

Application form CROATIA

Master in Technologies for the Development of European Projects

3rd Edition (September – November 2013)

Rovinj-Rovigno, Dublin, Brussels

Personal Data and Address

Ms. Mr.

First name: _____ Second name: _____

Place of birth: _____ Date of birth: ____/____/____

Nationality: _____

Address: _____

City: _____ Country: _____ Zip code: _____

Telephone: _____ Mobile phone: _____

E-mail: _____

Organisation: _____

Website: _____

Do you need VISA ? Yes No

How did you learn about the 3rd edition of the Master in Technologies for the Development of European Projects?

- Invitation Letter by e-mail
- Social Network (My Europa, Facebook, LinkedIn, Twitter)
- European Academy for Education and Social Research website
- Others:

Education *(Please enclose a certificate of your University Education with transcript of studies)*

University: _____

Degree/Diploma and date: _____

Language skills

The Master is thought in English language. Students whose mother tongue is not English needs to demonstrate a proficient level of English preferably through a language certificate (TOEFL, IELTS, FCE, etc...), through a certified education or work experience in English-speaking environment, or thanks to a self assessment based on the Common European Framework of Reference for Languages which divides learners into three broad divisions (A – Basic Speaker; B – Independent Speaker; C – Proficient Speakers) and six levels (A1 – A2; B1 – B2; C1 – C2).

Admission Criteria

- High Motivation
- Bachelor degree
- Working knowledge of both written and spoken English

It is possible to apply for the whole Master programme or for single courses. Please indicate your choice among the following options:

First option

- Full Master programme EUR 5370 (early booking fee **EUR 3950 up to 1 August 2013**)

Second option

- Single courses:
 - Course 1 EU Funding Opportunities and Structural Funds (17 – 20 September 2013, Rovinj – Rovigno, Croatia)
EUR 1950 (early booking fee **EUR 1500 up to 1 August 2013**)
 - Course 2 Projects Development & Open Days 2013 (07 – 11 October 2013, Brussels, Belgium)
EUR 1500 (early booking fee **EUR 1000 up to 1 September 2013**)
 - Course 3 European Projects English (04 – 08 November 2013, Dublin – Ireland)
EUR 2000 (early booking fee **EUR 1500 up to 1 October 2013**)
 - Course 4 European Projects Budget (25 – 26 November 2013, Brussels – Belgium)
EUR 950 (early booking fee **EUR 790 up to 1 November 2013**)
 - Course 5 Project Evaluation and Quality Assurance of EU Funded Projects (27– 28 November 2013, Brussels – Belgium)
EUR 950 (early booking fee **EUR 790 up to 1 November 2013**)
 - Course 6 Effective Dissemination and Exploitation of EU Funded Projects (29– 30 November 2013, Brussels – Belgium)
EUR 950 (early booking fee **EUR 790 up to 1 November 2013**)

Third option (Master in eLearning)

- Full Master in eLearning **EUR 2000**
- Single courses in eLearning **EUR 400** (for each course selected)
 - Course 1
 - Course 2
 - Course 3
 - Course 4
 - Course 5
 - Course 6

Scholarships

The Master course is developed in cooperation with the EPA - **European Projects Association** (www.europeanprojects.org) which has established a Social contribution fund aimed also to provide scholarships for young professionals (under 30). Please send to master@academy-europa.eu your CV, a motivation letter and your project's idea **up to 22 July 2013**. The EPA evaluation committee will publish the results on My Europa platform (www.my-europa.eu) on **05 August 2013**.

Method of Payments

Please fill the application form and send it to master@academy-europa.eu or fax us at **0035315261085**. Upon registration applicants will receive an pro-forma invoice with all accounting details.

General Terms & Conditions

1. The following terms and conditions regard the contractual relationship between participant and the European Academy for Education and Social Research Ltd.
2. The application form should be sent via e-mail or fax in order to book the Master course or single courses.
3. By applying either for the Full Master programme or the single course, the attendant will receive the European Projects Association individual membership that gives the access to the My Europa network (www.my-europa.eu) that is a web-based lifelong eLearning platform designed to develop European projects and counts more than 4000 members among organisations, experts, young professionals and students.
4. The payment of the Master course fee or single course fee is payable immediately upon receipt of the pro-forma invoice by bank transfer; cash or cheques will not be accepted. The full payment must be done within four working days after receiving the pro-forma invoice. The invoice will be sent once full payment has been received.
5. The Master fee of the single course fee does not cover travel, accommodation and other costs such as health insurance. The accommodation can be arranged at special rate in the different locations of the Master course.

6. The Cancellation has to be submitted in written form and sent to master@academy-europa.eu or by fax **0035315261085**. Cancellation by the participant will be subject to cancellation charges as follows:
 - 30 days or more before the start of the master course or single course: the fee will be reimbursed with the exception of EUR 100 charged for administration costs;
 - two weeks to 30 days before the start of the course: 50% of the total fee will be reimbursed;
 - No refunds will be made if the cancellation is made less than two weeks before the start of the course, but a substitute participant can be accepted.
7. The European Academy for Education and Social Research Ltd has the right to change speakers and to modify the course program if and where necessary while maintaining the overall nature of the course.
8. Course fees are reimbursed in case of a course cancellation due to force majeure or due to speakers' preventions.
9. The Master programme will be realised with the minimum of 10 participants.
10. The course documents are protected by intellectual property rights and may not be duplicated, processed, amended, circulated or published in any other way without the written consent of the European Academy for Education and Social Research Ltd. The European Academy for Education and Social Research Ltd reserves all rights.
11. The courses are prepared and presented by qualified speakers. The European Academy for Education and Social Research Ltd accepts no liability for the correctness of completeness of the course documentation, as well as, the presentations of the speakers.
12. The participants that will attend the Master course or single course in e-learning are not permitted to share, distribute, sell or transfer their password to other individuals. The European Academy for Education and Social Research Ltd will send to the attendants of eLearning courses an additional statement where they will declare under civil and penal responsibility that they will not share their password.
13. The European Academy for Education and Social Research Ltd may take photos, audio and video recordings. The material will be used for the course in e-Learning and may also be used for promotional purposes. The participants agree that photos, audios and videos may be taken for promotional reasons and they should sign a written statement if they do not want their images to be taken during the course, otherwise their consent will be implied. The participants, moreover, are not allowed to make audio and video recordings during the course.
14. All personal information provided will be kept confidential and will not be redistributed to third parties.
15. Any disputes arise out of the agreement between participants and European Academy for Education and Social Research Ltd shall be governed in accordance with the Irish law and the place of exclusive jurisdiction shall be Dublin, Ireland.
16. The European Academy for Education and Social Research Ltd is not linked to the European Commission and all courses and the web-based platform www.my-europa.eu are being developed without any financial contribution of European Institutions to demonstrate that great things can be done just by researching, cooperating, learning, sharing and having good common purposes.

With my signature I confirm my registration and accept the General Terms and Conditions enclosed.

Place and Date: _____

(Authorized Signature)

Please send the application form until **12 August 2013** by e-mail to master@academy-europa.eu or by fax to **00353 1 5261085**. Admission criteria will be taken on the basis of the quality of the application. In the meantime, if you have any queries regarding the application, please do not hesitate to contact the Admissions office by calling us to **00353 1 254 2906** or sending a fax to **00353 1 5261085** or e-mail us to master@academy-europa.eu.