

# CANDIDATE GUIDE

TO THE EUGLOH  
MANAGEMENT TOOL



Co-funded by  
the European Union

# WHAT IS EUGLOH?

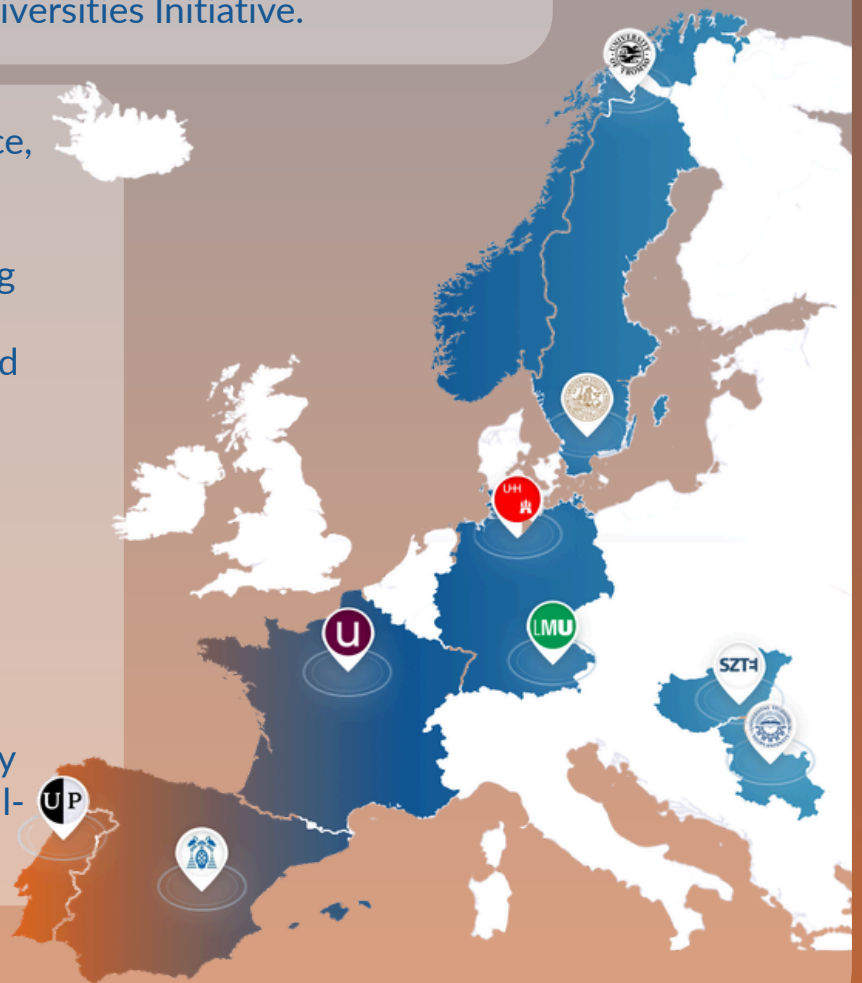
The European University Alliance for Global Health (EUGLOH) is a strategic partnership between nine universities:

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

This partnership takes place 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 FOR A EUGLOH ACTIVITY OR EVENT

1. Please access the main website: <https://www.eugloh.eu/>
2. There you will find an [overview 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

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...](#)

## Closed Activity

Summer School of the Graduate School of Law



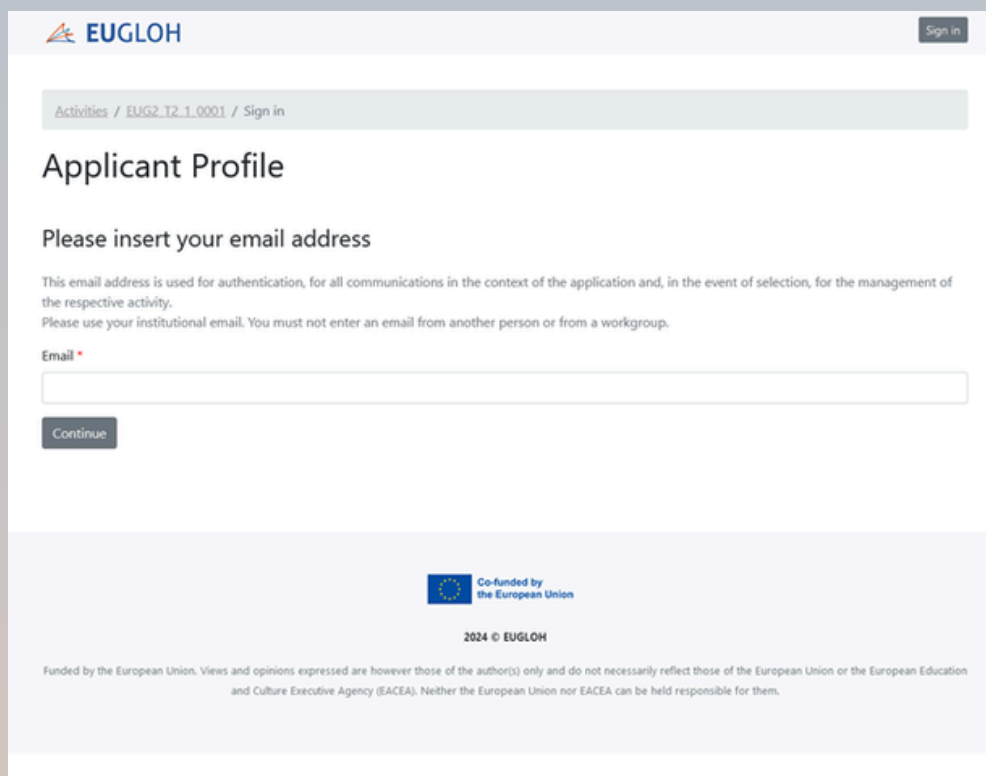
**Mode** Blended  
**Date** 17 Jun 2024 — 21 Jun 2024  
**Location** Online and in person (UPSaclay)  
**Contact Person** Veronique MAGNIER & Noémie MOUTTY  
graduate-school.droit@universite-paris-saclay.fr

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

Last call  
1 May 2024 — 31 May 2024  
[More info...](#)

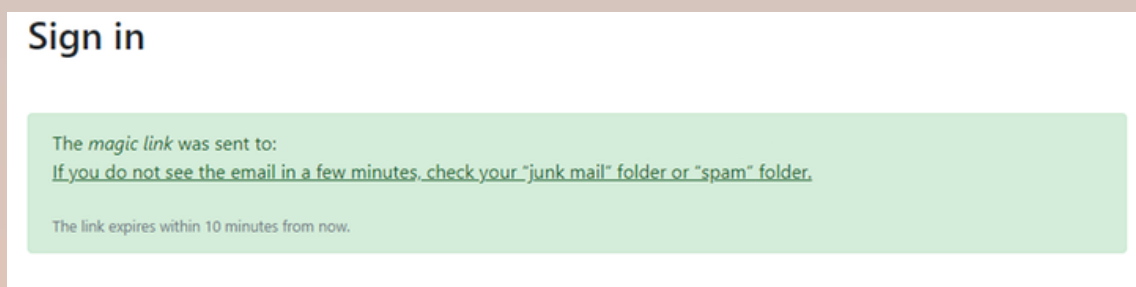
# HOW TO APPLY FOR A EUGLOH ACTIVITY OR EVENT

## 5. Enter your email address



The screenshot shows the EUGLOH website interface. At the top left is the EUGLOH logo, and at the top right is a 'Sign in' button. Below the header is a breadcrumb trail: 'Activities / EUG2\_T2\_1\_0001 / Sign in'. The main heading is 'Applicant Profile'. Below this is the instruction 'Please insert your email address'. A paragraph explains that the email is used for authentication and communication, and advises using an institutional email. There is a text input field labeled 'Email' with a red asterisk, and a 'Continue' button below it. At the bottom, there is a 'Co-funded by the European Union' logo and a copyright notice: '2024 © EUGLOH'. A small disclaimer at the very bottom states: 'Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.'

## 6. A link will be sent to your email address



The screenshot shows the 'Sign in' page. A green message box contains the text: 'The magic link was sent to: 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 email address.  
Please make sure the link is not in the SPAM folder.

# HOW TO APPLY FOR A EUGLOH ACTIVITY OR EVENT

8. You will then need to create an applicant profile if you have not already done so.

If you already have a profile, the system will automatically proceed 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 \*

dd / mm / yyyy

Nationality \*

Type of Identification \* ID Number \* ID Expiration

dd / mm / yyyy

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 FOR A EUGLOH ACTIVITY OR EVENT

9. Once you select the call you wish to apply for, the application form will appear for you to complete:

## Application form

Fields with \* are required.

Home Institution \*

(Other...)

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

Institution Division

(none)

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](#).

Save

Application form -- Documents upload -- Submit application

# HOW TO APPLY FOR A EUGLOH ACTIVITY OR EVENT

10. After you have filled in the form, the list of documents to be uploaded for the selection process for this activity appears as follows (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 FOR A 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 **EH24RS**

[View application](#)

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

## Application form

<b>Activity</b>	<a href="#">Activity for</a>
<b>Host Institution</b>	UPSaclay - Université Paris-Saclay , France
<b>Code</b>	<a href="#">EH24RS</a>
<b>Submitted</b>	2024-01-31 15:42:25
<b>State</b>	Submitted

# HOW TO APPLY FOR A EUGLOH ACTIVITY OR EVENT

14. You can view your applicant profile by selecting “Applicant Profile” at the top of the application form:

**User** [Applicant Profile...](#)

**Activity** EUG2\_T2\_1\_0001 - Arts, Creative Health, and Well-being [More info...](#)

## 15. Participation Documents:

Once you have been selected for an activity, you can review the required participation documents by clicking the yellow button and upload any missing documents.

### Participation documents

**✗ Bank account details**  
 No file selected.

**✓ Transcript of records**  
  No file selected.

**✗ Proof of attendance**  
 No file selected.

**✗ Completion Certificate**  
 No file selected.

**✓ Proof of enrollment**  
  No file selected.

### 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 FOR A 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 participating in the activity, you may be asked to provide additional documents. Please keep an eye on any further requirements.




## Contact:

EUGLOH Secretariat

EUGLOH - European University Alliance for Global Health

 <https://www.eugloh.eu/>

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

