



**EUROPA-
INSTITUT**
SAARLAND UNIVERSITY



South East European Law School

Network

The project is implemented with the financial support of



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

ED4ELE

Equality and diversity in European legal education

04 - 10 September 2022

Venue: Faculty of Law, University of Split

APPLICATION FORM

Please read the following instructions carefully before filling out the application form. They are designed to assist you in completing your application to the Summer School.

1. The final due date for the application is 21 st July 2022 at 23:59 CET
2. Applications to the Summer School are assessed on the basis of the information you provide in this form. Please write the required details and check boxes where applicable.
3. Please provide all of the required documents that support your application.
4. Travel and accommodation grants will be provided to the selected applicants. Further information will be given after confirmation of acceptance.
5. The completed and **hand-signed** form together with all annexes, in a **single pdf file**, should be sent to both of the addresses listed on the last page.

Check list

- completed form
- scan of passport
- scan and translation of academic transcripts
- scan and translation of certificates

Section 1: PERSONAL DETAILS

Family Name/Last Name: Your file will be catalogued under this name.

Given Name/First Name:

Title	Male/ Female/ Diverse	Date of Birth			Place of birth
		Day	Month	Year	

Nationality	Passport number	Issued by
Issued on	Valid until	Any travel restrictions

*please provide scan of the first page of your passport

Mailing (Postal) Address:

E-Mail address:

Telephone number:
(With international code)

Academic institution:

(Please state the academic institution where you are currently enrolled)

Section 2: ACADEMIC and EDUCATIONAL BACKGROUND

Summary of Academic Background: Please provide copy/scan of the official transcripts with translation into English. It is not necessary to provide a certified translation.

University/Faculty	Degree Type	Major (field of specialisation)	Result (average grade)	Date awarded or expected

Description of Studies: Please enlist the subjects within the course you are enrolled. If the curriculum is organised that bachelor and master studies are integrated, please provide a description of the specialisation you undertake or the subjects in the final two years.

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Non-formal Education: Please enlist the non-formal education programmes you have attended. Please provide copies (scans) of the certificates awarded with translation into English. It is not necessary to provide certified translations.

Topic	Organizer	Result	Time and venue

Language Requirement: Enter any information about your language skills and further information about test type (e.g. British Council, IELTS or TOEFL, Cambridge First Certificate) with your score/grade and date of test in the box below (follow the model given in the Common European Framework of Reference for Languages: Learning, Teaching, Assessment).

Native language			
Other:	English		
Listening			
Reading			
Speaking			

Academic Reference: Please give details of the person who supports your application and provides you a Letter of Recommendation. It should be a person from your academic environment who is acquainted with your academic achievements.

Name:	Position:
Contact details (Address and telephone):	Email:

Motivation Letter: Please write why you are interested in applying to this school and what your main motivations are. (max. 500 words)

Section 4: DATA PROTECTION

- I agree to the transfer, savings and processing of my personal data for the application and the implementation of the Summer School on "*ED4ELE Equality and diversity in European legal education*" organized by the SEELS network and the Europa-Institut of Saarland University (Germany) .

I can revoke this consent at any time by contacting the responsible person at SEELS or the Europa-Institut. A revocation does not affect the legality of data already processed on the basis of the consent until such a revocation is communicated. If you have any questions, please feel free to submit them via E-mail to coordinator@seelawschool.org or projects@europainstitut.de.

Information on privacy policy as well as the data privacy policy declaration of the Europa-Institut can be found on the Data Privacy Policy page on <https://europainstitut.de/europa-institut/datenschutzdata-protection>.

- In case of granting a scholarship, I hereby agree that my data will be processed to the DAAD for statistical purposes financial reporting.

- I want to be informed about future events of the SEELS network. For this purpose my personal data will be stored.

Section 5: GENERAL INFORMATION

Where did you learn about SEE EU Law Net?

<input type="checkbox"/> Internet	<input type="checkbox"/> Academic Referee
<input type="checkbox"/> University/Faculty/Europa-Institut website	<input type="checkbox"/> Friends
<input type="checkbox"/> SEELS website	<input type="checkbox"/> Students or colleagues
<input type="checkbox"/> Saarland University / Europa-Institut website	<input type="checkbox"/> Students' organisation (please specify): _____
<input type="checkbox"/> SEELS social network accounts	<input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> Saarland University / Europa-Institut social network accounts	

PLEASE READ CAREFULLY:

Participation and cancellation - If your application is selected you will be notified and expected to confirm the participation within 7 working days. Failure to do so will result in withdrawal of the selection without prior information. If you confirm the participation you can cancel it latest 6 weeks prior to the event, without statement of the reason. In case of unforeseen circumstances as a reason for cancellation in a period shorter than 6 weeks prior to the event you have to notify the office without any delay with explanation of the reasons, eventually occurred costs should be borne by you. Any other cancellation on short notice or no-show will be reported to your academic institution, occurred costs have to be borne by you. Not considered applications will be put on a waiting list. In case of cancellation of other participants, you will be notified on short notice. In addition to this you will have to submit a proof of purchased health insurance for the time of the duration of the summer school.

Travel - Selected participants will be responsible for their own travel arrangements. If selected, please start organizing your travel as soon as possible. In case you need help or assistance, feel free to contact us. The costs of the travel will be reimbursed at the end of the Summer School and will be dependent on your regular attendance of lectures.

In case of travel by plane or bus please provide original receipt/invoice. In case of travel by car please inform us about your traveled kilometers, only a max. amount of 130 € (0.20 € per travelled km) will be reimbursed. The reimbursement of the travel costs will be in principle in real costs, but not more than the following predefined fixed amounts:

Saarland	250€
Belgrade	250€
Sarajevo	200€
Skopje	175€
Tirana	350€
Zagreb	100€
Mostar	50€
Nis	300€
Osijek	150€
Rijeka	100€
Zenica	150€
Ljubljana	150€

Please note, in case your travel costs are higher than the mentioned amount, please contact us.

Accommodation - Accommodation will be provided in standard double rooms in the accommodation provided by the organizers. Costs for accommodation and the course are covered by the DAAD with the financial support of the German Federal Foreign Office. Meals will be either provided or financially supported. Additional costs could occur for daily expenses and additional excursions.

Please check one of the following boxes regarding the accommodation:

I need accommodation to be arranged by the organizers

I will organize the accommodation on my own*

*If you would prefer to make your own accommodation arrangements, please note that it will not be possible to make reimbursements.

Contact points

If you require further assistance in completing the form please contact the Summer School Offices.

Centre for South East European Law School Network (SEELS)

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Submission of application - The Application form and all annexes should be compiled in a single pdf file. The deadline for the application is **21st of July 2022 at 23:59 CET**.

The application has to be sent to both addresses: coordinator@seelawschool.org and see-eu-cluster@europainstitut.de (both addresses in To field) with subject: Summer School Application-Last Name, First Name

Confirmation

I, _____ (*first name and last name of the applicant*) hereby confirm that all the information provided in the Application Form and annexes is correct. I also confirm that I have read and understood the conditions of the Call for Application and the Application Form and I shall adhere to them.

Place and Date

Signature (hand-signed)
