

The EuroScholars Program

A European Academic Research Experience

Your role as the Research Project Supervisor

Please copy your Higher Institutional Coordinator on all email communication with the participating student.

ABOUT EUROSCHOLARS

The EuroScholars program is a research-focused study abroad program for outstanding North American students (US and Canadian). They will be primarily undergraduates in their 3rd or 4th year of university study. Each participant will attend one of research intensive universities (all [LERU members](#)) for a semester, where he/she will join an existing academic research team. In order to earn a full semester of credit, they will actively participate in the established research project as well as take a Language and Culture Course, a Methods and Literature Review independent study under the project supervisor's guidance and, if appropriate, one elective course in their field of study. The program is individually built around the selected research project the student has selected during their Application phase and the project details will be established in close dialogue with you as the project supervisor. The application process is largely guided by International Studies Abroad (= ISA), a US organization dealing with sending students abroad. Throughout the process they will be in touch with all parties and they host the email address euroscholars@studiesabroad.com

THE ROLE OF THE HOST INSTITUTIONAL COORDINATOR

The Institutional Coordinator is the central contact person at the host university for the student, the Research Project Supervisor, the European Manager of the EuroScholars program (based at Leiden University, the Netherlands), and the Coordinator of the ISA/EuroScholars Office in the U.S. The Institutional Coordinator will organize the practicalities for the EuroScholars student like providing information, assisting with the required paperwork such as student visa requirements, registration at town hall, coordinating accommodation, introduction program upon arrival, registration for language/culture courses and other tasks as applicable.

HOW DO STUDENTS FIND YOUR RESEARCH PROJECT?

Students will find the EuroScholars research abroad program through their home study abroad offices and through the [EuroScholars website](#) and the [ISA website](#). Students will read about the program and review all available research projects at the participating European universities. Once they have narrowed down their project interest, they will apply to the program using an online application form found at the EuroScholars website. The application will include their academic record/transcript of prior study, faculty references, a curriculum vitae/resume and a Statement of Interest articulating why they are applying to participate on the Research Project. Students will list their preferred projects and preferred universities on that application form.

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Who is your Institutional Coordinator for EuroScholars?

| Institution | Name | Email |
|----------------------|-----------------------|--|
| Leiden University | Ms. Usha Mohunlol | u.c.mohunlol@sea.leidenuniv.nl |
| KU Leuven | Ms. Anneleen Cornelis | anneleen.cornelis@kuleuven.be |
| University of Geneva | Ms. Frédérique Auger | Frederique.Auger@unige.ch |
| | Ms. Daniela Sauge | Daniela.Sauge@unige.ch |
| LMU | Ms. Barbara Habermann | Barbara.Habermann@Verwaltung.Uni-Muenchen.DE |

WHEN A STUDENT APPLIES TO YOUR PROJECT

The Institutional Coordinator at your university will send you this initial application and accompanying documents of the interested student. If you consider the student to be eligible to participate in your research project, in cooperation with the Institutional Coordinator at your university and the EuroScholars office in the US, a telephone/Skype conversation will be arranged between you and the student to discuss the possibilities to place the student in your project. Feel free to ask them questions about their interests and experience. If you require more information about the student, you may ask them for more information about their academic interest.

Participants can choose from one of the 2 program options. Each total up to maximum number of 30 ECTS to be earned per semester (which is equivalent to 15 US semester credits and a full-time workload for 1 semester).

The minimum number of ECTS that can be earned for research is 18 per semester.

Option 1 (higher research focus)

- Language & culture course (classes + exam)*
- Participation in research project including article/presentation (research) and including Methods & Literature review (independent study)

Option 2 (research + coursework)

- Language & culture course (classes + exam)*
- Participation in research project including article/presentation (research) and including Methods & Literature review
- 1 Elective course in the field of research (classes + exam)**

* At most of the European Host institutions, the Language course is provided by a Language Center which has a collaboration / affiliation with the university but is not part of the university. Therefore, some North American institutions might not accept the credits for the language course. The language course typically appears on the official transcript from the following host universities: LMU, the University of Geneva and KU Leuven. Students are strongly advised to check this with their study advisor before setting up the learning agreement. If applicable, the student can request the Research Project Supervisor to add extra elements to the research project in order to earn the missing credits in order to meet the requirements of the home institution.

** Option 2 is not possible at all universities or in all academic areas as it depends on availability of courses taught in English at the Host Institution. At some European Host institutions, the credits for the elective course is between 2 - 8 ECTS. Not all

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elective courses will be denoted on host university transcripts with a letter or numeric grade (for example some may be listed as pass/fail. Students are strongly advised to check this with their study advisor and Research project supervisor before setting up the learning agreement in order to meet the requirements of the home institution. The number of credits can then be adjusted if applicable.

In addition, the students will participate in a 2-3-day EuroScholars Mid-Stay program at one of the European institutions.

YOUR NEXT STEPS:

- If both parties are satisfied with the outcome of the telephone/Skype conversation, the student will be sending you the Research and Methods and Literature Review and Research Project sections of the Learning Agreement.
- Once you and the student agree on participation in your project, discuss the following factors:
 - Number of hours per week involved in the research. This will most likely depend on whether the student is requesting 12 ,18 or 24 ECTS of credit for the research project component. This will be outlined on the initial application, but you should clarify the number of credits for the research work in your discussion with the student.
 - Start and end dates for the student’s participation on the project. The Institutional Coordinator at your institution should be able to provide general guidance on the recommended dates based on the Language and Culture options and housing contracts.
 - Activities the student will be involved in throughout the project.
 - Methods & Literature Review component: what scientific literature the student should study independently as preparation for the research project (or in addition to it). Also, the timeframe (during research project, or before) should be discussed and agreed upon.
 - If applicable and necessary, recommend the student to take an elective course (if available at your institution in English in the research field during the specific semester).
 - Examination requirements for the different program parts in which you are involved (how will the student be assessed?)
 - Other questions and considerations that you wish to discuss with the student.
- The above details will be documented in the Learning Agreement. The student will fill it out and email it to you for your signature of approval.
- Very general descriptions for the diverse program components, including guidelines for examination, and a copy of the Learning Agreement are available on the website.
- Your application review, telephone conversation with the student, acceptance to the program and approval of the Learning Agreement will need to take place in a short time frame (1-2 weeks) as your university admission procedures, housing arrangements and any necessary entry requirement will be dependent on your final decision.

When a student arrives at the host university, they are advised to contact the project supervisor and the Institutional Coordinator as soon as possible. Not only to get to know his/her contacts personally,

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but foremost to get involved in the university life (it is often their first experience abroad). Of course, introductions to other members of the research group are highly encouraged.

Once a student starts the research project, specific days can be set for individual evaluations, according to your research collaborative expectations and the student's needs. If needed, the learning agreement can be adjusted. In that case, all parties need to sign the document again.

STUDENTS EXTENDING FOR A CONSECUTIVE SEMESTER

Not all research projects are available for 2 semesters. Most are only available for 1 semester. Students who are continuing or would like to continue their research in the same research group, need to discuss this with the Research Project Supervisor and their supervisor at their home university.

If all parties agree, the EuroScholars Learning agreement needs to be updated or else a new one for the 2nd semester needs to be filled out, signed and returned to the Institutional Coordinator.

AFTER THE PROGRAM

You will be asked to provide grades and ECTS credits awarded for both the Research Project participation and the Methods and Literature Review program components that you have supervised, based on the requirements set in the Learning Agreement and according to your university's standards.

North American universities seldom accept pass/fail grades. This will be indicated on the initial application if grades or pass/fail is accepted. Your university will issue an official transcript for the student including the components you have supervised along with the Language and/or Culture course and any elective (if an elective in their field is offered in English at your institution). When the student has completed the program, you, being the research project supervisor, will be asked to evaluate the whole experience via an online questionnaire. The results will be used to further improve the program.

The student will also be requested to evaluate his/her EuroScholars experience. The Research Project Supervisor will also be requested to evaluate their EuroScholars student in a survey.