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LOTUS+

UPPSALA UNIVERSITET

LOTUS+ Kick off meeting

Hanoi University of Science & Technology, Vietnam

November 10-12 2014

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Quick introduction

Interview the person next to you

1. Name?
2. Home university
3. Position
4. Lotus experience
5. Unique skill

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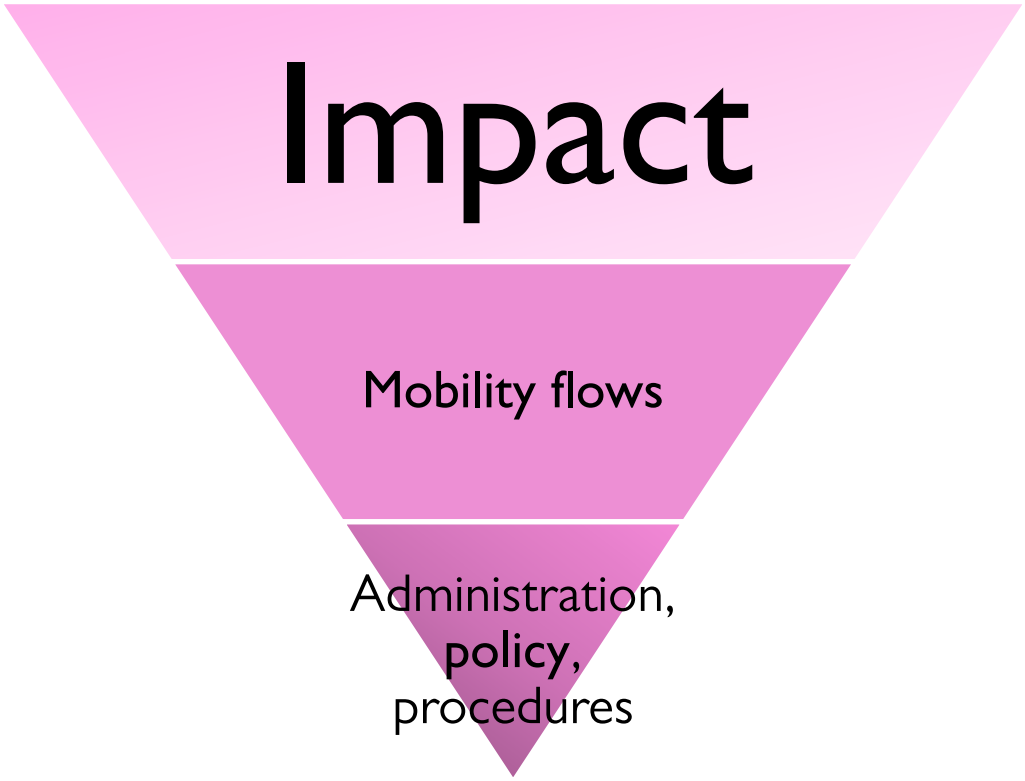
Why are we here?



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Why am I here?

Agenda LOTUS+ Kick off meeting

1. Short introduction to LOTUS+
2. The LOTUS+ consortium – roles and responsibilities
3. Financial & administrative issues
4. Call for scholarships
5. Application management & selection process
6. Implementation of mobility
7. Visibility & Marketing
8. Final words

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What is Lotus+ ?

- Erasmus Mundus Action 2 project running from 2014-2018
- Continuation of Lotus 1 – 4 (coordinated by Ghent)
- Consortium of 20 partners from EU/Asia
- Scholarships for Asian/EU students and researchers to go on exchanges/degree studies
- Coordinated by Uppsala University (Sweden)
- Joint coordinated by Sichuan University (China)
- Funded by the European Commission

What are the aims of Lotus+ ?

Lotus+ aims to link Asia and Europe together through cooperation between universities, and thereby create synergies.

- Establish a pool of well-educated, open-minded future leaders with international experience
- Make it possible for gifted students from vulnerable groups to study abroad and thereby disseminating EU social and democratic values
- Create Alumni tools, signing bilateral agreements, creating joint programmes
- Enhance the skills of staff, who can in their turn contribute to the improvement of the education system in their home country
- Disseminate Best Practices in creating a joint policy on recognition of studies abroad and credit transfer
- Enhance the political, cultural, educational and economic links between the EU and the Asian countries involved

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Partners in Europe

Uppsala University (coordinator) - Sweden

Université Paul Sabatier - Toulouse III - France

University of Porto - Portugal

University of Limerick - Ireland

University of Kent – United Kingdom

University of Goettingen - Germany

Ghent University - Belgium

Vrije Universiteit Brussel - Belgium

University of Groningen - Netherlands

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Partners in Asia

Sichuan University (co-coordinators) - China
Royal University of Agriculture - Cambodia
Royal University of Phnomh Penh - Cambodia
Nanjing University - China
Peking University - China
University Gadjah Mada - Indonesia
Yezin Agriculture University - Myanmar
Pyongyang University of Science & Technology – North Korea
Thammasat University - Thailand
Hanoi University of Science and Technology - Vietnam
Hué University - Vietnam

Associated partners

European Institute for Asian Studies
Support Fund Myanmar
Erasmus Mundus Students and Alumni Association
Nordic Institute of Asian Studies
Morning Tears VZW
Mandalay University - Myanmar
University of Veterinary Sciences - Myanmar
West Yangon Technological University - Myanmar
University of Medicine 1, Yangon - Myanmar
International Tuning Academy Groningen
Can Tho University - Vietnam
Kasetsart University - Thailand
Institut Teknologi Bandung - Indonesia
Universitas Bina Nusantara - Indonesia
Universitas Airlangga – Indonesia

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Who can apply?

- All nationals of Cambodia, China, Indonesia, Myanmar, North Korea, Thailand & Vietnam
- All EU nationals studying or doing research in an EU-university

Academic fields available

Agriculture Sciences, Architecture, Urban and Regional Planning, Business Studies, Management Science, Education, Teacher Training, Engineering, Technology, Geography, Geology, Law, Medical Sciences, Natural Sciences, Social Sciences

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What scholarships are available?

198 scholarships
48 EU-> Asia
150 Asia -> EU

- Bachelor and master exchanges (1-2 semesters)
- Master degrees (1-2 years) (only Asian candidates)
- PhD and Post-doc exchanges (6-10 months)
- PhD degrees (3 years) (only Asian candidates)
- Staff exchanges (administrative/academic) (1 month)

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What is included in the scholarship?

- 1000-2500 euros /month
- Flight tickets
- Visa costs
- Health insurance
- Tuition fee (at the host university)

And finally…how do you apply?

Online application on www.lotusplus.eu

Application open now!

Deadline March 1st

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LOTUS+ Roles & Responsibilities

- LOTUS+ partnership
- Coordinating institution (UU)
- Joint coordinator (Sichuan University)
- EU/Asian partners
- Regional Asian Working Group
- Selection committee
- Associates

LOTUS+ Partnership

- Involves all full partners
- Discusses visibility, management, communication, quality assurance, sustainability, recognition issues etc.
- Has the decision making power
- Sets and supervises the goals of the project (in meetings and/or via email)

Coordinating institution (UU)

- Coordination of consortium actions
- Compliance with submitted proposal
- Production of documentation necessary for project/grantholders
- Database & Website
- Communication with EACEA
- Communication with other stakeholders
- Communication with applicants & grantholders
- Financial management of the project
- Monitoring of the project – based on feedback from LOTUS+ partnership
- Produces visibility & marketing strategy
- Organizes meetings & events
- Chairs Selection committee

Joint Coordinating institution (Sichuan University)

- Defines (together with UU) strategies and proposals to present to Lotus+ Partnership
- Official representative of the project towards authorities in the region, such as the EC delegations, Ministries of Education, embassies
- Represent the Asian partners in meetings
- Intervene in cases of visa problems
- Informing other partners of best practices – especially in regards to EU->Asia mobility
- Chairs Regional Working Group
- Co-chair of Selection Committee

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EU/Asian partners

- Dissemination of the project & scholarships
- Reporting to the coordinating institution
- Handles local finance/administrative issues
- Pays scholarships (only EU)
- Arranges information sessions & offers support to applicants
- Helps grantholders fulfil their obligation towards the project (monitoring)
- Helps with issues regarding recognition of studies/diploma
- Validates/evaluates applications
- Fosters collaboration between partners (co-tutelles, bilateral agreements etc.)

Selection committee

- Involves Coordinator and Joint Coordinator plus two Asian and two EU partners
- Final proposal of the selection
- Replacements in case of drop outs
- Makes recommendations to the LOTUS+ partnerships in case of selection issues

Regional Asian Working Group

- Meet once a year during the project life cycle
- Discuss issues specifically for Asian partners
- Present problems & solutions to the coordinator and the LOTUS+ partnership
- 1 representative from each Asian country

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Associates

- Dissemination of scholarship opportunities
- Validation of TG3 candidates
- Disseminate impact of project

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Financial management

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1. Organization (210.000 €)

Coordinator 100.000 €	• Staff costs • Website and database • Organization of meetings • Visibility
Joint coordinator 10.000 €	• Chair Regional working group • Visibility • Participate in regional activities
Partners (20) 5000 €	• Participation in meetings • Application management (support, validation, evaluation, selection) • Dissemination activities • Staff costs

2. Scholarships (2.017.700 €)

- Transferred from UU to host university (only EU hosts)
- For EU->Asia mobility EU-partners/coordinator pays
- Paid on monthly basis (exception first payment = double payment)

Number of scholarships	Scholarship levels
Bachelor - 48	Bachelor 1000 €
Master - 58	Master -1000 €
PhD - 38	PhD – 1500 €
Post-doc - 14	Post-doc - 1800 €
Staff – 47	Staff – 2500 €
Total - 198	

3. Travel (431.500 €)

- Tickets bought centrally via UU travel agency (American Express)
- Based on dates reported in database
- Return ticket (two one way tickets for mobilities over 10 months)
- Budget for ticket based on distance host/home
- Also covers visa costs and travel from airport to host university
- In some cases travel to airport in home country
- To what extent should we allow grantees to come to/stay in EU/Asia before/after academic periods?

Budget

< 10.000 KM = 2000 €
> 10.000 KM = 2500 €

4. Insurance (120.225 €)

- Insurance bought centrally by UU
- Swedish government agency Kammarkollegiet
- According to minimum requirements by EACEA
- Valid from when the grantee leaves his/her home until return
- Valid in all EU countries (regardless of study destination)
- Valid in all partner countries (regardless of study destination)
- For small costs (check ups etc.) grantee pays – then reimbursed
- Larger costs – insurance company deals directly with hospital

Budget

75 € per month (1603 in total)

5. Participation costs (270.000 €)

- 3000 € per 10 months (post-doc excluded)
- Calculated from start and end dates of academic activity
- Host universities are responsible to check dates
- Mobilities <10 months = fee waiver by host
- PC is transferred from UU to host uni

What counts as 10 months?

9 months and 16 days = 3000 €
9 months and 15 days = 0 €

Participation costs (PC)

10 months = 3000 €
18-26 months = 6000 €
27 – 34 months= 9000 €

What to do with PC?

- Tuition fee
- lab costs
- Conferences
- language courses (should always be free for the grantee!)

Some sound financial advice…

- Save all receipts, boarding passes, invoices etc.
- Keep a record of all expenses
- Upload requested documentation into the database
- Detailed budgets, reports etc will be available in the database

All originals must be kept until July 2023!

Consortium Agreement

Draft version finalized by Uppsala – will be circulated to all partners during November

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Call for scholarships

- 1 cohort is planned
- Deadline march 1st
- Quick validations & evaluations = everyone starts on time
- Check your academic offers!
- Target groups? Do we need them?

Mobility Scheme Asia>EU

Asia to EU	Undergraduates	Masters	Doctorates	Post-doctorates	Staff
Cambodia	7	7	3	1	4
Myanmar	0	7	6	1	4
Vietnam	7	8	5	2	8
China	9	8	6	2	6
Indonesia	6	6	5	2	5
North Korea	0	4	1	0	2
Thailand	4	4	4	1	5
Total Asia to EU	**33**	**44**	**30**	**9**	**34**

- At least 50 % of the mobility must be from the partner universities
- At least 30 % of the mobility must be from Cambodia, Myanmar & Vietnam
- Requirement per academic level: 20-40% BA, 15-35% MA, 10-30% PhD, 5-20% Post-doc, 15-35% staff
- Mobility scheme is indicative – Selection Committee can shift mobilities based on evaluations and number of applications

Mobility Scheme EU>Asia

EU to Asia	Undergraduates	Masters	Doctorates	Post-doctorates	Staff
	8	14	8	5	13

Open to all EU nationals studying or doing research in an EU-university with a priority for candidates from the partner universities

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Administrative staff offer

No offer from Groningen, Ghent, Kent, Limerick, Toulouse, VUB

Nanjing, PUST, Sichuan, Thammasat, Gadjah Mada, Yezin

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Content:

- Application form
- Validation of applicants
- Evaluation of applicants
- Selection of grantees

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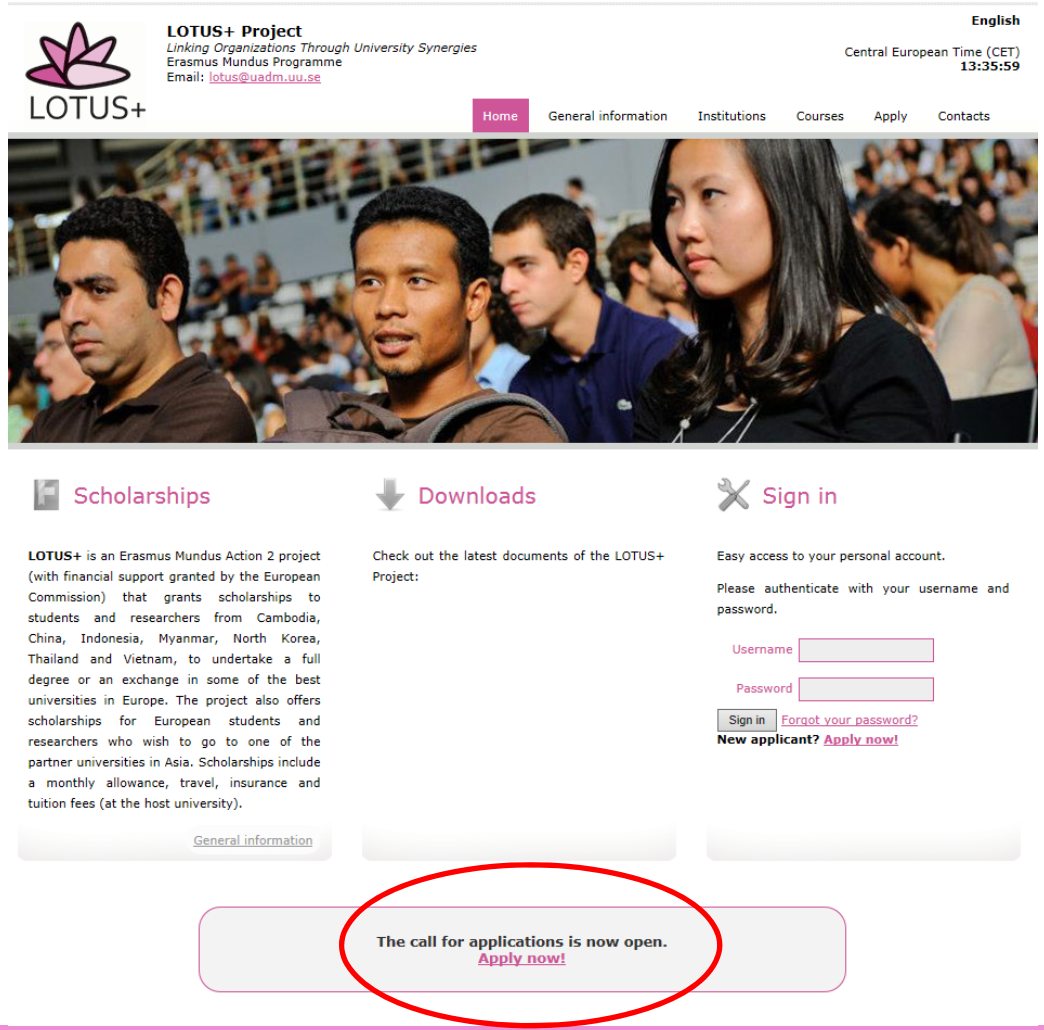
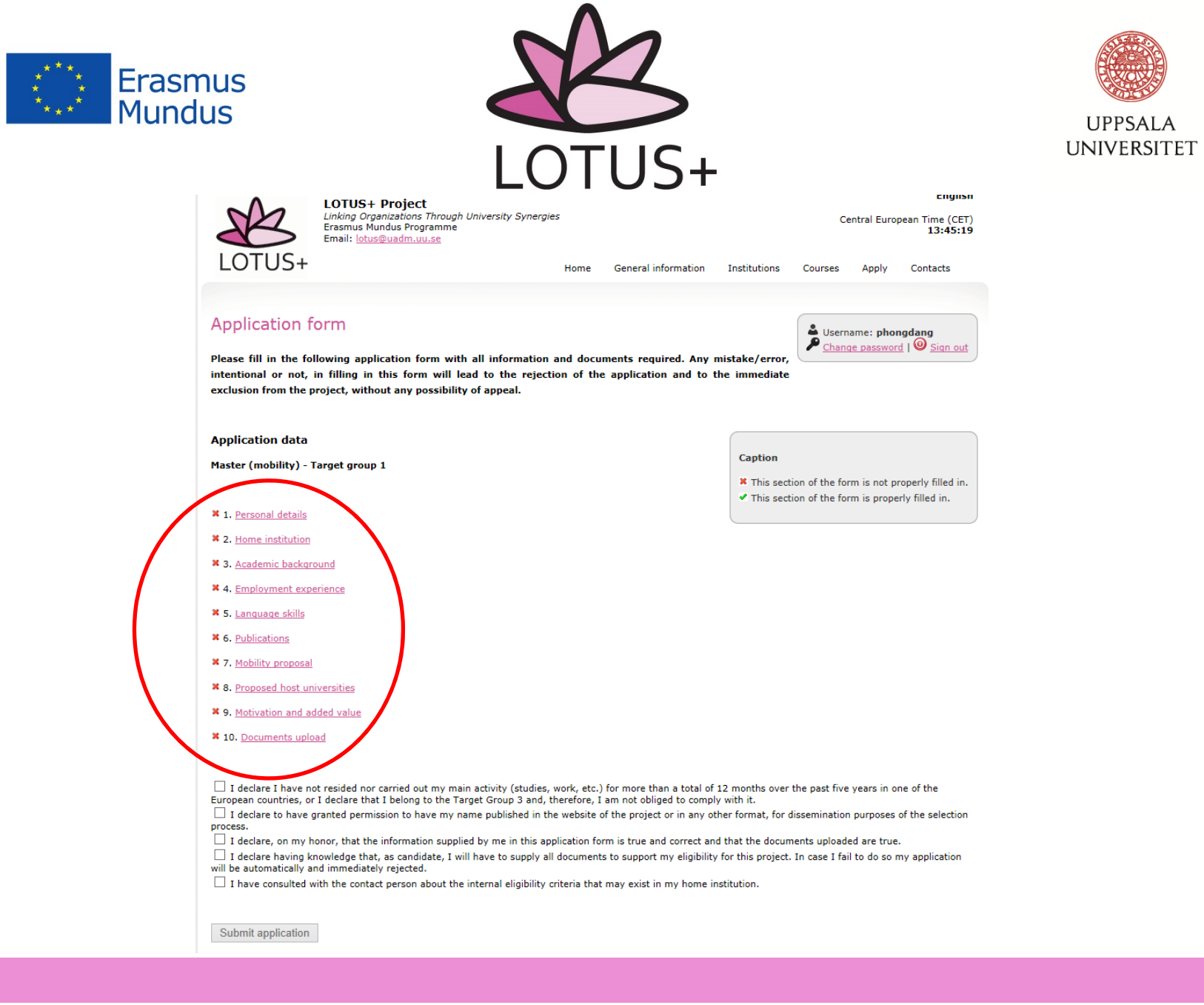


Eligibility check:

- Are you a national of one of the LOTUS+ partner countries?
- Are you currently enrolled in one of the LOTUS+ partner institutions?
- Have you lived or carried out your main activity for more than12 months during the last five years in a country member of the European Union?
- Have you ever benefited from an Erasmus Mundus scholarship before?
- If applicable, choose the type of vulnerability.



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Linking Organizations Through University Synergies
Erasmus Mundus Programme
Email: lotus@uadm.uu.se

English
Central European Time (CET)
13:45:19

Home | General information | Institutions | Courses | Apply | Contacts

Application form

Username: **phongdang**
Change password | Sign out

Please fill in the following application form with all information and documents required. Any mistake/error, intentional or not, in filling in this form will lead to the rejection of the application and to the immediate exclusion from the project, without any possibility of appeal.

Application data

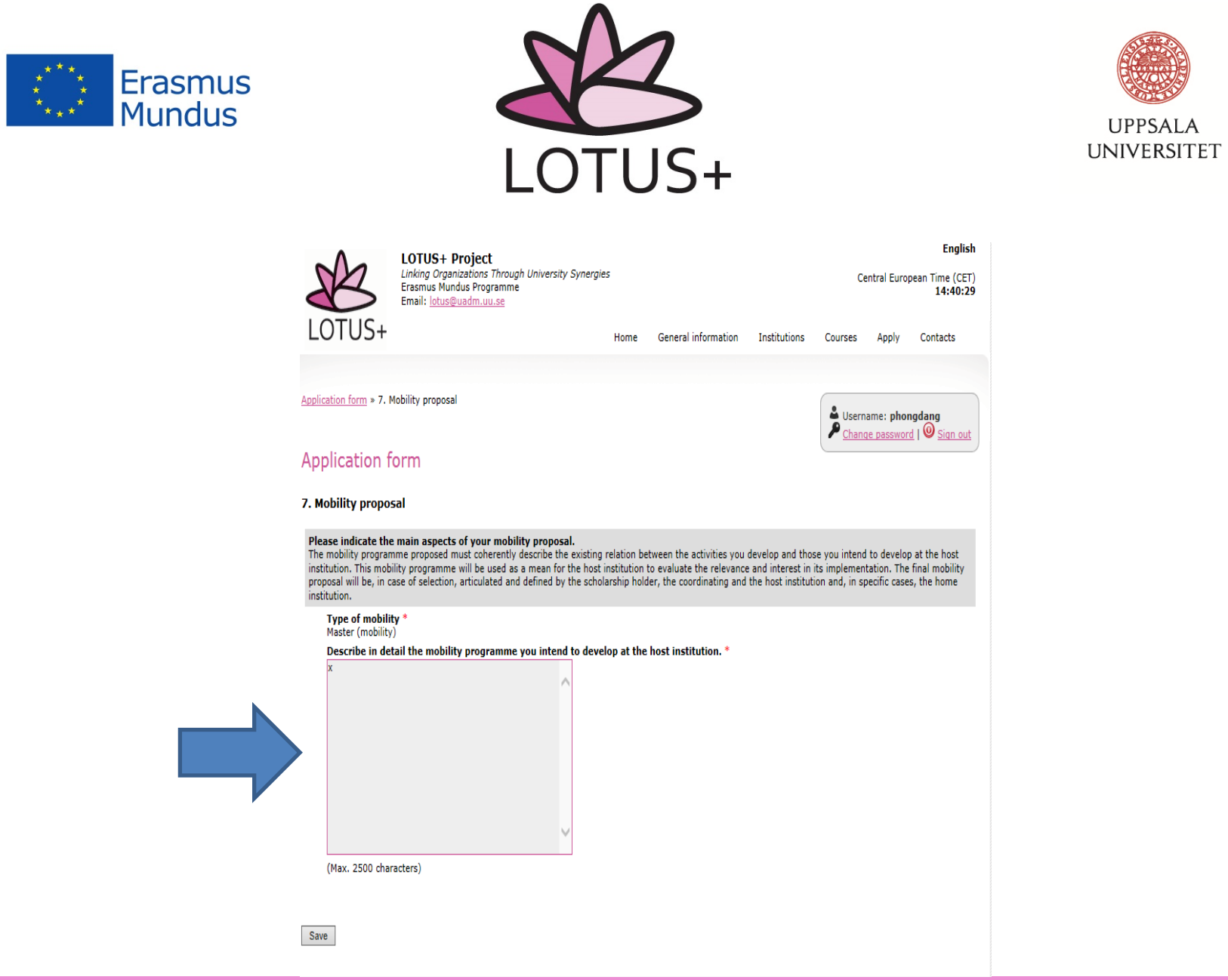
Master (mobility) - Target group 1

Caption
✖ This section of the form is not properly filled in.
✔ This section of the form is properly filled in.

✖ 1. Personal details
✖ 2. Home institution
✖ 3. Academic background
✖ 4. Employment experience
✖ 5. Language skills
✖ 6. Publications
✖ 7. Mobility proposal
✖ 8. Proposed host universities
✖ 9. Motivation and added value
✖ 10. Documents upload

☐ I declare I have not resided nor carried out my main activity (studies, work, etc.) for more than a total of 12 months over the past five years in one of the European countries, or I declare that I belong to the Target Group 3 and, therefore, I am not obliged to comply with it.
☐ I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.
☐ I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.
☐ I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.
☐ I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

Submit application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Erasmus Mundus Programme
Email: lotus@uadm.uu.se
English
Central European Time (CET)
14:40:29
LOTUS+
Home
General information
Institutions
Courses
Apply
Contacts
Application form » 7. Mobility proposal
Username: phongdang
Change password | Sign out
Application form
7. Mobility proposal
Please indicate the main aspects of your mobility proposal.
The mobility programme proposed must coherently describe the existing relation between the activities you develop and those you intend to develop at the host institution. This mobility programme will be used as a mean for the host institution to evaluate the relevance and interest in its implementation. The final mobility proposal will be, in case of selection, articulated and defined by the scholarship holder, the coordinating and the host institution and, in specific cases, the home institution.
Type of mobility *
Master (mobility)
Describe in detail the mobility programme you intend to develop at the host institution. *
x
(Max. 2500 characters)
Save

8. Proposed host universities

To enhance your chances of being selected we advise you to select more than one host institution.
You must carefully select the institution(s) considering the following aspects:
- Field of studies/work
- Language used (you must make sure you fill in the necessary language minimum requirements and, in case the host institution demands so, you have to upload the certificate of language proficiency in section 10)
- Minimum eligibility requirements
- Duration of mobility (it can be different from one institution to another)

Please prioritise the Institutions you are applying to

⚠ **It is not possible to select more than one offer of the same institution.**

1st host institution priority

Field of study of the project you intend to develop
04.2 - Business Studies with technology

Official name of your host institution priority
UGOE - University of Goettingen

Mobility offer at the host institution *
Business Information Systems (M.Sc.) (10 months)

Is your proposal part of any common project of the two institutions?
○ **Yes** ◉ **No**

If yes, please indicate the references.

Have you established any previous contacts with the Institution concerning your mobility?
◉ **Yes** ○ **No**

If yes, please quote the name of the contacted person.
Netra Bhandari

2nd host institution priority

Field of study of the project you intend to develop
04.9 - Others – Business Studies, Management Science

Official name of your host institution priority
UU - Uppsala University

Mobility offer at the host institution
Business studies - focus management (exchange only) (10 months)

Is your proposal part of any common project of the two institutions?
○ **Yes** ◉ **No** (clean)

If yes, please indicate the references.

Have you established any previous contacts with the Institution concerning your mobility?
◉ **Yes** ○ **No** (clean)

If yes, please quote the name of the contacted person.
Wenche Gros

3rd host institution priority

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9. Motivation and added value

Please state briefly the main reasons why you wish to participate in this project, as well as the added value you perceive to be attached to your mobility proposal.

1st host institution priority

Why have you chosen this specific institution? *
(Max. 1000 characters)
X

Please describe briefly the impact of this mobility proposal on the development of your main activity/education/career in your home country. *
(Max. 1000 characters)
X

Please explain briefly how you think your mobility proposal might contribute to the establishment/development of institutional links with your host country/institution. *
(Max. 1000 characters)
X

Briefly describe the impact you expect your participation in this project will have in your home country/region. *
(Max. 1000 characters)
X

2nd host institution priority

Why have you chosen this specific institution?
(Max. 1000 characters)
X

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Application period:

November 3 – March 1, 2015

What happens next?

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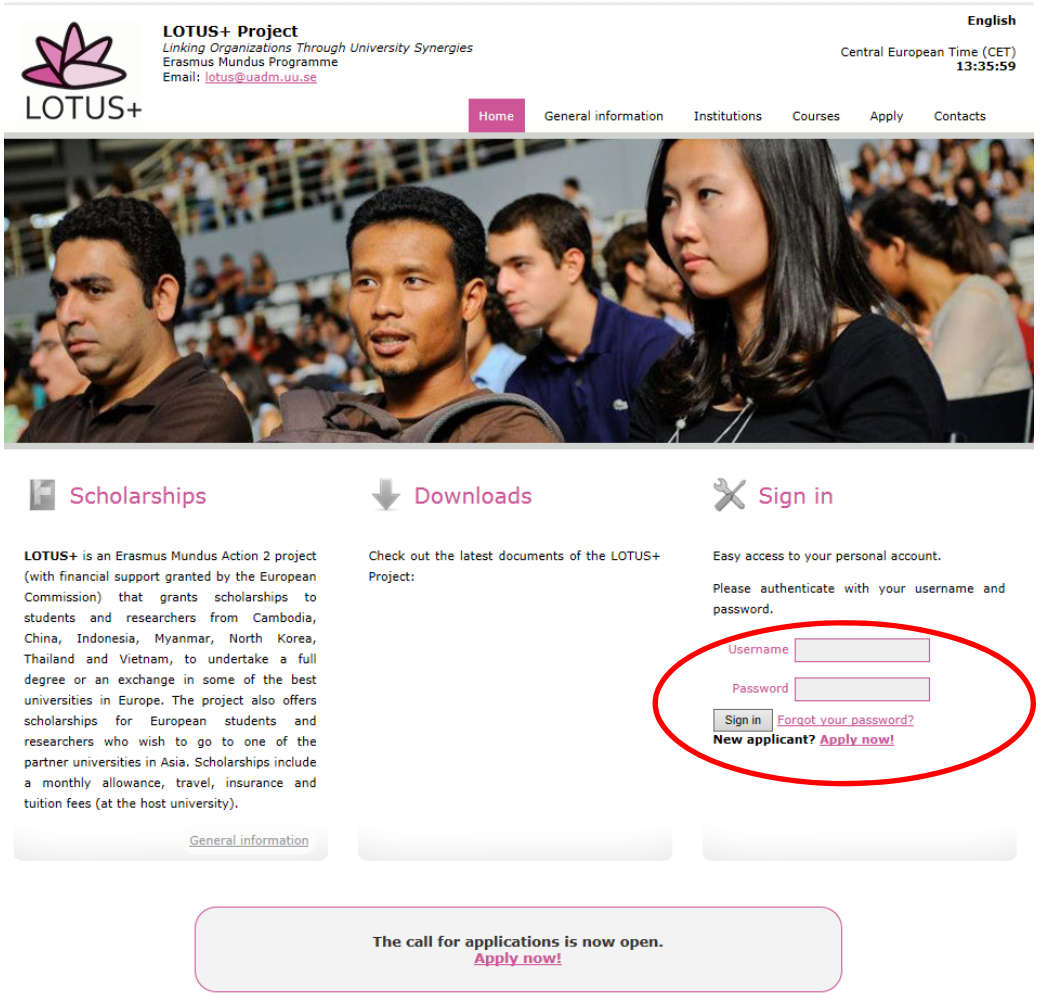

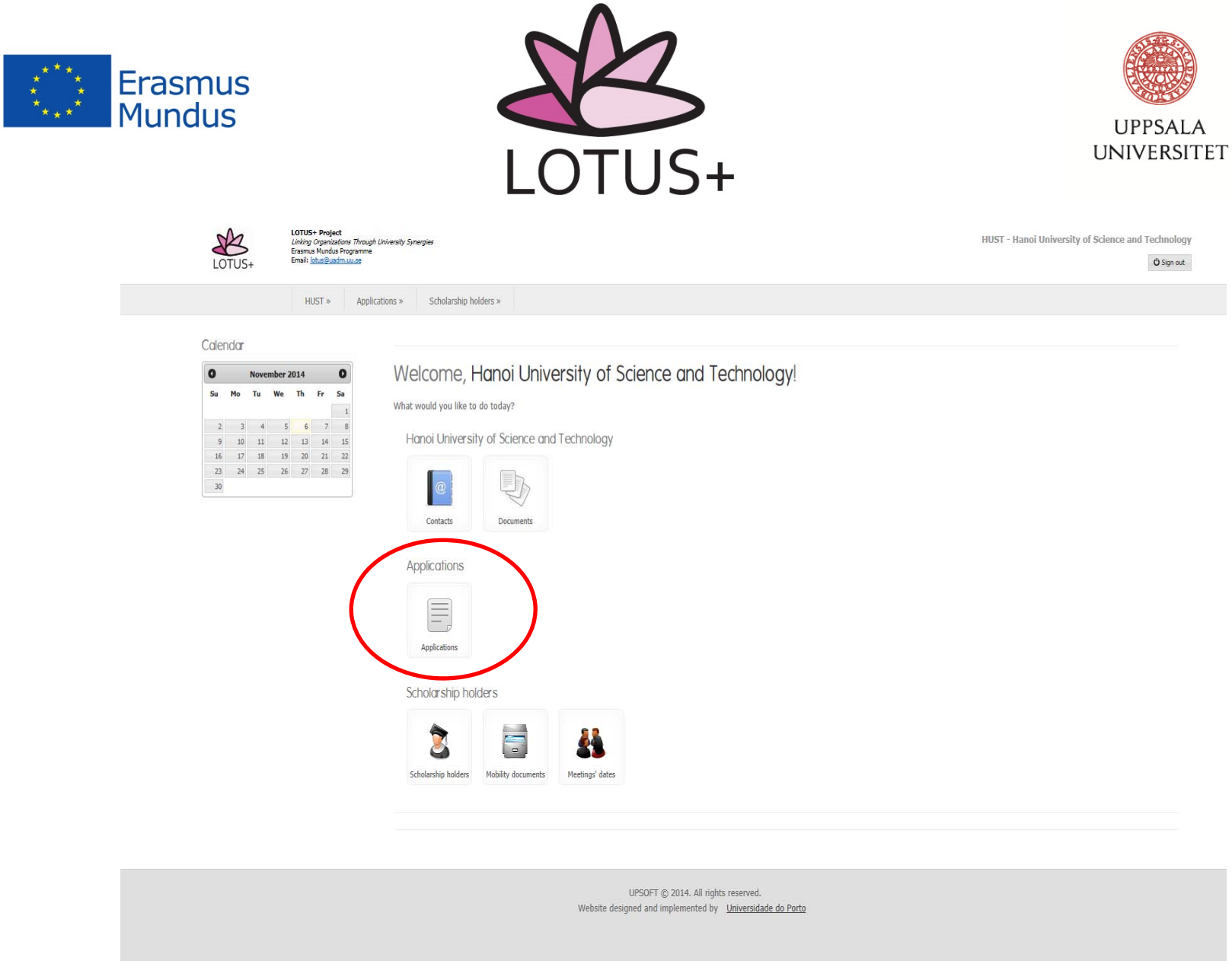
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HUST - Hanoi University of Science and Technology
Sign out
HUST »
Applications »
Scholarship holders »
Calendar
November 2014
Su Mo Tu We Th Fr Sa
Welcome, Hanoi University of Science and Technology!
What would you like to do today?
Hanoi University of Science and Technology
Contacts
Documents
Applications
Applications
Scholarship holders
Scholarship holders
Mobility documents
Meetings' dates
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HUST - Hanoi University of Science and Technology

Sign out

HUST » | Applications » | Scholarship holders »

Intranet » Applications table

Applications table

State: Submitted | Cohort: 1 | Target group: - All - | OK »»

UM - Undergraduate (mobility)
MM - Master (mobility)
MF - Master (full)
DM - Doctorate (mobility)
DF - Doctorate (full)
PD - Post-Doctorate
AC - Academic Staff
AD - Administrative Staff

State: **SUBMITTED** Cohort: **1** Target group: **ALL**

Southeast Asia » Europe

	UGENT	VUB	UPS	UGOE	UL	RUG	UP	UU	UKC	TO
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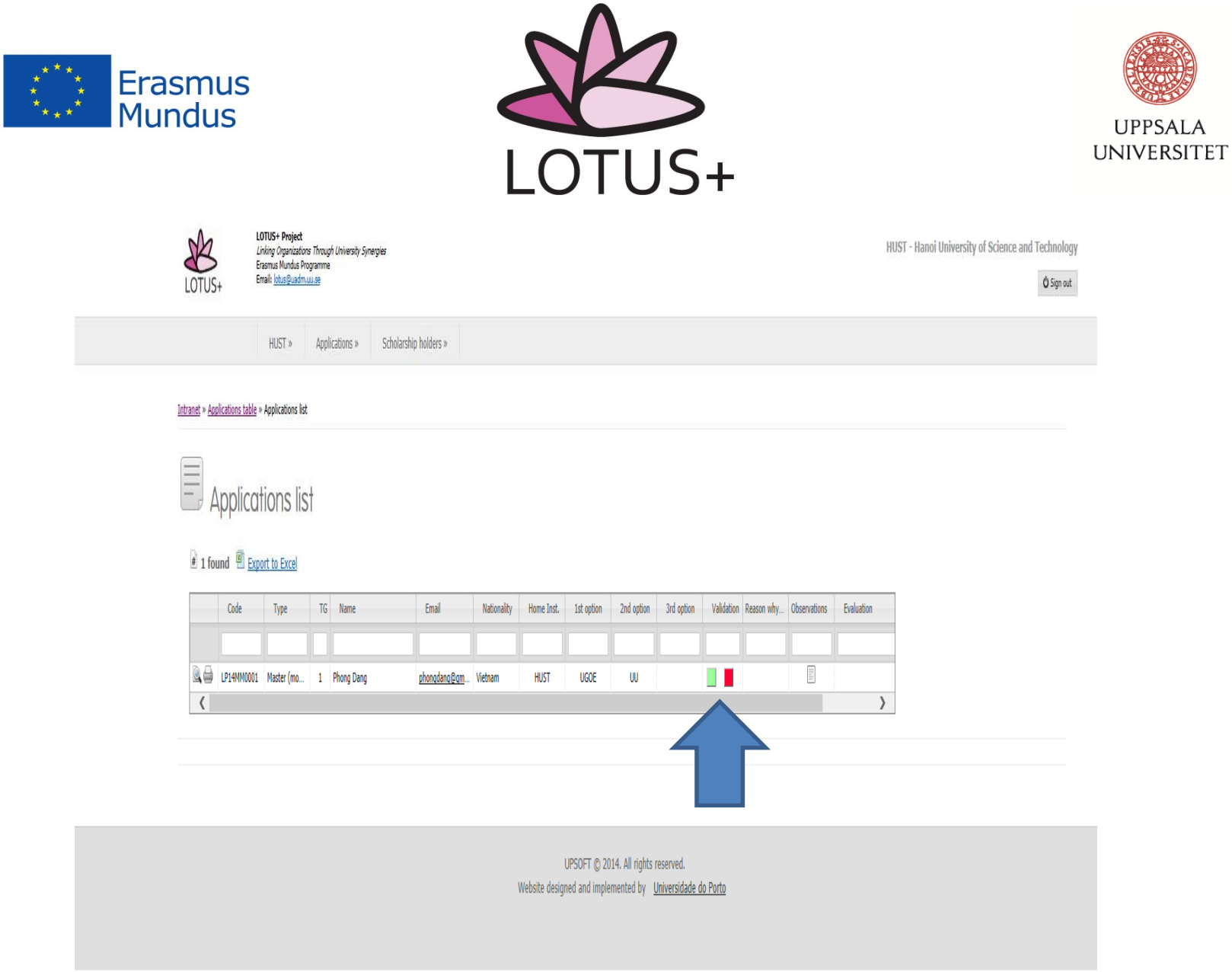
LOTUS+ Project
Linking Organizations Through University Synergies
Erasmus Mundus Programme
Email: lotus@uadm.uu.se
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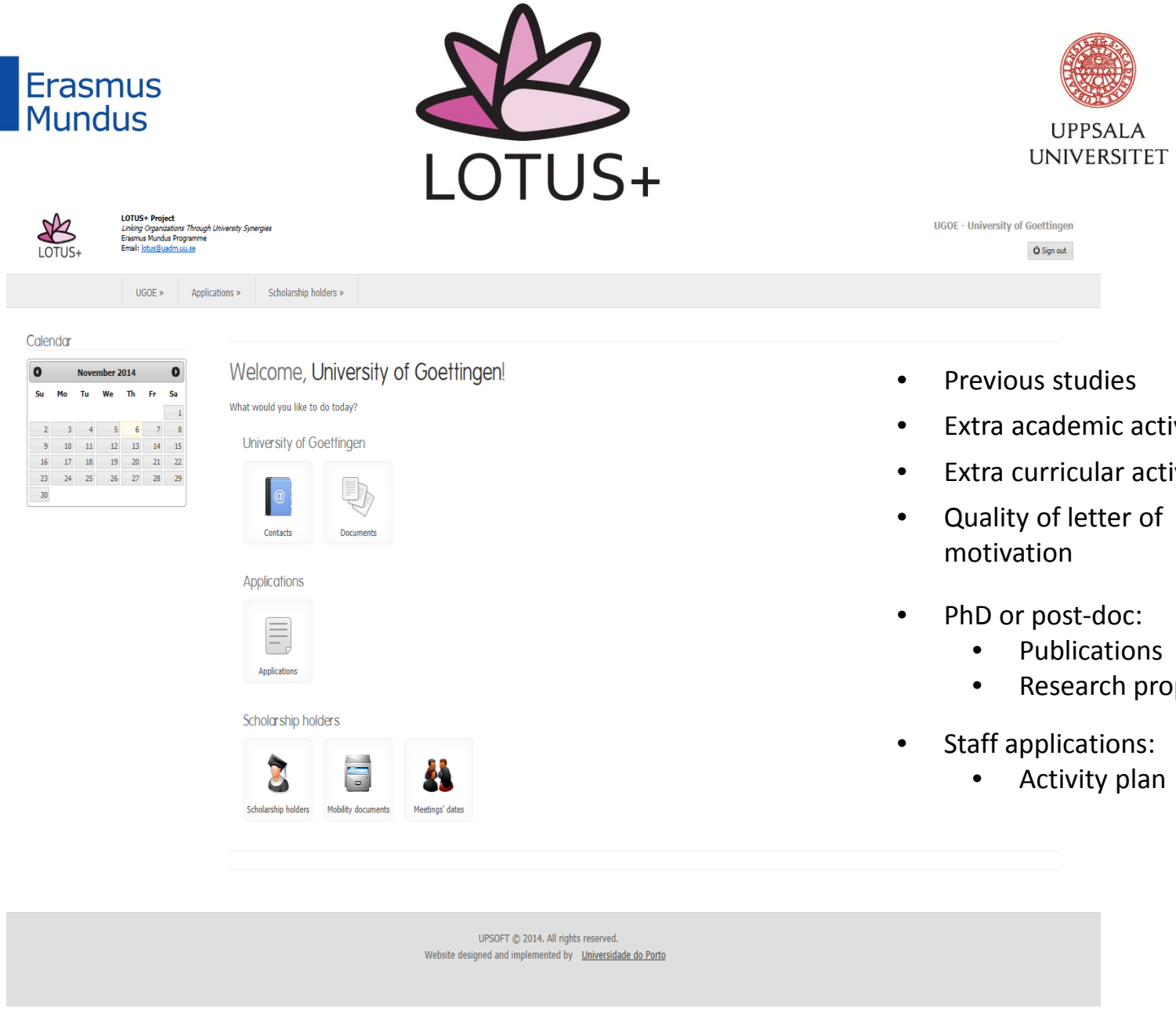
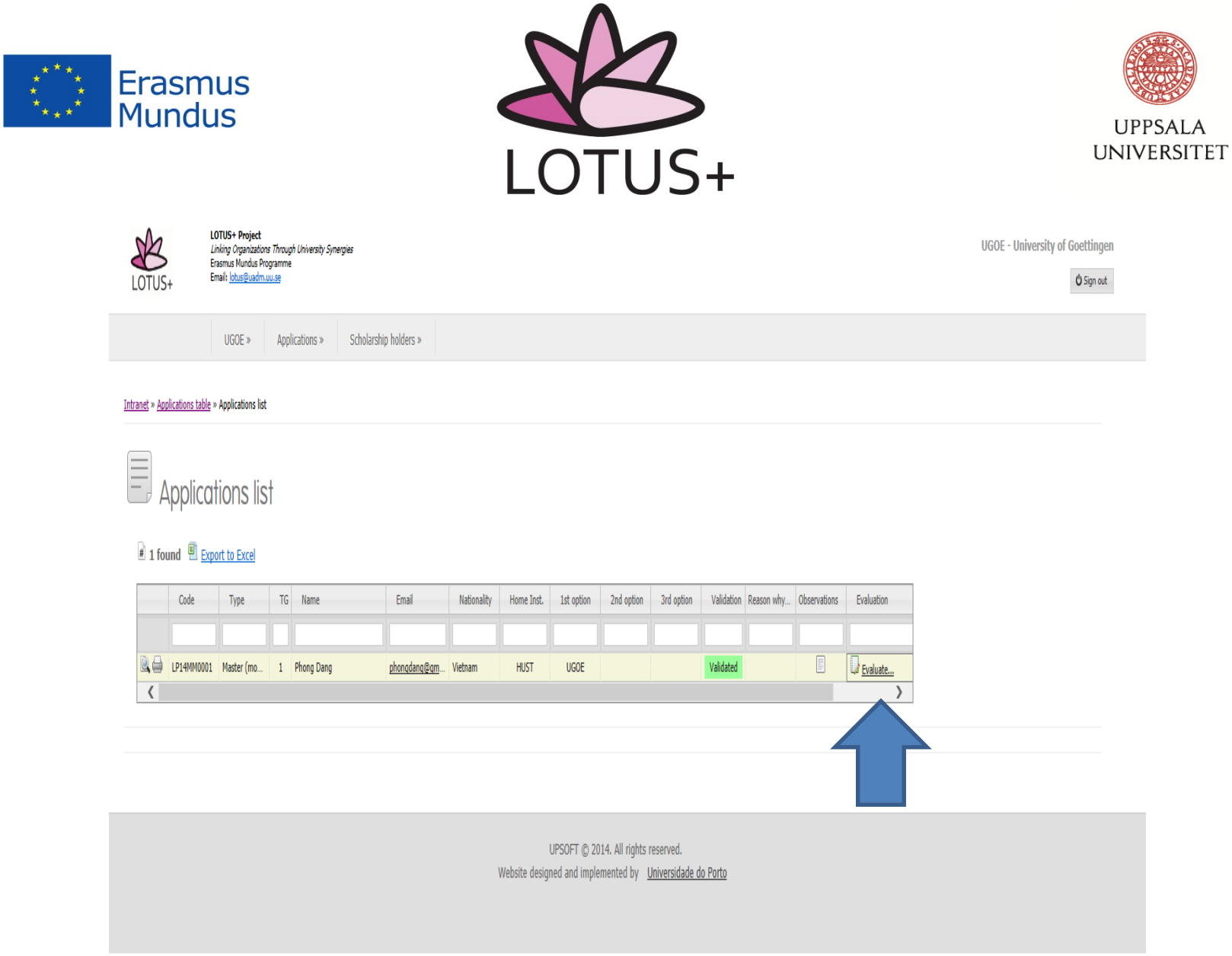


- Previous studies
- Extra academic activity
- Extra curricular activity
- Quality of letter of motivation
- PhD or post-doc:
  - Publications
  - Research proposal
- Staff applications:
  - Activity plan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Erasmus Mundus

LOTUS+

UPPSALA UNIVERSITET

Selection Committee Members:

- Coordinator (Uppsala University)
- Co-coordinator (Sichuan University)
- 2 partner universities from the European Union
- 2 Partner universities from Asia

Erasmus Mundus

LOTUS+

UPPSALA UNIVERSITET

Summary:

- Application period: November 3 – March 1, 2015
- Home universities validate applications
  (Instructions will be sent out by the Coordinator)
- Host universities evaluate applications
  (Instructions will be sent out by the Coordinator)
- Selection Committee gathers
- Results are communicated to the applicants by the Coordinator
- Preparation of mobility starts

Erasmus Mundus

LOTUS+

UPPSALA UNIVERSITET

Selection schedule

- 3/11 - 1/3 2015 Application period
- 13/3 Validations deadline
- 9/4 Evaluations deadline (mind the Easter holidays!)
- 15-16/4 Selection committee meeting
- 17/4 Results are communicated to the partners
- 21/4 Deadline for questions, comments, suggestions from partners
- 23/4 Results are communicated to the students
- 30/4 Deadline for appeals/accepting the scholarship

Erasmus Mundus

LOTUS+

UPPSALA UNIVERSITET

Selection Committee guidelines

Based on evaluations by host

Gender balance

Balance among partners/countries

Socio-economically disadvantaged candidates

TG3 (ie. Refugees, minorities, indigenous groups)

Cross-cutting issues

Agenda LOTUS+ Kick off meeting

1. Short introduction to LOTUS+
2. The LOTUS+ consortium – roles and responsibilities
3. Financial & administrative issues
4. Call for scholarships
5. Application management & selection process
6. **Implementation of mobility**
7. Visibility & Marketing
8. Final words

Implementation of mobility – preparations

Home University

- Help with courses/study programme/ research programme/activity plan
- Does the applicant need extra language support?
- Pre departure meeting (mandatory!)
- Clarify doubts about recognition
- A few words about cultural differences..

Host University

- Help with courses/study programme/ research programme/activity plan
- Invitation letter
- Information/welcome package
- Set mobility dates
- Housing
- Support for visa/residence permit

Implementation of mobility – during the mobility

Home University

- Keep in touch with "your" grantee
- Stay alert to any changes to the mobility and react to them
- Inform grantee what documents (and in what format) he/she needs to get studies recognized
- Visit them and watch them "in action"!

Host University

- Welcome ceremonies
- Practical support
- Cultural & social programmes
- International buddies/guides
- Language course (should be free!)
- Monitoring meetings
- Check on academic achievements
- Social issues?

Implementation of mobility – after the mobility

Home University

- Help the recognition process
- Take advantage of grantees experience "internationalization at home"
- Use grantee as for example speaker and during information sessions

Host University

- Provide necessary documentation to grantee & home university
- Link grantee to LOTUS-alumni and university alumni

Academic recognition

Application phase

- Describe the planned mobility in application – use learning agreement or course proposal
- Discuss the mobility with academic supervisor (or whoever can actually approve the recognition)
- LOTUS+ partner should facilitate this discussion

Before the mobility starts

- Agree with academic supervisor on study programme
- Get study programme approved by host
- Sign learning agreement
- Any changes = new signatures
- LOTUS+ partner is responsible that the steps above are taken

After the mobility

- Host sends transcripts
- Recognition process is started
- Any problems – both host/home universities responsibility to solve!

Recognition = Mandatory!

Agenda LOTUS+ Kick off meeting

1. Short introduction to LOTUS+
2. The LOTUS+ consortium – roles and responsibilities
3. Financial & administrative issues
4. Call for scholarships
5. Application management & selection process
6. Implementation of mobility
7. **Visibility & Marketing**
8. Final words

Marketing & Visibility (in theory)

- Website www.lotusplus.eu + Facebook (tba)
- Contacts with all universities in the partner countries
- Mail to alumni and previous applicants
- Contacts with organizations that can disseminate
- Promotion of consortium at other events (for instance IMPAKT)
- Promotional tour of certain countries planned for early 2015 – who wants to come with?

Partners marketing & visibility

- Use institution website/social media etc
- Contact professors and departments
- Organize fairs/information sessions
- Mass emails to potential applicants

Marketing challenge - Teams

TEAM 1 - Ann-Sophie Vanderschueren, Nguyen Canh Luong, Cai Dandan, Aude Garses, Davina Azalia Khan, Phal Des

TEAM 2 - Ho Thi To Nga, Liu Ying, Netra Bhandari, Thanyalak Choojai, Ian Andrew Grout, Ma Lan

TEAM 3 - Hoang Huu Hanh, Zhang Qi Mei Chen, Hazel Lander, Colin Mcculloch, Supreedee Rittironk, Zheng Ruqing

TEAM 4 - Lam Vu, Guan Ping, Myint Thaung, Inge Mangelschots, Tanja Falkowski

TEAM 5 - Vu Tuyet Trinh, Shi Jian, Erika Andersson, Theng Kouch, Josephine Page

TEAM 6 - Thai Linh Thu, Wang Shuo, Pimchan Piamwari, Rita Tiago, Christofer Carlsson

Marketing challenge

The challenge – *Find and recruit potential LOTUS+ applicants on the HUST Campus*

Time: 45 minutes (Rendezvous 16.15)
Aim: Get the email addresses of the interested students/researchers
Assistance: One Vietnamese student per team
How: Cafeteria? Teacher lounge? Crash a lecture? Be creative!

Reward: Winning team gets honor and super nice prizes!

Marketing & Visibility (in practice)

1. Gather in teams
2. Discuss a strategy
3. Get out on and find the students
4. Convince students to apply
5. Get the email addresses!
6. If a student is not interested or has doubts – take a note of the concerns
7. Back in the room 16.15
8. **Get super nice prices**

Visibility & marketing

- What were the major problems finding students?
- What obstacles did the students express?
- How can we address those issues?

Agenda LOTUS+ Kick off meeting

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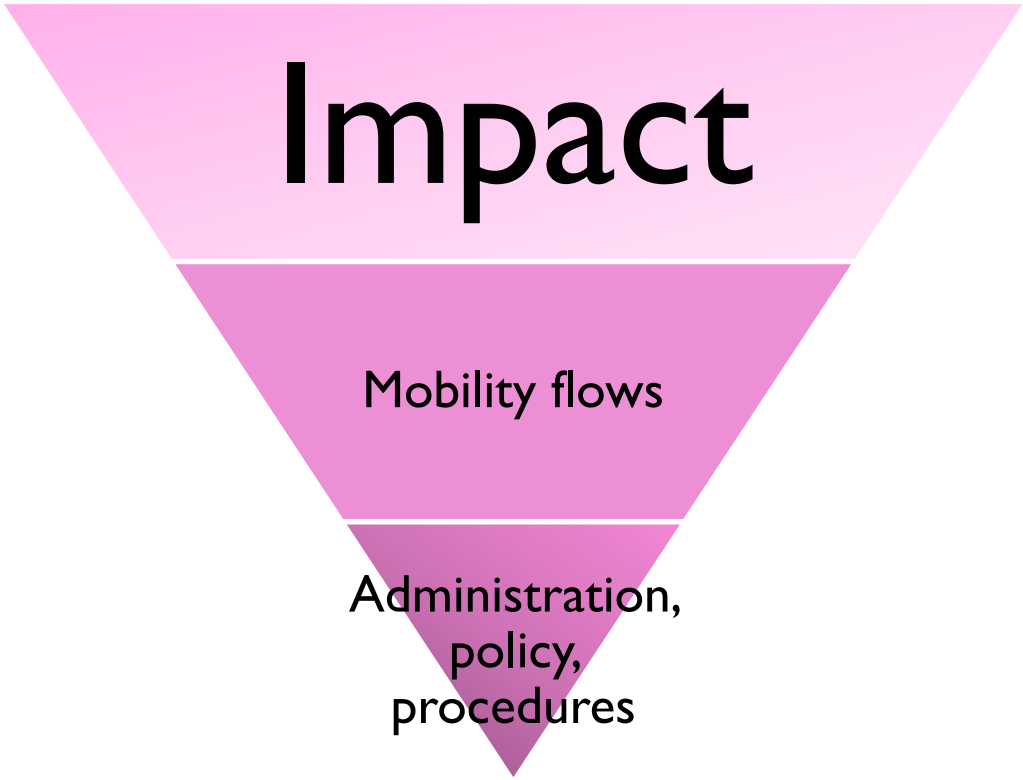
8. Final words

Tonight and tomorrow

Inauguration of Uppsala University Representative office Vietnam

University-Industry forum