ELSA Traineeships

I Know Applicants Were Trouble

XC International Council Meeting Budapest
28.10.2026 - 01.11.2026

Please mark your attendance!

ELSA Traineeships



Outline of the Workshop

ELSA Traineeships

- In this Workshop, we will go through the Student Hunting phase, from promoting the opportunities and receiving applications to verifying Traineeship Application Forms (TAFs).
- We will also discuss Reception and the role of the hosting Group in supporting the trainee before and during their traineeship.
- Outcome: The Participants will understand the main steps of Student Hunting and TAF verification, as well as the responsibilities of the hosting Group during the Reception process

Agenda

ELSA Traineeships

- Important Dates to keep in mind
- Promotion of ELSA Traineeships
- Verification of Traineeships Specification Forms (TAFs)
- Reception of Trainees

ELSA Traineeships

Important dates

ELSA Traineeships Calendar

ELSA Traineeships

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		
STUDENT HUNTING	Throughout the year			Launch: 9th Nov 2026	External Student Hunting Deadline: 11th Dec 2026 Internal Student Hunting Deadline: 17th Dec 2026	Throughout the year			Launch: 12th Apr 2027	External Student Hunting Deadline: 9th May 2027 Internal Student Hunting Deadline: 14th May 2027	Throughout the year	
MATCHING					Matching: 18th - 22nd Dec 2026					Matching: 15th - 19th May 2027		
SELECTION						Selection Deadline: 14th Jan 2027 Results Published: 18th Jan 2027					Selection Deadline: 4th Jun 2027 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											

Student Hunting Period

ELSA Traineeships

1st Cycle:

- Launch: 9th November 2026
- External Student Hunting Deadline: 11th December 2026
  - Deadline by which members can apply
- Internal Student Hunting Deadline: 17th of December 2026
  - Deadline by which PD Officers verified all of their applications

2nd Cycle:

- Launch: 12th April 2027
- External Student Hunting Deadline: 9th May 2027
- Internal Student Hunting Deadline: 14th May 2027

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Hunting and Promotion

Student Hunting on a National Level

ELSA Traineeships

- Promote ELSA Traineeships through a variety of materials
  - Reposts, **cross -promotion**, Q&A on Instagram, Information Sessions online/in person
  - Marketing Kit from EI on the Officers Portal
- Create materials for your LGs to use
- Train your Local PD Officers: knowledge management, promotion, and verification
- Reply to emails or messages asking for more information/help (3 day rule)

Student Hunting on a Local level

ELSA Traineeships

- Organise information session/events about ELSA Traineeships and the application procedure
- Inform your members about ELSA Traineeships during other events of your LG
- Use a variety of promotion materials
  - Marketing kits from EI and/or NG
  - Create or repost reels
  - Have Q&A sessions on your Instagram or post testimonials
  - posters at University
- Help members with their application (3 day rule)

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Verification of TAF

Verification

The Traineeships Application Form (TAF): The TAF is the form filled out by members applying to ELSA Traineeships. It can be found on the ELSA Traineeships Portal when the Cycle is launched.

What is your job as ELSA Officers?

Local Officer	National Officer	ELSA International
• Help Students with their application • Verify all TAFs from your LG	• Train your Local Officers • Correct all TAFs of all your LGs	• ~~(correct all TAFs of NG)~~ • Matching

Verification Process

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RESPECT DEADLINES

- Do not wait until the last day to correct your applications. It takes time. Trust me.
- SAME deadline for LGs and NGs
- If LG are late -> NG will be late -> EI is late = unnecessary stress + TNP/members not happy

Tip from the EIT

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- Structure how you verify your TAF and stick to it
  - Have the TSF side by side the TAF
  - You can do this with an excel sheet/word doc
- Contact the applicants and politely help them to make their application better
- Set the applicants a deadline for correction
- Only you can correct the TAF after the SH deadline
- Delete all personal information from your laptop

ELSA Traineeships

Verification Criteria

Verification Criteria

ELSA Traineeships

- ELSA Membership:
  - consult your Groups membership database
- Internationality:
  - No substantial link existing between the applicant and the country in question
  - ERASMUS/Exchange does not stop the substantial link
  - Being born in the hosting country but having education in another country does stop the substantial link
  - TN-EI Codes are exempt from this

Verification Criteria

ELSA Traineeships

- Education Level:
  - Applicant must possess the education level required by the TNP at the time that the traineeship begins
- Language Level:
  - Applicants must meet the required language skills set out in the TSF as a minimum
- Legal Skills:
  - At least 60% of legal skills required by the TNP must be met.
- Proof of Legal Skill:
  - Each Legal Skill has to be proven “Criminal Law Advanced”: completed the compulsory modules in year 1-3 of my Bachelors Degree, wrote my Bachelor Thesis about the new criminal code of XY, completed the master module “International Criminal Law” in autumn semester of 2026.

Verification Criteria

ELSA Traineeships

- Motivation Letter:
  - Applicant must write a customised ML in English for each chosen Traineeship.
  - 3 Applications= 3 customised ML
  - No purely AI generated ML
- CV:
  - Has to be in English
  - No purley AI generated CV

AI Guidelines

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- Permissible Uses of AI:
  - Grammar and Spelling Corrections
  - Language Clarity Improvement
  - Brainstorming Ideas

AI Guidelines

ELSA Traineeships

- Prohibited Uses of AI:
  - Fully Generating the Motivation Letter
  - Fabricating Experiences, Skills, or Achievements
  - Using AI to evade personal reflections

AI Guidelines- EIT Evaluation

ELSA Traineeships

Artificial Intelligence Usage	ELSA International's Evaluation
Supportive AI Usage: - *Grammar and Spelling Corrections* - *Language Clarity Improvement* - *Brainstorming Ideas*	**Permitted** by ELSA International.
Generative AI Usage: - *Partial Motivational Letter generation* - *Extensive apparent use of general AI* - *Motivational Letters consisting of 40% - 80% AI*	Maximum points awarded for Motivational Letter **reduced** from **10 points** to **5 points.**
Generated Motivational Letters: - *Application consists of completely AI generated information* - *Motivational Letters shows no personal specification*	Applications completely generated with the assistance of AI will receive **0 points** and be **disqualified.**

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Any questions?

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Reception

What is Reception?

ELSA Traineeships

Reception refers to one of the phases of ELSA Traineeships. The main purpose of the Reception is to help the trainees from the acceptance email of the Traineeship Offer until the last moment of their Traineeship.

- Preparation of the Trainee - Accommodation, travels, communication with the TNP and administrative tasks
- Integration of the Trainee - Welcome pack, ELSA events, meetings with other trainees, evaluation meetings

Reception Process in the Decision Book

ELSA Traineeships

The Quality standards relating to Reception

- Before the start of the Traineeship: information about the destination of the Traineeship
  - The contact details of the responsible Officer of the hosting National or Local Group and contact details of the Traineeship Provider;
  - The relevant legal requirements (e.g. visa, work permit, residence permit, insurance) and necessary assistance;
  - Finding suitable accommodation;
- During the Traineeship: support to the Trainees, including at least:
  - Information about possibilities for cultural learning and community involvement (e.g. access to local ELSA events);
  - Information about local or national ELSA events;
  - Addressing issues relating to the Trainee's stay, communicated by the Trainee.

Reception - Before the Traineeship

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- Write an email of introduction to the Trainee
  - Introduce yourself, state the point of contact (you/Local VP PD)
  - Ask if they need help with accommodation, or transportation in the city
    - Recommendations of areas to stay
    - If you can, offer a pick up from the airport
  - Connect them to the Traineeship Provider
  - If you have a local/national guide that tells about the city and the culture, insert it to the email!
- After connecting them to the TNP, confirm the Traineeship Details with Trainee.

Reception - During the Traineeship

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- Engage with the trainee
  - Invite them to the ELSA events,
  - Support them in case of any help,
  - Regular contact with the trainee throughout the traineeship.
- Maintain the Trainee-TNP connection
  - If you can, accompany the trainee on their first day of the traineeship,
  - Regular communication with TNP,

Reception - After the Traineeship

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- Evaluation
  - Do not forget to send Post-TEF and the ET Certificate Generator to the Trainee,
  - Send Evaluation Form to the TNP.
- Goodbye
  - If you can, prepare a goodbye package,
  - If you can, organize a social event to celebrate the completion of the traineeship.



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What are your ideas for a successful Reception?

GROUP WORK!

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Group 1: Your Local VP PD, the trainee’s contact person, resigns a week before the trainee arrives.

Group 2: Halfway through the traineeship, the trainee messages you that the TNP gives them no real tasks and they feel isolated.

Group 3: A non-EU trainee starts in 3 weeks, has no accommodation, and their visa isn’t confirmed yet.

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Presentation of Group Work

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Any questions?

ELSA Traineeships

Thank you!

End of the “I Know Applicants Were Trouble” Workshop