



EIGE/CS/mj D/2022/398

DIRECTOR'S DECISION

Date: 21 July 2022

Decision No: 261

Title: EIGE's Traineeship Policy

Legal framework

Having regard to

- Regulation (EC) No 1922/2006 of the European Parliament and of the Council of 20 December 2006 establishing a European Institute for Gender Equality (hereinafter EIGE or the Institute),
- Commission Decision C(2007)1221 of 14 March 2007 on the fixing of the amount of the grant to trainees under the official traineeships scheme of the European Commission and, in particular Article 1,
- The budget of the Institute,

Whereas

- (1) It is necessary to update periodically the policy for traineeships at EIGE,
 - (2) EIGE's Administration Unit shall ensure implementation of this Decision and update any related processes and/or policies respectively.
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DECISION:

Article 1

The Director has decided that the Traineeship Policy enclosed herewith repeals and replaces the Policy adopted by Director's Decision No 219 of 15 July 2021.

Article 2
Entry into force and application

This Decision shall enter into force on the date it is signed.



Carlien Scheele



EIGE'S TRAINEESHIP POLICY

Adopted by Director's Decision No 261 of 21 July 2022

These provisions repeal and replace those adopted by Director's Decision No 219 of 15 July 2021.

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Foreword

These policy guidelines outline the aims of the Institute's traineeships targeted mainly at young university graduates without excluding those who in the framework of lifelong learning, have recently obtained a university degree and are at the beginning of a new professional career.

In line with similar initiatives taken by the European Commission and other European agencies, the aims of EIGE's traineeships include the following:

- (i) to provide university graduates with a unique and first-hand experience of the workings of the European Union in general, and the Institute in particular. The traineeships EIGE shall offer specifically seek to provide an understanding of the objectives and procedures of the Institute's work in connection with gender equality;
- (ii) to enable the selected trainees to acquire practical experience and knowledge of the day to day work of the Institute's units and to work in a multilingual, multicultural environment;
- (iii) to provide opportunities to university graduates to put into practice their knowledge acquired during their studies and in particular in their specific areas of competence. The traineeships are also intended to introduce graduates to the professional world and the constraints, duties and opportunities therein.
- (iv) to promote European integration within the spirit of new governance and through active participation to create awareness of European citizenship.

Moreover the benefits for the Institute resulting from the input of graduates who can give a fresh point of view as well as up to date academic knowledge that can also serve to contribute to the work of the Institute are not to be underestimated. It is maintained that these traineeships can create long-term "goodwill ambassadors" for European ideas and values both within the European Union and beyond its borders.

Article 1 – General provisions

- 1.1 Traineeships are intended for university graduates who in the course of their studies or in some other manner have already gained some initial experience in the Institute's areas of work. These types of traineeships shall last for six months.
- 1.2 These provisions shall apply to traineeships organised by the Institute, subject to any limits of office space and the availability of the personnel in charge of the aforesaid trainees.
- 1.3 Annually, the Director shall decide on the number of traineeships to be offered in each Unit, depending on the needs of the Institute, the funds available and the capacity of each Unit to accommodate trainees.
- 1.4 The objectives of the Institute's traineeships shall seek principally to:
 - provide training in gender equality issues and more specifically in the areas of work being carried out by the Institute;
 - provide practical knowledge of the working of Institute's different units;
 - extend and apply knowledge acquired in the course of studies or working life;
 - enable trainees to acquire personal experience through the contacts they make in their everyday work.
- 1.5 Subject to any timetable constraints, trainees may spend a maximum of half a day per week preparing a postgraduate thesis or an academic paper.

Article 2 – Admission criteria and selection procedure

- 2.1 Applications should be made in strict accordance with the procedures established by the Institute. All necessary instructions are published on the Institute's website. Applications received by surface mail and postmarked after the closing date will be automatically rejected. Applicants must provide all of the supporting documents when requested.
- 2.2 EIGE will promote traineeship vacancies broadly, e.g. via Facebook/LinkedIn; with former trainees; the European Women's Lobby (EWL); European Disability Forum (EDF); ILGA Europe; European Network against Racism (ENAR); Equinet; European Platform for Roma inclusion (EPRI); EIGE's social media channels, and Google Display Network.
- 2.3 Trainees shall be selected from among nationals of the Member States of the European Union and EFTA countries as well as IPA qualifying countries.

2.4 Subject to the constraints of the Institute's budget, traineeships shall be open to applicants who have not previously undertaken a traineeship in another European institution or body¹ and who meet the following requirements:

- a recognised university degree², evidencing completion of a full cycle of study, or in the case of trainees who are at the end of their studies, an official attestation from their university stating the marks obtained;
- some initial experience in one of the areas of work of the Institute (see Article 2.5 below) obtained either through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner or through professional experience or a previous traineeship.

2.5 Successful candidates are selected based on educational background, qualifications, competencies, motivation and/or experience. The selection procedure aims to keep, to the best possible level, a diverse pool of short-listed candidates.

2.6 EIGE's Director and Heads of Unit commit themselves to supporting, ensuring and safeguarding equality and diversity, regarding characteristics such as gender; race; colour; ethnic or social origin; genetic features; language; religion or belief; political or any other opinion; membership of a national minority; property; birth; disability; nationality; age; sexual orientation, or gender identity within all organisational aspects at EIGE. For trainees with disabilities, EIGE will ensure all means to provide reasonable accommodation, where needed.

2.7 No age limit is imposed on the candidates for traineeships.

2.8 Applicants must have a thorough knowledge of one official language of the European Union and a satisfactory knowledge of another language of the European Union; one of these languages must be the Institute's working language, which is English.

2.9 The principal areas of the Institute's work which are taken into account in the requirements stated in Article 2.3 are:

- Administration
- Communications
- Gender Based Violence
- Gender Mainstreaming
- Knowledge Management
- Research and Statistics

¹ For a list European Institutions and Bodies see Annex 1.

² For a list of minimum national diplomas see Annex 2.

- Stakeholder Relations

2.10 In allocating trainees, the Institute shall give priority to its Units that have places available. The Unit to which a chosen candidate is ultimately allocated may not always coincide with that for which s/he had expressed a preference.

2.11 The procedure for selection is based upon an official letter (communicated by e-mail) addressed to EIGE HR, enclosing a detailed application form specifying the candidate's details, background and motives for applying, and availability within the limits stipulated in Article 1 of this policy.

2.12 HR will forward the application to colleagues serving on the committee responsible to shortlist and interview candidates before a recommendation is made for the approval of the Institute's Director. HR shall then contact each successful applicant with details to facilitate her/his engagement as a trainee including an offer letter. An engagement letter shall be signed upon arrival of the trainee to the Institute. The name of the trainee's supervisor shall be included in the engagement letter.

2.13 Before commencing the traineeship, the candidate is required to provide the following documents, in addition to a copy of the contract duly signed:

- an excerpt from police records (except in the case of civil servants);
- a medical certificate confirming that s/he is fit for work and free of any contagious diseases;
- a statement indicating whether the trainee is gainfully employed and if so the amount of his/her earnings;
- a statement indicating whether the trainee is in receipt of a grant or other subsistence allowance from another source and if so, the amount of these grants or allowances;
- a photocopy of an insurance policy³ covering the trainee for illness and accidents (other than accidents at work which will be covered in accordance with the terms of the insurance policy taken out to that end by the Institute) for the duration of the traineeship.

2.14 The awarding of a traineeship shall not give trainees the status of officials or staff of the institutions and bodies of the European Union. It shall confer neither entitlement to employment in the services of the Institute nor priority over other applicants for employment.

2.15 If an application is unsuccessful, a candidate may re-apply for a subsequent traineeship. It is however necessary to submit a new application.

³ The European Health Insurance Card (EHIC) can be accepted.

Article 3 – Basic grants, insurances, allowances, reimbursements and tax matters

- 3.1 Trainees will be awarded a monthly grant. The amount of the grant for trainees undertaking a traineeship at EIGE shall be calculated in accordance with Article 1 of Commission Decision C(2007)1221 of 14 March 2007, which sets the grant amount for trainees in Brussels at 25 % of the basic remuneration for an official at grade AD 5, step 1. In addition, the grant amount will be adjusted to the applicable correction coefficient for Lithuania.
- 3.2 The amount of the traineeship grant shall be reviewed periodically and expressly included in all calls for traineeship applications when announced on EIGE's website. The HR Officer will submit a proposal to the Director as appropriate with the monthly amount to be applied to the traineeship grant thereafter.
- 3.3 Sickness insurance is mandatory. Trainees shall be responsible for organising their own insurance against health risks, along with any insurance required for family members for the duration of the traineeship.
- 3.4 Trainees shall be insured against the risk of accident at work in accordance with the terms of the insurance policy taken out to that end by the Institute with an insurance company.
- 3.5 Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Thus, trainees are solely responsible for the payment of any taxes due on the Institute's grants by virtue of the laws in force in the State concerned. For tax purposes, upon request at the end of the traineeship, the Institute can provide a letter stating the amount of grant given to the trainee and confirming that tax and social security payments have not been made.
- 3.6 Trainees shall be reimbursed for actual travel in/out expenses at the beginning and at the end of their traineeship from and to their place of recruitment. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to the reimbursement of travel in/out expenses.

If a trainee requests it, reimbursement of travel out expenses can be done to a place other than the place of recruitment, although this shall be limited to EU Member States, EFTA countries and IPA countries.

Reimbursement of travel in/out expenses shall be processed upon submission of a reimbursement request and the relevant travel documents specifying the amount paid and proof that the travel by the trainee actually took place.

The maximum reimbursement for extra luggage costs for trainees upon arrival and departure shall be 250 EUR each way. This ceiling applies for extra luggage taken onto an airplane by the travelling trainee or extra luggage that may be sent by freight.

Article 4 – Reasonable accommodation at the workplace

- 4.1 EIGE will take appropriate measures, where needed in a particular case, to enable trainees with a disability to have access to and participate in, the traineeship. In order to guarantee compliance with the principle of equal treatment in relation to persons with a disability, EIGE will provide reasonable accommodation. Persons with a disability have the right to reasonable accommodation unless such measures would impose a disproportionate burden on the Institute.
- 4.2 Reasonable accommodation can include the provision or modification of equipment or technical devices, the adjustment of policies or practices, etc. There is no one size fits all solution. To provide the appropriate accommodation, case-by-case examination is therefore needed.
- 4.3 To request reasonable accommodation, an applicant must send an email to eige.hr@eige.europa.eu after submission of their application. The request should describe the reasonable accommodation arrangements that the applicant would need during the traineeship, indicating their full name and address. Further documentary justification of the need for reasonable accommodation requirements may be required in case the applicant is selected.
- 4.4 If information concerning specific reasonable accommodation requirements provided by applicants is not substantial and precise enough, this may result in delays in providing trainees with reasonable accommodation at work. In the worst case, if EIGE is unable to offer a temporary solution, this may result in termination of the traineeship.
- 4.5 Any information about a candidate's disability is used only within EIGE and solely for the purpose of providing specific adaptations at the workplace and to enable successful candidates in their search for accessible housing, transport and other necessary assistance. The data provided is processed in line with the privacy notice featured in the call for applications.

Article 5 – Rights and obligations of trainees

- 5.1 Once the trainee is allocated to a Unit of the Institute, his/her work shall be directed by a supervisor appointed by the Head of the Unit to which the trainee is allocated. The supervisor shall be responsible for instructing the trainee and shall advise him/her in the performance of the work allocated. As far as possible, the supervisor shall ensure that the trainee is involved in the everyday work of the Institute. The supervisor shall as a rule, be responsible for only one trainee during each training period.
- 5.2 Trainees may be entitled to attend training courses organised by the Institute for all staff and which coincides with their traineeship.

- 5.3 Throughout the traineeship, the trainee shall act as instructed by her/his supervisor. The trainee shall take part in the work of the Unit and in activities organised for her/his benefit, keeping to the timetables and programmes set. During the traineeship, the trainee shall consult her/his trainee supervisor on any initiative s/he plans to take with regard to the work of the Institute.
- 5.4 Within the Unit to which s/he is allocated, the trainee shall (i) attend meetings on matters which are of relevance to him/her and which are not confidential, (ii) receive documentation and (iii) take part in the work of the Institute at a level as appropriate.
- 5.5 Subject to budgetary constraints, visits or study tours of relevance to the traineeship programme may be organised for trainees. Trainees shall not be sent on missions; however in exceptional cases the Director of the Institute may authorise this following a reasoned request by the trainee supervisor. This authorisation shall entitle the trainee to reimbursement of travel expenses and a daily subsistence allowance, under the budget for "Missions", and shall be calculated in accordance with those provisions of Articles 11 and Annex VII to the Staff Regulations.
- 5.6 The trainee shall treat with utmost confidentiality all facts and information to which s/he becomes privy in the course of the traineeship and shall sign a confidentiality statement. S/he shall not, in any manner whatsoever, divulge to unauthorised persons any document or information which is not in the public domain. The trainee shall not, without the permission of the Director of the Institute, publish, or have published any text concerning the work of the Institute, either carried out individually or in co-operation with others. Such permission shall be conditional on any terms that the Director may set. All rights attached to work done for the Institute in the course of a traineeship shall be vested in the Institute.
- 5.7 The Institute reserves the right to terminate the traineeship if at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the traineeship period.
- 5.8 The former trainee shall remain bound by these obligations of confidentiality even after the traineeship has ended. Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.), and they are not permitted to exercise any other gainful employment during the traineeship, which may adversely affect the work assigned during the traineeship. If a conflict of interests should arise during their assignment, trainees should immediately report this to their supervisors and to their Head of Unit in writing.
- 5.9 Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of EIGE without the written permission of the Director. Such permission is subject to the conditions in force for all EIGE staff. All rights in any writings or other work done for EIGE are the property of the Institute.

- 5.10 Only full time traineeships are envisaged. The trainee shall be subject to the same regulations concerning working hours as all personnel within the Institute. The trainee shall be required to be present during the core working hours during which all staff must be present and to register his/her times of arrival and departure in the time management system used to calculate hours worked. The supervisor may request clearance through the relevant Head of Unit to recover any additional hours worked and absences of not more than two days per month of traineeship served where there are just grounds for doing so. The supervisor shall notify HR accordingly.
- 5.11 Trainees are entitled to two days of leave for each month during their traineeship applied on a pro rata basis. Days of leave not taken by the end of the traineeship are not paid in lieu while no more than 12 days of leave can be deferred from one year to the next.
- 5.12 In the event of sickness, the trainee shall notify his/her trainee counsellor immediately. Should the period of absence extend to four days, the trainee shall send to EIGE's medical adviser a medical certificate indicating the probable length of absence. The supervisor shall forward this certificate to HR, for the appropriate action to be taken. Where required in the interests of the service, the trainee shall undergo medical examinations.

Article 6 – End of the traineeship

- 6.1 At the end of the traineeship, the trainee shall have an 'end of traineeship conversation' with their supervisor and/or Head of Unit. This conversation is based on a report on his/her work sent to his/her supervisor who shall forward it to the Head of Unit together with an evaluation report. After this report has been compiled and entered in his/her personal file, the trainee shall receive a certificate confirming the length of the period served.
- 6.2 The Director of the Institute may agree to suspend the traineeship for a specific period on receipt of a written request by the individual concerned and after obtaining the opinion of the supervisor. The traineeship may only be resumed during the relevant training period and for the length of time still remaining in the contract between the trainee and the Institute.
- 6.3 The Director of the Institute may terminate the traineeship on receipt of a reasoned request by the trainee made through the supervisor.
- 6.4 The Director of the Institute may decide at any time to terminate the traineeship on grounds of the trainee's behaviour, after hearing the trainee and the supervisor concerned.
- 6.5 Traineeships may be prolonged after the Director confirms in writing an extension which may not exceed five months. Requests for extensions will only be accepted if the budgetary appropriations and the capacity of the Unit to accommodate trainees allow, and if objectively justified in the interest of the service.

- 6.6 After completing the traineeship, trainees shall not be entitled to a contract with the Institute until a period of one year has expired.
- 6.7 Trainees are, however, entitled to participate as candidates in any selection procedures organised by the Institute, provided that they meet the requirements for doing so; if they are successful they shall be entitled to a post accordingly.

Annex 1 – European Union Institutions and Bodies

Source: http://europa.eu/institutions/index_en.htm

Institutions of the European Union

Name	Short Description
<i>European Parliament</i>	The European Parliament (EP) is elected by the citizens of the European Union to represent their interests.
<i>European Council</i>	The Council is the EU's main decision-making body. It represents the member states, and its meetings are attended by one minister from each of the EU's national governments.
<i>Presidency</i>	The Presidency of the Council rotates every six months. In other words, each EU country in turn takes charge of the Council agenda and chairs all the meetings for a six-month period, promoting legislative and political decisions and brokering compromises between the member states.
<i>European Commission</i>	The Commission is independent of national governments. Its job is to represent and uphold the interests of the EU as a whole. It drafts proposals for new European laws, which it presents to the European Parliament and the Council.
<i>Court of Justice</i>	Its job is to make sure that EU legislation is interpreted and applied in the same way in all EU countries, so that the law is equal for everyone. It ensures, for example, that national courts do not give different rulings on the same issue.
<i>Court of Auditors</i>	The Court's job is to check that EU funds, which come from the taxpayers, are properly collected and that they are spent legally, economically and for the intended purpose. Its aim is to ensure that the taxpayers get maximum value for their money, and it has the right to audit any person or organisation handling EU funds.

Consultative Bodies

Name	Short Description
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<i>European Economic and Social Committee</i>	The European Economic and Social Committee is an advisory body representing employers, trade unions, farmers, consumers and the other interest groups that collectively make up 'organised civil society'. It presents their views and defends their interests in policy discussions with the Commission, the Council and the European Parliament.
<i>Committee of the Regions</i>	The Committee of the Regions is an advisory body composed of representatives of Europe's regional and local authorities. It has to be consulted before EU decisions are taken on matters such as regional policy, the environment, education and transport – all of which concern local and regional government.

Financial Bodies

Name	Short Description
<i>European Investment Bank</i>	Its job is to lend money for projects of European interest (such as rail and road links, airports, or environmental schemes), particularly in the less well-off regions, candidate countries and the developing world. It also provides credit for investment by small businesses.
<i>European Investment Fund</i>	The European Investment Fund was set up to help small businesses.
<i>European Central Bank (ECB)</i>	Its job is to manage the Euro – the EU's single currency. The ECB is also responsible for framing and implementing the EU's economic and monetary policy.

Inter-institutional Bodies

Name	Short Description
<i>Publications Office</i>	The full name of this body is the Office for Official Publications of the European Union. It acts as the publishing house for the EU institutions, producing and distributing all official European Union publications, on paper and in digital form.
<i>European Personnel Selection Office (EPSO)</i>	EPSO became operational in January 2003. Its task is to set competitive examinations for recruiting staff to work in all the EU institutions. This is more efficient than having each institution organise its own recruitment competitions. EPSO's annual budget of roughly €21 million is 11% less than what the EU institutions used to spend on recruitment.

<p><i>European Administrative School</i></p>	<p>The European Administrative School was set up on 10 February 2005. It provides training in specific areas for members of EU staff. Its courses are open to staff of all EU institutions, thereby helping spread common values, promoting better understanding among EU staff and achieving economies of scale. It works in close cooperation with the training departments of all the institutions to avoid any duplication of effort.</p>
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EU decentralised agencies

An EU agency is a body governed by European public law; it is distinct from the EU Institutions (Council, Parliament, Commission, etc.) and has its own legal personality. It is set up by an act of secondary legislation in order to accomplish a very specific technical, scientific or managerial task, in the framework of the European Union's "first pillar". EU decentralised agencies include:

- European Fisheries Control Agency (EFCA)
- Community Plant Variety Office (CPVO)
- European Agency for Safety and Health at Work (EU-OSHA)
- European Agency for the Management of Operational Cooperation at the External Borders (FRONTEX)
- European Aviation Safety Agency (EASA)
- European Centre for the Development of Vocational Training (CEDEFOP)
- European Institute for Gender Equality (EIGE)
- European Chemicals Agency (ECHA)
- European Institute of Innovation and Technology (EIT)
- European Environment Agency (EEA)
- European Food Safety Authority (EFSA)
- European Labour Authority (ELA)
- European Foundation for the Improvement of Living and Working Conditions (EUROFOUND)
- European Fundamental Rights Agency (FRA)
- European GNSS Supervisory Authority (GSA)
- European Maritime Safety Agency (EMSA)
- European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)
- European Network and Information Security Agency (ENISA)
- European Railway Agency (ERA)
- European Training Foundation (ETF)
- European Union Intellectual Property Office (EUIPO)
- Agency for the Cooperation of Energy Regulators (ACER)

Common Foreign and Security Policy agencies

Agencies have been set up to carry out very specific technical, scientific and management tasks within the framework of European Union's Common Foreign and Security Policy (CFSP) – the "second pillar" of the EU. These agencies include:

- European Defence Agency (EDA)
- European Union Institute for Security Studies (ISS)
- European Union Satellite Centre (EUSC)

Police and judicial cooperation in criminal matters agencies

Another group of agencies has been set up to help the EU Member States co-operate in the fight against organised international crime. This co-operation in criminal matters is the "third pillar" of the EU. These agencies include:

- European Judicial Cooperation Unit (EUROJUST)
- European Police College (CEPOL)
- European Police Office (EUROPOL)

Executive agencies

Executive agencies are organisations established in accordance with Council Regulation (EC) No 58/2003 (OJ L 11, 16.1.2003) with a view to being entrusted with certain tasks relating to the management of one or more Community programmes. These agencies are set up for a fixed period and are located at the seat of the European Commission (Brussels or Luxembourg). They include:

- Education, Audio-visual and Culture Executive Agency (EACEA)
- Research Executive Agency (REA)
- European Agency for Health and Consumers (EAHC)
- Trans-European Transport Network Executive Agency (TEN-T EA)
- European Agency for Competitiveness and Innovation (EACI)

EURATOM agencies and bodies

These bodies are created to support the aims of the European Atomic Energy Community Treaty (EURATOM). The purpose of the Treaty is to coordinate the Member States' research programmes for the peaceful use of nuclear energy, to provide knowledge, infrastructure and funding of nuclear energy and to ensure sufficiency and security of atomic energy supply. These agencies include:

- EURATOM Supply Agency (ESA)

- European Joint Undertaking for ITER and the Development of Fusion Energy (Fusion for Energy)

Annex 2 – Examples of diplomas for which the level of education corresponds to that required for access to the traineeship

Country	University level education (at least three years in length)
Albania/Shqipëria	Diplomë e Nivelit të Parë — 180 ECTS
Belgium/France/The Netherlands	Bachelor académique (dit <<de transition>>-180 ECTS Academisch gerichte Bachelor - 180 ECTS
Bosna i Hercegovina	Bachelor ili Baccalaureat - 180 ECTS
Bulgaria	Diplom za Visse, Obrazovanie, Bakalavur
Ceská Republika	Diplom o ukončení BakaláYského studia - 180 ECTS
Crna Gora	Diploma Osnovnih Studija/Becelor - 180 ECTS
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester), Bachelor
Eesti	Bakalaureusekraad (min 120 ainepunkti)
España	Diplomado/Ingeniero Técnico
France	Licence
Greece/Ελλάδα	Δίπλωμα Α.Ε.Ι (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland/Eire	Bachelor's degree
Italia	Laurea - L 180 credits
Kijnpoc/Kibris	Bachelor Programmes offered by Public/Private Schools of Higher Education for the later accreditation is compulsory
Kosovo	Diplomë e Nivelit të Parë — 180 ECTS
Latvija	Bakalaura diploms (min 120 kredīti)
Lietuva	Bakalauras (min 120 kreditas)
Luxembourg	DEES, Diplôme d'Ingénieur Industriel, DPCU, DUT, Certificat (+)
Bivša jugoslavenska Republika Makedonija	Diploma za Dodiplomske studije — 180 ECTS
Magyarország	Főiskolai Oklevél (pre-Bologna); Alapfokozat (bachelor degree - 180 credits)
Malta	Bachelor's degree
Nederland	Bachelor (WC)
Österreich	Fachhochschuldiplom (6-7 Semester)/ Bakkalaureus(rea)
Polska	Licencjat - Inzynier
Portugal	Bacharel - 3 years; Licenciado 180 ECTS (1st cycle)
Republica Hrvatska/Croatie	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)
Romania	Diplomă de Licență
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Srbija	Diploma Osnovnih Studija/Becelor - 180 ECTS
Suomi/Finland	Kandidaatin tutkinto - Kandidatexamen

Ammattikorkeakoulututkinto	Yrkeshögskoleexamen (min 120 0 intoviikkoa -studieveckor
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng; Bachelor
Turkey/Türkiye	Lisans Diploması/bachelor
United Kingdom	(Honours) Bachelor's degree; NB: Master's degree in Scotland