

## Executive Director Decision

**DECISION N° 2016/117/ED  
OF THE EXECUTIVE DIRECTOR OF THE AGENCY**

**of 14<sup>th</sup> December 2016**

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

THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY

Having regard to the Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008, on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and in particular Article 29 thereof,

WHEREAS:

It is necessary to establish a clear set of rules under which the Agency will organise and implement its Study Placement Scheme.

The aims of the study placements are:

- To contribute 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.
- To 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.

Through these opportunities, EASA:

- Benefits from the input of University students who provide up-to-date academic knowledge which will enhance the everyday work at EASA.
- 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 having consulted the Staff Committee

HAS DECIDED AS FOLLOWS:



### Article 1 – Type and duration of the study placement

The Study Placement Scheme (SPS) is mainly addressed to students of all disciplines aiming to write a final thesis or as part of compulsory course at University or equivalent institution.

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 among the student, the hiring department and the HR 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, applicants must:

- Be nationals of one of the EASA Member States or of a country with observer status in the EASA Management Board<sup>1</sup>. 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;
- Be enrolled in a University course or equivalent;
- In the context of their studies at University or equivalent institution, need to complete a compulsory internship or write a final thesis.

Applications will not be accepted from applicants who, for more than 6 weeks:

- Have already benefited or benefit from any kind of traineeship within a European institution or body<sup>2</sup> or
- Have had or have any kind of employment within a European institution or body<sup>3</sup>.

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.

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<sup>1</sup> 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](#).

<sup>2</sup> For the list of European Institutions and bodies, please check [here](#).

<sup>3</sup> This refers also to other working relationships, such as interim, Seconded National Expert, consultant, etc.

The Agency reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the website.

### 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.

#### 3.2 Eligibility check and Screening

The eligibility will be examined based on the eligibility 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 applicants may be contacted to check availability, suitability, linguistic knowledge and to discuss reciprocal expectations.

#### 3.3 Final selection and decision of the Executive Director

The Human Resources Department will submit the recommendation of the hosting Department to the Executive Director for final decision.

#### 3.4 Notification

All applicants will be informed via email on the outcome of their application.

Successful candidates will receive all necessary information concerning the study placement, including further explanation regarding submission of the documents<sup>4</sup> 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.

Non successful applicants may reapply for a subsequent study placement. However, they must submit a new application.

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<sup>4</sup> 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.

### 3.5 Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the Agency's HR department in writing. 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:

- 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. They must comply with the internal rules applicable to study placement provided at the moment of the signature of the contract;
- Students must respect the working hours and contribute to the work of the department to which they have been assigned;
- 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 Executive Director reserves his/her rights to terminate the study placement and to take action against any person who does not respect this obligation;
- Students must consult and inform their advisers, 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 traineeship 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;
- For the purpose of issuing a final certificate, students must -at the end of their study placement- submit to their advisers a report on their activities performed during the training period.

### 4.2 The role and duties of the study placement advisor

A study placement advisor will be appointed for each student, and the student will be under his/her supervision and responsibility. In cooperation with the HR Department the study placement advisor will:

- Develop and submit to HR a specific work and training 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;
- Write and submit to HR an evaluation report, at the end of the study placement;
- 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 Training certificates and reports

At the end of the study placement, students will receive a certificate specifying the duration of their study placement.

In order to constantly improve the study placement programme, students will be requested by the HR department to complete evaluation and feedback reports at the end of the placement.

In addition, also the advisor will be requested to complete the relevant evaluation report.

#### 4.4 Status

Admission to a study placement does not confer on students the status of temporary agents or other servants of the European Union nor does it entail any right or priority with regard to future engagement in the Agency. Students cannot benefit from any privileges and immunities granted by the host country to Temporary Agents or other servants of the European Aviation Safety Agency.

#### 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.

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 Leave

The working hours and the official public holidays applicable to EASA staff members apply also to students. 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 via email to the respective Section Manager or Head of Department for approval and to HR Department for information.

### 6.2 Absence

In the event of illness, students must notify their advisor immediately and, if absent for longer than 3 days, must provide a medical certificate, indicating the probable length of the absence, to be forwarded to the HR Department. A student who is absent because of illness may be subject to medical checks in the interest of the service.

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

### 6.3 Early termination of the contract

If a student wishes to terminate his/her study placement earlier than the date specified in the contract, the student must submit a written request to the HR Department for approval, at least 3 weeks in advance.

### 6.4 Missions and visits

Students are not entitled to be sent on mission.

## Article 7 – Sanctions and disciplinary measures

Students must perform their duties and act with integrity and courtesy, and must follow the applicable provisions of the EASA Code of conduct. If the behaviour of a student does not prove satisfactory, in response to a reasonable request from the advisor and after having heard the student, the Executive Director may decide to terminate the study placement at any time. In particular, on the basis of a justified request from the advisor, the Executive Director reserves the right to terminate the study placement if:

- 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.

Article 8 – Protection of personal data

All applicants' personal data are dealt with as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Union L 8 of 12 January 2001).

Article 9 – 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, 14/12/2016

Patrick KY