



Lotus Unlimited project
Guidelines for Staff applicants

2016

Lotus Unlimited: Guidelines for staff applicants

Project coordinated by Ghent University

This document aims to provide all potential candidates with the necessary information for a successful application. These guidelines for applicants contain information which is also available on the project website. The aim is to centralize the most important and essential information for applicants in one document. **All applicants (EU AND ASIAN) are strongly advised to read this document before applying and before contacting the coordinating and partner universities.**

This document relates to the application procedure *for all exchange staff applicants*. All further relevant information about the Erasmus Mundus programme, the project objectives, information from the partner universities and FAQ's are on the website and will not be repeated in this document.

Six steps towards your application

Step 1: *Make sure you meet the eligibility criteria – otherwise you cannot apply*

Asian academic and administrative staff :

- Must be a **national** of one of the eligible countries (Cambodia, China, Indonesia, Myanmar, Thailand, Vietnam);
- There are different categories of possible candidates. If your current situation is in accordance with the scenarios here below, then you are eligible to apply
 1. You work in or be associated to one of the SEA Higher Education Institutions participating in the partnership:
 - Sichuan University (China): Management Co-coordinator
 - Royal University of Agriculture - Phnom Penh (Cambodia)
 - Nanjing University (China)
 - Peking University (China)
 - Bandung Institute of Technology (Indonesia)
 - University of Gadjah Mada (Indonesia)
 - University of Medicine 1 - Yangon (Myanmar)
 - Kasetsart University (Thailand)
 - Can Tho University (Vietnam)
 - Hanoi University of Science and Technology (Vietnam)
 - Hue University (Vietnam)
 2. You work in or be associated to a Higher Education Institution (not included in the partnership) of any SEA country concerned by the lot.

European Academic and administrative staff :

- Must be a **national** of one of the EU countries;
- There are different categories of possible candidates. If your current situation is in accordance with the scenarios here below, then you are eligible to apply
 1. You work in or be associated to one of the EU Higher Education Institutions participating in the partnership. EU staff must work in or be associated to one of the EU HEI participating in the partnership:
 - Ghent University (Belgium)
 - Vrije Universiteit Brussel (Belgium)
 - University of Goettingen (Germany)
 - Toulouse III - Paul Sabatier University (France)
 - University of Limerick (Ireland)
 - Rijksuniversiteit Groningen (The Netherlands)
 - University of Porto (Portugal)
 - Uppsala University (Sweden)
 - University of Kent (UK)
 2. You work in or are associated to another EU Higher Education Institution (not included in the partnership)

The mobility of staff should contribute to strengthen international co-operation capacity of higher education institutions in third countries, with the production of new teaching material, as well as their management capacity.

It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities. The staff mobility is also expected to lead to progresses in the application of ECTS or other systems for recognition of studies in the partner institution.

Priority will be given to mobility that:

- Ensures that the visiting teacher's contribution will be an integral part of a program of the host institution
- Will lead to the production of new teaching material
- Will be used to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the home and host university (joint projects, joint degrees etc.)
- Will help strengthen the international cooperation departments in the foreign universities
- Will lead to progress in the application of ECTS (European Credit Transfer System) and other systems for recognition of studies and qualifications in the partner institution
- Will improve the university - enterprise cooperation
- Will help to start up Doctoral Schools
- Will lead to the improvement of quality assurance mechanisms at universities.

Step 2: *Determine your field of study*

Take into account when your mobility would start. As a staff member you can start your mobility period at any time during the life-duration of the project (last possible start date 10/06/2017).

All fields of study are open for this project. You will have to choose your field of study from a drop-down list in the application form. When planning your mobility to a certain host university, make sure they offer your field of study! You can also consult the possibilities on the website.

Step 3: *Inform yourself about the host university and the academic offer*

Please upload an **activity plan** with information about your planned activities at the host university: teaching, research and/or training. This document should be signed by the home university. The professor at the host university should only sign this at the start of your mobility period. The template for this document can be found on the project website.

For most EU universities a **pre-acceptance letter** of a potential promotor is required (except for the University of Porto → please upload a blank document for this university). There is no template for a pre-acceptance letter, but it should state the willingness of that promotor to host you at his/her department. It should be signed and written on official university paper.

Step 4: *Make sure you have the support of your home university*

Staff applicants should be aware that they have to be fully supported by and need the consent of their home institution to carry out their mobility period abroad. Please add at least one signed recommendation letter, in PDF, written in English. A non-English original, accompanied by a translation into English, is also valid.

The letter should be written by your superior within the department, faculty or university. You can add the information concerning the person who wrote the recommendation letter here and upload the letter(s) under the tab "important documents".

Step 5: *Make sure that you have all the relevant documents*

All documents should be in English or translated to English, this to insure that your file can be assessed. These documents should be scanned and uploaded as a PDF file. Please note that if you want to upload multiple documents in 1 field, you will need to make a zip-file. Important! RAR-files cannot always be opened, so please use zip-files. An overview of all documents to be uploaded in your file:

- A copy of your passport or other official national identification proof;
- An internationally recognized **language certificate**: TOEFL, IELTS etc. You can contact your host university to request what you as a staff applicant should provide;
- Proof of employment at your home university;
- At least one signed **recommendation letter** (preferably in PDF), written in English* by an academic staff member directly involved with the course or research programme you are currently attending at your home institution (*a non-English original, accompanied by a translation into English, is also valid). a copy of any language certificate you may have obtained to support your language skills;

- An **activity plan**: in English, signed by yourself and an academic from your home university. This document should not be signed by the host university! Only when selected, grant holders should proceed and have the activity plan signed;
- **Pre-acceptance letter**: a letter of a potential promotor stating the willingness of that promotor to host you at his/her department. It should be signed and written on official university paper. (Not for the University of Porto.)

Be aware that the mentioned documents are those needed for the application to the Lotus consortium, but that further documents may be required for registration at the specific partner institution you will be spending your mobility period at, once you have been selected for a scholarship by the consortium.

Please note that no additional documents are accepted after the deadline, except for official language certificates of which you can prove that you were registered before the application deadline. **Language documents are accepted until 1 week after the deadline.** After that it cannot be guaranteed that it will be taken into account in the selection procedure which will have started by then.

Step 6: *Make sure that the scholarship is available*

Here below is an overview of the scholarships available on the level of Staff exchange.

<u>Mobility Duration</u>	<u>European Union</u>	<u>Cambodia, China, Indonesia, Myanmar, Thailand, Vietnam</u>
Staff exchange - 1 month	10	10

Start of the application:

Step 1: Registration online:

First of all you need to **activate an account** by using the link of the application form on the project website in the section '**Apply here**'. After clicking on the dedicated link, you will proceed to the appropriate account set-up page. Once you have created an account you will receive an email with a link to your application form.

Step 2: Fill in all the necessary information

There's no need to complete all fields, nor to upload all documents in one go: you will be able to save your data and continue later on. After completion of all required fields, a button will appear allowing you to formally submit the application. If the button does not appear it means that you forgot to complete a required field. Only fully completed application forms will be accepted. **After submitting, no changes to your file will be possible nor extra documents can be added to your file.**

In the application form you will need to upload certain documents. These documents are obligatory, and if they are not uploaded in your file, your application will be regarded as incomplete.

All documents need to be translated in English.

Templates of documents available on the website to upload in application:

- Staff: activity plan
- Note for activity plan: this plan indicates a summary of the different stages of the planned training, research or teaching activities

Compulsory documents in all the different sections of the application forms:

- Personal documents:
 1. Photocopy of passport or other official identification proof
 2. Photo
- Language skills:
 1. English language certificates (internationally recognized certificates) - Check with the host university of your choice to see what the specific requirements are.
 2. Other language certificates if applicable
- Academic record:
 1. Research Plan or Activity plan
 2. Pre-acceptance letter host university (not applicable for the University of Porto)
- Recommendation and motivation:
 1. At least one recommendation letter, preferably from academic staff members or other persons who have had an academic or work relation with the applicant.
- Target Group 3: description and proof of their vulnerable situation.

The application deadline is Sunday 17 April 2016; 23:59 CET, selection results will be announced end of June 2016.