

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

<i>Details of the scheme</i>	<i>Organisations offering the scheme</i>	<i>Period/dates</i>	<i>Conditions and further details, websites</i>
<b>UN and Agencies Training schemes</b>	<b>UNHQ and other offices</b>		Traineeships, internships and job openings (including temporary ones) are advertised on <a href="https://careers.un.org/lbw/Home.aspx">https://careers.un.org/lbw/Home.aspx</a>
<b>Internships in the language services of the Department for General Assembly and Conference Management (DGACM) of the United Nations Secretariat</b>	<b>United Nations Headquarters in New York and the United Nations Offices in Geneva, Vienna and Nairobi</b>	Language services post openings for different occupational groups (mainly translators, editors, verbatim reporters, interpreters) throughout the year. Deadlines vary depending on the needs of the Service.	All internships are posted as job openings on the <a href="https://careers.un.org/lbw/Home.aspx">UN Careers website https://careers.un.org/lbw/Home.aspx</a>  For further information on language internships, including step-by-step guidance on how to apply: <a href="https://languagecareers.un.org/dgacm/Langs.nsf/page.xsp?key=Internships-How">United Nations Language Careers https://languagecareers.un.org/dgacm/Langs.nsf/page.xsp?key=Internships-How</a>
<b>Interpreting</b>	<b>United Nations Office at Geneva</b>		For interpretation there is direct communication between schools and the different services and short internships are organized every year for the six UN languages following an agreement between the two.
<b>Terminology internships</b>	<b>United Nations Office at Vienna</b>	French terminology internships usually last for 2 to 3 months	All internships are posted as job openings on the <a href="https://careers.un.org/lbw/Home.aspx">UN Careers website (https://careers.un.org/lbw/Home.aspx)</a>  French-language terminology internships at UNOV are unpaid and full-time. All travel, accommodation and living expenses are covered by the intern. Applicants must be studying for a postgraduate degree in Translation in a French language university or translation school. No professional work experience is required, but applicants may wish to list any relevant work experience in their Personal History Profile. French should be the applicant's mother tongue or main language of education and target language of the Translation Diploma, and English should be the source language of the Translation Diploma. Knowledge of an additional official language and/or of a specialist subject area is desirable. Terminology interns contribute to in-house projects, such as updating UNTERM terminology records and specialized glossaries. Their work is supervised by the French Terminology Focal Point.  For further information on language internships, including step-by-step guidance on how to apply, see: <a href="https://languagecareers.un.org/dgacm/Langs.nsf/page.xsp?key=Internships-How">United Nations Language Careers (https://languagecareers.un.org/dgacm/Langs.nsf/page.xsp?key=Internships-How)</a>  One-week dummy-booth practices are organized on a regular basis (subject to availability and based on the needs of each language section) for graduate students proposed/nominated by different universities.
<b>Interpreting</b>			
<b>Internships in post-editing, translation, drafting for communication and media, in addition to language support functions for</b>	<b>UNESCWA, Beirut</b>	Ongoing, internship lasts 2 months. Ongoing, 12 internships are available per year, selection is being	Applications submitted and managed on a continuous basis through Inspira. <a href="http://careers.un.org">http://careers.un.org</a>  Priority is given to the MoU university, particularly top performers in the training workshops given as part of the academic activities . Then, candidates are considered form other universities according to the organization's needs and the profiles of the students



Details of the scheme	Organisations offering the scheme	Period/dates	Conditions and further details, websites
<b>Unpaid Translation Internship for Graduate Students</b>	<b>UNESCO, Paris</b>	Ongoing	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>
<b>Unpaid Translation Internship</b>	<b>Economic Commission for Latin America and the Caribbean (ECLAC), Santiago de Chile</b>	One internship per year (minimum 2 months)	Candidates should be students or recent graduates from a course of study specializing in translation from English into Spanish. Applications submitted and managed on a continuous basis through Inspira <a href="http://careers.un.org">http://careers.un.org</a>

<b>EU-wide Training Schemes</b>	<b>EU Translation Units</b>		<a href="http://ec.europa.eu/stages/about/applying_en">http://ec.europa.eu/stages/about/applying_en</a> <a href="https://ec.europa.eu/stages/faq/my-translation-traineeship_en">https://ec.europa.eu/stages/faq/my-translation-traineeship_en</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.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 work of the European Commission and gain professional translation experience.	<b>European Commission, Directorate-General for Translation (DGT)</b>	1 March and 1 October.  The form can be filled in only online during specific periods (about 9 months before the start of the traineeship). Exact dates can be found at: <a href="https://ec.europa.eu/stages/node_en">https://ec.europa.eu/stages/node_en</a>	<p><b>Traineeships - eligibility</b></p> <ol style="list-style-type: none"> <li>(1) to hold a university degree (bachelor's degree minimum);</li> <li>(2) main (target) language must be one of the official EU languages.,1st source language must be a working language: English, French or German and the 2nd source language can be any of the official EU languages.</li> <li>(3) no prior employment or training with EU institution or body of more than 6 weeks.</li> </ol> <p>For the amount of the grant please refer to the website. <a href="https://ec.europa.eu/stages/faq_en">https://ec.europa.eu/stages/faq_en</a></p> <p><b>Training placements - conditions</b></p> <ol style="list-style-type: none"> <li>(1) candidates must be students, academic staff or experts in the field of translation from academia or national administrations; priority is given to candidates whose sending institution is an EMT university;</li> </ol>

<p><b>Training placements</b> are short-term assignments that allow participants to familiarise themselves with the work of DGT, apply acquired knowledge in practice or improve collaboration in different fields of translation profession.</p>		<p>All year round; applications to be submitted by the sending institution/candidate at least three months before the placement; agreement to be signed by the sending institution, the candidate and the Commission within two months before the start.</p>	<p>(2) duration between four weeks and five months; participants in training placements of more than six weeks are excluded from the Commission's Blue Book Traineeships;</p> <p>(3) main (target) language must be one of the official EU languages and candidates must be able to translate from, at least, two source languages;</p> <p>(4) no prior employment or training with EU institution or body of more than 6 weeks;</p> <p>(5) no remuneration or insurance.</p> <p>Contact: <a href="mailto:DGTT-TRAINING-PLACEMENTS@ec.europa.eu">DGTT-TRAINING-PLACEMENTS@ec.europa.eu</a></p>
<p><b>Translation traineeships for university graduates (Schuman Traineeship)</b></p>	<p><b>European Parliament, Directorate-General for Translation</b></p>	<p>Traineeships in the European Parliament are awarded for a period of five months.</p> <p>Trainees are paid a monthly grant.</p> <p>Traineeship dates and deadlines for receipt of applications:</p> <ul style="list-style-type: none"> <li>• For the 1 October- 28/29 February traineeship - Application period: 1 June – 30 June</li> <li>• For the 1 March- 31 July traineeship - Application period: 1 November – 30 November</li> </ul>	<p>Applicants for a traineeships in the field of translation must::</p> <ul style="list-style-type: none"> <li>• be aged 18+;</li> <li>• hold a university level diploma(s);</li> <li>• fulfil the relevant language requirement;</li> <li>• provide an eligible criminal record;</li> <li>• not have worked for more than two consecutive months within an EU Institution or body;</li> </ul> <p>Traineeships are offered in translation units as well as in other related services such as communication, <a href="#">audio</a>, terminology and language technologies. Candidates can apply for 3 traineeship offers per campaign.</p> <p>For more information and to apply, please visit our <a href="#">traineeship offers main page</a></p>

<p>The <b>General Secretariat of the Council of the EU (GSC)</b> offers two main types of traineeship:</p> <ul style="list-style-type: none"> <li>• <b>paid traineeships</b> for graduates;</li> <li>• <b>unpaid traineeships</b> for students with a compulsory training period.</li> </ul>	<p><b>Council of the EU (General Secretariat of the Council; GSC) Translation Service</b></p>	<ul style="list-style-type: none"> <li>• <b>Paid traineeships</b> last <b>5 months</b> and take place either: <ul style="list-style-type: none"> <li>- from 1 February to 30 June, or</li> <li>- from 1 September to 31 January.</li> </ul> </li> </ul> <p><b>Applications</b> have to be submitted <b>online</b>. For deadlines, check the GSC's website at least <b>10 months in advance</b>.</p> <ul style="list-style-type: none"> <li>• <b>Unpaid traineeships</b> last <b>from 2 to 5 months</b> and take place either: <ul style="list-style-type: none"> <li>- from 1 February to 30 June, or</li> <li>- from 1 September to 31 January.</li> </ul> </li> </ul> <p><b>Applications</b> have to be submitted by <b>email</b>. For deadlines, check the GSC's website at least <b>8 months in advance</b>.</p>	<p><b>Conditions:</b></p> <p>Traineeships are open to <b>EU citizens</b> and to <b>citizens from candidate countries</b> that have concluded EU accession negotiations.</p> <ul style="list-style-type: none"> <li>• <b>Paid traineeships</b> are offered to graduates who, by the deadline for submitting applications, have completed at least the first part of their university studies and have a degree certificate or equivalent.</li> <li>• <b>Unpaid traineeships</b> are offered to third, fourth or fifth year university students (and to students working toward a doctorate) who have to do a compulsory training period as part of their course.</li> </ul> <p><b>Contact:</b></p> <p>The Traineeships Office of the GSC:  E-mail: <a href="mailto:stages@consilium.europa.eu">stages@consilium.europa.eu</a></p> <p>Tel.: +32.2.281.36.77</p> <p><a href="http://www.consilium.europa.eu/en/general-secretariat/jobs/traineeships/">http://www.consilium.europa.eu/en/general-secretariat/jobs/traineeships/</a></p>
<p><b>Traineeships for graduate translators in the following fields:</b></p> <p><b>Translation, Computational linguist, terminologist</b></p>	<p><b>CDT Translation Centre for the Bodies of the European Union</b></p>	<p><b>Five (possibly six) paid traineeships (usually for three months):</b> Please refer to the website (should be published in February)</p> <p>Deadline: March</p>	<p><a href="http://cdt.europa.eu/en/jobs">http://cdt.europa.eu/en/jobs</a> and <a href="http://cdt.europa.eu/en/traineeships">http://cdt.europa.eu/en/traineeships</a></p> <ul style="list-style-type: none"> <li>• Irish translator (Translation Department)</li> <li>• Maltese translator (Translation Department)</li> <li>• Finnish translator (Translation Department)</li> <li>• Terminologist (Translation Support Department)</li> <li>• Linguist specialised in automatic translation tools or computer science student or engineering student with proven skills in foreign languages (Translation Support Department)</li> </ul>

		(one month after the publication)	
--	--	-----------------------------------	--

<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>	<b>DG SCIC European Commission</b>	<ul style="list-style-type: none"> <li>• According to service needs, usually beginning of the year</li> <li>• Annually</li> </ul> <p>Almost on a weekly basis</p>	<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 and are trained to prepare for accreditation</li> <li>2. Starting ACIs are selected on the basis of their language profile and are offered a fixed number of 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>
<b>PASS programme – pre-accreditation test coaching scheme</b>	<b>DG LINC European Parliament, DG SCIC European Commission and The European Court of Justice (The Interpretation Directorate)</b>	<ul style="list-style-type: none"> <li>• Organised in July and September 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>• 4week 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>	<b>DG LINC European Parliament</b>	<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>	<b>DG LINC European Parliament,</b>	<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 and are coordinated together with DG SCIC (see above)</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>

EU General							
<p><b>Traineeship for university graduates.</b></p> <p>Administrative traineeship at the European Commission. Applicants can specify that they wish to work for DG SCIC. DG SCIC offers traineeships in various areas, e.g. e-learning projects and communication. Occasional dummy booth practice may be organised, depending on the workload.</p>	<p><b>European Commission</b></p> <p><b>DG SCIC takes approx. 7 trainees per session</b></p> <p>Applicants must go through the general procedure.</p>	<p>Paid traineeships for a period of <b>5 months</b>:</p> <p><b>1. 1 March – 31 July</b></p> <p>Application period in August of the previous year</p> <p><b>2. 1 October – 28/29 February</b></p> <p>Application period in January of the year in question</p> <p>Exact dates for submitting the applications are to be checked on the website.</p>	<p>The traineeship programme is open to university graduates, from all over the world who have a:</p> <ol style="list-style-type: none"> <li>1. Degree of at least 3 years of study (minimum a Bachelor);</li> <li>2. Very good knowledge of English or French or German (C1/C2 level in accordance with the <u>Common European Framework of Reference for Languages</u>);</li> <li>3. Very good knowledge of a second EU official language (required for nationals of EU countries).</li> </ol> <p><b>A monthly grant of approximately €1,120</b> and reimbursement of travel expenses. Accident and health insurance can also be provided.</p> <p>More information: <a href="http://ec.europa.eu/stages/home_en">http://ec.europa.eu/stages/home_en</a></p>				
<p><b>Traineeships for university graduates.</b></p> <p>Applicants may specify that they wish to work in DG Interpretation and Conferences but will essentially be doing administrative work and <b>not</b> being trained as interpreters.</p>	<p><b>European Parliament.</b></p> <p><b>DG LINC takes approx. 5 trainees per session.</b></p> <p>Applications must go through the general online process.</p>	<p>These traineeships are awarded for a period of <b>five months</b> which cannot be extended.</p> <p>Traineeship dates and deadlines for receipt of applications</p> <p>Application period    Traineeship period</p> <table border="0"> <tr> <td><b>15 August – 15 October</b> (midnight)</td> <td><b>1 March - 31 July</b></td> </tr> <tr> <td><b>15 March – 15 May</b> (midnight)</td> <td><b>1 October - 28/29 February</b></td> </tr> </table>	<b>15 August – 15 October</b> (midnight)	<b>1 March - 31 July</b>	<b>15 March – 15 May</b> (midnight)	<b>1 October - 28/29 February</b>	<p><a href="http://www.europarl.europa.eu/aboutparliament/en/007cecd1cc/Traineeships.html">http://www.europarl.europa.eu/aboutparliament/en/007cecd1cc/Traineeships.html</a></p> <p>A scholarship of approx. €1,250 per month will be paid.</p>
<b>15 August – 15 October</b> (midnight)	<b>1 March - 31 July</b>						
<b>15 March – 15 May</b> (midnight)	<b>1 October - 28/29 February</b>						
<p><b>Paid interpretation traineeships for graduates</b></p> <p>The Court of Justice offers a limited number of internships in its Interpreting Directorate. These paid internships (1,177 € net per</p>	<p><b>The European Court of Justice (The Interpretation Directorate)</b></p>	<p>Traineeships are organised all through the judicial year. Candidate selection takes place once a year, around 15 September, covering the whole judicial year (applications must be made between 1 July and 15</p>	<p>Applicants to the Interpreting Directorate's internships must have completed a full conference interpreting training course and have been awarded a university degree as well as having at least two passive languages (C languages) or a second active language (A or B language).</p> <p>Furthermore, they must have sound knowledge of French, even if this language is not one of their working languages.</p> <p>Candidates should apply electronically according to the procedure described on the</p>				

<p>month) last approximately two and a half months and are aimed at qualified conference interpreters with an interpreting degree – whose language combination and/or legal knowledge are especially strong – to improve their legal interpreting skills at the Court of Justice.</p>		<p>September of each year).</p>	<p>Court of Justice website (<a href="http://curia.europa.eu/jcms/jcms/Jo2_7008/fr/">http://curia.europa.eu/jcms/jcms/Jo2_7008/fr/</a>)  Contact person: Rasmus EGELUND, in charge of internships, Interpreting Directorate, Court of Justice (<a href="mailto:rasmus.egeland@curia.europa.eu">rasmus.egeland@curia.europa.eu</a>)</p>
<p>The Translation Division of the Organisation for Economic Co-operation and Development (OECD) is offering in-house internship opportunities at its Paris Headquarters (Annex Building in Boulogne Billancourt (92)).</p> <p><b>Unpaid translation traineeships</b> are offered to recent graduates or to students who are required to complete a traineeship as part of their studies. Candidates must be enrolled in a Masters degree program.</p>	<p><b>Organisation for Economic Co-operation and Development OECD</b></p>	<p>The traineeships are awarded for a period of <b>six to eight weeks</b>, usually between June and September (August excluded). During this period, interns work under the supervision of an experienced Translation Division staff.</p> <p>Language combination: from English into French.</p> <p>Around three trainees are selected every year. An allowance of around half the French minimum wage is granted.</p>	<p>Applications must be submitted to: <a href="mailto:Maryline.BORNES@oecd.org">Maryline.BORNES@oecd.org</a></p> <p>Deadline: 7<sup>th</sup> February</p>