# Annex II.Application form for the EDUC gap semester and scholarship

**The EDUC European University** aims to develop mobility opportunities, whether physical, virtual or blended, within the partner universities.
**The EDUC gap semester scheme** was established with the aim of opening up new disciplines in order to allow students to build a unique and transdisciplinary curriculum. Participating EDUC universities offer their students and those of EDUC partner universities to benefit from one semester of study abroad, under privileged conditions. The medium-term objective is to develop the gap semester system on a European scale, thus allowing students to enrich their academic curriculum and develop their openness to Europe.

**Scholarship amount per groups:**
- for travel per one semester: 400€ for Group 1 (Norway) and Group 2 (Italy and Germany) countries **OR** 300,00 € for Group 3 countries (Czech Republic and Hungary)

- for accommodation and subsistence for a duration of maximum 5 months*: 550€ for Group 1 country (Norway), 500€ Group 2 countries (Italy and Germany) **OR** 400 € for Group 3 countries (Czech Republic and Hungary)

*Details will be listed in the Gap Semester Agreement.

1. **About you:**

| | |
|---|---|
| Gender: | |
| Surname: | |
| First name: | |
| Nationality: | |
| Date of birth: | |
| Permanent postal address: | |
| Permanent email address: | |
| Phone number: | |
| Faculty / Study field: | |

| | |
|---|---|
| Degree and expected year of graduation: | |

Do you have special needs? If, yes specify your needs

**2. Your EDUC gap semester:**

| | |
|---|---|
| Country of destination: | |
| Name of receiving partner university: | |
| Mobility period (delete irrelevant option): | **Semester 1/ fall semester/ winter semester** |
| Starting date*: | |
| Ending date*: | |
| Languages of chosen courses: | |

***** Please check academic calendar for relevant dates, such as orientation week, instructional period and exam period.

Mobility periods differ from one university to another, here is the academic calendar of the EDUC partners:

| ***EDUC university*** | ***First semester*** |
|---|---|
| University of Cagliari | Fall semester: October-January |
| University of Potsdam | Winter semester: October-March |
| University of Pécs | Fall semester: September-January |
| Masaryk University | Autumn semester: Mid-September - January |
| University of Rennes 1 | Autumn semester: September-December |

| | |
|---|---|
| Paris Nanterre University | Autumn semester: September-January |
| University Jaume I | Autumn semester: September-January |
| University of South-Eastern Norway | Autumn semester: Mid- August-December |

**2.1. Write a cover letter of 1 page max.:**

- Describe what you want to achieve during this mobility experience in relation to your academic career.
- Explain how your mobility experience would allow you to develop new skills, European skills, and open up to Europe.
- Explain how your project will allow you to personalize your academic career and how it represents added value for your socio-professional integration.

Your application will be evaluated according to the following criteria:

- Validation of the administrative documents: Application form is complete and language certificate is attached.
- Quality of the cover letter mentioning:
  - **New skills development (6 pt)**
  - **Linguistic and cultural skills development (4 pt)**
  - **European openness (4 pt)**
  - **Asset for social and professional integration (4 pt)**
  - **Coherence of selected courses with the mobility project of the student (4 pt)**

- You must validate at least 1 point in each of the above criteria

**2.4. List of courses you would like to attend at the receiving university:**

| **Course code (if any)** | **Course title at the receiving university** | **Faculty name (e.g. Economics, Arts, History,...)** | **Main language of instruction and level** | **Semester [1/ fall/ winter or** | **Equivalent ECTS** |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Weblink to the course catalogue at the receiving university describing the courses / programmes (if listed):**

**……**

Documents to be attached to the application:

- Proof language skills or certificate of level with the Common European Framework of Reference (CEFR) for at least B2 level (e.g. language certificate from sending university or other official certificate, details to be discussed with sending university's contact person)

**The EDUC team of is at your disposal to support you in your project :**

Annex III- Gap semester agreement for student mobility within the EDUC gap semester scheme

Version 4, September 2023

Information about the student

| | |
|---|---|
| Gender | |
| Surname | |
| First name | |
| Nationality | |
| Name of the sending university and registered discipline in the sending university | |
| Permanent address | |
| email address | |
| Phone number (with country code) | |
| Contact person in case of an emergency | |
| Relation with the student | |
| Phone number and email address | |

Information about the mobility

| | |
|---|---|
| Name of the teacher coordinator (from the sending university) | |
| Name of the receiving university | |
| Country and city | |
| Name of the teacher coordinator (from the receiving university) | |
| Mobility period (delete unnecessary proposal) | - Semester 1/ Fall semester/Winter term |
| Estimated starting date | |
| Estimated ending date | |

# Terms and conditions of the gap-semester

- Gap semester students are treated as regular exchange students at the receiving university
- Students may apply for one semester abroad.
- Students must choose courses outside of the field of study of their sending university program.
- Students choose the courses open to regular exchange students, whether taught in English or any other language.
- Students must comply with the receiving university's requirements (language level, number of absence tolerated, etc.).
- Students have access to local language courses from the native language of the receiving university (French, Italian, Hungarian, Germany, Norwegian and Czech).
- Students must select courses representing an equivalent of 30 ECTS credits per semester.
- A transcript of records will be issued by the receiving university. In addition, an individual EDUC certificate will be issued.
- Students must follow the local procedure to apply to the EDUC gap semester at their sending university. The EDUC grant is paid by the sending institution. All relevant documents must be handed in at the sending institution, who will pass it on to the relevant receiving university.
- After the EDUC commission, students will be notified by the sending university if they are selected for the EDUC gap semester. A notification letter will also be sent by the receiving university to selected students.
- The EDUC gap semester scholarship is 550 € / month for Group 1 country (Norway), 500 € / month for Group 2 countries (Italy, Germany and France) **OR** 400€ / month for Group 3 countries (Czech Republic and Hungary) (calculated pro rata to the number of days of physical mobility during the study period) in addition to the travel allowance: 400 € / month for Group 1 country (Norway) and Group 2 countries (Italy, Germany and France) **OR** 300€ / month for Group 3 countries (Czech Republic and Hungary) for a one semester mobility. See regulations about grant payment details below in the financial annex.
- Selected students will design a learning agreement that will be validated by both sending and receiving universities.
- Selected students must provide a final report on their experience as a gap semester student.
- Students must attend all the selected courses indicated in their learning agreement, conclude all assessments, provide a transcript of records, a certificate of attendance and complete a questionnaire at the end of their mobility in order to obtain the EDUC certificate and to be eligible to obtain the balance payment (if any) of the EDUC scholarship.

***Commitment***

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the terms of the mobility and will commit themselves to respect the established procedure.

I, the student, will:

- Assure the accuracy of all the information provided in the current document
- Commit myself to send to the International Office of the sending university all the necessary documents in relation with the EDUC scholarship allocation listed in the financial annex
- Commit myself to pursue the gap semester experience until the end of the estimated ending date
- Agree with the terms and conditions of the gap semester

In case I, the student, do not commit myself to the above points, I may have to repay all or part of the grant (see conditions stated in the financial annex).

The Receiving Institution confirms that the educational components listed in the learning agreement are in line with its course catalogue and should be available to the student. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme in the learning agreement during the mobility.

| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
|---|---|---|---|---|---|
| Student | | | *Student* | | |
| Responsible person at the Sending Institution | | | | | |

# Annex 1: Financial annex

**Introduction**

In the financial annex will be provided the list of documents and requirements in line with the grant allocation.

Article 1: Funding universities

1.1. The European Commission, through its European Universities initiative, funds the EDUC alliance and therefore funds the EDUC gap semester mobility scheme. Thus, the funding universities will be all the EDUC universities participating in the gap semester mobility scheme.

1.2 Each sending institution will fund the mobilities of its outgoing students.

Article 2: Requirements from the students

2.1. The participating student accepts to provide the following documents to **the sending university** to initiate the first payment of the grant:

- A copy of the European Health Insurance card
- Signed Gap semester agreement
- Signed arrival certificate signed by the receiving university with the exact start date of the mobility. If the student's arrival date is later than the beginning of the semester, the student's arrival date must be indicated
- Bank account details

2.2 The participating student agrees to comply with the requirements listed below in order to receive the totality of the grant:

- Respect the EDUC Gap semester terms and conditions
- Attend all the selected courses indicated in the updated learning agreement during the mobility. Students must comply with the attendance requirements of each selected course. In case there are overlapping courses, case by case solutions should be agreed.
- Attend all the exams of selected courses and conclude all assessments
- At the end of the mobility, send the following documents to the International Relations Office of the sending university: a certificate of attendance, a Transcript of records and the final report

Article 3: Financial Support

3.1 The EDUC financial support is 550€ / month for Group 1 country (Norway), 500€/month for Group 2 countries (France, Italy and Germany ) **OR** 400,00 € / month for Group 3 countries (Czech Republic and Hungary) allocated for a duration of maximum 5 months and calculated pro-rata to the number of days of physical mobility during the study period. The amount of the grant will be calculated considering the start date of the mobility (as stated in the certificate of arrival) and the ending date (as stated in the certificate of attendance). An additional financial support for travel costs will be paid to the student (1 and 2 Groups 400€ for one semester and 3 Group 300€ per semester ). The travel fund is a lump sum which will be paid once for the whole duration of the mobility.

3.2. Each participant who intends to participate in an EDUC gap semester and receive financial support from EDUC shall complete the application form for EDUC gap semester and scholarship.

3.3. The EDUC grant is not cumulative with any Erasmus mobility grant.

3.4. The financial support or part of the total amount granted shall be repaid if the participant does not comply with the terms of the agreement. If the participant terminates the mobility before the officially agreed end date, the student shall have to refund the amount of the grant already paid in pro rata of the months not completed.

3.5. If the participant has started the mobility but has been prevented from completing the mobility activities due to force majeure*, the student shall be entitled to receive at least the amount of the grant corresponding to the amount of the duration of the physical mobility period.

**'Force majeure':** Any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the Agreement, which is not attributable to error or negligence on their part or on the part of the subcontractors affiliated entities or third parties in receipt of financial support and which proves to be inevitable despite their exercising due diligence. The following cannot be invoked as force majeure: labor disputes, strikes, financial difficulties or any default of a service, defect in equipment or materials or delays in making them available, unless they stem directly from a relevant case of force majeure.

In case of force majeure, students have the obligation to inform their contact point at the sending and receiving university as soon as possible within one day. According to the case of force majeure, the student will have to comply by sending proofs in order for the EDUC teams to assess the status of the student and his/her grant.

The list of force majeure cases is not exhaustive. Each situation will be discussed and a tailor-made solution will be provided according to specific situations.

Article 4: Payment arrangements

4.1. The amount of the grant will be allocated in two payments.

4.2. The payment of the grant will be initiated once the International Office of the funding universities will receive the initial documents which are listed in section 2.2

4.3. The EDUC grant will be allocated accordingly:

- a first payment representing 80% of the estimated amount of the EDUC gap semester grant upon receipt of the initial documents, plus an additional financial support for travel costs: 400€ for 1 and 2 groups and 300€ for 3 group.
- payment of a balance representing approximately 20% of the exact amount of the EDUC gap semester grant upon receipt of the final documents. The balance payment will be calculated pro-rata to the number of days of physical mobility during the study period.

4.4. The reference document for the calculation of the amount of the first payment to be paid is the Notification of mobility grant award.

Annex IV. Certificate of arrival in an EDUC university

In the framework of:

- EDUC gap semester scheme

Home university of the student:

- University

***I, the undersigned,*** *(surname - first name)* _____ *Position:* _____

***at the University of*** *(name)* : _____ ***in*** *(town, country):*_____

***certify that the student named Mr / Miss*** *(surname - first name):* _____

***has arrived on (arrival date has to be within the academic period)*: ……/……/20…**

***Planned ending date:* …../…../20….**

***At*** *(town, country):* _____ *(date)*: _____

*Seal of the host university*: **Signature: _____**

*This document should be completed on the student's arrival and sent back to the EDUC team of your home University*

[ Email address of the EDUC team: ]

Annex V. Certificate of attendance in an EDUC university

In the framework of:

- EDUC gap semester scheme

Home university of the student:

- University ……..

***I, the undersigned,*** *(surname - first name)* _____ *Position:* _____

***at the University of*** *(name)* : _____ ***in*** *(town, country):*_____

***certify that the student named Mr / Miss*** *(surname - first name):* _____

***has been registered at our university.***

***Ending date: …../…../20….***

***At*** *(town, country)* : _____ *(date):* _____

*Seal of the host university*: **Signature**: _____

*This document should be completed at the end of the mobility period and sent back to the EDUC team of your host* ***and*** *home University*

[Email address of the EDUC team: ]

**Annex VI. Student final report on the EDUC gap semester mobility**

October 2023

**The EDUC European University** aims at developing mobility opportunities, whether physical, virtual or blended, within the partner universities.
**The EDUC gap semester scheme** was established with the aim of opening up new disciplines in order to allow students to build a unique and transdisciplinary curriculum. Participating EDUC universities offer their students and those of EDUC partner universities to benefit from one semester of study abroad, under privileged conditions. The medium-term objective is to develop the gap semester system on a European scale, thus allowing students to enrich their academic curriculum and develop their openness to Europe.

## 1. Information about the student

| | |
|---|---|
| Surname: | |
| First name: | |
| Date of birth: | |
| Nationality: | |
| Email address: | |
| Student ID | |
| Sending University: | |
| Receiving University: | |
| Dates of your mobility: | |
| Faculty·ies of study: | |

## 2. Describe your EDUC gap semester project

- What were your main reasons for choosing the EDUC gap semester? What were your main goals? How did you think the choice of university and courses would help you reach these goals? (8 to 10 sentences)

## 3. The courses attended

- Integrate here your typical timetable. In case you do not have a permanent timetable, list the courses you attended in the semester.
- If the list of courses is different from the one in your Learning Agreement please explain why you made these changes.

## 4. The competences you developed until now

### 4.1 Disciplinary competences

➢ Identify 4 disciplinary competences that you developed during the semester (example: academic writing, problem solving, oral presentation)

| Name of the competence: | Your knowledge before the gap semester: | Your knowledge now: | Which course or activity allowed you to develop this disciplinary competence? |
|---|---|---|---|
| Example: *academic writing* | ☐No prior knowledge<br>☒**Little knowledge**<br>☐Intermediate knowledge<br>☐Advanced knowledge | ☐No prior knowledge<br>☐Little knowledge<br>☒**Intermediate knowledge**<br>☐Advanced knowledge | A course in Literature |
| | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | |
| | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | |
| | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | |
| | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | |

### 4.2 Language competences

| Name of the language: | Your level before the gap semester: | How did you progress as for now? |
|---|---|---|
| Example:<br>*Italian* | ☐No prior knowledge<br>☒**Little knowledge**<br>☐Intermediate knowledge<br>☐Advanced knowledge | ☐No prior knowledge<br>☐Little knowledge<br>☒**Intermediate knowledge**<br>☐Advanced knowledge |
| | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge |
| | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge | ☐No prior knowledge<br>☐Little knowledge<br>☐Intermediate knowledge<br>☐Advanced knowledge |

### 4.3 Soft Skills

- Choose between 3 and 5 soft skills in the attached list and explain how you specifically developed those soft skills. Give concrete examples.

| Name of the soft skill : | How did you feel before the gap semester in relation to this soft skill? | How do you feel now in relation to this soft skill? | Which course or activity allowed you to develop this soft skill? |
|---|---|---|---|
| Example:<br>*Teamwork* | ☒**Not confident at all**<br>☐Confident<br>☐Very confident | ☐Not confident at all<br>☐Confident<br>☒**Very confident** | Activity group during a biology course |
| | ☐Not confident at all<br>☐Confident<br>☐Very confident | ☐Not confident at all<br>☐Confident<br>☐Very confident | |
| | ☐Not confident at all<br>☐Confident<br>☐Very confident | ☐Not confident at all<br>☐Confident<br>☐Very confident | |
| | ☐Not confident at all<br>☐Confident | ☐Not confident at all<br>☐Confident | |

| | | | |
|---|---|---|---|
| | ☐Very confident | ☐Very confident | |
| | ☐Not confident at all<br>☐Confident<br>☐Very confident | ☐Not confident at all<br>☐Confident<br>☐Very confident | |
| | ☐Not confident at all<br>☐Confident<br>☐Very confident | ☐Not confident at all<br>☐Confident<br>☐Very confident | |

**5. University activities you were involved in (if applicable)**

- List the extra-curricular activities such as sports, events or cultural activities that contributed to your gap semester experience.

| Name of the activity: | Describe what you achieved in this activity. How did it enrich your gap semester? What did you learn from this experience? (3 to 5 sentences): |
|---|---|
| | |
| | |
| | |

**6. Future plans**

- Explain how the EDUC gap semester was/will be an important (changing maybe) factor in your academic, professional and social life (5 to 10 sentences for each part).

| | |
|---|---|
| Academic career | |

| | |
|---|---|
| Professional career | |
| Social life | |

*Once completed, please send this final report to the EDUC gap semester contact at your sending university: email address*

*Annex: List of soft skills (eLene4Work framework):*

