

Traineeship Specification Form

Cycle: Term: /

Procedural Information

GENERAL INFORMATION

By filling in this Traineeship Specification Form, your organisation and the respective Traineeship vacancy will be promoted on the ELSA Traineeships website (traineeships.elsa.org), and on ELSAs social media during the Student Hunting phase. ELSA will forward to you a list of the short-listed candidates following the end of our internal matching period. You need to communicate to ELSA your final selection of the applicants to whom you would like to extend a Traineeship offer, following our short-listing. ELSA will inform the applicants about the offers and will subsequently put you in contact with them once they have accepted the offer and signed the confirmation form.

General information about the organisation

Name of the organisation

Description of the organisation

Country

City

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Address

Phone Number (including the dial code)

Email address of the organisation

Website of the organisation

Contact person at the organisation

Name and surname

ELSA Alumnus

	☐ Yes ☐ No
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Phone Number (including the dial code)

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Email address of the organisation

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Type of organisation

- ☐ Human Rights
☐ International Focus Programme of ELSA (e.g. Law & Security)
☐ Other:

Organisation Type:

- | | |
|---|--|
| ☐ Academic/educational institution | ☐ Law Firm |
| ☐ Commercial enterprise | ☐ Non-governmental organisation (NGO) |
| ☐ Consultancy | ☐ Notary |
| ☐ Financial institution | ☐ Public Institution |
| ☐ Intergovernmental organisation | ☐ Other: _____ |

Information about the offered Traineeship

Please specify the location of the Traineeship(s):

- | | |
|----------------------------------|-------------------------------------|
| ☐ Remote | ☐ Negotiable |
| ☐ On-site | |

Start/End date of the Traineeship(s)

Flexible start and/or end date(s)

- ☐ Yes
☐ No

Preferred start date of the Trainee(s)

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Preferred end date of the Trainee(s)

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Duration of the Traineeship(s)

Flexible start and/or end date(s)

- ☐ Yes
☐ No

I would like the Trainee(s) for the duration of... *(please specify minimum/maximum length in weeks/months)*

Number of hours per week

Number of Trainee(s)

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Remuneration for the Traineeship(s)

Amount of Payment (after deduction):

Flexible payment: (payment is agreed upon with the Trainee(s))

- ☐ Yes
☐ No

Payment currency:

- ☐ per hour
☐ per week
☐ per month

Other benefits:

- ☐ Accommodation
☐ Public transportation
☐ Food
☐ Other: _____

Trainee(s) requirements:

Educational level

This is the minimum requirement you wish the Trainee(s) to fulfil by the time of starting their Traineeship at your service.

- ☐ Undergraduate = still studying towards the first degree (LL.B.)
☐ Graduate Bachelor = completed the undergraduate degree (LL.B.) or completed 180 ECTS
☐ Graduate Master = completed the postgraduate degree (LL.M.) or completed 300 ECTS
☐ Postgraduate = pursuing a secondary L.L.M. or PhD in Jurisprudence

Language skills

Please indicate a maximum of three (3) language skills and levels. Please check the section and/or if you indicate more than one Language Skill. You may specify non-strict preferences under the 'Trainee tasks and additional information' section of this form.

- Basic = having an overall understanding of the language, being able to communicate in simple terms and engage in routine tasks (A1/A2)
- Good = having a deeper understanding of the language, being able to communicate even abstract concepts (B1/B2)
- Fluent = being able to communicate with spontaneity and ease even in technical discussions in the field of the person's professional/academic specialisation (C1/C2)

<i>Language skill 1:</i>	☐ Basic (A1/A2) ☐ and ☐ Good (B1/B2) ☐ or ☐ Fluent (C1/C2)
<i>Language skill 2:</i>	☐ Basic (A1/A2) ☐ and ☐ Good (B1/B2) ☐ or ☐ Fluent (C1/C2)
<i>Language skill 3:</i>	☐ Basic (A1/A2) ☐ Good (B1/B2) ☐ Fluent (C1/C2)

Legal skills

Please indicate a maximum of five (5) legal skills and levels you expect from the Trainee(s). Note that if you are requesting ‘undergraduate’ candidates, you may specify a maximum of two (2) ‘advanced’ legal skills only.

- General (G) = having completed a basic course on the subject, aware of the contingent themes of the subject
- Advanced (A) = building on top of the ‘general’ skills, having a deeper understanding of the subject by having inter alia studied the subject further, worked in the field, etc.

Administrative law	G ☐ A ☐	Family law	G ☐ A ☐
Arbitration	G ☐ A ☐	Financial law	G ☐ A ☐
Civil law	G ☐ A ☐	Human rights	G ☐ A ☐
Civil Procedure	G ☐ A ☐	Industrial and IP law	G ☐ A ☐
Commercial law	G ☐ A ☐	Information technology law	G ☐ A ☐
Company law	G ☐ A ☐	Insurance law	G ☐ A ☐
Comparative law	G ☐ A ☐	Labour law	G ☐ A ☐
Competition and Economic law	G ☐ A ☐	Legal Theory	G ☐ A ☐
Constitutional law	G ☐ A ☐	Mergers and acquisitions	G ☐ A ☐
Contract law	G ☐ A ☐	Private international law	G ☐ A ☐
Criminal law	G ☐ A ☐	Property law	G ☐ A ☐
Criminal Procedure	G ☐ A ☐	Public international law	G ☐ A ☐
Environmental law	G ☐ A ☐	Tax law	G ☐ A ☐

Trainee(s) tasks and additional information:

The tasks and responsibilities of the Trainee(s):

Additional requirements for the Trainee(s) / information about the Traineeship:

Data Privacy Disclaimer

ELSA processes all personal information in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such information, and repealing Directive 95/46/EC, i.e. the General Data Protection Regulation ("GDPR"), and the governing principles of Article 5 of GDPR, namely:

- a) Lawfulness, fairness, and transparency;
- b) Purpose limitation;
- c) Data minimisation;
- d) Accuracy;
- e) Storage limitation; and
- f) Confidentiality and integrity.

Data processing

By accepting this agreement, the Traineeship Provider consents for its personal and non-personal data to be processed by ELSA (including ELSAs National and Local Groups).

Data collection by ELSA

- a) ELSA collects the personal data provided by the Traineeship Provider, namely that of the contact person indicated by the Traineeship Provider, by means of the TSF. This data is collected by ELSA to enable ELSA to verify the information provided in the TSF and communicate with the Traineeship Provider.
- b) ELSA collects the personal data provided by applicants by means of the TAF. This data is collected by ELSA to verify the identity, academic credentials, and professional background of the applicants, and communicate with the applicants.

Data storage

- a) ELSA shall store the personal and non-personal data of the Traineeship Provider and applicants for no longer than necessary, in accordance with the principle of storage limitation in Article 5 of GDPR.
- b) ELSA shall not use the non-personal data of the Traineeship Provider and applicants for statistical purposes.

Data sharing

- a) ELSA may share the personal data of the Traineeship Provider with the National Groups and/or Local Groups, and trainees.
- b) ELSA may share the personal data of applicants with the Traineeship Provider.

Rights of the data subject

At any moment, the Traineeship Provider may exercise its right to

- a) Data information;
- b) Access its personal information;
- c) Rectify its personal information;
- d) Erase its personal information;
- e) Restrict the processing of its personal information;
- f) Data portability;
- g) Revoke its consent to data processing by ELSA;
- h) Request for the modification of its personal information or the restriction of the data processing by ELSA.

In order to exercise the above-mentioned rights, the Traineeship Provider shall contact the Vice President in charge of Professional Development at professionaldevelopment@elsa.org.

Terms and conditions

By submitting this Traineeship Specification Form, the organisation represented confirms it has read, understood, and accepted the terms and conditions as specified in the following ELSA Traineeships Agreement and the quality standard for the online ELSA Traineeships as specified in the following Annex with Traineeship Providers.

Date and place:

Name and Signature of the representative of the Traineeship
