



## APPLICANT'S GUIDE

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## What is NOVA DOMUS – CHEMEDPHO?

The NOVA DOMUS - CHEMEDPHO consortium is formed by 12 partner universities who deliver the broadest and most comprehensive offerings in doctoral courses, focused this time on Medical sciences, Natural sciences and Engineering technology.

One main objective of NOVA DOMUS - CHEMEDPHO is to create a network of excellence that would encourage the transversal flow of knowledge.

The consortium aims at forming a new generation of investigators that will be able to exploit (and further enhance) cutting-edge areas of expertise in multi-disciplinary work teams.


Another objective is to generate interdisciplinary and transdisciplinary scenarios where the participants could find complementarities for their formation.

To achieve these goals, NOVA DOMUS – CHEMEDPHO offers a funded mobility scheme for doctoral students (research purposes), post-doctoral researchers and academic/administrative staff.





## Who are the Consortium Partners?

Coordinator			
Country	University		Contact
Spain	 Universitat de Barcelona	<a href="http://www.ub.edu">Universitat de Barcelona</a>	Amparo Cortés Lucas <a href="mailto:novadomus@ub.edu">novadomus@ub.edu</a>






## Co-coordinator

Country	University	Contact
United States	 <b>BROWN</b>	<a href="http://www.brown.edu">Brown University</a> Kendall Brostuen <a href="mailto:kendall_brostuen@brown.edu">kendall_brostuen@brown.edu</a>


## Partners

Country	University	Contact
Canada	 <b>DALHOUSIE UNIVERSITY</b> <i>Inspiring Minds</i>	<a href="http://www.dalhousie.ca">Dalhousie University</a> Dieter J. Pelzer <a href="mailto:dpelzer@dal.ca">dpelzer@dal.ca</a>
Sweden	 <b>LUNDS UNIVERSITET</b>	<a href="http://www.lu.se">Lund University</a> Anne Messeter <a href="mailto:anne.messeter@er.lu.se">anne.messeter@er.lu.se</a>
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Canada	 a place of mind THE UNIVERSITY OF BRITISH COLUMBIA	<a href="http://www.ubc.ca">The University of British Columbia</a> Keith Culver <a href="mailto:keith.culver@ubc.ca">keith.culver@ubc.ca</a>

## Partners

Country	University	Contact
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Italy	 <p>ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA</p>	<p><u><a href="#">University of Bologna</a></u></p> <p>Ferruccio Quercetti <u><a href="mailto:ferruccio.quercetti2@unibo.it">ferruccio.quercetti2@unibo.it</a></u></p>
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## Partners

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## Associate partners

Country	University	Contact
Spain		<p><u><a href="#">ICFO - The Institute of Photonic Sciences</a></u></p> <p>David Artigas <u><a href="mailto:david.artigas@icfo.es">david.artigas@icfo.es</a></u></p>
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Spain		<p><u><a href="#">Universitat Politècnica de Catalunya (UPC- BarcelonaTech)</a></u></p> <p>Helena Martinez <u><a href="mailto:mob.int@upc.edu">mob.int@upc.edu</a></u></p> <p>Berenice Martin berenice.martin@upc.edu</p>

## Associate partners

Country	University	Contact
United States		Robert Derrik <a href="mailto:robertd@uga.edu">robertd@uga.edu</a>

### In which thematic fields of study may I apply?

The project is focused on:

**Medical Sciences**

*Public Health*

*Medical Technology*

*Biomedicine*

*Others – Medical Sciences*

**Natural Sciences**

*Physics (Photonics)*

*Chemistry*

*Biochemistry*

*Others – Natural Sciences*

**Engineering, Technology**

*Material Sciences*

*Chemical Engineering*

*Electrical Engineering*

*Others - Engineering, Technology*



## How many scholarships are available in the extraordinary call?

North American applicants who want to make research in Europe (only at consortium universities)		
Level of Studies	Length	Number of Positions Available
Doctorate	11 months	4 TG1
Post-Doctorate	6 months	5 TG1 2 TG2

European applicants who want to make research in North America (only at consortium universities)		
Level of Studies	Length	Number of Positions Available
Doctorate	11 months	18 TG1 1 TG2
Post-Doctorate	6 months	2 TG1

## Can I apply for a NOVA DOMUS scholarship?

In our extraordinary call, the following eligibility rules apply:

**1. Mobilities can only be:**

- a. From Europe (**European citizens**) > to USA or Canada
- b. From USA or Canada (USA or Canada **citizens**) > to Europe  
*(e.g. If you are European you cannot apply for a scholarship to an European University).*

**2. There are two Target Groups:**

Target Group 1 (TG1): Candidates registered / working in a Partner Institution. This option is available to US, Canadian and EU candidates.



Target Group 2 (TG2): Candidates registered / working in a Higher Education Institution (HEI) (e.g. University of Europe, USA and Canada that is NOT a member of the NOVA DOMUS – CHEMEDPHO consortium.

### **European applicants**

In order to be eligible, European doctoral, post-doctorate and staff candidates, referred to as "European students":

1. Must be a national of an EU Member State;
2. For Target Group 1 (TG1): students/researchers need to be registered/enrolled at one of the European High Educational Institutions within the NOVA DOMUS partnership at the time of submitting their application to the partnership and keep being enrolled for the whole duration of a prospective NOVA DOMUS mobility.
3. For Target Group 2 (TG2): students/researchers need either to be registered/enrolled in an HEI (not included in the partnership) of any European country and keep being enrolled for the whole duration of a prospective NOVA DOMUS mobility, or to have obtained a university degree or equivalent from an HEI of any European country;
4. Must have sufficient knowledge of one of the languages currently spoken in the hosting universities.

### **Canadian or American applicants**

In order to be eligible, doctoral, post-doctorate and staff applicants

1. Must be nationals of one Canada or the USA;
2. For Target Group 1 (TG1): applicants need to be registered at /employed by one of the North American HEIs within the NOVA DOMUS partnership at the time of submitting their application to the partnership.
3. For Target Group 2 (TG2): applicants need either to be registered in / employed by a North American HEI (not included in the partnership) or to have obtained a university degree or equivalent from a North American HEI;





**4. Must have sufficient knowledge of one of the languages currently spoken in the hosting university.**

3. There are two **types of mobilities**:

#### **PhD**

**1. Candidates must be enrolled in a PhD programme in the same field of study at the time of their NOVA DOMUS application and keep being enrolled for the whole duration of a prospective NOVA DOMUS mobility. 2. The research topic and activities to be developed must find a match with the research lines of the PhD programme.**

#### **Post-doc**

**Candidates must hold a Doctoral degree.**



## How do I register into the on-line system?

Applications must be filled in and submitted on-line through the Project's website:  
<https://emecw.gis.lu.se/apply/?lot=NOVADOMUS>

**You do not have a complete application until you have done all three steps.** All applications and required documents must be submitted through our online forms. We do not accept applications or required documents sent through email.

**Step 1:**

Start by registering an account on this page. It is very important that you provide a **valid email address** and that you make sure to **keep it active** because some free email providers disable accounts that are not used for a duration of time (usually a few months) so check the situation with your email provider.

**Step 2:**

After you have successfully created an account you will receive your personal link to the application form. The link will be sent in an email to the address you enter on this page. **If you do not receive an email from us within a few hours please make a new registration with an email address from a different provider.** You can use that link to apply for several Universities and courses. You only have to fill in your personal information the first time.

**Step 3:**

When you submit an application you will receive a confirmation that we have received it. That confirmation also contains the link to your personal upload page. You have to upload all required documents to have a complete application. **Only closed applications will be considered during the selection process.**

**Caution!** During the application process you should never have two or more applications open in your web browser at any time as this could affect your applications in a harmful way.

All correspondence during the selection process will be by email. If you do not have an email address we recommend [Gmail](#).

Please fill in the form below. After you submit a confirmation email will be sent to you. Note that this is just the registration. You submit applications after you have received the confirmation email from this registration.

★ First name (given name)

Middle name

★ Last name (family name)

★ Email address

Submit



## How do I complete and submit my application?

The application form **must be COMPLETED in English** even if the candidate applies for an institution that uses a different language.

**Please remember clicking on the “Save” button after completing each section to avoid losing data.**

**Please note that all fields marked with an asterisk (\*) are compulsory.**

The application form consists of the following sections:

- **Personal information**
- **Type of scholarships in priority order (maximum 2)**
- **Educational record**
- **References**
- **Motivation Statement**
- **How did you come to know about the External Cooperation Window program**
- **DOCUMENT UPLOAD:**

The documents you must upload are:

**Passport** (only scanned signature/photo page)

**Current Resume or CV**

**Official Language Test** (optional)

**Proof of registration / engagement**

**Official Transcript of Diploma/s or Degree/s**

(for PhD and postdoc mobilities only)

**2 Recommendation letters** (for PhD and postdoc mobilities only)

**Description of Research Plan**

PhD

A brief research project proposal that must be coherent with the research and learning objectives of the hosting PhD programme and must be drafted together with the prospective Academic supervisor.

**Invitation letter**

PhD

Candidates must upload a pre-acceptance letter issued by the PhD coordinator (use the contact detail provided at the academic offer <http://novadomus.ub.edu/academic-programs>) where the name of the academic supervisor is also specified and that supports the research plan proposed by the candidate.



Post-doc

A pre-acceptance letter issued by the Head of the Department must be uploaded. The pre-acceptance letter must specify: name of the specific academic supervisor, prospective mobility period, working language, support of the proposed research project. Expected activities to be carry out: joint research, attending seminars.

**Institutional approval from the host NOVA DOMUS university officer.**

You need to fill in **all required information** in order to be able to save the form. But then you can go back and change the information later.

You can make any changes to the application as long as it has not been closed and the application period is still open.

### **Can I change my application once submitted?**

No, once the application is submitted it is recorded and a registration number is assigned to it, so it is no longer possible to make any amendments. Therefore, please make sure everything is correct before clicking on the FINAL button.

It is highly recommended that, after submitting the application form, applicants save a copy of the digital document and print it.

If you "Send" the application by mistake, please register again with a different user-name and password and start a new application. It is also a good idea to send an e-mail to [novadomus@ub.es](mailto:novadomus@ub.es) to inform project staff about this situation.

As a general rule, if a candidate sends more than one application form, the last one shall prevail.

### **What is the deadline for submitting my application?**

In order to facilitate the registration and application process, the consortium has decided to extend the application period from January the 11st until April the 23th 2016.



### **How are candidates selected?**

1. Once the application procedure closes, all partners will have 2 weeks to check the eligibility of their candidates.
2. Later on, all institutions will receive the candidates' applications (as home and host institution) for assessment and ranking. All partners will have 4 weeks for sending the ranking and assessment documents to UB.
3. UB will provide the global list of candidates and their assessment marks to the members of the Selection and Recognition Group.
4. The Selection and Recognition Group will establish the distribution of grants according to the balance of mobility flows between partners, promotion of equal opportunities, gender balance and social equity.
5. All partners will be informed of the list of their incoming grantees for final approval.
6. UB will contact all the candidates and inform them of the results.
7. UB will send the final list of selected candidates to the EACEA.

### Candidates grading

<b>DOCTORATE / POSTDOCTORATE</b>	<b>HOST UNIV</b>
<b>Academic merit (Scientific achievement and background)</b>	<b>0-40</b>
<b>Outline of the Research Plan</b>	<b>0-30</b>



Personal and Professional motivation (motivation statement and CV)	0-30
<b>TOTAL</b>	<b>0-100</b>

### Appeal Process

Candidates who are not selected will have a 10-day appeal period after the publication of the results.

Appeals against the academic judgement of the evaluator will not be taken into account. In case you want to submit an appeal you must send an e-mail to [novadomus@ub.edu](mailto:novadomus@ub.edu) with the following information:

- Full name
- Application reference code (the one you get automatically when you send the electronic application form)
- Motivation for the appeal.

### Approximate Timetable

- **On-line Call for Applications:** 11st January 2016- 23th April 2016
- **Validation** from Home Universities: End of April 2016.
- **Evaluation** by Host Universities: Until Mid May 2016.
- **Selection Committee:** 4<sup>th</sup> week of May 2016
- **Final list of selected candidates and reserve list (approx.): June 2016**
- **Appeal Process:** Candidates who are not selected will have a 10-day appeal period after the publication of the results.

**When must I arrive at the host institution?**



Doctorate and post-doctorate mobilities must begin compulsorily **before 30<sup>th</sup> July 2016 (those corresponding to mobilities of 11 months)**; each partner university will agree with selected candidates the starting date of the mobility at the host university.

### **Additional information**

Please visit the NOVA DOMUS official website for further information; you can access through: <http://novadomus.ub.edu/>

Keep updated and share comments and ideas by liking NOVA DOMUS on Facebook or following @NOVADOMUSCHEMED on Twitter!

Each partner university has its own NOVA DOMUS Coordination Office. Please contact your local coordinator <http://novadomus.ub.edu/partners> if you need help.

**DON'T FORGET TO CHECK RESEARCH TOPICS in our academic offer**  
<http://novadomus.ub.edu/academic-programs>