UEFA CFM open edition  
2020/21 application form

# UEFA Certificate in Football Management - Application form

*Please complete this application form and send it to the UEFA Academy (contact details at the end of the form), together with a* ***CV****,* ***short personal video*** *and* ***electronic passport-sized photo****.*

*Application forms will only be accepted and included in the selection process if fully completed. Forms must reach the UEFA Academy by* ***1 March 2020.***

## 1. Participant information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First name**  **(as in passport):** | **Click here to add text** |  | **Last name**  **(as in passport):** | **Click here to add text** |
| Date of birth: | DD.MM.YYYY |  | Nationality: | Click here to add text |
| Gender: | Click here to add text |  | Email: | Click here to add text |
| Telephone (mobile): | Click here to add text |  | Country: | Click here to add text |
| Additional information (allergies, dietary requests, accessibility requirements, etc.): | | | Click here to add text | |
|  | | | | |
| 2. Applicant’s organisation (or last organisation, if applicable) | | | | |
| **Organisation:** | **Click here to add text** | | | |
| Address: | Click here to add text |  | Country: | Click here to add text |
| Telephone: | Click here to add text |  | Website: | Click here to add text |

# 3. Current position (or last position, if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| When did you start working at your organisation? | | Year | Month |
| Current division/unit: | Click here to add text | | |
| Current position/title: | Click here to add text | | |

## 4. Work experience

1. Please describe your connection to the football industry (past and present).

|  |
| --- |
| Add description here |

1. Please describe further your current involvement in football (briefly describe your organisation, your current role and how your activities have evolved over time).

|  |
| --- |
| Add description here |

3. Please describe your current (if not connected to football) and former/other professional experiences (time period, organisation, unit/division/title, tasks and responsibilities).

|  |
| --- |
| Add description here |

## 5. Organisational analysis

The assessments play a central role in the successful completion of the UEFA CFM programme. These assessments require participants to undertake a thorough managerial analysis of a football organisation and provide recommendations based on key elements of the programme’s curriculum. In order to complete these assessments, participants must already have a strong connection to an appropriate football organisation and access to information regarding its internal operations and resources, as they relate to the programme modules outlined in the UEFA CFM brochure. (Please note: this organisation does not have to be the one you are currently employed at, but a strong connection is required).

|  |  |  |  |
| --- | --- | --- | --- |
| Football organisation that will be analysed during the UEFA CFM programme: | | Click here to add text |  |
|  |  | | |

|  |  |  |
| --- | --- | --- |
| Country where the organisation is based: | Click here to add text |  |

|  |  |  |
| --- | --- | --- |
| Organisation’s website: | Click here to add text |  |

1. Please describe your connection to the football organisation stated above and outline how you will gain access to the material required to undertake your analysis.

|  |
| --- |
| Add description here |

## 6. Academic/professional qualifications

*Give details of all academic and/or professional qualifications relevant to your application, including any qualifications for which you are currently studying or awaiting results (please start with the most recent).*

|  |  |  |
| --- | --- | --- |
| **Institution, City, Country** | **Degree/Qualification** | **Dates attended**  **(from… to…)** |
| Institution, City, Country | Degree/Qualification | Dates attended |
| Institution, City, Country | Degree/Qualification | Dates attended |
| Institution, City, Country | Degree/Qualification | Dates attended |
| Institution, City, Country | Degree/Qualification | Dates attended |

## 7. English qualifications

Is English your mother tongue?  YES  NO

If English is not your native language, please indicate how long you have studied and spoken it:

|  |  |
| --- | --- |
| Studied: specify number of years | Spoken: specify number of years |

How would you describe your level in English?

|  |  |
| --- | --- |
| **Level** | |
| Listening |  |
| Speaking |  |
| Reading |  |
| Writing |  |

Do you have any internationally recognised English qualifications?  YES  NO

If YES, please specify the following:

Name of the qualification: Please specify

Score or grade: Please specify

Date taken: Please specify

## 8. IT

Do you feel comfortable using computers and online platforms?

YES NO

Do you have access to a broadband internet connection at home?

YES NO

## 9. Additional information

1. Describe your main professional and personal achievements and describe why you see them as such.

|  |
| --- |
| Add description here |

1. Describe the main reasons why you want to attend this programme and define your learning objectives.

|  |
| --- |
| Add description here |

1. Provide three reasons why you should be selected for the UEFA CFM programme.

|  |
| --- |
| Give reasons here |

1. Describe your future professional goals and how you envisage the UEFA CFM helping you to achieve them if you are chosen and successfully complete the programme.

|  |
| --- |
| Give reasons here |

## 10. Additional application material – Video

Along with this form and a CV, each applicant is required to submit a short video to introduce themselves. The video should be 2–3 minutes long and structured as follows:

* Introduction of the applicant
* Explanation of the applicant’s background, professional experience and previous education
* Description of the applicant’s motivation for attending the programme

Please note: the video does not need to be of professional quality and can be filmed using a phone or computer.

## 11. Promotion

Where did you hear about the UEFA CFM open edition?

UEFA Academy website:  UEFA website:  UEFA employee:  Former graduate:

Word of mouth:  Educational journal/website:  LinkedIn:  Other: Please specify

## 12. Declaration

***APPLICANT’S DECLARATION:***

***I confirm that the above information is correct to the best of my knowledge. I have read and agree to the terms and conditions of the UEFA CFM. I confirm that I have the financial means and agree to pay the programme fees if my application is successful.***

Place and date: Please specify

Signature of applicant: 

*(If you are unable to provide an electronic signature, please print this page, sign it and send a scanned version of it along with the fully completed application form.)*

## 13. Deadline for applications and contact details

This duly completed application form, along with a **CV**, **video** and **electronic passport-sized photo**, must reach the UEFA Academy before the application deadline **(1 March 2020).** The application form and all correspondence relating to the UEFA Certificate in Football Management should be sent to:

**Email:** [Academy@uefa.ch](mailto:academy@uefa.ch)

**Phone:** +41 (0) 22 707 25 79

## UEFA Academy – Participants Terms and Conditions

# Introduction

## 1.1 These terms and conditions (“Terms and Conditions”) represent an agreement between Union des Associations Européennes de Football (UEFA) (“UEFA”, “us”, “we” or “our”) and you (“you” or “your”) for your participation in our education programmes provided to you under the UEFA academy label.

## 1.2 In these Terms and Conditions, the following words shall have the meanings set out below unless the context requires otherwise:

|  |  |
| --- | --- |
| “Academic Partner(s)” | the teaching institution that is in charge of all academic matters for the Education Programme. |
| “Academic Regulations” | the academic terms and conditions that are published by our Academic Partners and apply to your taught Education Programme. |
| “Academic Year” | the period for which your Education Programme runs. |
| “Contract” | the agreement between you and us in relation to your participation in an Education Programme supported by the UEFA Academy. These Terms and Conditions and any instructions, policies and procedures referred to in this document form the Contract. |
| “Education Programme” | your registered programme of study with the UEFA Academy. |
| “Learner’s Guide” | the document published by the UEFA Academy and the Academic Partner for an Education Programme. |
| “Offer” | an offer in writing of a place on an Education Programme. |
| “Participation Fee” | the fee you are required to pay to register with us for your Education Programme. |
| “UEFA” | the Union des Associations Européennes de Football with its registered office at Route de Genève 46, 1260 Nyon 2, Switzerland. |
| “UEFA Academy” | the business unit and label created by UEFA that supports the Education Programmes established by UEFA in collaboration with our Academic Partner(s). |

# Application

## You may apply to participate in our Education Programme in accordance with the specific instructions outlined on our website and any application form.

## You are responsible for providing true, accurate, current and complete information at the time of your application.

## If you provide incorrect, incomplete or fraudulent information at the time of your application, we may refuse to consider your application.

# Offer

## If you meet the requirements for admission at the time of your application, we will consider your application and may, at our entire discretion, make you an Offer.

## If you do not meet the requirements for admission or if we are unable to make you an Offer, we will inform you as soon as practicable.

## You can accept the Offer by sending a confirmation email to the UEFA Academy within the deadline set in the Offer.

## 3.4 If you do not confirm your acceptance within the deadline set, your Offer will lapse.

# 4. Our obligations

## 4.1 We shall:

### 4.1.1 Deliver your Education Programme with the support of our Academic Partner(s) with reasonable care and skill and in accordance with the description of the Education Programme as published on our website.

### 4.1.2 Upon reasonable and timely request, provide you with an acceptance email to obtain the necessary authorisation or permission to participate in the Education Programme. For the avoidance of doubt, you accept that we have no responsibility if you are unable to obtain the necessary authorisation or permission.

### 4.1.3 Inform you as soon as practically possible should the Education Programme’s effective dates or location change before or during the sessions.

# 5. Your obligations

## 5.1 You shall:

### 5.1.1 Comply with the Learner’s Guide of your Education Programme, the Academic Regulations and the terms of the Contract, including ensuring that all work you submit is entirely your own. If you breach or fail to comply, we reserve the right to terminate the Contract with you and withdraw you from your Education Programme, without any liability to you.

### 5.1.2 Acknowledge the confidentiality of UEFA’s business and at all times (both during and after the Education Programme) to keep all information relating in any way to the Contract, the Education Programme and/or UEFA’s business strictly confidential and not, either during or after the Education Programme, to disclose any such information without UEFA’s prior consent to any third party either directly or indirectly.

### 5.1.3 Comply at all times with any obligations imposed by any applicable laws.

### 5.1.4 Obtain sufficiently in advance any necessary authorisation or permission to participate in your Education Programme, including any visa or permit. If you fail to demonstrate that you have a valid immigration status effective as of the first day of the Education Programme, we reserve the right to unilaterally terminate the Contract and withdraw you from your Education Programme, without liability to you.

### 5.1.5 Ensure that you have sufficient accident, health and repatriation insurance to the levels required by the applicable laws, as well as sufficient funds available to support yourself during your Education Programme.

### 5.1.6 Ensure that you have all the necessary and appropriate material for your participation in your Education Programme.

### 5.1.7 Inform UEFA Academy and our Academic Partner(s) without delay if you decide to withdraw from your Education Programme. If you withdraw from your Education Programme, you will not be entitled to obtain any certificate nor university credit in accordance with the Academic Regulations.

# 6. Participation fee

## 6.1 If we require the payment of a Fee for your participation in the Education Programme, you shall pay the agreed Fee to us. You will not be able to take part in the Education Programme until your Fee is paid in full.

## 6.2 Until all outstanding Fees are paid to us, we reserve the right at any time to suspend or withhold all education-related services.

## 6.3 The Fees once paid are non-refundable in all circumstances. If your Fees are being paid by a third party, you shall inform the third-party in advance that the Fees are non-refundable.

# 7. Payment

## 7.1 You agree to pay all the Fees required for your Education Programme within the deadline set out in the Offer, and to email your proof of payment (i.e. copy of the bank transaction, including reference to a BIC code, a SWIFT code or a traceable equivalent) to us within the same deadline.

## 7.2 The payment details will be supplied to you in the Offer.

# 8. Cancellation of your Education Programme

## 8.1 If we are forced to cancel your Education Programme because of matters beyond our control or in the event of insufficient participation, we will inform you as soon as is reasonably practicable and will refund the Fees paid to date. You shall have no claim for any form of compensation.

# 9. Intellectual Property

## 9.1 In general, where you create intellectual property in the course of your participation on your Education Programme that is capable of protection under copyright or moral rights, you will retain those intellectual property rights.

## 9.2 Where we use work created by you, it will generally acknowledge you as a creator of that work. However, there may be circumstances in which it is not appropriate for you to be identified as the creator of the work, for example where we publish anonymised extracts from exam papers, presentations or other examples of your work. In such circumstances we will ask you to waive any applicable rights.

## 9.3 You shall not use any marks, including but not limited to trademarks, service marks or logos belonging to UEFA or use the name of UEFA or of any of its competitions/events and/or activities for promotional, advertising or any other purposes without prior written approval of UEFA. Furthermore, you have absolutely no rights in this respect and cannot associate yourself in any manner whatsoever, directly and/or indirectly, with UEFA or any of UEFA’s competitions, events and/or activities.

# 10. Privacy

## 10.1 We collect the following personal data from you:

* Name, surname
* Contact details (email, phone)
* Date of birth
* Country of residence
* Curriculum vitae (educational and professional background)

## 10.2 The personal data collected is necessary for the purpose of administering your application and, if you accept the Offer, your Education Programme.

## 10.3 You agree that we may share your personal data with our academic partner(s) when necessary for the intended purpose as well as with other participants of the Education Programme for networking and education purposes.

## 10.4 Your personal data is processed on the basis that such processing is necessary to enter into and perform the Contract with you.

## 10.5 By accessing or using our website, or submitting your personal data to us, you acknowledge and agree to UEFA's use of such data in accordance with the UEFA Privacy Policy set out at <http://www.uefa.com/privacypolicy.html>.

# 11. General

## 11.1 The Contract constitutes the entire agreement between you and us. All previous agreements, arrangements and understandings between you and us relating to your admission on to your Education Programme, whether written or oral, shall have no legal effect unless expressly set out in the Contract.

## 11.2 The Contract, and any other matters arising of or in relation to the Contract, are governed by and construed in accordance with Swiss law.

## 11.3 Any disputes arising out of or in connection with the Contract and the Education Programme shall be finally settled by the Courts of Vaud, Switzerland, which will apply their own procedural laws.

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