

# ELSA TRAINEESHIPS HANDBOOK

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2023/2024



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## 2. Foreword

Dear Developers of Professionalism,

I am glad to present you with the updated ELSA Traineeships Handbook.

This document was created in the term 2009/2010 and updated every year to allow the Officers of the Professional Development area to be aware of the most important information related to the Flagship Project ELSA Traineeships.

This Handbook is very important for new Officers to have all the necessary information about the project, but also for old ones who are searching for inspiration.

Keep in mind that the Professional Development Area can be challenging, but it will reward you with a wealth of emotions and a deep sense of gratitude. As I often say, ELSA Traineeships have the power to change lives and make a significant impact. Each of you can contribute to this effort.

If you need any clarification or further information, please do not hesitate to reach out.

ELSAfully yours,



**Maria Vittoria Voi**

Vice President in charge of  
Professional Development  
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### 3. Glossary

<b>DB</b>	International Council Meeting Decision Book
<b>EF</b>	Evaluation Form
<b>EI</b>	ELSA International
<b>ET</b>	ELSA Traineeships
<b>IB</b>	International Board
<b>ICM</b>	International Council Meeting
<b>IFP</b>	International Focus Programme
<b>JH</b>	Job Hunting
<b>ISM</b>	International Strategy Meeting
<b>ITM</b>	International Training Meeting
<b>LB</b>	Local Board
<b>LG</b>	Local Group
<b>NB</b>	National Board
<b>NG</b>	National Group
<b>OYOP</b>	One Year Operational Plan
<b>PD</b>	Professional Development
<b>TAF</b>	Traineeship Application Form
<b>SH</b>	Student Hunting
<b>SOS</b>	STEP Online System
<b>SSO</b>	Statutes and Standing Orders
<b>TA</b>	Traineeship Agreement
<b>Pre-TEF</b>	Pre-Traineeship Evaluation Form
<b>Post-TEF</b>	Post-Traineeship Evaluation Form
<b>TN</b>	Traineeship
<b>TNP</b>	Traineeship Provider
<b>TPI</b>	Traineeship Provider's Interface
<b>TSF</b>	Traineeship Specification Form
<b>VP</b>	Vice President



## 4. ELSA

ELSA, the European Law Students' Association, is the world's largest independent law students' association. It is an international, independent, non-political, non-profit organization established in 1981 by and for law students and young lawyers. ELSA offers law students and aspiring legal professionals across the 44 member countries the perfect platform to develop their interpersonal, academic and professional skills, and create a diverse network of like-minded individuals.

### Vision

A just world in which there is respect for human dignity and cultural diversity.

### Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

### Means

- To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation;
- To assist law students and young lawyers to be internationally minded and professionally skilled;
- To encourage law students and young lawyers to act for the good of society.

## 5. ELSA Traineeships

### 5.1. ELSA Traineeships in a nutshell

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ELSA's activities fall into three Key Areas, namely (1) Seminars and Conferences; (2) Academic Activities; and (3) **Professional Development** which is responsible for one of the flagship projects of ELSA: **ELSA Traineeships**.

ELSA Traineeships is the traineeships programme of ELSA that offers bi-annually opportunities for ELSA members to gain first-hand legal work experience at a variety of organisations (*inter alia* law firms, companies, banks, universities, public and private institutions, and courts) in different jurisdictions in and even outside of Europe. Recently, ELSA Traineeships has also enacted the possibility to partake in such experiences in a remote manner.

Consequently, the traineeships programme complements the general recruitment schemes of organisations by providing them with candidates matching their specific needs and interests. ELSA Traineeships programme is internationally harmonised, i.e. all Local Groups (**LGs**),

National Groups (**NGs**) , and ELSA International (**EI**) follow the **ELSA Traineeships Calendar**<sup>1</sup> and conform to the same regulations concerning e.g. quality standards.

## 5.2. The structure of ELSA Traineeships

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Each ELSA Traineeships calendar year starts on the first day of August and finishes on the last day of July., and it is divided into two periods known as the **Cycles**. Each Cycle consists of the following parts:

### 5.2.1. Job Hunting (JH)

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JH refers to the acquisition of new Traineeship Providers (**TNPs**) and the maintenance thereof as part of the programme. JH is conducted throughout the year on local, national and international levels. There is one **JH Deadline** per Cycle (see below).

### 5.2.2. Student Hunting (SH)

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SH refers to the promotion of ELSA Traineeships to both law students and young lawyers, and the encouragement of applications. SH is conducted on local, national and international levels. There is one **External SH Deadline** and one **Internal SH Deadline** per Cycle (see below).

### 5.2.3. Matching

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Matching refers to the process of verifying applications and pre-selecting those applications which meet the criteria set by the respective TNPs. Matching is conducted by EI. There is one **Matching Deadline** per Cycle (see below).

### 5.2.4. Selection

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Selection refers to the ranking of the matched applicants, and the final selection of the applicants to whom the traineeship offer shall be sent. Selection is conducted by TNPs on the Traineeship Providers' Interface (**TPI**). There is one **Selection Results Deadline** per Cycle (see below).

### 5.2.5. Reception

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Reception refers to the preparation for the trainees' arrival and the integration of the trainees during their traineeships. Reception is conducted by the Hosting Group, i.e. the ELSA Group in charge of the communication with the TNP.

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<sup>1</sup> All the updates links are available in the Officer's Portal, Professional Development page.

### 5.2.6. Evaluation

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Evaluation refers to (1) the initial expression of the expectations of the future trainee through the [Pre-Traineeship Evaluation Form](#) (Pre-TEF) and (2) the final rating and evaluation of the of the experience by both trainees through the [Post-Traineeship Evaluation Form](#) (Post-TEF) and TNPs through the [TNP Evaluation Form](#). The Hosting Group is responsible for reminding the respective TNPs and trainees to fill in the final evaluation forms, whilst EI is responsible for sharing the Pre-TEFs with the selected applicants EI sends certificates directly to trainees and TNPs who have completed both evaluation.

## 5.3. ELSA Traineeships Calendar

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The programme structure is strictly defined in the **ELSA Traineeships Calendar**. The Calendar is published by EI at the beginning of each term, and it sets the deadlines which shall be respected by Officers on every level across the ELSA Network.

### 5.3.1. JH Deadline

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The date by which each **Traineeship Specification Form (TSF)**<sup>2</sup> must be submitted to EI in order for the respective TNP to take part in the Cycle.

### 5.3.2. Countdown and Launch

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An international marketing campaign coordinated by EI throughout the week before the Launch, i.e. the date when all ELSA traineeships are published and the Traineeships Application Form (TAF) becomes available on the ELSA Traineeships website.

### 5.3.3. ELSA Traineeships Promotion

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ELSA International coordinates a promotion campaign for both Student Hunting Periods. It has the aim to showcase general information regarding the traineeships programme as well as experiences and testimonials from trainees, Traineeship Providers and events at the local and national level. The schedule and guidelines for the marketing campaign are shared by EI before each Launch.

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<sup>2</sup> All the updates links are available in the [Officer's Portal, Professional Development page](#) under "Forms and Templates"

#### 5.3.4. External SH Deadline

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The date by which the TAFs must be submitted online.

#### 5.3.5. Internal SH Deadline

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The date by which local and national Professional Development Officers must have verified and approved all applications by their respective ELSA members in the SOS.

#### 5.3.6. Matching

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The period during which EI shortlists the applications meeting the requirements specified by TNPs. After Matching is completed, a list of qualified applicants is provided by EI to the TNPs, available in the TPI.

#### 5.3.7. Selection Results Deadline

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The date by which TNPs must have completed the final selection of applicants to whom they wish to send a traineeship offer. EI notifies directly the applicants about the selection results via email.

#### 5.3.8. Earliest Traineeship Start

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The date of the earliest possible start of traineeships. Traineeships may start flexibly any time after this date.

### 5.4. ELSA Family

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As an Officer of the Professional Development area, you can be sure that there are other local and/or national Officers facing similar issues as you are throughout the year. There is a lot we can learn from each other, and thus effective communication and collaboration is crucial for securing sustained mutual success.

- **Director for Coaching** (primary point of contact for all training needs or questions);
- **External Relations Team** (searches for new prospective TNPs and Partners of the flagship project outside the realm of NGOs);
- **ELSA Traineeships Team** (in charge of various aspects and procedures relating to applicants and trainees, including matching and the Evaluation Framework);
- **Communication Team** (works towards the general Professional Development communication strategy and specifically the ELSA Traineeships marketing strategy);

- **Reception and Visa Team** (in charge for the reception of the EI trainee and helping the national and local officer with possible Visa procedures).

## 5.5. Communication tools

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### 5.5.1. Professional Development mailing list

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The Professional Development mailing list ([elsa-pd@elsa.org](mailto:elsa-pd@elsa.org)) reaches the inbox of each local, national and EI PD Officer. To subscribe to the mailing list, simply send an email to the VP PD of EI ([professionaldevelopment@elsa.org](mailto:professionaldevelopment@elsa.org)). Generally, only national Officers write to the list, and thus local Officers wanting to reach out to the list should approach their respective national Officer first.

Be cautious when responding to a message sent from the list – your reply is sent to everyone on the list as default. Avoid attaching large files to your emails and rather provide a link to any documents, if possible.

Examples when to use the Professional Development mailing list:

- Introducing yourself to the other PD Officers;
- Disseminating your NGs autumn and spring activity reports before the ICMs;
- Sharing events available to international participants in your country; and
- Discussing proposals before an ICM.

### 5.5.2. Facebook

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The **ELSA Professional Development Team Facebook group**<sup>3</sup> is open for all local and national PD Officers. The group is used to post PD-related reminders, information, and more informal content. However, please avoid contacting the Vice President for Professional Development of ELSA International on Facebook, and rather resort to sending the message on Slack or via email to avoid your message being unattended.

Moreover, whenever EI shares a publication on Facebook (and other social media alike), make sure to share the post with your ELSA network!

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<sup>3</sup> The FB Group change every year, the link of the group is share at the beginning of the term with the first email that the VP PD send to the PD Officers. So, check you inbox.

## 6. Job Hunting (JH)

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JH refers to the acquisition of new and the maintenance of old TNPs which are promoted on the ELSA Traineeships website twice a year when the application period is open. JH is conducted on all levels by Officers throughout the year. Ideally, JH starts as soon as you start your term in office as this may help you to establish good professional relations with the TNPs. All the JH documents are available under the [Professional Development section of ELSA Officers Portal](#).

### 6.1. New TNPs

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#### 6.1.1. Scope of search

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ELSA Traineeships must be offered in a law-related area, yet the TNPs do not have to be law firms. The general rule is that the TNP must be able to provide legal work of some kind to a trainee.

Officers can freely contact organisations which are located in their respective territory. If you wish to approach an “**international contact**”, i.e. law firms situated in five (5) or more countries with over 100 legal professionals (as stated on their website), or other organisations active in more than five (5) countries, you must first request for the permission of EI (see the “External relations” part of the DB).

Similarly, if you wish to approach an organisation located in another country, you must first request for the permission of the NG active in that country or EI.

#### 6.1.2. Tips

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- Check what types of ELSA Traineeships have been offered previously in other countries;
- Contact your local/national ELSA alumni;
- Check with which organisations your ELSA Group is already collaborating/partnering;
- Use personal contacts of your own and the members of your ELSA Group;
- Get support from your university (a recommendation from a professor for ELSA is valuable and persuasive in JH); and
- Check different legal directories (e.g. Legal 500, Chambers & Partners, Martindale-Hubbell International Law Directory) and LinkedIn for inspiration who to contact.

### 6.1.3. JH contact database

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Creating and maintaining a database of organisations and contacts is strongly encouraged for proper and sustainable knowledge management purposes.

- The database could be created on the national level and shared with all the LGs.
- The information included in the database should cover *inter alia* whether the organisation has been contacted already (when, by whom, what was the outcome), the area in which the organisation is active, etc.
- It is beneficial to collaborate with the President in creating and maintaining the database to avoid unnecessary collusion in external relations strategy. Moreover, when the President is negotiating partnership packages, note that ELSA Traineeships can be incorporated therein.
- The Secretary General can assist in gathering information about your alumni network.

### 6.1.4. Approaching a prospective TNP

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As the representative of ELSA, you enter negotiations with prospective TNPs as an equal (cf. B2-B2), having something of added value to offer to them.

- Do your research! Familiarise yourself with the organisation's history, work, expertise, and method of recruiting its staff (interns in particular). This enables you to personalise the contact and directly draw the organisation's attention to the reasons why getting a trainee will be so beneficial to them specifically.
- ELSA Traineeships have the potential for establishing wider future cooperation between the organisation and ELSA (e.g. judging a moot court competition, providing a lecture at an ELSA Winter or Summer Law School, etc.). Thus, it may be a good idea to model your approach with this in mind, reflecting the organisation's interests on the basis of your ground research.
- There are various options regarding who to contact from an organisation. If you have a personal contact, approach them directly or ask them who is the best suited person to approach. Alternatively, look for the contacts in charge of the human resources and recruitment, or the managers of the given organisation/department.
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### 6.1.5. Email

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For the first email to a prospective TNP (see below sample email):

- Prepare a short description about ELSA Traineeships and ELSA (our reach and diversity, facts and figures, prestigious partnerships, etc.);
- Explain how the organisation's role as a TNP would look like;



- You can attach informative promotional material to the email in order to cover the basics more efficiently (collaborate with the Marketeer to create a strategy and promotional materials to grasp the attention of the prospective TNPs even more effectively);
- Use a formal tone and keep it concise – organisations generally grant only a glance to unsolicited emails like these, so you must work to catch their attention;
- Avoid using abbreviations and mass campaigns as much as possible (serial emails frequently end up in the junk folder automatically).

Having a follow-up strategy is crucial, since the organisations do not often respond to the first email. For example, it is recommended to call the organisation some workdays after your first contact.

### **6.1.6. Phone call**

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A phone call might be more efficient and effective than an email, and beneficial when you are seeking for the right person to approach at the organisation.

- If you have sent an email before, referring thereto creates a good ground to proceed.
- During the call, try to arrange a personal meeting or get permission to send further information via email as a follow-up.
- Preparing a script to sell ELSA Traineeships and ELSA before the call is a good idea, as you should aim to keep the call again as concise and professional as possible.

### **6.1.7. Personal meeting**

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Have in mind what you want to get out of the meeting – the goal of a personal meeting should be to close the deal and fill out the TSF with the organisation.

- You represent ELSA, a professional and prestigious Network, so dress up and prepare accordingly!
- Have some promotional materials with you at the meeting, including e.g. your business card and brochures of your Group's events of interest to the organisation.
- Consider taking your fellow board member (e.g. the President, the Marketeer) or a member from your Professional Development team to the meeting with you.

Below is a **sample email** for reference:

<i>Title</i>	E.g. “Interns from the European Law Students’ Association”
<i>Introduction</i>	<p>Dear Mr./Ms. _____,</p> <p>My name is _____ and I am the Vice President in charge of the legal recruitment and traineeship programme of the European Law Students’ Association in _____.</p> <p>I am contacting <u>[name of the organisation]</u> since you actively work with <u>[the area of activity, e.g. human rights advocacy and medium-length projects in different jurisdictions]</u>. I am confident that your organisation would substantially benefit from a greater exposure to ELSA members.</p> <p>ELSA is the world’s largest independent association for law students and young lawyers. We are present in 44 countries and reach over 55,000 members at more than 300 universities in Europe. Although non-political, ELSA stands for human rights and cultural diversity, and campaigns internationally for causes such as the rule of law.</p>
<i>Body</i>	<p>One of the most popular initiatives of ELSA is ELSA Traineeships whereby we provide organisations like yours for <b>free</b> with a <b>streamlined recruitment</b> method for the best talent in accordance with your needs and preferences. You will view only the applications of the candidates fulfilling your requirements which you specify simply by filling the <b>Traineeship Specification Form</b> [insert the link].</p> <p>There are two intakes for organisations per year, the next deadline approaching in <u>[amount of time]</u> on <u>[the JH deadline]</u> . <i>[You can explain the time-line more in detail here.]</i></p>
<i>Conclusion</i>	<p>How does this all sound to you? For further information, please do not hesitate to contact me – I am happy to discuss matters further with you. Attached to this email you can find more information about ELSA Traineeships and its benefits. I look forward to hearing from you soon and wish you a great rest of the day!</p>

## 6.2.Arguments

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### 6.2.1. The benefits of becoming an ELSA Traineeship Provider

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- Visibility and access to the ELSA Network of an active and aware-minded future generation of legal professionals from 44 different NGOs by being advertised on the ELSA Traineeships website (featuring their logo and description);
- A streamlined recruitment tool customised to the needs and preferences specified by the TNP (the TNP may be very specific and e.g. require a certain language skill or expertise in a certain field of law);
- Only the best applications fulfilling the specifications of the TNP are short-listed by ELSA and presented to the TNP;
- Internationality of the ELSA Traineeships trainees provide many benefits, as cultural exchange is crucial for any organisation to endure rapid globalisation;
- Participating in ELSA Traineeships is completely free – there is no fee for being featured as a TNP on the ELSA Traineeships website twice a year;
- The TNP may interview or test the short-listed applicants before deciding on the final selection and the traineeship offers; etc.

### 6.2.2.Frequently heard arguments against ELSA Traineeships

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#### *“We are not a law firm” / “we do not do any legal work”*

- ELSA Traineeships do not have to be purely legal. Trainees may be recruited for general support work or even a specific project (e.g. researching about data privacy compliance, analysing different strategies, etc.).
- Check for examples of similar “non-law” organisations which have engaged in ELSA Traineeships successfully.
- If the organisation does not seem to be able to provide any law-related work, try not to lose the contact nevertheless as they might be interested in cooperating with ELSA in the future.

#### *“Our company is too small to offer any meaningful work for an intern”*

- Check for examples of similar “small” organisations which have engaged in ET successfully.
- Emphasise how getting a trainee is very beneficial since it is very resource-efficient and enables the organisation to expand their portfolio.

#### *“We have our own internal recruitment system which works perfectly well”*

- ELSA Traineeships reduces the administrative burden of organisations, and thus it can be a valuable supplement to the organisation’s own recruitment system.

- ET reaches talent from 44 NG's and even beyond, thus expanding and diversifying the pool of qualified candidates to recruit.
- ET promotion makes the organisation's brand and work known across the ELSA Network.

***“Having a trainee creates more losses than benefits”***

- Identifying the right tasks right from the beginning brings benefits both ways, and this is where your initial research about the organisation is crucial (create the need for a trainee).

***“We are not international” / “we work with national law only”***

- An international trainee can diversify the work environment, contributing with more innovative ideas through e.g. comparative legal research.
- The organisation can specify in the TSF the exact legal and language skills they require from a trainee, thus ensuring that the short-listed applicants forwarded by ELSA are fit to handle the line of (even jurisdiction specific) work at the organisation.
- Inquire whether the organisation has any ambition to expand to new markets and networks, as getting a trainee contribute towards the achievement of that objective.
- Some trainees have a special experience and interest in getting acquainted further with the specific jurisdiction and legal culture.

***“We cannot pay (more)” / “We have already created the budget for this business year”***

- Getting a trainee is a resource-efficient way of recruiting talent, as the procedure is simplified and streamlined for the 'TNPs' net benefit.
- The remuneration for a trainee should simply cover the costs of living in the given country (i.e. accommodation, food and/or transport).
- Mention unpaid traineeships as the last resort – emphasise the possibility of providing in-kind payment/fringe benefits where the organisation cannot offer monetary payment.
- In any case, the organisations could include a trainee for the next year's budget – schedule another meeting in advance of fixing the budget.

***“The ELSA Traineeships trainee can just cancel its participation the last minute”***

- This is a legitimate concern, but ultimately a normal risk involved in business generally (cf. the internal recruitment system of the organisation faces likely the same risk).
- The trainees need to sign the Traineeship Agreement (**TA**) with the TNP, and if this is done before starting to work, there is a contract to rely on when e.g. claiming for restitution against damages caused by a last minute cancellation as specified in the terms and conditions of the said contractual document. Moreover, the TNP may require the trainee to sign any other contract (conforming to respective law) to safeguard the former against cancellations.
- When ranking the applicants, the TNP should think about creating a waiting list from which ELSA can swiftly notify another candidate in case of a cancellation.

***“We cannot be sure if the candidates actually possess the alleged skills and qualities”***

- Each application is verified and approved on local, national and international levels.

- TNPs may request for *inter alia* recommendation letters, transcripts, and even a sample of legal writing (by specifying this in the TSF).
- Before confirming their final selection by the Selection Results deadline, TNPs may request for an interview with the short-listed candidates, and/or arrange a test which these candidates must complete (e.g. writing a case summary or an input paper on a given topic within a fixed time-frame).

### 6.3. Existing TNPs

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Take good care of your TNPs – make them feel appreciated!

- Engage TNPs with progress reports and remind them about the upcoming deadlines (this may help minimising the risk of unwanted cancellations by the TNP).
- Keep TNPs informed about ELSA and encourage them to get involved in other projects and events in which they could potentially be interested.
- Provide TNPs with updates about their promotion to the Network (e.g. how many applications were received in the end, etc.).
- Invite them to your NCMs or other events organised by your NG/LG.

At the end of the Cycle (e.g. when the selection is completed, or the Trainee has already arrived to work), slip the question whether the TNP would like to continue receiving trainees in the next Cycle. Remember to request the TNP to fill in the evaluation form (and provide a testimonial e.g. for future marketing purposes).

### 6.4. Traineeship Specification Form (TSF)

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The **Traineeship Specification Form (TSF)**<sup>4</sup> is filled in by TNPs. Nevertheless, a PD/ELSA Officer may complete the TSF on behalf of the TNP with an explicit permission to do so. The TSF should be filled in and submitted online by the JH Deadline.

The TSF constitutes a **contract between ELSA and the TNP**. The contract requires the TNP to fulfil a set of specified obligations of due diligence when filling in the TSF (*inter alia* providing a copyright-free images and materials) and in case the TNP chooses to have trainees.

In case the TNP does not fill in the TSF themselves, Officers should make them sign the TNP Contract separately.

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<sup>4</sup> The update link for the TSF is everytime available on the Officer's Portal, under the [Professional Developmnet page](#).

### 6.4.1 Information about the Traineeship

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- **Location of the Traineeship:** The Traineeship may take place either “on-site” physically or “remotely.”
- **Starting and ending date** = If the TNP has a flexible timeframe in mind during which it could receive trainees, mark down the earliest and latest dates of this timeframe (“preferred start date”, “preferred end date”).
- **Trainee duration** = If the TNP has a flexible duration in mind, mark down the minimum and maximum length of duration of this scale, indicating the relevant time unit (i.e. week, month).
- **Number of hours per week** = The indicative workload of trainees
- **Number of Trainees you want to take** = The indicative hosting capacity of the TNP during the whole Cycle (not simultaneously necessarily)
- **Payment after deductions** = If the remuneration amount is flexible, mark down the minimum and maximum amounts of this scale, indicating the relevant currency of payment and the time unit (e.g. €100/week).
- **Other benefits** = In-kind payments in fringe benefits, which the TNP should further specify at the bottom of the TSF under “additional information”.

### 6.4.2. Educational level

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The education requirement is a minimum requirement, i.e. where the TNP requests for “graduate bachelor”, undergraduate students are not eligible to apply whereas both graduate bachelor, graduate master, and postgraduate PhD applicants may all apply.

- **Undergraduate** = The applicant has not received his/her first Bachelor’s degree yet and is still enrolled in the Bachelor studies by the start date of the Traineeship.
- **Graduate Bachelor** = The applicant has graduated with a Bachelor’s degree by the start date of the Traineeship.
- **Graduate Master** = The applicant has graduated with a Master’s degree by the start date of the Traineeship.
- **Postgraduate PhD** = The applicant is pursuing or has completed higher education (PhD).

### 6.4.3. Language skills

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The TNP may request under this section for **up to three (3) language skills**. Like the other sections, this one is considered as a mandatory requirement during Matching. Thus, any

preferences, which are not strict requirements, should be further elaborated under the “additional information”.

- **Basic** = Cf. A1/A2; the applicant has an overall understanding of the language and can communicate in simple terms, engage in routine tasks, etc.
- **Good** = Cf. B1/B2; the applicant has deeper understanding of the language and can communicate concrete matters and even some analytical and abstract concepts.
- **Fluent** = Cf. C1/C2; the applicant can understand complex communication and communicate with spontaneity and ease, including technical discussions in the field of his/her professional/academic specialisation, with native speakers.

#### 6.4.4. Legal skills

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A new limitation was introduced at ICM Baku in 2019. For traineeships requiring undergraduates, the TNP may specify up to two (2) advanced legal skills. Furthermore, the TNP may specify a **total of five (5) legal skills** required. If the TNP requests the possibility of adding more, they should do so in the “Additional Information” section of the TSF.

- **General** = The applicant has completed a basic/introductory course on the subject, and thus is familiar how to navigate the contingent themes of this legal subject.
- **Advanced** = Building on the “general” level, the applicant has deeper knowledge in the subject by having taken an additional course to study the subject, conducted legal research on the topic (e.g. thesis, ELSA Legal Research Group, etc.), completed additional activities on the topic (e.g. work experience, essay competition, moot court, etc.).

## 7. Student Hunting (SH)

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SH comprises of (1) promoting ELSA Traineeships to ELSA members, law students, and young lawyers generally, and (2) verifying the submitted SAFs. Similar to JH, SH runs around the year in terms of promotion, but it intensifies between the Launch and the External SH Deadline.

### 7.1. ELSA Traineeships promotion

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Plan ahead! Create a strong ELSA Traineeships promotion strategy with the Marketeer at the beginning of the term in advance of the most intense SH period.

- **Countdown** = The week before the Launch, EI publishes countdown posters on social media channels to create a hype. Thus, these posts should be shared on national and local levels to spread the message as extensively and effectively as possible.
- **Marketing kit** = EI publishes a zip file with marketing materials (e.g. templates for social media posts and physical copies of promotional material, Facebook cover photos, etc.) around the Launch.
- Organise different events and campaigns on national and local levels to encourage the prospective applicants to apply for the opportunities, e.g. workshops on writing CVs and cover letters.
- Use the testimonials of your ELSA members who had done a traineeship in the past.
- Be creative with the use of social media channels.
- Seek agreements with external platforms to have them post about the ELSA Traineeships opportunities (e.g. university websites, students' portals, career websites, etc.).

### 7.2. SH frequently asked questions

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Officers should be able to answer the questions of the prospective applicants, including the examples listed below.

***“I am afraid my application will be rejected since everyone can apply for three Traineeships.”***

- Applicants can see the number of applications received for each Traineeship when the applications are open. This way, they may avoid positions that have received already many applications. Also, Officers may provide further information about the “availability” of the Traineeships.
- Applicants should focus on the quality of their application, including the motivation letter, and performing well during the interviews which may be conducted by the Traineeship Provider.



***“I am too young/still an undergraduate applicant.”***

- Undergraduate students should not be afraid of applying for ELSA Traineeships! A great percentage of the Traineeships are open for undergraduate students, cf. the requisite minimum level of educational level.
- Officers should have some testimonials of previous undergraduate Trainees to display.

***“The procedure takes too long.”***

- ELSA Traineeships give every applicant the best opportunity from a large pool of Traineeships in and outside of Europe. Thus, our Officers need to follow a serious and professional procedure in order to give fair consideration for each application.
- Moreover, Trainees are given the flexibility to choose the best place to apply and to agree the most convenient time for the period of doing the Traineeship with the Traineeship Provider.

***“There is no personal contact with the Traineeship Provider during the process.”***

- The Traineeship Providers are known by ELSA and the respective Officers.
- Officers should have at hand testimonials about Traineeship Providers by previous trainees and there is always a possibility of contacting previous trainees for direct feedback.

***“I am afraid of living and working abroad for such a long time.”***

- Trainees are welcomed by an ELSA Hosting Group in charge of the preparing and helping the Trainees before and throughout their stay.
- This means that the Trainees may get help when looking for housing, getting from the airport to the accommodation, finding Internet access, and so on.
- The Hosting Group organises events for the Trainees and may even invite them to general ELSA events in order to foster mutual understanding between different cultures and to assist the Trainees to get familiarised with the surroundings of the Traineeship.

***“I do not have the financial capacity to participate in ELSA Traineeships.”***

- All Traineeships, apart from the “pro bono” ones that generally only hire volunteers, are paid to the level that they should cover the general living expenses (i.e. modest accommodation, food) in the respective country of the Traineeship.
- Applicants, however, need to cover the expenses related to *inter alia* their travels and visa but note that ELSA Traineeships enable you to apply for external funding in many cases (e.g. Erasmus+ if your Traineeship is longer than eight weeks in duration)

## 7.3. TAF, step by step

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### 7.3.1. Membership

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- Only ELSA members may apply for ELSA Traineeships.
- Individuals from countries not covered by an ELSA Group may apply to ELSA Traineeships through the External Applicant status subject to the payment of the External Applicant Fee. The Fee is decided at the discretion of EI.
- Local and National Officers must be in contact with the applicants and check their alleged membership in the LG/NG at issue (collaborate with e.g. your Secretary General).

### 7.3.2. English language

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- The TAF must be filled in English in its entirety, including the motivation letter and the CV.
- Any additional documents, as requested by the TNP, may be in another language than English if so specified or appropriate in the circumstances.

### 7.3.3. Substantial connection

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Applicants cannot apply for ELSA Traineeships opportunities hosted in the country of their respective ELSA Group (e.g. a member of ELSA United Kingdom could not apply for an ELSA Traineeships organised in the UK even if the applicant was not a UK citizen), unless:

- If the traineeship is an “international” one (TN code “EI”) and organised in a country where a NG exists, the members of that NG are also eligible to apply for that opportunity (e.g. the Council of Europe traineeships organised in France are available for members of ELSA France as well).
- If the member of a NG is an exchange student or a postgraduate student who studied elsewhere prior, that applicant may apply for ELSA Traineeships opportunities in the country where the NG exists.

### 7.3.4. Number of applications

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- Each applicant may submit one TAF per each Cycle.

- Each applicant may apply for up to three different ELSA Traineeships opportunities per TAF.

### **7.3.6. Educational background**

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- The names of the universities written by the applicant will be visible to the TNP directly.
- Ensure that the applicants' study level matches with the minimum requirements of the TNP. It is sufficient that the applicant reaches the required study level by the time of starting at the traineeship (e.g. an undergraduate applying in the spring for a ELSA Traineeships requiring "graduate bachelor" and starting after the applicant's graduation date).

### **7.3.7. Language/legal skills**

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- Ensure that the applicants' language/legal skills match with the minimum requirements of the TNP.
- For each language/legal skill claimed by an applicant, local or national Officers must verify the alleged level by collecting certificates or other proof (cf. section below on verification).

## **7.4. Verification and Matching of applications**

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### **7.4.1. Introduction**

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#### *7.4.1.1. Introduction to Verification and Matching*

Verification and Matching are the two processes through which all applications to ELSA Traineeships are subjected before being presented to the Traineeship Provider (TNP). Their purpose is to maintain quality standards for the programme by only allowing the highest quality applications and potential trainees to be sent to TNPs. This handbook is designed to teach Professional Development Officers, both Local and National, how to verify the applications they receive and also introduce them to the Matching process, which is carried out on the international level.

After the TAF has been submitted by the applicant, the respective local/national Officer can view it in the SOS. Thus, it is important that you actively log into the SOS and keep an eye on the new applications appearing for your review between the Launch and the External SH Deadline.

When there is a new TAF, it needs to be reviewed and accepted by both local and national

Officers in the SOS. The local Officer should contact the applicant as soon as possible after noticing the TAF in the SOS, and verify at least the following before approving the TAF:

- **Membership status** = Check that the applicant is actually a member of the LG;
- **Minimum criteria** = Check that the skills that the applicant alleges to possess meet all or most of the minimum requirements of the TNP(s).
- **Study level** = Check that the applicant's educational level by the start date of the traineeships applied for meets the minimum requirements of the TNP(s).
- **Language skills** = Check that the applicant has proof for each skill claimed.
- **Legal skills** = Check that the applicant has proof for each skill claimed. (Be cautious where the applicant claims to be advanced in multiple legal skills.)
- **Motivation letter + CV** = Check that the documents fulfil the necessary stylistic and professional requirements (e.g. political correctness, etc.).

In order to complete the verification process, please refer to the Verification & Matching Guidelines released by EI before each Cycle.

Once reviewed and approved by the local Officer, the TAF can be reviewed and approved by the national Officer. Only after the national Officer has approved the TAF in the SOS by the Internal SH Deadline, the TAF is forwarded to EI and the TNPs.

The TAF can be altered until the Internal SH Deadline by the respective local/national Officers if necessary (e.g. fixing the language skills, etc.).

#### *7.4.1.2. Who verifies applications?*

Verification is carried out by Local Officers first, followed by National Officers. The reason for this is that Local Officers are the closest to the student themselves, and therefore they are in the best position to assess the applicant. This may require the Local Officer to contact the applicant for proof of language proficiency and legal skills. The purpose of verification by National Officers is to double-check the work of the Local Officer prior to the application going to ELSA International.

#### *7.4.1.3. What is Matching?*

Matching is a process carried out by ELSA International. It is not something that Local or National Officers are required to do. However, it is important that all Professional Development Officers understand the process in order for them to realise how applications are graded and give feedback should it be required.

#### *7.4.1.4. When is Verification carried out?*

Verification is carried out during the Student Hunting process. Please refer to the ELSA Traineeships Calendar on the [Officer's Portal](#) to find the relevant dates each year for the two

cycles. It is important to verify the applications as soon as possible to give the maximum amount of time to Local and National Officers to get proof of legal and language skills. If Verification is left to the last minute, there often is no time to contact the applicant, and this can lead to unqualified students going to further in the ELSA Traineeships process than they would otherwise be warranted.

#### *7.4.1.5. Where is Verification done?*

Verification is carried out on the STEP Online System (SOS), and further details of how it is done are contained in this guide.

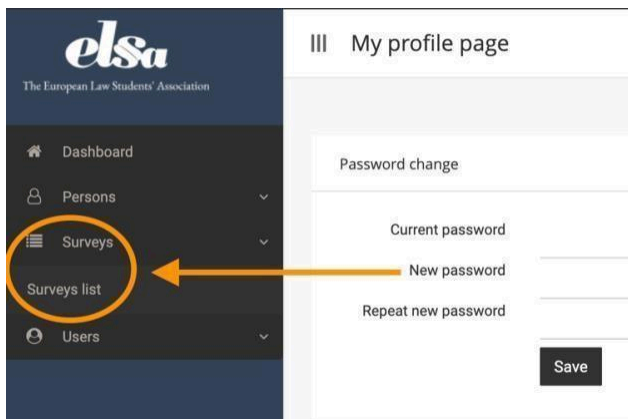
## 7.4.2. Verification

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### 7.4.2.1. Introduction

The STEP Online System or SOS is the online verification system that allows access to the Traineeship Application Forms or TAFs of the applicants. The system is designed to allow TAFs to be directed to the relevant Local Officers for verification prior to the National Officers carrying out the second-line verification process. Officers may view and edit applications in the system in the event that a TAF needs correction. This guide will show how to use that system.







### 7.4.2.2. How to find the TAFs?



1. Log into the [SOS](#) with your login credentials.

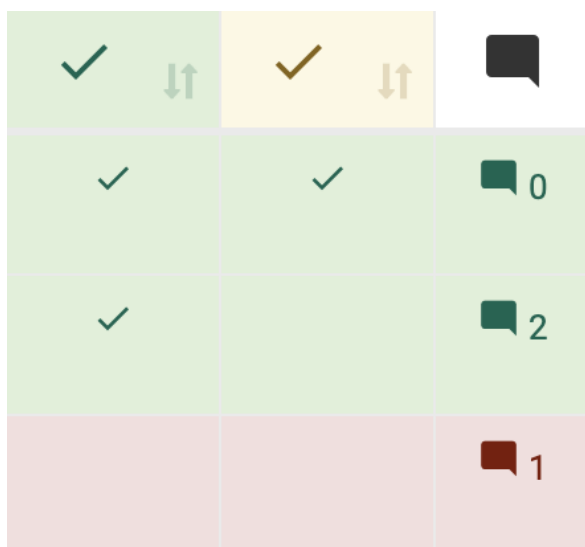
*If you do not know your login credentials, contact your National Officer or ELSA International.*

2. From the menu bar on the left, go to **Surveys** → **Surveys list**

	  SAF C1/2019-2020	Student Application Form for STEP
	  TSF C1/2019-2020	STEP Traineeship Specification Form (TSF)

3. Press the **“menu”** button next to the TAFs of the correct ELSA Traineeships Cycle (i.e. **TAF C2/2022-2023**).

### 7.4.2.3. Commenting on the TAFs



4. Press the **speech bubble icon** right to the TAF you want to comment.

5. In your comment, provide details about the verification process (e.g. what information is missing, general remarks about the quality, edits made to the TAF, etc.). Do not forget to add your name and the group you represent so that ELSA International can follow up if required.

**The colour of the TAF in the SOS reflects its status:**

- **Red** = Rejected by the Local Group
- **Yellow** = Approved by the Local Group
- **Green** = Approved by the National Group

### 7.4.2.4. Editing the TAF

Press the **“menu” button** next to the TAF you want to edit  **View, edit**

**There is no “save” button. Your updates are automatically updated once you click off the box in which you are editing.**



### 7.4.2.5. Approving/rejecting the TAF

Press the **“menu” button** next to the TAF you want to approve/reject. This is the **Approval toggle**.

### 7.4.3. Verification Criteria

From the list of the submitted TAFs, select the one you want to view and click the PDF version. Follow the guidelines set below in order to make sure that the TAF is correct and of sufficient quality to be sent upward in the verification process:

Requirement	Why?	How?
<b>ELSA Membership</b>	Only ELSA members may apply for ELSA Traineeships.	Consult your Group's membership database.
<b>Internationality</b>	Applicants may apply for max. three ELSA Traineeships, and they must be "international", i.e. there must exist no "substantial link" between the Applicant and the country in which the Traineeship is held. This does not apply to Traineeships with the ELSA International code (TN-EI).	Check where the ELSA Traineeships chosen will take place and whether a "substantial link" exists between the applicant and the country in question. ELSA Traineeships is an exchange programme, and therefore, students should not be sent to their home jurisdictions.
<b>Educational Level</b>	Applicants must possess the education level required by the TNP at the time that the traineeship begins. Therefore, for example, if a TSF requires a "Graduate Bachelor" and the Applicant is an Undergraduate but will have graduated by the start date of the traineeship, then they may apply.	Request for academic transcripts or other proof of graduation/enrolment. Use ECTS points to determine education level if required.
<b>Languages</b>	Applicants must meet the required language skills set out in the TSF as a minimum. <b>This requirement is absolute.</b>	Request for certificates and/or conduct tests.
<b>Legal Skills</b>	At least <b>60%</b> of the legal skills required by the TNP must be met. Students claiming "Advanced" level legal skills must possess proof of additional learning in this subject, above mandatory courses undertaken in law school.	Request for academic transcripts or other proof of coursework, work experience etc.
<b>Motivation Letter</b>	Applicants must write a customised motivation letter in <b>English</b> for each chosen ELSA Traineeship.	Read through the motivation letter(s) and give constructive comments if necessary.
<b>CV</b>	Applicants may include their CV if it is in English.	Open the attachments and check their content.



#### 7.4.4. Verification FAQ

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The following is a list of some of the most common questions asked about the verification process and how to answer them.

**a. *What if my country has no ELSA Group?***

In this case, ELSA International will handle the verification process in the place of a National Officer.

**b. *I am a Local Professional Development Officer, but my National Group has no PD Officer in place to verify nationally; what do I do?***

Contact ELSA International once you have carried out the correct verification process as per the guidelines. They will assist you in making sure that the application is verified nationally so that the applicant does not miss out on the chance to be considered.

**c. *An Applicant is on ERASMUS/Exchange in my country; however, they wish to apply for a traineeship in the country in which they originally studied, is this allowed?***

No, students may not undertake traineeships in countries with which they have a “substantial link”; this may mean the country in which they spent most of their life or the country in which they are currently matriculating. ERASMUS/Exchange students do not matriculate at the university they are sent to during the exchange.

**d. *I have an Applicant who wants to apply for an TN-EI code traineeship, but it is geographically located in the country in which they live, is this allowed?***

Yes, any student, regardless of location, may apply to an ELSA International traineeship, which is identified by the TN-EI code prefix on the traineeship designation.

**e. *I have an Applicant who was born in the country in which the traineeship is located but has not studied there, are they allowed to apply?***

Yes, the purpose of an ELSA Traineeship is to facilitate exchange between students and a foreign jurisdiction. Students bring their legal skills to this exchange, and so if a student is born in a country in which they wish to apply but is entirely educated in another jurisdiction. They are bringing their foreign legal skills to the traineeship, not simply their nationality.

**f. *An Applicant in my group wishes to apply for a Graduate Bachelor traineeship but they are still studying, is this allowed?***

An applicant must possess the required education level **at the time the traineeship is carried out**. This means that if they wish to apply for a Graduate Bachelor traineeship, they must graduate before the traineeship start date. This applies to all levels, Bachelor, Master and PhD.

**g. *My country does not differentiate between Bachelor's and Masters's degrees; how can I assess whether they have the correct educational level?***

In cases where there is confusion over the relevant education level, it is useful to use the European Credit Transfer and Accumulation System (ECTS) to determine education. In this system, each year of study is equivalent to 60 ECTS points, meaning that a student must possess a minimum of 180 ECTS points to be considered to have met the minimum requirement for a Bachelor's, and 240 ECTS points for a Masters's degree etc.

**h. *I have an applicant who wishes to apply/has applied but does not possess certificates for the language requirements; how do I assess this?***

It is necessary to contact the student and determine why there is no proof of language skills. This is not uncommon for applicants. There may be a straightforward reason for this, such as it being their native language or the language they speak at home. In other cases, it may be more difficult. If you have no objective way of assessing the skill yourself, ask a colleague who speaks that language to perhaps have a conversation with the applicant to assess the skill level. We must make sure we do not send unqualified students on ELSA Traineeships.

**i. *What does it mean in language skills when it says "Basic", "Good" and "Fluent"?***

These correlate to the following on the European Language System, Basic: A1 - A2, Good: B1 - B2 and Fluent: C1 - C2.

**j. *I have an Applicant who wishes to apply, but their language skill is "Good", but the Traineeship says that they require "Fluent" in that language. Can they still apply?***

No, unfortunately, the language requirement is absolute, and Applicants must possess the skill required at a minimum.

**k. *I have an Applicant that possesses some but not all of the legal skills. Can they still be verified and sent upwards?***

Applicants must possess a minimum of 60% of the required legal skills. A helpful way to assess this is to apply a point system. Give each required legal skill points, for example, 1 for General level and 2 for Advanced. Now apply that point system to what the applicant possesses and determine whether they have 60% of the requirement.

1. *Some of the legal skills required by the Traineeship Provider are not taught in my country; how do I assess the legal skills then?*

In this case, Officers must exercise their best judgement in order to determine whether there is an equivalency between what is taught in your jurisdiction and what is required by the Traineeship provider. If there is any doubt, err on the side of caution or contact your National Officer or ELSA International for assistance.

- m. *An applicant has written that they have “Advanced” legal skills in certain areas but have not provided proof; what do I do?*

You must contact the student to make sure they have sufficient proof of the Advanced skills required, and then make sure that proof is written in the “Proof of Legal Skills” section of the application. Remember, compulsory modules taken at law school do not count as Advanced.

- n. *An applicant has written a very short/no motivation letter; what do I do?*

In this case, you should contact the student and politely ask whether they would like to write something more substantive that you can add to the application. Remember, once an application is submitted, only Local/National Officers can edit it. Therefore if a student wishes to update the letter, an officer must do it in the SOS. Poor motivation letters are not necessarily grounds for rejection, but it must be explained that traineeships are competitive, and if there is a chance the letter is scored quite low, it will almost certainly exclude them from the selection. If there is no motivation letter and the student cannot be contacted or does not wish to add one, this is grounds for rejection.

- o. *An Applicant has a motivation letter that has spelling mistakes; can I fix these mistakes?*

Yes, Local or National Officers may correct errata in a letter at their own discretion. This is part of the potential application support you may offer; however, an Officer may not substantively change the content of the letter; this can only be done in communication with the Applicant.

- p. *An Applicant’s motivation letter and/or CV contains substantive words or phrases that are not in English. Can I still approve their application?*

All motivation letters and CVs must be in English unless directly quoting a name or title in the original language. This applies to institutions, qualifications and the titles of books or articles. It is also best practice for the Applicants to provide a translation of a title in English for the benefit of the Traineeship Provider. However, this requirement is not exclusionary.

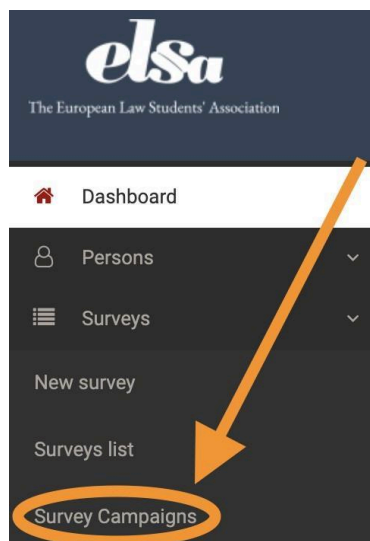
## 7.4.5. Matching

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Matching is a process carried out by ELSA International and the ELSA International Team; it is **not carried out by National or Local Officers**. Therefore, the content in the following section is for National and Local Officers to understand but not apply. It helps if these officers understand the process in order to give adequate feedback and to consider whether an application is of the requisite quality to be considered for selection. The SOS is a semi-automated IT system. It automatically filters whether a TAF fulfils the minimum criteria of a TNP. Regardless, the SOS is not foolproof because it cannot tell about:

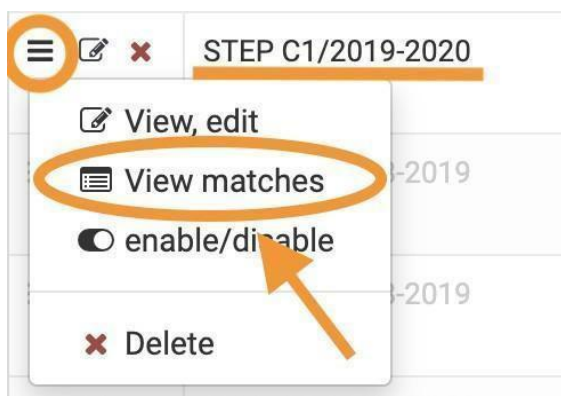
- The overall quality of a TAF (cf. the motivation letter);
- Whether a TAF meets the additional requirements of the TNP;
- Whether a TAF is short of just a few legal skills from those required;
- Etc.

### 7.4.5.1 How to find the approved TAFs?



6. Log into the [SOS](#) with your individual STEP Trainee Team credentials. If you do not know your login credentials, contact the Vice President in charge of Professional Development of the International Board of ELSA.

7. From the menu bar on the left, go to **Surveys** **D** **Survey Campaigns**.



8. Press the “menu” button next to the correct TAF Campaign (i.e. C2/2020-2021)

9. View matches

Step all matches Print Excel

TN Code  SA Code  Matched  YES  NO  SAF approved by NG  Displayed on the TNP page  YES  NO

Selected  YES  NO  TNP selection confirmed by the Applicant

- Write in the search column the **TN Code** of the TNP you are checking out (e.g. TN-BG/01) + choose **“TAF approved by NG”** then **“Apply filters”**

Traineeship	Applicant										
<input type="checkbox"/> TN-BG/01, Dimitrov, Petrov & Co. Law Firm, Sofia, Bulgaria	SA-PT/ [REDACTED]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					-/1	0
<input type="checkbox"/> TN-BG/01, Dimitrov, Petrov & Co. Law Firm, Sofia, Bulgaria	SA-IT/ [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				-/1	0

The symbols next to the filtered TAFs mean the following:

- **Graduation hat** = the requisite academic level;
- **Building** = the requisite legal skills;
- **Flag** = the requisite language skills;
- **Check/V sign** = the TAF is verified;
- **Arrow** = the TAF is forwarded to the TNP;
- **Gavel** = the TNP made an offer;
- **Clock** = the offer was accepted on time;
- **Double check/VV sign** = the offer was accepted

#### 7.4.5.2. Ranking during Matching

Ranking is done only for those TAFs that meet the **formal criteria**, i.e. they are written in **English** with:

- All required fields completed;
- The minimum educational level met; and
- The minimum language skills met.

Based on the **internal ranking system**, the ELSA Traineeship Team may evaluate and rank the TAFs on the basis of accountable criteria. The ranking is done on a scale **that ranges from 1 - 10** in most cases, with some elements done on a lower scale. with respect to three criteria: (a) the quality of the **motivation letter**, (b) the quality of the **CV** and the **legal skills** match.

#### 7.4.6. Points ranking criteria during Matching

**If an application scores 0 in any category, it must be rejected. The maximum score is 30.**

Points	Motivation Letter	CV	Legal Skills	Language Skills	Proof of Legal Skills
<b>0</b>	No ML	No CV	0% - 59% Match	Does not possess the requirement.	No Proof
<b>1</b>	Very poor ML, one sentence	Very poor CV, one sentence.	60%+ Match	Possesses required language	Basic description
<b>2</b>	Poor ML, less than five sentences	Poor CV, less than one page, with errors	70%+ Match	Exceeds skill level on required languages	Excellent description
<b>3</b>	Below average ML, between five and ten sentences with spelling/grammar mistakes	Below average CV, errors, non-English elements etc.	80%+ Match		
<b>4</b>	Average ML, one to two paragraphs. Generic content, some spelling/grammar mistakes	Average CV, little formatting but largely error-free	90%+ Match		
<b>5</b>	Mid-range ML, generic, possibly copied. good spelling/grammar	Mid-range CV, few errors, consistent format	100% Match		
<b>6</b>	Above average ML, relevant content, shows customisation, little to no spelling/grammar mistakes	Above average CV, well-formatted, little to no errors.	Exceeds skill level on required legal skills.		
<b>7</b>	Good ML, relevant content and specific to the TNP, not copied, no evident spelling/grammar mistakes	Good CV, formatted very well, no errors			
<b>8</b>	Very good ML, specific to TNP with clear customisation, well-formatted, no spelling/grammar mistakes	Very good CV, only relevant information, no errors			
<b>9</b>	Outstanding ML, relevant, customised with a clear application of skills to the requirements of the TNP	Outstanding CV, shows customisation for ET and no errors			
<b>10</b>	Flawless ML, excellent format, no errors, shows extensive research of the TNP and clear application of skills.	Flawless CV			

### 7.4.7. Explanation of the points system

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This Matching score system is designed to create a level of differentiation between applications in order to create the clearest separation. **The maximum score is 30 points.** The movement to a 30-point scale is to create greater differentiation between matched applications and provide TNPs with higher quality and more fairly selected applications in the higher range of scores. It is within the discretion of the EIT member assessing the application what score an element should get, but that being the case, very few motivation letters should ever score ten points.

#### 7.4.7.1. Motivation Letter:

There are a total of ten points available for the scoring of motivation letters. The table above is clear for the lower tiers of scoring, which are evident in the characteristics of the letter, such as it being one sentence, not being proofread etc. Many applications that students submit have copied and pasted motivation letters; this is obviously discouraged, but in the event that this is the case, the **highest a copied motivation letter can score is five points.** Copied letters cannot, by definition, be customised, and so to move past five points, the greater the customization and quality of written English are the primary point scorers. Between five and seven points, a letter must show increasing levels of customization and decreasing instances of spelling/grammar mistakes. Please make the best use of the software available to the EIT in order to assess this. Between eight and ten points, a motivation letter should show detailed research of the TNP, specific references to the applicant's personal skills and their relation to the work of the TNP, and it must contain no spelling or grammar errors. Whilst it is within the scope of the EIT team to correct these errors, it is the purpose of matching also to assess the level of effort that an applicant placed into an application, and so these types of errors are simple indicators of this.

#### 7.4.7.2. CV:

Much like the other elements within the matching guidelines, the absence of an attached CV means the applicant scores zero points, and the application will be rejected. Much like the motivation letters, there are certain elements that characterize the CV's that score between one and three points; they are poor formatting, which means the inconsistent use of colour, fonts and visual elements. There also may be the presence of large amounts of non-English language text that is there through error. In the range of four to six points, the CV will have a good but basic format, little to no spelling or grammar mistakes, and contain relevant information, but it will still have small errors in the visual style or the details it contains and may be longer than two pages. From seven to ten points, the CV will have no spelling/grammar errors, consistent formatting, only relevant information, the appearance of customisation, no unnecessary visual elements and be no longer than two pages. For example, a complete Europass format CV with no spelling or grammar mistakes and only relevant information that fits neatly on two pages would score an eight.

#### 7.4.7.3. Legal Skills:

When assessing Legal Skills, an applicant may get six points rather than five if they possess a greater degree of skill in **the Legal Skills that are listed in the TSF**. If the Applicant lists additional skills that are not required by the TNP, they are not eligible for six points as it only applies to skill level in those listed. In this way, it gives some advantages to the Applicant if they have additional learning, but not to the degree that it would overly disadvantage other applicants who do possess the skills but do not have extremely extensive experience or legal knowledge.

#### 7.4.7.4. Language Skills:

In the case of Language skills, extra points are awarded if the applicant exceeds the skill requirements. **This only applies to skills that are required.** For example, if the TSF says that it requires English - Good, and the Applicant possesses English - Fluent, then they would be eligible for two points rather than one. However, if the TSF requires English - Fluent, and the applicant possesses this but also speaks other languages, they **are not eligible for the additional points.**

#### 7.4.7.5. Proof of Legal Skills:

When assessing the Proof of Legal Skills, there is an opportunity for an applicant to gain two points rather than one based on the quality of the proof supplied. The reason why this differentiation is valuable is that when TNPs select applicants, it is to their advantage to have been supplied with a detailed explanation of those skills so that they can select the best-suited applicants. Zero points will be awarded for no proof of legal skills, and the applicant will be rejected for the traineeship. One point shall be awarded for Proof of Legal Skills that are basic and terse; here is an example of a one-point proof:

*“Private International Law: General - Compulsory module studied during LLB”*

This is an example of the same legal skill that would be given a two-point score:

*“Private International Law: General - Compulsory module studied during LLB, with an emphasis on consumer protections, and my final assessment paper was on choice of law clauses in Private International Law contracts”*

Many applications will have a mix of high-quality proof and medium quality proof, it is up to the person matching whether to award one or two points based on a balance of what is predominantly required for the TNP and what proof is supplied.



#### 7.4.8. Matching FAQ

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**a. What if the application is missing any of the required information?**

In this case, ELSA International must reject and not score the application, and it is not possible for the ELSA International Team to follow up on individual issues following the end of the Internal Student Hunting deadline. This does not apply to international external students who will be handled by the Director for ELSA Traineeships.

**b. What if the proof of legal skills is very poor and difficult to understand or contains irrelevant information?**

An application may score one point in the legal skills section if it contains the most basic information required. If the application is excellent otherwise, it is up to the discretion of the EIT member assessing the application to contact the national officer regarding this. However, this should only be done in exceptional circumstances, such as the traineeship having one to a very low number of applicants.

**c. I have a high number of applications that have scored the maximum number of points allowed; how do I differentiate?**

In this case, read the high-point score items again and compare/contrast them. This means reading and comparing the motivation letters and CVs of the top-ranked people in order to reassess their scores and possibly create some separation.

**d. How many applications should I match so that the TNP has a good selection of people to evaluate?**

Generally, it is good practice to match a minimum of three trainees for each available place at a TNP, so if a TNP has three traineeship spots, that would mean matching a minimum of nine students (if possible). You may match a maximum of four trainees per place if there is very little separation between the top point scorers. Of course, this also depends on the overall number of applications and the quality of each.

**e. How do I track my evaluations?**

Please use the spreadsheet provided to you by the Director for ELSA Traineeships and make sure that it is sent in its entirety to the Director following the end of the matching process so that your evaluation is available for possible feedback requests.

**f. What should I comment in the SOS when I have evaluated someone?**

The comment should follow a set pattern; here is a generic example:

*“TN-EI/01:*

*ML: 8*

*CV: 6*

*LS: 3*

Language: 1

LS Proof: 1

Total: 19

Applicant possesses the required skills in order to be matched for this traineeship, the ML was excellent, and the CV was good.”

**g. The TNP has only one applicant; however, they do not meet the requirements of the traineeship. Can I still match them?**

This is up to the discretion of the Director for ELSA Traineeship or the Vice-President for Professional Development on the International Board. If this is the case, refer it to those individuals for assessment. We want to balance the quality of our applicants with the desire to make sure that all TNPs get applicants.

#### 7.4.9. Explanation of the points system

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##### 7.4.9.1. What to do?

Click the menu button on the left above all the matched TAFs **D With selections D**  
**Display on the TNP page D TRUE**

Traineeship	Applicant	✓	✓	✓
SA-TR/55, Zeynep Bagir, Turkey	✓	✓	✓	
SA-GB/39, Kirila Bucheva, United Kingdom	✓	✓	✓	
SA-TR/55, Zeynep Bagir, Turkey	✓	✓	✓	
SA-GB/39, Kirila Bucheva, United Kingdom	✓	✓	✓	
SA-TR/55, Zeynep Bagir, Turkey	✓	✓	✓	
SA-GB/39, Kirila Bucheva, United Kingdom	✓	✓	✓	

Menu options:

- Select All
- Select None
- Invert Selection
- With selections**
- Send emails to the applicants
- Display on the TNP page (true/false)
- Toggle the applicant confirmation (true/false)
- Toggle the applicant confirmation cancellation (true/false)

##### 7.4.9.2. Where are the TNP credentials?

You can find the TNP log-in credentials to the Traineeship Providers Interface (TPI) (the same as SOS) by following the steps below:

1. From the menu bar on the left, go to the **Users list**
2. Search for the TN code of the TNP
3. The login “username” (xyz@elsa.org) is presented on the right next to the TNP name.

#### *7.4.9.3. Selection*

The final selection of ELSA Traineeships trainees is done by the TNPs independently of EI. The TNPs choose the number of Trainees they wish to receive and rank the candidates in the TPI in the order of preference. Remind the TNPs that they can rank even more candidates than they would like to take, since this way the TNP has a waitlist of candidates securing against any potential cancellations.

The selected applicants are notified via email by EI the latest by the Selection Results deadline.

## 8. Reception of (ELSA Traineeships) Trainees

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### 8.1. Introduction

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#### 8.1.1. Introduction to the Reception and Visa process

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##### *8.1.1.1. What is the Reception process?*

'Reception' refers to one of the phases of ELSA Traineeships, in the Professional Development Area. 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. It deals with:

1. The preparation of the Trainee: Communication with the Traineeship Provider and the ELSA Hosting Group; help regarding accommodation, and travels; help with administrative tasks; and
2. The integration of the Trainee: Invitation to ELSA events; meetings with other Trainees; regular evaluation meetings with the Trainee and the Traineeship Provider; welcome pack.

##### *8.1.1.2. What is the Visa process?*

'Visa strategy' refers to support given by ELSA International concerning Visa issues that Trainees might experience while preparing to go to another country for a Traineeship, especially for non-EU countries' citizens. The main purpose of the 'Visa strategy' is to help the trainees by giving information about the Visa procedures in different countries, assisting them in these procedures, but also dealing with Visa issues and/or questions coming from the Traineeship Provider.

#### 8.1.2. When are the Reception and Visa processes carried out?

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These processes are carried out during the whole year, but mostly right after the confirmation of the acceptance of a Traineeship Offer by a Trainee. This is the starting point of the Reception and Visa processes. They will continue to be carried out until the end of the Traineeship and after the Trainee filled in the Post-Traineeship Evaluation Form (Post-TEF).

#### 8.1.3. Who is taking care of the Reception and Visa processes?

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All ELSA Officers are taking care of these processes. the Local and National Groups of ELSA are taking care of the Reception and Visa processes of their respective Traineeships. ELSA International is jointly responsible, with Local and National Groups, for the Reception and Visa processes of ELSA International's Traineeships organised in countries where an ELSA Group is

established. However, for ELSA International's Traineeships outside of the ELSA scope, ELSA International is the only body responsible for these processes.

## 8.2. Systemic procedure

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### 8.2.1. Reception

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#### 8.2.1.1. Before the Traineeship

- Write an email to the Trainee, including:
  - An introduction of yourself and anyone who is in charge of Reception in your Group with the contact information;
  - Give more information about the Traineeship Provider and their contact details;
- Connect the Trainee with the Traineeship Provider:
  - Write an email to the Traineeship Provider and introduce the Trainee (copied to the email);
  - Make sure the communication with the Trainee and the Traineeship Provider is going well and that discussions have begun;
  - Offer to have a meeting with them;
- Engage the Trainee:
  - Connect the Trainee with other Trainees of the Traineeship Provider; (also with previous ones);
  - Propose a meeting with the Trainees to discuss their expectations and concerns;
  - Connect the Trainee with other Trainees by adding the Trainee to the Facebook / WhatsApp group "ELSA Trainees Worldwide" and the group that you created with Trainees in your country;
- Confirm the details with the Trainee:
  - Discuss the dates of the Traineeship (confirm the start and end dates);
  - Discuss the Trainee schedule and potential time-zone issues; (remote job only);
  - Help with any other practicalities (administrative, living conditions, etc.);
    - ✓ Accommodation
    - ✓ Travel
    - ✓ Transportation
    - ✓ Costs
    - ✓ Administrative tasks
    - ✓ Visa
- Prepare a welcome package:
  - Physical package:
    - ✓ Pens;
    - ✓ Notebook;
    - ✓ National drink/food;
    - ✓ Plan of the city
    - ✓ First transport ticket
    - ✓ Postcards/messages;
    - ✓ Non-perishable food items/goodies;

- ✓ Reception Handbook about the country;
- o Digital package:
  - ✓ Online postcards;
  - ✓ Welcome video;
  - ✓ Language guide;
  - ✓ Online Reception Handbook/Guide to local culture and Legal/work culture;
  - ✓ Welcome package sent abroad

#### 8.2.1.2. *During the Traineeship*

- Engage the Trainee:
  - o Propose regular meetings with the Trainee;
  - o Invite the Trainee to (online) events organised by ELSA;
  - o Organise an (n online) get-together for the Trainee;
  - o Show the city to the Trainee
- Maintain the Trainee-Traineeship Provider connection:
  - o Propose regular meetings with the Traineeship Provider;
  - o Propose to participate in the meetings between the Trainee and the Traineeship Provider;
  - o Send emails to the Traineeship Provider to have regular feedback about the Trainee
- Provide opportunities for growth
  - o Start an online project with the Trainee about their experiences;
  - o Ask the Trainee to give a testimonial
  - o Provide the Trainee with (online) language tutoring/immersion;
  - o Organise Professional Development projects to develop the skills of the Trainees and to make them know about the work culture of the country;

#### 8.2.1.3. *After the Traineeship*

- Evaluation:
  - o Provide the Trainee with the Post-Traineeship Evaluation Form (Post-TEF);
  - o Provide the Traineeship Provider with the Evaluation Form
  - o Organise an evaluation meeting with the Trainee and the Traineeship Provider; or
  - o Organise an evaluation meeting with the Trainee only; or (both)
  - o Organise an evaluation meeting with the Traineeship Provider only;
- Prepare a goodbye package:
  - o Physical package:
    - ✓ Photos;
    - ✓ Letters;
    - ✓ Goodies;
    - ✓ Flowers;
    - ✓ National drink/food
  - o Digital package:
    - ✓ Goodbye, video;
    - ✓ Photos;
    - ✓ Letters/messages;
- Organise an (n online) party to celebrate the completion of the Traineeship

## 8.2.2. Visa

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### 8.2.2.1. Before the Traineeship

- Identifying the home country of the trainee;
- Identifying the embassy or the helping company that he/she will apply for the visa;
- Make a list of current necessary documents for visa and inform the trainee about them
- Follow the visa procedure of the trainee (application/appointment) and the result of it.

## 8.3. Detailed procedure for Reception

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### 8.3.1. Before the Traineeship

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#### **Write an email to the Trainee**

Before the confirmation of the Trainee, they might have some questions about some details regarding the Traineeship. It is the responsibility of the Officer in charge of it or charge of the Reception to answer the questions of the Trainee. If necessary, the Officer can contact the Traineeship Provider to ask for additional details. To help you, you will find below a FAQ that will help you to answer all the relevant questions. As soon as the Trainee is confirming their participation in the Traineeship, it is important as Officer to send an email to the Trainee with some information. This email is consisting of two parts. In the first part, the details about his/her position, responsibilities, and Group as well as the contact information (name, ELSA Group, ELSA email) should be explained. In the second part of the email, more detailed information about the Traineeship Provider should be given, such as the company, location, contact detail, the staff. Make sure you are making them understand that you are there if they need anything or if there is a problem with the Traineeship. You can add already more information if you want such as the documents I will develop below (Reception Handbook, links to find accommodation, documents to help with the administrative requirements). Below, you can find an example of an email you can use to send to the Trainee.

#### **Connect the Trainee with the Traineeship Provider:**

After the email to the Trainee, it is time to connect the Trainee with the Traineeship Provider. There are multiple ways to do so. An email can be sent out to the Traineeship Provider with the Trainee in copy. You can introduce the Trainee by giving some information and tell them to get in contact. You can also offer them to organise a meeting and attend it to be sure everything is organised for the Traineeship and to introduce the Trainee properly to the Traineeship Provider. The responsible person should make sure that the communication between the Trainee and the Traineeship Provider has been started. Until the end of the traineeship, this communication

between the Trainee and the Traineeship Provider should be followed by the responsible person. Below, you can find an example of an email you can send to the Traineeship Provider.

### **Engage the Trainee:**

After the introduction part, the Trainee needs to know more about the procedure. Therefore, the Trainee should be added to the Facebook or WhatsApp group “[ELSA Trainees Worldwide](#)” and another group that is created specifically for that traineeship. If there are other Trainees in the same traineeship/same city/same region, the responsible person should connect them. Afterwards, it should be offered an online meeting to discuss what they expect from the traineeship, what they need and what concerns they have and so on. It can also be very helpful to contact the previous Trainee of the traineeship program and join him/her at the meeting or arrange a new meeting, so the previous Trainee can explain his/her own experience to the new Trainees. During your first meeting with the Trainee, do not forget to remind them to fill in the Pre-Evaluation Form.

### **Confirm the details with the Trainee:**

During the meeting between the Trainees and the responsible person, some specific topics can be addressed like the dates of the Traineeship (start and end day) and if it is a remote job, then also the Trainee schedule and potential time-zone issues. After oral confirmation, these details should also be confirmed with a written email by the Trainee. Besides, during the meeting other issues, such as accommodation, travel, transportation, costs, and administrative tasks should also be discussed, as well as the other questions/concerns of the Trainee.

Most of the time, to help the Trainee to find suitable accommodation, it is important to ask him/her some details such as their budget, the characteristics they are searching for, the distance they want from the Traineeship location and other relevant details. Afterwards, you can send the Trainee some website links where they can find accommodation. For general websites, you can always use [Housing Anywhere](#) or [Booking](#). You can also share websites about specific cities. Finally, you can add the Trainees to some Facebook groups where there is an advertisement to rent accommodation in the city of the Traineeship. It is sometimes more personal and easier.

### **Prepare a welcome package:**

Before the arrival of the Trainee, the responsible person should prepare a welcome package, including physical (Pens; Notebook; National drink; Plan of the city Postcards/messages; Non-perishable food items/goodies; Handbook about the country) and digital (Online postcards; Welcome video; Language guide; Guide to local culture and legal/work culture) for the Trainee.



### 8.3.2. During the Traineeship

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#### **Engage the Trainee:**

After the arrival of the Trainee, a meeting can be organized (preferably, offline) to get together with the Trainee. It can be in your favourite coffee place, a walk in the city or a tasty restaurant. Besides, depending on the length of the traineeship, regular meetings (weekly/monthly) should be held with the Trainee for any updates, concerns or experiences about the traineeship. Don't hesitate to organise a little tour of the city with other Trainees as well to create a group connection. Additionally, do not hesitate to invite the Trainees to ELSA events. It will allow them to share the ELSA Spirit we have, but also to discover what we are doing in our association.

#### **Maintain the Trainee-Traineeship Provider connection:**

Propose to have regular meetings with the Traineeship Provider and/or the Trainee. It is depending on the length of the Traineeship, and the need and willingness of both parties. You can also create a group chat/meeting with all the Trainees for them to share their experiences. It will create a feeling of community.

#### **Provide opportunities for growth**

A Traineeship abroad is a great experience for the Trainees. It allows them to have work experience, discover a new country, new people, new culture, learn a new language and new skills. Therefore, it is an amazing opportunity for personal development and growth. Besides coordinating the Traineeship and having contacts with the Trainees, you can also offer them to have(n online) diary about their Traineeship, create a project with the other Trainees, give testimonials, and participate in projects to develop their skills. Be as creative as possible.

### 8.3.3. After the Traineeship

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#### **Evaluation**

As soon as the Traineeship finishes, the Evaluation process starts for the Trainee. He/she needs to fill in the Post-Evaluation Form sent by the ELSA Officer. Therefore, it is the responsibility of the person in charge of Reception to send the form and to remind the Trainee to fill it in. The ELSA Officer should organize an evaluation meeting either between the Trainee and the Traineeship Provider, or only for the Trainee and Traineeship Provider separately, to assess if the expectations of both were met, if there are things to improve on ELSA's side or if they liked the experience. Below, you can find the Post-Evaluation Form. Do not forget to also ask the Traineeship Provider to fill in the Evaluation Form of ELSA (which you can also find at the end of this document).

## **Goodbye package**

You can prepare a goodbye package to give to the Trainee at the end of the Traineeship. Think about including memories about the country (national drink/food, postcard, magnet) but also personal items (letters, pictures) or ELSA items (goodies). For online Traineeships, do not hesitate to also send a physical package or to send an online one. Do not hesitate as well to organise a farewell party with other Trainees and/or members of ELSA.

### **8.3.4. Reception for ELSA International's Traineeships**

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*For the Traineeships of ELSA International (TN/EI) in countries where there is an ELSA Group → Collaboration between ELSA International Team and Local/National Groups*

- The Local/National Groups in charge are responsible for the Reception (accommodations, culture, visits, transport, etc)
- The ELSA International Team coordinates the Reception and communication with the Traineeship Provider and the ELSA Officer responsible for the Reception in the hosting country
- Way to proceed
  - Confirmation of the Traineeship and information transferred to the Traineeship Provider (EIT)
  - Email sent out from EIT to Trainee mentioning the Reception will be done by Local/National Group and forward the contact information
  - Email sent out to the Trainee by the Local. National Groups of the hosting Group (email of introduction) and normal Reception
  - If there are any questions, concerns, or problems, the hosting group should refer them to ELSA International
- *For the Traineeships of ELSA International (TN/EI) in countries where there is no ELSA Group → It is the responsibility of the ELSA International Team (EIT).*

## **8.4. Detailed procedure for Visa**

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Relating Visa, after the email of the results, the ELSA Officer in charge of Reception should also include a brief explanation about the steps of the visa procedure which are common for almost every citizen. (see below) In this way, Trainee will at least have an idea of the procedure that can lead him/her to specific questions. Having a meeting should be considered a more efficient way of explaining everything in detail and solving the problems. In this meeting, it is also useful to invite the Trainees of last year who can share the experience with the current trainee. However, in the case of the impossibility of organizing a meeting, a trainee can also ask his/her questions via email.

Secondly, it should be identified the citizenship and the home country of the Trainee, as well as the embassy or the helping company, such as VFS Global. To help the Trainee, the responsible person can check the necessary documents for the visa which are always on the websites of the

embassies listed below and inform the Trainee about them before the application. The responsible person should also inform the Trainee about the necessity of the earlier application for a Visa, especially for non-EU citizens (if the traineeship is in the EU country), this procedure can take more than 2 months. LC/NC should follow the visa procedure of the trainee for any updates.

#### 8.4.1. EU's citizens

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For traineeships inside the EU, EU citizens do not need any visa, however, for traineeships outside the EU, they may need a visa. Here are some countries that may require a visa and the websites for the necessary information:

- Australia - <https://www.dfat.gov.au/travel/australian-visas>
- Azerbaijan - <https://evisa.gov.az/en/>
- Canada - <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html>
- USA - <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>
- Brazil - <https://www.gov.br/mre/pt-br/embaixada-liubliana/servicos-consulares-1/vistos-vizumi-visas-1/visto-de-visita-vivis>
- Ecuador - <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Ecuador.html>
- Israel - <https://embassies.gov.il/washington/ConsularServices/Pages/Visa-Information.aspx>

#### 8.4.2. Non-EU's citizens

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Firstly, it is necessary to identify whether the country of traineeship requires a visa for the trainee's country.

- Austria: [https://www.oesterreich.gv.at/en/themen/leben\\_in\\_oesterreich/visum\\_fuer\\_oesterr\\_eich/Seite.3550010.html](https://www.oesterreich.gv.at/en/themen/leben_in_oesterreich/visum_fuer_oesterr_eich/Seite.3550010.html)
- Belgium: <https://diplomatie.belgium.be/en/travel-belgium/visa-belgium>
- Bulgaria: <https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria>
- Czech Republic: [https://www.mzv.cz/jnp/en/information\\_for\\_alien/types\\_of\\_visas/index.html](https://www.mzv.cz/jnp/en/information_for_alien/types_of_visas/index.html)
- Finland - <https://um.fi/visa-to-visit-finland>
- France - <https://france-visas.gouv.fr/web/france-visas/visa-application-guidelines>
- Georgia - <https://www.geoconsul.gov.ge/HtmlPage/Html/View?id=956&lang=Eng>
- Germany - <https://www.auswaertiges-amt.de/en/visa-service/buergerservice/faq/-/606848>
- Greece - <https://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece/>
- Italy - <https://vistoperitalia.esteri.it/home/en>
- Lithuania - <https://visa.vrm.lt/epm/>
- Luxembourg: <https://guichet.public.lu/en/citoyens/immigration/moins-3-mois/ressortissant-tiers/entree-visa.html>

- Malta - <https://www.identitymalta.com/unit/central-visa-unit/>
- Norway - <https://www.norway.no/en/> (click the country of citizenship)
- the Netherlands - <https://www.government.nl>
- Poland - <https://www.gov.pl/web/diplomacy/visas>
- Portugal - <https://vistos.mne.gov.pt/en/>
- Romania - <https://www.mae.ro/en/node/2035>
- Switzerland: <https://www.eda.admin.ch/eda/en/dfda/entry-switzerland-residence/visa-requirements-application-form.html>
- United Kingdom - <https://www.gov.uk/check-uk-visa>
- Ukraine: <https://mfa.gov.ua/en/consular-affairs/entry-and-stay-foreigners-ukraine/entry-regime-ukraine-foreign-citizens>

### 8.4.3. Visa procedure for ELSA International's Traineeships

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- *For the Traineeships of ELSA International (TN/EI) in countries where there is an ELSA Group* → Collaboration between ELSA International Team and Local/National Groups
  - The Local/National Groups in charge are responsible for the Visa
  - The ELSA International Team coordinates the Visa applications and communication with the Traineeship Provider and the ELSA Officer responsible for the Visa in the hosting country
  - Way to proceed
    - Confirmation of the Traineeship and information transferred to the Traineeship Provider (EIT)
    - Email sent out from EIT to Trainee mentioning the Reception will be done by Local/National Group and forward the contact information
    - Email sent out to the Trainee by the Local/National Groups of the hosting Group (email of introduction) and normal Visa procedure/help
    - If there are any questions, concerns, or problems, the hosting group should refer them to ELSA International
- *For the Traineeships of ELSA International (TN/EI) in countries where there is no ELSA Group* → It is the responsibility of the ELSA International Team (EIT).

## 8.5. FAQ

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### a. What if my hosting country has no ELSA Group?

In this case, ELSA International will handle the Reception and Visa process in the place of a National Officer.

### b. Between the Local and the National Officer, who is taking care of Reception?

It is up to the different National Groups of ELSA to organise the Reception process the way they want. Reception can be organised by the Local Officer in charge of the Traineeship or organised by the National Group itself.

### c. In my ELSA Group, we do not have one person in charge of Reception to whom

## **ELSA International can relate to. What should we do?**

If you decided as a National Group to not have anyone in charge of Reception, therefore, it is the Vice President in charge of Professional Development of the National Group who will be the person of contact for ELSA International if there is any problem with the Reception and Visa processes.

### **d. Who is in charge of the Reception for ELSA International's Traineeships? National Groups or Local Groups?**

ELSA International is the one responsible for the Traineeship. However, concerning the reception in the place of the Traineeships, ELSA International will pass on the contact to the person in charge of Reception and Visa of the National Group or to the National Vice President for the transition to be handled locally. Any problems or issues should be reported to ELSA International, which is keeping the full coordination under its responsibility.

### **e. The Trainee is having a problem with the Traineeship Provider. What should I do?**

Firstly, contact the complainant party to hear about the issue. Try to be understanding while grasping the core of the problem. Secondly, contact the other party to have an idea about the other vision of the situation. Thirdly, assess the issue and try to find a compromise between both parties and advise them on what they should do. You can also ask the Trainee and the Traineeship Provider to meet with someone from ELSA to talk about the issue. In the materials of this Handbook, you can find an example of the first email to send. If you cannot find a suitable solution with both parties, please contact ELSA International to receive more advice.

### **f. I have issues providing advice on Visa procedures to the Trainee. Who could help me?**

If with your National knowledge and the links ELSA International provided you still have trouble advising on Visa procedures, please contact ELSA International.

## **8.6. Materials for Officers**

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### **1. Example of email to send to the Trainee**

Dear {insert name of the Trainee},

My name is {insert the name of the ELSA Officer} and I am the person responsible for the Traineeships at {Name of the Traineeship Provider}.

Congratulations! I am here to help you in the best way before, during and after your Traineeship.

I communicated to the Traineeship Provider that you accepted its offer. Therefore, he/she should contact you very soon. I would like to ask you to communicate with me the dates of your Traineeship as well as if you require any help regarding accommodation, transport, visa or any other matters related to the beginning of your Traineeship. Please, let me know as well if you would like me to be present during your first meeting with the Traineeship Provider.

In the meantime, I would like to share some information about our country that you can find here {insert Reception handbook or booklet}. It will help you to familiarise yourself with the city you will be staying in. Finally, you are more than welcome to join the following group chat {insert the link} to stay in touch with other Trainees coming at the same time as you.

If you have any questions related to the topics mentioned, please feel free to contact me at any time. As ELSA Officer, I am here to support you all the way and I am committed to making your experience the best one!

While waiting to show you around the city and to properly welcome you, I would like to congratulate you and welcome you to the Trainees family!

Best regards,  
{insert your signature}

## 2. Example of email to send to the Traineeship Provider

Dear {insert name of the Traineeship Provider},

I am pleased to inform you that {insert the name of the Trainee} (in cc) accepted your Traineeship Offer. Congratulations!

Therefore, I let you organise the practicalities regarding the Traineeship with {insert the name of the Trainee} (dates, contracts, remuneration, work tasks). If you want to have a template for the contact between the Trainee and you, do not hesitate to ask me.

If you have any questions or any issues with the Traineeship, please do not hesitate to contact me.

I wish you great success with the Trainee and a nice day!

## 3. Evaluation Forms

### 3.1. For Trainees

- [Pre-Traineeship Evaluation Form \(Pre-TEF\)](#)
- [Post-Traineeship Evaluation Form \(Post-TEF\)](#)

### 3.2. For Traineeship Provider

[Evaluation Form](#)

## 9. Evaluation

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Evaluation refers to the initial collection of the expectations and wishes of the trainee before the ELSA Traineeship begins and the subsequent collection of the final feedback from both the trainees and the TNPs. Receiving evaluations is of crucial importance, since it is a way to ensure that quality keeps on improving. In addition to periodically evaluating the experiences of the Trainee and the TNP already during the traineeship, the Hosting Group should ensure that by the end of the traineeship both parties submit a detailed evaluation of their experiences.

### 9.1. Evaluation documents

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#### 9.1.1. Pre-Traineeship Evaluation Form (Pre-TEF)

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- The [Pre-TEF](#) is filled in and submitted by the trainees.
- ELSA International is responsible for reminding the trainees about filling in the Pre-TEF.
- Encourage the trainees to complete the evaluation by reminding them that they will receive an ELSA Traineeship Certificate from EI, and that good testimonials are published on the [ELSA Traineeships website](#).

#### 9.1.2. Post-Traineeship Evaluation Form (Post-TEF)

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- The [Post-TEF](#) is filled in and submitted by the trainees.
- The Hosting Group is responsible for reminding the trainees about filling in the Post-TEF.
- Encourage the trainees to complete the evaluation by reminding them that they will receive an ELSA Traineeship Certificate from EI, and that good testimonials are published on the [ELSA Traineeships website](#).

#### 9.1.3. Evaluation Form (EF)

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- The [EF](#) is filled in and submitted by the TNPs.
- The Hosting Group is responsible for reminding the TNP about filling in the EF. It may be a good idea to arrange an evaluation meeting in person or over the phone during which the EF could be filled, and the question of continuing as a TNP in the future could be smoothly slipped in.

- Encourage the TNP to complete the evaluation by reminding them that they will receive a Certificate of Appreciation from EI, and that good testimonials are published on the [ELSA Traineeships website](#).

## 10. Transition

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Transition is crucial for smooth knowledge transfer and the maintenance of progress over the years and generations. Thus, transition has to be thoroughly planned, and the preparation goes on throughout the year to ensure that knowledge and the best tricks from each part of the year are properly accounted for.

Transition should start the moment your successor has been elected or appointed until the new term starts. However, you should be prepared to help your successor even after your term ends with any questions that may arise. The **(STEP)** [Transition Toolkit](#) was prepared in order to aid officers in their transition procedures.

### 10.1. General ELSA transition

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The general transition should cover *inter alia*:

- ELSA knowledge (e.g. ELSA Vision, the Strategic Goals, the general tools, etc.);
- Information specific to your ELSA Group (e.g. the activity reports), NCMs, and other specific events;
- Creating the new general OYOP;
- Team Building activities;
- Training of soft skills (e.g. negotiation, project management, strategic planning, etc.)

### 10.2. Lack of transition

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If you did not receive transition, you can try to alleviate the situation by *inter alia*:

If you are a local Officer, contacting your national Officer;

- If you are a national Officer, contacting the VP PD of EI or your PD Coach;
- Requesting the Officers of other LGs and NGs for assistance, since there might be someone who has been in your shoes, and since everyone has at some point been completely fresh to ELSA and ELSA Traineeships;
- Going through the materials, email, and the archive of your Group;
- Educating yourself by reading the materials as mentioned in this Handbook.



## 11. Contacts

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### 11.1. Vice President in charge of Professional Development

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Email [professionaldevelopment@elsa.org](mailto:professionaldevelopment@elsa.org)

### 11.2. ELSA International

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Email [elsa@elsa.org](mailto:elsa@elsa.org)  
Facebook [/elsa.org](https://www.facebook.com/elsa.org)  
LinkedIn [/elsa\\_org](https://www.linkedin.com/company/elsa_org)  
Instagram [/elsainternational](https://www.instagram.com/elsainternational)  
YouTube [/elsainfo](https://www.youtube.com/channel/UCsainfo)  
Telephone +32 2 646 2626  
Address Boulevard Général Jacques 239, 1050 Brussels, Belgium

### 11.3. Useful information

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ET website [/traineeships.elsa.org](https://traineeships.elsa.org)  
ELSA website [/elsa.org](https://elsa.org)  
ELSA Officers Portal [/elsa\\_org](https://elsa_org)  
STEP Online System [/traineeships.elsa.org/login](https://traineeships.elsa.org/login)  
PD Mailing list [elsa-pd@elsa.org](mailto:elsa-pd@elsa.org)

Other useful tools :

- [The International Council Meeting Decision Book \(DB\)](#): The DB is an official record of all the decisions adopted by ELSA at ICMs, and it binds ELSA as a whole from local to national and international levels. *Make sure to read the Professional Development part of the DB!* It includes important regulations concerning the procedure, responsibilities & penalty system.
- [The Statutes and Standing Orders \(SSO\)](#): the SSO is comparable to the “constitution” of ELSA, laying the foundations and purpose of ELSA (and Professional Development area).
- The Professional Development section of the [ELSA Officers’ Portal](#) is the holy grail of any PD Officer. It contains useful documents statistics, handbooks (e.g. the Calendar, how to upload a TSF, how to approve a SAF, etc.), presentations, and marketing materials.