**Dear member of the CDL,**

This form enters you in the draft of the participants for the Foreign Excursion of 2024 to France, Switzerland and Italy. Please read the form in its entirety before signing, to avoid misunderstandings.

Costs: €425

Period: 8th of July, 2023 ~ 28th of July, 2024

Max. no. of participants: 25

**REGISTRATION IS OPEN UNTIL 31 Dec 2023**

For transparency, our selection procedure is clarified below:

1. Your form will be categorised in one of three prioritising boxes. The boxes are the following:

|  |  |
| --- | --- |
| **Box 1** | * Current ForExCie-members;
* Members of the CDL board.
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| **Box 2** | * 3rd-year BSc students who - on 31 August 2023 - had the nominal amount of ECTS (120 ECTS) and have not previously participated on a foreign excursion (MexCie/Forexcie);
* 1st-year MSc students who completed their BSc in the time set by their institute and have not previously participated on a foreign excursion;
* 2nd-year MSc students - who on 31 August 2023 - had the nominal amount of ECTS (54 ECTS) and have not previously participated on a foreign excursion;
* Former Foreign Excursion Committee-members that have only been on the foreign excursion that they themselves organised.
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| **Box 3** | * 3rd-year BSc students who expect to have obtained more than 120 ECTS by 1 July 2024;
* MSc students who do not fit in the first two boxes.
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1. Names are drawn from the boxes and selected according to motivation, starting from Box 2. The draft continues in one box until that box is empty, or until no more free spots are available.
2. Selected members are informed via the e-mail address they provided. Members that are not selected are given the option to keep their form in the draft, or to withdraw from the draft. Those that keep their form in the draft may still receive a place, if spots become available.

*By signing this form, you automatically agree to the following terms:*

1. If you are selected, you deposit a part of the financial contribution of your individual participation to NL97INGB0000613060 in the name of Chemisch Dispuut Leiden before 21st January, 2024. **If the sum of €250 is not received by 21st January 2024, your place on the trip is passed on to the next person on the waiting list.** The waiting list uses the same box system.
	1. If you are selected from the waiting list, you deposit the required sum for a date to be determined to the above-mentioned bank account. If the sum of **€250** is not received at that date, your place on the trip is again passed on.

*This sum will be used to buy the plane tickets, which are (almost) always non-refundable. If the trip is cancelled, the CDL will do its best to arrange for compensation, but we cannot promise anything.*

1. If you are selected, please provide your personal information to the ForExCie via e-mail before **21st January 2024**. This information should include the following:
	1. your full name;
	2. your date of birth;
	3. your address;
	4. a legible, digital copy of the travel document you will be travelling with (front- & backside)\*;
	5. the document number of the travel document you will be travelling with\*;
	6. your telephone number;
	7. the form at the end of this document.

*The CDL and the ForExCie promise to handle personal information and documents in a secure manner, and to use it only for the necessary purposes.*

*\*The travel document you send a copy of must be valid during the trip.*

1. If you are selected, you must:
	1. comply to all (Covid-related) travel rules and restrictions for entering France, Switzerland and Italy;
	2. attend all company, university or embassy visits;
	3. ensure you are presentable and professional on company, university and embassy visits;
	4. behave in an appropriate and professional manner during the excursion;
	5. respect and abide by the decisions and rules of the ForExCie;
	6. keep track of time to prevent delay;
	7. avoid vandalism, violence and other situations and actions that might pose risks to you, other participants of the trip and/or non-related persons;
	8. hold to the applicable legislation of France, Switzerland, Italy and the Netherlands.

If you violate any of the above-mentioned rules, the Committee may decide to exclude you from further participation on the trip and send you home at your own expense.

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| ***Please fill out the following form DIGITALLY to complete your registration*** ***for the Foreign Excursion 2024*** |
| Name & Surname: |  |
| E-mail: |  |
| Education programme: |  |
| Education year: |  |
| Obtained no. of ECTS on 31-08-2023: |  |
| Expected no. of ECTS on 07-07-2024: |  |
| *If 1st-year MSc:*How many years did you take to finish your previous studies & how much time was set for that programme? |  |
| Have you participated in a foreign excursion before? | YES / NO | If yes, where did you go? |
|  |
| Have you organized a foreign excursion before? | YES / NO | If yes, which excursion? |
|  |
| What is your motivation for wanting to join the Foreign Excursion 2024?(max. 500 words) |  |
| I understand that I need to pay €250 to CDL by 21-01-2023 if I am selected. | YES / NO |
| I understand that after the first instalment, I need to pay another €175 to complete my participation fee by 15-06-2024 | YES / NO |
| Signature & Date: |   |
| ***Send this form as PDF to*** ***foreignexcursion@chemischdispuutleiden.nl******Save the document as “[YOUR NAME] - Registration Form CDL Foreign Excursion 2024.pdf”*** |