



Application guidelines

Digital Labs: educators

1. House of Europe

House of Europe is a EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries. The programme focuses on culture and creative industries, education, health, social entrepreneurship, media, and youth.

This encompasses 20+ separate programme lines enabling us to go for conferences, professional events, internships, and networking in the EU*, or to enrol in study tours, residencies, training, and other forms of support. House of Europe funds cultural coproductions and cooperations 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.

Implementation of House of Europe is led by Goethe-Institut Ukraine, with the British Council, Institut français, and Czech Centres as consortium partners.

2. Digital Labs: educators

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

You will learn about the effective solutions during lectures with experts from the EU* and Ukraine, come up with new ideas during workshops, and

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.



in a team with other participants will design and present a solution to a pressing issue of modern education.

Members of teams that prepared the best methodologies will get up to EUR 500 on further professional advancement.

3. What are the topics of Digital Labs?

Our focus is on the New Ukrainian School. For each Digital Lab, we choose a specific topic as part of education reform.

We will hold Digital Labs dedicated to:

- Decentralisation in education
- Primary education
- Inclusive education
- Innovations in the teaching of exact and natural sciences
- Innovations in teaching social and humanitarian subjects: history, Ukrainian language, foreign languages, literature, jurisprudence, etc.
- Vocational education and training

2

For each topic we identify the most pressing challenges and offer you to solve them. For instance, participants of the Digital Lab dedicated to the digitalisation of primary education addressed the lack of means to control the quality of learning material by students in online education.

4. What is the structure of the Digital Lab?

- Lectures and workshops, where you will learn the know-how and practical work tools from peers.
- Work in groups, where, together with other participants, you will develop methodological recommendations solving the challenges of the Digital Lab.
- Mentoring sessions with experts, where you will receive advice on the methodological recommendations you are working on.
- Presentations of methodological recommendations by participants to the jury where you will get an outside view and the opportunity to compete for scholarships for further professional advancement.



5. Who teaches at the Digital Lab?

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

6. What should I prepare for the final presentation of the Digital Lab?

During the Digital Lab, you, in team with other participants, have to create methodological recommendations that will solve one of its challenges.

You and your teammates must submit a presentation and a short text explanation. For your convenience, we will share templates for these documents.

7. How does Digital Lab work?

- 3 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 Viber chat.

8. 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.
- Five days of work on methodological recommendations and mentoring sessions taking place on weekdays from 15.00 to 20.00.

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

During the Digital Lab, you will communicate in Ukrainian. It will be the working languages of lectures, workshops, mentoring sessions, and the final presentation.

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



10. When will the Digital Lab take place?

The Digital Lab dedicated to inclusive education will run from 29 May to 6 June 2021.

The Digital Lab dedicated to vocational training will take place from 26 June to 4 July 2021.

11. Who can participate in the Digital Lab?

- School principals and headteachers, primary school teachers, teachers of mathematics, history, Ukrainian language, foreign languages, physics, computer science, etc.
- Inclusive education professionals
- Specialists of local education departments and regional educational institutions, working on developing new methods of education in the course of the New Ukrainian School
- Specialists working on education reform
- Heads of vocational education and training institutions
- Other education professionals

4

Depending on the topic of the Digital Lab, we will look for different professionals. Please study the open call carefully to find the opportunity for you.

12. What are the requirements for participants?

- You must have at least three years of experience in the field of education
- You must be a citizen of Ukraine²
- You must be of full age

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

² We may exceptionally consider individual applications by stateless persons, refugees, etc. You should provide confirmation of your long-term residence in Ukraine. It is always a case-by-case decision.



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 Thursday 29 April 2021, 15.00 Kyiv time**.

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.

5

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'
Choose the Digital Lab you are interested in: <ul style="list-style-type: none"> ▪ Digital Lab: inclusive education ▪ Digital Lab: vocational education
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 ▪ Place of work
<p>Tab 'Questions'</p>
<ul style="list-style-type: none"> ▪ Are you an internally displaced person? ▪ Are you a disabled person? ▪ What is the population of your place of residence?
<p>Tab 'Motivation'</p>
<ul style="list-style-type: none"> ▪ 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? ▪ Why is participating in the Digital Lab relevant to your professional development? ▪ What are the long-term results of your participation in the Digital Lab? ▪ How do you plan to use the knowledge gained during the Digital Lab at work? ▪ Elaborate on your training and internship. ▪ Share your grant history with us.
<p>Tab 'Attachments'</p>
<ul style="list-style-type: none"> ▪ CV ▪ Two letters of recommendation ▪ Scanned copies of the first pages of the passport
<p>Tab 'Consent'</p>
<ul style="list-style-type: none"> ▪ Please confirm that you have read and understood the programme conditions

- 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: yevhenii.monastyrskyi@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?

- CV of two pages maximum in PDF: professional experience, education, internships, scholarships, and awards. Please draft the document in the Ukrainian language.
- Two letters of recommendation signed with blue ink. Letters should be from experts in your field, your current or previous employers. Please draft the document in Ukrainian or English language.
- A copy of the first page of the passport³. We will check whether you are of full age and have Ukrainian citizenship.

7

17. How many applications can I submit?

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

18. How will my application be evaluated?

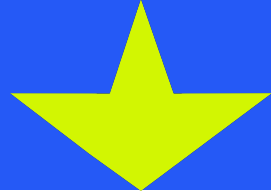
Independent experts contracted by the House of Europe will evaluate your application according to the selection criteria. If their evaluations differ significantly, we can request additional external expertise.

³ If you are not a Ukrainian citizen, please attach any other document confirming long-term residence in Ukraine. If applicable, please also upload a refugee status etc. We might contact you for further information.



Selection criteria		
1.	Motivation	<ul style="list-style-type: none"> What is the personal and professional motivation of the applicant to participate in Digital Lab: educators? What are the end goal and expected results from participation? What long-term impact will the programme have on the applicant?
2.	Professional relevance	<ul style="list-style-type: none"> How relevant is the participation in the programme for the professional development of the applicant?
3.	Expected long-term results	<ul style="list-style-type: none"> Does the applicant plan to share the experience gained within his / her professional sector in Ukraine? How?
Additional selection criteria		
4.	Participation in similar programs	<ul style="list-style-type: none"> Has the applicant participated in international programmes before? Did the applicant receive funding from the House of Europe, Goethe-Institut, The British Council, Institut Français or Czech Centres? Preference will be given to applicants who have not previously participated in similar training programs.

8



19. What are the next steps?

- Your application will go through the technical review and assessment of grant applications by the experts. It takes several weeks.
- You will receive the results of the assessment through an email sent not earlier than May 2021. We will send a notification to the email address you used to register on the online platform.
- If your application is successful, we will request that you provide additional documents needed for the preparation agreement. Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.
- If you provide all the documents on time, we will conclude an agreement on participation in the Digital Lab. The process of preparing and signing the agreement may take up to four weeks from the notification on the result.

9

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

Launch of the open call – 8 April 2021

Deadline for application – Thursday 29 April 2021, 15.00 Kyiv time

Expert evaluation of applications – April-May 2021

Announcement of results – May 2021

Digital Lab: inclusive education – 29 May-6 June 2021

Digital Lab: vocational education – 26 June-4 July 2021



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

22. Personal data protection

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

23. Contacts

If you have any questions regarding translation grants, feel free to write to yevhenii.monastyrskyi@houseofeurope.org.ua. We will do our best to help you.