



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR TRANSLATION

Directorate R - Resources
R.4 – Professional and Organisational Development

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General rules for training placements in DGT

1. General conditions

Training placements in DGT are short-term assignments that enable participants to familiarise themselves with the work of DGT, apply their knowledge in practice, improve collaboration in different aspects of research and development, and to enhance specific skills relating to the translation profession (i.e. technical, IT or terminology).

Participants in training placements shall not receive any remuneration or expenses (such as travel, accommodation and food) from the European Commission.

DGT shall only accept candidates who are linked to a specific institution (i.e. universities, academia, national administrations, research institutes and other public organisations). The training placement shall be based on the European Commission's training placement **agreement to be signed by the European Commission, the sending institution and the participant.**

Priority shall be given to candidates whose sending institution is an EMT university.

The number of participants and the duration, place and dates shall depend on the capacity of each service in DGT.

It is recommended that participants hold an EU citizenship as nationals of third countries are subject to security checks, which may take several weeks and may lead to reduced access to resources.

2. Eligibility criteria

The training placements in DGT shall be open to:

- students enrolled in higher education leading to a bachelor's or master's degree when a training placement contributes to or is a mandatory part of their studies;
- postgraduates or academic staff of universities (i.e. teachers, doctorate students and/or students preparing a thesis);
- experts in the field of translation, representatives from academia, national administrations, research institutes and other public organisations.

As DGT wishes to offer the opportunity of a training placement to as many people as possible, candidates who have previously enjoyed a work contract or in-service training in a European institution or body¹ for more than six weeks shall be considered ineligible.

3. Working languages

Candidates / universities / public administrations / organisations must discuss useful combinations of languages in advance with the relevant services in DGT.

In general, candidates in the Language Departments must be able to translate from, at least, two source languages. For practical reasons, it is recommended that participants have a high level of English as B² language, since the vast majority of texts to be translated are English originals. For participants with English as A³ language, the B and C⁴ language may be any of the official languages of the European Union⁵.

4. Duration of training placements

The duration of training placements must be at least four weeks and no more than five months.

Participants whose training placements last more than six weeks shall be **excluded from the European Commission's Blue Book Traineeships scheme**.

5. Rights and obligations of the participant

The participant shall not be linked to the European Commission by any contract other than the agreement referred to in these “General rules” (under part 1). The training placement does not confer any rights or priority for future recruitment to the European Commission.

Each participant shall have an advisor whose role is to guide the participant, to provide support and advice, and generally to help ensure that the training placement is successful.

The participant shall act in accordance with the instructions given by his/her advisor and by the hierarchy. He/she shall also be subject to the regulations in force at the European Commission and security.

The participant shall behave with discretion and must abide by professional confidentiality rules. The participants' work during their training placement shall remain the property of the European Commission. All intellectual property rights that can be waived shall be waived.

If the participant breaches discipline, the European Commission shall reserve the right to terminate the training placement at any time.

¹ See Annex 2 to the Rules governing the official traineeships scheme of the European Commission, Commission Decision, C(2005)458.

² Also known as first source language.

³ Also known as mother language.

⁴ Also known as second source language.

⁵ http://ec.europa.eu/dgs/translation/translating/officiallanguages/index_en.htm

Participants shall also follow the instructions given by their advisor/hierarchy, particularly in respect of working hours, which may be up to eight hours per day.

Training placement participants shall not be entitled to annual leave but shall be entitled to official Commission leave. However, in exceptional and duly justified cases, the advisor/hierarchy may grant leave (up to two days per month). Such periods of leave shall not be entered in Sysper 2, but proof must be documented by the relevant services. The participant shall also inform the sending institution.

Any absence must be justified and notified as soon as possible to the participant's superior (advisor/hierarchy). Any unjustified absence may lead to immediate termination of the training placement.

The participant shall not be allowed to go on missions or to take part in training courses organised by the European Commission.

At the end of the training placement, participants shall receive a certificate. They may also request a reference letter from the advisor/hierarchy before the end of the training placement.

The European Commission shall not be liable for accident or illnesses. The participant must have adequate insurance cover against these risks and third party liability insurance.

Accordingly, on the first day, participants must provide proof to the European Commission of medical insurance for health risks and accidents and third party liability insurance. If a participant is involved in an accident during this period, either at work or on the way to or from work, the European Commission shall draw up the necessary declarations so that the participant is able to comply with the administrative formalities required by the medical insurance company.
