

Application for a traineeship at the ETUI

If you wish to apply for a traineeship at the ETUI, please read the following information.

The ETUI traineeship is open to under- and post-graduate students and the trainees are accepted upon positive consideration of applications. *Only students enrolled in a university of similar institution, whose course requires completion of such a traineeship can be considered eligible. Please note that the **student status is mandatory**.*

These applications should contain a **CV**, a **cover letter** with topics of interest (research project) and information about the university/institution. The **period** for which the students apply should also be detailed, as well as the information related to the available finances for the traineeship (if the student benefits from a **scholarship** or not). The application must be sent to the Director of the Research Department (email Sophie Kasiers, Assistant to the Director skasiers@etui.org).

On the basis of this information, the decision will be taken if a traineeship opportunity can be offered to you.

- ✓ The traineeships at ETUI are accepted for a **maximum period of 3 months**. ETUI accepts the trainee for an internship, five days a week with a full-time schedule of 34 hours. The objective of the traineeship is to enabling young people to develop scientific, technical and other professional skills in the context of their path through higher education.
- ✓ During the traineeship, the students are offered to work on their own research project while taking part of the institute's working environment :
 - by collaborating with a researcher, entitled as the student's mentor, who will be sharing information about his/her expertise as well as provide guidance regularly according to his/her availability (it includes kick-off briefings and weekly follow-up meetings on the work in progress)
 - by having the opportunity to participate in public events organised by ETUI and to internal seminars
 - through the access of our digital and non-digital Documentation Center which was recognised by the European Commission as a European Documentation Centre (EDC) due to the nature of its research activities and its specialised collections (on the European and international trade union movement, economic and social issues, industrial relations and health and safety at work)
 - with the opportunity to meet, network and collaborate with researchers, academics, trade unionists and other students
 - by giving a presentation of their research project to our internal staff in a Brown Bag Lunch format (taking place both in our premises and online)
- ✓ Regarding the financial rules, ETUI may provide with the accommodation allowance for the duration of the traineeship only if the student travelled to Brussels for this purpose. The amount of this allowance is different whether the student benefits from a scholarship or not. If he/she benefits from a scholarship, ETUI covers up to €450 per month, if not, ETUI can take in charge maximum of €600 per month for the rent of the accommodation.
- ✓ The ETUI is not responsible for finding an accommodation to the trainee but can share some useful information regarding the logging in Brussels.

If you have further questions, do not hesitate to contact Sophie Kasiers skasiers@etui.org