

We are pleased to launch the call for applications for the **Study Visits 2016**.

Application procedure

As for short and long-term training periods, this year's call will be run through an **online application form**. The form can be found at: <https://ejtn-exchange.azurewebsites.net/>. The call will also be advertised through the EJTN website and social media channels.

We kindly ask you to direct your judiciary to the above URL to apply online to the study visits scheme 2016.

Please find below some important points to consider when publishing the call at national level:

National Contact Point Reference Code:

The first page of the application form contains a specific field in which the applicants may enter a "reference code" provided by their National Contact Point (NCP). Adding the reference code to its space is the very first step to the application process, entered before clicking the 'Apply' button (see below):

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.

Pre SLOVENSKO na rok 2016 je referenčný kód: JASR2016SV

Supporting documents

Do sekcie dokumentov nemusíte nahrávať nič. Čestné prehlásenie o znalosti jazyka, ak ho už nemáte nahraté, nahrávate na náš portal ja-sr.sk "Document Submission / Send documents" functionality of the application form (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.

Send Documents / Envoyer les documents

When clicking on the "send documents" button, applicants will automatically have an email message window created, with the 'to' field containing the NCP's email address and the 'subject' field containing their name and the entered reference code if any. Applicants can then attach the relevant documents and send the email.

Selection procedure

As for the previous call, you will be able to proceed to the selection of your nationals through the NCP Portal once the application period is over. Please continue to use the same Microsoft account e-mail and password to access the NCP portal where you will be able to monitor the applications for your country: <https://eitn-ncp.azurewebsites.net/>

Deadlines

The following calendar is foreseen:

Deadline	Action	Actor
12 February 2016* - 18h00 Brussels time	Application	Applicants
17 February 2016 - 18h00 Brussels time	Pre-selection for the first 2 SV to be held in March 2016 (CJEU and ECHR)	National Contact Points
19 February 2016 - 18h00 Brussels time	Notification of participants for the first 2 SV to be held in March 2016 (CJEU and ECHR)	EJTN secretariat
11 March 2016 - 18h00 Brussels time	Pre-selection for all other SV	National Contact Points

*Passed this deadline, the form will be no longer be accessible in order to allow contact points to proceed to the selection.