

Pan-European Seal Professional Traineeship Programme

EPO 2020-2021

The start of the PES Programme for 2020-2021 will take place on 14 September 2020 in Munich, Germany and the paid traineeship is set to last for 12 months.

1. Timeline

EPO PES Calendar 2020 - 2021

17 February	Launch of the PES traineeship Programme with the Universities
18 May	University sends the shortlist to paneuropeanseal@epo.org
1 April - 18 May	Shortlisted candidates (only) submit their applications through the e-recruitment tool available here
19 May – 30 June	Selection process at EPO
by 30 June	Communication of results to the candidates Communication of results to the PES Member University
14 September	Start of the traineeship Programme at EPO, Munich

2. Shortlists to the EPO

- **This year**, the EPO will **not apply a limit** on the number of candidates that can be nominated by the university.
- We rely on the university's selection of the **most excellent** and **suitable graduates** from various academic fields as indicated in Section 5 and for specific technical areas as indicated in Section 6.
- Please send your shortlisted candidates to paneuropeanseal@epo.org.
- The university's own selection criteria apply according to the minimum requirements agreed in the MoU. Nevertheless, candidates with an English level above B1 will have an advantage especially in the case of science graduates.
- Please remember to send the shortlists directly to EPO or EUIPO and kindly note that **same candidate cannot be included in both shortlists**.
- You may send your shortlist to the EPO until **18 May 2020**.
For the EUIPO's submission deadline, please refer to their separate communication.
- The shortlists sent to the EPO may only suggest graduates who are nationals of any of the 38 EPO member states or future member states, Montenegro and Bosnia and Herzegovina.

3. Criteria for eligible candidates

- Have obtained a full undergraduate/master degree or its equivalent no later than two years prior to the date of the application, or be currently enrolled in PhD studies;
- Have completed the indicated EPO e-learning courses in Section 3, point 4;
- Have knowledge of one of EPO's three working languages (German, English or French) at a minimum level of B1 following the Common European Framework of Reference for languages.

4. Submission of applications by the candidates

Shortlisted candidates are to submit their **application online** in order to be considered for the traineeship.

The application shall contain:

1. A motivation letter to apply for an EPO traineeship including the preferred business area;
2. Updated curriculum vitae;
3. Degree/Master diploma which can be replaced by a provisional assertion, until the final diploma is issued.

Upon start of traineeship:

1. Certificate(s) of completion of the e-learning course(s) as required depending on the graduate's profile (science and engineering or all other academic areas):
 - a) Introduction to the European patent system (mandatory for all graduates)
 - b) Using CPC (mandatory for science and engineering graduates only)
 - c) The EPO as PCT authority (mandatory for all graduates)

5. EPO selection procedure

- As of 19 of May 2020, the EPO will start evaluating the applications submitted online by the candidates based on the shortlists provided by the universities.
- Only online applications of candidates **included in the shortlists** will be considered.
- The EPO reserves the right to select the candidates from the shortlist according to the profile of the applications and the Office's business needs. For the 2020 – 2021 traineeship, there are more than 90 vacancies offered in the following areas:
 1. Science & Engineering – 50%
 2. Human Resources & Business Administration – 30%
 3. Economics & Finance – 10%
 4. International Relations & Communication – 10%
- Suitable candidates will be invited to a phone/Skype interview during May - June 2020.
- The number of selected candidates will be established by the EPO taking into consideration the its current business needs.
- The Universities/educational institutions will be informed about the outcome of the procedure and on the selected candidates by the end of June 2020.
- The financial support for the traineeship at the EPO will amount to 2 000 Eur per month (gross). This amount is subject to local taxes and social contributions (deduction approx. 20%).

5. Technical areas of interest for the 2020-2021 PES Traineeship Programme

The EPO is looking for bright scientists and engineers with solid academic background in the following technical areas and in all aspects of chemical engineering, organic chemistry, pharmacy, biotechnology, mechanical, electrical electronic engineering, telecommunications and computer sciences.

Science and Engineering - Patent Granting

Mobility and Mechatronics

- Machine tools with electronic circuitry
- Thermo-technical systems
- Construction components, fluids, thermodynamics
- Sensors (electrical, magnetic, optical)
- Measuring & testing instruments
- Machine design & assembly (household appliances)
- Metal works (processing wire, forging and pressing)

Healthcare, Biotechnology and Chemistry

- Polymer chemistry, inkjet compositions for 3D-printing
- Ceramic & glass materials, chemical processing
- Food technology
- Organic chemistry, pharmaceutical compositions (cosmetics & galenics)
- Biopharma, medical use of compounds
- Protein diagnostics, protein therapy
- Immunotherapy (CAR-T cells)
- Microbiology, Plant biology, Synthetic biology
- Gene therapy, cell therapy
- Medical mechanical engineering, electronic engineering for medical devices
- Healthcare informatics

Information and Communication Technology

- Data carriers (bank and credit cards magnetic stripe, chip, NFC), RFID tags, digital labels
- Network & Communication security, Computer security, Cryptography
- Software engineering, error detection and correction in computing
- Hardware and software testing and debugging

“Corporate areas”

- Business Intelligence and Analytics processes
- Planning and Construction projects
- Electric/ electronic circuit modelling
- Digital solutions evolution within our Technical services
- Identity and Access management
- Internet of Things in Office environment
- Data Science

6. Note to the candidates proposed on the shortlist

- Please make sure that your application documents are complete.
- Shortlisted candidates must bear in mind that **withdrawals have a serious impact** on the selection procedure as well as on the smooth running of the Programme itself.
- Furthermore, having been selected implies that other candidates have not been able to participate in the Programme due to the limited number of vacancies.

It is therefore expected that all candidates give considerate thought to their application and the necessary commitment until the final selection has taken place.

More information on the PES Programme at EPO is available [here](#).
For any further queries, please contact: paneuropeanseal@epo.org.