

LLM in International and European Law

General Information

This document contains information and the form for admission to the Master of Laws (LLM) Programme in International and European Law ("PILC") at the Institute for European Studies (IES), VUB.

Admission requirements

- 1) Students are eligible to apply when they have completed their study of law and have received, in accordance with the requirements in their host country, a final law degree that provides access to the legal profession or to the qualifying exams for admission to the Bar. The equivalence of foreign degrees will be decided by the Academic Board of the Programme.
- 2) Students are selected by the Academic Board of the Programme on the basis of an overall assessment of their profiles, including their academic qualifications, work and other relevant experience, motivation as well as the required level of proficiency in English.

Deadline

The programme accepts and reviews applications on a rolling basis, starting in October. For 2021-22 enrolments, the deadline to apply for waivers is 15 April 2021.

Programme start date

Week of 20 September 2021 – Start of lectures.

Document checklist

Please ensure that you send a **complete file**, including all of the documents below. When sending in these documents, please make sure the file names start with the code indicated in the table below (A1, A2, B1, etc.).

A1.	This application form duly completed and signed (incl. completed and signed Annex 1 Testimony on honour)	
A2.	A complete and up-to-date CV	
B1.	Official copy of the candidate's final law degree, if available ^{1 2}	
C1.	Official copy of academic transcripts of the candidate's relevant previous degree	
C2.	Translation (certified) of academic transcript if <u>not</u> in English, Dutch, French or German languages	
E1.	Recent English proficiency certificate, if applicable and available ³ (see section 4)	
P1.	Copy of passport or identity document	
P2.	Photograph of candidate	
W1.	For applications for a waiver, a separate motivation including documented evidence of need. (see section no. 7 below)	

How to apply & next steps

1. Please pay the application fee of 50 EUR either by credit card (<https://www.ies.be/payments/general-payment.php>), or bank transfer:
ING BANK, Pleinlaan 2, B-1050 Brussels, Belgium
IBAN: BE47 3630 6344 2080
BIC/SWIFT: BBRUBEBB
2. Please send your complete application (see document checklist) via the Application page of the programme's website: <https://www.llminbrussels.eu/application/>
3. We aim at providing you with a decision within three weeks from receiving your complete application.
4. If selected, you will receive an acceptance letter as well as a request for the payment of the first instalment of the tuition fee. The payment has to be made in full before the start of the academic year.

For any questions, call us on +32 2 614 80 51, or send an e-mail to llm@ies.be.

¹ The LLM in International and European Law is an Advanced Master programme for which candidates are eligible to apply when they have completed their study of law and have received, in accordance with the requirements in their host country, a final law degree that provides access to the legal profession or to the qualifying exams for admission to the Bar. The equivalence of foreign degrees will be decided by the Academic Board of the Programme.

² If you are still in the process of obtaining your previous degree, you can already apply and should indicate this information in section 2 of this form.

³ For those candidates whose previous degree was not in English or English is not their mother tongue, a recent certificate of proficiency in English is required (see section 5 of this form).

When arriving at the Programme, please make sure you have secured the minimum amount for living expenses necessary for the full period of the academic year. For sources of financial support, please see the IES website.

APPLICATION FORM

LLM in International and European Law
Vrije Universiteit Brussel

Academic Year: 2021 -2022

Please tick this box – it is a mandatory confirmation without which we are not able to process your application:

☐ I, the undersigned, herewith confirm that I am aware that my application will only be processed (1) as soon as I have submitted a complete application with all the required documents mentioned in the checklist, and (2) as soon as the Institute for European Studies has received my payment of the 50 EUR application fee.

1. Personal information and contact details of the candidate

Last Name (Surname):	
First Name (Given name):	
Town and country of birth:	
Date of birth:	
Nationality:	
Gender:	Female/Male
Mother tongue:	
Current residence address:	
Permanent or home address: (if different from above)	
E-mail address:	
Phone number / mobile:	

Person in your country to be notified in case of emergency while abroad:	
Name	
Relationship	
Address	
Tel. number	

2. Current and previous higher education

Note: even if you are still in the process of obtaining your law degree, you can already apply and should indicate this information in this section. If the Academic Board then decides that you meet all other admission criteria you will be accepted on the condition that you graduate with sufficient grades and provide us with your diploma and transcript, at the very latest before the Programme starts. In this case, please also mention in the table below the date (as precisely as possible) by which you will obtain the degree.

In chronological order (above high school level)

Institution	Date (month, year)		Degree	ECTS	Language of instruction	Fields of study: minor - major	Result: GPA / distinction / % average	Nr of students in programme + your rank amongst them
	Start	Graduated / expected						

3. Profile

Personal statement (max 1 page)

The statement requested here should be in a narrative form and give a picture of the applicant as a person. It should deal with personal history, special interests and abilities, future plans, etc. It should not be a mere listing of facts (CV-like list is to be provided in the Professional experience section below) or a simple restatement of the application.

Professional experience

Name and address of employer - type of work - dates

Foreign experience

Study, travel, etc. including dates

Academic or professional honours

Fellowship or scholarship previously or currently held

Source or sponsor, amount of stipend, place of study, dates

Extra-curricular activities

e.g. membership in student organisations and academic societies

Research activities and/or publications (including all the English titles of all the major research papers that you have produced (such as seminar works, (master) thesis and other papers of more than 20 pages) during your studies so far

4. Motivation

The reasons why you wish to enrol into the programme (max 1 page)

5. English proficiency

As a starting point, every student who applies must provide recent certified proof of proficiency in English, by means of one of the 5 tests with the required minimum level or score indicated below. Students will be waived from having to produce such recent English language test certificate in the following cases (please tick the relevant box if this is applicable to you):

- ☐ English is your mother tongue (please add proof)
- ☐ You have completed your entire legal education in English (please make sure this education is mentioned in section 2)

In all other cases, please indicate your English language test certificate in the table below (if already obtained at the time of application). If you have not obtained this certificate yet, you can nevertheless already apply. If the Academic Board then decides that you meet all other admission criteria you will be accepted at the moment you provide us with your English certificate, at the very latest before the Programme starts.

Test type	<u>Your score (insert information if already available)</u>	<u>Date taken</u>	<i>Required minimum level / score</i>
TOEFL:			90 -- Internet-based 233 -- Computer-based 577 -- Paper-based
Academic IELTS:			7.0
Cambridge Certificate of Proficiency in English – CPE:			Pass
Cambridge Certificate in Advanced English – CAE:			Grade B
ITACE:			C1

6. Referees

Please provide 2 referees, at least one of whom must be academic; please fill in all fields for each referee.

	Referee's full name	Position / title	Direct phone number (preferably mobile) and e-mail address	Referee's employer (official name and postal address)	Employer's central phone number (reception)	Explain how referee knows applicant (institutional context + duration)
1.						
2.						

7. Tuition fee waivers

The LLM Programme offers a number of scholarships that take the form of comprehensive or partial tuition fee waivers. The waivers aim at ensuring that applicants with different backgrounds and financial means are able to access the Programme. The application for a waiver is submitted on a separate form, *but **at the same time** as this application to the LLM programme itself.*

Please tick the appropriate box:

I do *not* apply for a waiver: ☐

I apply for a waiver: ☐ [Please see the separate Waiver application for further information, and to apply for a waiver.](#)

8. Select your LLM specialisation

Please select <u>only one</u> of the following three specialisation streams (electives):	<input type="checkbox"/> Business law <input type="checkbox"/> Data law <input type="checkbox"/> Public law
Please indicate here if you are ALSO interested in taking the special course 'Moot Court'. A separate selection process for this course will take place shortly after the start of the programme (October). This course will replace certain other courses in the Programme.	<input type="checkbox"/> Moot Court

9. Feedback

How did you find out about our LLM programme? (please be as specific as possible)	
	Google
	Facebook

	LinkedIn
	Twitter
	Website Vrije Universiteit Brussel
	Academiccourses.com / Masterstudies.com
	Studyportals.com / Mastersportal.com
	Findamasters.com
	Llmguide.com
	Flyer/poster
	Word-of-mouth
	EU Studies Fair Brussels
	Other (please specify)

I confirm that the foregoing statements are true and complete⁴

Date

[Authentic signature in a scanned form]

Cancellation policy: *In case of cancellation before the start of the academic year, any tuition fees already paid will be reimbursed, with the exception of the 1,000€ registration deposit. Cancellations after the start of the academic year but before 1 December will result in a reimbursement of 50% of the total tuition fee minus the 1,000€ registration deposit, unless the student has received a maximum waiver in which case no tuition fees will be reimbursed. Cancellations after 1 December will not be reimbursed. The registration deposit (1.000€) on any IES advanced master programme (LLM or MSc) is non-refundable, unless cancellation in a programme is due to events beyond the control of the applicant, otherwise known as force majeure (for example, if the student applied for a visa but was unable to obtain it, or if due to medical reasons the required previous degree was not obtained). In those cases, the full deposit will be refunded.*

⁴ Incorrect or falsified information will result in expulsion from the programme. It is the responsibility of the applicant to ensure that all the information provided is true, accurate and complete. The IES-VUB reserves the right to verify and confidentially share any academic information and/or document provided by the applicant with the home university, the referees or any official institutions (e.g. Embassies or consulates) that can provide assistance in the verification.

Annex 1: Testimony on honour regarding eligibility to the legal profession (Bar Examination)

I hereby testify on honor to fulfill the eligibility requirement for the LLM in international and European law at the Institute for European Studies (IES) of the VUB in terms of my qualification for the legal profession in the country where my law degree is obtained. The academic qualification that I possess, or that I will obtain prior to the start of the LLM Programme, grants me the full right to commence, without any further academic studies or degrees, the training that leads to the Bar Examination (i.e. the official examination that tests a person's eligibility to conduct the regulated profession of a lawyer in his/her country).

Name of the applicant: _____

Degree obtained (University, faculty, country, full title of degree):

Name and country of the Bar Association that the Degree provides eligibility for:

[Date and place]

[Authentic signature in a scanned form]

*Note: this testimony does not require the applicant to have completed, nor to have started the noted training leading to the Bar Examination. The training typically takes up to three years, and may include tests leading to the final examination. This testimony concerns **only the applicant's eligibility to start such a training** from the perspective of **academic qualifications**, should s/he wish to do so.*