

SEE LAW NET

Summer School for Master Students from the SEELS and the Saarland University

“Essentials of European Union Law”

Time: 31 August – 13 September 2014

Venue:

Faculty of Law, University of Zagreb and Faculty of Law, University of Rijeka

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 10 of July 2014 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
- letter of recommendation

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Section 1: PERSONAL DETAILS

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

Given Name/First Name:

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

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

*please provide scan of the first page your passport

Mailing (Postal) Address:

E-Mail address:

Telephone number:
(With international code)

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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 the English language. It is not necessary the translation to be certified by certified translator)

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

Description of the Master Studies (please enlists the subjects within the course you are enrolled. If the curriculum is organised so the bachelor and master studies are integrated, please provide description of the specialisation you undertake or the subjects in the final two years)

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Research Project Description: Please provide an abstract of your research project towards your master thesis (approved or planned) briefly defining the theoretical and methodological background and the main research questions (max. 500 words)

Non-formal education. Please enlist the non-formal education programmes you have attended. Please provide copy (scan) of the certificates awarded with translation into the English language. It is not necessary the translation to be certified by certified translator.

Topic	Organiser	Result	Time and venue

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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 i.e. provided for 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:

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

Section 4: GENERAL INFORMATION

Where did you learn about SEE Law Net?

<input type="checkbox"/> Internet <input type="checkbox"/> University/Faculty web site <input type="checkbox"/> SEELS web site <input type="checkbox"/> Saarland University web site <input type="checkbox"/> SEELS social network accounts <input type="checkbox"/> Saarland University social networks accounts	<input type="checkbox"/> Academic Referee <input type="checkbox"/> Friends <input type="checkbox"/> Students or Colleagues <input type="checkbox"/> Students' Organisation (please specify): <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <input type="checkbox"/> Other (please specify): <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
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German Academic Exchange Service

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 with withdrawal of the selection. If you confirm the participation you can cancel it latest 2 weeks prior to the event, without statement of the reason. In case of unforeseen circumstances as reason for cancellation in a period shorter than 2 weeks prior to the event you are expected to notify the office without any delay and state and confirm the reasons. Any other cancellation on short notice or no-show will be reported to your academic institution.

If your application is selected on a waiting list you will be fully informed. Your participation will be available only in case one of the selected applicants cancels their participation. This may result in selection on short notice.

Travel - Selected participants will be responsible for their own travel arrangements. The costs of the travel will be reimbursed at the beginning of the Summer School.

In case of travel by plane or bus please provide original receipt/invoice. In case of travel by car please provide the toll-road receipts and petrol receipt. The reimbursement will be in principle in real costs, but not more than the following amounts:

FROM	EURO
Belgrade	170
Kragujevac	210
Mostar	335
Nish	260
Osijek	120
Podgorica	270
Rijeka	approx. 10
Sarajevo	180
Skopje	340
Split	310
Tirana	350
Zagreb	approx. 10
Zenica	135

Accommodation - Accommodation will be provided in standard double rooms in the dormitories of the University of Zagreb and University of Rijeka. Costs for accommodation, meals and the course are covered by the DAAD with the financial support of the German Foreign Ministry. Additional costs could occur for daily expenses and additional excursions.

If you would prefer to make your own accommodation arrangements, please note that it will not be possible to make reimbursements. Please check the box if you would organise your own accommodation

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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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F +49 681 302-6640

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I www.europainstitut.de

Submission of application - The Application form and all annexes should be compiled in a single pdf file. The deadline for the application is **10th of July 2014 at 23:59 CET**.

The application should be sent to coordinator@seelawschool.org and m.froehlich@europainstitut.de (both addresses in To field) with subject: Summer School Application.

Confirmation.

I, _____ (*name and surname 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)

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DAAD

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