

ADMIN | TRAINEESHIP PROGRAMME – FAQ

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1. Applying for a traineeship at FRA

1.1. How can I apply for a traineeship at FRA?

Apply to the traineeship call published on the [FRA e-recruitment site](#). Applications submitted by any means other than the recruitment tool, as well as unsolicited applications, will not be accepted.

1.2. If I have a disability, can I apply?

Yes, FRA encourages people with disabilities to apply. Individuals with a recognised disability are warmly welcome to apply to the advertised traineeship call. If you consider you have a physical, mental, intellectual or sensory disability, including any medical conditions that may require special adjustments to the selection process (e.g., interview), please indicate any adjustments or arrangements needed to recruitment@fra.europa.eu. If selected, you may request for reasonable accommodation measures to support your full and equal participation in the traineeship. These accommodations - such as adaptations to the workspace, specialized equipment or software, or adjustments to working hours are intended to support accessibility needs and do not include housing.

1.3. I identify myself as a member of a minority group. Will I be welcome?

FRA firmly believes in diversity in the workplace. It encourages people with different ethnic backgrounds, beliefs, sexual orientation, and gender identity to apply.

1.4. Is there a closing date for sending in applications?

Yes. The closing date for applications is indicated in the traineeship call. You will not be able to submit an application after the deadline, as the call will be closed.

1.5. I have not finished my bachelor's degree by the deadline for applications, can I apply?

Applicants are required to have completed their degree (Bachelor level) by at least one month before the starting date of the traineeship (i.e. 01 September 2025). For proving the finalisation of your studies, you may be required to provide either a diploma or an official confirmation from your university.

1.6. I have not finished my master's degree by the deadline for applications, can I apply?

Applicants are not required to have a postgraduate degree to apply. During the traineeship you will be able to continue your master's courses, however, please note that FRA does not facilitate participation in any exams or academic activities you may be required to attend, and you may need to use your days of annual leave if needed.

1.7. I come from the Romani background, and I don't have a university degree. Can I still apply?

Yes. For candidates of Romani background, the eligibility criteria can be found in Article 2(3) of the traineeship rules. Please indicate in your application form if you come from the Roma community so that your application can be assessed correctly.

1.8. Can I submit an unsolicited/ spontaneous application?

FRA does not consider unsolicited/spontaneous applications. Only applications submitted in response to a specific call for applications can be taken into consideration. The online application form is the only acceptable means of applying for a traineeship at FRA.

1.9. Can I apply for more than one traineeship position at a time?

No, it is not possible. Please note that you can only apply for one traineeship position and to one organisational entity at a time.

1.10. I have applied before and was rejected. Should I try again?

You may reapply for a subsequent traineeship, even if you have applied previously and your application was unsuccessful. However, you must submit a new application to the advertised call for applications.

1.11. Is there an age limitation for applying for a traineeship at FRA?

There is no age limit for applying for a traineeship. However, we require that you have completed your most recent studies no more than three years before the start of the traineeship.

1.12. I come from a country that is not a Member State of the European Union. May I apply for a traineeship advertised by FRA?

To apply for a traineeship at FRA it is mandatory to be a national of the Member States of the European Union, EEA EFTA States (Iceland, Liechtenstein and Norway), EU candidate (nationals from Albania, Bosnia and Herzegovina, Georgia, Montenegro, North Macedonia, Moldova, Serbia, Turkey and Ukraine) or potential candidate countries (Kosovo). Be aware, however, that trainees from non-EU countries are solely responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the Austrian National Authorities. Depending on your home country, visa requests may take some time to process, so make sure to initiate the process immediately after the receipt of the traineeship offer and its acceptance and well before your arrival to FRA.

1.13. I have a degree from a country that is not a Member State of the European Union, am I eligible for a traineeship at FRA?

Holders of university degrees from a country that is not a Member State of the EU need to have the degree officially recognised in one of the Member States of the European Union. Please be aware that the certificate of equivalence must be submitted before the start of the traineeship.

1.14. What language should I use in my application for a traineeship at FRA?

Applications must be submitted in English, which is the working language of FRA.

1.15. What do I do if I encounter technical problems while submitting my online application form?

In case of technical problems, it is your responsibility to notify FRA as soon as possible, by sending an e-mail to recruitment@fra.europa.eu and by providing a description of the problem and a screenshot of the message you received from the system. This will allow us to promptly investigate any technical issue. Please do so well before the deadline for applications.

1.16. I have sent my application, but I discovered that I made a mistake when filling out the application form. How can I correct the mistake?

Submitting an application more than once is not possible. If you would like to withdraw your application or make any change within the deadline, please send an email to: recruitment@fra.europa.eu with your request clearly stating the information you would like changed. Please do so well ahead of the deadline.

1.17. How will I know that FRA has received my application?

After submission of your application, you will receive an acknowledgement of receipt by email. Note that some email providers may incorrectly mark the acknowledgement of receipt as spam. Please make sure you check the spam/junk folder as well.

1.18. How are trainees selected?

Trainees are selected based on the specific needs of the various units and sectors, as well as the candidate's profile and the selection criteria outlined for each position. While applicants may indicate a preferred area in their application, final placements are determined by how well their skills and qualifications match the requirements across the organization. Consequently, candidates may be contacted by a different unit than the one initially selected.

If shortlisted, you will be invited for a short online interview. The interview will be held in English.

In case of being selected, successful applicants will receive a traineeship offer indicating the dates of the traineeship period and further details related to the traineeship, including a list with the requested documents.

1.19. Will I be informed in case of not being selected?

Unsuccessful candidates will be notified about the outcome of the selection procedure. However, FRA may offer a shorter traineeship if a position becomes available within the first five months of the traineeship period. No traineeship can be offered if the remaining duration of the traineeship is less than five months.

1.20. Can I have a part-time traineeship?

No. All candidates who are accepted for a traineeship must work full time, which at FRA means 40 h/week and 8 h/day.

1.21. Will I be covered by health insurance?

The traineeship grant is without deductions and FRA does not pay any health insurance for trainees. However, it is mandatory for trainees to be covered by health insurance for the entire duration of the traineeship, and it is the responsibility of the trainees to make sure they are fully covered. FRA will ask candidates to provide proof of being properly covered prior to starting the traineeship, e.g. by holding a valid health insurance card from a national system recognised in the European Union (e.g. e-card) or having purchased a private health insurance plan.

FRA does not make any recommendations as regards what health insurance plan to choose. Some of the private companies providing insurance plans that have been used in the past by trainees are (however, please feel free to choose any other company as well):

- [Klemmer](#)
- [Cigna](#)
- [Allianz Care](#)

2. Practical Information about Vienna

2.1. Does FRA provide any kind of housing?

No. Finding and paying for housing is entirely your responsibility. However, we can provide guidance with some accommodation ideas that have been successfully used by other trainees in the past. You will receive this information together with the package of welcome documents if you are offered a traineeship.

2.2. How do I reach FRA?

FRA is currently located in the city centre. For your orientation and directions to the agency, please use the following link: [European Union Agency for Fundamental Rights \(FRA\) - Google Maps](#)

2.3. I want to come to work by bicycle is there any space where I can park my bike?

Yes, FRA has a dedicated bicycle parking area in the building.

2.4. What do I need to open a bank account in Vienna?

To open a bank account, you will need your ID card or passport; a copy of your contract; proof of address (some banks may require you to present the Meldezettel, which is the official address registration certificate in Vienna). If you have a bank account in euro in another EU Member State, you may receive your traineeship grant to that account. However, you might find it advantageous to have an Austrian account for your day-to-day expenses. Please note that we cannot pay to an account outside the EU or to an account in another currency.

2.5. What do I need to stay in Vienna?

The first thing that you will need once you arrive in Vienna is the Meldezettel (address registration certificate) which is valid for a period of up to four months. It is recommended that you [reserve an appointment](#) with the Registration Office well in advance, as it can get very busy. Within four months from their arrival in Austria, citizens of EEA countries and Switzerland must request a registration certificate (Anmeldebescheinigung) at the Austrian settlement authority. Obtaining a registration certificate is compulsory and you risk a fine if you do not request it in due time. Two offices provide this service, depending on the district you live in, and the reception is only available by [booking an appointment](#).

3. Your first day at the FRA

3.1. When should I start?

All FRA trainee contracts start on the 1st or the 16th of the month. Should this day be a weekend or public holiday, you will start on the next working day. You will receive an e-mail from Human Resources containing instructions for your first day. In duly justified circumstances, at the written request of the trainee, the starting date may be deferred by up to one month. Such deferment will not affect the end date of the traineeship.

3.2. Is there a dress code?

There is no strict code at FRA. Staff are expected to dress in a professional manner and appropriately for their work. It is normal for staff to dress more formally for meetings, conferences and events that require so.

3.3. What will happen on my first day?

There will be a welcome briefing where the main elements of your traineeship will be explained. You will have a chance to meet all the other trainees, as well as your supervisor and colleagues in your unit, and Human Resources will answer any questions you may have. You will receive details on the formal induction programme, which will include presentations and information on the activities of different units at FRA and useful information for your traineeship.

3.4. Do the documents to be presented on the first day need to be original versions?

You will be required to bring the originals of the following documents: passport/ID card, university diploma(s), proof of medical insurance (e.g. e-card), fit-for-work certificate, declaration of confidentiality form, certificate of absence of a criminal record (or, if not available in your country, a certificate of good conduct). Please note that the latter will be used for verification purposes only and will be returned to you immediately.

3.5. I would like to know what is expected from me. Is there any guide or task checklist to know what I am going to do during my traineeship from the first day?

You will receive a task description outlining the general tasks you will undertake during your traineeship together with the traineeship offer. On your first day your supervisor will meet with you individually to discuss in more detail. It is normal that your tasks will vary during your traineeship depending on the needs and projects of your unit.

4. Being a trainee at FRA

4.1. If I have a disability, will I be able to work at FRA?

FRA endeavours to provide an accessible working environment. Selected candidates will be provided with details on the applicable Agency policies regarding support for persons with disabilities, as well as the procedure to request reasonable accommodation, if needed, upon receipt of proper justification, trainees with disabilities may receive a supplement to their grant.

4.2. How long is the traineeship?

FRA offers traineeships with a maximum duration of 10 months.

4.3. How much will my grant be?

The traineeship monthly grant corresponds to one quarter of the grade AD5 – step 1 as defined each year by the European Commission and weighted using the correction coefficient for Vienna, Austria. At the time of publication of these FAQ (May 2025), the grant is 1,574.00 EUR per month – weighted coefficient included). Selected trainees will

be informed of the precise grant amount for the duration of their traineeship in the offer letter.

4.4. When am I paid?

Your grant will be paid in the second week of the month, between the 10th and the 15th. Please ensure that you provide your bank details to Human Resources using the Financial Identification form (sent together with the traineeship offer), in order for your grant to be paid. Please note that if you provide this form late, your first grant payment may be delayed.

4.5. Am I exempt from taxes on my grant?

The traineeship grant at FRA is not considered a salary and is not subject to special tax regulations applying to officials and other servants of the European Union, therefore no tax or social security contributions are deducted by the agency. The monthly grant is intended to help cover their living expenses during the traineeship.

Trainees are solely responsible for checking with the tax authorities in Austria whether the allowance should be declared as an income under Austrian law and, if applicable, for paying the due taxes. For more information about taxation in Austria, please refer to the [Ministry of Finance](#). Upon request, you will be given a declaration for tax purposes.

4.6. Will you cover my travel expenses?

Selected trainees will be reimbursed for an economy class flight ticket or second-class rail ticket (including luggage). This travel allowance is granted at both the start and the end of the traineeship based on submission of the ticket(s) or invoice(s). No reimbursement will be granted for travel if the trainee terminates their traineeship within the first five months, without reasonable justification

4.7. What are the working hours?

Trainees follow the same working hours as staff. In general, you will be expected to work 8 hours per day, with some flexibility to vary the start and finish time, in agreement with your supervisor, as long as in total you work 40 hours per week. More information will be given during the first day of your traineeship.

4.8. Am I able to work from abroad / to telework?

FRA applies a policy of hybrid working and there is the possibility to sometimes work from home; however, please bear in mind that for the majority of your time you will be expected to work at FRA's office in Vienna. The traineeship cannot be done remotely. Telework from outside the place of employment can be granted for a maximum of 8 days during the traineeship period). More information will be given during the first days of the traineeship.

4.9. Do we have a canteen at FRA?

On the 6th floor there is a space with tables and chairs where you can have your lunch, with microwaves, a fridge and a dishwasher. There is also a terrace for warmer months. Please keep in mind that FRA does not provide any catering so you will need to bring your lunch or go outside to purchase something. There are several cafes, restaurants and a supermarket in short walking distance from the premises. You are encouraged to take a lunch break, whether in the canteen, terrace or outside of FRA and you must take a break of at least 20 minutes in your working day.

4.10. What is my leave entitlement?

Trainees are granted 2 days of leave per month worked. Leave can be requested through the digital Human Resources system, after having been agreed with the supervisor. Please refer to the Rights and Duties sections in the traineeship rules for information on special kinds of leave entitlements.

4.11. How can I use my annual leave entitlements?

Your leave entitlement may be used at any time during your traineeship but be aware of the condition above: 2 days of leave entitlement accumulated per month worked. If the traineeship is terminated early, any access leave taken will be deducted from the last traineeship grant. Unused leave at the end of the traineeship will not be paid.

4.12. Will I get training opportunities?

Upon your arrival you will be invited to attend the induction training on the activities of the Agency. As the whole traineeship is considered an on-the-job training experience, any further attendance to courses organised by Human Resources or identified by the trainee or their unit are an exception. A trainee may only attend these courses if they are absolutely necessary for them to the performance of their tasks at the Agency (for example specific database training, training on a specific agency procedure). These requests for additional training must be duly justified by the trainee's supervisor (and approved by the Head of Unit and Administration Unit).

4.13. As a trainee, to what extent am I bound by confidentiality obligations?

Trainees will sign a Declaration of Confidentiality in line with the "Rights and Duties" in the rules governing traineeship at FRA. Be reminded that everything you write in the course of your traineeship is property of FRA. Trainees must also inform Human Resources of any outside activities (such as working for charities, NGOs, publishing papers, etc.) that you may undertake during the traineeship. Please note that you cannot take on other paid work during your traineeship at FRA.

5. At the end of the traineeship

5.1. Can I terminate my traineeship earlier?

Yes, you can finish your traineeship before the end date established on the contract by informing your supervisor and Head of Unit and Human Resources as soon as possible. Please bear in mind that if you need to terminate your traineeship early, you must give at least 3 weeks' notice. In addition, the ending must be either the 15th or the last day of the month.

5.2. Is it possible to have a certificate that shows that I have been a trainee at FRA?

Yes. Human Resources will provide you with a traineeship certificate and a tax certificate outlining your status and the period of your contract.

5.3. What are the documents required at the end of the traineeship?

At the end of the traineeship, you will be required to complete a traineeship report. The traineeship report is the record of the work undertaken during the traineeship period. It is prepared by the trainee and needs to be submitted to Human Resources. Your supervisor will also complete a separate report with feedback on your traineeship.