



# General Information

## Special Projects Department courses

*The rules and procedures outlined in this document apply to all courses and initiatives developed by the Special Projects Department (SPD) of the International Institute of Humanitarian Law unless specified otherwise on the relevant course web page. Please note that by confirming your participation in any of the aforementioned activities, you agree to all the following regulations.*

### LANGUAGE

The courses and awareness-raising initiatives developed by the SPD are held in English, proficiency in written and spoken English is therefore required to attend. Please consider that simultaneous translation is not provided unless otherwise specified by the relevant course web page.

### SELECTION PROCESS

Civilian and military practitioners interested in attending courses and other initiatives developed by the SPD are invited to apply by submitting the online registration form made available on the IIHL website, at <https://iihl.org/>, on the respective dedicated course web pages.

Applicants are evaluated based on key criteria such as (non-exhaustive list) the quality of CVs, assessment of the learning needs, current position and affiliation, country of origin, and motivation. All applicants receive a timely response, whether they are selected or not.

### PAYMENT OF THE FEE

The participation fee must be remitted by bank transfer before the start of the course. Visa, Mastercard, and PayPal are also accepted on the IIHL website [here](#). For more information regarding costs, timing, and payment modalities, please refer to the course-specific page.

### SCHOLARSHIPS AND OTHER SOURCES OF FUNDING

Unless clearly stated on the course web page, no scholarships or financial aid will be provided by the Institute. The Sanremo Institute maintains the right to offer discounts and/or reduction of the fees based on the availability of funding and other internal considerations.

### CANCELLATION POLICY AND FEE REFUND

Please refer to the following table for details regarding our cancellation policy and the associated fees based on the timing of your cancellation request:

Cancellation request	Fee owed
Received <b>more than 14 full days before</b> the beginning of the course	No liabilities <sup>1</sup>

<sup>1</sup> Bank charges may apply.



Received within <b>8 to 14 full days before</b> the beginning of the course	<b>50%</b> of the participation quota*
Received <b>within 7 full days before</b> the beginning of the course	<b>100%</b> of the participation quota*

*In person/hybrid courses only*

**VISA STATUS**

Please consider that the Institute can only offer specific support to participants in need of visa to reach Sanremo, by delivering a letter confirming their successful registration to the selected course to the relevant Embassy (or relevant public office in charge of the visa request process), **once the payment of the registration fee is completed.**

Please remember that the **Sanremo Institute is not responsible in any way for the visa release process nor can facilitate its successful completion.** Furthermore, please note that **it is the sole responsibility of each participant to request and manage the Visa application.** As such procedures may constitute an obstacle to participation and may take even long period of time, we invite you to apply as soon as possible at the relevant embassy once your registration form is confirmed and your participation validated by the SPD Secretariat (see <https://vistoperitalia.esteri.it/home/en> for more information).

*In person/hybrid courses only*

**AIRPORT TRANSFER**

A transfer service from Nice Airport to Sanremo is included in the course registration fee only when such a service is **clearly and explicitly declared** on the relevant course web page (if a transfer is not mentioned in the course-specific page, the service shall be intended as not provided by the Institute).

When included in the fee, as the transfer is a collective service for multiple participants and does not provide a personal/private driver, there might be brief moments of waiting at the airport in Nice (France). For travels to Nice Airport from Sanremo, several options will be provided by the SPD Secretariat as to meet the participants' needs as best as possible.

In the event that an individual transfer is needed at a time which is outside of the time slots provided, a surcharge may apply.

In the event of delays of more than 15 minutes at the transfer appointment, the driver will be allowed to leave, and the transfer service will be considered as discharged. Further transfer requests after a no-show may be accepted and organised by the SPD Secretariat but will be charged to the participant and not covered by IIHL.

*In person/hybrid courses only*

**COMPANIONS AND FAMILY MEMBERS**

The presence of companions and/or family members shall be communicated to the SPD Secretariat in due time and no later than 1 week from the date of arrival/departure.



If a transport service from Nice Airport (France) is included in the fee, companions or family members are considered additional passengers and participants may incur in a surcharge.

If a "social dinner" or "course dinner" is included in the fee, this fee only covers the participant's meal. While companions or family members are more than welcome to attend, their presence must be communicated in advance to the SPD Secretariat, and their dinner costs will not be borne by the Institute.

### **COURSE MATERIALS**

All course materials and documents required during the courses will be provided by the Institute.

### **CONNECTION**

For the duration of in-person courses hosted by the Institute and on its premises, participants will take advantage of the IIHL's free high-speed Wi-Fi access.

For online sessions in hybrid courses or courses fully held online, a stable internet connection is required to fully benefit from synchronous online sessions and self-paced learning activities. The impossibility to connect will not be considered in any way the responsibility of the Institute and will not constitute a reason for reimbursement of the registration fee once the participation is confirmed. In case of technical issues, participants are warmly invited to not hesitate to inform the course coordinator, facilitator or the SPD Secretariat.

### **CERTIFICATE**

The official Certificate will be released to participants who attend the courses in full and undertake and, if required, submit all mandatory assignments and/or self-evaluation tests within the established deadlines (if any are set).

### **CONTACTS**

For any additional information concerning the courses, the registration process and/or your participation please contact the SPD Secretariat at [special.projects@iihl.org](mailto:special.projects@iihl.org) or refer to the contact person indicated on the relevant course web page.