



Pan-European Seal Programme (PES)

EUIPO Traineeship 2023-2024

1. Timeline

EUIPO PES Calendar 2023 – 2024

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| End of January | Informative session with the PES Members |
| Wednesday 01 February | Launch of the PES traineeship Programme with the Universities |
| Until Tuesday 28 February | PES Member sends the EUIPO candidates shortlist to Pan_European_Seal@euipo.europa.eu |
| 01 – 31 March | Shortlisted candidates (<u>only</u>) submit their online applications through the EUIPO e-recruitment tool . |
| 01 – 30 April | Pre-selection process at the EUIPO |
| from May until July 2023 | Candidates are interviewed and selected by the EUIPO |
| Monday 18 September | Start of the traineeship Programme at the EUIPO |
| Until 31 December | Non-selected candidates remain in Shortlist |
| During December | 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 and as referred under section 3 below (eligibility and submission of applications by the candidates)
- The EUIPO shortlist must include candidates (total number to be decided by each PES Member), following the **EUIPO traineeship profiles** mentioned below:

1. Law
2. IP law (including industrial design)
3. IP & Knowledge Management (e.g. IP research, online training)
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
 - Process Automation
 - Artificial Intelligence
8. Communication & Visual Design
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 **Tuesday 28 February 2023.**
- Each email's subject should be identified as *"PES University Member Name: EUIPO Shortlist 2023-24"*.


3. Eligibility and submission of applications by the candidates

– EUIPO [Decision N° ADM 22-10](#) 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. All the candidates need to have finished with their studies of the current academic year before the starting date of the traineeship (i.e. beginning of September), including the submission of their dissertation.**
- ✓ 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**
EUROPEAN UNION
INTELLECTUAL PROPERTY OFFICE

ACADEMY LEARNING PORTAL

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| <p>EUIPO User</p> <p>👤 Users with an EUIPO corporate account.</p> <p style="text-align: center;">Log in</p> | <p>General User</p> <p>👤 Users with an EUIPO Website account.</p> <p style="text-align: center;">Log in Create my new account</p> | <p>Pan-European Seal</p> <p>👤 Members of the Pan-European Seal Programme.</p> <p style="text-align: center;">Log in Create my new account</p> |
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- 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 process

- The selection process at the EUIPO will begin on 1 April 2023.
- From 1 April to 30 April, the EUIPO will assess the applications and match each profile with the Office's traineeship positions per Department.
- Each Department interested in a specific candidate's profile, **will schedule interviews as from May until July 2023** in order to make their final selection.
- **Successfully selected candidates will be contacted by EUIPO Traineeships during the same period** 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.
- Candidates who do not receive invitation for an interview during that period, their application remains on the reserve list, and they can be contacted for an interview at a later stage in case a trainee position becomes vacant.
- 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.
- The final results following rejections from candidates, replacements etc. will be communicated to the PES University members during the month of December.
- **A reserve list of non-selected candidates will be kept by EUIPO Traineeships until 31 December 2023.** 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.
- Kindly 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, in order to enable the contact at any time for any potential interview.
- Shortlisted candidates must bear in mind that **withdrawals have a serious impact on the selection process** 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 positions.

- It is therefore expected that all candidates give considerate thought to their application and the necessary commitment until the final selection has taken place.
- Please bear in mind that the tasks description of a traineeship are not exhaustive.

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.