



# Guidelines for applicants (II): submission procedure (2016-2017)

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## 1. Preparing the application

Before starting the application procedure, all candidates are encouraged to follow the subsequent steps:

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- Verify the eligibility criteria (see Guidelines for applicants-Part I: overview)
- Select at least one host institution. It is highly recommended that applicants select more than 1 host institution (3 maximum) of the available options
- Ensure that you fulfill the language of tuition or that the host institution provides linguistic support for scholarship holders
- Ensure that you fulfill the academic background required for your choices (type of scholarship and the selected activity)
- Prepare your **motivation letter (only ONE)**. Make sure that the mobility's benefits and expected outcomes are clear and reflect each one of the options (3 maximum) selected.
- Prepare your **recommendation letter/s**. Although it is not mandatory for all the positions, it is highly recommended that the applicants upload at least one.
- For post-doctorate students: prepare a research/training project describing the aims and activities plan.
- For academic/administrative staff: prepare a description and an activity plan for your stay at the host institution. Make sure the purpose of your stay is coherent with the Green-Tech-WB objectives (see Guidelines for applicants-Part I: overview)
- Collect all the required information and documents to fill in the on-line Application Form. Several documents are mandatory. In case of **unreadable documents or missing documents** the application will be considered incomplete and **will not be evaluated**.
- Prepare, together with the contact person from the host university, a provisional Learning Agreement (**only in the case of exchange students**) with the possible courses at the host institution. This optional Learning Agreement is strongly recommended.

## 2. Documents required for the submission procedure

The applicants will be asked to submit (see Section 3), together with the Application Form, a digital copy of several documents (summary in Table 1). In case a document is considered mandatory by

the host institution (according to the information included in the Academic Offer<sup>1</sup>), the candidate is responsible for uploading this document; otherwise the application will be immediately excluded without any possibility of appeal.

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	Bachelor	Master	Post-doctorate	Staff
Copy of the passport	X	X	X	X
Detailed CV (in English) – Europass Template to be used	X	X	X	X
Letter of motivation (in English), max 1 page	X	X	X	X
Certified Copy of the last transcripts of records + Certified translation in English	X	X		
Certified Copy of the Bachelor Diploma and Bachelor transcript of records + Certified translation in English		X		
Certified Copy of the Master Diploma and Master Transcript of records + Certified translation in English			X	
Doctorate thesis subject and abstract in English			X	
Certified Copy of the Doctorate diploma + Certified translation in English*			X	
Certificate of language (language of instruction of the hosting programme), in case the applicant cannot provide an official test, a certificate from the language department of his/her home university is accepted. According to the academic offer, similar languages will be accepted.	X	X	X	optional
2 Recommendation Letters (in English), duly signed	optional	optional	optional	X
PhD Research proposal (max. 1 page)				
Post-doctorate Research proposal (max 1 page)			X	
Staff Mobility programme proposal (max 1 page)				X
Proof of registration (student certificate, card...) for TG1	X	X	X	
Proof of employment, duly signed by the employer				X
Letter of the pre-acceptance of research or training proposal			X	X
Declaration on honor	X	X	X	X
Official certificate justifying the vulnerable situation (disability, economic situation...)	optional	optional	optional	optional
Provisional Learning Agreement (only exchange students)	optional	optional		

Table 1 Summary of the documents to upload

- **Photo (mandatory for all types of mobility)**
- **Formal Identity Document/Passport (mandatory for all types of mobility)**

<sup>1</sup> Available in the Green-Tech-WB website: <http://www.green-tech-wb.uvigo.es/> and in the Green-Tech-WB social network (<http://social-green-tech-wb.uvigo.es>) → community group

The Formal Identity Document must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport.

- **CV (mandatory for all types of mobility)**
- **Declaration of Honour of the applicant (mandatory for students)**  
Applicants can download the pattern of this Declaration of Honor<sup>2</sup> which must be dated and signed.
- **Motivation letter (mandatory for all types of mobility)**  
Make sure the mobility's benefits and expected outcomes are clear and reflect each one of the options (3 maximum) selected. For staff mobility the motivation letter must indicate the activities carried out in the applicant's daily work.
- **Support letter from a home HEI in the Green-Tech-WB partnership (mandatory for all types of mobility in TG1)**  
This document must be dated, signed and stamped by the home institution: for example, letter from the International Relationship Office, or the Green-Tech-WB project contact person, etc.), otherwise it will not be considered valid and the application will be immediately excluded. Although it is not mandatory, TG2 and TG3 applicants are highly advised to include this statement of support: the HEI issuing this statement is going to be considered the **contact institution**.
- **Enrolment Statement: Statement issued by a university regarding the applicant's enrolment in the home institution (mandatory for students) or Full time working conditions statement (mandatory for staff).**  
This document must be dated, signed and stamped by the issuing institution, otherwise it will not be considered valid and the application will be immediately excluded. The statement for the staff scholarships must certificate the candidate works full time at that institution.
- **Certificate proving the obtained degree (mandatory for master/post-doctorate/staff)**  
Must be issued by a university, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. In the case of having achieved more than one academic degree, the uploaded file must contain the scanned version of all documents.

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<sup>2</sup> Available in the Green-Tech-WB social network → applicants group

➤ **Transcript of records (mandatory for undergraduate/master/post-doctorate)**

This document must be issued by a university, detailing all courses taken and grades obtained by the candidate. This document must be dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. In the case of having achieved more than one academic degree, the uploaded file must contain the scanned version of all documents.

Undergraduate students must have successfully completed at least one year of studies in their home institution.

➤ **Certificate of language skills (optional for staff)**

This document must be dated, signed and stamped by the issuing institution. If the host institution demands specific languages skills, the upload of the correspondent language certificate is mandatory. If the document is not uploaded, the application will be immediately excluded from the project without possibility of appeal.

➤ **Support/Invitation letter from a host HEI in the Green-Tech-WB partnership (mandatory for post-doctorate students/staff)**

This declaration must be written by the responsible person for the applicant's activities/project at the host institution. This document must be dated, signed and stamped by the host institution.

➤ **Brief summary of the foreseen activities at the host institution (mandatory only for post-doctorate students and staff)**

This document will summarize the foreseen activities the applicant is expected to develop at the host institution.

➤ **Declaration of Honour from the applicant of being aware about the travel expenses conditions (mandatory only for staff)**

Applicants can download the pattern of this Declaration<sup>3</sup> which must be dated and signed.

➤ **Document that specifically proves the applicant's actual status of physical disability**

For example: recent medical exam, medical certificate, etc. In case the applicant fails to do so, he/she will not be considered a candidate with a physical disability.

➤ **Document that specifically proves the applicant's vulnerable socio-economic situation and/or the applicant's actual refugee or asylum status (TG3 only)**

This document must be dated, signed and stamped by the issuing entity (recognized authority). In case the applicant fails to do so, he/she will not be considered a candidate with a particularly vulnerable situation (socio-economic, refugee/asylum).

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<sup>3</sup> Available in the Green-Tech-WB social network → applicants group

- **Any other documents relevant for the application and required by the host institutions in their academic/staff offer**

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All documents above-mentioned must be uploaded together with the Application Form (see Section 3). Please, take into account that **incomplete applications or with blank or unreadable documents will not be considered eligible** and will immediately be excluded.

In case the applicant wants to include more than one document in the same field (more than one Diploma, more than one recommendation letter, etc.) the attached file should include the scanned version of all documents up to maximum of Mb specified in the uploading interface, due to the limitations in the social network hosting.

### 3. Submission procedure

Submission procedure consists of three stages: (i) subscribing to the Green-Tech-WB social network; (ii) joining the **applicants** group in the Green-Tech-WB social network; and (ii) completing the **submission task**.

#### 3.1 Subscribing to the Green-Tech-WB social network

All the candidates will need a valid e-mail address and an internet connection in order to join the Green-Tech-WB social network: <https://social-green-tech-wb.uvigo.es/>

When subscribing to the Green-Tech-WB social network, the applicant is automatically included in the **community** group. All the relevant information (application procedure, selection procedure, etc.) for the Green-Tech-WB project is available for these group members, who may use the communication features to ask any question to the coordinator's office. Also, in this group, there is a link to a tutorial video that will guide you through all the steps of the application procedure: <http://tv.uvigo.es/video/iframe/id/28114>.

#### 3.2 Joining the applicants group

Subscribers who are interested in applying for a scholarship in this project must request to join the **applicants** group. In order to join this group, candidates must upload a photo to their profile (Edit avatar). After they have included the requested information in their profile, they are allowed to join the applicants group.

#### 3.3 Submission task: uploading the required information

Once in the applicants group, the applicant should go to the **"Forms"** link (located in the left panel) and then select the right application form according to the type of mobility (undergraduate, master, post-doctorate or staff)

Then, the applicant should fill in the selected form according to the instructions and upload all the required documents (see Section 2). Applicants would modify their submission as many times as

needed. However, when the submission procedure is closed, it is not possible to make any additional change to the already upload files and the application form content.

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1. The application form must be filled in English, so that all the host institutions analyze the proposal. **Only online applications are considered eligible.**
2. The deadline for the application will be indicated on the webpage of the project (<http://www.green-tech-wb.uvigo.es/>) and on the social network (<http://social-green-tech-wb.webs.uvigo.es/>) and has as reference the Central European Time (CET). The Coordination office will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid the last minute application so as to guarantee there will be no problems in the submission. **Applications sent by mail, fax or e-mail will not be accepted.**
3. Communication will be based on both the e-mail address used by the applicants to subscribe to the Green-Tech-WB social network and the communication features supported by the social network. Therefore, to confirm the submission of the application and to communicate the result of the application, candidates will receive both an e-mail and an internal message in the Green-Tech-WB social network.

#### 4. Evaluation and selection of applicants

All valid applications received will be included as read-only documents in a protected database. All the legal requirements concerning the manipulation of personal data will be observed and it will be always kept confidentiality of the information submitted online. The database will only be accessed and revised by authorized persons in the home/host institutions who have an access code: members of the Management Board.

#### 1<sup>st</sup> Step: Admissibility verification

- **Target Group 1**, when the applicant's home institution is a partner in the Green-Tech-WB project → The contact person and/or responsible for the implementation of the project in the applicant's home institution will verify all the applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and the home institution (Guidelines for applicants-Part I: overview). A direct contact between the applicant and the contact person at the home institution is key to be informed about the eligibility criteria locally defined.
- **Target Group 2**, for applicants from non-partner institutions → The Western Balkans partner institution selected by the applicant as his/her contact institution and the University Fan S Noli i Korçë (as co-coordinator of this project) will be responsible for the verification of all uploaded documents and information provided. A direct contact between the applicant and the contact

<http://green-tech-wb.uvigo.es>  
<https://social-green-tech-wb.uvigo.es>



person at the contact institution/University Fan S Noli i Korçë is key to be informed about the eligibility criteria locally defined.

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- **Target Group 3** → the University of Vigo, as project coordinator, will be responsible for checking all the eligibility criteria and the informative documents presented by the applicant<sup>4</sup>.

## 2<sup>nd</sup> Step: Evaluation process

The submissions having succeeded the admissibility process, 1<sup>st</sup> step, will be considered by the host institutions indicated by the applicant. Experienced academics, researchers and experts selected by each institution will have the responsibility to assess the applications and give a grade to the proposed mobility. Once all applications are assessed and graded, the host institution will obtain a ranking of applications, based on the academic quality of the submissions according to the following aspects:

- Academic evaluation (up to 70 points)
- Language skills (up to 20 points)
- Others (up to 10 points):
  - Letters of recommendation (where applicable, especially for post-doctorate students)
  - Personal interview (only post-doctorate)
  - Motivation

In order to evaluate the submissions, each institution will have experts of all thematic areas in the Green-Tech-WB project. This ranking will be the base for granting the scholarships.

## 3<sup>rd</sup> Step: Selection process

The Green-Tech-WB Selection Board will elaborate a pre-assignment list of candidates for each kind of mobility taking into account the academic quality of the applications, which constitutes the most relevant aspect, but respecting the cross-cutting issues such as the geographic and the gender balance, the physical disabilities and the socio-economic situation of the applicants with the aim of providing a more equal and fair selection process.

The number and kind of available positions in this 3<sup>rd</sup> cohort is detailed in the following table:

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<sup>4</sup> Those associate members and/or partners with strong links in the country where the applicant came from are going to assess the University of Vigo in this task

Type of Mobility	Cohort 3				
	WB	Months per mobility	UE	Months per mobility	Total Mobilities
<b>Undergraduates</b>	15	10	0	0	<b>15</b>
<b>Masters</b>	0	10	1	10	<b>1</b>
<b>Doctorates</b>	0	0	0	0	<b>0</b>
<b>Post-doctorates</b>	6	6/10	0	0	<b>6</b>
<b>Staff</b>	3	1-3	4	1-3	<b>7</b>
<b>Total</b>	<b>24</b>		<b>5</b>		<b>29</b>

#### 4<sup>th</sup> Step: Communication of results

The Green-Tech-WB Management Board will provide the final selection list of the applicants. This list will be immediately sent to the home and host institutions and all applicants will be informed by e-mail and by using their account in the Green-Tech-WB social network of the application's result. The final list will be also published on the Green-Tech-WB website and the Green-Tech-WB social network.

The Coordinating institution (University of Vigo) will request nominated applicants to accept the scholarship within 10 calendar days.

**Please, note that in case a selected applicant is afterwards identified as not eligible, he/she will have to reimburse the costs had by the Green-Tech-WB partnership with the mobility flow until that moment.**

#### 5<sup>th</sup> Step: Procedure for appeals

All applicants that do not agree with the selection results will be informed by using the Green-Tech-WB social network about the reasons indicated by the institutions responsible for the validation and evaluation procedures. Further details on the appeals procedure will be given later on in the notification to be sent to all applicants with the selection results.

**Important notice: Undergraduate, Master and Post-Doctoral mobilities must start before the 31<sup>st</sup> of December 2017**