

FAQ - Pan-European Seal Young Professionals Programme - for students

URL

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What is my first step to be considered for the programme?

The first step is to ensure your university is a member of the [PES programme](#).

If this is the case, keep the programme deadlines in mind and apply with your university. The next step is to apply online with the EPO via the [recruitment tool](#).

Can I apply for more than one EPO Pan-European Seal vacancy at a time?

No. Applying for more than one vacancy is not possible.

Please note that you can only apply to one of the five available vacancies:

Science and Engineering

Human Resources and Business Administration

International Relations and Communication

Finance and Economics

Law

Is there a closing date and time for applications?

Yes. The application closing date is always specified in the vacancy notice. For the 2022-23 programme, the deadline for applications was 15 March 2022.

Applications must be submitted by 23.59 hrs (CET) on the date specified in the vacancy notice. You are encouraged to submit your application well in advance of the deadline to avoid any unforeseen technical issues.

What are the minimum requirements to be eligible for the programme?

Your name should be shortlisted by a university that is a member of the **Pan-European Seal network**.

You should be a national of one of the **EPO member states**.

You should hold a bachelor's/master's degree or be currently enrolled for PhD studies in a relevant field.

You should have knowledge of one of the EPO's working languages (English, French or German) at a minimum level of B1.

What are the EPO official languages and attested levels required?

The EPO's official languages are English, German and French. You must have excellent knowledge of one of them to fulfil the language criterion. Knowledge of any other working languages would be considered an advantage.

What documents are needed to submit an application?

The application must contain:

a motivation letter to apply for the programme, including the preferred business area,

an updated curriculum vitae,

a degree/master's diploma or proof of conclusion, indicating the final grade.

(This can be replaced by a provisional declaration until the final diploma is obtained.)

I saved my application but forgot to submit it. Will it be considered?

No. Your application will not be considered unless you submit it via the tool.

How do I know that I have successfully submitted my application?

After you have submitted your application you will receive an email notification confirming the EPO has successfully received it. If you do not receive this email, please make sure you check your spam folder.

I missed the application deadline. Can I still apply?

No. Once the deadline expires, it is not possible to submit an application and any applications sent by email to the Pan-European Seal mailbox will not be considered.

Will I be notified if I am not selected for the programme?

Yes, you will be informed of the selection outcome by email by June at the latest.

Will there be an interview?

Once applications have been reviewed, a limited number of applicants will be contacted for an interview with a potential tutor. If several tutors express interest in your application, you may be interviewed for a number of roles.

How will a tutor support me during my programme?

The tutor will help you to further develop your skills and provide on-the-job coaching.

What remuneration is offered and what are my tax obligations?

The EPO pays young professionals a basic salary corresponding to 67 per cent of the amount for Grade G1, step 04. This basic salary is subject to applicable social security and pension contributions as well as yearly salary adjustments. Young professionals currently receive approximately EUR 2 000 net per month.

Co-funding by other programmes (e.g. Erasmus+) is not possible. Any income received from other sources during the course of the employment must be declared.

Does the EPO provide accommodation for its Young Professionals?

No. The EPO does not directly provide support with finding accommodation, which ultimately is the responsibility of the young professional for the duration of their employment. However, informal support from both current young professionals and their colleagues may be sought.

Are travel expenses covered by the Office?

No, the Office does not reimburse travel expenses incurred on starting the programme.

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