Appendix No. 2

**Recruitment schedule:**

1. Recruitment announcement on the School's website\*: .....................................
2. Start of registration (start of IRK admissions): ...............................
3. End of registration (end of IRK acceptance): ...................
4. Verification and examination of candidates' documents: .............................
5. Entrance exams: .....................................
6. Committee meeting (last day of exams at the latest): ........................
7. Transmission of recruitment results /protocols by the Admission Committee to the IRK and the School Office:........................
8. Announcement of results on the IRK: .....................................
9. Enrollment: .....................................
10. Enrollment (from the reserve list, if any): .....................................
11. Expected start date of education: ................................

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 signature of the Grant Manager

\* a minimum of 2 weeks prior to commencement of registration pursuant to § 5 section 1 of the Resolution on the terms and conditions for admission

NOTES:

1. There is no possibility to re-register in the IRK system for “latecomers” who miss the closing date for applications. It is also not possible to upload documents via the IRK after the closing date. At the stage of verification and checking of documents, you may be called upon to supplement or correct the documents submitted. It is therefore advisable to allow a few days for verification.
2. All dates should fall on working days.
3. There must be a gap of one working day between the meetings of the committee for determining the results of the candidates and drawing up the ranking list and the date of publication of the ranking list.
4. Acceptance of all forms in the IRK system is required at least one week prior to the start of IRK registration.
5. A sample schedule can be found in clause II.12 of Instruction.