

RULES

GAP YEAR SCHOLARSHIP'20 BY NOVA SBE

Article 1

Context

NOVA Gap Year Scholarship competition results of a partnership between Nova School of Business and Economics (Nova SBE) and Gap Year Portugal (AGYP), and is intended for **graduating students at Nova SBE**.

The goal of the competition is to contribute to the development of Nova SBE's students, by challenging them to take a break between the bachelors and master's degree. By doing a gap year, students will have the opportunity to get to know other cultures and live new international experiences that will contribute to their personal development and impact their social, professional and academic life, as well as have social impact on the chosen destinations.

The winner project will receive a scholarship that will help support the gap year. For the winner(s) and applicants that present the 10 best projects, and that have been accepted as a master's degree student at Nova SBE, it will be possible to delay the beginning of the master's degree for one year so as to carry out their project.

Article 2

Awards

I) The winning project will receive:

- a) 6500€ for joint applications (maximum two people).
 - b) If the winner is an individual application, 5000€ will go to the best project and 1500€ can go to the runner up, upon evaluation and approval of the jury.
- In both cases, the scholarship will be made available in phases, according to the winner's needs.

II) It will be possible for 10 students to delay the beginning of their master's degree at Nova SBE, in the following conditions:

- ii.i) **For the winner(s)**, if accepted in the master's degree, it will be possible to delay up to one year, the beginning of the Master's degree at Nova SBE.
- ii.ii) **for the remaining slots**, the students with the best projects and that are accepted in the Nova SBE Master's degree, will be guaranteed a place until 10 slots in total have been filled, and will be able to delay the beginning of the master's degree up to one year, to be able to carry out their projects with their own funding.

Article 3

Eligibility of the candidate

Eligibility criteria:

- a) Be a NOVA SBE bachelor's student,
- b) Having completed at least 135 ECT'S at the end of the 1st semester of 2019/2020, and is in condition to graduate at the end of the Spring'20 semester, or
- c) Have finished the bachelor's degree at Nova SBE in the 1st semester of 2019/20.

Article 4

Timeline

- d) Applications: 10 Fev. – 8 May 2020
- e) Selection: 10 best projects will do a presentation on the 8 and 9th June 2020
- f) Announcement of the winner(s): at latest 12 June 2020

Article 5

Applications

The application period will be between the **10 Fev. – 8 May 2020**. The application must be done on an application form, available on moodle. Applications that comply with the following criteria will be accepted:

- a) The application must be totally filled in, up to the deadline - at midnight of the 8 May 2020;
- b) The projects can be individual or joint (2 people);
- c) The project must be have all points referred in article 6 in the present rulebook.

Article 6

Gap Year Project

- a) The project must respect the minimum and maximum duration, which are from 6 to 10 months. Under no circumstance can the gap year project overshoot the 31st of July 2021.
- b) The presentation must include:
 - a. The goals of the project;
 - b. Motivation of the candidate(s): Why it is important for you, what will you gain with this experience;

- c. Activities and trip planned out (as detailed as possible, including planned travelling, contacts made with organizations/companies/etc., what you will be doing in each country/organization, etc.);
- d. Detailed budget (describe planned costs like insurance, travels, housing, etc.), in an excel sheet;
- e. Justification of options made, in terms of predicted impact in personal development of the candidate(s);
- f. Predicted Social impact of the project.
- g. How the project will be publicized throughout;
- c) Creative presentations will be valued: applicants can use any type of presentation as long as it covers the above mentioned topics.

Article 7 **Ranking criteria**

Applications will be ranked by the jury, according to the following criteria, that are hereby organized by weight of importance:

- a) Predicted impact of activities on personal development;
- b) Extracurricular or professional experiences;
- c) Predicted social impact of proposed activities;
- d) The defined goals for gap year;
- e) Accuracy in the elaboration of the complete budget and restraint in the total budget value;
- f) Motivation (to be evaluated by all the elements presented in the application);
- g) Relevance of the trip's itinerary according to the goals of the project;
- h) Diversity of experiences in the gap year project;
- i) Proposals for publicizing and reporting the trip and activities.
- j) Originality of the project
- k) Creativity in the presentation

Article 8 **Rejection of applications**

- a) All information given in the application must be true. Nova SBE reserves the right to randomly, in case of suspicion of fraud or merely to verify, ask for proof of the stated facts. Fraud will be punished with disqualification in the competition;
- b) None of the candidates can be part of the jury or of the organizing entities involved in the competition;
- c) Each person, or joint application, can only present one application.
- d) If the applicant does not comply with Article 3, the application will be rejected.

Article 9
Final decision

A final decision will be taken after a global evaluation is made, that will be possible with the implementation of presentations in the ranking phase. The number of presentations will be established by the jury after an initial evaluation.

The final decision will be communicated to the student's institutional email address until the 12th of June 2020.

Article 10
Duties of the winner(s)

Since one of the goals of the competition is to promote gap year in a pedagogical way and to as many people as possible, it is essential that the winner(s) be rigorous in the execution of their project. For this reason, participants should respect the following conditions, if accepted:

- a) The winning project should present the final confirmations and changes on their project until the end of July 2020, and only after the jury's verification will it be possible to transfer the 1st payment. If up until this point the winner does not present a structured and confirmed plan, the jury must decide if the scholarship will be attributed to the runner up.
- b) Carry out the whole project as planned;
- c) Publicize regularly (frequency to be defined) the trip by photos, videos, writing, via blog and social networks (to be defined) specifically created for this purpose;
- d) Concession of all the content mentioned in the previous paragraph for use by Nova SBE and AGYP;
- e) Answer all contacts done by the managers of the program.

Article 11
Noncompliance with commitments

Before Leaving:

- If at the end of the Spring'20 semester, the winner does not finish their Bachelor's degree, the scholarship will be attributed to the runner up.
- In the case of joint application winners, if at the end of the Spring'20 semester one of the winners does not finish their Bachelor's degree, the remaining winner can choose to carry out the project on their own. If the remaining winner decides to do the project by themselves, the scholarship will be changed to 5000 euros. If they decide to quit the project, the jury will contact the runner up.

After leaving:

- In case of alterations in the duration/itinerary and/or other commitments described in the project, the student(s) should justify these changes to one of the representatives in the Jury. If the jury does not accept the justification, all support will be terminated.

Article 12

Constitution of the Jury

The Jury is responsible for the regulation and management of the competition, as well as the evaluation and ranking of participants, and selection of the winning application. Its constitution is of the responsibility of Nova SBE and AGYP and will include the following jurors:

- 1 to 2 members of NOVA SBE;
- 1 to 2 members of AGYP;
- Moreover, Nova SBE can invite a person of recognized competence to be part of the jury.

Article 13

General Information

- a) The participation in this competition implies the total acceptance of this rulebook;
- b) The participant's consent that their personal information will be used by AGYP, with the purpose of sending emails in order to keep them informed about AGYP and about the gap year concept;
- c) In case there are any doubts about the competition, after having read the whole rulebook, apoio@gapyear.pt will be the contact used to send all questions and will still be working up to 2 months after the end of the competition;
- d) The jury has the right to disqualify any participant, if they consider his/her conduct inappropriate;
- e) In any situation the jury is paramount;
- f) For situations that may occur and that are not mentioned in this rulebook, they will be analyzed and resolved by the jury.
- g) Personal information that is given in the scope of this competition will be treated according to the current data protection law.