

DEADLINE	STEP	DONE
15 January 2025	Choose the program (WEX, CAAP, or both) and the year (S5, S6, or both). Complete and submit the form via TEAMS link	
15 January 2025	Upload your CV and Motivation Letter to OneNote WEX/CAAP → Personal Space	
30 May 2025	Submit printed contracts (3 copies signed by all parties) to the WEX / CAAP Coordinator – Room W330 Complete and submit the insurance form	
23 June – 4 July 2025	Execute WEX / CAAP	
31 July 2025	Submit WEX/CAAP reports via OneNote → Personal Space: <ul style="list-style-type: none"> - ask your employer to complete a report on your stay in their company. - complete your own assessment of the experience in your personal report. 	
October 2025	Receive WEX & CAAP certificates from the school	

All WEX and CAAP documents are available on the **Teams - WEX & CAAP** platform under "Files" → "Class Materials"

Please ensure that all completed documents, including your CV, motivation letter, and reports, are uploaded on time to **OneNote** in your **Personal space**.

Timely submission is essential for program completion!