

## DECISION OF THE DIRECTOR OF 'FUSION FOR ENERGY' ON RULES GOVERNING THE TRAINEESHIP SCHEME

### Article 1 — Objective and Definitions

'Fusion for Energy's (F4E) traineeship scheme is intended to promote training in the fusion field and in the ITER project as well as to allow university graduates to provide contributions and gain first-hand professional experience related to the work of F4E.

The traineeship scheme is mainly addressed to young university graduates and are at the beginning of their professional career.

The aims of F4E's traineeships scheme are:

- To provide opportunities for recent graduates to perform tasks that are predominantly in the interest of their educational training and principally serving to increase their knowledge and to gain relevant experience;
- To facilitate the entry into professional life of young university graduates;
- To provide the opportunity to contribute to F4E's mission in a culturally, linguistically and ethnically diverse environment and to contribute to the development of F4E's mutual understanding, trust and respect objectives;
- To promote gender parity for the future of science, technology, engineering and mathematic (STEM) fields;
- To allow the organization to benefit from the input of graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of F4E;
- To grant trainees access to the latest theoretical and technical knowledge through practical assignments under a mentor's supervision;
- To create a pool of people with first-hand experience of F4E and its working methods, which will be better prepared to collaborate with F4E in the future;
- To create opportunities for '*reverse mentoring*' and learning of the F4E staff, allowing the organization to adjust to a new workforce entering job market.

The tasks performed by trainees are supervised by the Unit/Project Team they join. Among other, the tasks may consist of design and analysis tasks, preparation of reports, compilation of statistical data, execution of operational tasks, the participation in ad hoc studies.

### Article 2 – Status

The relationship between the trainee and F4E shall be governed by a Traineeship Agreement signed by the duly authorized person in F4E addressed to the selected candidate, which specifies the rights and obligations of both parties.

A traineeship is an education and training programme<sup>1</sup>, which is not intended to establish an employment relationship between the trainee and the Agency. Trainees are not to be considered as statutory staff members under the Staff Regulations. Access to employment within Fusion for Energy is only possible through open selection procedures advertised on the [F4E Career Opportunities Portal](#).

Admission to a traineeship shall not in any way imply that trainees are permanently or temporarily employed by F4E. It shall not entail any right or priority regarding appointment or recruitment by F4E.

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<sup>1</sup> The size of the programme and number of traineeship opportunities will vary from year to year subject to budget availability.



Furthermore, a traineeship does not qualify as an employment contract.

### Article 3 — Eligibility criteria

The basic requirements for taking part in the traineeship are the following:

1. To be a national of one of the Member States of the European Union and Ukraine.
2. Candidates must have completed at least the first cycle of a higher education course<sup>2</sup> (university education) and obtained a full degree attested by a diploma. The university degree must have been obtained within the last three (3) years before the closing date for applications<sup>3</sup>. University diploma must have been awarded by an EU member state or when granted by a non-member state, candidates are requested to provide with an equivalence certificate issued by the authorities of an EU member state<sup>4</sup>. Applicants whose university diplomas are not issued in one of the official EU languages must provide a translation of these documents<sup>5</sup>.

For declared on-going post-graduate studies, an official declaration from the relevant university must be provided. In any case, candidates must have received their graduation by the deadline for application.

3. Candidates must have the linguistic competence necessary to fully participate in the work of F4E. As English is the working language of F4E, applicants must have at least at B2 level working knowledge of this language of the [Common European Framework for Languages \(CEFR\)](#).
4. Applications will not be accepted from candidates who have already benefited or are benefiting from any kind of in-service traineeships (paid or unpaid) within a European Institution, agency or body as listed on the Europa website<sup>6</sup>, including any person who is or has been an assistant to a member of European Parliament, a contracted consultant or intra-muros researcher, an official, a temporary staff member, a contract staff member, an auxiliary staff member, a Seconded National Expert (SNE) or a engaged via a temporary work agency by of any EU institution, agency, body, delegation or representative office, whatever the duration.

### Article 4 – Duration of the programme

1. The traineeship duration is for a minimum duration of six (6) months and a maximum of twelve (12) months. An extension for a maximum period of twelve (12) months may be granted.

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<sup>2</sup> For minimum national qualifications required by the legislation in the country where the diploma was obtained, see Annex I.

<sup>3</sup> In the case of applicants with disabilities, the time period from the date the university degree was obtained and the closing date of applications is 5 years.

<sup>4</sup> In duly justified cases, such as candidates with Ukrainian nationality, this requirement can be waived.

<sup>5</sup> In duly justified cases, such as candidates with Ukrainian nationality, this requirement can be waived.

<sup>6</sup> [https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles\\_en](https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en)



2. The starting date may be deferred, upon written request by the candidate, only in exceptional and duly justified cases, after agreement of the concerned Unit. In this case, the duration of the traineeship might be less than 12 months, since this circumstance will not alter the fixed ending date.

#### **Article 5 – Equal opportunities**

Fusion for Energy promotes equal opportunities and non-discrimination of any form. As part of its commitment to diversity, gender equality and geographical distribution, F4E strongly encourages applications from female candidates and applies a policy of equal opportunities without distinction based on gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation.

#### **Article 6 – Application and Selection process<sup>7</sup>**

1. Considering the existing conditions (size, results of the evaluations carried out, etc.) and the budget availability, the Director, on the proposal of People & Culture Unit, determines the number of placements to be attributed to each Department for each time period, the monthly remuneration for that given intake and the payment of travel expenses.
2. F4E selects trainees based on the applications received with due regard to an appropriate balance of nationality and gender.
3. Successful candidates must have an educational background relating to the core activities of F4E. This includes also qualified candidates with an interest in any support function in the areas of administration, legal, human resources, budget, communication, and finance, among others.
4. Candidates are requested to apply following the instructions in the Traineeship Call published on F4E's website.
5. Applications submitted after the closing date will be rejected.
6. Eligibility screening will be performed by the People and Culture Unit against the criteria referred to in Article 3 of this Decision.
7. Applications of eligible candidates will be screened by the F4E Units hosting the trainees, on the basis of the information contained in the application form. Pre-selected candidates shall be assessed through the steps described in the Traineeship Call.
8. F4E will, on the basis of a proposal submitted by the Unit hosting the trainee, take a decision on offering the traineeship. This proposal shall specify the tasks to which the trainee will be assigned and the Mentor responsible during the traineeship.
9. The application and selection process are strictly confidential. Applications must be made only via the F4E Career Opportunities Portal. Any other applications will not be considered, such as CVs sent by email, profiles on LinkedIn or similar. A complete application includes the candidate's CV, their preferred field of interest and a motivation letter.

<sup>7</sup> More details are described at the [F4E Career Opportunities website](#)



10. If an application is unsuccessful, the candidate may re-apply for a subsequent traineeship programme, provided they are still eligible.
11. Candidates will be shortlisted for assessment based on their educational background, qualifications, competencies and motivation on a comparative and competitive basis towards other shortlisted candidates.
12. Shortlisted candidates will be invited for one remote interview, which may be carried out in combination with further assessments.
13. All candidates will be informed about the outcome of their application.
14. Candidates having accepted the offer for one traineeship placement, will be excluded from selection for other placements.
15. The retention of files by F4E respects the applicable legal framework on the protection of individuals with regard to the processing of personal data as set in paragraph 8.
16. An application for a published profile will remain active in the database for a period of 6 months. After this period and in absence of an expression of interest from any Department within F4E, the application will automatically expire.
17. Applicants may withdraw their expression of interest at any stage of the selection process by informing F4E in writing or decline a traineeship offer.

#### **Article 7 – Documentation required**

On the first working day in F4E, the trainee shall sign the Declaration concerning confidentiality, personal data protection and Intellectual Property Provisions. Where necessary, F4E may ask trainees to submit some or all originals of the submitted documents prior to their recruitment or in the course of the traineeship.

#### **Article 8 – Data Protection**

F4E respects the privacy of its trainees and processes applicants' personal data as required by [Data Protection Regulation 2018/1725](#) based on [Council Decision of 27 March 2007 "establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it" - 2007/198/Euratom, as last amended by Council Decision of 10 February 2015 \(2015/224 Euratom\), O.J. L 37, 13.2.2015, p.8 in particular Article 6 thereof](#). This applies particularly to the confidentiality and security of such data. The personal information that the Agency requests from trainees in the context of the traineeship programme is processed in line with the [Specific Privacy Notice on Personal Data Protection regarding Traineeships](#).



## Article 9 – Roles, Obligations and Responsibilities

### 9.1. Induction Buddy

1. Upon start of the traineeship, trainees will be assigned an induction buddy, who helps one or several trainees integrate in the F4E working environment during their first three (3) months of traineeship. Buddies belong to the same department and do not require specialized training for their role.
2. The buddy shows trainees the ins and outs of the office, offers advice and guidance about the day-to-day aspects of working at the workplace, encourages them, provides knowledge resources and guides them through the F4E's working culture and social norms at F4E.

### 9.2. Mentors

1. Each trainee is assigned a mentor to guide, supervise and closely follow the trainee during his/her traineeship. Each Mentor may be responsible for no more than one (1) trainee during the same period.
2. The mentor helps the trainee to get familiar with the Agency and to grow professionally by setting individual learning goals, providing training, monitoring the trainee's tasks, supervising the trainee's presentation, when requested, and serving as a contact person for questions.
3. The mentor must immediately notify their line manager and the Traineeship Coordinator of any significant issues or incidents occurring during the traineeship (such as professional incompetence, unauthorised absences, sickness, accidents, misbehaviour, or interruption of the traineeship), which come to their attention, or of which the trainee has informed them.

### 9.3. Trainees

#### 9.3.1. Before the start of the traineeship

1. Prior to commencing the traineeship, the selected candidate will receive a Traineeship Offer stating the starting date and duration of the traineeship, a copy of this Decision, job description and a list of documents he/she needs to provide, being:
  - Copy of identity card or passport;
  - Degree certificate as mentioned on the application;
  - Criminal record not older than six months<sup>8</sup>;
  - Medical certificate confirming that they are physically fit to perform the duties of the traineeship;

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<sup>8</sup> For Ukrainian nationals, this requirement will be waived



- Documents showing that the applicant has public or private cover for sickness insurance for the entire duration of the traineeship period (form E111 for nationals of the Member States, or a document showing that the applicant has private insurance cover).
- Trainees must sign a Confidentiality Clause with regard to the commitment to absolute confidentiality of trade secrets, know-how, procedures, personal data, methods, information, commercial or industrial data and technical documents or any other information of a confidential nature
- Trainees must sign the Intellectual Property provisions for F4E traineeships.

### 9.3.2. During the traineeship

1. Trainees will follow the standards of conduct as F4E staff using as a point of reference the [F4E Charter of Engagement](#) in addition to the rules regarding this programme.
2. Trainees must comply with the instructions given by their mentors and, generally, by the Agency. They must also comply with the rules governing the traineeship programme.
3. Trainees must take part in all activities and training courses organised for them.
4. Trainees must consult their mentor, or, if unavailable, the Traineeship Coordinator from People & Culture Unit, should they wish to carry out additional/different tasks or attend any F4E's events/learning opportunities in addition to the agreed training programme.
5. Trainees may attend meetings on subjects of interest to their training (unless these meetings are restricted or confidential), receive documentation and participate in the work of the Unit/Department subject to the guidance of their mentor.
6. Trainees must maintain confidentiality about all facts and information which come to their knowledge during the traineeship. They must not in any manner whatsoever disclose to any unauthorized person any document or information not already made public. The obligation of confidentiality shall be in force even after completion of the traineeship.
7. Candidates may not be assigned to any service where a conflict of interest might occur, irrespective of his/her prior professional experience or nationality.
8. Trainees must not have any professional connections with third parties, which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.), and they are not permitted to exercise any other gainful or non-gainful employment during the period of the traineeship, which may adversely affect the tasks assigned during the traineeship. If a conflict of interest arises during their assignment, trainees must immediately report this to their mentor and to the Traineeship Coordinator in writing.
9. Trainees are strictly forbidden from having any contacts with the Press regarding any matter dealing with the work of F4E and must report any approaches by the media to the Communication Unit without delay.
10. F4E shall acquire irrevocably worldwide full ownership of all results and intellectual property rights developed by the Trainees, alone or with others, within the framework of the traineeship.



11. Trainees are not allowed to carry out any disclosure and dissemination activities, including submission, presentation, and/or publication of a doctoral thesis, master's thesis, end-of-studies work, scientific publication or any other type of publication, containing information received by or generated by the Trainee within the framework of the traineeship without the prior written agreement by F4E.
12. During the traineeship period, trainees must consult their mentor or, if unavailable, the coordinator, on any action they propose to take on their own initiative relating to the activities of F4E.
13. Trainees have to comply with the instructions given by the manager of the Unit to which they are assigned. They must also comply with the rules laid down in this Decision and with the internal rules governing the functioning of F4E, the rules concerning working conditions, security and safety, unless otherwise specified by those rules.

### **9.3.3. At the end of the traineeship**

1. At the end of the traineeship, the trainee and their mentor must submit their respective End of Traineeship Report to the People and Culture Unit.
2. Trainees receive a traineeship certificate testifying their traineeship in F4E. Upon request, trainees may also receive a recommendation letter from their mentor.

### **9.4. Traineeship coordinator**

The Traineeship coordinator from People and Culture Unit is responsible for:

1. Organising the traineeship programme, including organisation of selection procedures;
2. Being the point of contact for trainees, mentors and managers;
3. Providing advice to trainees, mentors and managers, as required;
4. Ensuring that deadlines are kept;
5. Reviewing the traineeship rules and related documents as required;
6. Further enhancing the programme in line with lessons learned and best practices.

## **Article 10 – External Programmes**

Fusion for Energy may engage with various traineeship programmes. For that purpose, F4E will sign appropriate agreements. In principle, the provisions of those guidelines will apply.

## **Article 11 – Presence and absence**

1. Fusion for Energy's working hours shall apply to trainees. To this respect, they shall register their times of arrival and departure in the Time Management programme to register hours worked. Trainees are not allowed working overtime.
2. Trainees are bound by F4E's public holidays calendar.
3. Trainees shall neither be entitled to flexi leave nor to special leave.

4. Teleworking regime is to be undertaken from the place where the trainee is assigned to perform the traineeship work.

#### **Article 12 - Leave**

1. Trainees are entitled to two days (2) of absence per calendar month of assignment. Leave is managed under the same conditions that apply to F4E staff.
2. Leave days for fractioned months shall be pro-rated. Trainees may be granted additional days off for family reasons, exams, participation in competitions/job interviews and elections. Absences taken at the initiative of the trainee may be authorised by the mentor through the leave application tool.
3. Days of leave not taken at the end of the traineeship do not entitle the trainees to any financial compensation.
4. Under exceptional circumstances, upon written request by the trainee in which the relevant reasons and justification are stated, and after consultation with the mentor concerned, an interruption of traineeship for a given period may be authorised. The allowance shall then be suspended, and the trainee shall not be entitled to reimbursement of any travel expenses incurred during that period.
5. The trainee may return to complete the unfinished part of the traineeship, but only up to the end of the same period without any extension.

#### *Absence without justification*

In the event of absence without an approved leave request, the days shall be deducted from the trainee's annual leave entitlement. Where applicable, should the trainee not have more annual leave days, the absences will be deducted proportionally from his/her monthly grant.

#### *Sickness leave*

In case of sickness, trainees shall immediately notify his/her Mentor immediately with copy to People and Culture Unit. Should this period of absence last for more than three days the trainee must provide F4E with a medical certificate which indicates the probable length of absence. This certificate must be forwarded to the Medical Absences Doctor of F4E, within 5 calendar days from the beginning of the absence or, in case of extension of the sick leave, from the expiration of the medical certificate previously provided. Trainees may be subject to medical control visits.

#### **Article 13 – Sickness and accident insurance**

Health insurance is mandatory. All trainees shall be responsible for organising their own insurance against health risks, along with any insurance required for family members, for the duration of the traineeship.

Trainees are insured against the risk of accident at work in accordance with the terms of the insurance policy taken out to that end by F4E with an insurance company. Trainees must bear the cost of any other personal insurance.



#### **Article 14 —Trainings**

Trainees may participate in F4E internal trainings which is in line with the objectives of the traineeship and which are relevant for the tasks to which they have been assigned. Trainees may also participate in Unit or team events upon agreement of the mentor and/or line manager.

#### **Article 15– Grants**

Trainees shall be awarded a monthly maintenance grant which is aimed at compensating all trainee's expenses while engaged with F4E. The amount of the grant will be decided by the Appointing Authority on a yearly basis, based on budget availability. The amount of the basic grant will be indicated in the traineeship call.

In case of termination of the traineeship without notice, the trainee will be required to reimburse that part of the stipend, which he/she may have received, relating to the period after the termination date.

Upon presentation of the proper medical justification, to be assessed by the Head of People and Culture Unit in consultation with the F4E Medical Advisor, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant due to additional costs they may have to make.

Trainees are not considered as staff of F4E. Their grant is not a salary and should not be taxable for income tax. For the same reason, grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union.

Fusion for Energy is not responsible for any stipends or allowances of similar nature that the trainee may receive from other sources than F4E, for which the trainee will bear all associated tax consequences.

#### **Article 16 – Taxation**

Grants awarded to trainees are not subject to the special tax regulations applying to Officials and other Servants of the European Union.

Trainees are solely responsible for the payment of any taxes and social security payments corresponding to their monthly grant paid by F4E by virtue of the laws in force in the country in which they are liable to pay income tax.

At the request of the trainee, People and Culture Unit will provide a certificate for tax purposes at the end of the traineeship period. This certificate should state the amount of the grant received and relevant periods.

#### **Article 17– Travel Expenses**

F4E shall pay a flat rate travel allowance to compensate for the expenses incurred to travel from the place of residence to F4E and vice versa at the beginning and at the end of the traineeship. They will be paid after joining F4E.

In case of termination of the traineeship without notice, the contribution will not be due and will be recovered if already paid.

The trainee must complete minimum half of the traineeship period stated in the traineeship agreement, in order to qualify for the flat rate travel allowance for the journey back.

The reimbursement shall take place based on the table below: distance between the place of residence, as stated in the traineeship offer, and F4E. The postal address used in the traineeship agreement shall be the place considered for that purpose. No change to the place of residence shall be granted, once the placement offer has been sent, unless otherwise specified in the Call.

The reimbursement shall be applied as follows:

Distance (one way) between the place of residence and the place specified by F4E on the traineeship agreement	Applicable flat-rate amounts (in €)
0 to 200 km	0
201 to 500 km	100
501 to 1000 km	200
1001 to 2000 km	300
Over 2001 km	400

Trainees whose place of recruitment is less than 200 km from F4E's offices shall not be entitled to a travel allowance.

The journey to and from the place of residence shall take place within a reasonable timeframe (i.e. no more than one month before the beginning and one month after the end of the traineeship) and it shall be directly linked to the traineeship.

All travel expenses shall be well documented and justified at the time of claiming (train or plane tickets, boarding passes, etc.) and the claim submitted within ten days of arrival.

The contribution to travel expenses for the inward journey and for the outward journey is established in the form of a unique flat-rate payment based on the shortest distance by road between the place indicated in the traineeship agreement and place specified by F4E on the traineeship agreement as shown in the table below. The kilometric distance is established by using Erasmus+ (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>). This tool is using the single direct linear distance ('as the crow flies') and the distance is not doubled for the purpose of establishing the contribution.

The contribution to the travel expenses is not due if the trainee has received a contribution of like nature from other sources.

In case of joint traineeships with another EU agency or Institutions, the rules for the selection and the reimbursement of travel expenses will be specified in the joint call itself.

## Article 18 – Missions

In exceptional cases only, the Head of the Unit or the Head of Department to which the trainee is assigned may grant authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical nature (for learning purposes) and not of a representative one.



The authorisation to be sent on mission shall entitle the concerned trainees to reimbursement of mission expenses in accordance with F4E rules. The expenses will preferably be taken on by the Department which requests the mission.

The Traineeships Office may organise visits and study trips of relevant interest, subject to the availability of funds.

#### **Article 19 – Interruption of traineeship and sanctions**

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons, the Appointing Authority after consultation of the concerned manager and the Head of People and Culture Unit, may authorize an interruption of the traineeship for a given period. The grant is suspended and the trainee is not entitled to the reimbursement of any travel expenses during that period. The trainee may return to complete the unfinished part of the traineeship.

Termination of a traineeship without respecting a three weeks' notice period is subject to authorization of the Head of the Unit to which the trainee has been assigned to. The official termination dates are the 15th or last day of the month . Where appropriate, the equivalent part of the grant must be reimbursed to F4E.

If a trainee wishes to terminate his/her traineeship within the first fifteen (15) days of the traineeship, no grant will be given for the days they were present at F4E. The trainee will not be eligible to the reimbursement of travel expenses.

The Authority reserves the right to terminate the traineeship at any time if the conduct or performance of the trainee does not prove satisfactory, if the trainee breaches their obligations under the rules laid down in this Decision, if the trainee has provided false statements or papers at the moment of application or during the traineeship period, if it becomes apparent that the trainee knowingly made wrongful declarations or if they do not comply with F4E's rules concerning working conditions, security, safety and confidentiality.

F4E, following a justified request by the mentor and approved by the Head of People and Culture Unit, reserves the right to terminate the traineeship if the level of the trainee's performance or knowledge of the working language is insufficient for the proper execution of their duties. In this case, the traineeship may be terminated by the Appointing Authority, following a justified request submitted by the concerned Head of Unit and approved by the Head of People and Culture Unit.

The trainee shall reimburse any overpayment of the grant to F4E and shall not be entitled to receive any travel allowance.

#### **Article 20 - End of Traineeship**

The traineeship shall finish on the date agreed in the traineeship agreement. However, it may be terminated earlier in the following cases:

- a) At the request of the trainee wishing to terminate their traineeship earlier than the date specified in the Traineeship agreement: a written notification must be submitted by the trainee to the Traineeships' office, upon agreement with their mentor. This notification, stating the relevant reasons, must be submitted as soon as possible and at the latest three (3) weeks in advance of the new termination date foreseen. Where appropriate, the trainee shall reimburse the equivalent part of the grant to F4E.
- b) Following a disciplinary measure pursuant to Article 19. Where appropriate, the equivalent part of the monthly allowance and travel allowance (when applicable) shall be reimbursed to F4E.



Trainees must carefully follow the administrative procedures foreseen at the end of their traineeship period.

#### **Article 21 - Retention of personal data**

F4E's data retention (storage) policy complies with under Articles 15 and 16 of the Regulation (EU) 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 of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2001/EC. regarding personal data. The policy will be applicable to both trainees and candidate trainees whether the applications gave rise to a traineeship, were rejected or withdrawn.

#### **Successful applicants**

Files on successful applicants are kept for two (2) years and then eliminated, except for the personal data processed for the following purposes:

- Successful candidates' personal data needed to re-issue the training certificate are kept for 35 years and then they are eliminated:
  - name of trainee, duration of traineeship;
  - Date of traineeship, department and service;
  - The processing of successful candidates' personal data related to financial issues is covered by the record on Contract Implementation ([F4E\\_D\\_2GBTAX](#)).
- Files on non-successful applicants are kept for 2 years and then they are eliminated.

Fusion for Energy may continue to store Personal Data for a longer period, as may be necessary for internal auditing and for the establishment, exercise or defence of legal claims until such claims are finally resolved.

#### **Article 22 — Entry into Force**

These rules shall enter into force on the date of their publication.



Johannes SCHWEMMER  
Director Fusion for Energy

**ANNEX I**

**Examples of diplomas for which the level of minimum national education corresponds to that required for access to this traineeship programme**

COUNTRY	UNIVERSITY LEVEL EDUCATION At least 3 years in length
BELGIUM FR	Bachelor
BELGIUM NL	Bachelor
ČESKÁ REPUBLIKA	Diplom o ukončení Bakalářského studia
Republika Hrvatska/CROATIE	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)
CYPRUS	Bachelor Programmes offered by Public/Private Schools of Higher Education (for the later accreditation is compulsory)
DANMARK	Bachelorgrad
DEUTSCHLAND	Fachhochschulabschluss (6-7 Semester)
EESTI	Bakalaureusekraad (>160 ainepunkti)
ESPAÑA	Diplomado / Grado / Ingeniero Técnico
FRANCE	Licence
ΕΛΛΑΔΑ	Δίπλωμα Α.Ε.Ι. (πανεπιστήμιο, πολυτεχνείο, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
HUNGARY/Magyarország	Főiskolai Oklevel (pre-Bologna); Alapfokozat (bachelor degree - 180 credits)
IRELAND / EIRE	Bachelor's degree
ITALIA	Laurea – L (breve)
ΚΥΠΡΟΣ/	Πανεπιστημιακό δίπλωμα
LATVIJA	Bakalauradiploms (<160 kredīti)
LIETUVA	Bakalauras (<160 kreditas)
LUXEMBOURG	Diplômé d'Ingénieur technician
MAGYARORSZÁG	Főiskolai Oklevél
MALTA	Bachelor's degree
NEDERLAND	Bachelor
ÖSTERREICH	Fachhochschuldiplom (6-7 Semester)
POLSKA	Licencjat – Inżynier
PORTUGAL	Bacharelato
ROMANIA	Diplomă de Licență
SLOVENIJA	Diploma o Pridobljeni Visoli Strokovni izobrazbi
SLOVENSKÁ REPUBLIKA	Diplom o ukončení Bakalářského štúdia
SUOMI / FINLAND	Kandidaatti / Kandidatexamen / Ammattikorkeakoulututkinto / Yrkeshögskoleexamen (min.120 opintoviikkoa )
SVERIGE	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng); Bachelor



**ANNEX II**  
**European Institutions and Bodies**

**EU institutions:**

European Parliament, Council of the European Union, European Commission, Court of Justice of the European Union, European Central Bank, European Court of Auditors, European External Action Service, European Economic and Social Committee, European Committee of the Regions, European Investment Bank, European Ombudsman, European Data Protection Supervisor.

**Interinstitutional bodies:**

Computer Emergency Response Team, Publications Office of the European Union, European Personnel Selection Office, European School of Administration.

**Decentralised bodies of the European Union (agencies):**

**Community agencies:**

European GNSS Agency, Community Fisheries Control Agency, Community Plant Variety Office, European Agency for Reconstruction, European Agency for Safety and Health at Work, European Agency for the Management of Operational Cooperation at the External Borders of the member states of the European Union, European Aviation Safety Agency, European Center for Disease Prevention and Control, European Centre for the Development of Vocational Training, European Chemicals Agency, European Environment Agency, European Food Safety Authority, European Foundation for Improvement of Living and Working Conditions, European Agency for Fundamental Rights, European Maritime Safety Agency, European Monitoring Centre for Drugs and Drug Addiction, European Network and Information Security Agency, European Railway Agency, European Training Foundation, European Union Intellectual Property Office, Translation Centre for the Bodies of the European Union, European Institute of Innovation and Technology, European Medicines Agency, Community Plant Variety Office, European Institute for Gender Equality, Body of European Regulators of Electronic Communications, European Systemic Risk Board, European Banking Authority, European Securities and Markets Authority, European Insurance and Occupational Pensions Authority, European Asylum Support Office, European Agency for the operational management of large-scale T Systems in the area of freedom, security and justice, Euratom Supply Agency, European Joint Undertaking for ITER and the Development of Fusion Energy.

**Common Foreign and Security Policy**

European Defence Agency, European Union Institute for Security Studies, European Union Satellite Centre, European Border and Coast Guard Agency.

**Police and Judicial Cooperation in criminal matters**

European Police College, European Body for the Enhancement of Judicial Co-operation, European Police Office, The European Union Agency for Law Enforcement Training, European Union Agency for Law Enforcement Cooperation.

**Executive agencies**

Education, Audiovisual and Culture Executive Agency, Executive Agency for the Public Health Programme, Intelligent Energy Executive Agency, Executive Agency for Small and Medium-sized Enterprises, Consumers, Health, Agriculture and Food Executive Agency, Innovation and Networks Executive Agency, Research Executive Agency, European Research Council Executive Agency.

**Independent bodies**

European Institute of Innovation and Technology, Authority for European political parties and European political foundations

