



## V-MUST DEVELOPMENT CAMP: CALL FOR MOBILITY (C4)

**Call identifier** C4-6/2012

**Date of publication:** 31st May 2012

**Deadline for applicants:** 30th June 2012

**Deadline for host institutions:** 20th July 2012

**Object:** Call for early carrier researchers

**Tot Budget available:** 30.000,00 Euro

**Eligibility conditions:** this call is open to cultural heritage professionals and researchers

**How to apply:** fill in the application form on line ([www.v-must.net/opportunities/mobility](http://www.v-must.net/opportunities/mobility))

**Evaluation procedure:** applicants' merits, abilities and potential

**web:** <http://www.v-must.net/opportunities/devcamp-call4-call-mobility>

**mail:** [info@v-must.net](mailto:info@v-must.net)

### 1. About V-MUST development camp

V-Must is a EU FP7-funded network of excellence that aims to provide the heritage sector with the tools and support to develop virtual museums that are educational, enjoyable, long-lasting and easy to maintain.

The V-MUST Development Camp is an action oriented to the competitive selection of: (a) few small development or integration actions (Call 1, Call 2, Call 3) and (b) the personnel involved in the training or research activities (PhD students, visiting scientists, fellows: Call 4).

The Development Camp is conceived as an instrument that allows the consortium to stay open to new ideas, technologies or requirements that could emerge during the lifetime of the project; it is an instrument oriented to both the project partners and to the contribution and inclusion of the external world.

Submissions to the calls 1, 2 and 3 should be presented by V-MUST partners, but any submission could be co-authored also by external institutions/experts if "associated members"<sup>1</sup>. On the other hand, the contribution of external partners to a submitted proposal will be highly appreciated and will be positively assessed in the evaluation process.

This follows a precise policy of the V-MUST project: these calls will be the main instrument to open the project to the contributions of external institutions/experts.

The project will launch four calls for proposals, respectively:

- C1 - Call for components identification and integration. The goal is the identification and integration of internal or external components/services which could/should be added the platform (to make a concrete example, to allow us to import and integrate in V-MUST some

<sup>1</sup> This is due to administrative reasons (transferring the sum assigned to a selected proposal will be easy if the submitter is a partner and administratively very hard if not). Association Procedure is explained in the website (<http://www.v-must.net/content/contact/association-procedure>)

selected technology produced by the 3DCOFORM project). The selected components will be integrated in the V-MUST platform by the proposing partner(s);

- C2 - Call for micro-projects. The goal is the identification of technological features or applications to be developed/integrated in the system. The selected component/application will be integrated in the V-MUST platform by the proposing partner(s);
- C3- Call for Testbeds. The goal is the identification of the VM test-beds that will be implemented and analysed during the Interactive Laboratory activities, to be contributed to the Transmedia VM.
- C4- Call for early carrier researchers. This call will be dedicated to identifying researchers interested and of interest for the project who will participate to the training (V-Muster.School) or the exchange program, part of the V-Move general program. The aim is to attract top level young researchers, to be trained, and visiting scientists from external institutions, which will bring their expertise and possibly contribute with tools to be integrated in the V-MUST platform.

## 2. About V-MUST Call for Mobility (C4) and V-MOVE program

The call for mobility is part of V-MUST program of Training and Mobility. It is the call directly related to the V-MOVE program, that is V-MUST mobility or intern-ship program.

V-MOVE is an international training programme for heritage professionals and researchers in the field of virtual museums, aiming to enhance the skills and knowledge of digital visualisation and communication technologies, focused on virtual museums. The V-MOVE innovative and experimental training integrates multi-disciplinary research across social, historical, humanistic and technological sciences.

## 3. Objective of the Calls

The aim of this call is to invite early carrier researchers and heritage professionals to participate to V-MOVE mobility program, through a supporting grant.

<b>Nr. of calls</b>	2 (2012, 2013)
<b>Nr. of available grants</b>	Max 30 grants
<b>Types of grants</b>	Grants will cover travel and accommodation expenses and they will be based on reimbursement. Type A grants <sup>2</sup> : cover maximum € 2.000,00 of costs for each grant Type B grants <sup>3</sup> : cover maximum € 1.000,00 of costs for each grant
<b>Target applicants</b>	V-MOVE is open to cultural heritage professionals and researchers. Postgraduate students, early-career researchers and early-career heritage professionals are strongly encouraged to apply.
<b>Internship duration</b>	The duration of internships is normally between 12 – 24 weeks, however in some cases it is accepted minimum 4 and maximum 52 weeks.
<b>Total budget available</b>	€ 30.000,00

Interested applicants could apply for one mobility program and prepare a specific **programme of work**, together with the tutor of the hosting institutions. Hosting institutions are V-MUST partners or V-MUST associated members<sup>4</sup> (see paragraph 4.1). Best projects will be awarded with a grant that will support them during their internship period abroad.

<sup>2</sup> Type A grants: available for internships in UK, Germany, Sweden, Ireland, Belgium

<sup>3</sup> Type B grants: available for Italy, Spain, Greece, Cyprus

The intern must start at a date agreed with the host institution on the basis of the agreed programme of work. The duration will be no longer than 12 calendar months from the date of notification.

### Grants and Funding Available

There are two types of grants: Type A and Type B, in accordance with the country where the internship period will be held.

The successful applicant will be able to claim reimbursement for travel and accommodation costs of up to 2.000,00 (Type A) or €1.000,00 (Type B). The recipient will arrange his/her travel, accommodation (and, optionally, subsistence) through their home institution or, where this is not possible, the host institution. Any costs not claimed within 3 months of the end-date of the internship will not be reimbursed.

### 3.1 Where to apply

Internships are offered by V-MUST partner institutions and associated members in several countries. The 2012 programs of mobility is available on the website (<http://www.v-must.net/opportunities/mobility>) and they are listed below. For full information on each program requirements and opportunities, the applicant should refer at the website.

Country	Program Title	Institution	Domain
Germany	<a href="#">Augumented Reality and X3Dom</a>	Fraunhofer IGD	Augumented Reality
Italy	<a href="#">Cloud-based remote visualisation, Web-based large-scale visualisation and Digital Asset Management</a>	CINECA	Digital Asset Management and Cloud Based services
Italy	<a href="#">Landscape reconstruction and web3D interaction</a>	CNR ITABC	Virtual Archaeology and Virtual Museums
Italy	<a href="#">3D Content for Virtual Heritage</a>	No Real	3d modelling
Belgium	<a href="#">3D acquisition, modeling and virtual reconstruction</a>	Visual Dimension	Virtual reconstruction
Cyprus	<a href="#">3D data acquisition and processing</a>	Cyprus Institute	3d acquisition
Greece	<a href="#">Virtual Museum of the Historical Monument of Agia Sophia</a>	Foundation of the Hellenic World	Virtual Museums
Ireland	<a href="#">3D visualisation and animation, interactive design and narrative</a>	Noho	3d visualisation and animation
Spain	<a href="#">Virtual reconstruction of the Cathedral of Majorca</a>	University of Balearic Islands	Virtual reconstruction
Spain	<a href="#">3D data acquisition and processing: photogrammetry and 3d modelling</a>	Universitat Politècnica de València	3d acquisition
Spain	<a href="#">Virtual reconstruction and Human-Computer Interaction</a>	University of Santiago de Compostela	Virtual reconstruction
Spain	<a href="#">Virtual reconstruction and real time visualisation</a>	VideaLAB - Universidad de A Coruña	Virtual reconstruction
Spain	<a href="#">Virtual museums and serious games</a>	VirtualWare	Virtual Museums
Sweden	<a href="#">Computer Vision in Virtual Archaeology</a>	University of Lund	3d modelling
UK	<a href="#">3D modelling and virtual restoration</a>	King's College London	Virtual reconstruction
UK	<a href="#">Virtual Museum: economic impact assessment and business modeling</a>	University of Brighton	Economic studies

<sup>4</sup> A full list of partners is available at: <http://www.v-must.net/about/participants/partners>; a list of associated members is available at: <http://www.v-must.net/about/participants/associatedmembers>; list of offers is available at: <http://www.v-must.net/opportunities/mobility>

### 3.2 When to apply

The Call for Mobility will be launched twice during V-MUST project. The first call will be launched during 2012 and the second call during 2013.

In the table below is listed the timing.

<b>31<sup>st</sup> May 2012</b>	1 <sup>st</sup> Call is open
<b>30<sup>th</sup> June 2012</b>	1 <sup>st</sup> Call is closed
<b>44<sup>th</sup> 20th July 2012</b>	Deadline for Program submission by tutor of hosting institution
<b>1<sup>st</sup> September 2012</b>	Notification of applicants
<b>31<sup>st</sup> May 2013</b>	2 <sup>nd</sup> Call is open
<b>31<sup>st</sup> June 2013</b>	2 <sup>nd</sup> Call is closed
<b>11<sup>th</sup> July 2013</b>	Deadline for Program submission by tutor of hosting institution
<b>1<sup>st</sup> September 2013</b>	Notification of applicants

### 3.3 How to apply

In order to apply to the V-MOVE program and become eligible for a grant, the applicant should:

1. fill in **completely** the **on line application form** (<http://www.v-must.net/opportunities/mobility>). There is one application form available for each of the mobility program of the preferred host institution he/she is interested to. The filled in form will be sent automatically to the host institution contact person or supervisor;
2. The supervisor of the host institution will check if the basic requirements are fulfilled, especially regarding the motivation. He will then contact through e-mail or phone the applicant;
3. The applicant will then negotiate with the host institution a specific **programme of work**. With the advice and assistance of the host institution, the applicant will assemble the documents listed below;
4. The host institution will submit to the V-MOVE evaluators all documents
5. V-MOVE evaluators will assess the programme, the CV and motivation of the applicants and the capability of the host institution to supervise the internship.

During the preparation of the application, the applicant is strongly encouraged to speak directly with the host institution by telephone, VOIP (i.e. skype) or in person, in order to help both parties to verify the suitability of the placement, including their capacity adequately to communicate in a shared language.

#### List of documents:

The documents that the applicant should provide to the host institution (a template is provided in the Annex to this Call), are the following:

1. A **Programme of work (Annexes: Part 7)**
2. A **Letter of Intent (Annexes: Part 1)** by the applicant (2-page, A4, 10pt Arial) describing:
  - a. the context and purpose of their application
  - b. a description of the programme of activity and/or training that has been agreed with the host institution, and how it will contribute to the development of Virtual Museums
  - c. a statement of whether they are legally eligible to work in Europe during the internship term, or whether they will require VISA sponsorship.

3. A **Letter of Support from Host Institution (Annexes: Part 2)** from the host contact, setting out the proposed start and end dates of the proposed internship, the resources, training and supervision that will be provided, and any additional information they feel may be helpful to the assessment panel
4. A **Letter of Commitment (Annexes: Part 3)** from authorised signatories within the host institution, confirming that the necessary resources and supervision for the internship will be provided.
5. A **Letter of Support from Home Organisation/ institution(Annexes: Part 4)** from the applicant's home organisation or institution (e.g. employer or university)<sup>5</sup>.
6. The **Curriculum Vitae (Annexes: Part 5)** of the applicant, including fluency in reading, writing and speaking languages
7. **Letter of Recommendation (Annexes: Part 6).**

## 4. Assessment and approval

### 4.1 V-MOVE evaluation

The call will be evaluated by 5 V-MOVE assessors. They will guarantee expertise in the categories used for evaluation. The 5 members will be external to V-MUST project. They will be selected internally by the 2 external boards of the project (Museum Advisory Board<sup>6</sup> and Expert Advisory Board<sup>7</sup>). In case an external board member could not fulfil assessment obligations, he/she will suggest a substitute with same qualifications.

At the end of the assessment period that will take 1 month, the assessors will submit to the V-MUST Executive Board, the list of applicants. The Executive Board members will then approve and send notification to applicants, through V-Must responsible person.

### 4.2 Evaluation Criteria

Assessors will read provided documentation and will evaluate the applicants, on the basis of a Scoring Matrix (see below). Criteria used are:

1. Qualifications: level and grades of relevant academic or professional qualifications;
2. Quality, achievability, and relevance of the Programme of Work;
3. Relevance of the Programme to V-MUST activities;
4. Quality and relevance of technical training, qualifications and skills;
5. Capacity of host institution successfully to supervise programme of work;
6. Letter of recommendation by applicant's present or past employer/supervisor;
7. Applicant motivation.

In the following table are listed in the Scoring Matrix the criteria :

<b>Evaluation Criteria</b>	<b>Score</b>
Applicant academic/professional qualifications	Max 5
Quality of the Programme of Work	Max 5
Relevance of the Programme to V-Must	Max 5
Technical skills	Max 5
Host institution supervision capacity	Max 5
Letter of recommendation	Max 2
Applicant motivation	Max 3

<sup>5</sup> This Letter is required unless the applicant is currently not employed or registered as a student.

<sup>6</sup> [http://www.v-must.net/about/museum\\_advisory\\_board](http://www.v-must.net/about/museum_advisory_board)

<sup>7</sup> [http://www.v-must.net/about/experts\\_advisory\\_board](http://www.v-must.net/about/experts_advisory_board)

Evaluation will be carried out solely on the basis of applicants' merits, abilities and potential without any discrimination on grounds of age, sex, disability, family circumstances, race, colour, nationality, citizenship, ethnic origin, social and economic status, religious belief, sexual orientation, marital status or other irrelevant distinction.

### **4.3 Confirmation of an Internship**

If an internship is approved, the host institution will issue to each successful applicant two copies of a formal offer letter in which the host will describe:

- the facilities that the host will provide
- any insurance cover that the host will provide
- any additional insurance cover (e.g. personal health insurance; personal indemnity against accidental damage caused to the host's equipment) that the intern must obtain before commencing the internship.
- terms of conduct expected of interns
- commitment, in time and effort, required of the intern (including working hours, physical attendance, reporting requirements)

The intern must sign and return to the host one copy of the offer, which will then constitute a formal agreement between the host and the intern.

*NB: It is the intern's responsibility, and not that of the host, to make any work permit or visa arrangements that may be required.*

### **4.4 Internship and post-grant evaluation**

The intern will be required to maintain a **blog** for the duration of the project documenting their activities, in order to encourage the intern to reflect on their experience, and to share the benefits of the internship with a wider audience. V-MOVE encourages intern to continue to update the blog thereafter, as a gateway to participation in the emerging Virtual Museums community.

The intern must send a formal report to their host institution supervisor no later than one month after the end-date of internship. A summary of this report will be published on the V-MUST website.

The blog and report, together, will also help V-MOVE to evaluate the impact of the programme as well as to compile career destination data in the Virtual Museums sector.

Upon receipt of the intern's report, the host organisation will give the intern a formal letter, on institutional headed paper, certifying that the intern has completed an internship. The letter will give the project title, a brief description of the programme of work, and the start and end dates of the internship.