



**European Committee
of the Regions**

DECISION n° 79/2017

RULES

GOVERNING THE TRAINEESHIPS SCHEMES

OF THE

EUROPEAN COMMITTEE OF THE REGIONS

<p style="text-align: center;">Rules governing the Traineeships schemes of the European Committee of the Regions</p>

I. General Provisions Applicable to All Traineeships

Article 1 - Introduction

- 1.1 The present rules govern the traineeships schemes of the European Committee of the Regions (hereafter "CoR"), subject to the availability of funds, office space and alike.
- 1.2 The responsibility for overall management and coordination of the traineeship program lays with the Traineeships Office within the Directorate for Human Resources.
- 1.3 Daily supervision of a trainee¹ is ensured by the manager in charge of the requesting service (as a rule the Head of Unit or equivalent line manager), or by a team member designated by the latter to that effect.

Article 2 - Aims of Traineeship

The aims of traineeships with the CoR shall be:

- to give to the trainees a general idea of the objectives of European integration and of the CoR;
- to provide trainees with practical knowledge of the working of the CoR;
- to enable them to acquire experience by means of the contacts made in the course of their everyday work;
- to provide the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment, contributing to the development of mutual understanding, trust and tolerance;
- to enable them to further put into practice the knowledge they have acquired during their studies and/or professional careers, and in particular in their specific areas of competence.

Article 3 - Reserve

Admission to traineeships shall not confer to the trainees the status of official or other servants of the European Communities. It shall in no way entitle them or give them priority to be appointed or recruited subsequently by the CoR.

¹ Any reference to a person of the male sex shall be deemed also to refer to the female sex, and vice versa.

Article 4 - Types of Traineeships

4.1 The CoR offers three types of traineeships, out of which only the first opens up to financial entitlements:

- (1) standard traineeships;
- (2) internships reserved for governmental officials;
- (3) short-term study visits.

4.2 The general provisions applicable to all traineeships are set out in Articles 1 to 6 and 24 of the present rules.

The specific provisions regarding standard traineeships are set out in Articles 7 to 13. The specific provisions regarding the internships for governmental officials are set out in Articles 14 to 18.

The specific provisions regarding short-term study visits are set out in Articles 19 to 23.

Article 5 - Trainees' rights and obligations

5.1 General obligations:

- During the traineeship period, trainees must comply with the instructions given by their supervisors and with the directives of the Traineeships Office.
- Trainees must take part in all activities organized for them in accordance with the timetables and programs laid down.
- During their training, trainees may attend events on their own initiative. They must consult their supervisors on any such action they propose to take on their own initiative relating to the activities of the European Institutions.
- In case a trainee cancels his participation in an activity for which the Institution has already committed funds, the trainee will be liable for those costs. The Traineeships Office may demand the reimbursement of costs incurred for the organization of such activities from trainees who absent themselves without due and proper justification.

5.2 Confidentiality:

- Trainees must observe the greatest discretion with regard to all facts and information coming to their knowledge in the course of their training. They must not, in any manner whatsoever, disclose to any unauthorized person any document or information obtained in the course of their training. Trainees shall continue to be bound by this obligation after completion of their training period.
- Trainees must not, whether alone or with others, publish or cause to be published any matter dealing with the work or functioning of the CoR or the EU Institutions without having obtained the prior written permission of the Secretary General of the CoR or his delegate.
- All intellectual rights in any writings or other work done for the CoR during the course of the training period remain the property of the CoR.
- The CoR reserves its right to terminate the traineeship if the obligation of confidentiality is not respected.

- 5.3 Underperformance:
On the basis of a justified request by the supervisor, the Secretary General or his delegate may terminate the traineeship when the level of the trainee's professional performance or his knowledge of the declared working language is deemed insufficient for the proper execution of his duties.
- 5.4 Wrongful declaration:
The Secretary General or his delegate may terminate the traineeship immediately and without notice if at any moment it becomes apparent that the trainee knowingly made a wrongful declaration or provided false statements or papers at the moment of application or at any time during the traineeship period.
- 5.5 Working hours and leave:
- Trainees shall keep the same hours of work and have the same official public holidays as CoR officials.
 - Trainees who take part in official activities organized for them by the Traineeships Office must respect the timetables and programs laid down.
 - In addition, trainees shall be entitled to two days leave per month. This entitlement is acquired pro rata to the number of full months worked. Days of leave not taken shall not be paid in lieu. Absence for participation in any competition, exam or university work shall be deducted from the leave entitlement.
 - Requests for leave must be first submitted to the trainee's supervisor for approval, who shall determine if the request respects the needs of the service. If approved, the request shall then be sent to the Traineeships Office for verification.

If a trainee is absent without authorization or without notifying his/her supervisor, the trainee must provide a written explanation to the supervisor and to the Traineeships Office within one week of the unauthorized absence, providing a full and detailed justification for the absence. The days of absence shall be automatically deducted from the trainee's leave entitlement. Following examination of the justification given or if no justification is received within one week, the Secretary General or his delegate may decide to immediately terminate the traineeship without further notice. Any overpayment of the grant shall be reimbursed to the CoR, and the trainee will not be entitled to receive any return-travel allowance.

- 5.6 Absence in case of sickness:
In case of sickness, trainees must notify their supervisors and the Traineeships Office immediately, and if absent for longer than three calendar days, must produce a medical certificate, indicating the probable length of absence, which should be forwarded to the medical service. A trainee who is absent because of illness may be subject to a medical check in the interest of the service.
- 5.7 Missions:
In exceptional cases, the Director of Human Resources may authorize individual trainees to be sent on mission. For the reimbursement of mission expenses, the general reimbursement rules provided in the Staff Regulations for officials of the CoR shall apply. The Traineeships Office should always receive a copy of the signed mission order.

- 5.8 Social behaviour and conduct:
Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory at any time during the training period — based on a duly motivated request by the supervisor and after hearing the trainee — the Secretary General or his delegate may decide to immediately terminate the traineeship.
- 5.9 Traineeship certificates:
After their training period the trainees will receive a certificate specifying the dates of their training period and the department in which they were working.
- 5.10 Logistical support:
Requesting services ensure that trainees are provided with adequate logistical support (office space and ICT equipment) within existing means allocated to the service.

Article 6 - Protection of Personal Data

- 6.1 All personal information submitted to the CoR in connection with its traineeship program is processed in line with Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, and according to the terms of the related Specific Privacy Statement.
- 6.2 The Traineeship Office does not retain the files of unsuccessful applicants. The files of selected trainees are kept in accordance with the CoR standard archiving regulations.

II. Provisions Regarding Standard Traineeships

Article 7 - Application Process and Deadlines:

- 7.1 Applications for standard (paid) traineeships are to be made exclusively via the Internet. The online application form is available on the website of the CoR.
- 7.2 The electronic application form must be submitted within the following time frame:
- between 1 April and 30 September (midnight, Brussels local time) of the preceding year, for spring traineeships;
 - between 1 October and 31 March (midnight, Brussels local time) of the same year, for autumn traineeships.

Article 8 - Conditions of Admission:

- 8.1 Any national of one of the Member States of the European Union or of a State which is an official candidate for accession may apply for the traineeship if he:
- has completed at least the first cycle of a higher education course and obtained a full academic degree² by the closing date for applications;
 - has a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages, one of which has to be either English or French (most used working languages).
- 8.2 In order to enable as many European citizens as possible to familiarize themselves with the European institutions, no application shall be accepted from any person who has already received more than eight weeks of any kind of in-service training (formal or informal, paid or unpaid) within a European institution or body³, or who has been in any kind of employment within a European institution or body, including anyone who is or has been an assistant to a Member of the European Parliament, an *intramuros* consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office.
- 8.3 Applicants of third countries may be granted a traineeship by the Secretary General or his delegate in exceptional, duly motivated cases.

Article 9 - Organization of traineeships:

- 9.1 Traineeship periods last for five months. There are two traineeship periods per year:
- from 16 February to 15 July;
 - from 16 September to 15 February of the following year.
- 9.2 Before each traineeship period, the Secretary General, after consulting the departments, determines the number of trainees to be assigned to each department, on the basis of the funds available. Insofar the number of trainees remains unchanged, in the absence of any new decision to that effect the trainee allocation for the previous semester is tacitly reconducted.
- 9.3 The Heads of Unit of the requesting services shall select their trainees from among the eligible candidates. The Traineeships Office will, in cooperation with the Heads of Units concerned and whilst securing a selection to the highest standard of ability, efficiency and integrity, ensure an adequate balance as regards geographical spread and gender insofar as possible.

² See, for reference, Annex I

³ See, for reference, Annex II

- 9.4 Each trainee is assigned to a department of the CoR, in the framework of which a supervisor is designated to supervise their traineeships and advise them on their work. The supervisor shall guide and closely follow the trainee during his/her traineeship, acting as his mentor. The supervisor shall notify immediately the competent service of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, inadequate behaviour, or interruption of the traineeship, etc.) which come to his/her attention or of which the trainee has informed him.
- 9.5 Trainees shall be required to comply with the instructions given by their supervisors, by their superiors in the Directorate/Unit to which they are assigned and with the instructions issued by the Traineeships Office. They shall also comply with the rules governing the traineeship program and the internal rules governing the functioning of the CoR, in particular the rules concerning security and confidentiality.
- 9.6 Within the departments to which they are assigned, trainees shall attend meetings on subjects of importance to their unit, unless these meetings are confidential, and shall receive documentation and participate in the work of the unit at a level commensurate with their educational and working background.
- 9.7 Visits and trips of relevant interest are organized collectively for trainees by the Traineeships Office, subject to the availability of funds. Trainee study visits abroad may be organized for the purpose to visit non-Brussels based EU institutions and/or to allow trainees to participate in the organisation of the CoR Summit in the Member State holding the rotating EU presidency. In duly substantiated, exceptional circumstances, and subject to availability of funds, the Secretary General may authorize the organization of a trainee study visit abroad also in the framework of another event deemed relevant to the institutions' activities. For each trainee study visit, the modalities are laid down by the Secretary General.
- 9.8 In exceptional circumstances, at the written request of the trainee providing relevant and justified reasons, the Director of Human Resources may, after consultation with the trainee's supervisor, authorize an interruption of training period for a specific time. The trainee's grant shall be suspended for the relevant period and the trainee shall not be entitled to the reimbursement of any travel expenses incurred during the suspended period. The trainee may return to complete the unfinished part of the training period, but only up to the end of the original training period. No extension is possible.
- 9.9 A traineeship may be terminated by the CoR at the request of the trainee, subject to two weeks' notice addressed in writing to the Director of Human Resources and stating the reasons for the request. In that event, the payment of any grant shall be proportional to the number of days worked. If the grant has already been paid for that month, the trainee shall be required to reimburse any part of the grant which he may have received for the period not worked.

Article 10 - Traineeship grant:

- 10.1 Trainees shall be awarded a monthly grant which is identical for the full 5-month traineeship period. The amount of the grant is determined at the beginning of each traineeship period and is equivalent to 25% of the basic salary of AD*5 officials (step 1) effective at the start of the traineeship, independent of a potential indexation of officials' salaries. In duly substantiated circumstances, the Director for Human Resources can decide on a different calculation method for the trainee grant, which has however to be communicated to applicant trainees in good time before the start of the traineeship.
- 10.2 A supplementary grant amounting to up to half of the monthly grant may be granted to a trainee recognised to suffer from a disability by the institution's medical officer, after consideration of his individual situation. Where appropriate, also other measures of reasonable accommodation may be provided.
- 10.3 If a trainee in receipt of a grant is also in receipt of income from a source external to the CoR during his in-service training period, he shall have no claim to any financial contribution from the CoR, save insofar as that external remuneration is less than the in-service training grant. In that event, he shall receive the difference up to the amount of that grant.
- 10.4 If for any reason a trainee's contract is terminated early, the trainee shall be required to reimburse any part of the grant that he may have already received relating to the period after the termination date.
- 10.5 The monthly grant is increased by 10% for a married trainee whose spouse is not gainfully employed.
- 10.6 In case a trainee has dependent children, an allowance equivalent to 10% of the grant per child, per month shall be granted.

Article 11 - Tax:

- 11.1 Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. Trainees are solely responsible for the payment of any taxes due in relation to the grants paid by the CoR in accordance with the laws in force in the State concerned.
- 11.2 The Traineeship Office shall, on the trainee's request, issue a certificate for tax purposes at the end of the traineeship period. This certificate shall state the total amount of grant received by the trainee and shall confirm that tax and social security payments have not been made in relation to this amount.

Article 12 – Insurance:

- 12.1 Health insurance is compulsory for all trainees. Where the trainee is not covered by any other health insurance scheme, he will be insured against sickness under the conditions laid down in the sickness insurance policy that the CoR holds with an insurance company. In this case, the contribution of the trainees shall be one third of the premium, which will be deducted from their grant, the remainder being borne by the CoR.
- 12.2 Where a trainee wishes to rely on another health insurance scheme, proof of this insurance must be presented to the CoR before the start of the traineeship period. If this is not done within the deadline, the premium for the CoR insurance scheme will be deducted from the trainee's grant by default in accordance with the previous paragraph and the trainee will be automatically insured through the CoR.
- 12.3 All trainees shall also be insured against the risk of accident under the conditions set out in the insurance policy taken by the CoR. The CoR shall bear the entire relevant insurance premium.

Article 13 - Travel expenses and contribution to seasonal public transport costs:

- 13.1 A trainee who is recruited elsewhere than in Brussels shall be entitled to the reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship period. A trainee whose place of recruitment is within 50 km of his place of assignment shall not be entitled to the reimbursement of travel costs.
- 13.2 Travel expenses are paid on a modulated lump sum basis and are calculated by analogy in accordance to the method applicable for the reimbursement of travel expenses incurred by candidates interviewed for a job vacancy at CoR. Travel expenses for the outward journey are paid on presentation of the supporting documents. The cost of the return journey is reimbursed on the same basis as the outward journey, without the documents having to be produced.

In the absence of a decision laying down a modulated lump sum method applicable for the reimbursement of travel expenses incurred by candidates interviewed for a job vacancy, the Director for Human Resources can decide on a distinct modulated lump sum based calculation method for the reimbursement of trainees' travel expenses, which are however to be communicated to applicant trainees in good time before the start of the traineeship.

- 13.3 A trainee must complete at least 3 months of the training period in order to qualify for reimbursement of the travel expenses pursuant to the previous paragraphs. No applications for change of address will be accepted once the decision granting the traineeship has been taken.
- 13.4 Trainees who sign a declaration of honour in which they commit to buy a nominative seasonal public transport title for the full traineeships period, will be entitled to an additional 50% reimbursement of the corresponding costs in the framework of the monthly traineeship grant. At any time during the traineeships period, the trainee can be invited to provide evidence of being holder of a nominative seasonal public transport title. The case being, any sum overpaid shall be recovered. This partial reimbursement scheme only applies to public transport within the Brussels capital region and is not applicable for trainees' family members.

III. Provisions Regarding Traineeships For Governmental Officials

Article 14 - Admission Criteria:

- 14.1 This program is intended primarily for governmental officials from the Member States of the European Union or of a State which is an official candidate for accession. The governmental trainees may come from national, regional and local authorities.
- 14.2 The following governmental officials may apply for a traineeship:
- have a university degree or at least three years’ professional experience in duties at the level to a university education;
 - have a thorough knowledge of one of the official languages of the European Union and satisfactory knowledge of another of these languages, to the extent necessary to carry out the duties to be performed. In practice, given the areas concerned, adequate knowledge of at least French or English is necessary.
- 14.3 Applicants from third countries may be awarded a governmental traineeship by the Secretary General or his delegate in exceptional and duly motivated cases.

Article 15 - Submission of application:

- 15.1 In order to participate in the traineeship for the governmental officials, the candidate shall fulfil the specific admission criteria as set under Article 14 and shall submit a complete application, including the following mandatory documents:
- Curriculum Vitae;
 - A letter stating the reasons for the application;
 - A document which confirms that the applicant is employed by the sending authority and that the latter agrees with the internship at the CoR;
 - A legible copy of a passport or identity card, giving surnames, forenames, date and place of birth and the nationality of the applicant;
 - Proof of knowledge of at least one of the CoR's most used working languages (English or French);
 - Proof of obligatory health insurance cover;
 - Proof that an office space assignment request for the intern has been approved by the competent service.
- 15.2 Applications must be sent in good time ahead of the internship to the Traineeships Office through or with support of the requesting service envisaged for the internship. The Secretary General or his delegate will consider the possibility of accepting the applicant after consulting, where appropriate, the Director responsible for the requesting service.

Article 16 - Duration and start of governmental traineeship:

- 16.1 A governmental traineeship period may be granted for a period of one to four months. The Secretary General or his delegate may allow this period to be extended up to six months.
- 16.2 The date on which the traineeship is to start shall be decided with the trainee.

Article 17 – Conflict of interest:

A trainee who is a national of a State which is a candidate for accession to the European Union may not under any circumstances have access to meetings, documents or other proceedings relating to his country's accession.

Article 18 – Insurance:

- 18.1 Health insurance is compulsory, and is not paid by the CoR. Proof of health insurance cover must be submitted with the application.
- 18.2 All participants must also be insured against the risk of accident under the conditions set out in the insurance policy taken out by the CoR. The CoR shall bear the entire relevant insurance premium.
- 18.3 Participants in a traineeship for governmental officials will not receive any remuneration from the CoR.

IV. Provisions Regarding Short-term Study Visits

Article 19 - Admission Criteria:

- 19.1 Any national of one of the Member States of the European Union or of a State which is an official candidate for accession may be proposed for a short-term study visit, provided that he:
- has as a rule obtained as the minimum prerequisite a full academic degree⁴. In duly justified exceptional circumstances, and upon request of the requesting service, the Secretary General or his delegate may grant a derogation in respect of candidates who are not yet holder of a full academic degree provided they can demonstrate to have successfully completed, at the start of the study visit, at least half of the training cycle related to a full academic degree which is deemed relevant to CoR activities.
 - has a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages, to the extent necessary to carry out the duties to be performed. In practice, given the areas concerned, adequate knowledge of at least French or English is necessary.

⁴ See, for reference, Annex I

- 19.2 Applicants of third countries may be awarded a short term study visit by the Secretary General or his delegate in exceptional and duly motivated cases.

Article 20 - Application process and granting a short term study visit:

- 20.1 The Head of Unit or Director of the requesting service shall send the complete file to the Traineeships Office, which shall verify whether the essential eligibility criteria are fulfilled. The file shall imperatively include:
- Project proposal and/or job description;
 - Justification of request;
 - Proof that an office space assignment request for the trainee has been approved by the competent service.
- 20.2 The Secretary General or his delegate shall decide on granting an officially recognized short-term study visit.

Article 21 - Submission of Application:

- 21.1 Candidates for a short-term study visit are to indicate the CoR department to which they aspire to be allocated and submit their application either to the Traineeships Office or directly to the CoR service in question.
- 21.2 In order to allow verification whether the essential eligibility criteria as set under Article 19 of the present decision are fulfilled, the candidate shall imperatively submit the following mandatory documents in good time ahead of the start of the study visit:
- Curriculum Vitae;
 - A motivation letter stating the reasons for applying for a short-term study visit at CoR as well as those underpinning the choice to work for a specific CoR-service;
 - A legible copy of a passport or identity card, giving surnames, forenames, date and place of birth and the nationality of the applicant;
 - Proof of obligatory health insurance cover;
 - The full academic degree referred to in article 19.1 or, where appropriate, a certificate attesting that the candidate has or will have successfully completed, at the start of the study visit, at least half of the training cycle related to a full academic degree which is deemed relevant to CoR activities.
- 21.3 Furthermore the candidate shall present, upon request and no later than upon arrival at CoR, the following documents to the requesting service, for verification:
- Copies of all relevant diplomas and/ or official certificates held;
 - Copies of all relevant attestations of professional experiences;
 - Proof of knowledge of at least one of the CoR's most used working languages (English or French).

Article 22 - Duration and start of a short-term study visit:

- 22.1 A formal confirmation of the short-term study visit and its content will be issued by the Secretary General or his delegate depending on the resources available at the CoR.

- 22.2 A short-term study period may be granted for a period of one to four months. The Secretary General or his delegate may allow this period to be extended up to six months.
- 22.3 The date on which the study period is to start shall be decided in agreement with the participant.
- 22.4 Apart from the confirmation mentioned in point 22.1, no other contract with the candidate or an organisation acting on his behalf shall be signed by the CoR. However, for candidates performing a short time study visit in the framework of their higher education, at the explicit request of the academic institution, a specific CoR agreement laying down the key features of the short-term study visit can be signed between the Head of Unit of the hosting service, the Head of Unit responsible for the Traineeships Office, the academic institution and/or the candidate.

Article 23 - Insurance:

- 23.1 Health insurance is compulsory for all the participants of the short-term study visit program, and is not financed by the CoR. Proof of health insurance cover must be submitted with the application.
- 23.2 All participants must also be insured against the risk of accident under the conditions set out in the insurance policy taken out by the CoR. The CoR shall bear the entire relevant insurance premium.
- 23.3 Participants in a short-term study visit will not receive any remuneration from the CoR.

Article 24 - Final provision:

- 24.1 The Secretary General may delegate in writing, in full or in part, the powers conferred to him pursuant to the provisions of the present decision, in respect of individual interns, to the Director and/or Deputy Director of Human Resources and Finance, with the exception of those referred to in articles 9.2 and 9.7.
- 24.2 This Decision replaces Decision 342/2016 of 5 December 2016 regarding the rules governing the traineeships schemes of the CoR.
- 24.3 It enters into force on the date of signature. Yet, by way of transitional measure, the provisions of article 13.2 of the present decision only enter into force in respect of the trainees recruited for a standard traineeship starting on 15 September 2017. Until then, the provisions of article 13.2 of decision 1996/2010 of 2 December 2010 in respect of the reimbursement of travel expenses, remain applicable.

Done at Brussels, 27 AVR. 2017

signed

Jiří Buriánek
Secretary General

ANNEX I

Example of diploma for which the level of education corresponds to that required for access to the traineeship⁵

Country	University level education – at least 3 years in length
Bългария	Diploma za vishe obrazovanie (Диплома за висше образование) Bakalavar (Бакалавър) Magistar (Магистър)
België Belgique Belgien	Academisch gerichte Bachelor (lange type) Bachelor académique (type long) Akademischer Bachelor (lang)
Ceská Republika	Diplom o ukončení Bakalářského studia
Croatia	Preddiplomski sveučilišni studij (3 to 4 years)
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester) / Bachelor
Eesti	Bakalaureusekraad (min 120 ainepunkti)
España	Diplomado / Ingeniero técnico
France	Licence
Greece / Ελλάδα	Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland / Eire	Honours Bachelor Degree (3 years)
Italia	Laurea –L (breve)
Κύπρος / Kibris	Πανεπιστημιακό Πτυχίο
Latvija	Bakalaura diploms (min 120 kredīti)
Lietuva	Bakalauras (min 120 kreditų)
Luxembourg	Bachelor
Magyarország	Főiskola Oklevél
Malta	Bachelor's degree
Nederland	Bachelor (WO) / HBO bachelor degree (4 years)
Österreich	Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea)
Polska	Licencjat / Inżynier
Portugal	Bacharelato
România	Diplomă de Licență
Slovenija	Diploma o pridobljeni visoki strokovni izobrazbi
Slovenská Republika	Diplom o ukončení Bakalářského štúdia
Suomi / Finland	Kandidaatin tutkinto - Kandidatexamen /Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa - studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)
United Kingdom	(Honours) Bachelor degree - 3 years
Other countries Autres pays Andere Länder	University level diploma requiring at least 3 years study Diplôme de niveau universitaire sanctionnant des études de 3 ans minimum Mindestens dreijährige Hochschulstudien mit Abschlussdiplom

⁵ Situation as of 20 July 2016.

ANNEX II

EU institutions:

- European Parliament
- Council of the European Union
- European Commission (including Delegations and Representation offices and Agencies)
- Court of Justice of the European Communities
- European Court of Auditors

Financial bodies:

- European Central Bank
- European Investment Bank
- European Investment Fund

Advisory bodies:

- European Economic and Social Committee
- Committee of the Regions

Interinstitutional bodies:

- Office for Official Publications of the European Communities
- European Communities Personnel Selection Office
- European Administrative School

Other specialised bodies:

- European Ombudsman
- European Data Protection Supervisor
- European External Action Service