

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 Organization *

Description of the organisation *

Address *

Street Address

City

Postal / Zip Code

Country

Phone Number *

Area Code

Phone Number

Email 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

Contact person *

First Name Last Name

Phone Number *

Area Code Phone Number

Email *

(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 Organisation

Field of Activity *

Human Rights
International Focus Programme of ELSA, I.E Law & Sustainability
Other

Organisation type *

Information about the offered Traineeship

Please specify the location of the internships *

Start/End date of the Traineeship

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)

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/ taxes) *

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

Payment currency *

Time unit *

Other benefits *

Accommodation

Public transportation

Food

Other

If you chose "other" above, please specify

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 *

Level *

and/or *

Language skill 2 *

Level *

and/or *

Language skill 3 *

Level *

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 for '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.

Legal Skill 1 *

Legal skill 2

Legal skill 3

Legal skill 4

Legal skill 5

Legal skill 6

Other skills *

Specify the skills and the levels required

Trainee requirements

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 the 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 the 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 **ELSA Traineeships Agreement** and the quality standard for the online ELSA Traineeships as specified in the **following Annex** with Traineeship Providers.

Date and Signature
