

SUMMER STUDENTSHIP NOTICE F4E-ST-2014

'Fusion for Energy' (F4E) proposes **summer studentships** for periods of **2 to 3 months**. The summer studentship program aims at promoting awareness, knowledge and understanding of 'Fusion for Energy's role in the ITER project and within the European context, as well as to provide short-period training to university students.

These traineeships give 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.

REQUIREMENTS

The traineeship is open to applicants who have not previously undertaken a traineeship in F4E.

In order to be eligible to a summer studentship, applicants must fulfil the following requirements before the closing date for the submission of applications:

- Be a national of one of the 28 Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland);
- Be aged 18 to 25;
- Be following university studies;
- Have a good knowledge of at least two Community languages, one of which should be English, the main working language of F4E;
- Have a social behaviour and conduct compatible with F4E standards.

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

STARTING DATE AND DURATION

The duration of each summer studentship shall be 2 to 3 months, from 1 June to 30 September. The date of taking up duties shall be on 1 or 16th of every month. The starting date of the studentship will be determined by F4E according to its needs, in agreement with the students.

ALLOWANCE

As referred in article 3 of the Rules governing the F4E Summer Studentships, students shall be awarded a monthly maintenance allowance. The monthly allowance for 2014 amounts to €1087,39.

Additionally, students may receive a travel allowance, subject to budget availability, to compensate for travel expenses incurred from the place of residence to the seat of F4E and vice versa.

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The living allowance is transferred to the student's bank account monthly on the following dates, provided all the relevant documents have been submitted within the deadlines:

First month of the studentship: paid at the end of the month.

Following months: paid around 16th of each month.

Trainees are advised to make sure that they have sufficient funds to cover all the costs of the first month of the traineeship (first rental payment, deposits and guarantees, food and transport, etc).

IMPORTANT INFORMATION

Detailed information about the summer studentship procedure as well as students' rights and duties can be found in the Decision of the Director of 'Fusion for Energy' on the Acceptance of Summer Students published on our website. We strongly recommend applicants to read them carefully.

Commitment to promote equal opportunities

'Fusion for Energy' is an equal opportunities employer and strongly encourages applications from all candidates who fulfill the requirements without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

Communication with applicants

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details. All enquiries or requests for information or documentation should be addressed to HR - Studentship Office by e-mail : studentships@f4e.europa.eu

Protection of personal data - Privacy notice

'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Applicants have the right to access and modify their data. To update your CV and/or Motivation Letter and/or rectify any incorrect or inaccurate data, please log into your summer studentship profile **before the deadline for submission of the studentship applications elapses**.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: Resources-Controller@f4e.europa.eu

Appeal and Complaint procedures

Applicants that consider that he/she has been adversely affected by a particular decision regarding this summer studentship scheme can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our website.

SUBMISSION OF APPLICATIONS

The online application process starts upon clicking “**CLICK TO APPLY**” button on the following page:

<http://fusionforenergy.europa.eu/careers/studentships.aspx>

Applicants must register their applications online through the F4E Studentship Application tool by creating a valid F4E user account, duly filling in all the requested mandatory fields marked with an asterisk and submitting the following 2 documents:

- A detailed Europass curriculum vitae in English (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- A motivation letter of 2 pages maximum in English

Please note that the online application tool is the *only* acceptable means of sending in applications.

Applicants are responsible for keeping their e-mail addresses and personal details up to date in their profile in F4E online application tool.

Closing date: Applications can be submitted until

25/04/2014 at 12h00 noon, Barcelona GMT+1.

After the closing date and time for applications the database will no longer be accessible.

Applications that do not meet the requirements or are incorrectly submitted will be rejected.

In case you encounter technical problems when trying to submit your application via the online application tool, please make a screenshot and send it to: studentships@f4e.europa.eu

It is the responsibility of the applicant to inform ‘Fusion for Energy’ about any technical problem without delay within the deadline mentioned above.

Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage.

APPROXIMATE CALENDAR OF EVENTS

The evaluation of the applications and the selection of students will take place in the immediate period following the closing date for submission of applications, in line with the needs of ‘Fusion for Energy’.

The final selection will take place during May.

Only selected candidates will be contacted by F4E. Please note that no information will be provided on the phone.