

EU Fellowship Programme 2014-2015

Application form

Please note that:

- The application form must be completed in English and in electronic and hard copy format;
- The application form, including the official nomination letter needs to be printed and duly signed by the relevant national authority;
- The applicant **should not** at this stage provide certificates attesting educational and professional qualifications or language certificates; only short-listed candidates will be requested to submit these documents;
- Only applications from candidates who fulfil the minimum requirements will be considered for assessment;
- There will be **three rounds of Fellowship Programme** with rolling application dates:
 - ⇒ **1 Round:** Placement in Europe up to 6-8 weeks in the period from 1 October to 15 December 2014.
Deadline for application: 30 August 2014.
 - ⇒ **2 Round:** Placement in Europe up to 6-8 weeks in the period from 15 February to 30 June 2015.
Deadline for application: 15 November 2014.
 - ⇒ **3 Round:** Placement in Europe up to 6-8 weeks in the period from 1 September to 15 December 2015.
Deadline for application: 15 May 2015.

For more information, please contact:

EU - Viet Nam SDF, Technical Assistance Team:

- Mr. Poul Lassen, Project Director, Email: Poul.Lassen@EU-Vietnam-Dialogue.vn
- Mr. Tran Ngoc Dinh, Project Coordinator, Email: Dinh.Tran@EU-Vietnam-Dialogue.vn
Mobile: +84 01299005874 Tel: (04) 35162696

Interested applicant should submit the attached application form to:

Technical Assistance Unit
Suite 705 - Office Building
142, Le Duan Street, Hanoi
Email: contact@EU-Vietnam-Dialogue.vn

1. NOMINATION LETTER

Hanoi, date 2014

To: The EU - VietNam Strategic Dialogue Facility

We hereby wish to nominate Mr/Ms. _____ as a candidate to take part in the EU Fellowship Programme 2014-2015.

The candidate's current position as _____ is of particular relevance to the EU Fellowship Programme and the proposed topic (as attached in the application form) is of relevance and interest for our institution and thus, we consider that the nominated candidate would benefit from taking part in this EU-supported Fellowship programme.

If selected, the candidate accepts and commits to:

- Working actively together with the EU-Vietnam Strategic Dialogue Facility (SDF) and the European host institution in preparing and finalizing the proposal of interest as well as the exact content/programme for the stay in Europe
- Taking active part in the preparation of the logistics and administrative matters related to the stay in Europe (i.e. support in visa/travel-arrangement and accommodation)
- Being available for the full period of the Fellowship Programme (minimum 6 or maximum 8 weeks)
- Submitting a high-quality Fellowship Report with key findings and recommendations in English
- Sharing their findings and results with his/her colleagues upon his/her return to Vietnam as requested by the EU-Vietnam Strategic Dialogue Facility

Approved by:

Submitted by:

Name of the nominating authority:

Name of candidate:

Name and title of supervisor:

Position of candidate

Date and signature:

Date and signature:

2. CURRICULUM VITAE

Personal Information

Full Name: _____

Current position: _____

Date of Birth:

ID/Passport Number:.....

Address:

Mobile phone:

Email:

Work experience

(Starting from the most recent – Please add more rows if relevant)

Date(month/year)	Organisation/ Department	Position held	Specify the technical and functional areas of expertise related to EU/EU-Vietnam relations and EU Vietnam PCA

Education

(Starting from the most recent – Please add more rows if relevant)

Date (month/year)	Name of University/College	Degree and subject areas covered in the degree

Foreign Languages

Please indicate the appropriate level (A1, A2, B1, B2, C1, and C2) in the corresponding box, using the [European self-assessment grid](#) as reference.

<u>Language</u>	<u>Understanding</u>	<u>Speaking</u>	<u>Writing</u>	<u>Language certificate</u> (if applicable)

Honors and Activities, including previously awarded grants/fellowships or similar attachment programme

(Starting from the most recent – Please add more rows if relevant)

Date	Activities/Honors

Previous professional stay in Europe, including studies or participation in official study tours or missions

Date (month/year)	Name of mission and countries visited

List any other relevant information e.g. list of written papers, publications or training courses/certificates etc.

Date /year	Name of activity

3. PROPOSAL

3.1. Skills and competencies (maximum 1/2 page)

Please describe how your professional knowledge, technical expertise, competencies and social skills are related to the EU Fellowship Programme and how you can apply them

3.2 Rationale: Proposed key topic/subject area of interest related to the EU-Vietnam Partnership Cooperation and the EU-Vietnam relations and cooperation (maximum 3 pages)

In this section, please

- describe the topic/area you would like to cover during your stay in Europe and its relevance to the objectives of the EU Fellowship Programme
- outline how your participation to the Programme will be valuable and relevant to your current position/job function, your professional expertise and your nominating authority
- explain the area of interest and the specific issues to be covered as well as the expected type of written output which is expected to be produced (i.e. background paper, policy briefing, policy study or paper etc.)

3.3. Reasons for applying for the EU Fellowship Programme (maximum 1 page)

In this section, please

- explain briefly your reasons for applying for Fellowship Programme including any matters that you wish to be taken into consideration and which are not included elsewhere
- indicate if you have any suggestions for potential European host institutions