



## **General Instructions**

1. Each year the member of the Pan-European Seal is entitled to shortlist 5 of their top students/graduates per Office, according to their own selection criteria;
2. Jagiellonian University will provide two separate shortlists containing 5 recommended students each.
3. The duration of the paid traineeship is of 12 months, and will start on 14 October 2016 (both at EUIPO and the EPO. Candidates will be informed at a later stage of the precise date(s) for the beginning of the traineeships.

More information available on:

[Pan-European Seal – EUIPO Traineeships](#)

[Pan-European Seal – EPO Internships](#)

## **Note to the candidates integrating the shortlist**

4. Points below apply ONLY to candidates selected by Jagiellonian University
5. Shortlisted candidates must bear in mind that withdrawals can seriously affect the good result of the selection process and the proper functioning of the programme itself, not to mention that for them to be shortlisted, other potential candidates would lose the chance of participating in the programme; therefore, each candidate should give considerate thought to the decision of integrating the shortlist, and to the necessary commitment to wait for the decision;
6. From 1 to 30 June, shortlisted candidates may submit their application through the e-recruitment tool available:

- for the EUIPO on the [Pan-European Seal section of the EUIPO Traineeships Website](#)

- for the EPO on [Pan-European Seal – EPO Internships](#) Website.

For this, candidates will have to select their University from a drop-down menu including all the Pan-European Seal members, and follow the steps indicated to submit the application, including the upload of the documents indicated below:

- Motivation letter, clearly indicating the choice of traineeship location (EUIPO or EPO);
  - CV;
  - Degree/Master diploma or proof of conclusion, indicating the final grade (this can be replaced by a provisional declaration, until final diploma is issued);
  - Certificate(s) of completion of at least one online course offered by each of the Offices.
7. Only online applications of candidates included in the shortlists will be considered;
  8. Selected candidates will be contacted by EUIPO Traineeships or EPO Human Resources Department within 3 to 4 weeks after the shortlist is received to provide the selected candidates with information about the Office department for which they have been selected, and the tasks description related to the traineeship.

## **Eligibility/Nationality**

9. EUIPO's ADM-DEC 14-15 concerning the Pan-European Seal programme, in particular article 2 (Eligibility), nr. 1 (Nationality) states that "Trainees are selected from nationals of the Member States of the European Union and candidate countries. In addition, a limited number of trainees may be selected from third countries";
10. This being said, as far as EUIPO is concerned and within its EU agency scope, nationals from the EU will be given preference. Thus, please do take this into account when considering shortlisting non-EU candidates;
11. The EPO will only select nationals from EPO's member states.

## **Online mandatory courses**

12. As mentioned, each candidate must complete with certificate at least one online course (the completion of modules is not enough) for EUIPO, and one or two courses, as the case may be, for the EPO (one general and one field specific);
13. This is a mandatory requirement that will not be very time consuming to the candidates (approx. 4h per course);
14. EUIPO:

- Candidates must register through the [EUIPO Academy Learning Portal](#), as a member of the Pan-European Seal (by selecting in the registration's drop-down menu the name of the correspondent University/Programme);
- Candidates must complete at least one of these courses: "EUTM in a Nutshell" or "RCD in a Nutshell".

24. EPO:

- Candidates must register through the EPO [E-Learning Centre of the European Patent Academy](#)
- Candidates must complete one of these courses:
  - Introduction to the European patent system (mandatory for all)
  - Using CPC (mandatory for since and engineers only)
  - The EPO as PCT authority (mandatory for lawyers and political sciences).

More information available:

<http://www.epo.org/learning-events/materials/pan-european-seal/student-traineeships.html>