



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
INNOVATION DIVISION

Pan-European Seal Young Professionals Programme at the European Patent Office (EPO) and Pan-European Seal Professional Traineeship Programme at the European Union Intellectual Property Office (EUIPO)

Subject: Call for expressions of interest to submit applications and allow partner universities in the programmes to draw up their shortlists.

Alma Mater Studiorum – Università di Bologna (hereinafter the University) has joined the Pan-European Seal Young Professionals Programme (at the European Patent Office, hereinafter the EPO) and the Pan-European Seal Professional Traineeship Programme (at the European Union Intellectual Property Office, hereinafter the EUIPO). The programmes aim to promote and disseminate intellectual property and allow participants to acquire skills and direct experience by taking a year-long paid traineeship at either the EUIPO or the EPO.

Every year, the Offices offer around 100 vacancies to recent and upcoming graduates from 100 partner universities. Participants must graduate before the traineeship starts (mid-September 2024).

All information about application deadlines, requirements, methods, areas of interest, monthly allowance, etc. is available on the websites of the Offices and in the following documentation, which we advise you to read.

EPO:

[EPO - Pan-European Seal Young Professionals Programme](#)

Further information: [EPO Pan-European Seal Young Professionals Programme](#)

[General Instruction Guidelines – Edition 2024-2025](#)

EUIPO:

[Pan-European Seal: EUIPO Traineeship \(europa.eu\)](#)

Further information: [EUIPO PES Brochure 2024 2025.pdf](#)



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In order to access the programmes, partner universities are required to prepare two shortlists – one for the EPO and one for the EUIPO – of potentially suitable candidates. Candidates can only be included in one of the two shortlists – either for the EPO or for the EUIPO. The following sections contain the deadlines, methods of submission and eligibility criteria for expressions of interest relating to each programme.

The Offices will only consider applications submitted by shortlisted candidates who register with the corresponding online app and comply with the relevant application methods, deadlines and documentary requirements. Candidates will be selected directly by the EPO or the EUIPO according to their own criteria and available vacancies, including by conducting interviews.

If you submit an expression of interest for the EPO, you may not submit one for the EUIPO, and vice versa. Otherwise, you will be excluded from both.

1. Pan-European Seal Young Professionals Programme – EPO

A) PROGRAMME

A graduate programme for upcoming and recent graduates, it offers full-time employment for 12 months with a net salary of €2,200/month in the first year; possibility of an extension for two additional years, with salary increase, subject to passing a selection. The EPO will cover all health insurance costs.

The traineeship will take place at the EPO headquarters in Munich, or, depending on the needs of departments, at other EPO sites in Berlin, Brussels, Vienna or The Hague.

The EPO will offer around 100 vacancies in the following areas: Science & Engineering (50%); Information Technology (10%); Business Administration (10%); Law (10%); Economics & Finance (10%); International Relations and Communication (10%).

B) DEADLINES AND ELIGIBILITY CRITERIA

The University must submit a shortlist of candidates by 29/02/2024.



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→ SHORTLIST AND DEADLINE FOR SUBMITTING EXPRESSIONS OF INTEREST TO THE UNIVERSITY

The University has appointed a Committee to prepare a shortlist based on the criteria and deadlines prescribed by the EPO. In order to be shortlisted, candidates must meet the following requirements:

- Nationality of an EPO member state ([EPO - Member states of the European Patent Organisation](#));
- Bachelor or two-year Master/Combined Bachelor and Master **degree** awarded by the University; students who expect to graduate by mid-September 2024 (start date of the traineeship) may also apply. All selected candidates will be required to submit a degree certificate before the traineeship starts;
- Certified knowledge of one of the official languages in use at the EPO (English, French or German), at least level C1 of the Common European Framework of Reference for Languages (CEFR).

If you meet the requirements and wish to participate in the programme, you must submit your expression of interest to the University

by 29/02/2024 (at 1 p.m.)

To do so, log into “Studenti Online” > “Calls” > “Expression of interest for the Pan-European Seal Programme – EPO”.

No other application methods will be accepted.

If you forgot your credentials, visit the link <https://dsa.unibo.it/Recovery.aspx>.

PLEASE NOTE: The online procedure displays information about the application status (e.g. “Application submitted”) that only concerns the technical aspects of the procedure itself. No information of this type should be construed as meaning that the application is complete/eligible/valid for the purposes of this call for applications. Your expression of interest may only be accepted if you carry out the procedure above and attach a language proficiency certificate to your application.



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Applicants will be notified of the outcome of the expression of interest procedure via email to their institutional address @studio.unibo.it in the University database.

→ EPO DEADLINES AND APPLICATION METHODS

Shortlisted candidates must then submit an online application **by 15/03/2024** through the [EPO](#) app.

The application must contain the candidate's:

- Up-to-date CV;
- Letter of motivation;
- Degree certificate.

Any subsequent steps and communications concerning the selection process will be handled directly by the EPO.

2. Pan-European Seal Professional Traineeship Programme – EUIPO

A) PROGRAMME

The 12-month traineeship will take place at the EUIPO headquarters in Alicante (Spain); limited vacancies may be available at the EUIPO sites in Brussels and Luxembourg. Trainees will be entitled to a monthly allowance of €1,200.

Traineeship activities will cover the following areas: IP Law, Economics, IT, Communication, Education, Pedagogy, Business Administration, Public Administration, Computer Science, Industrial Engineering, Journalism, Marketing, Advertising, Graphic Design, Data Protection,

Information security, Facility Management, Engineering, Architecture, Occupational Safety, Tourism, HR, Analysis, Data Analysis, Statistics, EU Law, Data Management, Statistics, Business Analysis, Industrial/product Design, International/Public Relations, Politics, Digital Media Statistics, Linguistics, Translation, Computational Linguistics.

Procedure supervisor: Alice Corradi | Email address alice.corradi@unibo.it

Job Placement Unit | Internship Office arin.banditirocini@unibo.it



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B) DEADLINES AND ELIGIBILITY CRITERIA

The EUIPO selection is open to nationals of member states of the European Union (applications from nationals of candidate countries or non-EU countries may be accepted for approximately 10% of the available vacancies).

The University must submit a shortlist of candidates by 29/02/2024. The University may use its own criteria for preparing the shortlist.

→ SHORTLIST AND DEADLINE FOR SUBMITTING EXPRESSIONS OF INTEREST TO THE UNIVERSITY

The University has appointed a Committee to prepare a shortlist based on the criteria and deadlines prescribed by the EUIPO. In order to be shortlisted, candidates must meet the following requirements:

- Nationals of member states of the European Union (applications from nationals of candidate countries or non-EU countries may be accepted for approximately 10% of the available vacancies);
- Students enrolled in the 2023/24 academic year who expect to graduate by mid-September 2024 (start date of the traineeship). All selected candidates will be required to submit a degree certificate before the traineeship starts;
- Knowledge of two of the official languages in use at the EUIPO (German, English, French, Italian or Spanish), at least level B1 of the Common European Framework of Reference for Languages (CEFR).

As provided for by the EUIPO, the Office will not accept applications from candidates who have already participated in (paid or unpaid) traineeships at a European Union institution or body. For clarification, see Article 2(2)(c) of the document [Decision No ADM 22-10-REV.](#)



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If you meet the requirements and wish to participate in the programme, you must submit your expression of interest to the University

by 29/02/2024 (at 1 p.m.)

To do so, log into “Studenti Online” > “Calls” > “Expression of interest for the Pan-European Seal Programme – EUIPO”.

No other application methods will be accepted.

If you forgot your credentials, visit the link <https://dsa.unibo.it/Recovery.aspx>.

PLEASE NOTE: The online procedure displays information about the application status (e.g. “Application submitted”) that only concerns the technical aspects of the procedure itself. No information of this type should be construed as meaning that the application is complete/eligible/valid for the purposes of this call for applications. Your expression of interest may only be accepted if you carry out the procedure above.

Applicants will be notified of the outcome of the expression of interest procedure via email to their institutional address @studio.unibo.it in the University database.

→ EUIPO DEADLINES AND APPLICATION METHODS

Shortlisted candidates must then submit an online application by **31/03/2024** through the [EUIPO](#) app. The application must contain the candidate’s:

- Letter of motivation;
- Europass CV in Word format;
- Degree certificate with final grade;
- Certificate of completion of at least one of the following online courses: “EUTM in a Nutshell” (approx. 4 hours) and/or “RCD in a Nutshell” (approx. 4 hours).

To attend these courses, candidates must register with the following app, “PES User” profile:
[EUIPO Academy Learning Portal \(EALP\)](#)



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DATA PROCESSING AND PRIVACY

The data collected will be processed for the purposes of carrying out the institutional activities of the University and will be stored in compliance with the provisions of Regulation (EU) 2016/679 and Legislative Decree 196/2003, as amended. The provision of personal data is mandatory in order to be included in the shortlists for the programmes.

The Data Controller is Alma Mater Studiorum – Università di Bologna, with registered office at Via Zamboni 33 – 40126 Bologna, in the person of the Rector as its Legal Representative.

Contact details of the Data Protection Officer (DPO): privacy@unibo.it

The person in charge of responding to data subjects is the Head of the Innovation Division, Via Zamboni 33 – 40126 Bologna.

CONTACT DETAILS

For information

- Concerning the [EPO Programme](#), see the EPO website and FAQs or send an email to paneuropeanseal@epo.org
- Concerning the [EUIPO Programme](#), see the EUIPO website and FAQs or send an email to Pan_European_Seal@euipo.europa.eu
- Concerning submission of expressions of interest, send an email to arin.banditirocini@unibo.it
- Concerning the University online app, call the Studenti Online Help Desk at the following number: +39 0512080301, Monday to Friday, 9 a.m. and 1 p.m. and 2 to 5 p.m., or send an email to help.studentionline@unibo.it.