

# Application Guidelines

## Study tours in education

### About House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU countries. The programme focuses on different professional fields: culture and creative industries, education, health, social entrepreneurship, media, and youth.

This encompasses 20+ separate programme lines enabling to go for conferences, professional events, internships, and networking in the EU, or to enrol in study tours, residencies, trainings, and other forms of support. House of Europe funds cultural coproduction and cooperation between Ukrainian and EU organisations, along with the development of cultural infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

### About study tours

A study tour is a group trip for professionals that includes workshops, lectures, and seminars, discussions with experts from EU countries, networking, and visiting relevant professional events.

The aim of a study tour is to give professionals the opportunity to experience first-hand EU approaches and methodologies, to internationalise their networks, and to initiate cooperation with their colleagues in the EU.

Each study tour will take place in one EU country<sup>1</sup> in one or more cities. Study tour programmes are developed by House of Europe and implemented with partners from the EU and Ukraine.

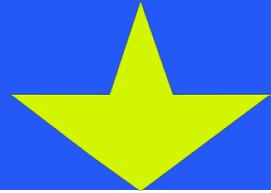
Each group will consist of (up to) seven participants, professionals in the field of education. Moreover, an accompanying person and a translator will be part of each group.

Each study tour has a different focus and thus targets different groups of people. For professionals in education House of Europe plans to offer study tours in fields such as:

- Decentralisation in education

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<sup>1</sup> Belgium, Bulgaria, Czechia, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, and United Kingdom (in the context of Brexit, study tours scheduled to the UK may be subject to changes).



- Elementary education
- Inclusive education
- Innovative education in mathematics, computer science, and natural sciences
- Innovative education in socio-humanitarian subjects (history, languages, literature, etc.)
- Vocational education and training

### Who can apply?

You must be a resident of Ukraine and must be at least 18 years of age.

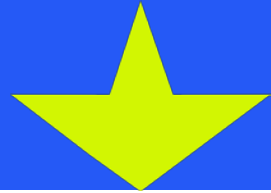
You must be a professional working in the area of education. This includes, but is not limited to the following:

- Directors and head teachers of schools; teachers of elementary schools, teachers of particular subjects (math, history, languages, physics, computer sciences, etc.)
- Professionals working in inclusive education
- Specialists from local education departments and Regional In-Service Teacher Training Institutes working on the development of new education methods in line with the education reform
- Specialists working in education reform
- Managers of vocational education and training institutions

You can apply only individually; group applications cannot be considered.

### Good to know

- You can apply only for one study tour within one call.
- If unsuccessful, you can apply again in the next call – provided that the topic and professional field will be relevant for your experience.
- You can participate only once in House of Europe study tours.
- However, you may still be eligible to apply for other House of Europe opportunities.



### **When can I participate in study tours?**

Study tours will be held twice a year – in spring and autumn. Depending on your profession and focus, you can choose between two study tour offers per year.

The study tours for the 2019 open calls will take place between 1 March and 30 April 2020.

Depending on the programme, the duration of the study tour will vary from 7 to 14 days.

### **What do I need to apply?**

- You must have a biometric passport
  - or ability to acquire a biometric passport in time before start of the tour
  - and/or ability to receive a visa to an EU member state (it is your responsibility to obtain all necessary visas and travel documents).
  
- You must be admissible to EU.

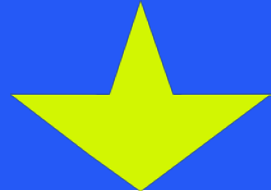
### **What expenses are covered?**

Participation in study tours is completely free of charge. The programme undertakes to cover:

- Travel expenses
- Accommodation
- Meals (breakfasts and dinners)
- Participation in the activities and events specified in the programme of the study tour, including accession or registration fees, tickets, etc.
- Translation for the study tour group

### **What expenses are not covered?**

- Health Insurance
- Participants' personal expenses



### How do I apply for study tours?

To apply for a study tour, please submit your application along with the necessary supporting documents on the House of Europe online platform: <https://houseofeurope.grantplatform.com/>

You need to submit your application (button 'Submit entry') by 17 January 2020, 15.00 Kyiv time.

### How do I fill out the online application?

- You have to register on the online platform to be able to fill in the electronic application
- You need your email to register on the online platform
- We will use this email to communicate with you, so we ask you to register on the online platform with an email that you check regularly.

#### Open call (field 'Open call')

Please choose your professional sector:

- Decentralisation in education
- Elementary school

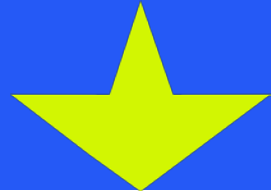
After this, you will be redirected to the respective application form.

#### Personal information (tab 'Details')

- Surname, Name, Patronymic
- Gender
- Place of residence
- Post address
- Email
- Phone number
- Information about workplace

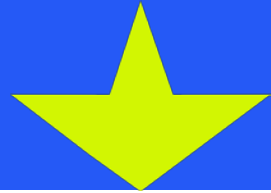
#### Additional questions (tab 'Questions')

Additional information regarding status, place of residence, workplace, etc.



Detailed information about the study tour (tab 'Criteria')
<p>Please choose the topic of your study tour:</p> <ul style="list-style-type: none"> <li>- Decentralisation in education</li> <li>- Elementary school</li> </ul>
Please explain how the trip will contribute to your professional growth or career development.
Please describe your previous internship experience.
Please tell about previously received grants.
Please describe your motivation.
Please explain the professional relevance of the study tour for your professional field.
Please describe long-term results you expect from the study tour.
Please explain how concretely you plan to implement knowledge you newly gained through your participation in the study tour in your personal work context.
Attachments: Documents that you need to upload to the online platform: (tab ,Attachments')
Your CV or resume must contain information about your professional experience, education, internships, scholarships, and fellowships in a free form.
Recommendation letters in a form of references from partners, experts in your field, employers you have previously worked with, in a free form (letter must be signed with blue-ink pen).

- An electronic application consists of the following tabs: 'Details', 'Questions', 'Criteria', 'Attachments', 'Declaration'.
- All tabs consist of mandatory and optional fields.
- Optional fields are marked ,optional'.



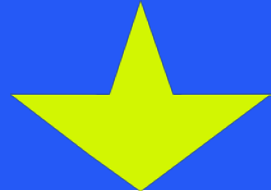
- You cannot move to the next tab and save the application unless mandatory fields have been filled.
- To submit an application, please press the button ‘Submit entry’.
- Once you click ‘Submit entry’ the application is forwarded for review, and you will not be able to make changes or upload files any more.
- If after clicking ‘Submit entry’ you do not receive an automatic confirmation, the application has not been submitted. In that case, please check again, and/or get in touch with us via email [yevhenii.monastyrskyi@houseofeurope.org.ua](mailto:yevhenii.monastyrskyi@houseofeurope.org.ua)
- Please submit your application in advance, as there may be additional load on the online platform shortly before the deadline.

### How will my application be evaluated?

Your application will go through two stages of assessment. First, your application will be checked whether it meets technical criteria.

If compliant with technical criteria, your application will be forwarded for a review by independent experts, who will evaluate it based on established and public selection criteria.

Main selection criteria	
Motivation	<ul style="list-style-type: none"> <li>▪ What is your personal and professional motivation to participate in study tour?</li> <li>▪ What are the ultimate goals and expected outcome of the programme for you?</li> <li>▪ What long-term impact will the proposed programme have on you?</li> </ul>
Professional relevance	<ul style="list-style-type: none"> <li>▪ How is this study tour connected to your professional work?</li> </ul>
Long-term results/sustainability	<ul style="list-style-type: none"> <li>▪ How do you plan to share the experience gained during the study tour with colleagues in your professional sector in Ukraine?</li> </ul>



Additional selection criteria	
Previous participation in similar grant programmes	<ul style="list-style-type: none"><li>▪ Have you previously participated in international professional exchanges? Have you previously benefited from opportunities of Goethe-Institut Ukraine, British Council, Institut Français or Czech Centre?</li></ul> <p>Priority will be given to first-time applicants who have not previously participated in similar programmes.</p>

### What are the next steps after my application?

If your application is successful, you will be invited to sign an agreement with House of Europe. The agreement will stipulate rights and responsibilities of the beneficiary (=you) and House of Europe, as well as detailed conditions of the study tour.

### Personal data protection

By submitting a study tour application, you agree for your personal data to be processed in compliance with [GDPR requirements](#) and Law of Ukraine about protection of personal data.

### Contact

Please direct questions regarding study tour to the following email address: [yevhenii.monastyrskyi@houseofeurope.org.ua](mailto:yevhenii.monastyrskyi@houseofeurope.org.ua), [kateryna.alymova@houseofeurope.org.ua](mailto:kateryna.alymova@houseofeurope.org.ua)