

Executive Director Decision

**DECISION N° 2024/004/ED
OF THE EXECUTIVE DIRECTOR OF THE AGENCY**

of 25th March 2024

ON THE RULES GOVERNING THE EASA STUDY PLACEMENT SCHEME (SPS)

AND REPEALING DECISION 2016/117/ED OF 14 DECEMBER 2016

THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY

Having regard to the Regulation (EU) No 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency,

WHEREAS:

- (1) With Decision 2016/117/ED EASA established the rules governing the Study Placement Scheme.
- (2) Taking into account the experience and the lessons learnt during the first years of the implementation of the afore-mentioned Decision it is necessary to review and update the rules under which EASA will organise and implement the Study Placement Scheme.
- (3) The aim of the study placements is to to enlarge and improve the understanding of the specific areas of competence of EASA, and therefore promote the role and the knowledge of the Agency among a large public.
- (4) A Study Placement Scheme enable students to acquire technical and operational experience by means of contact made in the course of their everyday work in the Agency and to further put into practice the technical knowledge they are acquiring during their studies.
- (5) Through the Study Placement Scheme, EASA benefits from the input of University students who provide up-to-date academic knowledge which will enhance the everyday work at EASA and creates a pool of people with first-hand experience trained in European and EASA specific procedures, who will be better prepared to collaborate with EASA in the future.

After consulting the Staff Committee

HAS ADOPTED THE FOLLOWING DECISION:



Article 1 – Type and duration of the study placement

The Study Placement Scheme (SPS) is mainly addressed to candidates from all academic disciplines (i.e. EASA technical and corporate domains), who as part of their studies at a University or equivalent institution, or as part of their professional qualification, need to complete a compulsory placement or write a final thesis.

EASA offers a limited number of study placements depending on internal availability of resources.

Study placements shall last typically a minimum of six (6) weeks and a maximum of six (6) months and can start at any time of the year. The duration and the timeframe will be agreed between the student and the hiring department.

The duration is set at the beginning of the study placement period. The study placement finishes automatically at the end of the given period and may only be extended by mutual agreement between the student and the Agency.

Study placement periods cannot be extended beyond the maximum period as defined above nor repeated.

Article 2 – Eligibility criteria

To be admitted to the EASA Study Placement Scheme, candidates must:

- Be nationals of one of the EASA Member States or of a country with observer status in the EASA Management Board¹. However, in exceptional cases and when in the interest of the service, nationals of other third countries may be considered;
- Have a very good knowledge of English and preferably of another language of the European Union;
- In the context of their studies at University or equivalent institution, or as part of their professional qualification, need to complete a compulsory placement or write a final thesis.

EASA may amend or further specify eligibility and selection criteria according to the actual needs of the Agency. Any such changes will be published on the website.

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

Candidates should inform EASA of any change in their situation that might occur at any stage of the selection process.

Article 3 – Application Process

3.1 Submission of applications

Applications must be submitted in accordance with the rules and procedures published on the EASA website.

¹ For the list of the EASA Member States, please check [here](#).

For the list of the States represented by the EASA Management Board Observers, please check [here](#).



3.2 Eligibility check and Screening

The eligibility will be examined based on the criteria as defined in Article 2 and the submission criteria published on the EASA website.

Based on the applications received, the hosting Department will identify the applicants who demonstrate the best suitability with the identified needs in terms of educational background, qualifications, competences, motivations and preferences.

Prior to the final decision candidates may be contacted to check availability, suitability, linguistic knowledge and to discuss reciprocal expectations.

3.3 Final selection

The hosting Department shall indicate the recommended candidate to the Human Resources Department for validation of the placement.

3.4 Notification

Only successful candidates will be informed on the outcome of their application.

Successful candidates will then receive all necessary information concerning the study placement, including further explanation regarding submission of the documents² to be provided prior to the start of the placement. If a candidate is unable to provide the requested documents within the given deadline, EASA may consider the offer as withdrawn.

3.5 Withdrawal

At any stage of the application process, candidates may withdraw their application. In such case, they are excluded from any further stage of the process. They may reapply for a subsequent placement period by submitting a new application.

Article 4 – Rights and duties

4.1 General obligations for participants of the SPS (thereinafter “students”)

Students must comply with the following general obligations:

² Example of documents that may be required include but are not limited to: proof of identity, education, health insurance, absence of criminal records, declaration of interest. Students are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the relevant authorities (e.g. extract of police records) before commencing their study placement.



- Students are requested to comply with the instructions given to them by their advisor or their superior in the department to which they are assigned, and with the existent EASA administrative guidelines including the rules concerning confidentiality and security, and with the internal rules applicable to study placement;
- Students must respect the working hours and contribute to the work of the department to which they have been assigned in agreement with their advisor;
- Students are allowed to attend meetings on subjects of interest to their work and receive documentation and participate in the work of the department to which they are attached at the level corresponding to their educational and professional background;
- Students must exercise the greatest discretion regarding data, facts and information that come to their knowledge during the course of their placement. They must not disclose to any unauthorised person any document or information not already made public. Students are bound by this obligation after the end of their study placement. The Agency reserves the right to terminate the study placement and to take action against any person who does not respect this obligation;
- Students must consult and inform their advisors, Section Manager or Head of Department, or if unavailable, the HR Department on any action they propose to take on their own initiative relating to the Agency's activities;
- Students must not have any professional connection with third parties which might be incompatible with their placement and they are not permitted to exercise any gainful employment during the period of study placement which may adversely affect the work assigned during the study placement;
- Upon engagement, students will be requested to sign appropriate documentation on confidentiality obligations, documentation on the code of conduct and to complete a declaration on the absence of any conflict of interest.

4.2 The role and duties of the study placement advisor

A study placement advisor will be appointed by the hosting unit for each student. The student will be under his/her supervision and responsibility during the placement.

The study placement advisor shall:

- Develop a specific work plan;
- Instruct the student and advise on the performance of the work allocated;
- Ensure that the student is involved in the everyday work of EASA as far as possible;
- Supervise the student's work throughout the study placement;
- Help the student with any technical/administrative matters;
- Inform the HR Department of any significant event occurring during the study placement (in particular professional incompetence, absences, illnesses, accidents, inappropriate behaviour, interruption of placement, etc.).

4.3 Status

Admission to a study placement does not confer on students the status of officials or other servants of the European Union nor does it entail any right or priority with regard to future engagement in the Agency. Students can apply to EASA selection procedures at the same conditions of any other candidates. Students cannot benefit from any privileges and immunities granted to officials or other servants of the European Union.



Article 5 – Financial matters

All expenses incurred during the study placement (e.g. travel from/to place of origin, transports, accommodation, etc) are to be covered by the student. No financial support is granted by the Agency.

5.1 Insurance

EASA does not provide accident nor health insurance.

Prior to the start date students must provide proof that they are insured against accident risks either privately or under the terms of their University's insurance.

Students must also provide proof that they are covered by a sickness insurance scheme, e.g., through the European Health Insurance Card or through private insurance.

Prior to the start date, students must provide proof that they are covered by sickness and health insurance for the entire duration of their stay at the Agency.

If a student fails to provide such proofs, the study placement must be terminated.

Article 6 – Leave and absences

6.1 Working Time

The working hours and the official public holidays applicable to EASA staff members apply also to students. Part-time arrangements, flexible holidays, flexitime leave, home leave are not applicable to students. In principle, students are expected to be present in the premises to profit as much as possible of the physical interaction with colleagues. Teleworking arrangements, in the limits of the EASA rules for staff, shall be subject to individual agreement with the advisor and respective line manager.

6.2 Leaves and Absences

Students are entitled to 2 days leave per month. This entitlement is acquired pro rata to the months worked, counted from the first day of the month. Days of leave taken to participate to university exams will not be deducted from the leave entitlement under the condition that a certificate is provided.

Leave requests must be submitted and agreed with the advisor and sent via email to the respective line manager for approval.

Students are entitled to the same official public holidays as EASA staff members.

In the event of illness, students must notify their advisor and respective line manager immediately.

When students are absent without justification or without notifying the advisor and line manager, they must provide as soon as possible written justification for the unauthorised absence. The Agency may decide following evaluation of the justification given, or if no justification is given by a given deadline, to terminate the study placement immediately.



Article 7 – Missions and external training

Students are not entitled to be sent on mission or attend external training.

Article 8 – Early termination of the contract

8.1 Termination by the Agency

On the basis of a justified request from the advisor, the Agency may terminate the study placement if inter alia:

- a) the student breaches his/her obligations under these rules;
- b) the student knowingly makes wrong statements or submits false documentations at the time of the application or during the placement period;
- c) the level of the student's professional performance or his/her knowledge of the working language turns out to be insufficient for the performance of his/her duties;
- d) the social behaviour or the conduct of the student does not prove to be satisfactory;
- e) the student does not comply with EASA's rules concerning working conditions, security, safety, conflict of interest and confidentiality.

8.2 Termination by the student

If a student wishes to terminate his/her study placement earlier than the date agreed upon offer, the student must submit a written request to the HR Department for approval.

Article 9 – Protection of personal data

All applicants' personal data are dealt with as required 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.

Article 10 – Repeal

Decision 2016/117/ED of 14 December 2016 "On the rules governing the EASA Study Placement Scheme (SPS)" is hereby repealed.

Article 11– Final provisions

This Decision shall be published on the website of the Agency and shall become effective on the day of its signature.

Done in Cologne, 25/03/2024

Luc TYTGAT