



THE ONLY GLOBAL ASSOCIATION OF YOUNG LAWYERS

AIJA Scholarship Programme

On 25th August 2007 the General Assembly of Association Internationale des Jeunes Avocats has approved in Toronto, Canada the establishment of the "AIJA Scholarship Programme" (the "Programme") under the following principles:

1. *The purpose of the Programme is to support financially young lawyers' (including in-house counsel) participation in events organised or co-organised by AIJA (Congresses, Conferences, Seminars etc), if absent such support he or she would not be able to take part therein. As a guiding rule, scholarships shall primarily be granted to lawyers below 35 years of age.*
2. *Scholarships are granted upon the candidate submitting a reasoned application, which demonstrates i) the benefits for he or she of taking part in the event, ii) the absence of alternative means to finance the participation in the event and iii) that such participation would serve to promote the overall objectives and goals of AIJA.*
3. *Applications shall be submitted to a committee (the "Scholarship Committee") made up of the chair/co-chairs of the Membership Forum of AIJA and the Presidents of the Human Rights- and Future of the Profession Committee for review. The granting of a scholarship shall be decided upon by the Bureau taking the recommendation of the Scholarship Committee into due consideration.*
4. *AIJA can make a scholarship subject to the applicant undertaking specific tasks for the benefit of AIJA in exchange of the scholarship, e.g. preparing reports, making presentations of relevant topics, assist AIJA in arranging future events or promoting AIJA and its objects in his/her country/region.*
5. *Scholarships are not subject to the applicant being a member of AIJA, but a scholarship can consist, in whole or in part, of AIJA waiving for a defined period of time the payment of ordinary membership fees.*
6. *In addition to the foregoing, scholarships may consist of full or partial waiver of registration fees for the AIJA event as well as full or partial reimbursement of travel- and living costs associated with the participation.*
7. *The funds of the scholarship are generated inter alia via:*
 - a. *A one-time contribution decided by the General Assembly in 2007 of EUR 20,000;*
 - b. *Allocation of a certain amount or percentage of AIJA's annual net-income to the Programme, as recommended by the Bureau and decided by the General Assembly as part of its approval of the annual accounts of the Association;*
 - c. *Donations from members and other third parties.*
8. *The Bureau, acting upon consultation with the Scholarship Committee, shall*



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administer the Programme and shall be entitled to lay down any additional rules, regulations and guidelines for the purpose of administering the Programme.

9. *The Scholarship Committee and the Bureau shall report of the activities of the Programme to the General Assembly each year at its ordinary meeting."*

Based on this the following rules shall apply:

I. Announcement of the Scholarship programme

1. These rules applying to the scholarship programme and a separate registration form (as attached to this document) shall be published on the website of AIJA.
2. In each programme for an AIJA event a cross reference to the scholarship programme shall be incorporated.

II. Number of scholarships per event and year

The following kind and number of scholarships can be granted:

a) Full Scholarships

Generally full scholarships to events shall be granted as follows:

- For congresses a maximum of five (5) full scholarships
- For each half-year conference a maximum of three (3) full scholarships
- For seminars a maximum of three (3) full scholarships

"Full scholarship" shall be defined as free participation of the scholarship holder to the event including those social events that are part of the registration fee. Social events which are not included in the registration fee shall not be part of a scholarship.

The costs for attendance of the scholarship holders will be calculated on an "at cost" basis for the respective event as calculated in the respective budget of the event without any margins. The scholarships shall not be at the expense of the respective budget and therefore shall not be included in the budget.

In case the amount of scholarships have not been granted to the respective event the non-used number shall not be added to the next event.

b) Partial scholarship

Partial scholarships may be granted either instead of a full scholarship or in addition to the amount of full scholarships as mentioned above in case of extraordinary circumstances, which might be the number of applicants for an event, the extraordinary reasons for financial aid given by an applicant etc.



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The decision upon granting additional partial scholarships lies with the bureau taking into consideration the financial situation of AIJA and the strategic goals of AIJA. The decision on changing a full membership into partial scholarships lies with the Executive Director and the Treasurer.

II. a) para 3 applies accordingly.

c) Waiver of the membership fee

Scholarship might also be granted as a waiver of the membership fee for a defined period of time which generally shall not exceed one year. In this case the respective scholarship holder is not entitled for any other scholarship during the period during which the membership fee is waived.

d) Other

Apart from the kind of scholarships mentioned above reimbursement of travel costs or free accommodation might be granted instead of a scholarship as mentioned above. The decision lies with the Executive Director together with the Treasurer.

III. Application procedure

1. Each applicant shall deliver the application form (see **attachment**) together with documents requested therein no later than eight (8) weeks before the respective event starts unless it otherwise informed regarding the respective event.
2. The application shall be sent (electronically, by fax or mail) to the Brussels address of AIJA.
3. The staff of AIJA will review the application in order to check that the applicant is eligible for the scholarship.
4. The Executive Director and the Treasurer jointly decide on the scholarship – if needed they can ask the organizing committee / general reporter of the respective event to comment on the scientific quality of the legal report.

IV. General principles for granting a scholarship

1. In order to be eligible for a scholarship, the applicant must be either an attorney, attorney candidate or an in-house counsel.
2. Only persons who have not yet reached the age of 35 by the end of the application deadline may apply.
3. Only fully completed applications can be taken into consideration.
4. Apart from extraordinary situation the decisions shall be based on an equality principle.



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5. Applicants have no claim to get a scholarship even if all prerequisites are met. The decision is taken at free discretion taking into consideration the principles as laid down above. The decisions cannot be appealed against.

V. Deviations from the principles

1. Any deviation of the principles as laid down above can only be decided upon in case of extraordinary situations based on the country the respective AIJA event takes place, any specific goal AIJA wants to achieve by changing these principles or in case of cooperation with other associations.
2. A deviation of these principles may be suggested by the organizers of the respective event, the Executive Director and / or by the members of the Bureau.
3. The Bureau finally decides on such deviation. The changed scholarship principles shall be published on the website and highlighted in the respective programme.

VI. Payment procedure

1. In case the scholarship is granted by waiver of a part or all of the participation fee the AIJA staff, the local organizer(s) as well as any other person involved in the registration procedure of the respective event shall be immediately informed about the decision. The applicant shall register ordinarily highlighting the scholarship approval in the registration form. The local organizer(s) and/or any other person involved in the registration procedure shall gather all such registrations and inform the Treasurer together with the final settlement of the event. Such scholarships shall not be charged to the event budget (see II a) and b) above). Any costs for participation of a scholarship holder incurred by the organizing team of the respective event on spot shall be reimbursed by AIJA provided that the cost is covered by the scholarship.
2. In case the scholarship is granted by reimbursement of travel costs the applicant shall pay in advance the cost and hand in a receipt. In case the applicant can prove that such advance payment is not possible the applicant shall hand in the invoice for payment by AIJA.
3. In case the scholarship is granted by reimbursement of accommodation costs it shall first be checked whether free contingents of the hotels organized by the local organizing committee can be used. If this is not the case the same procedure as laid down in 2. above shall apply.
4. In case a scholarship is granted by waiver of the AIJA membership fee the staff of AIJA as well as the General Secretary shall be informed immediately to update this decision in the membership database and statistics.

Please send back to AIJA, Avenue Louis Lepoutre 59/20, B-1050 Brussels
or by fax to + 32 2 347 55 22 latest 8 weeks before the event!

AIJA Scholarship application form

1. PERSONAL INFORMATION

Last Name:

First Name:

Date of Birth:

Citizenship (please add a copy of a passport or ID):

Contact details:

Street:

ZIP-Code and City:

Country:

Degree:

Date of Bar admission:

Current position:

AIJA Member?

YES ()

NO ()

2. NAME AND DATE OF THE SEMINAR / CONFERENCE / CONGRESS you would like to attend

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3. MINIMUM REQUEST FOR FINANCIAL AID

Full Scholarship covering 100% of the participation fees including social events ()

Waiver of the payment of ordinary membership fees for one year ()

Would you accept a partial scholarship as well? If yes, which kind?

Partial Scholarship: covering 33% of the participation fees ()

covering 50% of the participation fees ()

covering 75% of the participation fees ()

Reimbursement of travel expenses () If YES, how much:

Free accommodation ()

Please attach the following (in English)

a) Professional CV (in English).

b) a statement demonstrating i) the benefits for you of taking part in the event, ii) the absence of alternative means to finance the participation in the event and iii) that such participation would serve to promote the overall objectives and goals of AIJA;

c) a legal report on the topic of the seminar, respectively one of the working sessions / workshops of the congress.

Have you already applied for an AIJA scholarship in the past? YES () NO ()

If YES, for which event? (please give name and date of the event)

Has AIJA already granted a scholarship to you in the past? YES () NO ()

If Yes, which kind of scholarship had been granted? _____

I certify that the above statements are accurate. If they were not, I accept that the financial aid will be withdrawn and I will refund the part of scholarship already received.

Signature

Date