



FBE Internship Programme – Terms and Conditions

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. DEFINITIONS

The following terms shall have the following meaning:

- a) FBE – the European Bars Federation
- b) FBE member – local and national professional bodies that are current members of FBE
- c) Internship – working experience at the Host Law Firm
- d) Candidates – the young lawyers interested in participating in the Internship Programme
- e) Intern – the young lawyer participating in the Internship Programme
- f) Participating Bar – FBE members which are active collaborators of the Internship Programme
- g) Host Law firm – the Law Firm where the Intern will develop his/her internship

3. GENERAL INFORMATION

3.1. 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 of other jurisdictions.**

3.2. 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.

3.3. 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 aid, 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:

Group 1: countries with a higher cost of living	Switzerland, Ireland, Denmark, France, Austria, Finland, Sweden, Liechtenstein, Norway, Luxembourg, Netherlands	750 €/month
Group 2: countries with an average cost of living	United Kingdom, Belgium, Czech Republic, Germany, Greece, Cyprus, Croatia, Spain, Italy, Portugal, Slovenia	650 €/month
Group 3: 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.

4. REQUIREMENTS TO PARTICIPATE

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

- To be a lawyer of an FBE member
- 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.



5. APPLICATION PROCEDURE

The Participating Bar, when acting as a sending institution, will carry out a selection procedure of Candidates and they will be called for an interview.

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

- Fill out the [Application Form](#) ¹
- **Letter written in English** expressing its interest to be admitted as an Intern and the reasons for the application
- **Curriculum vitae in English**

Candidates should indicate one or two destinations in order of preference.

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 does not follow the procedure described above will not be accepted.

6. PROGRAMMEME OBLIGATIONS

6.1. Intern's obligations

- In order 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.

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



6.2. Participating Bar's obligations

The Participating Bars could act in a dual capacity, 1) as a sending institution of Interns and/or 2) hosting institution of Interns.

When the Participating Bar acts as a sending institution, this is responsible for:

- Carrying out a previous selection procedure to select Candidates among its members.
- Obtaining a commitment letter of the selected Candidate/s accepting the Terms and Conditions of the Internship Programme.
- Communicating to the FBE Legal Education the selected Candidates.
- Paying the expenses of their selected Candidates, in accordance with clause 3.4.
- Maintaining regular communication with the Intern and the Host Law Firm.
- Designating a supervisor of the program to ensure a dispute resolution/complaints mechanism during the internship, whom the intern could contact.

When the Participating Bar acts as a hosting institution, this is responsible for:

- Locating Law Firms in their jurisdiction willing to act as Host Law Firms.
- Receiving a commitment letter from the Host Law Firms committing to provide the Interns with adequate resources for the development of the Internship as well as proper working conditions.
- Monitoring the proper development of the Internship.
- Facilitating access to social and cultural activities organized by the Participating Bar in the city of destination, if possible.

Regardless of their role, all Participating Bars must provide a contact of reference, which will be the person of reference for the Intern.

For more information

ICAM

International Relations Department

C/ Serrano 11, Third Floor

Tel: +34 91 788 93 80 (ext.1766)

Email: internacional@icam.madrid