

APPLICATION FORM

EVENING & WEEKEND
PROGRAMME
FROM 23/02/2017 TO 06/07/2017

APPLICANT'S CONTACT DETAILS

Name Surnamesex: M or F

Date of birth/...../.....Nationality.....

Address (street, square) n°

ZIP code City/TownCountry

E-mail

Cell (or fixed) phone number (with country code)

DECLARES

to have obtained the Degree in
at the University/Institute of
located in (City – Country) on the (date)/...../.....
(this Degree has an official duration of at least 3 years);

to have (number) year(s) of relevant working experience (including trainings) and to be currently:
 employed at (name of employer)
based in as (position).....
 self-employed as (activity sector)
 other – unable to attend the full-time IMES programme for the following reasons

to be proficient in English (listening and written and oral production) provided that:
 I am English mother tongue
 I have been working with English as working language for (number) years
 I have been studying with English as main language for (number)years
 I have studied English as language and I own the following certificates

to be in condition to attend at least 80% of classes in Brussels since:
 I am based in Brussels or surroundings
 I am not based in Brussels or surroundings, but

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HOW HAVE YOU LEARNED ABOUT THIS MASTER?

- | | | |
|---|--|--|
| <input type="checkbox"/> Europeanmaster.net | <input type="checkbox"/> Eurobrussels.com | <input type="checkbox"/> European Commission |
| <input type="checkbox"/> Poster in Metro | <input type="checkbox"/> Facebook | <input type="checkbox"/> A friend told me |
| <input type="checkbox"/> Masterin.it | <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Other |

MASTER'S TUITION FEES

	Early bird (applications sent before 30/11/2016)	Regular tuition fees
<input type="checkbox"/> Individual	5.000 €	5.500 €
<input type="checkbox"/> Staff sponsored by the following NGO/public entity (to be invoiced):	5.500 €	6.000 €
<input type="checkbox"/> Staff sponsored by the following private company/consultancy (to be invoiced):	6.000 €	6.500 €

Waivers – I benefit of a reduction of 10% of the tuition fees because:

- I am Member of the Belgian-Italian Chamber of Commerce for the year 2017 ([click here](#))
- I am enrolling with a friend/colleague from my organisation (indicate name and surname)
.....

Tuition fees include:

- ✓ Application fee;
- ✓ Enrolment to IMES Executive – edition spring 2017;
- ✓ Didactic material (book, brochures, photocopies, USB, etc.);
- ✓ Access to computers, printers and internet in the class room;
- ✓ Master Diploma, Transcript of records, and Certificate of attendance;
- ✓ Affiliation to the Belgian-Italian Chamber of Commerce for the year 2017;
- ✓ The job-link services, upon request.

Payment of tuition fees

shall be done in 2 instalments:

- ✓ First instalment of 1.500 € at application phase
- ✓ Second instalment before 21/02/2017

DOCUMENTS TO BE ATTACHED TO THIS APPLICATION

- ✓ Copy of the university diploma or equivalent degree;
- ✓ CV in English;
- ✓ Cover letter in English, stating the motivation to attend the Master;
- ✓ English language certificate or a language knowledge self-statement;
- ✓ One passport-size photograph;
- ✓ Copy of passport or other identification document;
- ✓ Proof of payment of the first instalment of tuition fees of 1.500 € (candidates that will not be admitted will be totally reimbursed the first instalment of tuition fees within 5 working days). Payment shall be done to the following bank details:

IBAN: BE41 6430 0009 0310 - BIC: BMPBBEBB

Bank: Monte Paschi Belgio – Bruxelles

Account holder: Chambre de Commerce Belgo-Italienne – Av. H. Jaspar 113 – Brussels

Description: IMES EXECUTIVE + your name and surname

Amount: 1.500 €

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TERMS AND CONDITIONS

- a. A maximum of 25 candidates will be admitted to the Master. Only candidates responding to the following admission criteria will be accepted to the Master:
 - ✓ To have a university degree of at least 3 years;
 - ✓ To have at least 1 year working experience in relevant fields (i.e. EU affairs, lobby and advocacy, business development and procurements, research, management and business administration, legal consultancy, technical consultancy, engineering and urban development, languages and translation, ...) – to this end, trainings and internships can be considered;
 - ✓ To be currently employed or professionally active OR to be unemployed but unable to attend a full-time Master programme;
 - ✓ To have good knowledge of English (listening, written and oral production);
 - ✓ To be in the condition to attend at least 80% of classes in Brussels.
- b. Candidates will be admitted to the Master on a first-come-first-served basis. Only candidates fulfilling all the admission criteria will be enrolled on the Master programme. The Admission Committee from the Belgian-Italian Chamber of Commerce and the Institute of European Studies of the Catholic University of Louvain will evaluate applications and reserves the right to deny admission to the Master upon written justification. The Admission Committee reserves the right to invite candidates for an interview. Candidates will receive the confirmation of admission from the Admission Committee within 15 days from reception of application.
- c. The Master will be activated with a minimum of 10 participants.
- d. The application form shall be accompanied by the proof of payment of the first instalment of tuition fees amounting 1.500 €. Candidates that will not be admitted to the Master by the Admission Committee will be totally reimbursed the first instalment of tuition fees within 5 working days. In case the Master will not be activated, candidates will be as well totally reimbursed the 1st instalment of 1.500 €.
- e. The enrolment to the Master programme is completed only when the duly filled application form and annexes are received by the Admission Committee and after the Committee notifies acceptance of enrolment to the applicant. Following completion of the enrolment, the first instalment of tuition fees of 1.500 € is not refundable.
- f. The second instalment of tuition fees is to be paid by 21/02/2017. Students that have not settled the total amount of tuition fees will not be admitted to the final exam and will not be able to obtain the Master Diploma.
- g. Tuition fees do not include accommodation in Brussels and anything that is not mentioned in the list in the previous page. The payment of the fees is divided into instalments; the first instalment of 1.500 € is to be paid in the application phase and proof of payment shall be attached to the application.

DATE

..... / /

SIGNATURE

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