

# Pan-European Seal Programme

## EUIPO Traineeship

### 2025/26



## TABLE OF CONTENTS

<b>1.</b>	<b>TIMELINE</b> .....	<b>2</b>
<b>2.</b>	<b>CANDIDATE SHORTLISTS</b> .....	<b>2</b>
2.1	Shortlist Criteria .....	2
2.2	Total Number of Shortlisted Candidates .....	2
2.3	EUIPO Traineeship Profiles .....	2
2.4	PES Universities Shortlists .....	3
<b>3.</b>	<b>ELIGIBILITY AND APPLICATION SUBMISSION</b> .....	<b>3</b>
3.1	Eligibility Criteria and Nationality .....	3
3.2	Online Applications and Documentation .....	3
3.3	Further Requirements .....	4
3.4	Candidate Profile Preferences .....	4
<b>4.</b>	<b>EUIPO SELECTION PROCESS</b> .....	<b>4</b>
4.1	Application Assessment.....	4
4.2	Successful Candidates .....	4
4.3	Reserve List.....	5
4.4	Result Announcement .....	5
<b>5.</b>	<b>NOTES TO SHORTLISTED CANDIDATES</b> .....	<b>5</b>
<b>6.</b>	<b>FURTHER INFORMATION</b> .....	<b>5</b>

## 1. Timeline

<b>28 January 2025</b>	Online Informative Session for PES Universities.
<b>01 February 2025</b>	Launch of the PES Traineeship Programme 2025/26.
<b>28 February 2025</b>	Deadline for PES Universities to submit their shortlist of EUIPO candidates.
<b>01 – 31 March 2025</b>	Shortlisted candidates submit their online applications via the <a href="#">EUIPO Online Recruitment Tool</a> .
<b>April 2025</b>	Pre-Selection of EUIPO candidates.
<b>May to July 2025</b>	Candidate Interviews and Selection by the EUIPO.
<b>16 September 2025</b>	Start of the Traineeship Programme at the EUIPO.
<b>31 December 2025</b>	Expiration date of non-selected candidates waiting list and Announcement of Results to PES Universities.

## 2. Candidate Shortlists

### 2.1 Shortlist Criteria

Each PES University may shortlist candidates based on its own criteria, bearing in mind the **minimum requirements agreed** in the Memorandum of Understanding, and as referred under section 3 below (Eligibility and Application Submission).

### 2.2 Total Number of Shortlisted Candidates

Each PES University may determine the total number of shortlisted candidates. However, each candidate can only be included in either the EUIPO or the EPO shortlist, **not both**.

### 2.3 EUIPO Traineeship Profiles

The PES University shortlist must include candidates from at least one of the following backgrounds/areas of expertise:

1. Law;
2. IP law;
3. Industrial/Product Design;
4. Data Protection;

5. IP & Knowledge Management (e.g., IP research, Online Training);
6. Political Sciences & International Relations;
7. Linguistics;
8. Economics & Business Administration/Entrepreneurship;
9. Information Technology: (Data Analysis, IT Security, Business Analysis, Software Engineer, Customer Service Solutions, Process Automation, Artificial Intelligence);
10. Communication & Visual Design;
11. Facility Management: (Architecture, Civil engineering, Logistics Management); and
12. Human Resources.

## 2.4 PES Universities Shortlists

PES Universities should submit their shortlisted candidates via [MS Form for the European Intellectual Property Office Shortlist 2025/2026 Submission](#)

After submission, each University must send a confirmation email at [Pan\\_European\\_Seal@euipo.europa.eu](mailto:Pan_European_Seal@euipo.europa.eu) by **Friday, 28 February 2025**. The email should have the following subject line: *PES University: EUIPO Candidates Shortlist 2025-26*

Upon successful receipt of each shortlist the EUIPO Academy Department will send an acknowledge of receipt.

## 3. Eligibility and Application Submission

### 3.1 Eligibility Criteria and Nationality

Article 2 (Eligibility), Section 1 (Nationality) of [Decision No ADM 24-07](#) states that: "Trainees shall be selected from nationals of the Member States of the European Union and candidate countries. A limited number of nationals of candidate countries and third countries, amounting to approximately 10% of the available positions, may be accepted".

### 3.2 Online Applications and Documentation

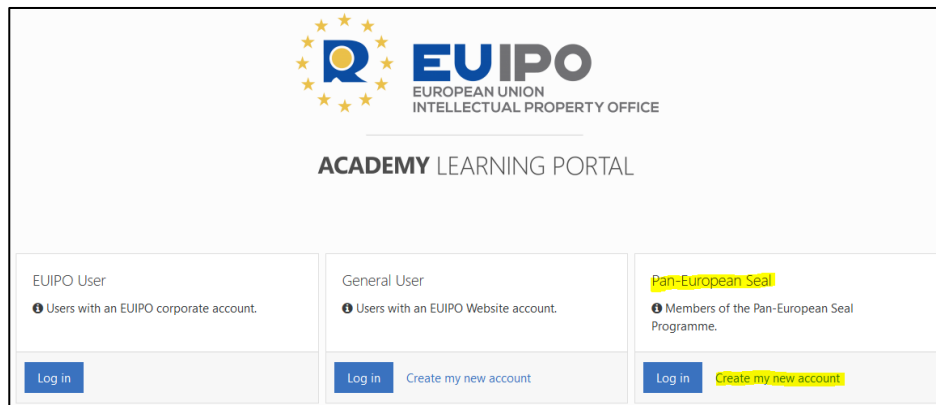
Please note that only shortlisted candidates by PES Universities that submit an on-line application will be considered for selection. To submit their on-line applications through the EUIPO e-recruitment tool, candidates must upload the documents listed below and answer the online questions included in the application:

- English CV in [Europass](#).
- Motivation letter, clearly indicating the EUIPO as their choice for the traineeship.
- Degree/Master diploma or proof of completion, indicating the final grade. This can be replaced by a provisional declaration, until the final diploma is issued.
  - In addition, it is highly recommended that candidates complete at least one of the following courses to acquire a better understanding of the Office core

business in Trademarks and Designs and upload the completion certificate with their application:

- [EUTM in a Nutshell](#)
- [RCD in a Nutshell \(this course will soon be updated to EUD\)](#)

To complete the above courses, candidates must create a [Pan-European Seal account](#) and log in via the [EUIPO Academy Learning Portal](#):



### 3.3 Further Requirements

All shortlisted candidates need to have finished with their studies before the starting date of the traineeship (i.e., beginning of September). This requirement includes the submission of dissertations.

### 3.4 Candidate Profile Preferences

Shortlisted candidates will also be required to indicate a department preference in their applications. However, the EUIPO is in **no case** bound by the candidates' preferences, and selected candidates may be offered any position matching their profile other than the ones indicated in their application.

## 4. EUIPO Selection Process

### 4.1 Application Assessment

Throughout the month of April, the EUIPO will assess all applications and match each profile with the traineeship positions available per Department. Each Department interested in a candidate's profile will schedule interviews from May to July to make their final selection.

### 4.2 Successful Candidates

Successfully selected candidates will be contacted by EUIPO Traineeships by email during the same period to provide them with information about the Department for which they have been selected, and the assignment related to the traineeship. All selected

candidates will be informed about the precise starting date(s) of the traineeship at a later stage.

#### 4.3 Reserve List

Candidates who did not receive an interview invitation during the selection process or those who, after being interviewed, do not receive a traineeship offer will remain on the **reserve list**, and they can be contacted for an interview at a later stage in case a trainee position becomes vacant. The reserve list of non-selected candidates will be kept by EUIPO Traineeships until 31 December 2025.

#### 4.4 Result Announcement

A first state of play regarding the results, including candidate rejections and replacements, will be communicated to PES Universities by the end of July. The final state of play will be sent during the month of December.

### 5. Notes to Shortlisted Candidates

- ✓ Please make sure that your application documents are complete and to minimize the impact of potential technical issues, please make sure to submit your application as soon as possible.
- ✓ Make sure to create a candidate account in the e-recruitment tool linked to a personal email address, **not bounded to your studies or graduation**, so you do not miss any emails related to interviews.
- ✓ Please make sure to apply to the correct Office (EPO or EUIPO), for which you have been shortlisted for by your University.
- ✓ Please bear in mind that withdrawals have a serious impact on the selection process as well as on the smooth running of the Programme itself.
- ✓ Being selected implies that other candidates have not been able to participate in the Programme due to the limited number of positions.
- ✓ It is expected that all candidates give considerate thought to their application and the necessary commitment until the final selection has taken place.
- ✓ Please keep in mind that your PES University diploma/certificate of finalization will have to be verified either prior and/or after the start of your traineeship, but before the end of 2025.
- ✓ Please bear in mind that the description of tasks is not exhaustive.

### 6. Further Information

You can find more information related to applications and **supporting material** [here](#). You can also find general information on the **EUIPO PES Programme** [here](#) as well as **FAQs** [here](#). For any further queries, please contact [Pan\\_European\\_Seal@euipo.europa.eu](mailto:Pan_European_Seal@euipo.europa.eu).