



## EUROPEAN UNION SATELLITE CENTRE

### Internal Guidelines for Student Internships at the SatCen

#### 1. Scope and objectives

These guidelines govern the student internships at SatCen. The Staff Regulations are not applicable to interns.

The SatCen policies and manual of procedures on protecting the dignity of the person and preventing psychological and sexual harassment at SatCen shall apply *mutatis mutandis* to the interns.

This student internship is only addressed to undergraduate university students who need it as an integral part of the student's curriculum.

The objectives of the student internship are:

- To provide undergraduate students with an understanding of the mission and activities of SatCen;
- To enable undergraduate students to acquire practical experience and knowledge of the day-to-day work of SatCen Divisions and Units;
- To enable undergraduate students to put into practice the knowledge acquired during their studies, or professional experience.

SatCen, through the student internship:

- Benefits from the input of enthusiastic students, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of SatCen;
- Provides knowledge of the work of the SatCen and attracts competent candidates for future SatCen vacancies;
- Creates long-term "goodwill ambassadors" for European ideas and values both within and outside of the European Union.

#### 2. Eligibility

Undergraduate students have to be nationals of the Member States of the European Union. Candidates must be enrolled in a university study programme.

An agreement may be drawn up with the student's university for the internship to serve as an integral part of the student's training.

In order for the undergraduate student to fully profit from the internship, and to be able to follow meetings and perform tasks adequately, candidates must have a thorough knowledge of English (at least level B2<sup>1</sup>) and good knowledge of another official EU language.

Applications will not be accepted from candidates who, for more than six weeks, have already benefited or benefit from any kind of training within an EU institution, body, agency or office or who have had or have any kind of employment within an EU institution, body, agency or office.

### **3. Publication period, starting dates and duration**

Regular internships are organised via **2 yearly intakes**:

- **In spring:** the student internship is offered from 1 June until 31 August. The internship vacancies may be published between mid-December and mid-February.
- **In autumn:** the student internship is offered from 1 October until 31 December. The internship vacancies may be published between mid-April and mid-June.

In the interest of the service and of the selected intern, some flexibility can be applied to start and end dates.

In exceptional cases, to cover specific opportunities/needs of the SatCen outside these two periods, the Director may decide to publish additional vacancies. In the same interest of the service, the Director may decide to shorten the Vacancy Notice publication time from the maximum of eight to a minimum of three weeks (fast track procedure).

The student internship lasts a minimum of 2 and a maximum of 3 months. This period may be extended in accordance with the university requirements.

### **4. Admission procedure**

Applications should be made through the e-recruitment tool of SatCen, indicating in which Division the students would like to do their internship.

Candidates shall either hold a valid personnel security clearance at the level defined in the vacancy notice, or be able and willing to apply for it immediately after the contract signature. No appointment will be fully confirmed until the security clearance has been received by SatCen from the competent National Security Authority.

As part of their application, candidates shall sign a declaration on whether they are aware of any past or present circumstances which could prevent them from obtaining such security clearance (Council Decision 2013/488/EU, Annex 1, Section III defines the security investigation criteria).

Applicants are selected on the basis of a CV desk review and a phone interview which shall take into account the suitability of the person for the position and their qualifications.

The Director takes the final selection decision of applicants based on the proposals/recommendations submitted by the Head of Division concerned. The selection of the interns is confidential. Candidates offered an internship will be required to provide documented evidence of their qualifications prior to incorporation.

SatCen has an equal opportunity policy and recruits interns without discrimination on any grounds. If candidates' qualifications and skills are of an equal level, SatCen shall seek to ensure a balanced geographical spread and gender equality among candidates. SatCen takes positive action, as required, with regards to the recruitment of interns with disabilities.

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<sup>1</sup> According to the Common European Framework of References for Languages:  
<https://www.coe.int/en/web/portfolio/self-assessment-grid>

Students will be notified of the outcome of their application. A Student Internship Agreement shall be signed by the successful candidate, and the SatCen. The Agreement will include the conditions, rules and code of conduct to be accepted by the intern. The e-mail address indicated on the application form will be used for contact.

Processing, pursuant to this decision, of all the personal data of all students and applicants for student internship shall be governed by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

## **5. Organisation**

Interns shall be assigned to one Division of the SatCen. An intern shall be placed under the responsibility of a mentor appointed by the Head of Division. The mentor shall guide and supervise the intern throughout the internship. The mentor should also organize the intern's point-of-contact in the team, for periods of time when the mentor is absent (holidays, telework, missions, sick leave or other).

The mentor must notify immediately the Head of Division and Human Resources of any significant incidents occurring during the internship, in particular: professional incompetence, absences, improper behaviour or interruption of the internship.

Interns shall participate in the work of the receiving Division at a level corresponding to their educational and professional background. Participation of interns in meetings shall be subject to authorisation by the internship mentor and in conformity with SatCen Security Rules.

The Head of Division may authorise interns to go on a mission, provided it is a technical mission with no representative function. Such authorisation shall entitle the intern to the reimbursement of mission expenses in accordance with the SatCen Staff Regulations.

At the end of the internship, an activity report shall be drawn up and signed by the intern and an internship evaluation report shall be drawn up and signed by the mentor. Both reports shall be transmitted to the HR. Subject to the intern fulfilling the internship's obligations, HR shall issue a certificate specifying the length of the internship and the receiving Division.

## **6. Rights and obligations of interns**

Interns shall comply with SatCen internal regulations and rules, instructions given by the Head of the receiving Division and by the mentor, and with directives from HR. Interns shall take part in all compulsory activities.

Interns will be working in a secure and classified working environment under the close supervision of their mentor. Interns shall have no access of any kind to EU classified information nevertheless SatCen may request a security clearance for the intern. Interns shall follow the SatCen security rules. SatCen reserves the right to terminate the internship immediately in case of breach of this provision.

Interns shall exercise the utmost discretion with regard to any facts or information that come to their knowledge in the course of the internship, including in the course of contacts with representatives of the media. Interns shall not, in any manner whatsoever, disclose any document or information that has not already been made public and shall continue to be bound by this obligation after the end of the internship.

Interns shall not, either alone or with others, publish or cause to be published any text relating to the EU's activities without first informing the Director via the mentor or the Head of the receiving Division. All

intellectual property rights relating to work carried out during the internship for the SatCen shall revert to SatCen.

Following a substantiated request from the Head of the receiving Division and the mentor, SatCen reserves the right to terminate the internship without notice, if the intern's professional performance or knowledge of languages extensively used for communication within SatCen, i.e. English, is inadequate to properly perform the assigned tasks.

SatCen reserves the right to terminate an internship immediately, if, at any time, it becomes apparent that an intern knowingly made wrongful declarations or provided false statements or documents at the time of application, during the selection or during the internship.

Interns must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the intern does not prove satisfactory, HR may, in response to a reasonable request by the mentor, decide to terminate the internship at any moment, upon approval of the Head of Administration and after hearing the intern.

In exceptional cases, following a substantiated written request by the intern stating the relevant reasons and proper justification, a suspension of the internship (of no more than 2 weeks for a 2 months internship, 3 weeks for a 3 months internship) may be granted by the SatCen. The intern's grant shall be suspended for the relevant period. The intern may return to complete the unfinished part of the internship, up to the end of the original internship period.

If the intern decides to terminate the internship before the foreseen end date, the intern shall submit a substantiated written request to HR, with at least two (2) weeks' prior notice. Where applicable, SatCen may decide to request the reimbursement of the internship grant for the remaining part of the internship.

The award of an internship shall not, under any circumstance, grant interns the status of SatCen staff member, nor shall entitle them in any way to subsequent recruitment.

## **7. Working conditions**

SatCen does not provide interns with sickness insurance coverage. Health insurance coverage is compulsory and latest at the start of the internship, the intern must prove coverage for health insurance for the entire duration of the internship (European Health Card).

Under the conditions laid down in the insurance policy of the SatCen, the intern shall be insured against work accidents. SatCen shall bear all the relevant insurance premium.

The hours of work shall be those applicable for the staff of the SatCen. Interns shall be entitled to the same public holidays as SatCen staff members.

Interns shall be entitled to two and a half days leave per month. This entitlement shall be acquired pro rata to the months worked, counting from the first day of the month. No payments shall be made for leave not taken. When the entitlement for leave is exhausted, the SatCen may grant special leave for exceptional duly substantiated reasons in accordance with the SatCen Staff Regulations and the Implementing Rules. Requests for leave must take account of the needs of the receiving Division and abide by the rules set out above.

The leave requests shall follow the same procedure as for SatCen staff members.

In the event of illness, interns shall immediately notify the mentor indicating, where possible, the likely duration of the absence. The mentor shall inform HR ([administration@satcen.europa.eu](mailto:administration@satcen.europa.eu)) and the Head of the receiving Division. For all absences of more than three calendar days (weekends and public holidays included), interns shall send a medical certificate to HR, which shall notify the receiving Division. Uncertified sick leave shall be limited to one day per month of internship, calculated on the basis of the internship's total duration. An intern who is absent because of illness may be subject to medical checks at SatCen's request.

In case interns are absent without justification or without informing their mentor and Head of Division, SatCen may decide to terminate the internship immediately. Any overpayment of the grant must be refunded to SatCen.

SatCen applies a zero-tolerance towards discrimination, including harassment. In case of experiencing such behaviour, interns have right to use services and procedures available at SatCen.

## **8. Grants**

Interns will be awarded a monthly maintenance grant of 600 €. In case the intern terminates the internship early, they will be required to reimburse the part of the grant, which they might have received relating to the period after the termination date.

## **9. Tax arrangements**

The maintenance grants are not subject to the special tax regulations applying to SatCen staff members. Interns are solely responsible for the payment of any taxes due on the maintenance grants by virtue of the laws in force in the Member State concerned. SatCen HR will provide a certificate for tax purposes at the end of the internship. This certificate should state the amount of the maintenance grant received and confirm that no deductions were made for tax and social security payments.

## **10. Complaints**

A student wishing to challenge a decision taking into account these provisions shall introduce a written complaint to Human Resources who shall reply to the student within two months.

## **11. Entry into force**

This Guidelines shall enter into force on the day of its signature.



EUROPEAN UNION SATELLITE CENTRE

## Annex I

### **Obligation to hold a valid Personnel Security Clearance**

#### **Declaration of Acknowledgement**

The European Union Satellite Centre (SatCen) applies the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU).

In accordance with Art 2.5 of SatCen Staff Regulations, all employees, and by extension trainees and interns, shall have security clearance giving them access to classified information in the course of their duties.

The successful candidate must hold a valid personnel security clearance at the level defined in the vacancy notice, or be able and willing to apply for it immediately after the contract signature. No appointment will be fully confirmed until the security clearance has been received by SatCen from the competent National Security Authority.

The procedure for obtaining a personnel security clearance shall be initiated on request of SatCen only, and not by the individual candidate.

Considering the above,

I, ....., hereby declare that I am willing to apply for a security clearance when required to do so if recruited by the SatCen, and that I am not aware of any past or present circumstances which could prevent me from obtaining such security clearance (Council Decision 2013/488/EU, Annex 1, Section III defines the security investigation criteria).

Signature

Date