Table 1 DLRs 3.1 – 3.4 (New Students)

| Indicator | Requirements |
| --- | --- |
| Surname | No symbols other than a “-“ allowed |
| Name | No symbols other than a “-“ allowed |
| Gender | Only “Female” / “Femme” and “Male” / “Masculin” allowed as options |
| Personal Email | This field must only be marked as correct if the answer is formulated as [text]@[text].[text]. The [text] may contain a variety of symbols, including dots.  Only one email may be entered.  Our script read as follows to also allow for addresses like: a.deruiter@uniX.edu.nl |
| Telephone number | Only numbers allowed, no spaces allowed, area code must be written like “oo23” |
| Alternative Telephone number | Only numbers allowed, no spaces allowed, area code must be written like “oo23” |
| Level | Only “PhD” / “Doctorat”, “Masters” / “Masters”, “Bachelors”/ “Premier Cycle”, “Prof. Short Course” / “Programme de courte durée” allowed as options |
| Programme/option | No symbols other than a “-“ allowed |
| Academic Year of Enrolment | Must be written like YYYY/YYYY, for instance 2018/2019  The two years must be consecutive |
| Calendar Year of enrolment | Must be written as YYYY |
| Month of Enrolment | “January” “February” “March” “April” “May” “June” “July” “August” “September” “October” “November” “December” / “Janvier” “Fevier” “Mars” “Avril” “Mai” “Juin” “Juiillet” “Août” “Septembre” “Octobre” “Novembre” “Décembre” |
| Semester | “Semester 1”/ “1er semestre" or “Semester 2” / “2e semestre" |
| Graduated | “No” / “Non” and “Yes” / “Oui” |
| Year of Graduation | Year of Graduation can only be entered if the answer to Graduated is “Yes” / “Oui”  The year of graduation can’t be in the future. |
| Nationality | A dropdown list of countries, including **but not limited to:**  Algérie; Angola; Bénin; Botswana; Burkina Faso; Burundi; Cap-Vert; Cameroun; Centrafrique; Tchad; Comores; Côte d’Ivoire; Congo, Rep. Dem.; Djibouti; Égypte; Guinée équatoriale; Érythrée; Eswatini; Éthiopie; Gambie; Gabon; Ghana; Guinée; Guinea-Bissau; Kenya; Lesotho; Liberia; Libye; Madagascar; Malawi; Mali; Mauritanie; Mauritius; Maroc; Mozambique; Namibie; Niger; Nigeria; Congo; Rwanda; Sao Tomé-et-Principe; Sénégal; Seychelles; Sierra Leone; Somalie; Afrique du Sud; Doudan du Sud; Soudan; Tanzanie; Togo; Tunisie; Ouganda; Zambie; Zimbabwe  Autre (Amérique du North/Sud); Autre (Europe); Autre (Asie)  Angola; Benin; Botswana; Burkina Faso; Burundi; Cape Verde; Cameroon; Central African Republic; Chad; Comoros; Congo, Dem. Rep.; Congo; Djibouti; Egypt; Equatorial Guinea; Eritrea; Eswatini; Ethiopia; Gambia; Gabon; Guinea; Guinea-Bisseau; Ivory Coast; Kenya; Lesotho; Liberia; Libya; Madagascar; Malawi; Mali; Mauritania; Mauritius; Morocco; Mozambique; Nambia; Niger; Nigeria; Rwanda; Sao Tome and Principe; Senegal; Seychelles; Sierra Leone; Somalia; South Africa; South Sudan; Sudan; Tanzania; Togo; Tunisia; Uganda; Zambia; Zimbabwe  Other (North/ South America); Other (Europe); Other (Asia) |
| Regional Status | Only “National” / “National” and “Régional” / “Regional” |

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Table 2 DLR 5.2

| Indicator | Requirements |
| --- | --- |
| Surname | No symbols other than a “-“ allowed |
| First name | No symbols other than a “-“ allowed |
| Student/Faculty | Only “Student” / “Etudiant” or “Faculty” / “Professeur” allowed as options |
| Gender | Only “Female” / “Femme” and “Male” / “Masculin” allowed as options |
| Nationality | A dropdown list of countries, including **but not limited to:**  Algérie; Angola; Bénin; Botswana; Burkina Faso; Burundi; Cap-Vert; Cameroun; Centrafrique; Tchad; Comores; Côte d’Ivoire; Congo, Rep. Dem.; Djibouti; Égypte; Guinée équatoriale; Érythrée; Eswatini; Éthiopie; Gambie; Gabon; Ghana; Guinée; Guinea-Bissau; Kenya; Lesotho; Liberia; Libye; Madagascar; Malawi; Mali; Mauritanie; Mauritius; Maroc; Mozambique; Namibie; Niger; Nigeria; Congo; Rwanda; Sao Tomé-et-Principe; Sénégal; Seychelles; Sierra Leone; Somalie; Afrique du Sud; Doudan du Sud; Soudan; Tanzanie; Togo; Tunisie; Ouganda; Zambie; Zimbabwe  Autre (Amérique du North/Sud); Autre (Europe); Autre (Asie)  Angola; Benin; Botswana; Burkina Faso; Burundi; Cape Verde; Cameroon; Central African Republic; Chad; Comoros; Congo, Dem. Rep.; Congo; Djibouti; Egypt; Equatorial Guinea; Eritrea; Eswatini; Ethiopia; Gambia; Gabon; Guinea; Guinea-Bisseau; Ivory Coast; Kenya; Lesotho; Liberia; Libya; Madagascar; Malawi; Mali; Mauritania; Mauritius; Morocco; Mozambique; Nambia; Niger; Nigeria; Rwanda; Sao Tome and Principe; Senegal; Seychelles; Sierra Leone; Somalia; South Africa; South Sudan; Sudan; Tanzania; Togo; Tunisia; Uganda; Zambia; Zimbabwe  Other (North/ South America); Other (Europe); Other (Asia) |
| Email | This field must only be marked as correct if the answer is formulated as [text]@[text].[text]. The [text] may contain a variety of symbols, including dots.  Only one email may be entered |
| Tel | Only numbers allowed, no spaces allowed, area code must be written like “oo23” |
| Alternative Tel | Only numbers allowed, no spaces allowed, area code must be written like “oo23” |
| Academic Year of Internship | Must be written like YYYY/YYYY, for instance 2018/2019  The two years must be consecutive |
| Academic Programme | No symbols other than a “-“ allowed |
| Start date | Must be written like DD/MM/YYYY |
| End date | Must be written like DD/MM/YYYY |
| Certificate |  |
| Host Organization |  |
| Type of Organization | “Public sector (non-research)” / “Secteur publique (cadre non-recherche)”  “Public sector (research)”/ “Secteur publique (cadre recherche)”  “Research / Academia” / “Recherche/ Academique”  “Private sector” / “Secteur privée”  “Non-profit (cadre non-recherche)” / Non-profit (non-research)  “Non-profit (cadre recherche)” / Non-profit (research) |
| Country of Host Organization | A dropdown list of countries, including **but not limited to:**  Algérie; Angola; Bénin; Botswana; Burkina Faso; Burundi; Cap-Vert; Cameroun; Centrafrique; Tchad; Comores; Côte d’Ivoire; Congo, Rep. Dem.; Djibouti; Égypte; Guinée équatoriale; Érythrée; Eswatini; Éthiopie; Gambie; Gabon; Ghana; Guinée; Guinea-Bissau; Kenya; Lesotho; Liberia; Libye; Madagascar; Malawi; Mali; Mauritanie; Mauritius; Maroc; Mozambique; Namibie; Niger; Nigeria; Congo; Rwanda; Sao Tomé-et-Principe; Sénégal; Seychelles; Sierra Leone; Somalie; Afrique du Sud; Doudan du Sud; Soudan; Tanzanie; Togo; Tunisie; Ouganda; Zambie; Zimbabwe  Autre (Amérique du North/Sud); Autre (Europe); Autre (Asie)  Angola; Benin; Botswana; Burkina Faso; Burundi; Cape Verde; Cameroon; Central African Republic; Chad; Comoros; Congo, Dem. Rep.; Congo; Djibouti; Egypt; Equatorial Guinea; Eritrea; Eswatini; Ethiopia; Gambia; Gabon; Guinea; Guinea-Bisseau; Ivory Coast; Kenya; Lesotho; Liberia; Libya; Madagascar; Malawi; Mali; Mauritania; Mauritius; Morocco; Mozambique; Nambia; Niger; Nigeria; Rwanda; Sao Tome and Principe; Senegal; Seychelles; Sierra Leone; Somalia; South Africa; South Sudan; Sudan; Tanzania; Togo; Tunisia; Uganda; Zambia; Zimbabwe  Other (North/ South America); Other (Europe); Other (Asia) |
| Name of Host Contact Person | No symbols other than a “-“ allowed, must contain a minimum of two words |
| Email of Host contact person | This field must only be marked as correct if the answer is formulated as [text]@[text].[text]. The [text] may contain a variety of symbols, including dots. |
| Tel of Host contact person | Only numbers allowed, no spaces allowed, area code must be written like “oo23” |

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Table 3 Research Publication Verification

| Indicators | Requirements |
| --- | --- |
| Publication Title |  |
| Abstract | Not necessary for verification performed by Technopolis |
| Publication Year | YYYY |
| Journal Title |  |
| Journal ISSN | Required if EID, DOI and PMID are not filled in |
| Journal Volume | Not necessary for verification performed by Technopolis |
| Journal Issue | Not necessary for verification performed by Technopolis |
| Page start | Not necessary for verification performed by Technopolis |
| Page end | Not necessary for verification performed by Technopolis |
| Authors | Name and Surname of co-authors |
| ACE Author Surname |  |
| ACE Author First name |  |
| ~~Affiliation~~ | Unclear what information is being sought with this category/column |
| Institutions | Name of Authors’ institutions |
| ACE country | Country of ACE institution  A dropdown list of countries, including but not limited to:  Benin; Burundi; Burkina Faso; Cameroon; Comoros; Congo, Dem. Rep; Congo; Ivory Coast; Djibouti; Ethiopia; Gambia; Ghana; Guinea; Kenya; Mali; Morocco; Mauritania; Nigeria; Rwanda; Sudan; Senegal; Sierra Leone; South Africa; Tchad; Togo; Sao Tome and Principe; Uganda; Zimbabwe; Central African Republic; Liberia |
| Countries of partner institutions | A dropdown list of countries, including but not limited to:  Benin; Burundi; Burkina Faso; Cameroon; Comoros; Congo, Dem. Rep; Congo; Ivory Coast; Djibouti; Ethiopia; Gambia; Ghana; Guinea; Kenya; Mali; Morocco; Mauritania; Nigeria; Rwanda; Sudan; Senegal; Sierra Leone; South Africa; Tchad; Togo; Sao Tome and Principe; Uganda; Zimbabwe; Central African Republic; Liberia  Other (North/ South America); Other (Europe); Other (Asia), Other (Africa) |
| ACE | Required only if his is the only way to check the ACE’s name |
| DOI link | Must be clickable  Must start with https://doi.org/ |
| EID | Required only if ISSN, DOI and PMID are not filled in |
| PMID | Required only if ISSN, DOI and EID are not filled in |
| Any other information | Not necessary for verification performed by Technopolis |