

CALL FOR APPLICATIONS – STUDY VISITS 2017

EXCHANGE PROGRAMME ONLINE APPLICATION FORM MANUAL

A. Logging to the online application form

To access the Exchange Programme online application form, complete the following steps:

1. Go to the following URL: <http://ejtn-exchange.azurewebsites.net/> . You will then be prompted to the opening page of the application form (see below screen)
2. Click then on “Study Visits” in the grey area at the bottom of the page in order to start your application.

Application Form / Formulaire de candidature

Attention applicants: please be aware that, according to your country of origin, you may be asked to add supporting documents at the end of your application, such as a CV, language certificate, etc. It is advisable to prepare such documents before starting the application as you will not be able to stop and resume the application process.

Attention aux candidats: veuillez noter qu'en fonction de votre pays d'origine, il peut vous être demandé de joindre des documents en soutien de votre candidature tels qu'un CV, un certificat linguistique, etc. Il vous est conseillé de préparer ces documents avant de commencer à compléter le formulaire de candidature dans la mesure où il ne vous sera pas possible de stopper puis reprendre le processus de candidature.

Please specify which training activity you are applying to:

Veuillez préciser pour quelle activité de formation vous postulez:

Study Visits / Visites d'étude

3. You will then see the below screen. You may find a detailed presentation and the requirements for the study visit under this call by clicking on the link “here” (1). If you wish to know more about this call for applications, please contact your national institution (2). If you have been given a special reference code to enter by your national institution, you may type this code in the relevant field (3). Please note that it is not compulsory to provide a reference code. If you have not been provided such code by your national institution, you may access the application form anyway. To access the application form, click on “Apply/Postuler” (4).

Application Form / Formulaire de candidature

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Please specify which training activity you are applying to:

Veuillez préciser pour quelle activité de formation vous postulez:

Study Visits / Visites d'étude

Study visits are organised in European courts, EU Institutions and Agencies (ECHR, CJEU, Eurojust and EU Institutions). The study visits are designed to familiarise the participants with the visited institution through theoretical sessions as well as more practical activities. They take place in either English or French. The requirements and full description of each type of study visit can be found [here](#). **1**

Les visites d'études sont organisées au sein de juridictions européennes, d'institutions et agences de l'UE (CEDH, CJUE, Eurojust et institutions de l'UE). Les visites d'étude ont pour objectif de familiariser les participants avec l'institution visitée par le biais de sessions théoriques et pratiques. Elles sont organisées en anglais et français. Les exigences requises ainsi que la description complète de chaque type de visite d'étude peuvent être consultées ici.

Please refer to your national training institution for details / Veuillez consulter votre institution de formation nationale pour plus de détails:

[List of participating institutions / Liste des institutions partenaires](#) **2**

If a reference code has been given to you by your National Contact Point, please enter it below.

Si votre point de contact national vous a communiqué une référence, veuillez la saisir ci-dessous.

3

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Apply / Postuler

4. You will then be prompted to the online application form

Application Form / Formulaire de candidature

Administrative Information / Renseignements administratifs

Please be aware that the application to the Exchange Programme does not provide any guarantee to the participant as regards to the city, the period or the type of exchange (group/individual, specialisation) he/she wishes.

Veillez noter que l'acte de candidature n'apporte au participant aucune garantie quant à la ville, à la période ou au type de stage (individuel ou collectif) souhaités.

Please refer to your national training institution for details / *Veillez consulter votre institution de formation nationale pour plus de détails:*

[List of participating institutions / Liste des institutions partenaires](#)

Mr, Ms / M, Mme

Ms/Mme

*Surname(s) / Nom(s)

*First Name(s) / Prénom(s)

B. Using the online application form

The online application form contains the following sections:

- I. Administrative information
- II. Training preferences
- III. Linguistic skills
- IV. Motivation
- V. Previous participation
- VI. Document submission

Please fill in all fields in the application form. All fields marked with a star are compulsory.

I. Administrative information section

In this section, please fill in all the details relating to your profile, ie. identity, functions, length of service, contact details, court/prosecutor's office of origin, cases handled, etc.

Please note that the e-mail address you will type in the field "Office E-mail" (see below) will be the one used for all your correspondence with EJTJN. If you prefer your private e-mail to be used for your correspondence with EJTJN, please type your private e-mail address under the field "Office e-mail".

***Office E-Mail / E-Mail professionnel**

Private E-Mail / E-Mail privé

Work Fax / Fax professionnel

II. Training preferences section

In this section, you will be able to select the institution which you would like to visit as well as the period and working language of the visit.

Please specify your training preferences / Veuillez indiquer vos souhaits de stage

***Please select an institution / veuillez sélectionner l'institution souhaitée**

***Please choose one hosting period/language / Veuillez sélectionner une période/langue d'accueil**

Please indicate any special interest (ie. specialisation) / Veuillez indiquer tout intérêt particulier (ex. : spécialisation)

III. Linguistic skills section

Under this section, please indicate your level of knowledge of the working language(s) you have selected in the previous section for your study visit.

IV. Motivation section

Under this section, please indicate your wishes and expectations concerning the study visit you wish to participate in.

V. Document submission section

This section is to be used to send supporting documents to your national contact point (such as a CV, a language certificate, etc.) if requested.

To send a document to your national contact point, please click on the "add documents" button (see below).

Document Submission / Ajout de documents

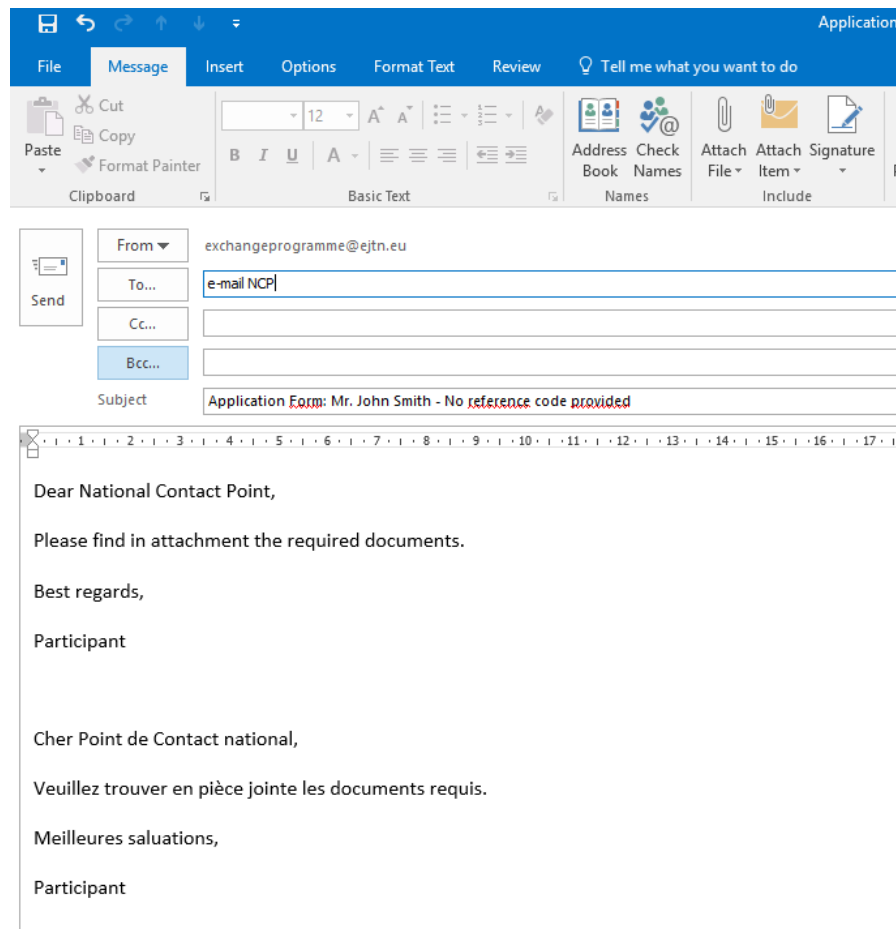
Important, if you need to submit additional documents to your national contact point (i.e. Language Certificates, C.V.), please submit them **before validating the form** by clicking on « Add documents/ Ajouter les documents ». You will then be prompted to an e-mail directly addressed to your National Contact Point. Should you be unsure of what documents need to be sent to your National Contact Point, please take this opportunity to ask for more information from your National Contact Point.

Important: si vous devez soumettre des documents supplémentaires à votre point de contact national (ex. certificats linguistiques, CV, etc.), veuillez les ajouter **avant de valider le formulaire** en cliquant sur « Add documents/ Ajouter les documents ». Un e-mail vous sera proposé directement adressé à votre point de contact national. Au cas où vous auriez des doutes sur les documents requis à envoyer à votre point de contact national, veuillez demander de plus amples informations à votre point de contact national.

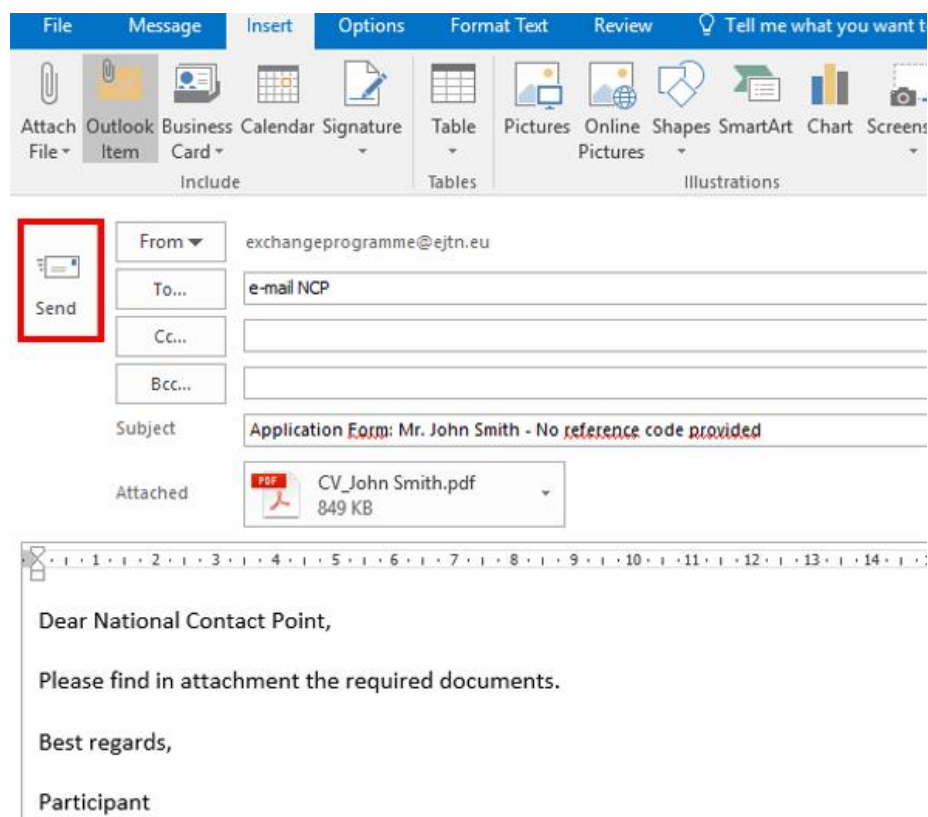
Add documents / Ajouter les documents

Submit application / Envoyer la candidature

A pre-filled e-mail, directly addressed to your national contact point, will open through your e-mail service provider (generally outlook) allowing you to send the requested documents (see below).



Do not forget to attach the document and click on the “send” button in order for the document(s) to reach your national contact point.



VI. Submitting your application form

In order to submit your application, please click on the button “submit application”.

Document Submission / Ajout de documents

Important, if you need to submit additional documents to your national contact point (i.e. Language Certificates, C.V.), please submit them **before validating the form** by clicking on « Add documents/ Ajouter les documents ». You will then be prompted to an e-mail directly addressed to your National Contact Point. Should you be unsure of what documents need to be sent to your National Contact Point, please take this opportunity to ask for more information from your National Contact Point.

Important: si vous devez soumettre des documents supplémentaires à votre point de contact national (ex. certificats linguistiques, CV, etc.), veuillez les ajouter **avant de valider le formulaire** en cliquant sur « Add documents/ Ajouter les documents ». Un e-mail vous sera proposé directement adressé à votre point de contact national. Au cas où vous auriez des doutes sur les documents requis à envoyer à votre point de contact national, veuillez demander de plus amples informations à votre point de contact national.


Add documents / Ajouter les documents

Submit application / Envoyer la candidature

You will then be prompted to the below screen on which you will be given an application code.

Confirmation

Your application has been successfully submitted.
Votre candidature a bien été validée.

Your application reference is / Votre référence est: **XG4** 

You will now receive a confirmation e-mail containing your application reference and the summary of your application. Please contact us if you have not received any confirmation e-mail within 48 hours.

Vous allez à présent recevoir un e-mail de confirmation contenant votre référence ainsi que le résumé de votre candidature. Veuillez nous contacter si vous n'avez pas reçu l'e-mail de confirmation dans les 48 heures.

Please note that, if you do not see this screen, or you are not given an application code, it means that your form has not been submitted.

In case you have been given an application code but you have not received a confirmation e-mail within 48 hours, please contact us (exchangeprogramme@ejtn.eu).