

## Utrecht Network – Task Force Student Mobility

### **Guidelines for the partner universities for the Utrecht Network Mobility-scheme (Young Researcher's grant):**

#### **Purpose:**

- Short term stays especially targeting research are more in demand now and would be a useful addition to the existing mobility schemes (Erasmus+, open agreements). Also funding for mobility shorter than 3 months is difficult to obtain. Such a scheme would broaden mobility and further enhance the network's visibility among students and staff.
- Despite of the fact that within the Erasmus+ programme students can go for exchange several times and the total mobility length could be 12 months at each level UN Young Researcher's grant is still restricted to the students not eligible for Erasmus+, even though this narrows down the number of applications.

#### **Characteristics:**

- Study/research period including the application is self-organized. Students are expected to check possible research areas of the university they want to apply to and to find the supervisor by themselves. International Relations Office may offer help in finding a supervisor but it is considered that this task is part of a student's project and should be done by the student.
- Limit it to thesis research on MA, PhD level. Students are allowed to take courses as well, but priority will be given to "research-only" students
- Limit the grant to students, who are not eligible for Erasmus+
- Length of stay : 1-6 months
- Mobility period within 1 April 2017 and 31 March 2018.
- Mobility not restricted to semesters, also possible during the holidays
- Fixed grant independent of the level and length of research stay
- The mobility is not necessarily based on bilateral agreements but on the network.

#### **Application documents and procedures:**

- Application form
- Letter of motivation
- Letter of recommendation
- Letter of acceptance based on the student's research project (by an academic supervisor at the host university)

#### **1 nomination deadline per year, 20 of February.**

Home universities are in charge of promoting the mobility scheme. The application materials must be submitted to the home university (IRO/Utrecht Network contact person).

#### **Selection procedures:**

- Pre-selection of the best student at the home university. If there's more than one student per institution applying, the home university will make a ranking and forward no more than 3 applications. The applications from the universities without the ranking order will not be considered.
- Home institution must make the pre-selection procedure visible for the students.
- Home institution must make a double check if the students are eligible for Erasmus+ or not
- Leave it up to the home university to put a focus on a certain group.

## Utrecht Network – Task Force Student Mobility

- The home university forwards the applications to the contact person of Young Researchers' Mobility Scheme ([rita.vienazindiene@cr.vu.lt](mailto:rita.vienazindiene@cr.vu.lt)) for dissemination among the selection committee. The selection usually takes place during the first Task Force Student Mobility meeting of a year.
- The selection results are available and sent out by e-mail to all students and contact persons of partner universities by March 20.
- No limit to one grant per institution.
- The selection committee will aim for a fair distribution among all partners.
- The Selection Committee is composed from all the members of the Task Force Student Mobility.
- The Selection Committee will distribute the scholarships between the top-ranked applications first and then consider all other applications.

### **Selection criteria:**

- Application includes all requested documents
- Quality of application in terms of candidate (Letter of Motivation), recommendations, work plan, planning.
- Clear added value of the MA/PhD project for the home university
- The mobility offers opportunities for further cooperation between participating research groups
- Clear added value to institutional collaboration between both institutions involved

### **Financial support:**

- Up to 1000€ for a maximum of 10 students
- The research grant will be issued and transferred by UN Secretariat.
- Each sending university will be encouraged to provide additional funding for the students.

### **Documents to be handed in:**

**Before the mobility** (at the home institution (UN contact person) to be forwarded to contact person of Researchers' Mobility Scheme)

- application materials
- financial agreement

**After the mobility** (to be kept at the home university):

- Final report
- Confirmation of host university (to be kept at the home university)

The home university will keep a copy of all the documents.

### **Promotion:**

- Website, newsletters, facebook (if applicable at respective universities)