

Barcelona, **28 MAR 2014**

**ACCEPTANCE OF SUMMER STUDENTS
DECISION OF THE DIRECTOR OF 'FUSION FOR ENERGY'**

**TITLE I
SUMMER STUDENTSHIP**

Article 1 – Objective and Definitions

'Fusion for Energy's (F4E) summer studentship exercise is intended to promote awareness, knowledge and understanding of F4E's role in the ITER project and within the European context.

The summer studentship constitutes a period of time spent in F4E to enable students, in particular those following studies in fields linked to F4E activities, to gain some practical experience in the daily work of F4E. The scheme give the students an opportunity to put their learning into practice, gain an insight into the F4E's activities and operations, and to contribute to the F4E's mission. The tasks performed by trainees are supervised and depend on the Unit/Project Team they join. It can consist of research tasks, the preparation of draft reports, the compilation of statistical data, the execution of operational tasks and the participation in ad hoc studies.

Nationals of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland) may apply for a summer studentship subject to compliance with the admission requirements set out in Article 4.

Article 2 – Relationship

The relationship between the student and F4E shall be governed by a letter signed by the Director of F4E addressed to the selected student, which specifies the rights and obligations of both parties.

Studentship in F4E shall not in any way imply that students are permanently or temporarily employed by F4E.

Admission to the studentship shall not grant students the status of temporary agent or that of any other category of staff of the European Communities, nor shall it entail any right or priority to an appointment by F4E.

Article 3 – Monthly and Travel Allowances

3.1 Monthly Allowance

Students shall be awarded a monthly maintenance allowance. The amount of the monthly allowance shall be decided by the Director on a yearly basis and is dependant on budgetary constraints. The amount of the monthly allowance shall be published annually on the F4E website.

3.2 Travel Expenses

Subject to budget availability, summer students may receive a travel allowance to compensate for travel expenses incurred from the place of residence to the seat of F4E and vice versa, at the beginning and at the end of the studentship.

The student shall complete a minimum of two months of the studentship to qualify for the travel allowance. Students whose place of recruitment is less than 50 kms from F4E's seat shall not be entitled to a travel allowance.

The postal address used in F4E's letter awarding the summer studentship shall be considered to be the place of recruitment. No request for a change of address shall be granted once the decision to award a studentship has been taken.

The journey shall take place within a reasonable time-frame (i.e. no more than one month before the beginning and one month after the end of the studentship) and it shall be directly linked to the studentship.

All expenses shall be well documented and justified at the time of claiming (train or plane tickets, boarding passes, etc.) and the claim submitted within ten days of arrival.

3.3 Fiscal Arrangements

Allowances awarded to students shall not be subject to the special tax regulations applying to officials and other servants of the European Communities. Students shall solely be responsible for the payments of any taxes due on F4E allowances by virtue of the laws in force in the State concerned. F4E may provide, upon request, a certificate for tax purposes at the end of the studentship. This certificate shall state the amount of the allowance received and confirm that tax and social security payments have not been made.

Article 4 – Requirements for Admission

The fundamental requirements for taking part in the summer studentship shall be the following:

1. To be a national of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland).
2. To be aged 18 to 25 by the closing date of applications.
3. To be following university studies.
4. In order for the student to fully profit from the studentship and to be able to follow meetings and perform adequately, candidates must have good knowledge of at least two Community languages, one of which should be English, the main working language of F4E.
5. To have a social behaviour and conduct compatible with F4E standards.
6. Not to have benefited from any kind of studentship within 'Fusion for Energy', since F4E wishes to offer to as many people as possible the opportunity of summer studentship.

F4E reserves the right to amend the eligibility criteria as and when necessary. Any such changes shall be published on the website before the start of the opening of the application period.

Article 5 – Admission and Selection Procedure

5.1 General

Candidates shall be requested to submit their application by completing an on-line application form and uploading their CV and motivation letter on the special page of the F4E website to that end.

All necessary instructions to apply shall be published on the F4E website.

Taking into account the existing conditions (size, absorption capacity, results of the evaluations carried out, etc.) and the budget availability, the Director shall determine the number of summer studentships to be attributed to each Department for each period.

The persons designated by each department in 'Fusion for Energy' shall carry out a search in the summer student database and shall select the best suited candidates for their summer studentships among candidates complying with the admission criteria.

At a later stage applicants shall be requested and obliged to provide:

- A photocopy of documents which prove that the admission requirements, as set out in Article 4, are met;
- One passport photograph;
- Documents which show that the applicant has public or private cover for sickness insurance for the entire duration of the studentship period (in particular form E111 for nationals of the Member States, or a document showing that the applicant has private insurance cover).

When selecting the students, F4E shall take into account the applicant's qualifications and motivation as well as the needs of the Organisation. F4E shall also aim to keep, to the best level possible, gender and geographical balance.

For each student selected, a description of the tasks assigned during the studentship shall be prepared by the relevant department.

5.2 Rejection

If an application is unsuccessful at any stage of the application process, a candidate may, depending on the reason for rejection, re-apply for a subsequent summer studentship. It shall however be necessary to submit a new application.

5.3 Withdrawal

Applicants may withdraw their application at any stage of the application process by informing F4E in writing or decline a studentship offer. In such cases they shall be excluded from the on-going procedure. They may re-apply for a subsequent summer studentship by submitting a new application.

5.4 Retention of personal data

Retention (storage) policy of F4E complies with the Regulation (EC) 45/2001 of 18 December 2000 regarding personal data, whether the applications gave rise to a summer studentship, were rejected or withdrawn.

Successful applicants

All data shall be deleted after two years following the completion of the studentship, except for:

- data necessary to re-issue the certificate of participation (name of student, duration of traineeship, date of traineeship, department, name of supervisor, nature of work) which are kept for up to thirty five years after the end of the studentship
- data concerning financial information needed by Fusion for Energy for discharging the budget, which are kept for up to five years after the discharging of the studentship budget.

Non-successful applicants

All data shall be stored for two years following the starting date of the relevant summer studentship to which an application relates.

Article 6 – The Studentship Period

Each student shall be allocated a Studentship Adviser who shall be designated by the competent F4E Department before the studentship period commences and selected amongst the F4E staff. Advisers shall be responsible for supervising and counseling the students.

Students shall participate in meetings on subjects which are of interest to them and are not of a confidential nature. They shall receive the documents required for their assignment and take part in the activities of the service at a level commensurate with their studentship.

Article 7 – Duration

The summer studentship period runs from 1 June to 30 September. Within this period, the studentship shall last a minimum of two months and a maximum of three months;

Summer studentships shall start on either the 1st or 16th of every month mentioned. Summer studentship periods may not be repeated or extended beyond the maximum length laid down in these rules or beyond the studentship period.

Article 8 – End of Summer Studentship

The summer studentship shall finish at the date agreed in the letter. However, it may be terminated earlier in the following cases:

- a) At the request of the person concerned, with at least two weeks prior notification;
- b) Following a disciplinary measure pursuant to Article 10.

Where appropriate, the equivalent part of the allowance shall be reimbursed to F4E.

Summer students must carefully follow the administrative procedures foreseen at the end of their summer studentship period.

TITLE II SPECIAL PROVISIONS

Article 9 – Presence – Absences

9.1 Students must comply with the working hours in force in 'Fusion for Energy'. Students shall be entitled to two days of absence per each month of assignment. Students shall, in any case, benefit from F4E's public holidays foreseen for the year in progress. Days of leave not taken shall not be paid in lieu. Days taken for participation to any competition, examination or university work, etc. shall be deducted from this entitlement. Absences taken at the initiative of the student may be authorized by the Studentship Adviser on request. A copy of the approved requests must be transmitted to the Summer Studentship Office.

Under exceptional circumstances, upon written request by the student in which the relevant reasons and justification are stated, and after consultation with the line manager concerned, an interruption of studentship for a given period may be authorized. The allowance shall then be suspended and the student shall not be entitled to reimbursement of any travel expenses incurred during that period.

The student may return to complete the unfinished part of the studentship, but only up to the end of the same period without any extension.

9.2 When a student is absent without justification or without notifying their advisor, the Studentship Office shall instruct the student in writing to report to the service in which the studentship is taking place within a week of the reception of the written notification. The student shall provide proper justification for his/her unauthorized absence. These days of absence shall be automatically deducted from the student's leave entitlement. F4E may decide, following examination of the justification given, or if no justification is

received, to immediately terminate the studentship without further notice. Any overpayment of the grant shall be reimbursed to F4E. The student shall not be entitled to the travel allowance.

Article 10 – Absence due to Illness

In case of illness, students shall immediately inform their Studentship Adviser. If absent for more than three days, they shall produce a medical certificate indicating the probable length of absence, which must be forwarded to the HR officer responsible for absence management. The HR officer will process the health-related data in full compliance with the principles of medical confidentiality and Regulation (EC) 45/2001 of 18 December 2000 regarding personal data.

Article 11 – Disciplinary measures

10.1 Social Behaviour and Conduct

Students must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of a student does not prove satisfactory, F4E, in response to a reasonable request by the Adviser and approved by the Head of Department concerned, after hearing the student, may at any moment decide to terminate the studentship.

Students shall comply with the health and safety regulations and the rules of conduct in force at F4E and with all instructions given to them by their Studentship Adviser.

Any infringements shall be reported to the Studentship Adviser who, in turn, shall inform the hierarchical superior. F4E, after consultation with the Line Manager concerned and the student, may at any time decide to terminate the studentship on the grounds of the student's behaviour.

Infringements of these general requirements may result in a decision by the Manager concerned to terminate the summer studentship period prematurely.

10.2 Incapacity of Performance

F4E, following a justified request by the Advisor and approved by the Summer Studentship Office, reserves the right to terminate the studentship if the level of the student's performance or knowledge of the working language is insufficient for the proper execution of his/her duties.

10.3 Wrongful Declaration of Facts

F4E reserves the right to terminate the studentship if at any moment it becomes apparent that the student knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the studentship period.

Article 12 - Confidentiality – Rights in Respect of Work

Students shall maintain absolute confidentiality about all facts and information which come to their knowledge during the studentship period. They shall not in any manner whatsoever disclose to any unauthorized person any document or information not already made public. Students shall not in particular publish or have published, either on their own initiative or in collaboration with others, any document concerning the activities of F4E and relating to confidential facts or information without written permission from the Director. They shall comply with these obligations even after completion of the studentship.

During the studentship period, students shall consult their Studentship Adviser or, if unavailable, the coordinator, on any action they propose to take on their own initiative relating to the activities of F4E.

All rights relating to the activities carried out by the student during the studentship period are property of F4E.

Article 13 – Sickness and Accident Insurance

Sickness insurance is compulsory. F4E does not cover sickness insurance and students must provide proof, one week prior to the start of the stage period, that they are covered by a sickness insurance scheme for the entire duration of the summer studentship at F4E (for nationals of the Member States, this means the E-111 form or a document proving that the student is covered by private insurance).

During the studentship a student is only personally insured against the risk of accidents according to the F4E insurance policy.

Article 14 – Missions

Summer students shall not be sent on mission.

TITLE III FINAL PROVISIONS

Article 15 – Final Report

At the end of the period spent at F4E, students shall submit a report approved by their Studentship Advisor.

In the light of this report, and at the end of their studentship, students shall be provided with a certificate specifying the length of their studentship and the service to which they were attached.

Article 16 – Entry into Force

These rules shall enter into force on the date of their publication.



Henrik Bindslev
The Director