

EXCHANGE PROGRAMME 2024

ALLOCATION PROCESS

STEP 1

APPLICATION

The Call for Applications is open. It is published on the EJTN website and shared by **NCPs**. Applicants express their preferences in the application form.

Exchanges and Bilateral exchanges: 01/09-16/10
Long-term training periods: 01/09-16/10
Study visits: 15/11-15/12

13/09 at 12:00

Information Webinar on the application process

All applicants

27/10 at 11:00

Webinar on the preselection process

Only NCPs

STEP 2

PRESELECTION

NCPs preselect applicants according to their criteria of selection and previous participation in the Exchange Programme.

Exchanges and Bilateral exchanges: 16/10-30/11
Long-term: 16/10-30/11
Study visits: 15/12-30/01

STEP 3

ALLOCATION

EJTN Secretariat allocates the participants according to rules: group exchange priority, previous allocation, and participation in previous years.

Exchanges and Bilateral exchanges: 01/12-18/12
Long-term: Per institution
Study visits: 30/01-08/02

STEP 4

VERIFICATION

NCPs approve or correct the allocation presented by EJTN.

Exchanges and Bilateral exchanges: 18/12-15/01
Study visits: 08/02-16/02

STEP 5

CONFIRMATION

EJTN Secretariat confirms the allocation on the platform and informs the participants.

Exchanges and Bilateral exchanges: 31/01
Long-term: when confirmed by the institution
Study visits: mid-February 2024

STEP 6

WAITING LIST

The non-allocated applicants can be placed on a waiting list, where the **NCPs** can select substitute participants if needed.

STEP 7

HOSTED PARTICIPANTS

NCPs have access to a sending and hosting list. They can contact the participants and agree on the details of their exchange.

Exchanges and Bilateral exchanges: 31/01
Study visits: 15/02

Coming in 2024

Brainstorming webinar - agendas of exchanges

Only NCPs

*The call for study visits will cover the visits organised in the two first quarters of the year (Q1-2). The call for study visits in the second half of the year (Q3-4) will open as of mid-April 2024.

Link to the application form: <https://exp-platform.ejtn.eu/>

For any question, please contact exchangeprogramme@ejtn.eu