

## **eu-LISA INTERNSHIP POLICY (amended as of 21 November 2014)**

### **1. Purpose**

The purpose of this policy is to establish an approach to conduct internship at the European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereinafter `the eu-LISA`) and to create clear guidelines for planning, application, selection, processing evaluation and completion of internships at the eu-LISA.

### **2. Background**

Internships are provided by many public organisations including the European Commission and the European Agencies. The aim of introducing internships at the eu-LISA is to create benefit for both parties – the organisation and the Interns – by allowing recent university graduates to gain their first experience of working for an EU body and to ensure the completion of specific tasks which are useful to the eu-LISA.

### **3. Principles**

3.1 The Internship shall be beneficial for the interns by:

- providing a unique opportunity to put into practice the knowledge acquired during their studies in their areas of competence;
- providing an opportunity to acquire knowledge of the functioning of the eu-LISA and its day-to-day activities and
- providing an opportunity to work in a multi-cultural and multi-ethnic environment.

3.2 eu-LISA shall also benefit from the Internship by:

- the contribution of Interns performing specific tasks for the eu-LISA;
- receiving the input of recent graduates bringing up-to-date academic knowledge, which will enhance the everyday work of the eu-LISA;
- receiving the input of young or experienced staff who can transfer their national experience;
- developing a potential employee base for eu-LISA;
- building a pool of people with first-hand experience of and trained in procedures of the Agency, who will be better prepared to collaborate and co-operate with the eu-LISA and other EU bodies in the future;
- creating a pool of long-term “goodwill ambassadors” for European ideas and values both within the European Union and outside.

3.3. Selection of Interns will be carried on competitive basis;

3.4. Tasks entrusted to Interns will be meaningful;

- 3.5. Upon commencement of the Interns duties the eu-LISA will solicit security clearance on Intern's behalf from his/her national authorities.

## **4. Eligibility**

Any applicant who meets the minimum eligibility criteria may apply for the internship at the eu-LISA.

Minimum eligibility criteria for Interns are the following:

### **4.1 Nationality**

Interns shall be selected from nationals of the Member States of the European Union or Schengen Associated Countries.

### **4.2 Qualifications**

#### **4.2.1 Education**

Applicants for the Internship position at the eu-LISA must have completed at least three years (six semesters) of higher education course (university education, studies equivalent to university) by the closing date for applications. Applicants must provide copies of certificates or declaration from the relevant University.

#### **4.2.2 Languages**

Applicants must have knowledge of the working language of the eu-LISA (English) at least the level C1.

### **4.3 Prior experience**

4.3.1 Internships are normally open to Applicants who have not yet had a possibility to work either as a staff member or an Intern (formal or informal, paid or unpaid) in the European institutions, Agencies or bodies.

4.3.2 However, if justified for the benefit of service, the eu-LISA may accept applications from Applicants having performed Internships at other EU institutions, Agencies or bodies if they present particular value for the eu-LISA.

## **5. Application process**

### **5.1 Launching procedure**

5.1.1 Number of internship positions at the eu-LISA will be settled yearly on the basis of declared possibilities and needs from the Heads of Sector/Unit/Departments.

The need for an Intern to complete such tasks must be clearly motivated, the Intern's deliverables and foreseen length of the internship must be defined, the decent seating arrangements arranged in advance and each future Intern's profile must specify the staff member who will supervise the Intern.

The tasks of the Internship should not normally involve the handling of sensitive but unclassified information. Any deviation from this principle must be clearly explained and justified by the Head of the hosting Sector/Unit/Department in a written submission to the Security Officer of eu-LISA.

5.1.2 Information about Internship opportunities, including tasks to be performed and application procedures and deadlines, will be published on eu-LISA and/or DG Home website as a Call for Interest, together with the Internship Application Form. Information about Call for interest will be also available on EPSO website.

5.1.3 Descriptions of the tasks for which Interns are required shall be specific, detailed and provide an estimate of the time required for completion.

## **5.2 Submission of applications**

In order for an application to be considered valid there are three requirements to fulfil:

5.2.1 Applicants must submit their application using the Standard eu-LISA Internship Application Form (Annex 1).

5.2.2 The Application Form must be signed, scanned and sent electronically by the applicant, to the e-mail address: [eulisa-INTERNS@eulisa.europa.eu](mailto:eulisa-INTERNS@eulisa.europa.eu) in order to confirm his/her compliance with the eligibility criteria for the Internship;

5.2.3 Applicants should clearly state in the Application Form for which of the announced internship opportunities he/she applies.

## **5.3 Selection procedure**

5.3.1 The eu-LISA makes a selection of Interns on the basis of received Application Forms.

5.3.2 Applicants may be contacted by telephone, Skype or e-mail by the representative of the hosting Sector/Unit/Department of eu-LISA and a representative of Human Resources and Training Unit to discuss mutual expectations prior to the final selection decision.

5.3.3 The respective Head of Sector/Unit/Department in which the Internship position is to be hosted makes the final decision with regards to the selection of the Applicant for the Internship position.

The decision on Intern's selection shall be based on the detailed screening report of received applications carried out by the Head of Sector/Unit/Department hosting the Intern and Human Resources and Training Unit;

5.3.4 Successful Applicants will be informed of the dates and rules governing the Internship.

## **5.4 Withdrawal of Application**

At any time prior to the start of the Internship applicants may withdraw their applications by informing Human Resource and Training Unit by e-mail: [eulisa-INTERNS@eulisa.europa.eu](mailto:eulisa-INTERNS@eulisa.europa.eu)

## **6. Organisation**

### **6.1 *Duration of the Internship***

- 6.1.1 The internship may last a minimum of three and a maximum of twelve months.
- 6.1.2 Internship duration may not be extended beyond the maximum length laid down in these rules unless it is in the interest of eu-LISA, clearly justified in writing and approved by the Executive Director.

### **6.2 *Beginning of the Internship***

- 6.2.1 Interns in the eu-LISA shall start 1<sup>st</sup> or 16<sup>th</sup> day of the month. Successful Applicants will be asked to submit by e-mail a scanned copy of their passport and supporting documents from their studies at the latest one week prior to starting the internship. Applicants shall be also requested to submit any additional forms or certificates required by eu-LISA upon starting the Internship such as an insurance confirmation referred to in paragraph 8.7 of this policy.
- 6.2.2 At the beginning of the Internship the Intern will be asked to sign a written agreement stating the conditions of the Internship and his/her activities during the internship period (Annex 2), as well as eu-LISA Declaration of Confidentiality (see paragraph 8.3.1).
- 6.2.3 Interns shall be provided by eu-LISA with office space, computer access and other equipment necessary to perform their duties.

### **6.3 *Tutor***

- 6.3.1 Interns will be placed under the responsibility of a Tutor (nominated by the hosting Head of Sector/Unit/Department). Each Tutor may be responsible for only one Intern per Internship period and for the evaluation of the Intern's performance after the completion of the Internship.
- 6.3.2 Internship period shall begin with the general introduction provided by the Human Resource and Training Unit and by the designated Tutor. The introduction provided by the Tutor shall include a short discussion on the tasks to be performed by the Intern and objectives to be achieved by the Intern during his/her internship period. The objectives set must be reflected in the eu-LISA Internship Evaluation Form (Annex 3).
- 6.3.3 The Tutor acts to give the Intern regular feedback on his/her assignments and provide professional advice in the fields of activities of the hosting eu-LISA Sector/Unit/Department.
- 6.3.4 The Tutor must notify immediately the Human Resource and Training Unit and the Head of the hosting Sector/Unit/Department of any significant incidents occurring during the internship period (in particular professional incompetence, absences, sicknesses etc.).
- 6.3.5 Tutor is also responsible for evaluation of the performance of the Intern under his/her supervision by filling in the eu-LISA Internship Evaluation

Form (Annex 3). The tutor submits a report to the Human Resource and Training Unit and to the Head of hosting Sector/Unit/Department.

## **7. Keeping files**

The keeping of files by the eu-LISA respects Regulation (EC) No 45/2001 of 18 December 2000 regarding personal data, whether the applications were successful or unsuccessful or withdrawn.

The eu-LISA will keep applicants' files for no longer than 2 years. Beyond this period, aggregate and anonymous data on internship applications will be kept only for statistical purposes.

## **8. Rights and obligations of the intern**

### ***8.1 Status***

Admission to the internship program at the eu-LISA does not award the participants with the status of other civil servants of the European Union nor does it entail any right or priority with regard to an appointment in the services of the eu-LISA. Interns may apply as external applicants for the published vacancies at eu-LISA and in case of successful completion of the selection process for the post in question they can be recruited after completing their internship unless it is decided by the Executive Director that their internship is shortened due to the appointment.

### ***8.2 Duties and obligations***

8.2.1 Interns shall be required to comply with the instructions given by the Tutor as well as the Head of the hosting Unit/Department to which they will be assigned. They shall also comply with the internal rules governing the functioning of the eu-LISA, in particular the rules concerning security and confidentiality according to the eu-LISA Ethical Behaviour and Conduct of Code.

8.2.2 Interns must take part in all activities organised for them, respecting the timetables and programmes laid down.

8.2.3 The eu-LISA reserves its right to terminate the Internship and to take legal proceedings against any person who does not respect their obligations, including obligations with respect to discretion, confidentiality and ethics (see paragraph 8.3).

8.2.4 At the end of internship period, Interns must submit to the Tutor a report on their activities and objectives met during the internship period.

### ***8.3 Confidentiality***

8.3.1 Interns must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their internship. They must not, in any matter at any time, disclose to any unauthorised person any document or information not already made public. To ensure this discretion, Interns shall be requested to implement and sign eu-LISA Declaration of Confidentiality before starting the internship (Annex 4).

- 8.3.2 Interns will be asked by the eu-LISA Security Officer to complete a security clearance form for the receipt of the EU level "Confidential" from their national authorities.
- 8.3.3 If Intern's tasks involve handling of secret information, as defined in the internship tasks (5.1.3), the Security Officer will address the related obligations with the Intern on individual basis.
- 8.3.4 If the internship is to be used for the intern's thesis the Tutor, the Head of hosting Sector/Unit/Department and the eu-LISA Security Officer are responsible for reviewing the texts to make sure that there are no confidentiality issues.

#### **8.4 Grants**

- 8.4.1 Internship will be awarded a monthly maintenance grant. The amount of the grant is decided by the eu-LISA. The amount of the grant will be stated in the Executive Director decision and in the Call for Interest revised on a regular basis and is dependent on budgetary constraints, and shall be subject to the correction coefficient for the country in which the Internship takes place.
- 8.4.2 The monthly maintenance grant shall be paid by the end of each month of the Internship performed.
- 8.4.3 Interns are solely responsible for the payment of any taxes due on grant received from eu-LISA by virtue of the laws in force in the Country of Origin. Grant awarded to Interns are not subject to the tax regulations applying to officials and other servants of the European Union.
- 8.4.4 At the end of internship Human Resource and Training Unit will provide an income certificate for tax purposes. This certificate shall state the total amount of grants and allowances received by Intern and it will confirm that tax and social security payments have not been paid.

#### **8.5 Travel Expenses at the Beginning and End of the Internship**

- 8.5.1 Interns whose place of residence is different from the place of the Internship are entitled to get reimbursed of the travel expenses incurred at the beginning and at the end of the Internship, subject to budget availability.
- 8.5.2 The reimbursement on taking up duties and leaving the service will be processed according to the same rules as those for the eu-LISA staff taking up duty and leaving the service. Interns whose place of residence is less than 50 km from the place of Internship are not entitled to travel allowance.
- 8.5.3 In the Internship is terminated by the eu-LISA the cost of travel back will not be borne by eu-LISA.

## **8.6 Absences**

### **8.6.1 Leave entitlement**

- 8.6.1.1 Interns shall respect the same working hours and have the same public holidays as eu-LISA staff.
- 8.6.1.2 During the internship period, the Intern shall be entitled to two days of leave per month, acquired pro rata to the months worked.
- 8.6.1.3 Leave requests must be approved by the Head of Sector/Unit/Department hosting the Intern and should respect the needs of the Service.
- 8.6.1.4 Days of leave not taken will be lost.

### **8.6.2 Sickness**

- 8.6.2.1 In case of sickness the Intern shall notify his/her absence to the Tutor or to the Assistant of the hosting Sector/Unit/Department on the first day of the absence.
- 8.6.2.2 In case of absence longer than three working days the Intern must provide a medical certificate.
- 8.6.2.3 When the Intern is absent without justification the eu-LISA may decide to immediately terminate the internship without further notice.

## **8.7 Sickness and accident insurance**

The eu-LISA does not cover sickness or accident insurance. The Intern is responsible to arrange such insurance prior to the start of the Internship at eu-LISA. Proof of this insurance shall be submitted to eu-LISA prior to beginning of the Internship. Not presenting respective proof may be a reason to refuse the Internship. European Health Card is accepted.

## **8.8 Interruption and Termination of Internship and Sanctions**

- 8.8.1 If the Intern wishes to terminate his/her Internship earlier than the date specified in the agreement, a written request (approved by the Head of the hosting Unit/Department) must be submitted by the Intern to eu-LISA Human Resources and Training Unit. The request should state the relevant reason and must be submitted at least one month in advance of the termination date. Intern may only terminate the contract at the end of the month. When appropriate, the equivalent part of the grant must be reimbursed to eu-LISA.
- 8.8.2 Interns must exercise their duties and behave with integrity and according to eu-LISA Ethical Behaviour and Code of Conduct. If the conduct of the Intern does not prove satisfactory, Human Resources and Training Unit, in response to a reasonable request by the Tutor and approved by the Head of the hosting Unit/Department (and after hearing the Intern), may decide to terminate the internship. Any overpayment of the grant and allowance is to be reimbursed to eu-LISA. In this case the return travel expenses will not be covered.

## **9. End of Internship Certificates**

A certificate will be issued to each Intern after completing the Internship period. The certificate will specify the dates of the Internship period, the hosting eu-LISA Sector/Unit/Department in which they conducted their Internship and description of main tasks.

## **10. Policy validity**

This Internship policy shall enter into force on the date of Executive Director's decision signature.

## **11. Annexes**

Annex 1 - eu-LISA Application Form

Annex 2 - eu-LISA Internship Agreement

Annex 3 - eu-LISA Internship Evaluation Form

Annex 4 - eu-LISA Declaration of Confidentiality

Annex 5 – Internship application and selection process step by step