



# Programme universitaire d'été

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# Summer University Programme

## REGULATION

*I hereby request to be registered for the session of :.....*

1. The signed registration forms must be sent by E-Mail to :  
**Marie- France PERDIGON – CIFE –81 rue de France– 06000 NICE**  
**[direction.mfp@orange.fr](mailto:direction.mfp@orange.fr)      [marie-france.perdigon@cife.eu](mailto:marie-france.perdigon@cife.eu)**  
as soon as possible. Applications are considered as soon as they are received.
2. In order to take full advantage of the course, the candidates should be at an advanced stage of their university studies or justify sufficient professional experience.
3. A good knowledge of the working language of the session is necessary (English or French). For the French language sessions, passive knowledge of English is necessary.
4. **REGISTRATION FEES include (OBLIGATORY) :**
  - 4.1. **Study Fees**, including academic programme, cultural activities and all meals proposed during the session. The accommodation in shared rooms is offered only for candidates with the official status of student (and only student).
  - 4.2. **Administration Fee.**  
Registration becomes final only after the integral payment of the expenses (with or without grant). In case of withdrawal of participation at least one month before the beginning of the session, the payment will be reimbursed after deduction of the Administration Fee remaining property of CIFE in order to cover administrative treatment. If the student cancels his or her participation less than one month before the beginning of the session, no reimbursement of the Registration fees will be made but the registration may be transferred to the next summer and the candidate will have to pay only Administration Fees when he or her applies again. After one year, registration is lost.
5. **PAYMENT :**
  - candidates **with the official status of student** (and only student), have to pay the obligatory registration fee and they will be accommodated in shared rooms (2 or 3 in each room, exceptionally 4 people in a room depending the proposed accommodation).
  - **young professionals** (even following an additional degree) have to pay the obligatory registration fee but have to manage their housing themselves. However, an extra payment is proposed if they want to be accommodated under the same conditions as students.
  - **Alumni of CIFE.** Special conditions are offered for the alumni of CIFE.

**Registration fees do not cover other expenses like laundry, medical fees, entertainment, etc..)**  
**Participants have to contact their own medical insurance system to provide a guarantee during their stay abroad. CIFE is not liable.**
6. **TRAVEL**  
from the student's home town to the destination country has to be paid by the participants as well as any trip on site, in particular from the hotel to the conference room. If a free day is offered to the students for personal visits, all expenses will be at their own charge.
7. Any person accompanying a participant has to be accepted by the direction and must entirely cover living expenses (if any) and administration fees.
8. All the students must arrive on the official opening of course and remain until the end of the programme. They must accept to follow the entire programme and show active participation. Any participant, who leaves early cannot claim to any reimbursement.
9. It is possible to apply for several Summer Sessions. The applicant will be accepted according to the availability.

10. Participation in all classes is obligatory. In case of unauthorised absence, the student may be excluded from the session and won't receive the certificate.
11. The organisers of the Summer Session do not provide computer equipment except if the partner in the country is able to do it.
12. All the students must formerly agree to respect the rules of the session, particularly with regards to the timetable and the community life. Students will be housed in shared rooms, either in apartments, hotels, hostels or dormitories depending of the available accommodation of the country. On request and in case of available twin rooms, they will be able to share their room with a student of their choice.
13. **ECTS Credits (European Credit Transfer and Accumulation System)**  
Candidates may be able to acquire ECTS in accordance with the Bologna Process.  
Students wishing to acquire ECTS credits for their participation in this Summer Session will need to provide additional work, including an oral test at the end of the session.  
*(in case the oral test is not possible during the period of the summer school, the candidate will have to write a longer and more detailed summary in place of the oral exam)*

### CANDIDATE NEEDING A VISA

**Applicants who need a visa must proceed to obtain their visa by themselves from the Consulate closest to their place of residence. This procedure is personal and cannot be initiated by the organisers.** However, to certify their formal enrolment in the summer programme, an official letter of enrolment will be sent to them after reception of the required registration fee

**Living expenses:** Since the guarantee of obtaining a visa is very uncertain and the final participation of the candidate can only be confirmed at the very last moment, no support can be offered for candidates needing a visa. **For these reasons, the accommodation of applicants requiring a visa remains their own responsibility.** Each candidate who must apply for a visa should therefore ensure that they have a reservation for accommodation during the duration of the programme.

If the visa is not obtained and the applicant is unable to participate in the programme, **the visa refusal letter must be communicated to the organisers. If this refusal is announced at least one month before the beginning of the session,** the fees will be reimbursed after deduction of the Administration Fee remaining property of CIFE in order to cover administrative treatment. **If the visa is refused less that one month before the start of the session and until the last moment, no refund of the registration fee will be possible. Without any proof of visa refusal, there will be no claim for refund.**

#### General Data Protection Regulation : GDPR

In accordance with the Data Protection Law, some personal data is required for the management of the candidate's administrative file. Only **INDISPENSABLE** data is requested and will be kept at CIFE to be able to contact the candidate later.

On the other hand, pictures are taken throughout the programme and will be kept at CIFE as an archive of the session. They will also be used to publish a detailed report for the use of future candidates.

- I have been informed about the GDPR regulation regarding the use of my personal data and I accept it
- I give my agreement for the pictures taken during the programme to be used by CIFE
- I refuse to have my pictures used by CIFE

### REQUIREMENTS FOR ADMISSION

**University level:** *2 or 3 university years*

**Linguistic competences:** *French or English according to the selected session*

If my application is accepted, I certify that I have carefully read the regulation and I entirely accept it.

**NAME, First Name** ..... **Date** .....

**Signature**