ELSA Traineeships

The European Law Students' Association

TERMS & CONDITIONS

for ELSA Traineeship applicants and trainees

ELSA Traineeships 2026/2027 · Version 1.0 · 22 October 2026 · applies to Traineeship Application Forms submitted from 9 November 2026

In short. These terms apply when you apply for an ELSA Traineeship through the ELSA Traineeships portal. Your Local and National Group of ELSA and ELSA International verify your application; people of the ELSA International ELSA Traineeships Team assess it against the published evaluation criteria; the best-ranked applications are forwarded to the Traineeship Provider, which alone decides whom to select. If you accept an offer, you conclude your traineeship agreement directly with the Traineeship Provider; ELSA is not your employer. How we handle your personal data is explained in the **Privacy Policy for Trainees** and, for the evaluation forms, the certificate and testimonials, in the **Privacy Policy for Evaluation Forms – Trainees**. Before you upload your CV, read the **CV and Upload Guidance**. Questions: professionaldevelopment@elsa.org · personal data: secgen@elsa.org, with a copy to professionaldevelopment@elsa.org or dataprotection@elsa.org.

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1. Definitions and interpretation

1.1 In this Agreement, the following terms have the following meaning:

(a) "**Agreement**" means these terms and conditions, including the Annex;

(b) "**ELSA**" means the European Law Students' Association (ELSA International), with its registered office at 239 Boulevard Général Jacques, 1050 Ixelles, Brussels, Belgium, acting through its International Board;

(c) "**ELSA National Group**" means a national member group of ELSA, in accordance with the internal regulations of ELSA;

(d) "**ELSA Local Group**" means a local group constituting an ELSA National Group in accordance with the internal regulations of that ELSA National Group;

(e) "**ELSA Group**" means an ELSA National Group or an ELSA Local Group;

(f) "**Hosting ELSA Group**" means the ELSA National Group and, where applicable, the ELSA Local Group in the country of the Traineeship, which receives and supports the Trainee;

(g) "**ELSA Traineeships**" means the traineeship programme of ELSA, which allows natural persons to apply for legal work placements offered by different organisations in different countries;

(h)"**Traineeship Provider**" means an organisation external to ELSA that offers one or more Traineeships through ELSA Traineeships;

(i)"**Traineeship**" means a legal work placement, on-site or online, offered through ELSA Traineeships;

(j)"**TSF**" means the Traineeship Specification Form in which a Traineeship Provider describes the Traineeship it offers and its requirements;

(k)"**TAF**" means the Traineeship Application Form provided by ELSA and completed and submitted by the Applicant, including the motivation letter(s), the CV, the proof of legal skills and any document provided under clause 4.1;

(l)"**Applicant**" means a natural person who submits a TAF;

(m)"**Trainee**" means an Applicant who has accepted a Traineeship offer;

(n)"**Portal**" means the ELSA Traineeships portal at https://traineeships.elsa.org, or any other address ELSA designates for ELSA Traineeships;

(o)"**Cycle**" means an application round of ELSA Traineeships, from the opening of applications to the end of the selection, as set out in the ELSA Traineeships calendar published by ELSA;

(p)"**Certificate Generator**" means the online form, made available by ELSA, through which a Trainee requests the Certificate of Participation;

(q)"**Evaluation Criteria**" means the criteria for the assessment of applications published on the Portal for the Cycle;

(r)"**Privacy Policy for Trainees**" means the privacy policy of ELSA for applicants and trainees of ELSA Traineeships, published on the Portal, and "**Privacy Policy for Evaluation Forms – Trainees**" means the privacy policy of ELSA for the evaluation forms, the Certificate of Participation and testimonials, published on the Portal;

(s)"**CV and Upload Guidance**" means the guidance on what to include in, and leave out of, the CV and other documents uploaded with the TAF, published on the Portal;

(t)"**personal data**", "**processing**", "**controller**" and "**data subject**" have the meaning given to them in Regulation (EU) 2016/679 (General Data Protection Regulation, "**GDPR**").

1.2 The headings in this Agreement are for ease of reference only and do not affect its interpretation.

1.3 Where the context permits, the singular includes the plural and vice versa, and any reference to a gender includes all genders.

1.4 Any reference to a statute, regulation or similar instrument is a reference to it as amended or re-enacted.

2. Scope and entry into force

2.1 This Agreement governs the relationship between ELSA and the Applicant concerning the submission, verification, assessment and matching of the Applicant's TAF through ELSA Traineeships and, where the Applicant becomes a Trainee, the support ELSA and the Hosting ELSA Group provide in connection with the Traineeship.

2.2 This Agreement enters into force when the Applicant submits the TAF. By submitting the TAF, the Applicant confirms that they have read and accept this Agreement and have read the Privacy Policy for Trainees.

2.3 The Traineeship itself is governed by the agreement concluded between the Trainee and the Traineeship Provider. ELSA is not a party to that agreement and is not the employer of the Trainee.

2.4 This Agreement replaces the Terms & Conditions for ELSA Traineeship applicants for all TAFs submitted from 9 November 2026, and supersedes all previous negotiations, understandings and representations between ELSA and the Applicant relating to its subject matter.

2.5 Nothing in this Agreement limits or excludes liability for fraud.

3. Eligibility and application

3.1 The Applicant must meet the eligibility requirements published on the Portal for the Cycle, including any ELSA membership requirement, and the requirements of each Traineeship as stated in its TSF, such as the educational level, language skills and legal skills required.

3.2 The Applicant may apply for up to the number of Traineeships stated on the Portal for the Cycle. Where the eligibility requirements include an internationality requirement, the Applicant may not apply for a Traineeship in a country with which they have a substantial link within the meaning of those requirements.

3.3 The Applicant shall submit a motivation letter for each Traineeship applied for, a CV and proof of the legal skills claimed, in English unless the Portal states otherwise, and any other document the TAF requires.

3.4 The motivation letter(s) and the CV must be the Applicant's own work. Under the Evaluation Criteria, a motivation letter or CV assessed as entirely generated by artificial intelligence scores zero for that criterion.

3.5 The Applicant shall include in the TAF and in the documents attached to it only information that is relevant to the application. The Applicant shall not include information about their health, racial or ethnic origin, religion or beliefs, political opinions, trade-union membership, sex life or sexual orientation, genetic or biometric data, or criminal convictions, nor the numbers of identity documents or bank accounts, nor any other information the CV and Upload Guidance asks applicants to leave out. ELSA may ask the Applicant to remove such information.

3.6 The Applicant may withdraw the TAF at any time before the application deadline, and afterwards until an offer is accepted, by written notice to ELSA at professionaldevelopment@elsa.org. Withdrawal ends the processing of the application for the Cycle, subject to the Privacy Policy for Trainees.

4. Verification, assessment and matching

4.1 The TAF is verified, in this order, by the Applicant's ELSA Local Group, the Applicant's ELSA National Group and ELSA International. Where the Applicant's country has no ELSA Group, ELSA International carries out the verification. Those verifying the TAF may:

(a) request further information or documents to verify the TAF, including certificates, transcripts and recommendation letters, or test the Applicant's language skills;

(b) correct obvious spelling and formatting errors in the TAF;

(c) complete or amend the content of the TAF, but only in agreement with the Applicant;

(d) reject a TAF that does not meet the eligibility requirements, is incomplete after a request for information, or contains information they have reasonable grounds to consider untrue.

4.2 Members of the ELSA International ELSA Traineeships Team assess each verified TAF, Traineeship by Traineeship, against the Evaluation Criteria published on the Portal at the opening of the Cycle: the motivation letter, the CV, legal skills, language skills and the proof of legal skills, for a maximum of thirty (30) points. A TAF that scores zero in any criterion is not forwarded to the Traineeship Provider. Earlier versions of the criteria, including the Verification and Matching Guidelines of term 2022/2023, do not apply.

4.3 Verification and assessment are carried out by people. Neither the Portal nor any automated tool scores, ranks or rejects applications, and no decision about the Applicant is based solely on automated processing.

4.4 ELSA forwards the best-ranked TAFs for each Traineeship to the Traineeship Provider ("matching"). ELSA decides how many TAFs it forwards for each place and does not guarantee that a TAF will be verified, forwarded or considered by the Traineeship Provider, or that it will lead to an offer.

4.5 An Applicant whose TAF is rejected at verification or not forwarded may, within fourteen (14) days of being informed, ask ELSA at professionaldevelopment@elsa.org for the main reasons and for a review of the

assessment. The review is carried out by the Vice President in charge of Professional Development of the International Board of ELSA or by a member of the ELSA International ELSA Traineeships Team who was not involved in the first assessment. ELSA will reply within thirty (30) days and, where possible, before the selection period for the Traineeship ends. A review cannot affect a selection already made by a Traineeship Provider.

5. Selection, offers and acceptance

5.1 The Traineeship Provider alone decides, on the basis of the TAFs forwarded to it and of any interviews it holds, whom to select and to whom to offer the Traineeship. ELSA has no say in that decision and does not review it.

5.2 The Traineeship Provider may contact the Applicant directly to arrange an interview. Apart from that, the Applicant shall not contact the Traineeship Provider about the application before ELSA has communicated the selection results.

5.3 ELSA informs the Applicant of the outcome by e-mail. An offer is communicated by ELSA International, with the Vice Presidents in charge of Professional Development of the Hosting ELSA Group's National Group and of the Applicant's own National Group in copy.

5.4 The Applicant may:

(a) accept an offer within seven (7) days, as set out in the offer communicated by ELSA by e-mail;

(b) refuse an offer by written notice to ELSA, or by not accepting it within that deadline.

5.5 An Applicant who is placed on a waiting list may receive an offer later in the Cycle if a selected candidate does not accept.

5.6 Accepting an offer is a commitment to take up the Traineeship. A Trainee who can no longer take it up shall inform ELSA and the Hosting ELSA Group without delay.

5.7 After acceptance, the Hosting ELSA Group puts the Trainee in contact with the Traineeship Provider.

6. The Traineeship

6.1 Before the Traineeship starts, the Trainee and the Traineeship Provider conclude a written agreement that sets out at least the tasks and function of the Trainee, the duration and working hours, the amount and method of payment of any remuneration, a non-disclosure clause and the Traineeship Provider's information on how it processes the Trainee's personal data. ELSA does not provide a template for this agreement and is not a party to it.

6.2 The Trainee is hired by the Traineeship Provider under the law applicable to the Traineeship. ELSA does not guarantee the remuneration, the working conditions or the content of the Traineeship. The Trainee should check which insurance applies during the Traineeship and arrange any additional cover they need.

6.3 The Trainee is responsible for obtaining any visa, residence or work permit, and for arranging travel and accommodation. The Hosting ELSA Group and the Reception and Visa Team of ELSA International may, on request, assist the Trainee with these matters on a best-efforts basis.

6.4 The Hosting ELSA Group supports the reception of the Trainee and may act as a point of contact between the Trainee and the Traineeship Provider during the Traineeship. The Trainee shall inform the Hosting ELSA Group and/or ELSA International without delay of any serious problem during the Traineeship, including its early termination.

7. Evaluation forms, certificate and testimonials

7.1 The Trainee is asked to complete the Pre-Traineeship Evaluation Form after accepting the offer and the Post-Traineeship Evaluation Form after the Traineeship. The Traineeship Provider is asked to complete the

Evaluation Form for Traineeship Providers, in which it also gives its assessment of the Trainee. These forms are used to evaluate and improve ELSA Traineeships, as described in the Privacy Policy for Evaluation Forms – Trainees. The Trainee's objection to the use of their feedback answers does not affect the Certificate of Participation.

7.2 ELSA International sends the ELSA Traineeships Certificate of Participation by e-mail to the Trainee who has completed the Traineeship, has submitted both the Pre-Traineeship and the Post-Traineeship Evaluation Form, and has requested the certificate through the Certificate Generator. The evaluation forms and the Certificate Generator provide the details needed for the certificate; ELSA International checks those details against its records before it sends the certificate.

7.3 Giving a testimonial and a professional picture for publication is optional. ELSA publishes them only with the Trainee's consent, given through a separate consent form. Refusing or withdrawing consent never affects the Certificate of Participation or the Trainee's participation in ELSA Traineeships. The Trainee may withdraw consent at any time by e-mail to secgen@elsa.org, with a copy to professionaldevelopment@elsa.org or dataprotection@elsa.org; ELSA then removes the testimonial and picture from the channels it controls within a reasonable time, but cannot recall printed materials already distributed.

8. Rights and obligations of ELSA

8.1 ELSA may:

(a) cancel, postpone or otherwise amend the application period and other dates of a Cycle, and shall publish any such change on the Portal and inform the Applicants concerned by e-mail;

(b) request further information from the Applicant to verify the TAF, as set out in clause 4.1;

(c) forward to a Traineeship Provider only TAFs that meet the requirements expressed in its TSF and the Evaluation Criteria;

(d) withdraw a TAF from the process, and inform the Traineeship Provider, where the Applicant has provided information that is untrue or has seriously breached this Agreement.

8.2 ELSA shall:

(a) inform the Applicant of the outcome of the application;

(b) provide the Applicant with the further information necessary for the application and, where applicable, the Traineeship;

(c) process the Applicant's personal data in accordance with the GDPR and the Privacy Policy for Trainees.

9. Obligations of the Applicant

9.1 The Applicant shall:

(a) fill in and submit the TAF with accurate, truthful and up-to-date information, and inform ELSA without delay of any change that affects the application;

(b) provide ELSA promptly with further information upon request;

(c) observe the rules in clauses 3.4, 3.5 and 5.2;

(d) behave professionally towards Traineeship Providers, ELSA Groups and other Applicants.

9.2 The Applicant keeps all intellectual property rights in the materials submitted with the TAF. The Applicant grants ELSA, the ELSA Groups involved and the Traineeship Providers to which the TAF is forwarded a non-exclusive, royalty-free right to use, copy and transmit those materials for the purposes of ELSA Traineeships in the Cycle concerned, and warrants that the materials do not infringe the rights of third parties.

10. Data protection

10.1 ELSA International is the controller of the personal data processed in ELSA Traineeships as described in the Privacy Policy for Trainees and, for the evaluation forms, the certificate and testimonials, the Privacy Policy for Evaluation Forms – Trainees. These policies set out what personal data ELSA processes, for which purposes, on which legal basis, with whom it is shared, where it is transferred and which rights the Applicant has. The Applicant should read the Privacy Policy for Trainees before submitting the TAF.

10.2 ELSA processes the personal data in the TAF, and the details needed for the Certificate of Participation and for help the Trainee requests from the Hosting ELSA Group or the Reception and Visa Team of ELSA International, because this is necessary to perform this Agreement (Article 6(1)(b) GDPR); the feedback answers in the evaluation forms, the Traineeship Provider's assessment of the Trainee, anonymous statistics and the security of the Portal on the basis of its legitimate interests (Article 6(1)(f) GDPR); the publication of testimonials and pictures on the basis of consent (Article 6(1)(a) GDPR); and personal data needed to comply with legal obligations on that basis (Article 6(1)(c) GDPR).

10.3 ELSA shares the TAF with the Applicant's ELSA Local and National Group and forwards matched TAFs to the Traineeship Providers of the Traineeships applied for. Each Traineeship Provider processes the TAF as an independent controller for its own selection and, if the Applicant becomes its Trainee, for the Traineeship, and must give the Applicant its own information about that processing. Where the Applicant accepts an offer, ELSA shares the offer and the Trainee's contact details with the Hosting ELSA Group. ELSA's Terms and Conditions for Traineeship Providers allow Traineeship Providers to use a TAF only for the selection for the Traineeship applied for, require them to keep it secure and require them to delete the TAFs of candidates they do not select at the latest one (1) year after ELSA has communicated the selection results. Where the Applicant's ELSA Group or the Hosting ELSA Group is located in a third country without an adequacy decision, the transfer is covered by the standard contractual clauses ELSA concludes with that ELSA Group or, until that ELSA Group has acceded to them, by Article 49(1)(b) and (c) GDPR, as explained in the Privacy Policy for Trainees.

10.4 The Portal is built and hosted on Base44, an AI app-building platform operated by Wix.com Ltd., which stores the Portal's data on servers in the United States. ELSA uses Base44 as its processor under Base44's standard terms and Data Processing Addendum, which incorporates the standard contractual clauses of the European Commission. These terms were not individually negotiated with ELSA. Base44's terms also allow it to use data stored on its platform for its own purposes, for which it is itself responsible. The details are set out in the Privacy Policy for Trainees.

10.5 The Applicant may exercise the rights of access, rectification, erasure, restriction of processing, data portability and objection, and may withdraw consent given for a testimonial or picture, by e-mail to secgen@elsa.org, with a copy to professionaldevelopment@elsa.org or dataprotection@elsa.org. A request for erasure before the selection is completed is treated as a withdrawal of the TAF under clause 3.6. The Applicant may also lodge a complaint with a data protection supervisory authority.

11. Liability

11.1 ELSA facilitates contact between Applicants and Traineeship Providers. ELSA is not responsible for the acts or omissions of Traineeship Providers, for the content, conditions or remuneration of a Traineeship, for the refusal of a visa or permit, or for travel and accommodation costs.

11.2 The Portal is provided by a third party. ELSA takes reasonable care to keep it available and secure but does not guarantee uninterrupted or error-free availability.

11.3 ELSA is liable only for direct damage caused by its intentional misconduct or gross negligence. Nothing in this Agreement limits or excludes any liability that cannot be limited or excluded under applicable law, or the Applicant's rights under data protection law.

11.4 ELSA is not liable for any failure or delay caused by circumstances beyond its reasonable control.

12. Changes to this Agreement

12.1 ELSA may amend this Agreement for future Cycles by publishing a new version on the Portal.

12.2 An amendment applies to a TAF already submitted only where it is required by law or does not adversely affect the Applicant, and ELSA informs the Applicants concerned by e-mail at least fourteen (14) days before it takes effect. Amendments do not affect decisions already taken.

13. Governing law and jurisdiction

13.1 This Agreement is governed by the laws of Belgium.

13.2 Any dispute arising out of or in connection with this Agreement that the Parties cannot resolve amicably is submitted to the exclusive jurisdiction of the courts of Brussels, without prejudice to any mandatory rule that grants the Applicant the protection of the law or courts of their country of residence, and to the right to lodge a complaint with a data protection supervisory authority.

14. Final provisions

14.1 If any provision of this Agreement is held invalid or unenforceable, the remaining provisions remain in force, and the provision concerned is replaced by a valid provision that comes closest to its purpose.

14.2 This Agreement is written in English. A translation is for convenience only; the English version prevails.

14.3 Notices to ELSA are sent to professionaldevelopment@elsa.org; notices concerning personal data are sent to secgen@elsa.org, with a copy to professionaldevelopment@elsa.org or dataprotection@elsa.org. Notices to the Applicant are sent to the e-mail address stated in the TAF.

Annex – The ELSA Traineeships process at a glance

For information. This overview does not change the clauses above.

Step	Who	What happens
1. Job Hunting	Local and National Groups, ELSA International	Traineeship Providers submit Traineeship Specification Forms, which ELSA reviews and approves.
2. Application	Applicant	The Applicant submits the TAF on the Portal and accepts this Agreement.
3. Verification	Local Group, National Group, ELSA International	The TAF is checked for completeness and eligibility (clause 4.1).
4. Assessment and matching	ELSA International ELSA Traineeships Team (people)	Scoring against the Evaluation Criteria; best-ranked TAFs are forwarded (clauses 4.2–4.4). Review on request (clause 4.5).
5. Selection	Traineeship Provider (independent controller)	The Provider reviews the forwarded TAFs in its Portal account, may interview, and selects (clause 5.1).
6. Offer	ELSA International	Offer e-mailed with both National Groups in copy; acceptance within 7 days (clauses 5.3–5.4).
7. Traineeship	Trainee, Traineeship Provider, Hosting ELSA Group	Written traineeship agreement directly with the Provider; reception by the Hosting ELSA Group (clause 6).
8. Evaluation and certificate	Trainee, Traineeship Provider, ELSA International	Evaluation forms; certificate after both trainee forms and the Certificate Generator; testimonial optional (clause 7; Privacy Policy for Evaluation Forms – Trainees).