.</p> <p>Trainees are solely responsible for the payment of any taxes corresponding to their monthly grant paid by the Office by virtue of the laws in force in the State in which the trainee pays tax.</p>	Trainees are supported by a grant of €2 000 per month. This amount is subject to local taxes and social security contributions (deduction approx. 20%).
<b>Does the EUIPO or EPO provide trainees with accommodation?</b>	<p>There is not any specific provision for the accommodation of the trainees, or any extra allowance apart from the monthly grant.</p> <p>Before their arrival several practical information about Alicante are going to be published in the Academy Learning Portal. In general, there are Facebook groups created between the fellow and upcoming trainees where they can informally exchange opinions but also to find accommodation opportunities from the ones that will be leaving Alicante.</p>	No. The EPO does not directly provide support in sourcing accommodation. It falls under the responsibility of the individual trainee to find accommodation for the duration of their traineeship. However, future trainees receive informal support from both former trainees and their colleagues.
<b>What kind of training the Office offers for trainees?</b>	Trainees are entitled 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, webinars and conferences on IP matters and transversal competences available internally in the Office and on the Learning Portal. Core business Departments may also offer a specific IP training program for Newcomers.	<p>The development programme offered to trainees allows high-achieving graduates to grow and develop their professional competencies, helping them to enter the world of IP through valuable on-the-job work experience.</p> <p>Specific development tracks for IP, law, science, engineering, economics, business administration, IT and in addition language training support each trainee to acquire new skills, expand their professional abilities and to apply their academic, IP, business and EPO experience in an effective way.</p>
<b>Is there any feedback from EPO and EUIPO regarding the trainees and whether they actually corresponded to the expectations?</b>	The PES trainees both at the EUIPO and the EPO are receiving at the end of their traineeship a traineeship report where the general feedback of each Office is reflected together with the tasks list, trainings, and general evaluation. However, due to data protection, information on the performance of the trainee cannot be shared with the PES Members.	
<b>Our candidates often ask for future career options. Is there any chance for our graduates to have a career at the offices?</b>	<p>There are 2 initiatives of future career opportunities one related to the PES <a href="#">EUIPO/EPO Exchange Programme</a>, and the <a href="#">PES Talent Bank</a>.</p> <p>You may find further information on both initiatives in their relevant websites.</p> <p>Further, they are welcome to apply for any relevant externally published vacancy at the EUIPO.</p> <p>On top of that, please note that EUIPO trainees participate in a 2 days Career Event, where they receive comprehensive information about the professional opportunities in all different types of sectors by former PES trainees, as well as relevant aspects to be considered in order to access the labour market, such as use of social media, preparation of CVs and interviews, among others.</p>	Also, the EPO PES trainees may apply to the PES exchange programme or join the PES alumni network. Further, they are welcome to apply for any relevant externally published vacancy at the EPO.

<p><b><i>How the pandemic has affected the traineeship?</i></b></p>	<p>In principle the EUIPO would welcome the trainees <b>physically</b> at its premises (Alicante, Brussels, and Luxembourg) in October.</p> <p>There will be a 2-week intensive 100% online orientation programme in mid-September and then we would like to welcome all the trainees at our Office. The EUIPO always follows the relevant country restrictions and the health &amp; safety of our trainees comes first. In case that this is not possible, home office options will be given to the trainees if considered adequate.</p>	<p>The EPO regularly monitors the pandemic situation and is committed to the programme's continuation under the established EPO health and safety provisions. Measures applicable to EPO staff also apply to the trainees. Candidates are not required to express a preference as to whether they are willing to participate in-person or remotely within their application.</p>
<p><b><i>Would it be possible to receive an email from EPO and EUIPO about the shortlisted students' applications received? To be sure that the shortlisted students' online applications have been well received.</i></b></p>	<p>Following the shortlists of candidates the EUIPO is monitoring to see if all the candidates submitted the relevant online applications.</p> <p>In case that some of them have not, an email is being sent to the University in order to inform about this situation in case their student can be approached by them and being informed about this issue.</p> <p>In any case once the allocation procedure is finished, an email with the final results is being sent to the Universities including the candidates selected, not selected, the ones who withdrew the offer, the non-eligible ones and the ones that never submitted their online applications.</p>	<p>Such information may not be provided by the EPO.</p>
<p><b><i>How many leave days are trainees entitled to?</i></b></p>	<p>During the term of traineeship, trainees are entitled to 2 days per month, in total 24 days.</p>	<p>During the term of traineeship, trainees are entitled to 2 days per month, in total 24 days.</p>
<p><b><i>Where are the locations of the traineeships?</i></b></p>	<p>The EUIPO trainees will be placed in Alicante, Spain. There is a very limited number of traineeship posts offered in Luxembourg and Brussels.</p>	<p>The EPO trainees for the upcoming edition 2022/23 are planned to be placed in Munich, Germany</p>
<p><b><i>Can Erasmus grants be used for the Traineeship?</i></b></p>	<p>Grants from any EU bodies (such as Erasmus grants) are excluded from the PES Traineeship programme; and they are not applied either at the EUIPO or the EPO.</p>	