

# Calendar January – April 2014

Location: Science 14 Atrium, Rue de la Science 14b, Brussels



in collaboration with



## Master in Technologies for the Development of European Projects

### Optional Thematic Training Courses

Horizon 2020 – Developing a successful proposal  
+ **Open Access\*** (21 – 22 February 2014);  
(21 – 22 March 2014); (11 – 12 April 2014)

LIFE 2014-2020 for public sector:  
sustainable and smart territories  
(March 2014, *tbc*)

LIFE 2014-2020 for private sector:  
Internationalisation and branding  
(March 2014, *tbc*)

EU Funds Strategy for Educational Sector  
(29 March 2014)

EU Lobbying Masterclass  
(3 April 2014)

EU Funding as a strategic lobby tool  
for companies: Public Private Partnerships  
(4 April 2014)

EU Funding Practical Service for Local and  
Regional Representations in Brussels  
(5 April 2014)

### Compulsory Training Courses

European Projects Development  
(17 – 18 February 2014)

European Projects Budget  
(19 – 20 February 2014)

Project Evaluation and Quality Assurance of EU  
Funded Projects  
(25 – 26 March 2014)

Effective Dissemination and Exploitation of EU  
Funded Projects + **Open Access\***  
(27 – 28 March 2014)

#### Benefits:

- **Open Access\*** is an additional and free of charge training realised in the framework of FP7 Foster project ([www.fosteropenscience.eu](http://www.fosteropenscience.eu))
- Access to the **European Projects Intelligence System my-europa.eu** – a comprehensive web based platform for developing European Projects
- The opportunity to be included in the **European Projects Accelerator** at **Halldis labs** located in **Science 14 Atrium** – powered by EPA through its NCP in Belgium, Finnovaregio Foundation in cooperation with **Halldis**

Please choose the training courses that you are interested in attending by filling the pre-registration form enclosed and send it to [master@academy-europa.eu](mailto:master@academy-europa.eu)

# Application form

## Personal Data and Address

Ms.  Mr.

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nationality: \_\_\_\_\_ Passport / ID card number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

Website: \_\_\_\_\_

## Invoicing details:

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Zip code: \_\_\_\_\_

VAT Number: \_\_\_\_\_

It is possible to attend the all Master programme or single courses. The successful conclusion of **4 compulsory training courses + 1 optional course** leads to a **diploma in Technologies for the Development of European Projects** and the European Projects Association Expert Membership. If you attend a single course, you will get a certificate of participation. Please indicate your choice among the following options:

### Compulsory Training Courses

- European Projects Development (17 – 18 February 2014)
- European Projects Budget (19 – 20 February 2014)
- Project Evaluation and Quality Assurance of EU Funded Projects (25 – 26 March 2014)
- Effective Dissemination and Exploitation of EU Funded Projects (27 – 28 March 2014)

### Optional Thematic Training Courses

- Horizon 2020 – Developing a successful proposal (  21 - 22 Feb;  21 - 22 March;  11 - 12 April 2014)
- LIFE 2014-2020 for public sector: sustainable and smart territories (March 2014, tbc)
- LIFE 2014-2020 for private sector: Internationalisation and branding (March 2014, tbc)
- EU Funds Strategy for Educational Sector (29 March 2014)
- EU Lobbying Masterclass (03 April 2014)
- EU Funding as a strategic lobby tool for companies: Public Private Partnerships (04 April 2014)
- EU Funding Practical Service for Local and Regional Representations in Brussels (05 April 2014)

### Courses Fee:

- 1-Day Training standard fee EUR 300
- 2-Days Training standard fee EUR 500
- Full Master programme (4 compulsory + 1 optional thematic training course) standard fee EUR 2500
- 50% Discount for EPA Premium Organisation Member** on standard fee
- 25% Discount for EPA Basic Organisation, Expert and Individual Member** on standard fee

### Method of Payment:

Please fill the application form and send it to [master@academy-europa.eu](mailto:master@academy-europa.eu) or fax us at **0035315261085**. Upon registration applicants will receive a 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 a course.
3. By applying for the course, the attendant will receive the European Projects Association individual membership that gives the access to My Europa network ([www.my-europa.eu](http://www.my-europa.eu)) that is a web-based lifelong eLearning platform designed to develop European projects and counts more than 4700 members among organisations, experts, young professionals and students.
4. The payment of the 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 course fee does not cover travel, accommodation and other costs such as health insurance.
6. The Cancellation has to be submitted in written form and sent to [master@academy-europa.eu](mailto: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 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 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.
10. 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.
11. The participants that will attend the 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 course an additional statement where they will declare under civil and penal responsibility that they will not share their password.
12. 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.
13. All personal information provided will be kept confidential and will not be redistributed to third parties.
14. 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.
15. 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](http://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.

**Please send this application form to [master@academy-europa.eu](mailto:master@academy-europa.eu) or by fax to 00353 1 5261085.** If you have any queries regarding the application, please do not hesitate to contact the Admissions office by telephoning 00353 1 254 2906 or sending a fax to 00353 1 5261085 or e-mail to [master@academy-europa.eu](mailto:master@academy-europa.eu)

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

Place and Date: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)