

Application guidelines

Digital Labs: teachers of artistic disciplines

1. House of Europe

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries and the UK. The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media.

This encompasses 20+ separate programme lines enabling to keep working despite the war, to carry out personal projects, or to enrol in courses, conferences, and internships in the EU*. The programme funds cultural cooperation and literature translation between Ukraine and the EU*, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage and the development of creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences, and hackathons are offered. Implementation of House of Europe is led by Goethe-Institut Ukraine.

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2. Digital Labs: teachers of artistic disciplines

Digital Labs bring together educators from all over Ukraine to overcome common challenges.

¹ Here and further in the text whenever marked with *: plus the United Kingdom. The EU countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



You will learn how to inspire students to work in groups and use knowledge from other subjects. You will be given tools to help you conduct engaging online lessons, and use art to work with psychological trauma.

By the end of the Digital Lab you will develop an idea of how to improve your school and create a project proposal that you will be able to submit for a grant. Participants with the most promising project proposals will receive stipends up to 400 EUR for professional development.

3. When will the Digital Lab take place?

The Digital Lab will be held in September 2023.

4. What to expect from the Digital Lab?

- Lectures and workshops with experts, during which you will learn about effective working tools.
- Group work, during which you will exchange experience with colleagues from other schools and learn how to write grant applications.
- Mentoring sessions with experts, where you will receive personalised advice on teaching and grant writing.
- Networking activities where you will meet educators from all over Ukraine.
- Final presentation of project proposals to the jury, during which you will get an outside perspective and the opportunity to compete for scholarships for self-development.

5. What will I learn during the Digital Lab?

During the Digital Lab you will gain an understanding of:

- The changes in the teaching of art subjects within the NUS reform
- Applying integrated and project-based learning;
- Recognising psychological trauma, and using art practices to reduce anxiety, and strengthen students' psychological resilience;
- Mastering new tools, practices and approaches to blended and distance learning;
- Methods of reinforcing the NUS cross-cutting skills in art lessons.



6. What kind of project proposal will I create during the Digital Lab?

During the Digital Lab, you will understand how to improve processes at work and create a project proposal that you can submit to your manager or apply for a grant.

7. Who teaches at the Digital Lab?

The Digital Lab experts are leading education professionals from the EU* and Ukraine: heads of major educational institutions, authors of new methodologies, prominent professors and teachers.

8. How does Digital Lab work?

The Digital Lab will take place online via Zoom. Please have your camera and microphone switched on during lectures and workshops.

You can keep in touch with other participants via our Telegram chat.

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9. How long does a Digital Lab last?

The Digital Labs lasts nine days:

- Four days of intensive training taking place on weekends from 09.00 to 19.00.
- Four days of work on methodological recommendations and mentoring sessions taking place on weekdays from 15.00 to 20.00.
- One day of presentations.

10. What is the working language of the Digital Lab?

During the Digital Lab, you will communicate in Ukrainian.

We invite translators so that you understand the lectures of EU* experts. They will also be there for you during mentoring sessions.

11. Who can participate in the Digital Lab?

- Teachers of music, fine arts, art culture, drama, arts and crafts, and other artistic subjects
- Leaders of extracurricular art activities/societies



- Specialists who develop methodologies for artistic disciplines

12. What are the requirements for participants?

- You must have at least two years of experience in the field of education
- You must be a citizen of Ukraine
- You must be of full age

We only accept individual applications. You will not be able to apply in a team.

13. How to apply?

To apply, you should submit an application along with supporting documents via our [online platform](#).

You must submit your application using the 'Submit entry' button by Tuesday 16 May 2023, 15.00 Kyiv time.

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Be careful, as you will not be able to submit the application after the deadline.

14. How do I register on the online platform?

You have to register on the online platform to be able to fill in an electronic application.

Your email address is required. We will use that email address as an official channel of communication with you, so register on the online platform with an email address you check regularly.

When registering, make sure to put a tick in the field: "I agree to receive notification and communication emails or SMSs from House of Europe. You may withdraw your consent at any time." You will not be able to receive important communication from us regarding the status of your application if you do not provide your consent.

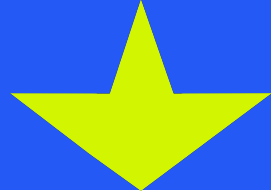
15. How do I fill in an online application?



Fill in the information in the online application in Ukrainian:

Field 'Chapter'
Digital Labs: educators
Field 'Open call'
Digital Lab: art educators
Field 'Entry name'
Enter your first and last name
Tab 'Details'
<ul style="list-style-type: none">▪ First and last name▪ Gender▪ Place of residence▪ Postal address▪ Email address▪ Telephone number
Tab 'Statistics'
<ul style="list-style-type: none">▪ Are you an internally displaced person?▪ Do you have a disability?▪ What is the population of your place of residence?
Tab 'Education and professional experience'
<ul style="list-style-type: none">▪ What is your level of education? Please indicate the year of graduation, specialization and educational institution.▪ Where do you currently work? Please indicate your position and organisation.▪ What is the address of the organisation where you currently work?▪ Tell us about your work experience - from the most recent to the oldest. Write in a resume format: year, organisation, position and responsibilities.▪ Provide contacts of two people who can give you a professional recommendation. These can be supervisors and colleagues from both your current and previous jobs.
Tab 'Motivation'

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- Tell us about your motivation to participate in the Digital Lab.
- How will participation in the Digital Lab contribute to your professional and career growth?
- We want as many educators as possible to have access to the methodologies and tools shared by the Digital Lab's speakers. How do you plan to share your new knowledge with your colleagues?
- Tell us about the training and internships you have completed.
- Have you ever received any grants? If so, please tell us about it.
- Have you ever participated in House of Europe programs? If so, please tell us about it.

Tab 'Attachments'

Scanned copies of the first pages of the passport

Tab 'Declaration & Data protection'

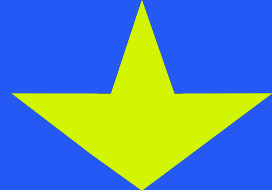
- Please confirm that you have read and understood the programme conditions

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- All tabs consist of mandatory and optional fields.
- Optional fields are marked 'optional'.
- You cannot submit the application if mandatory fields have not been completed.
- To submit an application, please press the 'Submit entry' button.
- Once you click 'Submit entry', the application is forwarded for review, and you will not be able to make any changes or upload any additional files.
- If after clicking 'Submit entry' you do not receive an automatic confirmation, your application has not been submitted. In such a case, please check again and get in touch with us via email: kateryna.alyмова@houseofeurope.org.ua. If you have any questions, please contact us in advance to receive a detailed answer on time.

16. What additional documents do I need to provide?

- A copy of the first page of the passport. We will check whether you are of full age and have Ukrainian citizenship.



Please check carefully that all files are attached before submitting your application. We will not be able to process your application if you do not submit all the required documents.

17. How many applications can I submit?

- You can only submit one application. If you submit multiple applications, we will consider the last one.
- You cannot apply if you have already participated in Digital Labs: educators.

18. How will my application be evaluated?

There will be two stages of selection.

The first is technical. We will check whether the application is submitted on time and contains answers to the required questions and all the necessary files.

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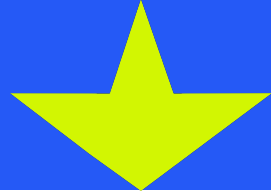
If your application has passed the technical selection, independent experts will evaluate your motivation and plans for implementing the acquired knowledge in your work. Preference will be given to educators who have not previously participated in similar programs.

19. What are the next steps?

- Your application will go through the technical review and assessment by the experts. It takes several weeks.
- You will receive the results of the assessment through an email sent by 20 June 2023. We will send a notification to the email address you used to register on the online platform.
- If your application is successful, we will notify you by email. Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.

20. What if my application is unsuccessful?

We receive a larger number of excellent applications than we can fund, thus not all the applications will be successful.



If you do not succeed this time, you can apply for the next open call for Digital Labs: educators or apply for other House of Europe opportunities. You can find more than 20 programmes on [our website](#).

21. Timeline

Deadline for application – Tuesday 16 May 2023, 15.00 Kyiv time

Announcement of results – before 20 June 2023

Digital Lab: teachers of artistic disciplines – September 2023

Please keep in mind that these dates are not set in stone and may change slightly.

22. Personal data protection

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By submitting an application, you agree for your personal data to be processed in compliance with [GDPR requirements](#).

23. Contacts

If you have any questions, feel free to write to kateryna.alymova@houseofeurope.org.ua. We will do our best to help you.