

EUIPO Traineeships

Pan-European Seal & Young Professional Programmes FAQs



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GENERAL QUESTIONS

1. How many Pan-European Seal (PES)/Young Professional (YP) trainees are accepted each year?

The number varies yearly depending on the Office's needs and budget. For 2025-2026, a maximum of 113 trainees has been foreseen for the PES and YP programmes.

2. I am not sure to which traineeship programme I should apply PES or YP?

PES

- Is intended to provide young university graduates with a unique and first hand practical experience to enable them to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.
- Candidates must be shortlisted by partner universities or institutions/organizations listed in the PES network.
- PES trainees will be able to participate in the EPO Exchange programme¹.

YP

- Is intended to provide young professionals with practical experience to put into practice knowledge acquired during their studies and first professional experiences, and in particular in their specific areas of competence.
- This programme is available to specific non-IP profiles, which are detailed in the application form.

For more information on the PES/YP programmes visit our [website](#).

3. Where will I be based?

The majority of the PES/YP trainees are based at the EUIPO's seat in Alicante and a very limited number of trainees are based in Brussels or Luxembourg.

¹EPO Exchange Programme: Gives the possibility of an additional 2-year extension of the Programme with the European Patent Office (EPO) if you meet their eligibility criteria.

ELIGIBILITY

4. If I am a non-EU citizen, can I apply for the PES & YP traineeship programmes?

PES trainees are primarily selected from EU Member States. Approximately 10% of available PES trainee positions may be open to nationals from EU candidate and third countries.

YP traineeship is only open to nationals of EU Member States.

5. If I've completed a traineeship at an EU institution/agency before, can I apply?

Candidates who have previously or are currently engaged in any form of in-service traineeships within European institutions, agencies, or bodies are ineligible to apply, **except** for those who are currently trainees at Community Plant Variety Office (CPVO) as part of the Exchange Programme.

6. What educational degree do I need to have to apply for a traineeship?

For the YP programme candidates must have successfully completed a full bachelor's degree cycle or equivalent of at least three years of studies (minimum EQF 6 level)² attested by an official document from the University before the start of the traineeship programme.

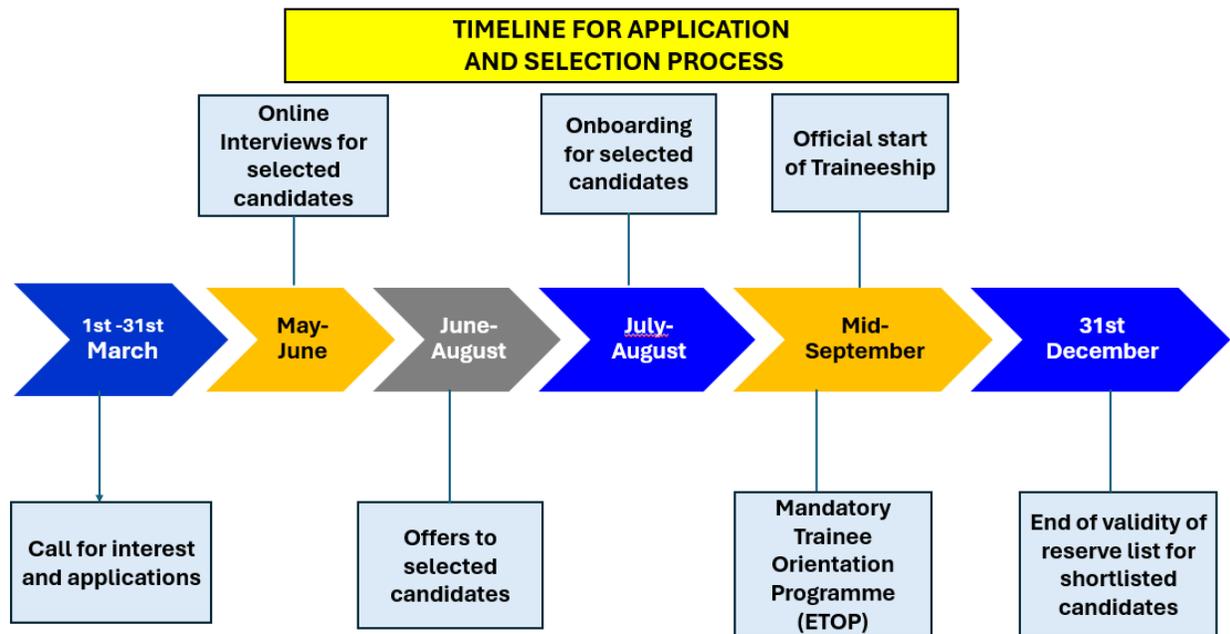
For the PES programme candidates must be graduating in the same academic year or up to two calendar years before they are applying and must be shortlisted by and belong to a partner University listed in the [PES network](#).

² Details of the minimum national qualification requirements by the legislation in the country where the diploma was obtained can be consulted [here](#).

APPLICATION & SELECTION

7. What is the timeline for the EUIPO traineeship application and selection process?

For an overview, please see the graphic below:



8. What are the language requirements?

Candidates should possess a minimum B2 level in English. Proficiency in another EUIPO official language (French, German, Italian, Spanish) may be required depending on the profile.

Furthermore, depending on the traineeship programme, there may be additional language requirements.

Applicants' language knowledge will be tested during the interview. It is advised to attach any language certificate you may have to your candidate profile.

9. Is it mandatory to attach to my application the certificate of either the 'EUTM in a Nutshell' or registered EU design course completion?

No, but it is highly recommended, because it will be required for the selected candidates during the onboarding phase. Please find here the link to the [Academy Learning Portal](#), where you may follow these short courses and download the certificate upon completion.

10. Can I apply outside the Call for Interest period?

No. Once the deadline expires, it is not possible to submit an application.

11. How do I know if my application has been successfully submitted?

Upon submission, you'll receive an email confirmation from the EUIPO acknowledging receipt of your application. If you do not receive this email, please make sure to check your spam folder.

Please note that the creation of a candidate account is not an application in itself. Candidates should **submit** an application. If you don't receive a confirmation e-mail, your application is not submitted.

12. Can I postpone my traineeship offer to the next traineeship edition?

No. If you cancel your traineeship you need to apply again for the next edition and there is no guarantee that you will be selected again.

13. Can I delay the start date of the traineeship?

Only in exceptional and duly justified cases it is possible to delay the start date of the traineeship. Traineeships can start on the 1st or the 16th of the month.

14. Will I be informed if I'm not selected for the traineeship programme?

Yes, you'll receive an email notification regarding the selection outcome.

The list of candidates who have successfully completed the selection process but have not received an offer are placed in a reserve list. Candidates on the reserve list may be contacted in case a position becomes available. The reserve list remains valid until December 31 of the year in which the selection procedure takes place.

15. If I applied last year but wasn't selected, can I apply again this year?

Yes, you can always reapply as long as you meet the requirements.

16. If I receive the offer for a traineeship, what documents do I have to provide for the onboarding process?

Upon accepting the traineeship offer, you'll need to upload your documents to a specified electronic platform.

- Health Card valid for Spain/EU and/or insurance policy for illness and accident covering the entire period of your traineeship
- Bank Certificate
- Diploma
- National ID/Passport
- Certificate of completion of the European Union Trade Mark (EUTM in a Nutshell) or Registered EU Design in a Nutshell online course.

PRACTICAL INFORMATION FOR THE TRAINEESHIP

17. Will I receive a contract?

Each selected trainee will receive via e-mail an offer along with the tasks and responsibilities. There is no specific contract to be signed.

18. Does EUIPO offer accommodation?

The EUIPO does not provide accommodation. Trainees are responsible for finding their own accommodation; however, advice and guidance for easier accommodation search is available.

19. What is the monthly traineeship grant?

For the 2025/2026 edition, trainees in Alicante will receive a 1300€ monthly grant, while those in Brussels or Luxembourg will receive 1500€ per month.

20. Will I receive any contribution towards travel expenses and what documents do I need to send to receive it?

Trainees residing further than 200 km away from the place of traineeship, will be entitled to a contribution to the travel expenses incurred at the beginning and end³ of the traineeship. Payment of travel expenses will be automatic following the start of the traineeship and will be calculated based on the postal address indicated in the application form.

21. Does EUIPO deduct any taxes from the grant?

No. It is your responsibility to verify your situation with the tax office in your country of origin.

22. Will it be required that I open a Spanish bank account?

It's not legally or administratively mandatory to open a bank account in Spain. However, it's advisable to verify with your bank regarding any fees associated with transferring money in or out.

Payment can only be made to a EUR account.

³ Only if at least half the traineeship period has been completed.

23. What are the typical work hours at the Office?

Work hours align with those of full-time EUIPO staff. Core working hours are from 9:30 to 12:30h and 15:00 to 16:00h; private commitments are recommended outside these hours. Trainees are not allowed to work overtime. A normal working week is 40 hours, a full working day counts for 8 hours and a half day 4 hours.

24. How many leave days will I be entitled to?

Trainees are entitled to 2 days of annual leave per month. Leave days have to be approved in advance by the supervisor. In addition, you will have bank holidays based on the Office calendar. Unused annual leave days will not be paid in lieu at the end of the traineeship.

25. Can I telework?

In exceptional circumstances (e.g. for an appointment or logistical reasons such as a technician visit), trainees may be permitted to telework at the place of the traineeship. Teleworking always requires prior authorisation from the supervisor and be duly justified.

26. How will I be supported during my traineeship at the Office?

You'll have an assigned supervisor and tutor. The supervisor (line manager) ensures that you'll have a smooth and fruitful traineeship, while your assigned tutor will teach and guide you with your specific tasks and will provide regular feedback to the supervisor.

The Traineeships Office will be here to support you with administrative matters relating to your traineeship or to help to resolve any other issues that might arise.

27. What training does the Office offer?

During their traineeship, trainees have access to a wide range of learning opportunities such as lectures, courses and conferences on IP matters and transversal competences available internally in the Office and on the Learning Portal. Trainees may also have access to language courses depending on availability. Departments may also offer a specific IP training program for newcomers.

28. What is the ETOP?

ETOP stands for the EUIPO Trainee's Orientation Programme, and it starts mid-September. It's an onsite mandatory event that lasts for a few days at the start of your traineeship.

ETOP includes essential courses on understanding the Office and fulfilling its requirements, the general rights and obligations during the traineeship and some information about living in the place of traineeship.

29. I have more questions, who can I contact?

More information about the traineeship programmes at the EUIPO is included in the Decision No [ADM 25-03](#) which enters into force on 16 September 2025.

Should you have any further questions, please contact the Traineeships Office at:
traineeships@euipo.europa.eu