*Please fill in all parts highlighted in yellow*

**PROGRAMME**

**[XXx/XX/XXXX] to [XX/XX/XXXX]**

**[name of host institution]**

**[City], [Country]**

When defining the programme of the Exchange Programme activity, please bear in mind the following:

1. Participants must submit the official programme of their exchange to EJTN. They need to know the programme's starting and ending times as early as possible to book their travel.
2. The starting time of the programme impacts the per diem calculation method. It is recommended that the programme starts at 9:00 or 9:30 AM on the first day. Indeed, participants starting their programme from 10:00 onwards do not receive a per diem for the night before unless they can prove that they were not able to reach the venue to start the exchange on time.
3. As a general rule, exchanges should start on a Monday and end on a Friday.
4. Activities must cover full working days, except for the last day which can end at lunchtime. Participants will not receive a full per diem if no judicial training activity is organised during parts of the day or during a full day (e.g.: bank holidays).
5. Social and extracurricular activities may be organised but shall not be part of the official programme.
6. The programme must include clear timeslots for the planned activities.

|  |  |
| --- | --- |
| Tutor of the exchange | [Name, Surname, Functions] |
| Participant(s) | [Name, Surname, Functions] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Location and Meeting point | Detailed description of the activity | Required documents if applicable |
| Monday  XX/XX | time slot |  |  |  |
| time slot |  |  |  |
| Tuesday  XX/XX | time slot |  |  |  |
| time slot |  |  |  |
| Wednesday  XX/XX | time slot |  |  |  |
| time slot |  |  |  |
| Thursday  XX/XX | time slot |  |  |  |
| time slot |  |  |  |
| Friday  XX/XX | time slot |  |  |  |
| time slot |  |  |  |