

**European Commission
Erasmus Mundus External Cooperation Window
Lot 12 Asia Regional
Lotus project**

**Guidelines for applicants 2010- 2011
Project coordinated by Ghent University**



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1 Introduction

Lotus

Lotus is an Erasmus Mundus Action Two Partnership (EMA2) of European and Asian Higher Education Institutions (HEI) and Associations aiming at fostering mutual enrichment and better understanding between the EU and Asia, through the exchange of persons, knowledge and skills at higher education level and to cooperate in the following program activities:

- Mobility of undergraduate and graduate students
- Mobility of PhD students
- Post-doc mobility
- Academic and administrative staff mobility

2 Objectives

The Erasmus Mundus Action Two Partnership programme is a cooperation and mobility scheme in the area of higher education launched by Europe Aid Cooperation Office and implemented by the Executive Agency Education, Audiovisual and Culture (EACEA).

The European Commission has launched this initiative to foster cooperation between higher education institutions. It aims to boost exchanges of students, researchers and academic staff and to support mobility, in particular from non-EU countries to EU member states. The European Commission launches call for proposals for different regions in the world and then funds partnerships between universities to implement the exchanges. Students, researchers and staff from the area can apply to the selected consortium for scholarships.

The EMA2 objective is to achieve better understanding and mutual enrichment between the European Union and Third Countries in the field of higher education through promoting the exchange of persons, knowledge and skills at higher education level. This will be achieved through the promotion of partnerships and institutional co-operation exchanges between European Higher Education Institutions and Third Country institutions and a mobility scheme addressing student and academic exchanges.

The following objectives have been defined for the project:

- To promote cooperation between the EU and the Asian countries involved in the project: the project is striving to build structured long-term cooperation between all partners, resulting in a sustainable network. The project offers the perfect opportunity to boost the exchange of know-how for curriculum development, new teaching methods, international relations and university management.
- To enable students to benefit from a study/research period abroad and thus to develop a pool from well-qualified, open-minded and internationally experienced young women/men as future leaders: the project aims to make a bridge between the EU and the Asian countries involved by offering opportunities to young people to come to the EU and build up contacts.
- To promote the regional cooperation in the Asian countries involved and to train a future generation of academics that foster a culture of sustainable development and durable growth and promote regional integration.
- To improve the transparency and recognition of studies and qualifications: the project is focused on mobility and will give explicit attention to the promotion of recognition of studies systems.
- To contribute to provide good students from vulnerable groups equal chances and thus disseminating EU social and democratic values: 15% of the scholarships is reserved for students from vulnerable groups in the Asian countries involved (refugees, ethnic minorities, internally displaced populations, disabled students, economically disadvantaged students)
- To enhance the skills of staff, who can in their turn contribute to the improvement of the education system in their home country: 22% of the scholarships are reserved for staff exchange. Professors applying will have to argue how their stay will contribute to structural reforms in the Asian countries involved, and this will be evaluated.
- To enhance in the medium term the political, cultural, educational and economical links between the EU and the Asian countries involved: this project contributes to improving mutual understanding between the EU and Asia, by enabling personal contacts.

3 Eligibility criteria for grant holders

Asian students who want to participate in mobility to the EU:

- Must be a national of one of the third countries covered by the relevant lot;
- Must have not resided nor have carried out their main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries;
- For target group 1 (TGI): students need to be registered at one of the third-country HEIs within the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;
- For target group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) of the third country concerned by the lot or having obtained a university degree or equivalent by an institution of these third countries. They will need to justify how this study period abroad will benefit them (and their direct socio-economical environment) and include letters of support in their individual application;
- For target group 3 (TGIII): students need to be nationals of one of the third countries concerned by the lot and be part of the vulnerable target groups.
- Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.
- No student can benefit from more than one mobility activity in the same project.

4 Eligibility criteria for staff

In order to be eligible, academic and administrative staff hereafter referred as "staff":

- Must be a national of one of the eligible countries;
- Must work in or be associated to an HEI within the partnership;
- The mobility assignments must be based on partnership agreements between the members of the partnership;
- The home and host universities and the individual staff must agree on the programme of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed;
- The mobility may constitute a post-per-post exchange or a one-way visitor flow from a third country.

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.

5 Eligible institutions

5.1 EU Universities

Ghent University (Belgium)
Groningen University (the Netherlands)
University of Kent (United Kingdom)
Uppsala University (Sweden)
Vrije Universiteit Brussel (Belgium)
University of Göttingen (Germany)
Sciences Po (France)
University of Ljubljana (Slovenia)
University of Porto (Portugal)

5.2 Asian Universities

Western Yangon Technological University Myanmar)
University of Health Sciences (Cambodia)
Can Tho University (Vietnam)
Hue University (Vietnam)
Hanoi University of Science and Technology (Vietnam)
Universitas Gadjah Mada (Indonesia)
Bandung Institute of Technology (Indonesia)
Thammasat University (Thailand)
Peking University (China)
Sichuan University (China)
Nanjing University (China)

6 Type and duration of the scholarships

The Lotus Project provides the following types of scholarships:

- Scholarships for undergraduate students (6 months exchange mobility)
- Scholarships for graduate students (ranging from 6 to 22 months depending on the country of the applicant concerned)
- Scholarships for PhD students (ranging from 6 to 34 months depending on the country of the applicant concerned)
- Scholarships for Post-Doc students (6 months exchange mobility)
- Scholarships for academic and administrative staff (limited to 1 month)

The mobility scheme below shows the number of mobility flows for the whole Lotus project. The consortium reserves the right to alter the number of scholarships available to achieve a better implementation of the project.

6.1 Asia-EU mobility per country

6.1.1 Vietnam

Vietnam - EU Mobility	Target Group One					Target Group Two			Target Group Three		
	1M	6M	10M	22M	34M	6M	22M	34M	6M	10M	22M
Ba		10							1		
Ma		3		3		5			3		
PhD		8			1				4		
Post-doc			3								
Staff	8										
Total											49

6.1.2 Cambodia

Cambodia - EU Mobility	Target Group One					Target Group Two			Target Group Three		
	1M	6M	10M	22M	34M	6M	22M	34M	6M	10M	22M
Ba		2							1		
Ma		2		1							
PhD									1		
Post-doc											
Staff	3										
Total											10

6.1.3 Myanmar

Myanmar - EU Mobility	Target Group One					Target Group Two			Target Group Three		
	1M	6M	10M	22M	34M	6M	22M	34M	6M	10M	22M
Mobility Duration											
Ba		3									
Ma		1		1							
PhD											
Post-doc			1								
Staff	2										
Total											8

6.1.4 China

China - EU Mobility	Target Group One					Target Group Two			Target Group Three		
	1M	6M	10M	22M	34M	6M	22M	34M	6M	10M	22M
Mobility Duration											
Ba		3							1		
Ma			1							1	
PhD			1		2	1					
Post-doc			1			2					
Staff	6										
Total											18

6.1.5 Indonesia

Indonesia - EU Mobility	Target Group One					Target Group Two			Target Group Three		
	1M	6M	10M	22M	34M	6M	22M	34M	6M	10M	22M
Mobility Duration											
Ba		1							1		
Ma			1				1				2
PhD			4			2				1	
Post-doc			2			1					
Staff	4										
Total											21

6.1.6 Thailand

Thailand - EU Mobility	Target Group One					Target Group Two			Target Group Three		
	1M	6M	10M	22M	34M	6M	22M	34M	6M	10M	22M
Mobility Duration											
Ba									1		
Ma			2				1				
PhD			1							1	
Post-doc						1					
Staff	2										
Total											9

Explanation Mobility Scheme:

- The duration of the scholarships in months: 6M = 6 months.
- The number of scholarships for the indicated mobility period and type of scholarship.
For example: PhD - 10M - 1
→ 1 scholarships for a 10 month mobility period PhD

7 Target groups

Target Group	Target beneficiaries	Types of individual mobility flows
TARGET GROUP 1	Students and academic staff registered in one of the partner universities of the consortium <u>at the moment of application</u> . Undergraduate students must have successfully completed at least one year of studies in their home institution.	undergraduate, master, doctorate, post-doctorate, academic staff
TARGET GROUP 2	Students need either to be registered in a HEI (not included in the partnership) of the third country concerned by the lot or having obtained a university degree or equivalent by an institution of these third countries. This includes the possibility of providing mobility opportunities to people working in public administration, public and private enterprises.	master, post-doctorate, PhD
TARGET GROUP 3	Nationals of the third countries concerned by the geographical lot who are in particularly vulnerable situations, for social and political reasons. For example: <ol style="list-style-type: none"> 1. having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or 2. it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or 3. they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons) 	undergraduate, master, PhD

8 Fields of study

Based on the specific countries needs, the following list of thematic fields of study has been prioritized by this project:

- 01: Agricultural Sciences
- 04: Business Studies and Management Sciences
- 06: Engineering, Technology
- 07: Geography, Geology,
- 10: Law
- 13: Natural Sciences
- 14: Social Sciences

Students from other fields of study can however still apply for a scholarship.

9 Scholarship

A scholarship consists of:

9.1 Subsistence allowance:

- 1000 € per month for undergraduate and graduate students
- 1500 € per month for doctorate students
- 1800 € per month for post-doctorates
- 2500 € per month for academic staff

9.2 Insurance costs:

All grant holders are subscribed to a central group policy. The policy can be found on the website.

9.3 Tuition fees/registration fees:

The tuition fees are covered by the project.

9.4 Travel costs:

One return ticket will be provided by the coordinator by means of booking through a central travel agency. Self-purchased tickets will not be reimbursed.

10 Exchange students

10.1 Definition

An **exchange student** is a student (officially registered in a university or other institution for higher education abroad) who temporarily lives in a foreign country and attends courses or is involved in other academic activities. The exchange student does NOT get a diploma from the host university. However, the results of your exams or research period abroad are recognized afterwards by your home university. This academic recognition is crucial for exchanges. Important documents hereby are:

- the Learning Agreement
- the Transcript of Records

10.2 ECTS

The **European Credit Transfer System** was initially set up in 1989 as a pilot scheme within the framework of the Erasmus program. Its aim at that time was to facilitate the recognition of study periods undertaken abroad by mobile students through the transfer of credits. As a transfer system ECTS has expanded to over 30 countries and has been introduced in more than one thousand higher education institutions. The 40 Signatory States in the Bologna Process have identified ECTS as one of the cornerstones of the European Higher Education Area. A large number of countries have adopted ECTS by law as an accumulation system for their own higher education systems and others are in the process of doing so. In some countries ECTS has become a requirement for accreditation.

ECTS makes study programs easy to read and compare. It can be used for all types of programs, whatever their mode of delivery, and for lifelong learning purposes. It serves both mobile and non-mobile students: it can be used for accumulation within an institution and for transfer between institutions. ECTS helps learners moving between countries, within a country, town or region, as well as between different types of institutions; it also covers self-study and work experience. For these reasons the well-known acronym "ECTS" now stands for "European Credit Transfer and Accumulation System".

The European Credit Transfer and Accumulation System (ECTS) is a student-centered system based on the student workload required to achieve the objectives of a program of study. These objectives should preferably be specified in terms of learning outcomes and competences to be acquired.

- ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study program in Europe amounts in most cases to around 1500-1800 hours per year and in those cases one credit stands for around 25 to 30 working hours.
- Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved. Learning outcomes are sets of competences, expressing what the student will know, understand or be able to do after completion of a process of learning, long or short.
- Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures, seminars, independent and private study, preparation of projects, examinations, and so forth.
- Credits are allocated to all educational components of a study programme (such as modules, courses, placements, dissertation work, etc.) and reflect the quantity of work each component requires to achieve its specific objectives or learning outcomes in relation to the total quantity of work necessary to complete a full year of study successfully.

10.3 Learning agreement

The ECTS Learning Agreement has been developed for mobile students, spending a limited period of time at a university in another country as it is the case in this Lotus project (which is based on the Erasmus principle).

The Learning Agreement contains the list of course units or modules which the student plans to take. For each course unit/module the title, the code number and the ECTS credit are indicated.

The Learning Agreement has to be signed by the student, the person who has formal authority to commit the home institution and by an equivalent authority in the receiving institution who thereby guarantees that the incoming student can study the planned course units/modules.

The Learning Agreement guarantees the transfer of credit for courses passed successfully by the student. The competent body or authority of the home university carries out the recognition on the student's return. The student does not need to negotiate recognition with individual professors. The Learning Agreement, together with the Transcript of Records, is designed to guarantee complete recognition.

Of course, it may happen that a programme of study must be modified after the arrival of the mobile student. In such cases, the Learning Agreement must be amended as soon as possible and signed again by the three parties concerned: the home university, the host university and the student. Only in this way complete recognition of study results can be guaranteed. The learning experience abroad, however, does not need to be completely identical to the learning experience at home.

The Learning Agreement which is used in the Lotus project is similar to the ECTS document.

10.4 Transcript of Record

The ECTS Transcript of Records is used to document the performance of a student over a certain period of time by listing the course units or modules taken, the credits gained, the local grades awarded and preferably the corresponding ECTS grades. It reflects both the quantity of work and the quality of achievement.

The Transcript of Records is used for mobility students at two separate moments. First it must be issued and sent to the host institution by the home institution for all outgoing students before their departure in order to provide information about the course units/modules that they already have completed and the results obtained. Secondly it must be issued and sent by the host institution to the home institution for all incoming students at the end of their period of study.

The Transcript of Records provides a standard format for recording all study activities carried out by students. It is an essential tool for academic recognition. Therefore, it is crucial to determine who is responsible for producing it and how it is issued and delivered. Institutions should pay special attention to training academic and administrative staff in the use of the Transcript of Records and the conversion of grades.

The achievements of all students, not only mobile students, can be handled systematically within a single computerized system in the Transcript of Records format. This will make it possible to insert an ECTS Transcript of Records in the Diploma Supplement issued to all graduating students, whether they were mobile or not.

Institutions are free to use their own version of the Transcript of Records provided that it contains the elements and follows the sequence suggested in the standard form provided. The use of the standard ECTS Transcript of Records is, however, recommended.

10.5 Diploma Supplement

The Diploma Supplement is an annex, an explanatory note attached to a diploma awarded by a higher education institution. It helps to explain the diploma which may often be understood only within the country concerned. When fully completed this document provides all the information necessary to make a valid assessment of any degree or qualification.

The Supplement should be issued to every student of every type of degree program, upon graduation, together with their official diploma, free of charge, in a widely spoken European language. Institutions should disseminate information regarding the purpose and content of the Diploma Supplement among their own students as well as to local organizations, employers and other interested persons.

11 Degree students

An **international degree student** applies and enrolls as a regular student on the basis of a diploma obtained abroad. Important hereby is to check the admission requirements of the host university. Important documents are:

- Diploma
- Language certificates

Double Degree programs offer an unique opportunity to spend a year studying in a Master program in a host university and graduate with two degrees.

Check this possibility in your university and the host university of your choice;

A **joint PhD** (other names: Joint Doctorate; co-tutelle doctorate) is a doctoral degree awarded by two (or more) different institutions, who share the responsibilities of supervising, coordination and examining a researcher's work towards a PhD degree. It is made possible through a contract of cooperation between the doctoral researcher, his or her supervisors (one at each institution) and the respective institutions of higher education. Either a joint degree is awarded or a double degree. In each case, the joint responsibility of each of the partners is clearly mentioned on the official diploma.

The formal registration and award of a joint PhD degree is of benefit to the **supervisor**, whose recognition may in the past have been limited to the mentioning of his or her name in the publication of the PhD degree or in the diploma supplement. A joint PhD is therefore recognition of the involvement of multiple supervisors and institutions in the training of an early-stage researcher and in awarding the PhD degree. However, not every country allows for this.

A joint PhD is also of benefit to the **research student**. The international experience is not only intellectually and culturally stimulating, but also constitutes an asset in one's own career development. It is the research student who usually takes the initiative to formalize his or her existing international cooperation into a joint PhD contract. In some cases, this joint PhD may be part of a larger international network of doctoral programmes, initiated by the supervisor(s).

12 Applications

12.1 Tips and tricks for a better application

- Make sure to read the eligibility criteria in order to define the Target Group and mobility type you want to apply for
- **Check the different language and admission criteria of the partner universities** (Lotus website →academic offer)
- Consider contacting the department where you would like to study: this way you will obtain more information on their study opportunities and formalities
- Contact the International Relations Office of your home university (Target Group 1 students). Remember that the online application forms of all Target Group 1 students will be screened and validated by the International Relations Office (IRO) of their university.
- Bear in mind that all full degree seeking students, i.e. those who intend to obtain a diploma at the host university of their choice, will have to apply both online to the Lotus consortium for a scholarship, and then - if they are selected - also follow the standard individual application procedure at their host university.
- Write a good motivation letter with more information about why you want to study abroad, which study program you are planning to enroll in, why you chose certain host universities, how your home and host university will benefit from your mobility,...
- Fill in a second choice university to increase your chances of getting a scholarship
- Be aware that certain universities are more popular than other universities and so the competition for some universities will be fiercer.
- Make sure that all the supporting documents are in English or in a language known to the selection committee.
- All applicants will be required to upload a few additional supporting documents:
 - Bachelor and Master applicants need to draw up a study plan and upload it in their application.¹
 - PhD and Post-Doctoral grant holders need to draw up a study / research plan and upload it in their application.²
 - Staff members need to draw up an activity plan and upload it in their application.³

12.2 Online application

Please check the website www.lotus.ugent.be for an update on the starting and closing dates of the call. You can apply via our website. Please go to “applications” and then click on “online applications” Scroll through the entire webpage and make sure you apply within the right application form. Please scroll through the entire webpage and make sure you apply within the right application form. After clicking on the dedicated link, you will proceed to the appropriate account set-up page.

Once you have an account, there's no need to complete all fields, nor upload all documents at the same moment: 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 a required field. Only fully completed application forms will be accepted.

¹ This document can be found on the Lotus website.

² This document can be found on the Lotus website.

³ This document can be found on the Lotus website.

After submitting, no changes to your file will be possible nor extra documents (e.g. TOEFL certificates) can be added to your file.

Please keep in mind that you should upload your study / research or activity plan, when submitting your application. These templates can be found on the website under the tab “Applications – Compulsory documents”.

12.3 Compulsory documents: translations in English are required (for evaluation purposes)

- Personal documents:
 - Photocopy of passport or other official identification proof
 - Photo

- Language skills:
 - English language certificates (internationally recognized certificates)
 - Other language certificates if applicable

- Academic record:
 - Scanned version of Academic Transcripts including final average grade (i.e. transcripts from the whole academic career). Undergraduate students must proof that they have successfully completed at least one year of studies at higher education level

 - Exchange Bachelor - Master:
 - Study Plan
 - Transcript of Records
 - Certificate of degree obtained (for degree students)

 - Degree Bachelor - Master:
 - Transcript of Records
 - Certificate of degree obtained (for degree students)

 - Exchange / Degree PhD:
 - Study / Research Plan duly signed
 - Transcript of Records (if applicable)
 - Certificate of degree obtained (for degree students)

 - Exchange Postdoctorate and Staff:
 - Research Plan or Activity plan

- Recommendation and motivation:
 - 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.

13 Selection

13.1 Selection criteria

The academic selection depends on the following factors:

- Academic merit 40%
- Language 30%
- Motivation 30%

13.1.1 Academic merit (40 points):

- for Bachelor and Master applicants: academic grades, relevant previous knowledge, additional qualifications or prizes, involvement in research and/or publications, study plan (obligatory).
- for PhD and post-doc applicants: coherence with research offer at the host university, study / research plan, publications, previous knowledge, additional qualifications or prizes, academic grades
- for staff members: involvement in teaching assignments at the host university, activity plan for the exchange period, publications, benefits for students at the host university

13.1.2 Language capacity to follow courses, teach/do research at the host university (30 points):

- for Bachelor and Master applicants: to what extent does the applicant meet the language requirements of the host university
- for PhD and post-doc applicants: to what extent does the applicant meet the language requirements of the host university
- for staff members (sustainability is also included here): language level, indication of benefits of the exchange for the home university, indication of international cooperation in the longer term

13.1.3 Motivation (30 points)

- for Bachelor and Master applicants: motivation to study at that university, a study plan (of which courses to follow) uploaded at the moment of application, awareness of the wider implication of a study period abroad for the home country, relevant recommendation letter
- for PhD and post-doc applicants: motivation to do research at that university, a study / research plan uploaded at the moment of application, awareness of the wider implications of the period abroad for the home country, relevant recommendation letter
- for staff members: exchange of expertise and experience on pedagogical methods, an activity plan uploaded at the moment of applications, previous contacts with respect to the exchange, involvement in international activities or exchanges

In case of equal files, preference will be given to:

- Gender balance
- Level of vulnerability (for Target Group 3)

13.2 Selection process

13.2.1 Step 1: Validation

The application forms from TG1 students and staff members will be screened and validated online by the International Relations Office or contact person of their home university. Validation is a technical screening of your file: is the student enrolled in the home university? Are all the supported documents included? Is mobility allowed during this phase of the study program?

TG2 and 3 applicants are screened by the coordinating university in cooperation with the relevant educational institution in their home country. The validation process is the same as for target group 1 applicants.

13.2.2 Step 2: Evaluation by host universities

The host universities get access to application files of the students via the database. The local coordinators do a first, initial screening of the applications. They check whether the requested study program is available, the language requirements are fulfilled, the admission requirements are fulfilled etcetera.

If a file is rejected, the host university has to indicate the reason (cf. infra). If not, an evaluation score is given. A selection committee with representatives from all faculties do the evaluations. The professors use a standardized evaluation form provided by the project coordinator with questions regarding the academic merit, motivation and language level to evaluate all files (cfr. selection criteria).

The International Relations Offices upload the evaluation forms and total points to the database. **The requested host universities have the final word in the decision whether you will be accepted.**

Rejection reasons:

- Incomplete file: documents or information (transcript of record, degree,...) is missing
- Unfulfilled admission requirements: the admission requirements for the programme or university are not fulfilled
- Poor motivation
- Insufficient knowledge of language of instruction: the applicant did not prove he/she has adequate knowledge of the language of instruction e.g. lack of TOEFL, IELTS certificates, TOEFL or IELTS scores are not high enough, ...
- Profile of applicant does not match the requested programme: this applies to the academic profile of the applicant, for example the professors at the host university are not specialized in the research field of the PhD applicant.
- The total evaluation score given by the host university was not high enough to be granted a scholarship: the applicant was not initially rejected, but there were applicants with a higher score who obtained the scholarship
- The requested programme is not available: the programme is not on offer (anymore), or the university cannot accept additional candidates

13.2.3 Step 3: Selection

The number of available scholarships is being divided among the different partner universities, aiming on an equal spread but also taking into account the selection results submitted by the partner universities. There are no fixed quota per university (only per country), some universities will send out and host more students than other universities.

The project coordinator will take different criteria into account to finalize the selection: the candidates' scores, the first and second choice of the applicants, the guidelines of the European Commission, the equal spread amongst the hosting universities, et cetera. Of course, the different ways of ranking of the EU partners are at all times taken into consideration and files with the same score from different universities in one certain country are always compared.

The coordinator makes separate lists with all the scores of the students per study level, target group and requested mobility duration.(e.g. a list with all the target group 2-PhD students- 6 months scholarship or target group 1-Master-10 months mobility). The candidates with the highest score per list receive a scholarship. Last but not least the prioritized study fields are also taken into consideration.

13.2.4 Step 4; Notification of the selection results

The Lotus Secretariat informs all applicants (selected, reserve and rejected candidates). The selected candidates are required to confirm the acceptance of the scholarship within a certain time period. Only then will the coordinator draw up the final selection list.

At this stage, the host universities will be informed that they are responsible for the further arrangements / processing of the mobility and contact with the student.

The notification letters are automatically generated from the database and contain the reason for non-selection.

13.2.5 Step 5: Start of the mobility

All grant holders must start their studies/research 31st of December 2011 the latest. Staff members (one month mobility) can start their mobility during the whole duration of the project (July 2014).

14 Selected applicants

14.1 Scholarship information

All selected applicants receive a selection letter with information on what to do next.

1. Selected candidates should confirm the acceptance of their scholarship at lotus@ugent.be
2. Selected students have to go through the procedures for exchange and degree students at their host university.
3. Selected candidates have to prepare their visa application and start collecting the necessary documents.
4. Selected candidates should contact their host university to prepare their stay (learning agreement, accommodation, classes, etc.)

14.1.1 Travel:

The tickets for all the Lotus grant holders will be booked by the project coordinator, Ghent University, via a central travel agency. Self-purchased tickets will not be reimbursed. More information will be given in the travel section on the Grant Holder Pages.

14.1.2 Insurance:

All grant holders are insured by a central group insurance. The policy can be found on the Lotus website.

14.1.3 Subsistence allowance:

All Lotus grant holders have to sign a contract at the International Relations Office of the host university upon arrival. The host universities will be responsible for the payment of the grants of their incoming students/staff members.

Please foresee that it might take a while to open up a bank account and have the first payment. Please foresee some cash for the first days/week.

14.1.4 Tuition fee:

Tuition fee - if applicable - will be paid directly to the host university. Students do not need to pre-finance the tuition fee.

14.2 Restrictions

- It is not possible to extend the duration of the scholarships.
- After being granted a scholarship, it's not possible anymore to switch study level. This is because the competition to be granted a scholarship is per category / type of scholarship.

15 Privacy matters

Ghent University will use your personal details to record your registration and to contact you if necessary. The email address of the selected candidates will not be mentioned on the Grant Holder Pages without the consent of the grant holder.

15.1 Objectives

We will only use your details within the Lotus consortium for administrative purposes of the project. We will by no means communicate your details to non-involved third parties, nor will we use these details or allow them to be used for commercial purposes.

15.2 Recipient(s)

Ghent University – Lotus Project Coordination Team
Sint-Pietersnieuwstraat 25
9000 Gent
Belgium

15.3 Contact

Lotus Project Coordination Team at Ghent University (lotus@UGent.be)

- Inge Mangelschots: Project Manager
- Shannah Devynck: Administrative Officer

15.4 Security

We have taken all the necessary security measures to prevent the loss, unlawful use or alteration of your personal details.

15.5 Your rights

In agreement with the Belgian Act of 8 December 1992 on the protection of private life with respect to the processing of personal details, you shall have the right to consult your details in our database at any time. If necessary, you can request the correction of your details or oppose the processing of these details. To this end, please contact the person in charge (see above).

16 More information and support

All information about the project's implementation can be found on the Lotus website. Please check the FAQ section before contacting us.

Contact: lotus@ugent.be

Address: International Relations Office

Lotus Project Team
Ghent University
Sint-Pietersnieuwstraat 25
9000 Ghent