Application form  
2020/21 edition

# Application form

*Please return the completed form to the UEFA Academy team, together with a passport-sized photo and the additional material described under section 8.*

*Only fully completed forms will be accepted and included in the selection process. The application should reach the* UEFA Academy ([academy@uefa.ch](mailto:academy@uefa.ch)) by **31 May 2020***.*

## 1. Personal details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname:** | **Click here to add text** |  | **First name:** | **Click here to add text** |
| Date of birth: | DD.MM.YYYY |  | Nationality: | Click here to add text |
| Home address: | Click here to add text |  | Country: | Click here to add text |
| Telephone (mobile): | Click here to add text |  | Email: | Click here to add text |
| Additional information (allergies, dietary requests, accessibility requirements, etc.): | | | Click here to add text | |

## 2. Applicant’s organisation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | **Click here to add text** |  | Country: | Click here to add text |
| Address: | Click here to add text |  | Email: | Click here to add text |
| Telephone: | Click here to add text |  |

# 3. Current position

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | | |

Responsibilities and duties

1. Please describe your main duties in your current position, including managing people and complex projects (minimum 250 words).

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

## 4. Academic/professional qualifications

To attend the UEFA Diploma in Football Leadership and Management (UEFA DFLM) programme you must have previously completed the UEFA Certificate in Football Management (UEFA CFM) OR have over four years’ experience working in a managerial level in a football organisation.

UEFA Certificate in Football Management completed in (if applicable): Year Edition

*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 |

## 5. 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 |  |

## 6. Additional information

1. Since completing the UEFA CFM (if applicable), what have been the major changes/developments in your position (minimum 250 words)?

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

1. State the main reasons why you want to take this programme and define your learning objectives (minimum 250 words).

|  |
| --- |
| Present reasons here |

1. Provide three reasons how your football organisation will benefit from you taking part in the UEFA DFLM (minimum 250 words).

|  |
| --- |
| Present reasons here |

1. Please describe how you envisage the UEFA DFLM will help you in your career goals (minimum 250 words).

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

## 7. Project overview

The UEFA DFLM builds on a project-based learning approach, requiring participants to have already identified a development project **aligned with the strategy of their football organisation**. The programme content will provide them with the tools to design, plan and implement their projects in their organisations, which is the ideal objective of participation.

The project will be a central aspect of the coursework, and a key part of the assessment. The written assignment and project presentations are required for successful completion of the UEFA DFLM. **Applications must therefore contain a project idea to be developed in the course of the programme.**

The project is an integral part of the selection process, and participants should aim to **include as much detail as possible in their proposal**. The section below is aimed at providing the selection committee with sufficient understanding so that it can evaluate the project’s potential. It is therefore important to complete all boxes.

Project title: Click here to add text

Topic area: Click here to add text

1. Describe the overall goal of the project (minimum 250 words).

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

1. Explain how this project is relevant to your organisation's strategic objectives (minimum 250 words).

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

1. Provide a short description of the project, resources, timeline, etc. (minimum 250 words).

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

1. If the project is successful, how do you plan to implement it in your organisation (minimum 250 words)?

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

1. Please state any limitations or potential risks that might affect the project (minimum 250 words).

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

1. Please state the SMART objectives for the project.

SPECIFIC

Add description here

MEASURABLE

Add description here

ACHIEVABLE

Add description here

REALISTIC

Add description here

TIME-BASED

Add description here

## 8. Additional application material

**Video**

Along with this form and a CV, each applicant is required to submit a video to introduce themselves and their project. The video should be structured as follows:

* 2–3 minutes in length
* Introduction of the applicant and his/her experience and motivation to attend the programme
* Explanation of his/her role in their organisation, including the management of people and complex projects
* Overview of the proposed project and how it fits into the organisation's strategic objectives

N.B. The video does not need to be of professional quality and can be filmed using a phone or computer.

**PPT presentation**

A PowerPoint presentation should be attached to this application, containing a detailed overview of the project and the benefit to the organisation. The format and length of the PowerPoint is up to the applicant; however, the UEFA education team suggests 10 to 20 slides. The use of graphs and figures is encouraged.

**Recommendation letter**

A letter of recommendation signed by the organisation’s top management (either general secretary or president if coming from a national association) must also be provided. It should explain why the project is important and why the candidate should be accepted, including the candidate's qualities, his/her current position and potential future role in the organisation.

## 9. Declarations

***APPLICANT***

***I confirm that the above information is correct. I understand that by being supported by my organisation for the UEFA Diploma in Football Leadership and Management, I may need to increase my commitments within my organisation. I have read and agreed to the terms and conditions of the UEFA DFLM.***

Place and date: Please specify

Applicant's signature: 

***TOP MANAGEMENT IN THE ORGANISATION***

***I acknowledge that the information provided by Mr/Mrs*** full name of applicant ***is correct and that the application and project have the full support of our organisation. Moreover, I confirm the applicant has great leadership potential within the organisation. Should he/she be accepted to the programme I agree to meet him/her at least once after each face-to-face seminar.***

Place and date: Please specify

Name of organisation representative: Please specify

Signature of organisation representative: 

*Please note, if the participant is coming from a national association the above signature needs to come from either the general secretary or president of the national association.*

## 10. Application deadline and contact details

The following should reach the UEFA Academy team at the email address below by the application deadline of **31 May 2020**.

* This fully completed application form
* A CV
* A passport-sized photo
* Video and PowerPoint presentations
* Recommendation letter from the organisation’s top management

Applications and any correspondence relating to the UEFA DFLM should be sent to:

Dudley Langelier

UEFA Academy programme assistant

+41 22 707 2579

[academy@uefa.ch](mailto:academy@uefa.ch)

## 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.

UEFA Academy – Participants Terms and Conditions – Version 01.2019