

EJTN PROJECT-BASED EXCHANGES

Guide for candidates

Project-based exchanges allow judges, prosecutors, court staff and trainers to design and implement a tailor-made exchange focused on a specific judicial topic of European relevance, in cooperation with a host institution in another country. Participants define their own learning objectives, programme, and host partnership.

The call for applications for projects to be implemented in 2027 is open from 1 September to 14 October 2026 (18:00 CEST).

1. BEFORE APPLYING

Before submitting an application, candidates must:

- Identify a judicial topic of European and institutional relevance.
Examples of suitable themes include: Digitalisation and AI in justice; Environmental and climate justice; Human rights and vulnerable groups; Cross-border judicial cooperation; Judicial ethics and anti-corruption; Cybercrime and electronic evidence.
- Establish contact with a host institution willing to support the project and welcome the participant(s).
- Develop the project proposal jointly with the host institution, including the learning objectives and a draft agenda.

2. ELIGIBILITY AND PROJECT REQUIREMENTS

A. Duration

Projects must last between 2 and 5 working days and take place within the same week.

B. Group composition

Project-based exchanges are open to judges, prosecutors, court staff, and judicial trainers. Applications may be submitted either individually or as a group of two to five participants.



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the European Union**

Groups may include participants with different functions and nationalities.

C. Group leader

For group applications, one person must be designated as Group Leader, responsible for liaising with the host institution and coordinating the group's logistics. The Group Leader will be the main contact person for EJTN.

The Group Leader may be one of the participants taking part in the exchange, or a non-participating coordinator.

D. Interpretation

Interpretation costs are not eligible for funding under Project-Based Exchanges.

3. MANDATORY APPLICATION DOCUMENTS

All application documents must be completed using the official EJTN templates, which may be found on the [EJTN online training catalogue](#).

A complete application must include the following three documents:

A. Project Proposal Form

The form includes:

- Applicant(s) personal information:
 - For individual projects: information relating to the sole applicant.
 - For group projects: information relating to the Group Leader; Information relating to all other group members.
- Project identification, including: host country, host institution, project title and thematic focus, duration, working language.
- Detailed project proposal, including: statement of need, learning objectives and expected outcome, project structure and methodology, dissemination and impact plan.

B. Hosting Agreement

The Hosting Agreement must be signed and stamped by the host institution.

C. Draft Agenda

The draft agenda should detail the planned learning activities and clearly demonstrate how they contribute to the project's objectives.

A final version of the agenda will be requested three months before the exchange.

4. HOW APPLICATIONS ARE ASSESSED

Applications are evaluated first by the Judicial Training Institution in charge of the participant(s) training at national level, and then by EJTN Secretariat using a common [scoring rubric](#).

The following criteria, which candidates are required to address in the Project Proposal, are assessed:

1. Statement of Need
2. Learning Objectives and Expected Outcomes
3. Project Structure and Methodology
4. Dissemination and Impact Plan

5. ONLINE APPLICATION

Applications must be submitted through the EJTN Exchange Programme Platform. An information video detailing the application process is accessible via the following link:

https://www.youtube.com/watch?v=MbDOk45_bYw

Only one application per project should be submitted, by the Group Leader.

Exception: in case of projects involving participants from different judicial training institutions, one application per judicial training institutions must be submitted to allow each relevant institution to access the project proposal. For example, a group project involves two judges and three court staff from Country 1. Since the institution responsible for the training of judges differs from the one for court staff in Country 1, the proposal must be submitted twice, once to each institution. This exception also applies for groups comprising participants from several countries.

When completing the online application, candidates must:

1. Select “Project-Based Exchange” and their professional function. Specific instructions will then be displayed.
2. Complete the required application information.

3. Upload:

- The completed Project Proposal Form;
- The signed Hosting Agreement;
- The Draft Agenda.

6. IMPORTANT INFORMATION

Only complete applications, including all mandatory supporting documents, will be evaluated. The EJTN Secretariat reserves the right to reject applications that:

- Are incomplete;
- Do not use the official templates;
- Do not provide sufficient information for evaluation;
- Do not comply with the requirements set out in this Guide for Candidates.