

## **CANDIDATURE FORM – MEMOS IN ENGLISH**

This is a candidature form to apply for the English version of MEMOS, the Executive Masters in Sport Organisation Management. All candidatures must be submitted along with all the required attachments by the 15 of April 2026.

There are 2 sections in this form. The first one is about your personal information. The second is about the project you wish to develop during MEMOS and which has to be discussed with your organisation prior to submitting your application. Be as detailed as possible with your proposed project and its impact for your organisation and the wider Olympic Movement.

All fields marked with a red star\* are mandatory.

All the information about the program is available [here](#).

The MEMOS Code of Conduct is available [here](#).

If you encounter any issues while completing the form or are unable to submit your electronic candidature, please [contact us and explain your problem](#).

In order to apply for an Olympic Solidarity MEMOS scholarship, the candidate's NOC must complete a corresponding application on the Olympic Solidarity Online Platform, RELAY. Note that the NOC's letter of recommendation for the candidate must be submitted in this MEMOS online form, not through RELAY.

### **Your personal information**

Please fill in the following personal details:

- First Name\* \_\_\_\_\_
- Last Name\* \_\_\_\_\_
- Email\*(Email address to be used for correspondence with tutor and lecturers)
- \_\_\_\_\_
- Confirm Email\* \_\_\_\_\_

- Phone Number\*(Mobile phone number to be used for text/WhatsApp messages with tutor and lecturers)
- \_\_\_\_\_
- Gender\* (Male/Female/Other)\_\_\_\_\_
- Date of Birth\* (DD/MM/YYYY)\_\_\_\_\_
- Place of Birth\* \_\_\_\_\_
- In which continent are you based?\* \_\_\_\_\_
- Nationality\* \_\_\_\_\_
- Second Nationality (If you have more than one nationality, please indicate it (might be useful for visa purposes)
- \_\_\_\_\_
- Passport Number\* \_\_\_\_\_
- Passport Expiry Date\* (DD/MM/YYYY)\_\_\_\_\_
- Languages Spoken/Written\*  
Please indicate the languages in the first column. Add your spoken/written level of expertise from 1 (basic) to 3 (expert) in the next columns. Click the + icon to add a language.

Language	Spoken level (1-3)	Written level (1-3)

- Mailing Address\*

Street Address	City	State/Province	ZIP/Postal Code	Country

- Sport Organisation\*

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- Current position in sport organisation (even as volunteer)\*

- Tuition is 7,500 USD, and travel and accommodation costs are estimated at 13,000 USD in addition to tuition. Do you have the means to cover the cost of tuition, travel and accommodation, or will you be receiving financial assistance (if the latter, from whom)?\*

If you are covering costs on your own or through your organization, do you commit to paying your tuition fee (upon receipt of the invoice from the University of Ottawa) before December 31st of the same year?\*

Failure to do so would mean not being able to attend Session 2 and risking being withdrawn from the program.

Yes, No or Not Applicable

- Are you available for the whole period of each session?\*
- Dates and locations for each session are available in the leaflet on the Candidature page of the website. Attendance is mandatory for all days of all sessions so make sure these are booked off on your calendar to not risk a failing grade and being withdrawn from the program. Should you be withdrawn, you/your NOC might be requested to reimburse your scholarship or other financial support provided.

Yes OR No.

- Are you an Olympian? If so, which year(s) and sport(s)?\*

- University Diplomas\*
- Please indicate each diploma, degree, institution and year of graduation

Diploma Title	Degree	Institution	Year of Graduation


- **Certifications and Other Diplomas**

Please indicate each diploma, the institution and year of graduation

Certification/Diploma Title	Institution	Year of Graduation

- **What are your objectives and expectations for your participation in MEMOS?\***

- **Upload** Curriculum Vitae (PDF, max 5MB, Name\_cv)\*
- **Upload** Passport Photograph (JPG/PNG/PDF, max 5MB, Name\_pic)\*
- **Upload** Copy of Passport (JPG/PNG/PDF, max 5MB, Name\_psp)\*
- Please **upload** the recommendation letter from your National Olympic Committee or from your sport organisation (file size limit : 5 MB ; pdf format). This is mandatory.\*

The recommendation letter should state that your National Olympic Committee or sport organization supports your participation in MEMOS and your project. It should also confirm whether the National Olympic Committee or sport organization will support you financially

## **About Your Project**

- **It is important to discuss with your sport organisation and/or National Olympic Committee your MEMOS study project. Have you done so?\***

Yes OR No

- **Preliminary Title of your Project\***

- **What is the organisation involved?\***

- **What is the issue facing the organisation/sport that you want to study?\***  
Please explain the management issue you want to address in this organisation.

- **What are the questions you want to answer by carrying out this study?  
What question(s) do you have that need answering?\***  
2 to 3 questions are required.

- **What are the reasons for your choice?\***

Please explain why you want to address and help solve this problem

- **How will you collect the information you need and who from?\***

Method(s) chosen or data collection (interviews, questionnaires, document analysis, case study, etc)

- **Do you have any research experience, whether academic or applied? If yes, briefly explain what your experience is.\***

Besides describing your experience, please include examples of method(s) chosen or data collection and analysis techniques used.

- **What are the expected results and impact of your study on your sport organisation and/or National Olympic Committee as well as the wider Olympic Movement?\***

Be as detailed as possible with your proposed project and its impact for your organisation and the wider Olympic Movement.

- **How did you learn about MEMOS?\***

#### **Declarations**

- I agree to abide by the MEMOS Code of Conduct\*
- I will have adequate travel and medical insurance for each MEMOS session\*
- I agree to the MEMOS Association Data Privacy Policy\*