

TRAINEESHIP SPECIFICATION FORM (TSF) C2/2023-2024

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) between the 16th of April 2024 and the 4th of May 2024. ELSA will forward to you a list of the short-listed candidates at the latest by the 14th of May 2024. You need to communicate to ELSA your final selection of the applicants to whom you would like to extend a traineeship offer at the latest by the 31st of May 2024. ELSA will inform the applicants about the offers and will subsequently put you in contact with them once they have accepted the offer.

General information about the organisation

Name of the organisation *

Description of the organisation *

Country *

City *

Address *

Phone number * (including the dial code)

(+)

Email address of the organisation * (Please provide a valid email address that you check regularly. This email address will be the main communication channel between your organization and ELSA.)

Website of the organisation *

Contact person at the organisation

Name and surname *

Phone number * (including the dialing code)

Email address * (Please provide a valid email address that you check regularly. This email address will be the main communication channel between your organization and ELSA.)

ELSA alumnus *

- Yes
- No

Type of the organisation

Field of Activity*

- Human Rights
- International Focus Programme of ELSA, I.E LAW & SUSTAINABILITY
- Other:

Organisation type *

- | | |
|---|--|
| <input type="checkbox"/> Academic/educational institution | <input type="checkbox"/> Law firm |
| <input type="checkbox"/> Commercial enterprise | <input type="checkbox"/> Non-governmental organisation (NGO) |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Notary |
| <input type="checkbox"/> Financial institution | <input type="checkbox"/> Public institution |
| <input type="checkbox"/> Intergovernmental organisation | <input type="checkbox"/> Other: _____ |

Information about the offered Traineeship

Please specify the location of the internships:*

Remote

Negotiable

On-Site

Start/End date of the Traineeships

Flexible start and/or end date(s) * (The flexible start and/or end date(s) of the Traineeship is to be agreed upon with the Trainee)

Yes

No

Preferred start date of the Trainee(s)*

The traineeship cannot start before the 1st of July 2024.

Preferred end date of the Trainee(s)*

Duration of the Traineeship

Flexible duration of the Traineeship * (The flexible duration of the Traineeship is to be agreed upon with the Trainee)

Yes

No

I would like the Trainee(s) for the duration of... *

If you chose 'flexible duration' above, please specify the minimum and maximum length of the Traineeship (e.g. 2-5 months)

 weeks/months

Number of hours per week*

Number of Trainees you would like *

Payment

Flexible payment * (The flexible payment of the Traineeship is to be agreed upon with the Trainee)

Yes

No

Amount of payment (after deductions) * (after taxes)

If you chose 'flexible payment' above, please specify the minimum and maximum amount of payment

Amount:

Payment Currency: <input type="checkbox"/> per hour <input type="checkbox"/> per week <input type="checkbox"/> per month

Other benefits *

- Accommodation
- Public transportation
- Food
- Other, what? _____

Trainee 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.)
- PhD, Postgraduate** = pursuing advanced further studies

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)

Language skill 1	<input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Fluent	<input type="checkbox"/> and <input type="checkbox"/> or
Language skill 2	<input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Fluent	<input type="checkbox"/> and <input type="checkbox"/> or
Language skill 3	<input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Fluent	

Legal skills *

Please indicate a maximum of six (6) 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

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

Other skills (specified the levels you expect):

Trainee tasks and additional information

The tasks and responsibilities of the Trainee(s)*

Additional requirements for the Trainee(s) / information about the Traineeship* (example: Knowledge of Microsoft Office, professional experience, specific certificates, ...)

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.

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 SAF. 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 Provider
