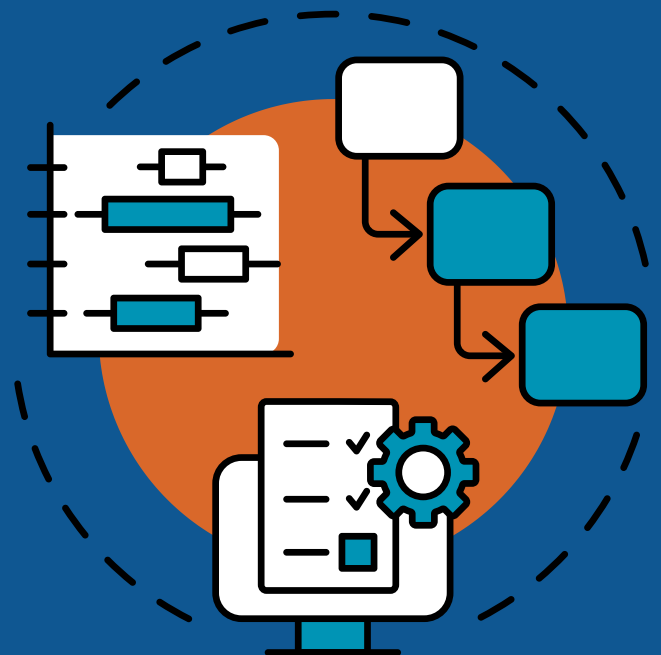


# CANDIDATE GUIDE TO THE EUGLOH MANAGEMENT TOOL



# What is EUGLOH?

The European University Alliance for Global Health (EUGLOH) is a strategic partnership between 9 universities:

- Université Paris-Saclay (UPSaclay),
- Lund University (LU).
- University of Szeged (USZ).
- University of Porto (UPorto).
- Ludwig-Maximilians-Universität München (LMU).
- University of Alcalá (UAH).
- UiT The Arctic University of Norway (UiT).
- University of Novi Sad (UNS).
- Universität Hamburg (UHH).

in the context of the European Commission's European Universities Initiative.

Within the EUGLOH alliance, a balanced interfaculty consortium of researchers and students are developing interdisciplinary activities, particularly in education and training, related to Global Health. Combining expertise and scientific infrastructure in fields such as biomedicine, life sciences and social sciences, our inter-campus initiative will tackle a variety of challenges related to well-being and public health.



# EUGLOH ACTIVITIES AND EVENTS

The Alliance provides a diverse offering of **short-term courses, workshops, summer schools, seminars and conferences** catered to learners at all stages of their educational careers – from bachelor’s students to staff seeking professional development opportunities. Take a look at all EUGLOH has to offer in terms of **learning opportunities and funding options** through **EUGLOH’s website!**

# How to Apply to an EUGLOH Activity or Event

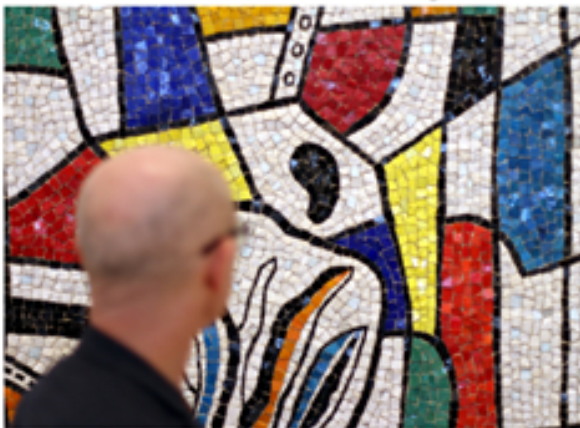
1. Please access the main website: <https://eugloh.eu/>
2. There you will find the **Index of Activities and Events**.
3. Those activities or events that have an **open call for registrations**, are signaled with **“Open” in green**. Those which are assigned as **“Closed” in yellow** are not open for registration.
4. Please choose the activity or event you want to apply to; and click on **“Apply now”** button.



## Open Activity

## Closed Activity

Arts, Creative Health, and Well-being



**Mode** Blended  
**Date** 4 Nov 2024 — 16 Jan 2025  
**Location** Online and at Lund University  
**Contact Person** EUGLOH at Lund University  
 eugloh@er.lu.se

**Call for Applications** **Open**

**Current call**  
 1 May 2024 — 15 Sep 2024  
[Apply now](#)

[More info...](#)

Summer School of the Graduate School of Law



**Mode** Blended  
**Date** 17 Jun 2024 — 21 Jun 2024  
**Location** Online and in person (UPSaclay)  
**Contact Person** Veronique MAGNIER & Noémie MOUTTY  
 graduate-school.droit@universite-paris-saclay.fr

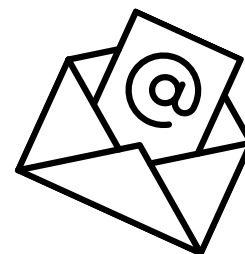
**Call for Applications** **Closed**

**Last call**  
 1 May 2024 — 31 May 2024

[More info...](#)

## 5. Introduce your e-mail address

## 6. A link will be sent to your e-mail address



### Sign in

The *magic link* was sent to: [REDACTED]  
 If you do not see the email in a few minutes, check your "junk mail" folder or "spam" folder.

The link expires within 10 minutes from now.

## 7. Click on the link sent to your e-mail address.

Please make sure the link is not in the SPAM folder.

# How to Apply to an EUGLOH Activity or Event

8. You then need to create your Applicant Profile, if you haven't created one yet.

If you already have a profile, the system will automatically advance to the next step, the Application form.

### Create Applicant Profile

Fields with \* are required.

**Full-name**  
(according to ID document)

First Name \*  Middle Names  Last Name \*

Gender \*  Birthdate \*  Place of Birth \*

Nationality \*

Type of Identification \*  ID Number \*  ID Expiration

Institutional ID Number \*   
The student or staff number/code within the institution.

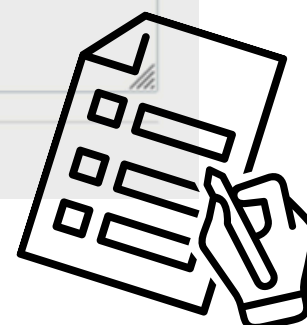
Telephone number \*   
Please include your country's international dialing code.

**Address**

Address Street and Number

Address Postcode  Address City  Address Country

Special Needs  Dietary Restrictions



# How to Apply to an EUGLOH Activity or Event

9. According to the call that you have selected to apply to, the “Application form” will appear to be filled in:

## Application form

Fields with \* are required.

Home Institution \*

Other Organisation (eg. associated partners, research and innovation institutes, companies, public authorities, incubators, start-ups, etc)

Institution Division

Department (if applicable)

Type of applicant \*

Expected benefits for your studies / career / every-day life \*

Have you previously applied to an international mobility programme (e.g.: Erasmus+)? \*

I consent to the use of **images of myself** for educational or promotional purposes in the context of this activity \*

I consent to the use of **voice recordings of myself** for educational or promotional purposes in the context of this activity \*

I consent to the use of **video recordings of myself** for educational or promotional purposes in the context of this activity \*

Do you have Eduroam? \*

Are you a participant with fewer opportunities? \*

Do you need a visa to participate in this activity? \*

I confirm that I fulfill the requirements for this activity \*  
 I hereby declare that the information provided in this form is true and correct. \*

For more information about how data will be processed, see the [Privacy Policy](#).

[Application form](#) -- [Documents upload](#) -- [Submit application](#)

10. After you have filled in the form, the **list of documents to be uploaded** for the selection process for this activity appears as follow (example). Click on the “Upload” button after you have added all the documents.

## Documents upload

**✗ Proof of enrollment**  
Browse... No file selected.

**✗ Transcript of Records**  
Browse... No file selected.

**✗ CV**  
Browse... No file selected.

**✗ Letter of motivation**  
Browse... No file selected.

Upload →

[Application form](#) ↔ [Documents upload](#) → [Submit application](#)

## Documents upload

**✔ Proof of enrollment**  
proof-of-enrollment.pdf

**✔ Transcript of Records**  
transcript-of-records.pdf

**✔ CV**  
cv.pdf

**✔ Letter of motivation**  
letter-of-motivation.pdf

Upload →

[Application form](#) ↔ [Documents upload](#) → [Submit application](#)

Submit application

The form is valid and the application can be submitted.  
To formally submit your application, press the “Submit application” button.  
There will be a confirmation email sent along with the generation of an application code.  
The application cannot be changed after it has been submitted.

11. After the documents are uploaded the application can be submitted. Click on “Submit Application” to submit the documents



# How to Apply to an EUGLOH Activity or Event

12. The following will appear, proving that the application was successfully submitted.

## Application form

The application was submitted.

Congratulations!  
Your application was submitted successfully with the code **EH24RSC0015**.

[View application](#)

13. It is possible to check the application that you just submitted by clicking on “**View Application**”

## Application form

<b>Activity</b>	Activity <del>Category</del>
<b>Host Institution</b>	UPSaclay - Université Paris-Saclay , France
<b>Code</b>	<u>EH24RSC0015</u>
<b>Submitted</b>	2024-01-31 15:42:25
<b>State</b>	Submitted

## How to Apply to an EUGLOH Activity or Event

14. It is possible to see your applicant profile by selecting “Applicant Profile” (on top of the application form)



### 15. Participation Documents:

Once you have been selected for one activity, you can check the Participation documents that will be needed (click in the yellow button), and upload the missing requested documents.

#### Participation documents

The screenshot shows a 'Participation documents' section with five rows of requirements. Each row has a status icon (red X or green checkmark), a title, a file icon, a filename, and a 'Browse...' button. The 'Bank account details', 'Proof of attendance', and 'Completion Certificate' rows have a red X and 'No file selected.' below the 'Browse...' button. The 'Transcript of records' and 'Proof of enrollment' rows have a green checkmark and a filename below the 'Browse...' button. At the bottom of the section is a blue 'Upload →' button.

#### Applications



Created	Activity	Submitted	Code	State	Actions
2024-06-05 15:48:21	Arts, Creative Health, and Well-being	2024-06-05 16:22:28	EH24ADM0001	Selected	<a href="#">View application</a> <a href="#">Participation Documents</a>

## How to Apply to an EUGLOH Activity or Event

16. Select the necessary documents, and upload them. Click on the “Upload” Button.



### Participation documents

**Bank account details**

 bank-account-details.pdf 



No file selected.

**Transcript of records**

 transcript-of-records.pdf 



No file selected.

**Proof of attendance**

 proof-of-attendance.pdf 



No file selected.

**Completion Certificate**

 completion-certificate.pdf 

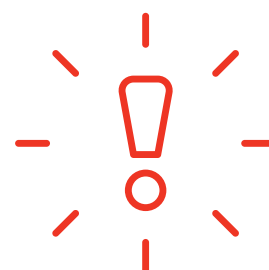
No file selected.

**Proof of enrollment**

 proof-of-enrollment.pdf 

No file selected.

17. After your participation in the Activity, it may be possible that some more documents are requested. Keep an eye on what follows.





**Contact:**

**EUGLOH Secretariat**

EUGLOH - European University Alliance for Global Health  
<https://www.eugloh.eu/>

[secretariat@eugloh.eu](mailto:secretariat@eugloh.eu)

**Contacts:**

[communications@eugloh.eu](mailto:communications@eugloh.eu)