



## **Call For Candidates**

### **1. INTRODUCTION**

The Legal Education Commission of the European Bars Federation (FBE) has created an internship programme for young lawyers to facilitate practical training in a European Law Firm within the FBE framework.

### **2. GENERAL INFORMATION**

#### **2.1. Purpose**

The purpose of the Internship Programme is to promote the activities of the FBE and further connect the FBE members and their younger lawyers.

The Internship Programme offers scholarships to young lawyers who want to gain **practical experience in Law Firms** in other European jurisdictions. Thus, the Interns will benefit from an abroad professional experience that will enable them to get a **better understanding of a foreign country's legal system and work with lawyers and law practitioners from other jurisdictions**.

#### **2.2. Language**

The internships will be carried out entirely in English and/or in the official language of the hosting country to increase the Intern's language skills.

#### **2.3. Duration and destinations**

The internships will last 1-3 months, subject to the availability and preferences of the Participating Bars, Host Law Firms, and the Intern.

All destinations of the Internship Programme will be in Europe. The cities where the internship will be developed may vary from year to year based on the availability of the Participating Bars and the Host Law Firms.

#### **3.4. Financial aid – scholarship**

The financial, which will be provided by the Participating Bar when acting as a sending institution to the Interns, will vary depending on the country of destination, as follows:



<b>Group 1:</b> countries with a higher cost of living	Switzerland, Ireland, Denmark, France, Austria, Finland, Sweden, Liechtenstein, Norway, Luxembourg, Netherlands	750 €/month
<b>Group 2:</b> countries with an average cost of living	United Kingdom, Belgium, Czech Republic, Germany, Greece, Cyprus, Croatia, Spain, Italy, Portugal, Slovenia	650 €/month
<b>Group 3:</b> countries with a lower cost of living	Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, Turkey, Kosovo	550 €/month

Each Participating Bar will have the capacity to modify the financial aid according to the total number of scholarships provided. The Host Law Firms may also provide financial aid, according to their capacities and availability.

### 3. REQUIREMENTS TO PARTICIPATE

To participate in the Internship Programme, the Intern must comply with the following conditions:

- To be a lawyer of an **FBE Bar Association**.
- Be **under 35 years old**.
- Have **advanced knowledge of English** (level C1/C2) and/or a **good knowledge of the hosting country's official language** (level C1) for effective professional communication.

### 4. APPLICATION PROCEDURE

Candidates must submit the following documentation to their respective sending institutions:

- Fill out the [Application Form<sup>1</sup>](#).
- **Letter written in English** expressing your interest to be admitted as an Intern and the reasons for the application.

<sup>1</sup> The Application form is also available at <https://web.icam.es/colegiados/relaciones-internacionales/> and <http://www.fbe.org/fbe-internship-programme/>



- **Curriculum vitae in English.**
- **Selected candidates will have a personal interview** by their respective sending Bar Association.

Once the Participating Bar, acting as a sending institution, selects one or several candidates to participate as an Intern, this proposal will be sent to the FBE Legal Education Commission for its confirmation.

**The Internship will be certified by the FBE** specifying the content, the firm, and the hours of the programme.

**Any application that has not followed the procedure described above will not be accepted.**

## **5. OBLIGATIONS**

### **5.1. Intern's obligations**

To participate in the Internship Programme, all Interns shall sign and comply with the following conditions:

- Be an active, engaged, and responsible participant in the Internship Programme.
- Dress appropriately, cooperate and communicate properly with the colleagues at the Host Law Firm.
- Perform all duties as directed by the employer and respond respectfully and effectively to feedback from employers and co-workers.
- In case of not fully completing the Internship period, the Intern must return the total amount received from the Participating Bar. In exceptional circumstances, there may be discretion which will be determined on a case-to-case basis.
- All Interns are required to contract, at their own expense, an insurance policy that covers, at a minimum, the following contingencies: personal civil liability, illness, accident and disability, travel assistance and repatriation. Once obtained, the intern has the obligation to forward a copy of their insurance to their sending Bar Association.

**For more information**

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