

1. Introduction

An internship within HQ EC must be understood as the scholar activity developed by a (civilian) Master's degree student, during a limited period, within EC facilities in interaction with EC staff, means and documents, and under the supervision of an officer mentoring the job.

2. Principles

The internships within HQ EC structure is based on the following principles:

- a. As a principle, the internship will abide by French legislation.
- b. The nature of an internship is not labour-type but educational. Therefore, internship courses are set up under the direction of the parent university education project. The intern cannot be engaged to carry out ordinary duties assigned to either civilian or military personnel of HQ EC.
- c. The applicants are to address their requests for an internship backed by their respective academic institution towards HQ EC.
- d. The applicants are to meet the following requirements:
 - (1) **Be Master's student, thus be in possession of a university degree (at least bachelor level).**
 - (2) His/her studies must be related with the post requested.
 - (3) Be in possession of a University Identification Card.
 - (4) The student should be personnel security cleared by an appropriate National Security Authority (NSA) and hold a valid Personnel Security Clearance (PSC) certificate before the internship starts. Before starting the procedure to obtain the PSC, G1 MN PERS MGT Section will address the intern with the adequate organization. This will happen when a section within the EC accepts to have an internship
- e. As a principle, internships within HQ EC will only be accepted for **duration between 3 and 6 months** to make it beneficial for HQ EC.
- f. There must be a link between the tutor's branch responsibility and the academic project carried out during the internship.

3. Legal and administrative background

- a. The conditions for any student performing an internship are regulated by a "*Convention de Stage*" engaging three parts: the student, the university and the hosting organism (HQ EC). It is to be signed before starting the execution of the internship.
- b. For students either no-French nationality or coming from centres established in other nations, the convention is to be adapted as deemed convenient to facilitate their stay.
- c. The *Convention de Stage* is not a working contract as such, since the activity to perform by the intern is borne through an academic project (university).
- d. Interns are entitled to a gratification when carrying out an internship lasting more than two months. The amount of this stipend will be defined by HQ EC.

4. Applications

- a. **The deadline for accepting applications will be six months before starting the internship.**
- b. Applications for internships by the candidates have to be addressed to G1 MN PERS MGT. Along with ordinary personal data, the application is to include a Curriculum Vitae and Letter of Motivation. It is a mandatory for candidates to be clearly stated in CV their present level of education.

Contact to HQ EC G1 Multinational Personnel Management:

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