

EXCHANGE PROGRAMME ONLINE APPLICATION FORM MANUAL

SHORT-TERM EXCHANGES

Prerequisites: please note that you will need a relatively recent version of a web browser (Internet Explorer, Chrome or Mozilla Firefox) in order to use the Exchange Programme online platform.

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 “Short Term Exchanges” 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:
Veillez préciser pour quelle activité de formation vous postulez:

Short Term Exchanges / Stages courts

3. You will then see the below screen with the following information and options:
 - The available places under this call may be viewed by clicking on the link to the list of host countries, available places and working languages (1).
 - For further information about this call for applications, please contact the relevant 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 proceed to completing the application form, click on “Apply/Postuler” (4).

Please specify which training activity you are applying to:
Veillez préciser pour quelle activité de formation vous postulez:

Short Term Exchanges / Stages courts

Short-term exchanges (two weeks or one week) for judges, prosecutors and trainers in the courts/prosecutors' offices/judicial training institutions of the EU Member States enable participants to share the work of their counterparts in another EU country, to familiarise themselves with a judicial system/training system other than their own.

Les stages courts (deux semaines ou une semaine) pour magistrats et formateurs dans les juridictions/institutions de formation des Etats membres de l'UE permettent aux participants de partager le quotidien de leurs homologues au sein de la juridiction d'accueil, de se familiariser avec un système judiciaire/de formation judiciaire différent du leur.

List of hosting countries, number of available places and working languages **1**

Liste des pays d'accueil, nombre de places et langues de travail

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* **2**

Please enter below the reference code that has been given to you by your National Contact Point.
Veillez indiquer ci-dessous la référence qui vous a été communiquée par votre point de contact national.

3

4

Apply / Postuler

4. The next screen of the online application form will be displayed.

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 EJTN. If you prefer your private e-mail to be used for your correspondence with EJTN, please type your private e-mail address under the field "Office e-mail".

*Office E-Mail / E-Mail professionnel <input type="text"/>
Private E-Mail / E-Mail privé <input type="text"/>
Work Fax / Fax professionnel <input type="text"/>

Attention: when replying to the question "Please indicate the type of cases you predominantly handle" below:

Please indicate the name of your Court/Prosecutor's Office or Training Institution / Veuillez indiquer le nom de votre juridiction d'exercice/institution de formation

Please indicate the level of your Court/Prosecutor's Office / Veuillez indiquer le degré de juridiction

Please indicate the type of cases you predominantly handle (ie. General civil or criminal cases, specialisation) / Veuillez indiquer le type de contentieux traités (ex. civil ou pénal / spécialisation)

In which institution would you like to undertake your training / Dans quelle institution souhaitez-vous effectuer votre stage

If you apply for an exchange aimed at court presidents/chief prosecutors, please type your function amongst the following possibilities

- Court President
- Chief Prosecutor

II. Training preferences section

In this section, you will be able to specify your wishes as regards to the type of exchange you would like to follow as well as your choice of host country and working language.

The **list of places available** under the present call is displayed at the beginning of the section. The list is sorted by host country.

- The column “exchange type” details the type of exchange, either “general group or individual”, “specialised” or “President/Chief Prosecutor”;
- The column “public” details the target group for the exchange;
- The column “available working languages” details the languages available for the exchange. Please note that it is necessary to master one of the language listed to apply for the offered exchange;
- The column “Court level” details not only the level(s) of the hosting courts for the exchanges aimed at court presidents and chief prosecutors but also the offered topics for specialised exchanges or the foreseen dates of a given exchange, when available.

Please specify your wishes as regards to the host country(ies), working language(s) and preferred periods.

Attention:

- when choosing a combination of host country and available language, please always make sure in the above list of available places that this combination is indeed offered for the specific exchange you are applying for.
- Please note that the exchange must be completed **by 31 December 2018**.

Attention, after the list of available places, you will be requested to indicate the preferred length of exchange. For court presidents and chief prosecutor’s exchanges the length is between 3 and 5 days depending on the host country. Please select either 1 week or no preference and bear in mind that the length will be the one indicated in the list of available places.

Attention: at the end of this section, you will be requested to indicate your specialisation (see below):

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

- **If you apply for a specialised exchange**, please select your specialisation in the drop-down menu amongst the following possibilities:
 - Competition law;
 - Environmental law;
 - Intellectual Property;

- Labour law;
- Mediation;
- Refugee law;
- Tax law.

If your specialisation does not appear in the drop-down menu, please select “Other” and type your specialisation in the relevant field.

- **If you apply for an exchange aimed at court presidents/chief prosecutors**, please select “Other” and type your function amongst the following possibilities in the relevant field:
 - Court President
 - Chief Prosecutor

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 exchange.

IV. Motivation section

Under this section, please indicate your wishes and expectations concerning the exchange you wish to participate in. Please use this field to provide any additional detail on the type of court/prosecutor’s office you would like to visit, the type of cases you handle, etc...

V. Document submission section

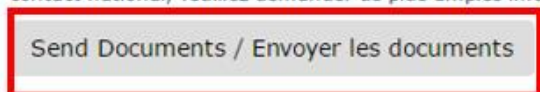
This section is to be used to send supporting documents to your national contact point (such as a CV, a language certificate, etc.) if requested.

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

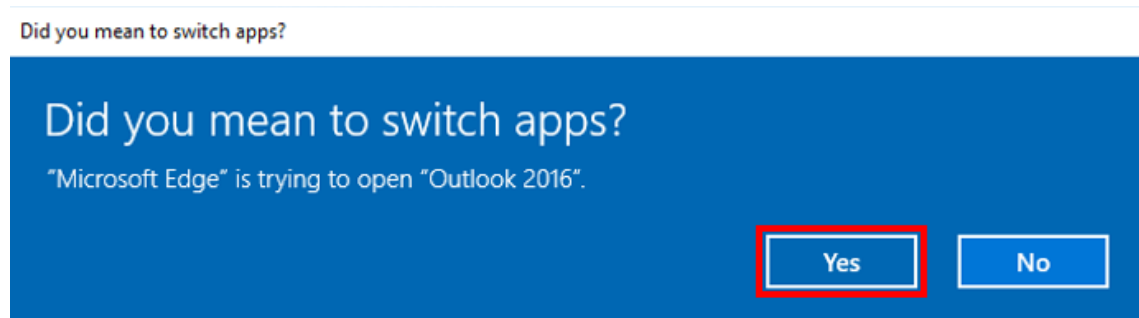
Document Submission / Ajout de documents

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 « Send documents/ Envoyer 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.

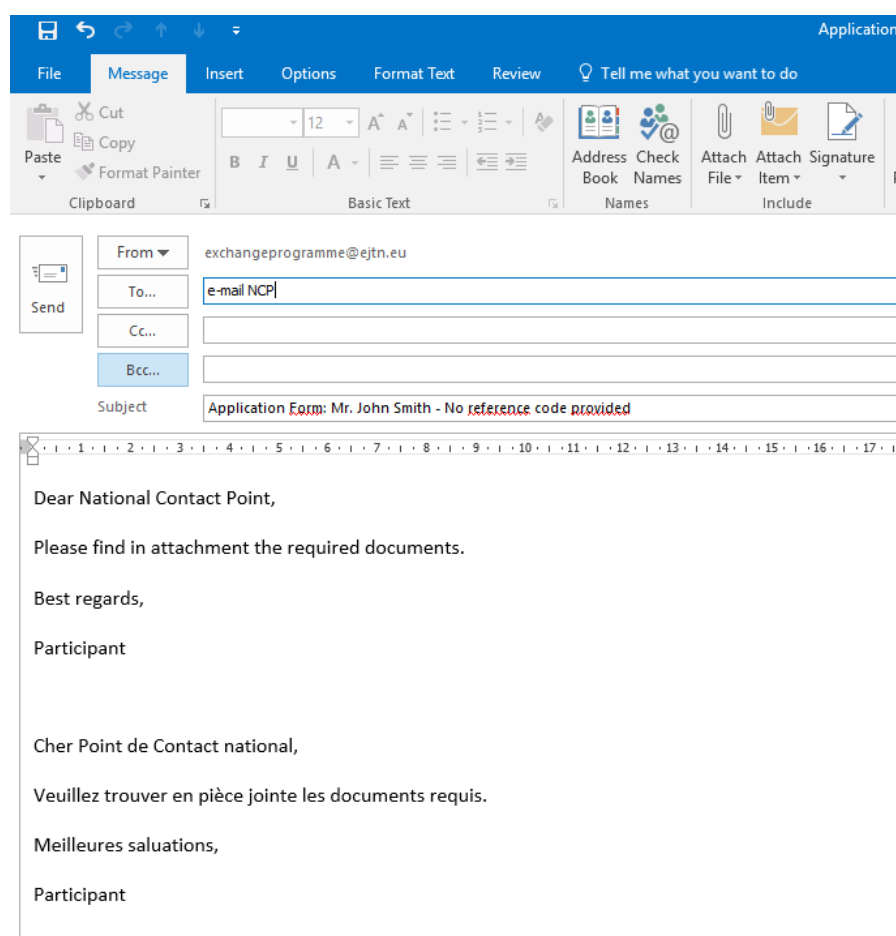
Important: si vous devez soumettre des documents supplémentaires à votre point de contact national (ex. certificats linguistiques, CV, etc.), veuillez les ajouter **avant de valider le formulaire** en cliquant sur « Send documents/ Envoyer les documents ». Un e-mail vous sera proposé directement adressé 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.



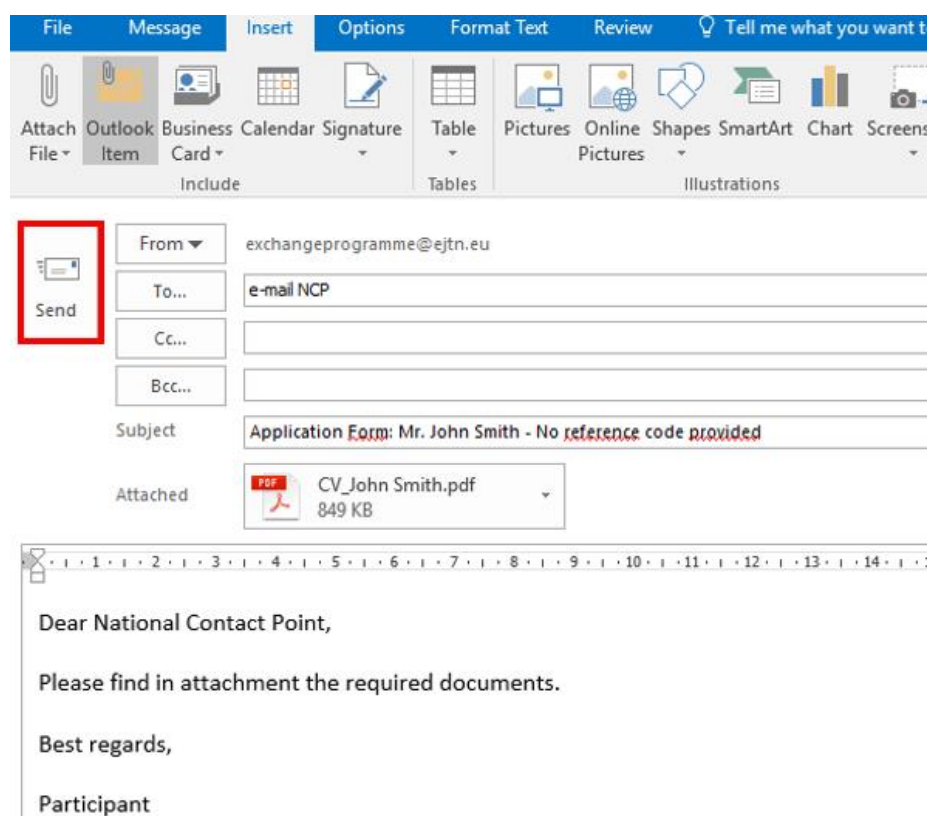
Some browsers (see example of “Microsoft Edge” below) may display a message asking if you wish to open your e-mail service provider (generally Outlook). Click on “yes” to open your e-mail service provider.



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



Do not forget to click on 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

Attention: you **must** fill in all mandatory fields. Mandatory fields are marked with a star *. If one/several mandatory fields have not been completed, you will not be able to submit the form. Unanswered questions will be indicated in red as in example below:

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

*Type of Exchange / Type de stage

Group/Collectif

Individual/Individuel

Please select the preferred exchange type

After you have clicked on the button “Submit Application”, you will be prompted to the below screen on which you will be given an application code (1). Please take note of your application code as it will be needed later.

Confirmation

Your application has been successfully submitted. / Votre candidature a bien été validée. **1**

Your application reference is / Votre référence est: **XL6**

You can find your complete application **here.** / Vous trouverez l'intégralité de votre candidature **ici.** **2**

You will now receive a confirmation e-mail containing your application reference and the summary of your application. Please contact us in 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.

You may view your complete application by clicking on the indicated link (2).

To print your complete application, right click on your mouse and press “print”.

Please note that the link to your complete application form will also be provided in the confirmation e-mail (see below) that you will receive to the office e-mail address indicated at the beginning of the form.

Dear John Smith,

We hereby confirm your application to the EJTN Exchange Programme.

Please find hereafter a summary of your application:

Short Term; 1st Instance

- Belgium; French
- Estonia; English
- Portugal; English

Please find hereafter your application code:

XL6 XXXXXXXXXX

Please keep this application code as it will be required later.

To view your complete application, please click [here](#).

Sincerely,

European Judicial Training Network

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

Note: In case you encounter difficulties in submitting your application despite having performed all the steps above, please report your problem to exchangeprogramme@ejtn.eu. When reporting the problem, please indicate the exact date and time when you tried to submit the form, the type of computer and browser used and the outcome, ie.: the following message was displayed on screen (text of the message); the following screen was displayed (add screenshot); the screen did not change, etc..