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*Please cite the date, our reference
and the subject in correspondence.*

Date 16 November 2020
Subject Application instructions for the Compliance and Integrity in International Military Trade master's degree programme, 2020

Dear Sir/Madam,

Thank you for your interest in the Compliance and Integrity in International Military Trade (CIIMT) master's degree programme in Breda. These instructions are intended to make the application process as smooth as possible.

CIIMT application

The CIIMT master's cohort of 2021-2023 will start in September 2021. Students can enrol from 1 February until 1 May 2021. You can send your application to master.ciimt@mindef.nl or to the following postal address:

CDC/NLDA/FMW/staf
Studentenadministratie CIIMT
Hogeschoollaan 2
Postbus 90002
4800 PA Breda (MPC 71C)
Netherlands

Your application must include the following documents:

1. The completed and signed application form;
2. A copy of a valid passport or ID card (driving license will not suffice);
3. A certified copy of relevant diplomas including transcripts of marks;
4. A curriculum vitae (in English);
5. An application letter (in English; 500 words maximum);
6. A signed statement on written work;

7. A recent certificate, no older than 5 years, attesting to your level of English language proficiency (see Teaching and Examination Regulations (TER) art. 3.4.4).
8. Only applicable to employees of the Netherlands Ministry of Defence: An approved request form (DF 056). In addition, you must submit a personal training plan (POP) via your careers advisor (LBB) for the internal operational command (OPCO) process.
9. If you do not work for the Netherlands Ministry of Defence, point 8 does not apply. You must nonetheless apply for a certificate of good conduct (*Verklaring omtrent gedrag*). After you have been admitted to the master's programme you will receive a form (by e-mail) to apply for your certificate of good conduct. Applying for a certificate of good conduct from your municipality takes around four to eight weeks and costs around €43.00. The certificate must not be older than 3 months. The hard copy of your certificate of good conduct must be scanned in and e-mailed, and also sent by post. You may not participate in the master's programme without a certificate of good conduct. Foreign students interested in the master's programme can contact the programme coordinator via master.ciimt@mindef.nl for more information about the certificate of good conduct required for their specific country.

Please take the following into account:

- The certificate, referred to in point 7, must be in our possession no later than 1 June 2021;
- The application letter is intended to enable additional reflection and a more informed decision;
- If you send your application by post, please mark the envelope "Private and confidential";
- Incomplete applications will not be processed;
- You will receive confirmation of receipt by e-mail;
- Cohort 2021 has a maximum capacity of 20 students;
- We will process your application as soon as possible. You will receive notification of acceptance and the conditions that apply, or rejection, by no later than 12 June.
- If you have to pay tuition fees, this is €10.000 per academic year (€2.000 per module). The costs for the books are +/- €2.000 for the entire course.

For questions concerning the application, I refer you to our e-mail address master.ciimt@mindef.nl.

CIIMT information session

Information sessions about the CIIMT master's will be held from 18.00 to 19.00 on 17 December 2020 (online), 25 March 2021 (Kromhout Barracks in Utrecht), and 8 April 2021 (Trip van Zoudtlandt Barracks in Utrecht).

Date
16 November 2020

Our reference
Master CIIMT 2019

If you are interested in the CIIMT master's, we highly recommend you attend a information session. The course administration and the examining board will present you with a clear idea of the programme, organisational aspects, and the benefits and challenges of the CIIMT. There will also be the opportunity to pose any questions you may have.

You can apply for the information session via master.ciimt@mindef.nl (for applicants from outside the Netherlands Ministry of Defence stating your first name, surname, date of birth, place of birth, ID type and ID number). You must have valid proof of ID with you for access to the Barracks.

Yours faithfully,

Drs. Koen Smetsers
Programme Coordinator