ACER
European Union Agency for the Cooperation of Energy Regulators

FREQUENTLY ASKED QUESTIONS

about the traineeship programme at the Agency for the Cooperation of Energy Regulators

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Important - please note: this document has been produced for information purposes only. It is not legally binding. Only the **open call for the traineeship programme, reference number ACER/TRAINEE/2024/OC may be considered definitive.*

Can I apply?

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

Yes. 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, Norway, Iceland or Liechtenstein.
Subject to availability of resources, ACER might consider nationals of non-Member States of the European Union, Norway, Iceland or Liechtenstein

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?

Yes. Applicants should be in possession of a diploma attesting the completion of university studies, when the normal period of education is three years or more.

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 completed and obtained a full higher-education degree, corresponding to an EQF level 6 or higher. The degree must be fully completed and the diploma obtained at the time of application.

How do I apply?

How do I send an application?
Please apply through our online tool. Kindly note that you will have to upload your CV and a copy of your university diploma.

I am in my final year of my studies and would like to apply already. Can I apply without a diploma?
No. You must have completed and obtained a full higher-education degree, corresponding to an EQF level 6 or higher. The degree must be fully completed and the diploma obtained at the time of application.

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.

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 at 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 apply?
Yes. You have to upload your CV and a copy of your diploma.

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 applied, but I discovered that I made a mistake in my application. How can I correct the mistake?
It is not possible to modify an already submitted application. In case you wish to make any changes to your application, please withdraw it and submit a new one.

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.

When will I be informed about the outcome of my application in any case?

Due to the large number of applicants, you will only be contacted if you get shortlisted for the traineeship programme. As the selection of trainees is done by means of an Open Call, your application will be retained for the full duration of the Open Call and you may get shortlisted for the traineeship programme at any time.

How are trainees selected?

Eligible applicants are added to our pool of candidates. Our teams will look for suitable candidates according to their needs. Preselected candidates will be contacted per email and be invited to an online interview. The interview is held in English. All preselected candidates will be informed about the result, whether they are selected for the traineeship or not.

I have been offered a traineeship. What's next?

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.

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 any salary, scholarship or other form of financial support from other sources shall be awarded a monthly grant during the traineeship period. The amount of the monthly grant is set at the 25 % of the basic salary of a Temporary Staff member in grade AD 5 step 1 corrected to country correction coefficient. The value of such amount is specified on our website under Career > Traineeship Programme

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.

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

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 Careers and Vacancies section on our webpage.

Contact: For further information, please contact traineeship@acer.europa.eu