



# Application guidelines

## Digital Labs: teachers of exact and natural sciences

### 1. House of Europe

House of Europe is a EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU\*<sup>1</sup> 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: teachers of exact and natural sciences

Digital Labs bring together educators from all over Ukraine to overcome common challenges of teaching exact sciences and introducing IT solutions in classes.

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<sup>1</sup> 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.



You will learn about the effective solutions during lectures with experts from the EU\* and Ukraine, come up with new ideas during workshops, and in a team with other participants will design and present a solution to a pressing issue of modern education.

Members of teams that prepare the best methodologies will get stipends of up to EUR 500 for further professional advancement.

### 3. What is the structure of the Digital Lab?

- Lectures and workshops, where you will learn 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 you created in a team with other participants to a jury where you will get an outside view and the opportunity to compete for scholarships for further professional advancement

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### 4. 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.

### 5. 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.

For each topic, we identify the most pressing challenges. For instance, participants of the Digital Lab dedicated to the digitalisation of primary education worked to mitigate the lack of means to control the quality of learning material by students in online education.



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

#### 6. How does Digital Lab work?

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.

#### 7. What is the duration of the Digital Lab?

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.
- One day of the projects' presentations to a jury.

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#### 8. 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.

#### 9. When will the Digital Lab take place?

The Digital Lab dedicated to innovations in the teaching of exact and natural sciences will run **from 5 to 13 February 2021**.

#### 10. Who can participate in the Digital Lab?

- School teachers of exact sciences participating in educational reform
- Headteachers interested in introducing IT solutions in the educational process



- Methodological teachers and educational specialists working on the improvement of teachers' qualifications in the use of IT solutions in classes

## 11. What are the requirements for participants?

- At least three years of experience in the field of education
- Ukrainian citizenship<sup>2</sup>
- At least 18 years of age

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

## 12. How to apply?

To apply, you should submit an application along with supporting documents via our [online platform](#).

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You must submit your application using the 'Submit entry' button [by Tuesday 30 November 2021, 15.00 Kyiv time](#).

Be careful, as you will not be able to submit the application after the deadline.

## 13. 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.

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

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<sup>2</sup> 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.



important communication from us regarding the status of your application if you do not provide your consent.

#### 14. How do I fill in an online application?

Fill in the information in the online application in Ukrainian:

<b>Field 'Chapter'</b>
Digital Labs: educators
<b>Field 'Open call'</b>
Digital Lab: teachers of exact and natural sciences
<b>Field 'Entry name'</b>
Enter your first and last name
<b>Tab 'Details'</b>
<ul style="list-style-type: none"> <li>▪ First and last name</li> <li>▪ Gender</li> <li>▪ Place of residence</li> <li>▪ Postal address</li> <li>▪ Email address</li> <li>▪ Telephone number</li> <li>▪ Place of work</li> </ul>
<b>Tab 'Questions'</b>
<ul style="list-style-type: none"> <li>▪ Are you an internally displaced person?</li> <li>▪ Are you a disabled person?</li> <li>▪ What is the population of your place of residence?</li> </ul>
<b>Tab 'Motivation'</b>

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- 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.

#### Tab 'Attachments'

- CV
- Two letters of recommendation
- Scanned copies of the first pages of the passport

#### Tab 'Consent'

- Please confirm that you have read and understood the programme conditions

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- 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: [kateryna.alyмова@houseofeurope.org.ua](mailto:kateryna.alyмова@houseofeurope.org.ua).

### 15. 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 passport<sup>3</sup>. We will check whether you are of full age and have Ukrainian citizenship.

Please note that if you do not attach the requested documents, we cannot consider your application.

## 16. 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.

## 17. How will my application be evaluated?

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Your application will go through two stages of assessment.

First, your application will be reviewed technically to confirm that it was submitted on time, includes answers to all questions on the application form and has the mandatory attachments.

If your application is compliant with that, our experts will evaluate it according to the following criteria.

### Selection criteria

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<sup>3</sup> 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.



1.	<b>Motivation</b>	<ul style="list-style-type: none"> <li>▪ What is the personal and professional motivation of the applicant to participate in Digital Lab: educators?</li> <li>▪ What are the end goal and expected results from participation?</li> <li>▪ What long-term impact will the programme have on the applicant?</li> </ul>
2.	<b>Professional relevance</b>	<ul style="list-style-type: none"> <li>▪ How relevant is the participation in the programme for the professional development of the applicant?</li> </ul>
3.	<b>Expected long-term results</b>	<ul style="list-style-type: none"> <li>▪ Does the applicant plan to share the experience gained within his / her professional sector in Ukraine? How?</li> </ul>
<b>Additional selection criteria</b>		
4.	<b>Participation in similar programs</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>

**1B. What are the next steps?**

- Your application will go through the technical review and assessment by the experts. It takes several weeks.





- You will receive the results of the assessment through an email sent by the end of December 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 ask you to provide a short bio. Later we will also share an email with the date of the first session, a link to the Zoom conference, and additional materials.

## 19. 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](#).

## 20. Timeline

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Launch of the open call – 20 October 2021

Deadline for application – Tuesday 30 November 2021, 15.00 Kyiv time

Announcement of results – by the end of December 2021

Digital Lab: teachers of exact and natural sciences – 5-13 February 2021

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

## 21. Personal data protection

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

## 22. Contacts

If you have any questions, feel free to write to [kateryna.alyмова@houseofeurope.org.ua](mailto:kateryna.alyмова@houseofeurope.org.ua). We will do our best to help you.