New Application Guidelines – Project-Based Exchanges

To ensure a smooth and effective selection process, applicants must prepare a complete and well-documented application. Below are the requirements to successfully submit a project proposal to a project-based exchanges under the EJTN Exchange Programme.

What Should Be Included in Your Application?

1. **Completed Application Form**

An application form is completed online including some information about the applicant for individual projects or the group leader for group projects.

2. **Project Proposal Form**

The project proposal form must include a clear project title, thematic focus, justification of relevance to the applicant's role and institution, learning objectives, and expected outcomes.

3. **Hosting Agreement**

Applicants must find the host institution before submitting a project proposal. The hosting agreement must be signed by the host institution, confirming their agreement to welcome the applicant(s) and support the implementation of the agenda.

4. **Draft Agenda**

A day-by-day agenda must be submitted, detailing the learning activities (e.g., workshops, expert presentations, case studies, court observations) and their direct relevance to the chosen theme. The template provided by EJTN must be used. A final agenda will be requested three months before the exchange.

5. **Group Composition and Leadership**

In case of group projects, the application must specify the number of participants (between 2 and 5) and the number of working days requested (between 2 and 5). One participant should be

clearly designated as the "Group Leader", responsible for liaising with the host institution and coordinating the group's logistics.

Please Note

- Incomplete applications will not be evaluated.
- The EJTN Secretariat reserves the right to exclude incomplete applications or projects proposals that are poorly documented or fail to follow the official template.
- No funding for interpretation.