



European Parliament  
Directorate-General for  
PERSONNEL

# **TRAINEESHIPS AND STUDY VISITS WITH MEMBERS IN THE PREMISES OF THE EUROPEAN PARLIAMENT**



**The European Parliament** is an important forum for political debate and decision-making at an EU level. The Parliament acts as a co-legislator, sharing with the Council the power to adopt and amend legislative proposals and to decide on the EU budget. It also supervises the work of the Commission and other EU bodies.

Members of the European Parliament are directly elected by voters in all Member States to represent people's interests with regard to EU law-making.

In order to contribute to EU citizens' understanding of the European Union and provide practical insights and work experience in an EU institution, Members of the European Parliament may offer traineeships and study visits in their offices.



# Traineeships with Members in the premises of the European Parliament

**Duration:** between six weeks and five consecutive months (traineeships may be extended once for an additional period of up to a maximum of four consecutive months).

**Paid:** between €897 to €1470 a month (exact amount to be chosen by the Member).

**Location:** Brussels or Strasbourg (the place of assignment can be Strasbourg for Members using their offices there on a permanent basis).

## What is in it for you?

There are currently 705 Members in the European Parliament. Members are responsible for the organisation of the work in their office and for the working conditions of their team, within the framework of Parliament's rules. Therefore, each Member's office is run differently:

- you will discover how the EU, and in particular the European Parliament works;
- you will gain hands-on experience in the EU decision-making process;
- you will work with people from various backgrounds in a multicultural and multilingual environment;
- you will build on the knowledge acquired from your academic studies;
- you will carry out research and follow legislative files of your respective Member; and
- you will contribute to the organisation of events and the daily running of the Member's office.

Members have up to three Parliamentary assistants plus some local assistants working in their constituency and may have a maximum of three trainees and study visitors at the same time. Members' trainees are in direct contact with their Member and their assistants most of the time.

## Who can apply for these traineeships?

To be eligible for a traineeship, you must:

- be at least 18 years of age (a derogation may be exceptionally granted);
- have a thorough knowledge of one of the official languages of the European Union;
- not be party to an employment contract or any working contractual relationship during your traineeship;
- have obtained a secondary-school leaving certificate corresponding to the level required for entry to university, or have followed a higher or technical course of study to an equivalent level, or have obtained a university level diploma;
- not have previously carried out a traineeship with a Member, except for study visits;
- not have previously served as an accredited parliamentary assistant (APA) to a Member; and
- be a national of a Member State of the European Union or an accession/candidate country. Nevertheless, Members may offer a traineeship to nationals of third countries, provided they comply with visa and working requirements of the host country.

The European Parliament is an equal opportunities employer; candidates are encouraged to apply regardless of their gender, sexual orientation, cultural, ethnic and religious background or disability. Reasonable accommodations are available for successful candidates with disabilities who may require such assistance.



## Study visits with Members in the premises of the European Parliament

Members may also offer an opportunity to conduct a detailed study of subjects relating to the European Union by spending a period of time in their offices in Brussels or in Strasbourg.

**Duration:** up to six weeks.

**Paid:** Participants are not entitled to receive an allowance. However, upon a valid request from the Member concerned, study visitors may be granted a one off payment, proportional to the duration of the visit. (maximum amount of €1470)

**Location:** Brussels or Strasbourg (the place of assignment can be Strasbourg for Members using their offices there on a permanent basis).

### Who can apply for these study visits?

Study visitors must fulfil the following conditions:

- have a thorough knowledge of one of the official languages of the European Union;
- not be party to an employment contract or any working contractual relationship during their study visit;
- not have previously served as an accredited parliamentary assistant (APA) to a Member; and
- if they are not EU citizens, meet the residence and employment requirements of the host Member State prior to their entry into the country to which they have been assigned, and for the entire duration of the study visit.

## How to apply for traineeships or study visits with Members in the premises of the European Parliament

Members freely choose their trainees and/or study visitors, provided they fulfil the general and specific conditions of admission. There are no specific application periods. Members have an extremely varied and demanding schedule and they may recruit trainees and/or accept study visitors at any time throughout the year, dependent on their working and staffing needs and the working space in their offices.

You can find here [a list of Members of the European Parliament and their contact details](#)

### Looking for more information?

Email: [PERS-MEP-Trainees@europarl.europa.eu](mailto:PERS-MEP-Trainees@europarl.europa.eu)

Website: [Traineeships in the European Parliament](#)

