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| logo_ec_17_colors_300dpi | EUROPEAN COMMISSION  DIRECTORATE GENERAL FOR INTERPRETATION  INTERPRETATION SERVICES MANAGEMENT & PROFESSIONAL SUPPORT  **Talent Development** |

Application for a study visit – January-June 2024

**Please ensure that requests are discussed in advance with the Head of the relevant Interpretation Unit**

**University/Institution**:

Address:

Name of Director:

Contact person:

Phone:

E-mail:

**Times and dates requested for your visit – Monday to Wednesday\*:**

Please select your preferred dates **from the weeks in 2024 indicated below.** If you are an EP partner university and would like to visit both institutions, you should avoid the weeks starting on the dates indicated in yellow.

**Select your preferred periods from the weeks starting on**: 15 January, 22 January, 29 January, 12 February, 19 February, 4 March, 25 March, 2 April, 8 April, 15 April, 29 April, 6 May, 13 May, 21 May, 27 May, 3 June, 24-26 June

1. Please indicate which periods would be suitable, in order of preference (from the weeks indicated above). Give at least three options:

……………………………………………………………………………………….

2. Which weeks or dates would not be suitable at all (exams, etc.)?

……………………………………………………………………………………….

**Duration of the study visit (check the appropriate box):**

1 day or ½ day if you visit DG SCIC only – for universities which do not have an active cooperation with DG SCIC

2 days if you visit DG SCIC only – for universities which have an active cooperation with DG SCIC (Monday to Tuesday)

3 days if you visit DG SCIC and DG LINC (European Parliament) – only for universities which have an active cooperation with **both** institutions (Monday to Wednesday). The European Parliament will contact their partner universities when they launch their call for visit requests.

**Number of students** that will participate in the study visit (max. 12):

**Number of accompanying teachers** (we encourage trainers to accompany the students, especially in the case of bigger groups):

Official stamp

**Date and Place:** ……………………………

**Signature:** ……………………………………

**\*** DG Interpretation cannot always respond favourably to all requests, so please indicate as many alternative dates as possible, ranked according to your preference, as that will make it easier for us to organise a visit.

\* DG Interpretation will not be able to offer financial support for accommodation to any of the groups.

**Please scan this form** (duly completed, signed and stamped) **and send it to** [SCIC-study-visits@ec.europa.eu](mailto:SCIC-study-visits@ec.europa.eu), copying the Head of Interpretation Unit responsible for the cooperation with your university.

DG Interpretation’s **study visit coordinators** are Mr Mikel Igartua and Ms Agata Wojtera.

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