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*\*Important - please note: this document has been produced for information purposes only. It is not legally binding. Only the traineeship notices for positions to be filled may be considered definitive.*

## **FREQUENTLY ASKED QUESTIONS ABOUT THE TRAINEESHIP PROGRAMME AT THE AGENCY FOR THE COOPERATION OF ENERGY REGULATORS**

### **When are traineeship notices published at ACER?**

Traineeship notices are published twice per year:

	<b>Spring call</b>	<b>Autumn call</b>
<b>Envisaged publication of call</b>	End of May	End of October
<b>Envisaged start of traineeship</b>	September	February

### **Is there a closing date for sending in applications?**

Yes. The closing date for sending applications is indicated in each traineeship notice. Applications received after the closing date will not be taken into consideration.

### **May I submit an open/unsolicited/spontaneous application?**

No. ACER does not consider open/unsolicited/spontaneous applications for traineeships. Only applications for published traineeships can be taken into consideration. The online application form is the *only* acceptable means of applying for a traineeship in ACER.

### **Can I apply for more than one traineeship notice at a time?**

No. You can only apply for one traineeship notice at a time.

### **I have applied before and was rejected. Should I try again?**

Yes, you may reapply for a subsequent training period. However, you must submit a new application, together with all requested documents.

### **Are all applications and applicants that come to the Agency treated in the same way?**

ACER applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

**Is there an age limitation for applying for a traineeship at ACER?**

There is no official age limit for applying for a traineeship. However, ACER's traineeship programmes are aimed at young university graduates and present an opportunity to gain initial work experience.

**I come from a country that is not a Member State of the European Union; may I apply for a traineeship advertised by the Agency?**

To apply for a traineeship at ACER it is mandatory to be a citizen of a Member State of the European Union.

**I have a degree from a country that is not a Member State of the European Union; am I eligible for a traineeship advertised by the Agency?**

Holders of university diplomas and degrees received in a country that is not a Member State of the EU should have the degree officially recognized by the start of the traineeship in one of the Member States of the European Union.

**I have completed the first three years of a course lasting more than three years but will not receive my diploma until the end of my studies. Can I still apply for the traineeship programme?**

No. You must have obtained your final diploma by the start of the traineeship period. ECTS points are not accepted as equivalent degree, proof of completion of the full university degree needs to be provided by the start date of the traineeship.

**What language should I use in my application for a traineeship at the Agency?**

Excellent knowledge of the English language is an essential requirement to do a traineeship in ACER. Applications must therefore be submitted in English. For the same reason, the documents concerning traineeships at ACER are only available in English.

**Do I need to send supporting documents when I submit my application?**

Yes. You have to submit the completed *ACER Application form for the traineeship programme*, including a motivation letter together with scanned copies of your University diplomas.

**Do I need to send certified translations of my supporting documents?**

No, this is not necessary. Diplomas (and other supporting documents) in an official language of the EU do not need to be translated (certified translations are required only in the case of non-EU languages).

**I have sent my application but I discovered that I made a mistake when filling out the application form. How can I correct the mistake?**

Submitting an application more than once before the closing date is possible, it will result in the latest submission being taken as the final, authoritative version. If you would like to withdraw your application, please send an email to: [traineeship@acer.europa.eu](mailto:traineeship@acer.europa.eu)

**How will I know that ACER has received my application?**

After submission of your application you will receive by email an acknowledgement of receipt confirming that your application has been successfully submitted.

**How are trainees selected?**

We establish a list of eligible and suitable applicants whose applications, and in particular, educational background, qualifications, competences, motivations and preferences suit best the identified needs in accordance with the availability of places. Before a final decision is taken candidates might be tested over the phone to check availability, suitability, language

skills. The telephone interview is held in English. Finally, the Agency's Director selects the trainees based on the list of suitable applicants and on the number of places available.

**When will the telephone interviews take place and how will I be notified?**

To fix an appointment for the telephone interview preselected candidates will be contacted by email in advance before the interview.

**Will I be informed about the outcome of my application in any case?**

Yes. All applicants can follow the status of selection procedures for traineeships on the ACER website, and will also be informed in by e-mail on the outcome of the selection procedure.

**I have been offered a traineeship. Can I postpone the starting date to a later period?**

In duly justified cases it is possible to postpone the starting date without extending the end date of the traineeship. However, the minimum length of the traineeship (3 months) has to be respected.

**Can the traineeship period be extended?**

Trainees may be offered only once a renewal of the traineeship agreement for a subsequent period of up to six months.

**Can I have a part-time traineeship?**

No. All candidates who are accepted for a traineeship must work full time, which means 40 h/week.

**Does ACER provide any kind of accommodation?**

No. Finding and paying for accommodation is entirely your responsibility. If you are offered a traineeship we will provide you with a Welcome Pack including information on accommodation.

**What is the amount of traineeship grant paid by ACER?**

Trainees not receiving a salary, scholarship or other form of financial support shall be awarded a monthly grant during the traineeship period. The amount of the monthly grant shall be published in the respective call.

**Does ACER cover the cost of travel from my place of residence to Ljubljana?**

Trainees are entitled to a contribution towards the cost of travel between their place of residence and their place of traineeship (Ljubljana) at the beginning and end of their traineeship. To be entitled to this they must have completed at least a 3 months traineeship and have the place of residence more than 200km from Ljubljana. Travel allowance is paid half at the beginning and half at the end of the traineeship period.

**Are trainees insured?**

From the day on which the traineeship begins, trainees are covered by ACER against the risk of accident at work. At the latest on the first day of the traineeship period trainees must provide proof that they are covered by a sickness insurance scheme for the entire duration of their stay at the Agency (provide us with a copy of European Health Insurance Card). If a trainee fails to provide proof of the insurance, the traineeship must be terminated.

**What are my prospects of securing employment at ACER after the traineeship?**

Admission to a traineeship does not confer on trainees the status of temporary agents or other servants of the European Communities nor does it entail any right or priority with regard to future engagement in the Agency. Trainees cannot benefit from any privileges and immunities granted by the host country to Temporary Agents or other servants of the Agency for the Cooperation of Energy Regulators.

Temporary and Contract Agents are recruited on the basis of vacancy notices. For further information on employment, please check the Working at ACER and Current vacancies section.

**Contact:**

For further information, please contact – [traineeship@acer.europa.eu](mailto:traineeship@acer.europa.eu)