

## SUMMER UNIVERSITY PROGRAMS

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

### REGULATION

A COPY OF THE REGULATION FORM IS TO BE RETURNED TO CIFE

1. The registration forms must be sent, by fax or E-Mail AND by mail to :

**Marie-France PERDIGON - CIFE - 10 Avenue des Fleurs – 06000 – NICE**  
[direction.mfp@orange.fr](mailto:direction.mfp@orange.fr)

as soon as possible. Applications are considered as soon as received.

2. In order to take fully advantage of the course, the candidates should be at an advanced stage of their university studies or justify of sufficient professional experience.
3. A good knowledge of the working language of the session is necessary (English and French generally). For the French language sessions, passive knowledge of English is necessary.
4. **Fees include :**
  - 4.1. **Registration Fees (Administration fees AND enrollment fee)**
  - 4.2. **Study fees**
  - 4.3. **Living expenses (i.e. halfboard accommodation)**

The 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 fees remaining property of CIFE for administrative treatment. If the student cancels his participation only 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

5. **GRANTS :**

Some grants are available after examination of the registration forms. Candidates who are not able to pay fully expenses can apply for a study and/or a living grant which will cover, partly or fully, the cost of the course. A grant does not consist of cash but of a direct payment of accommodation and food by the organisers.

Grants do not cover other expenses than housing and food (like laundry, medical fee, entertainment, etc..) Participants have to contact their own medical insurance system to provide 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 place, in particular from the hotel to the conference room. If a free day is offered to the students for personal visits, all food expenses will be at their own charge.
7. Every person accompanying a participant has to be accepted by the direction and must entirely cover the living expenses.
8. All the students must arrive on the official opening of course and remain until the end of the program. They must accept to follow the entire program and show active participation. Any participant who leaves prior to the completion of the course, if he has been awarded a grant, will be asked to reimburse all the expenses engaged by the organisers. If he is a fully paying participant, he cannot pretend to any reimbursement.

9. It's 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 unauthorized absence, the student may be excluded from the session
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 formally agree to respect the rules of the session, particularly with regards to the timetable and the community life. Students will be housed in double rooms (or for 3). On request, they will be able to share their room with a student of their choice.
13. **ECTS Credits (European Credit Transfert and Accumulation System)**

Candidates may be able to acquire ECTS in accordance with the Bologna Process. ECTS is a system of capitalisation of transferable credits conceived by the European Union. It is based on mutual recognition between university programmes of the individual workload achieved by the student to attain the objectives of their programmes.

Students wishing to acquire ECTS credits for their participation in this Summer Session will need to provide additional work, i.e. :

- Compulsory attendance in all the activities of the Summer School,
- oral test with one of the program lecturers at the end of the session,
- Personal research and writing of a summary of the course to be sent to CIFE according to the rules and in the delay explained in the ECTS publication. .

The student must obtain marks above 10/20 for each of the above mentioned exercises in order to be awarded the ECTS Credits. If he does not reach this mark, he will only receive a certificate of participation.

In order to plan efficiently the programme of the Summer school, only the students who have specified their interest for the ECTS Credits on their registration form will be allowed to qualify for this programme. Requests made after the initial registration will not be taken into account.

#### **REQUIREMENTS FOR ADMISSION**

**University level :** *Degree Level*

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

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

*NAME, First Name* .....

*Date* .....

*Signature*