



## EUROPEAN UNION SATELLITE CENTRE

### Internal Guidelines for Student Internships at the SatCen

#### Scope and objectives

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

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

This student internship is addressed to undergraduate university students.

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;
- Knowledge of SatCen Work and attract competences for future SatCen vacancies;
- Creates long-term “goodwill ambassadors” for European ideas and values both within and outside of the European Union.

#### Eligibility

Undergraduate students must be nationals of the Member States of the European Union. Candidates must be enrolled in a university study program and attending their final year of study at the time of application.

An agreement will 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 very good knowledge of at least two EU languages, of which one should be English, the working language of the SatCen.

SatCen wishes to offer to as many people as possible the opportunity of training. Therefore, 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.

## **Admission procedure**

Applications should be made through a request to Administration at the following email address: [SatCeninternship@satcen.europa.eu](mailto:SatCeninternship@satcen.europa.eu) indicating in which Division the student would like to do his/her Internship.

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 the Division concerned. The selection of the students 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 students 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 students with disabilities.

Students will be notified personally of the outcome of their application. A Student Internship Agreement shall be signed by the successful candidate, his/her University and the SatCen. 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.

## **Organisation**

Students shall be assigned to one Division of the SatCen. A student shall be placed under the responsibility of a mentor appointed by the Head of Division. The mentor shall guide and supervise the student throughout the internship.

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.

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

The Head of Division may authorise students to go on a mission, provided it is a technical mission with no representative function. Such authorisation shall entitle the student 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 student and an internship evaluation report shall be drawn up and signed by the mentor. Both reports shall be transmitted to the

Administration Division. Subject to the student fulfilling the internship's obligations, the Administration Division shall issue a certificate specifying the length of the traineeship and the receiving Division.

### **Rights and obligations of students**

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

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

Students 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. Students 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.

Students shall not, either alone or with others, publish or cause to be published any text relating to SatCen 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 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 immediately, if the student'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 a student knowingly made wrongful declarations or provided false statements or papers at the time of application, during the selection or during the internship.

Students must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the student does not prove satisfactory, the Administration Division 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 student

In exceptional cases, following a substantiated written request by the student stating the relevant reasons and proper justification, a suspension of the internship may be granted by the SatCen. The student's grant shall be suspended for the relevant period. The student may return to complete the unfinished part of the internship, up to the end of the original internship period.

If the student decides to terminate the internship before the foreseen end date, the student shall submit a substantiated written request to the Administration Division, 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 students the status of SatCen staff Member, nor shall entitle them in any way to subsequent recruitment

## **Working conditions**

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

Under the conditions laid down in the insurance policy of the SatCen, the student will be insured against accident at work. SatCen shall bear all of the relevant insurance premium.

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

Students shall be entitled to two and a half days of 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. Requests for leave must take into account 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, students shall immediately notify the mentor indicating, where possible, the likely duration of the absence. The mentor shall inform the Administration Division and the Head of the receiving Division. For all absences of more than three calendar days (weekends and public holidays included), students shall send a medical certificate to the Administration Division, 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. A Student who is absent because of illness may be subject to medical checks at SatCen's request.

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

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

## **Duration of the student internship**

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.

In addition, SatCen may decide on additional student intake for special projects. The timing and duration of special intake as well as the number of students and their allocation will be determined based on the needs of SatCen. The application and selection process is the same as for the intakes described above.

## **Grants**

Students will be awarded a monthly maintenance grant of 600 €.

In case the student terminates the internship early, he/she will be required to reimburse the part of the grant, which he/she might have received relating to the period after the termination date.

## **Travel Costs**

Students shall be entitled to the reimbursement of travel expenses, at the beginning and end of the internship period, from their home to SatCen locations, as determined under SatCen policy on the reimbursement of travel for external persons (Implementation Manual of SATCEN Financial Rules, Para 5.2.2.10. Travel expenses for external guests). No accommodation allowance/support is provided to Students.

## **Tax arrangements**

The maintenance grants are not subject to the special tax regulations applying to SatCen Staff Members. Students 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 Administration 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.

## **Complaints**

A student wishing to challenge a decision taken in application of these provisions shall introduce a written submission to the Administration Division who shall reply to the student within three months.

## **Entry into force**

These Guidelines shall be published internally and on the SatCen Website.

These Guidelines will enter into force the day of its signature.

Done at Torrejón de Ardoz,

Head of Administration