

EXCHANGE PROGRAMME - BEST PRACTICES

This document is designed to retain and improve the high level of quality of the EJTN exchange programme. Listed below are the Network's expectations to ensure a successful and productive exchange. These guidelines for participants, organisers and tutors relate to organisational matters and the content of the programme. The collection of best practices is based on years of experience gathered by Network members.

Participants

- shall take due care when applying to take part in the EJTN exchange programme. In particular, they shall communicate their professional experience and specialisation precisely, so the host can take this into account when drafting the programme;
- shall be realistic about their language skills. If necessary, they shall participate in language trainings offered by EJTN or other providers to acquire the requisite proficiency level;
- shall be fully aware that allocation to an exchange is binding and that participants are entitled to withdraw only in exceptional and unforeseen circumstances, at the earliest possible stage;
- shall get in touch with the contact person in the host country as soon as possible;
- shall make proper preparations for the exchange. In aid of this, EJTN provides reports from earlier exchanges in the host countries. In cooperation with EJN and other bodies, EJTN supplies information on the host country's judicial system;
- shall obey the national law and national rules of conduct of the host country while on exchange. Any violation of the host country's rules/law might lead EJTN to stopping the exchange;
- shall fully take part in the work programme that is organised by the host. If there is a fringe programme, they shall give best endeavours to attend this as well;
- shall, during the exchange, be ambassadors for the sending nation's judicial system and share with judges/prosecutors of the host court knowledge about their own judicial system;
- shall work with EJTN's secretariat on all organisational matters in a full and timely fashion.