ELSA Traineeships

# I Can Fix It (No Really I Can)

## XC International Council Meeting Budapest
## 28.10.2026 - 01.11.2026

# Please mark your attendance

ELSA Traineeships



# Hi!

ELSA Traineeships

- Mira
- Swiss-German-Norwegian
- Joint Master of Laws and Master in International Relations at the University of Lucerne
- Member of ELSA since 2019
- Director for ELSA Traineeships in the EIT 25/26, 26/27
- Assistant for ELSA Traineeships in the EIT 24/25
- Vice President in charge of Professional Development of ELSA Switzerland 23/24, 24/25
- Fun ELSA fact: did all ELSA Positions once (and at once)
- Questions regarding ELSA Traineeships? director.traineeships@elsa.org

# Outline of this Workshop

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- In this Workshop, we will go through the main points to consider when verifying a TSF and discuss common issues and unclear cases, and then put it into practice
- Participants will have the opportunity to review and verify their own TSFs during the Workshop, with the support of the EIT.

Outcome:

- The Participants will know what to look for when reviewing a TSF and how to approach information that needs clarification, correction or further follow-up.
- By the end of the Workshop, they will have practically applied this approach to their own TSFs.

# Agenda

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- Dates to keep in mind
- How to start verifying (tips from the EIT)
- What to check - common issues and unclear cases
- Practical Part
- Discussion and wrap up

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# Important dates

# ELSA Traineeships Calendar

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## ELSA Traineeships Calendar 2026/2027

| | August | September | October | November | December | January | February | March | April | May | June | July |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JOB HUNTING | Throughout the year | | | Job Hunting Deadline: 2nd Nov 2026 | Throughout the year | | | Job Hunting Deadline: 29th Mar 2027 | Throughout the year | | | |
| PROMOTION | Throughout the year | | | Pre-Promotion: 2nd Nov - 9th Nov 2026 | Throughout the year | | | | Pre-Promotion: 5th Apr - 12th Apr 2027 | Throughout the year | | |
| | | | | Launch: 9th Nov 2026 | | | | | Launch: 12th Apr 2027 | | | |
| STUDENT HUNTING | Throughout the year | | | | External Student Hunting Deadline: 11th Dec 2026<br>Internal Student Hunting Deadline: 17th Dec 2026 | Throughout the year | | | | External Student Hunting Deadline: 9th May 2027<br>Internal Student Hunting Deadline: 14th May 2027 | Throughout the year | |
| MATCHING | | | | | Matching: 18th - 22nd Dec 2026 | | | | | Matching: 15th - 19th May 2027 | | |
| SELECTION | | | | | | Selection Deadline: 15th Jan 2027<br>Results Published: 18th Jan 2027 | | | | | Selection Deadline: 4th Jun 2027<br>Results Published: 7th Jun 2027 | |
| RECEPTION | Throughout the year | | | | | | Earliest Start Date: 8th Feb 2027 | Throughout the year | | | | Earliest Start Date: 1st July 2027 |
| EVALUATION | Throughout the year | | | | | | | | | | | |

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# How to start?

# How to start

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- Don’t be scared
- Do it step by step, and start as soon as you get the TSF from your TNP/LO

create different deadlines for your LG Officers

# How to start

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- Help your TNP fill out the TSF
- Structure how to verify your TSFs and stick to it

create an excel sheet if you have a lot of TSFs to go through/have a team

# Tip from the EIT

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| TN-Code | Comments | Email send | Deadline |
|---|---|---|---|
| TN-ELSA/01 | Personal email missing, duration unclear, remuneration not met by 40 EUR | YES | 31.10.2026 |
| TN-ELSA/02 | Spelling 3rd line “organization” | NO | 31.10.2026 |
| | | | |

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# Common issues and unclear cases

# Common issues and unclear cases

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- American English and British English:
  - ELSA uses British English
  - Description/Additional Information/Requirements
- Contact Person:
  - Personal email address
- Traineeship Dates:
  - No earlier start date as 8 Feb 2027
  - Minimum duration: 10 working days
  - No maximum duration
  - Flexible duration- is it flexible in reality?

# Common issues and unclear cases

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- Education Level:
  - Is linked to how many “general” or “advanced legal skills” a TNPs can choose
  - Maximum of 5 legal skills
  - Undergraduate education level= max. 2 advanced skills
  - After Graduate Bachelor= more than 2 advanced skills possible
  - Make sure TNP’s do not sneak in additional skills under “additional requirements”
- Language Skills:
  - TNP can select up to three
  - It has to make sense

# Common issues and unclear cases

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- Compensation:
  - It has to be in EUR
  - Traineeships through ELSA should cover half the living costs
  - Database
  - Also non-monetary forms are possible
  - Exemptions (DB, Chapter 3, Art. 4 Sec.e)
    - e. Traineeships may be unpaid at the discretion of ELSA International if:
      - i. the Traineeship Provider relies mainly on volunteer work;
      - ii. providing remuneration to Trainees is prohibited by law; or
      - iii. the benefit to ELSA outweighs the lack of remuneration.

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# Practical Part

# Discussion and wrap up

- Common issues?
- Any unclear cases remaining?
- Any Questions?

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# Thank you!

End of the I Can Fix It (No I Really Can) Workshop