



Green IT

**Guidelines
for
applicants
(II):
submission
procedure
(2014-2015)**

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<http://emundusgreenit.uvigo.es>
<http://social.emundusgreenit.uvigo.es>

1. Preparing the application

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

- 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 GreenIT 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**.

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 Offer¹), the candidate is responsible for uploading this document; otherwise the application will be immediately excluded without any possibility of appeal.

¹ Available in the GreenIT website: <http://www.emundusgreenit.uvigo.es/> and in the GreenIT social network (<http://social.emundusgreenit.uvigo.es>) → community group

	Undergraduate	Master	Post-doctorate	Staff
Photo	X	X	X	X
Formal identity document/passport	X	X	X	X
CV	X	X	X	X
Declaration of Honour (students)	X	X	X	---
Motivation letter	X	X	X	X
Support letter from home HEI in the GreenIT partnership (only TG1)	X	X	X	X
Enrolment statement (students) or full time working conditions statement (staff) at home institution	X	X	X	X
Obtained degree	---	X	X	X
Transcript of records	X	X	X	---
Language skills	OPT	OPT	OPT	OPT
Support/Invitation letter from host HEI	---	---	X	X
Brief summary of the foreseen activities at the host institution	---	---	X	X
Declaration of Honour (staff -travel expenses conditions)	---	---	---	X
Required documents by the host institutions in the academic/staff offer	X	X	X	X

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)**
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 Honor² 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 GreenIT partnership (mandatory for all types of mobility in TG1)**

² Available in the GreenIT social network → applicants group

This document must be dated, signed and stamped by the home institution: for example, letter from the International Relationship Office, or the GreenIT 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.

- **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; all types of mobility)**

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 GreenIT 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 Declaration³ 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).
- **Any other documents relevant for the application and required by the host institutions in their academic/staff offer**

All documents abovementioned 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 the GreenIT social network; (ii) joining to the **applicants** group in the GreenIT social network; and (ii) completing the **submission task**.

3.1 Subscribing the GreenIT social network

All the candidates will need a valid e-mail address and an internet connection in order to join the GreenIT social network: <http://social.emundusgreenit.uvigo.es/>

³ Available in the GreenIT social network → applicants group

When subscribing to the GreenIT social network, the applicant is automatically included in the **community** group. All the relevant information (application procedure, selection procedure, etc.) for the GreenIT project is available for these group members, who may use the communication features to ask any question to the coordinator's office.

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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 in 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 kind of mobility (undergraduate, master, post-doctorate or staff)

Then, the applicant should fill in the selected form according 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.

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.emundusgreenit.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 the GreenIT 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 GreenIT 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 and Selection Board.

1st Step: Admissibility verification

- **Target Group 1**, when the applicant's home institution is a partner in the GreenIT 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 North-African partner institution selected by the applicant as his/her contact institution and the University of Sfax (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 person at the contact institution/University of Sfax is key to be informed about the eligibility criteria locally defined.
- **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 applicant⁴.

2nd Step: Evaluation process

The submissions having succeeded the admissibility process, 1st 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 merit (up to 75%): quality and relevance, project proposal, teaching/working experience, etc.
- Others aspects (up to 25%): letters of recommendation, personal interview, motivation, language skills, etc.

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

⁴ 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

3rd Step: Selection process

The GreenIT 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 2nd cohort is detailed in the following table:

Type of Mobility	Cohort 2
Undergraduates	31
Masters	21
Doctorates	0
Post-doctorates	12
Staff	12
Total	76

4th Step: Communication of results

The GreenIT 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 GreenIT social network of the application's result. The final list will be also published on the GreenIT website and the GreenIT 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 GreenIT partnership with the mobility flow until that moment.

5th Step: Procedure for appeals

All applicants that do not agree with the selection results will be informed by using the GreenIT 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 e-mail/notification to be sent to all applicants with the selection results.