

Pan-European Seal Programme

EUIPO Traineeship

2026/27



TABLE OF CONTENTS

1.	TIMELINE	2
2.	CANDIDATE SHORTLISTS.....	2
2.1	Shortlist Criteria	2
2.2	Total Number of Shortlisted Candidates	2
2.3	EUIPO Traineeship Profiles	2
2.4	PES Universities Shortlists	5
3.	ELIGIBILITY AND APPLICATION SUBMISSION	5
3.1	Eligibility Criteria and Nationality	5
3.2	Online Applications and Documentation	6
3.3	Further Requirements	6
3.4	Candidate Profile Preferences	7
4.	EUIPO SELECTION PROCESS	7
4.1	Application Assessment.....	7
4.2	Successful Candidates	7
4.3	Reserve List.....	7
4.4	Result Announcement	7
5.	NOTES TO SHORTLISTED CANDIDATES.....	7
6.	FURTHER INFORMATION.....	8

1. Timeline

28 January 2026	Online Informative Session for PES Universities.
02 February 2026	Launch of the PES Traineeship Programme 2026/27.
27 February 2026	Deadline for PES Universities to submit their shortlist of EUIPO candidates.
01 – 31 March 2026	Shortlisted candidates submit their online applications via the EUIPO Online Recruitment Tool .
April 2026	Pre-Selection of EUIPO candidates.
May to July 2026	Candidate Interviews and Selection by the EUIPO.
16 September 2026	Start of the Traineeship Programme at the EUIPO.
31 December 2026	Expiration date of non-selected candidates waiting list and Announcement of Results to PES Universities.

2. Candidate Shortlists

2.1 Shortlist Criteria

Each PES University may shortlist candidates based on its own criteria, bearing in mind the **minimum requirements agreed** in the Memorandum of Understanding, and as referred under section 3 below (Eligibility and Application Submission).

2.2 Total Number of Shortlisted Candidates

Each PES University may determine the total number of shortlisted candidates. However, each candidate can only be included in either the EUIPO or the EPO shortlist, **not both**.

2.3 EUIPO Traineeship Profiles

The PES University shortlist must include candidates from at least one of the following backgrounds/areas of expertise:

1. DATA ANALYSIS

Depending on the department where the selected candidate is allocated, this profile may involve tasks such as collecting, cleaning, and analyzing datasets, preparing dashboards, conducting statistical modeling, and supporting decision-making with data-driven insights. The preferred educational background for this profile is Data Science, Statistics, Mathematics, Computer Science, Engineering, Physics

2. COMMUNICATION, MARKETING AND AUDIOVISUALS

Depending on the department where the selected candidate is allocated, this profile may include tasks such as creating and editing multimedia content, supporting communication campaigns, designing graphics and supporting internal and external communications. The preferred educational background for this profile includes Audiovisual Studies, Communication, Media Studies, Marketing, Graphic Design, Journalism, Advertising, Web Design/Multimedia Design.

3. INFORMATION TECHNOLOGY

Depending on the department where the selected candidate is allocated, this profile may cover tasks such as IT support, software development, system administration, process automation, and the implementation of digital solutions to improve business processes. The preferred educational background for this profile is Computer Engineering/Science, Information and Communication Technology, Software Engineering, Information Systems, Electronics Engineering, Cybersecurity, Data Engineering.

4. LAW

Depending on the department where the selected candidate is allocated, this profile may involve tasks such as legal research, drafting and reviewing legal documents, ensuring compliance with regulations, supporting intellectual property matters, data protection and security law. The preferred educational background for this profile includes Data Protection, Information Security Law, Intellectual Property Law, International Law, EU Law, Law.

5. FINANCE AND ECONOMICS

Depending on the department where the selected candidate is allocated, this profile may include tasks such as financial analysis, budgeting, financial reporting, accounting and supporting procurement and grants management.

The preferred educational background for this profile is Accounting, Finance, Economics, Banking, Business Administration (with finance specialisation).

6. HR AND LEARNING&DEVELOPMENT

Depending on the department where the selected candidate is assigned, this role may include tasks such as contributing to the development of learning initiatives, training programs and content, supporting upskilling and reskilling initiatives, assisting with selections and staff administration processes, as well as with the implementation of traineeship programmes.

The preferred educational background for this profile includes Human Resources, Education and Pedagogy, Social Sciences (Psychology/Sociology, Pedagogy), Business Administration (with HRM or L&D specialisation), Labor/Employment Law, Adult Education/Training, Organizational Behavior.

7. EU & INTERNATIONAL COOPERATION

Depending on the department where the selected candidate is allocated, this profile may include tasks such as supporting projects with EU and international partners, assisting in organising events, drafting cooperation agreements, and supporting policy alignment and stakeholder relations.

The preferred educational background for this profile includes Political Sciences and International Relations, EU Studies, Public Administration, Law (with international/EU focus).

8. PROJECT SUPPORT

Depending on the department where the selected candidate is allocated, this profile may involve tasks such as assisting in project planning, supporting process improvement, helping with quality checks and reporting. Tasks may also involve administrative support such as internal and external correspondence, monitoring deadlines, formatting documents and organising meetings. .

The preferred educational background for this profile includes Business Administration, Project Management, Quality Assurance, Industrial Engineering.

9. FACILITY MANAGEMENT

Depending on the department where the selected candidate is allocated, this profile may include tasks such as supporting building maintenance activities, assisting with logistics arrangements, environmental compliance, and supporting sustainability initiatives.

The preferred educational background for this profile includes Architecture/Civil/Mechanical Engineering, Environmental Studies, Facility Management, Hospitality/Tourism/Logistics, Occupational Health and Safety, Security.

10. ADMINISTRATIVE SUPPORT & EVENTS MANAGEMENT

Depending on the department where the selected candidate is allocated, this profile may involve tasks such as assisting in event planning and organisation, supporting logistics and supplier coordination, and supporting promotional activities. Tasks may also involve administrative support such as internal and external correspondence, monitoring deadlines, formatting documents, organising meetings and supporting departmental processes to ensure smooth operations.

The preferred educational background for this profile is Event Management, Public Relations, Communication, Hospitality Management, Marketing, Protocol, Business Administration, Public Administration, EU studies, Political studies.

11. TRANSLATION AND COMPUTATIONAL LINGUISTICS

Depending on the department where the selected candidate is allocated, this profile may include tasks such as translation, proofreading, terminology management, post-editing, and supporting language technology projects.

The preferred educational background for this profile includes Linguistics, Translation, Philology, Applied Linguistics, Computational Linguistics, Modern Languages, Language Technology.

2.4 PES Universities Shortlists

PES Universities should submit their shortlisted candidates via MS Form for the European Intellectual Property Office Shortlist 2026/2027 Submission which will be sent to the PES Universities.

After submission, each University must send a confirmation email at Pan_European_Seal@euipo.europa.eu by **Friday, 27 February 2026**. The email should have the following subject line: *PES University: EUIPO Candidates Shortlist 2026-27*

Upon successful receipt of each shortlist the EUIPO Academy Department will send an acknowledge of receipt.

3. Eligibility and Application Submission

3.1 Eligibility Criteria and Nationality

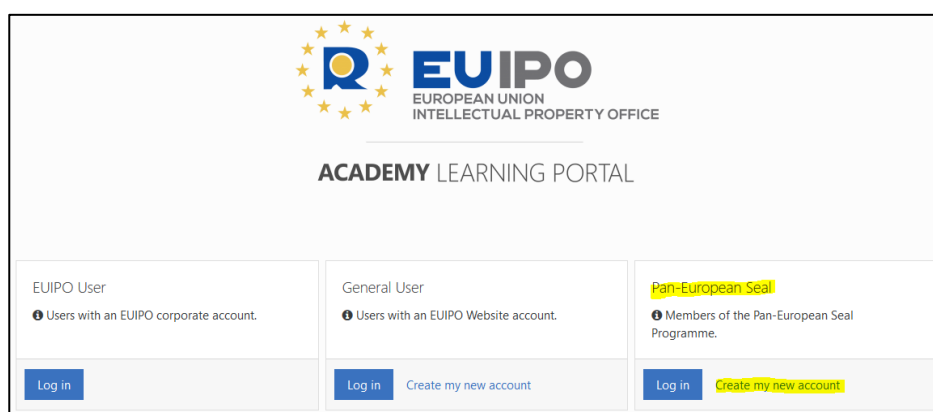
Article 2 (Eligibility), Section 1 (Nationality) of Decision No [ADM 25-03](#) states that: “Trainees shall be selected from nationals of the Member States of the European Union and candidate countries. A limited number of nationals of candidate countries and third countries, amounting to approximately 10% of the available positions, may be accepted”.

3.2 Online Applications and Documentation

Please note that only shortlisted candidates by PES Universities that submit an on-line application will be considered for selection. To submit their on-line applications through the EUIPO e-recruitment tool, candidates must upload the documents listed below and answer the online questions included in the application:

- English CV in [Europass](#).
- Motivation letter, clearly indicating the EUIPO as their choice for the traineeship.
- Degree/Master diploma or proof of completion, indicating the final grade. This can be replaced by a provisional declaration, until the final diploma is issued.
 - Diplomas awarded up to two years prior to the current date (i.e., from January 2024) will only be taken into account.
 - In addition, it is highly recommended that candidates complete at least one of the following courses to acquire a better understanding of the Office core business in Trademarks and Designs and upload the completion certificate with their application:
 - [EUTM in a Nutshell](#)
 - [EU Design in a nutshell](#)

To complete the above courses, candidates must create a [Pan-European Seal account](#) and log in via the [EUIPO Academy Learning Portal](#):



3.3 Further Requirements

All shortlisted candidates need to have finished with their studies **before** the starting date of the traineeship (i.e., beginning of September). This requirement includes the submission of dissertations and assessment of all pending grades and final dissertation/project. If the traineeship offer is received before the completion of studies,

candidates will be required to provide written confirmation from their university specifying the expected completion date.

3.4 Candidate Profile Preferences

Shortlisted candidates will also be required to indicate a profile preference in their applications. However, the EUIPO is in **no case** bound by the candidates' preferences, and selected candidates may be offered any position matching their profile other than the ones indicated in their application.

4. EUIPO Selection Process

4.1 Application Assessment

Throughout the month of April, the EUIPO will assess all applications and match each profile with the traineeship positions available per Department. Each Department interested in a candidate's profile will schedule interviews from May to July to make their final selection.

4.2 Successful Candidates

Successfully selected candidates will be contacted by the EUIPO Traineeships by email during the same period to provide them with information about the start date, the Department for which they have been selected, and the assignment related to the traineeship. Reserve List

Eligible candidates who did not receive an interview invitation during the selection process or those who, after being interviewed, do not receive a traineeship offer will remain on the **reserve list**, and they can be contacted for an interview at a later stage in case a trainee position becomes vacant. The reserve list of non-selected candidates will be kept by EUIPO Traineeships until 31 December 2026.

4.3 Result Announcement

A first state of play regarding the results, including candidate rejections and replacements, will be communicated to PES Universities by the end of July. The final state of play will be sent during the month of December.

5. Notes to Shortlisted Candidates

- ✓ Please make sure that your application documents are complete and to minimize the impact of potential technical issues, please make sure to submit your application as soon as possible (applications that are incomplete or incorrectly filled out will not be considered.)
- ✓ Make sure to create a candidate account in the e-recruitment tool linked to a personal email address, **not bounded to your studies or graduation**, so you do not miss any emails related to interviews.

- ✓ Please make sure to apply to the correct Office (EPO or EUIPO), for which you have been shortlisted for by your University.
- ✓ Please bear in mind that withdrawals have a serious impact on the selection process as well as on the smooth running of the Programme itself.
- ✓ Being selected implies that other candidates have not been able to participate in the Programme due to the limited number of positions.
- ✓ It is expected that all candidates give considerate thought to their application and the necessary commitment until the final selection has taken place.
- ✓ Please keep in mind that your PES University diploma/certificate of finalization will have to be verified either prior and/or after the start of your traineeship, but before the end of 2026.
- ✓ Please bear in mind that the description of tasks is not exhaustive.

6. Further Information

You can find more information related to applications and **supporting material** [here](#). You can also find general information on the **EUIPO PES Programme** [here](#) as well as **FAQs** [here](#). For any further queries, please contact Pan_European_Seal@euiipo.europa.eu.