

## Student traineeships, Internships and Work Experience Schemes at International Organisations and EU Institutions

Details of the scheme	Organisations offering the scheme	Period/dates	Conditions and further details, websites
<b>UN and Agencies Training schemes</b>	UNHQ and other offices		<p><a href="http://www.un.org/Depts/OHRM/sds/internsh/htm/faqs.htm">http://www.un.org/Depts/OHRM/sds/internsh/htm/faqs.htm</a> (careers: <a href="http://careers.un.org/lbw/home.aspx?viewtype=CYJA">http://careers.un.org/lbw/home.aspx?viewtype=CYJA</a>)</p> <p><a href="http://www.unon.org/intern_ship/?ses=&amp;ctfo=7&amp;ctid=3&amp;ctsub=16">http://www.unon.org/intern_ship/?ses=&amp;ctfo=7&amp;ctid=3&amp;ctsub=16</a></p>
<b>Language Internship posts (level I1) in the Department for General Assembly and Conference Management (DGACM)</b>	<b>UN in New York, United Nations offices in Geneva, Vienna and Nairobi</b>	DGACM language interns (about 20) in translation, interpretation, editorial and terminology for New York, Geneva and Vienna: applications were closed on 7 December. Selection of candidates currently in progress. Selected interns will be hosted from January to March.	<p><b>Winter internships – create your profile now :</b> <a href="https://inspira.un.org/psp/PUNA1J/?cmd=login&amp;languageCd=ENG&amp;">https://inspira.un.org/psp/PUNA1J/?cmd=login&amp;languageCd=ENG&amp;</a> No professional experience is required. Candidates must be studying for a first level degree, Masters or Ph.D. (or equivalent) or have completed a degree within the last 12 months. Candidates must have a perfect command of one official language of the United Nations, which should be the candidate's main language, and a good comprehension of at least two others (even though in some cases one passive language is acceptable in conjunction with expertise in certain subject matters).</p> <p>Interns will translate, for training purposes, official documents, subject to review, from one or more official languages of the United Nations (Arabic, Chinese, English, French, Russian or Spanish) into another official language of the United Nations, which is considered the intern's main working (or active) language.</p> <p>*Interns at United Nations Headquarters are not paid. All costs of travel and accommodation, including living expenses, must be covered by the intern or the sponsoring institution.*</p>
<b>Internships for translation students (translators and/or CAT/language systems specialists)</b>	<b>IMF, Washington DC</b>	Ongoing – each internship lasts about 3-6 months.  Two to three internships are available per year.	Please see description under " <b>Technology &amp; General Services - Internship Program</b> " at <a href="https://imf.taleo.net/careersection/imf_external/moresearch.ft?lang=en">https://imf.taleo.net/careersection/imf_external/moresearch.ft?lang=en</a>
<b>Training scheme for graduate translators</b>	UN, Vienna	Traineeships can last from six to twelve weeks and can be arranged at any time of year.	<p>No professional experience is required. Candidates are usually expected to have completed postgraduate studies in translation or at least the course work forming part of those studies. Candidates must have a perfect command of one official language of the United Nations (Arabic, Chinese, English, French, Russian or Spanish), which should be the candidate's mother tongue or main language, and a good comprehension of at least two others (although in some cases one passive language is acceptable in conjunction with expertise in certain subject matters).</p> <p>Trainees will translate official documents, subject to revision, from one or more official languages of the United Nations into their mother tongue or main language, which must be another official language of the United Nations.</p> <p>Trainees are paid at contractual rates for translation, according to pages translated, with a maximum number of pages set per day, as set out in a retainer contract. All travel and accommodation costs and living expenses are covered by the trainee.</p> <p>Trainees are given one-to-one guidance and feedback on their work.</p>

<p><b>Paid Translation/Terminology Fellowship Programme for Graduate Students (Patent Translation)</b></p>	<p>World Intellectual Property Organization (WIPO), Geneva</p>	<p>Ongoing with annual selection in March each year</p>	<p><b>Requirements</b>  Candidates should be currently pursuing or be a recent graduate of an advanced degree programme (Master’s, Doctorate or an equivalent level degree) in translation, terminology or a related linguistic discipline.  <b>For Translation Fellows</b>  Prior experience in technical translation is considered to be an advantage and applicants are expected to be working into their native language.  Desired language combinations vary each year with a strong emphasis on the CJK languages. In 2011, applications were accepted from candidates working in the following languages combinations only: Chinese to English, German to English, Japanese to English, Korean to English, Russian to English, German to French, and Japanese to French.  <b>For Terminology Fellows</b>  Prior experience in applied terminology would be considered an advantage and applicants are expected to be working in their native language.  For candidates having a specialization in terminology, applications are invited from native speakers of Chinese, German, Japanese, Korean, Russian and Spanish only, who also have excellent knowledge of English.  Persons interested in applying for a fellowship should send their CV or resume, ensuring that their name is included in all file name, accompanied by a letter of motivation indicating periods of availability, to <a href="mailto:PCT.Fellowship@wipo.int">PCT.Fellowship@wipo.int</a> mentioning in the Subject field “Fellowship application”, their language combination (e.g. Korean-English), and their preference either for “Translation” or “Terminology”.  Following an initial screening, candidates will be required to take a translation test and/or a terminology test.  Duration of the programme is minimum 3 months.</p>
<p><b>Unpaid Translation Internship for Graduate Students</b></p>	<p>UNESCO, Paris</p>	<p>Ongoing</p>	<p>Enrolled postgraduate students are all able to apply for individual 1-4 month internships at UNESCO Headquarters and Field Offices.  <a href="http://portal.unesco.org/en/ev.php-URL_ID=11716&amp;URL_DO=DO_TOPIC&amp;URL_SECTION=201.html">http://portal.unesco.org/en/ev.php-URL_ID=11716&amp;URL_DO=DO_TOPIC&amp;URL_SECTION=201.html</a></p>

<b>EU-wide Training Schemes</b>	EU Translation Units		<a href="http://ec.europa.eu/dgs/translation/workwithus/trainee/index_en.htm">http://ec.europa.eu/dgs/translation/workwithus/trainee/index_en.htm</a> <a href="http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&amp;pageRank=5&amp;language=EN">http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&amp;pageRank=5&amp;language=EN</a> <a href="http://www.consilium.europa.eu/showPage.aspx?id=321&amp;lang=en">http://www.consilium.europa.eu/showPage.aspx?id=321&amp;lang=en</a> <a href="http://www.cor.europa.eu/pages/EventTemplate.aspx?view=detail&amp;id=04e5e2a5-6efb-4fd5-9088-03ef39719448">http://www.cor.europa.eu/pages/EventTemplate.aspx?view=detail&amp;id=04e5e2a5-6efb-4fd5-9088-03ef39719448</a> <a href="http://www.eesc.europa.eu/?i=portal.en.traineeships">http://www.eesc.europa.eu/?i=portal.en.traineeships</a>
<b>EU: Translation and Documentation</b>			
<b>In-house traineeships</b> of five months' duration for graduates who wish to acquire an understanding of its work and gain professional translation experience.	Commission's Directorate-General for Translation (DGT)	<p>1 March and 1 October.</p> <p>The form can be filled in only between 1 July in the afternoon and 1 September (12:00 CEST) for the session starting on 1 March of the following year, and between 2 January in the afternoon and 31 January (12:00 CET) for the session starting on 1 October of the current year.</p>	<p>(1) to hold a university degree (bachelor's degree minimum);</p> <p>(2) to be able able to translate into your mother tongue or main language (official EU language) from two of the European Union's official languages, one of which must be French, English or German;</p> <p>(3) not to have completed a traineeship lasting more than six weeks in another European Union institution or body.</p> <p>For the amount of the grant please refer to the website.</p> <p><a href="http://ec.europa.eu/comm/stages">http://ec.europa.eu/comm/stages</a></p>
<b>Paid translation traineeships for graduates</b>	European Parliament, Directorate-General for Translation	<p>The traineeships are awarded for a period of three months.</p> <p>Four periods per year.</p>	<p>Applicants for a paid translation traineeship must:</p> <ul style="list-style-type: none"> <li>• be nationals of a Member State of the European Union or of a candidate country (Croatia, Iceland, the Former Yugoslav Republic of Macedonia, Montenegro or Turkey);</li> <li>• be aged 18 or over on the traineeship starting date;</li> <li>• not have been awarded any other paid traineeship, or have been in paid employment for more than four consecutive weeks, with a European institution or a Member or political group of the European Parliament;</li> <li>• have obtained, before the deadline for the submission of applications, a university degree after a course of study of at least three years' duration;</li> <li>• have perfect knowledge of one of the official languages of the European Union or of the official language of an applicant country and thorough knowledge of two other official languages of the European Union.</li> </ul> <p>More information and online application form:  <a href="http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&amp;pageRank=5&amp;language=EN">http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&amp;pageRank=5&amp;language=EN</a></p>
<b>Unpaid translation traineeships for those who are required to complete a traineeship as part of their studies</b>	European Parliament, Directorate-General for Translation	<p>The traineeships are awarded for a period between one month and three months.</p> <p>Four periods per year.</p>	<p>Applicants for an unpaid translation traineeship must:</p> <ul style="list-style-type: none"> <li>• be nationals of a Member State of the European Union or of a candidate country (Croatia, Iceland, the Former Yugoslav Republic of Macedonia, Montenegro or Turkey);</li> <li>• be aged 18 or over on the traineeship starting date ;</li> <li>• not have been awarded any other paid traineeship, or have been in paid employment for more than four consecutive weeks, with a European institution or a Member or political group of the European Parliament;</li> <li>• have a perfect knowledge of one of the official languages of the European Union or of the official language of an applicant country and thorough knowledge of two other official languages of the European Union.</li> </ul>

			<p>The traineeship must:</p> <ul style="list-style-type: none"> <li>• form part of a course of study at a university or at an educational establishment of an equivalent standard;</li> <li>• form one component of a high-level vocational training course organised by a non-profit-making body (in particular, public institutes or bodies), or</li> <li>• be a requirement governing access to a profession.</li> </ul> <p>More information and online application form:  <a href="http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&amp;pageRank=6&amp;language=EN">http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147&amp;pageRank=6&amp;language=EN</a></p>
<p><b>The General Secretariat of the Council of the EU (GSC)</b> offers three types of traineeship:</p> <ul style="list-style-type: none"> <li>• paid traineeships;</li> <li>• traineeships for trainees required to undergo a training period as a compulsory part of their Studies.</li> </ul> <p><b>Paid traineeships</b> are offered to EU nationals who, by the deadline for the lodging of applications, have completed at least the first cycle of a course of university studies evidenced by a degree certificate or equivalent.</p> <p><b>Unpaid traineeships</b> are offered to young third, fourth or fifth year students of a higher-education establishment or university whose programme of studies requires such a period of training to be undertaken. There are only a limited number of openings for such traineeships.</p> <p><b>The purpose</b> of traineeships with the GSC shall be:</p> <ul style="list-style-type: none"> <li>• to give trainees a general idea of the objectives and problems of European integration;</li> <li>• to provide them with practical knowledge of the working of the departments of the GSCI;</li> <li>• to offer them personal experience thanks to the contacts made in the course of their everyday work;</li> <li>• to enable them to further and put into practice the knowledge they have acquired during their studies or professional careers.</li> </ul>	<p>COUNCIL of the EU (General Secretariat of the Council)</p>	<p><b>Paid traineeships:</b> Each year the General Secretariat of the Council offers some 95 <b>paid traineeships</b> lasting 5 months:</p> <p><b>1 February to 30 June or 1 September to 31 January</b></p> <p><b>Unpaid traineeships:</b> Starting dates and deadlines for receipt of applications: <b>1 February to 30 June / 1 October</b> <b>1 September to 31 January / 1 April</b></p> <p><b>Applications for 2014 traineeships:</b> The online application form will be accessible from 1 June 2013 to 31 August 2013</p>	<p><b>The Traineeships Office of the GSC:</b></p> <p><b>E-mail:</b> <a href="mailto:stages@consilium.europa.eu">stages@consilium.europa.eu</a></p> <p><b>Tel.:</b> +32.2.281.65.36 or +32.2.281.68.62 or +32.2.281.39.13 or +32-2-281.81.33</p> <p><b>Fax:</b> +32.2.281.84.44</p> <p><a href="http://www.consilium.europa.eu">www.consilium.europa.eu</a> - Contacts - Traineeships</p>
<p><b>Traineeships for graduate translators in the following fields:</b> Swedish and Estonian translation, Terminology, Cat tools</p>	<p>CDT Translation Centre</p>	<p><b>Three paid traineeships:</b> Please refer to the website</p>	<p><a href="http://cdt.europa.eu/EN/jobs/Pages/Trainee-positions-in-2011.aspx">http://cdt.europa.eu/EN/jobs/Pages/Trainee-positions-in-2011.aspx</a>  <a href="http://cdt.europa.eu/FR/jobs/Pages/Trainee-positions-in-2011.aspx">http://cdt.europa.eu/FR/jobs/Pages/Trainee-positions-in-2011.aspx</a></p>

<i>Details of the scheme</i>	<i>Organisations offering the scheme</i>	<i>Period/dates</i>	<i>Conditions and further details, websites</i>
<b>EU: Interpreting</b>			
<ul style="list-style-type: none"> <li>• <b>Integration programme for young graduates</b></li> <li>• <b>Newcomers scheme for young ACIs (freelancers)</b></li> <li>• <b>Student visits</b></li> </ul>	DG SCIC	<ul style="list-style-type: none"> <li>• One per semester</li> <li>• Annually</li> <li>• Almost on a weekly basis</li> </ul>	<ol style="list-style-type: none"> <li>1. Subsistence allowance + travel costs (limited) Candidates, who have narrowly failed accreditation tests are selected on the basis of recommendation by the test panel</li> <li>2. Starting ACIs are selected on the basis of their language profile and are offered 80 contract days. Remuneration according to applicable rates</li> <li>3. Students of post-graduate conference interpreter training courses. Groups of max. 12 students who come on their own (or university's) expense. These are 2 to 3 day visits, including dummy booth practice</li> </ol> <p>Useful website: <a href="http://scic.ec.europa.eu/europa/jcms/c_6328/career-opportunities-with-dg-interpretation">http://scic.ec.europa.eu/europa/jcms/c_6328/career-opportunities-with-dg-interpretation</a></p>
<ul style="list-style-type: none"> <li>• <b>Seminarium programme – pre-accreditation test coaching scheme</b></li> </ul>	DG INTE European Parliament	<ul style="list-style-type: none"> <li>• Organised in July according to service needs</li> </ul>	<ul style="list-style-type: none"> <li>• Subsistence allowance and travel paid</li> <li>• Candidates selected based on language combination and performance at final exam</li> <li>• 3 week programme aims to prepare candidates who have demonstrated high-potential for accreditation</li> <li>• Highly selective</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Passerelle - induction programme for new ACIs</b></li> </ul>	DG INTE European Parliament	<ul style="list-style-type: none"> <li>• Organised based on service needs</li> </ul>	<ul style="list-style-type: none"> <li>• Subsistence allowance and travel paid</li> <li>• Candidates are selected based on language combination and recommendation from accreditation test panel</li> <li>• Programme aims to facilitate integration into professional life for recently accredited ACIs</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Study visits</b></li> </ul>	DG INTE European Parliament	<ul style="list-style-type: none"> <li>• Organised according to EP calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Limited number of visits for groups of max 12 students from conference interpreting courses cooperating with the EP.</li> <li>• Visits typically include presentations, meetings with heads of language units and dummy booth</li> </ul> <p>For more information on all of the above please see: <a href="http://www.europarl.europa.eu/interp/universities/index_en.html">http://www.europarl.europa.eu/interp/universities/index_en.html</a></p>
<b>Paid interpretation traineeships for graduates</b>	The European Court of Justice (The Interpretation Directorate)	<p>Three series of traineeships per year:</p> <p>January-March April- June October-December</p>	<p>La Cour de justice offre un nombre limité de stages auprès de sa Direction de l'Interprétation. Ces stages rémunérés (1,120 € par mois) sont d'une durée approximative de deux mois et demi et sont destinés à permettre aux interprètes de conférence diplômés – dont la combinaison linguistique et/ou les connaissances juridiques sont particulièrement intéressantes – de se perfectionner dans l'interprétation juridique à la Cour de justice.</p>

		<p><u>Pour 2013-2014 les stages seront effectués pendant les périodes suivantes:</u></p> <p><b>1<sup>er</sup> octobre au 15 décembre 2013</b> date limite pour le dépôt des candidatures: <b>30 avril 2013</b></p> <p><b>15 janvier au 31 mars 2014</b> date limite pour le dépôt des candidatures: <b>30 juin 2013</b></p> <p><b>1<sup>er</sup> mai au 15 juillet 2014</b> date limite pour le dépôt des candidatures: <b>30 septembre 2013</b></p>	<p>Les candidats aux stages dans le service d'interprétation doivent avoir une formation complète d'interprète de conférence sanctionnée par un diplôme universitaire et avoir, au moins, soit deux langues passives (langue C), soit une deuxième langue active (langue A ou B).</p> <p>En outre, ils doivent avoir de <b>bonnes connaissances en français</b>, même si cette langue ne figure pas parmi leurs langues de travail.</p> <p>Vu le nombre très limité de places disponibles, une sélection est opérée entre les candidats.</p> <p>Les candidats doivent remplir le formulaire d'inscription, qu'ils pourront obtenir sur demande (Mme Bub-Aguilera: téléphone +352-4303.2126, télécopie +352-4303.4600) et qui est également disponible sur le site Internet de la Cour de justice (<a href="http://curia.europa.eu">http://curia.europa.eu</a>), et le renvoyer par courrier à l'Unité Ressources Humaines/Direction Générale du Personnel de la Cour de justice des Communautés européennes, L-2925 Luxembourg, accompagné <b>d'un curriculum vitae détaillé et des copies des diplômes et/ou attestations.</b></p> <p><u>Personne de contact:</u>  <i>Daniela Amadeo-Perillo</i>, chargée des stages, Direction de l'Interprétation, Cour de Justice (<a href="mailto:dap@curia.europa.eu">dap@curia.europa.eu</a>)</p>
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