

Responsibilities of ELSA Groups about ELSA Traineeships

80th International Council Meeting
Thursday 4th November
14:30 - 16:30

elsa

The European Law Students' Association

**ACCORDING TO THE INTERNATIONAL
COUNCIL MEETING DECISION BOOK
OF ELSA**

RESPONSIBILITIES OF ELSA INTERNATIONAL

3.1 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for ELSA Traineeships, annually revise them, and, if necessary, update them;
- b. Publish the Calendar for the upcoming term within one week from the start of the term;
- c. Annually evaluate ELSA Traineeships and share the outcome with National Groups;
- d. Maintain, update and adhere to the list of External Applicants and ELSA International Traineeship Providers that are prevented from further participation in ELSA Traineeships;



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RESPONSIBILITIES OF ELSA INTERNATIONAL

e. During the Job Hunting period:

i. Issue and, where necessary, amend the Traineeship Specification Form template;

ii. Amend and, where necessary, the submitted Traineeship Specification Forms;

iii. Publish to National Groups within four weeks after Job Hunting a report about the unpaid Traineeships offered;

iv. Approve all the submitted Traineeship Specifications Forms which have been verified and meet the Quality Standards;

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RESPONSIBILITIES OF ELSA INTERNATIONAL

f. During the Student Hunting period:

i. Issue and, where necessary, amend the Student Application Form template;

ii. Amend and, where necessary, the submitted Student Application Forms;

iii. Verify and approve the Student Application Forms submitted by External Applicants;

iv. Set the amount of the External Application Fee and the quota for External Applicants for each Cycle;

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RESPONSIBILITIES OF ELSA INTERNATIONAL

g. During the Matching period:

i. Coordinate the process of shortlisting the approved Student Application Forms for the consideration of Traineeship Providers;

ii. Submit the matched Student Application Forms to hosting National Groups and, where necessary, Traineeship Providers directly;

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RESPONSIBILITIES OF ELSA INTERNATIONAL

h. During the Selection period:

i. Inform National Groups about the outcome of Selection;

i. During the Evaluation period:

j. Produce and make available to National Groups a summary of evaluation results;

k. Send a certificate to Trainees and Traineeship Providers that have submitted the evaluation forms provided by ELSA International.

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RESPONSIBILITIES OF THE NATIONAL GROUPS

3.2 National Groups shall:

- a. Ensure that they and their Local Groups comply with the Calendar
- b. Try to fundraise suitable remuneration for unpaid Traineeships;
- c. Maintain, update and adhere to the list of their respective Applicants and Traineeship Providers that are prevented from further participation in ELSA Traineeships;

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RESPONSIBILITIES OF THE NATIONAL GROUPS

d. During the Job Hunting period:

i. Verify and, where necessary, amend the submitted Traineeship Specification Forms before approving them;

ii. Inform ELSA International about any changes made to the approved Traineeship Specification Forms;

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RESPONSIBILITIES OF THE NATIONAL GROUPS

e. During the Student Hunting period:

i. Verify, and where necessary, amend the submitted Student Application Forms before approving them;

ii. Inform ELSA International about any changes made to the approved Student Application Forms;

f. During the Matching period:

i. Submit the matched Student Application Forms as provided by ELSA International to the respective Traineeship Providers within three days;

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RESPONSIBILITIES OF THE NATIONAL GROUPS

g. During the Selection period:

i. Ensure that the Traineeship Providers complete the ranking of the matched Student Application Forms;

h. During the Reception period:

i. Contact and provide the accepted Applicants and Trainees with necessary information;

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RESPONSIBILITIES OF THE NATIONAL GROUPS

i. During the Evaluation period:

i. Periodically evaluate the experiences of Trainees and Traineeship Providers;

j. Share with the Trainees and the Traineeship Providers the evaluation forms provided by ELSA International within three weeks after the completion of the Traineeship.

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PROPOSAL N.21