



The project is implemented with the financial support of



OPEN CALL FOR APPLICATIONS  
Intensive Regional Training of Multipliers for Legal Clinics  
– Workshop for Students –

17 – 19 September 2018

Venue:

Belgrade (University of Belgrade Faculty of Law)

Together with the South East European Law School Network (SEELS) and its member faculties as well as the Law Faculty of the University in Banja Luka, the Europa-Institut of Saarland University is implementing a project “Acces2Justice4All: Clinical legal education – Supporting the access to justice in SEE” which deals with the access to legal information and advice by strengthening the clinical legal education at law faculties in the Western Balkans and Germany. In this phase of the project we are announcing an open call for students to attend Intensive Regional Training of Multipliers for Legal Clinics. On this training the students will be trained with skills such as effective case management systems, clinic procedures (acquisition of cases, administration of cases, internal procedures prior to communication with the client, etc.), client interviews, brief writing, legal limits to the provision of legal advice, legal ethics and questions of liability, soft skills (e.g. communication skills), office and project management and fundraising.

The participating students will be explicitly given the opportunity to share experiences in running university-based law clinics as well as to network among each other.

## APPLICATION FORM

Please read the following instructions carefully before filling out the application form. They are designed to assist you in completing your application to the Summer School.

1. The final due date for the application is 15 of August 2018 at 23:59 CET
2. Applications to the Intensive Regional Training of Multipliers for Legal Clinics are assessed on the basis of the information you provide in this form. Please write the required details and check boxes where applicable.
3. Please provide all of the required documents that support your application.
4. Travel and accommodation grants will be provided to the selected applicants. Further information will be given after confirmation of acceptance.
5. The completed and **hand-signed** form together with all annexes, in a single **pdf** file, should be sent to both of the addresses listed on the last page.

Check list:

- completed form
- scan of passport
- scan and translation of certificates

**Section 1: PERSONAL DETAILS**

Family Name/Last Name: Your file will be catalogued under this name.

Given Name/First Name:

Title	Male/ Female	Date of Birth			Place of birth
		Day	Month	Year	

Nationality	Passport number	Issued by
Issued on	Valid until	Any travel restrictions

\*please provide scan of the first page of your passport

Mailing (Postal) Address:

E-Mail address:

Telephone number:  
(With international code)

**Section 2: ACADEMIC and EDUCATIONAL BACKGROUND**

Academic institution:  
(Please state the academic institution where you are currently enrolled)

University/Faculty	Degree Type	Major (field of specialisation)	Result (average grade)	Date awarded or expected

**Non-formal Education:** Please enlist the non-formal education programmes you have attended. Please provide copies (scans) of the certificates awarded with translation into English. It is not necessary to provide certified translations.

Topic	Organizer	Result	Time and venue

**Language Requirement:** Enter any information about your language skills and further information about test type (e.g. British Council, IELTS or TOEFL, Cambridge First Certificate) with your score/grade and date of test in the box below (follow the model given in the Common European Framework of Reference for Languages: Learning, Teaching, Assessment).

Native language			
Other:	English		
Listening			
Reading			
Speaking			

**Motivation Letter:** Please write why you are interested in applying to this school and what your main motivations are. (max. 500 words)

**Section 4: GENERAL INFORMATION**

Where did you learn about "Acces2Justice4All: Clinical legal education – Supporting the access to justice in SEE"?

<ul style="list-style-type: none"><li><input type="checkbox"/> Internet</li><li><input type="checkbox"/> University/Faculty/Europa-Institut Website</li><li><input type="checkbox"/> SEELS website</li><li><input type="checkbox"/> Saarland University / Europa-Institut Website /</li><li><input type="checkbox"/> SEELS social network accounts</li><li><input type="checkbox"/> Saarland University / Europa-Institut social network accounts</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Academic Referee</li><li><input type="checkbox"/> Friends</li><li><input type="checkbox"/> Students or colleagues</li><li><input type="checkbox"/> Students' organisation (please specify): _____</li><li><input type="checkbox"/> Other (please specify): _____</li></ul>
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## TERMS OF PARTICIPATION (please read carefully)

**Participation and cancellation:** If your application is selected you will be notified and expected to confirm the participation within 7 working days. Failure to do so will result in withdrawal of the selection. If you confirm the participation you can cancel it latest 4 weeks prior to the event, without statement of the reason. In case of unforeseen circumstances as a reason for cancelation in a period shorter than 4 weeks prior to the event you have to notify the office without any delay with explanation of the reasons. Any other cancelation on short notice or no-show will be reported to your academic institution and the eventually occurred costs should be borne by you. If your application is selected on a waiting list you will be fully informed. Your participation will be available only in case one of the selected applicants cancels their participation. This may result in selection on short notice.

**Travel:** Selected participants coming outside from Belgrade will be responsible for their own travel arrangements. If selected, please start organizing your travel as soon as possible. In case you need help or assistance, feel free to contact us. The costs of the travel will be reimbursed at the end of the Intensive Regional Training of Multipliers for Legal Clinics and will be dependent on regular attendance of lectures.

In case of travel by plane or bus please provide original receipt/invoice. In case of travel by car please inform us about your traveled kilometers since you will be reimbursed with 0,20 Euros per kilometer. Please note, that according to German Funding rules we are not able to reimburse more than 120 Euros when you travel by car. The reimbursement will be in principle in real costs. In case that you have to pay more than 120 Euros, please contact us before you buy your tickets.

**Accommodation:** Accommodation for participants outside from Belgrade will be provided in standard double rooms in hotel (TBC) in Belgrade. Costs for accommodation and the course are covered by the DAAD with the financial support of the German Federal Foreign Office. Meals will be either provided or financially supported. Additional costs could occur for daily expenses and additional excursions.

### Contact points

If you require further assistance in completing the form please contact:

#### Centre for South East European Law School Network (SEELS)

Ss Cyril and Methodius University/Iustinianus Primus Faculty of Law

Bul. Goce Delchev 9b, 1000 Skopje/Macedonia

T +389 2 3125177, F +389 2 3227549

E [project@seelawschools.org](mailto:project@seelawschools.org)

I [www.seelawschool.org](http://www.seelawschool.org)

Europa-Institut, International Law School

Saarland University

Campus, B 2.1, 6123 Saarbrücken, Germany

T +49 681 302-6664 or +49 681 302-6657, F +49 681 302-6640

E [froehlich@europainstitut.de](mailto:froehlich@europainstitut.de)

I [www.europainstitut.de](http://www.europainstitut.de)

**Submission of application:** The Application form and all annexes should be compiled in a single pdf file. The deadline for the application is **15 of August at 23:59 CET**.

The application should be sent to [project@seelawschool.org](mailto:project@seelawschool.org) and [froehlich@europainstitut.de](mailto:froehlich@europainstitut.de) (both addresses in To field) with subject: Summer School Application-Last Name, First Name

### Confirmation

I, \_\_\_\_\_ (*first name and last name of the applicant*) hereby confirm that all the information provided in the Application Form and annexes is correct. I also confirm that I have read and understood the conditions of the Call for Application and the Application Form and I shall adhere to them.

I agree that my data is saved and used for the implementation of the training.

Moreover, I give my consent that SEELS and the Europa-Institut save and use my personal data for further information about future projects. Data will not be forwarded to other third parties.

Place and Date

\_\_\_\_\_

Signature (hand-signed)

\_\_\_\_\_