SMARTNET

Application Guidelines

To create an account, navigate to the following website:

https://smartnet2018.exordo.com/login

Please enter your email address, first name, family name, and then choose a password. When you log in the dashboard of the online system will appear in front of you.

The system considers the SmartNet programme as the "Conference" session; the applicant (i.e. you) is defined as "Author", and your application (i.e. information and uploaded documents) is defined as "Abstract". So do not let these terms confuse you.

To begin the application process find your **Submit** card and select **Submit your Abstract Now.** You will then be brought into the workflow to submit your material. Along the left-hand side, you will see all the steps in the workflow. This outlines the upcoming steps and their current status. Red means incomplete and green means complete. As you continue through the submission process, you will begin to see the red dots changing to green, and at the end of the submission all the dots will be colored green.

The first board is the **Guide for Applicants**. Read this information carefully and if you have any questions please contact the SmartNet Organizers from the dashboard (email: aipt_smartnet@aston.ac.uk).

Once you have read the **Guide for Applicants** and you think you are ready to start submitting your application, click on **Skip: Start Workflow.**

<u>**Step 1**</u>**:** (Track page). There are two options to select from, **SmartNet Erasmus scholarships** and the **SmartNet Erasmus self-funded**. The first option is for applicants who want to apply for the standard EMJMD scholarship in the SmartNet programme. The second option is for applicants who have secured funding for their studies from a different source (i.e. personal funds or different scholarship).

Please make **two separate submissions**, if you would like to be considered for both categories. The two submissions should be different in their title (see step 2 below). The **SmartNet Erasmus scholarships** option has a submission deadline on the **5th of March 2018**, whereas the deadline for the **SmartNet Erasmus self-funded** track is on the **5th of April 2018**.

Click on the blank circle next to the track you would like to choose, it will turn green once selected. Then click on **Done: Go to the Next Step.**

Aston University
Birmingham

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UNIVERSITY OF ATHENS

Step 2: (Title and Abstract page). If you are on the **SmartNet Erasmus scholarships** track, type the following text: Scholarship_Surname_FirstName (e.g. Scholarship_Smith_George).

If you are on the **SmartNet Erasmus self-funded** track, then type the following text: Self-Funded_ Surname_FirstName (e.g. Self-Funded_Smith_George)

The Title **defines the unique name** of your application, therefore it is important to have this step correct.

Once you are happy, click on **Done: Go to the Next Step**.

Step 3: (Authors page). Please fill in all your personal information, according to the instructions given in each specific question. If you have any question do not hesitate to ask the SmartNet organizers through the email contact provided in the dashboard. Then click on **Done: Go to the Next Step.**

By **Author**, the system recognizes **YOU!**, the applicant. You are considered both corresponding and presenting author. Please leave the green ticks in the respective boxes unchanged and just click on **Done: Go to the Next Step,** in order to proceed to the Topics Page.

Step 4: (Topics page).Here you select if you are a Programme Country Candidate or a Partner Country Candidate. Your selection should be proved in the residency certificate that you will have to upload at a following step.

For your selection be aware of the **12-months residency rule:** That is, even if you come from a Partner Country, you may consider yourself as a Programme Country Applicant if you have resided or carried out your main activities (studies, training or work) for more than 12 months over the past five years (calculated backwards as from the official deadline of the application), in any Programme Country (for definition of Programme and Partner Countries see SmartNet website). Again, this should be shown on your residency certificate.

Step 5: (Education page). Please provide details of your received university education, your English language knowledge level, and your mobility path preference. Detailed directions are given for each question.

Regarding the mobility path preference, please note that the Selection Committee reserves the right for the final decision, which will be defined by your final ranking and scholarship availability.

Step 6: (File Uploads). Please upload the list of documents as detailed here. Detailed directions are also given on the required content of each document. All files should be in pdf format, and named according to the template [Surname_FirstName_DocName.pdf].

Step 7: (Declarations). Complete the declarations, the submission date and provide your electronic signature by typing your first name and your surname (e.g. George Smith).

Finally, submit your application by clicking on **Done: Save Submission.** You will soon receive a confirmation email. The online system allows you to re-edit your application at any time before the submission deadline.

For any further question, please do not hesitate to email us in the following address: **aipt_smartnet@aston.ac.uk**