

NORPART

Call for applications 2016



1 INVITATION

The Norwegian Centre for International Cooperation in Education (SIU) is pleased to issue this call for applications for funding of joint projects between higher education institutions in Norway and selected developing countries under the Norwegian Partnership Programme for Global Academic Cooperation (NORPART).

The programme will support academic partnerships and student mobility with an emphasis on the Master and PhD level.

NORPART is funded by the Norwegian Ministry of Education and Research and the Norwegian Ministry of Foreign Affairs, and is administered by the Norwegian Centre for International Cooperation in Education (SIU). The programme addresses both higher education policy and development policy goals.

The call is open to long-term project cooperation with a project period from 1 January 2017 to 31 December 2021.

The final deadline for submitting applications is 5 September 2016, at 15:00 Norwegian time (CET). The applications should be prepared jointly by the main partner institution in Norway and the other partner institution(s).

The total funds made available in this call are approximately NOK 90 million.*

Below you will find more information on the aim, objectives and funding framework of NORPART, eligibility requirements and selection criteria, and an outline of the administrative process of project selection under the programme.

* The programme budget is dependent on annual allocations by the Norwegian Parliament (the Storting).

2 AIM, OBJECTIVES AND FUNDING FRAMEWORK OF THE PROGRAMME

2.1 Aim and objectives

The *overall aim* of NORPART is to enhance the quality of higher education in Norway and developing countries through academic cooperation and mutual student mobility.

Objectives

The programme shall lead to:

- Strengthened partnerships for education and research between developing countries and Norway
- Increased quality and internationalisation of academic programmes at participating institutions
- Increased mobility of students from developing countries to Norway, including mobility in connection with work placements
- Increased mobility of students from Norway to developing countries, including mobility in connection with work placements

NORPART will support close academic cooperation and mutual student mobility between higher education institutions in Norway and the partner countries, based on common academic interests and strategic priorities of the institutions.

Student mobility through academic partnerships is a core element in the programme, with emphasis on the mobility of students from partner countries to Norway. Mobile students will prosper academically and gain an international understanding, intercultural competence and access to international networks. They will bring new perspectives back to their home institutions, thus contributing to *internationalisation at home*.

Academic partnerships will benefit both mobile and non-mobile students. Educational cooperation facilitates knowledge sharing, network building and the development of better and more relevant academic programmes. This will lead to enhanced quality of higher education and will strengthen the partners in a long-term perspective. International cooperation will connect the partners closer to global knowledge production and strengthen the education and research at the institutions, better enabling them to effectively address local and global challenges.

2.2 Project funding and activities

Each application may be awarded up to 5 000 000 Norwegian kroner (NOK). The project budget included in the application form should only include funds applied for through this call. SIU may adjust the amount awarded based on assessment of the individual applications.

Support may be granted to activities that contribute to fulfil the programme's objectives. The following list of activities may be illustrative of typical activities eligible for support. The applicants should design the projects in the way they consider best suited to achieve the project goals and the programme's objectives.

- **Project development**

E.g. international project meetings; joint curriculum development; development of joint courses, study programmes and degrees; development of new educational materials and methods, including digital content and tools; improvement of systems for approval and recognition of education from partner institutions (credit transfer); and dissemination activities.

- **Implementation of educational cooperation**

E.g. student mobility; student participation in research activities/projects; joint teaching and supervision incl. guest lecturing; joint project assignment for students; intensive courses, field courses and summer schools; workshops and seminars; courses/trainings/study visits for academic and administrative staff; student work placements; and collaboration with partners from the public and private sectors, NGOs and local communities (e.g. teaching/lecturing and supervision, student involvement in entrepreneurship, innovation and R&D activities).

The proposed budget may include funds for salaries and indirect expenses. The costs of salaries, remuneration of consultants, honorariums, and indirect costs cannot exceed 20 per cent of the total project budget. The funds may be shared between the partner institutions.

Please note that investment in scientific equipment and infrastructure is not an eligible cost and may not be included in the application. The same applies to costs related to research activities not clearly linked to educational activities at the Master and/or PhD level.

The focus of the projects shall be on the Master and/or PhD level. Activities at Bachelor level may be included, but student mobility at Bachelor level cannot be funded by the programme.

Activities may include all fields of education, and involve multiple fields and disciplines (multidisciplinary projects).

Student mobility stays of 3-12 months duration at the Master level and 3-18 months at the PhD level will be possible from institutions in developing countries and Norway, through bilateral exchange agreements, sandwich programmes or joint degrees. The purpose of the mobility may be participation in teaching (courses), supervision, fieldwork, research activities etc.

Stays of less than three months may also be covered in relation to other project activities. Student work placements relevant to the academic programmes may also be supported.

All projects should include plans for mutual student mobility. However, the number of mobile students does not have to be balanced and the purpose and length of the mobility stays may differ between the partner institutions.

The projects should make every effort to recruit at least 50 per cent female students for mobility in all directions under the framework of the partnerships.

In so far as possible, the academic degrees of the students from developing countries shall be issued at a partner university in a developing country or as a joint degree, and an individual student's stay(s) in Norway shall not exceed a total of 12 months at the Master level or 18 months at the PhD level. However, in cases where the partner institution does not yet offer an accredited study programme at the relevant level, the Norwegian institution may issue the degree and the mobility period(s) in Norway may be extended to a maximum of 18 months at the Master or 24 months at the PhD level. In such cases, the application must clarify the reasons for this, and a description of plans/strategies for developing relevant academic programmes at the partner institution must be included in the application.

For more information on eligible project activities, please see the Guidelines for applicants. The budget guidelines include specifications of length of stays and rates for support to mobility.

All project activities must be completed within the project period.

2.3 Expected project results

SIU will monitor project results and the degree to which project activities contribute to fulfil the project goals and the programme objectives. Applicants are requested to describe the expected results of the project as specifically as possible.

Below you will find examples of results from international collaboration projects. The list below can be used as an inspiration when defining expected results for the project, keeping in mind

that they should be logical outcomes of the planned project activities, and should be connected to the project's goals and the programme objectives.

- established joint study programmes and joint degrees between partners
- jointly developed courses embedded in academic programmes at the institutions
- jointly developed educational tools, methodology, curriculum or services etc.
- number of mobile students from partner countries to Norway (for less or more than three months) within the framework of the partnerships
- number of mobile students from Norway to partner countries (for less or more than three months) within the framework of the partnerships
- number of students participating in work placements (internships/vocational practice training) abroad, within the framework of the partnerships
- credit transfer for students participating in educational activities at collaborating institutions
- joint implementation of educational activities
- internationalisation at home for non-mobile students
- the submission of joint publications and dissemination of results
- formalised knowledge exchange between higher education institutions and enterprises

3 ELIGIBILITY REQUIREMENTS AND SELECTION CRITERIA

3.1 Formal eligibility requirements

In order to be eligible, applications must meet the following criteria:

- **The main partner institution in Norway** must be an accredited Norwegian higher education institution.
- **The main partner institution outside Norway** must be an accredited higher education institution in one of the partner countries listed in Appendix 1.
- **Applications** must include a **Letter of commitment** from the main partner Institution outside Norway, documenting interest in and commitment to the partnership by leadership at relevant level.
- **Applications** must be written in English and be submitted fully completed, including attachments through [SIU's online platform for applications and reporting](#) (Espresso), latest within the call's final deadline.

Failure to meet the above criteria will lead to dismissal of the application.

Please note that applications may also involve cooperation with additional partners in Norway and the partner countries listed in Appendix 1, as network partners. Network partners may be other higher education institutions, public or private enterprises, research institutes, non-

governmental organisations (NGOs), or other formalised organisations/institutions in Norway or in the partner countries. Network partners outside Norway or the partner countries may in certain cases be included, provided that they bring essential added value, but play a limited role in the project as a whole.

3.2 Selection criteria

The eligible applications' relative strength will be assessed on the degree to which they are deemed able to meet the following selection criteria:

- The project's relevance to the aim and objectives of the programme as described in item 2.1, including its ability to realise the objectives, to create added educational value for its target groups (institutions, partners from the public and private sectors, and students), and to justify the need for financial support under the programme to carry out the proposed activities.
- The overall clarity, completeness and quality of the project description, including the quality of the project structure, alignment of proposed activities with budget allocations, demonstration of cost-efficiency, and identification and mitigation of potential risk factors.
- The quality of the project team and the cooperation arrangements, hereunder the parties' complementarity with regard to profile, experience and expertise, the level of formalised commitment and active contribution of the involved partners, and the project's sustainability.
- The degree to which the partnership is based on mutual academic interests and capacity within relevant academic programmes at the partner institutions.
- The following cross-cutting issues will be assessed:
 - Gender perspectives and gender equality in project activities
 - Female participation in project activities including student mobility
 - Inclusive practices towards indigenous peoples, ethnic minorities, people with disabilities and other vulnerable or marginalised groups of society
 - Transparency and anti-corruption measures

Documented synergies with other funding programmes, such as Erasmus+, Horizon 2020, other international and regional programmes for higher education and research in the partner

countries, NORHED, NORGLOBAL and other Norwegian-funded programmes, will strengthen the application.

Please note that these criteria correspond to various compulsory fields in the online Espresso application form, and that the application's ability to meet these relative criteria will be assessed on the basis of the description provided in each such field. In order to ensure coherence and a logical order in the description of your project, please read the relevant help texts in the online application form as well as the Guidelines for applicants carefully. Remaining questions may be directed to SIU.

4 ADMINISTRATIVE PROCESS

4.1 Assessment of applications and response to applicants

Each application will be assessed by SIU and at least one external evaluator on the basis of its individual merits with regard to the selection criteria set out above (item 3.2.), and its relative standing to other competing project applications. SIU uses the evaluators' assessment as a basis on which to recommend grant allocation.

The applications and recommendations are submitted to the programme board for grant allocation. The programme board allocates funds based on the selection criteria set out above. As part of the assessment, the programme board may also take into consideration the geographic, academic and/or institutional distribution of the projects.

All applicants will be notified of the outcome of the application process, tentatively in November 2016.

4.2 Contracts and reporting obligations

The main partner institution in Norway will be required to enter into a contract with SIU. The contract will be subject to SIU's standard terms and conditions, and must be signed by an institutional representative holding the requisite authority to legally bind the main partner institution in Norway. The obligations on part of the institution include an obligation to submit progress reports, project accounts and a final report on completion of the project.

When allocated funds are transferred from the main partner institution in Norway to other partner institutions, the main partner institution in Norway must ensure that recipients of such transfers undertake the necessary steps to provide it with sufficient documentation to comply with its accounting and reporting obligations.

4.3 Contact information

For further information on the programme or how to apply, please contact SIU via e-mail (norpart@siu.no) or by telephone (+47 55 30 38 00).

Appendix 1 - Partner countries:

Afghanistan	Angola
Bangladesh	Bolivia
Burkina Faso	Cameroon
Colombia	Cuba
Democratic Republic of the Congo	East Timor
Egypt	Ethiopia
Ghana	Guatemala
Haiti	Indonesia
Kenya	Liberia
Madagascar	Malawi
Mali	Mozambique
Myanmar	Nepal
Nicaragua	Niger
Pakistan	Palestine
Peru	Rwanda
Somalia	South Sudan
Sri Lanka	Sudan
Tanzania	Uganda
Vietnam	Zambia
Zimbabwe	

NORPART

Guidelines for applicants



March 2016

INTRODUCTION

The following guidelines are designed to aid applicants in preparing their applications for funding under the Norwegian Partnership Programme for Global Academic Cooperation (NORPART).

All applications must be submitted via SIU's online system for applications and reporting, called «Espresso». Espresso may be accessed at espresso.siu.no, where the application forms are available in English. New users will be required to create a personal user account via the *Register* link at the login page. Existing users may use their existing user name and password. If you have forgotten your password, please follow the *New password* link at the login page. Once logged in, you will have access to the currently available Calls for applications from SIU.

Please note that applications submitted in other formats will not be processed by SIU.

These guidelines follow the same structure as the online application form in Espresso, and are therefore divided into the following sections: «Start», Sections «A» through «E», a «Preview» section, and a section for «Submission» of the application. Budget guidelines are included under section «E».

You can at any point before submission save your application and continue at a later stage. Remember to submit before the application deadline. If you need to make changes after submission, please refer to the guidelines under «Submission».

«START» | General project information and administration rights

Project number

The project number is the identification key for your individual project proposal, and is automatically generated by the system.

Project title

The project title will follow your application throughout the application process, and should therefore be designed to give an informative short-hand description of the project.

Project editor access

Project editor access is access to edit the contents of your application. As a default, the editor access rests with the project coordinator. The project coordinator may however grant editor access to up to four other registered Espresso users.

Project read access

Project read access is access to view the contents of your application (incl. attachments), but not edit its contents. The project coordinator may grant read access to an unrestricted number of other registered Espresso users.

SECTION «A» | Information on the partnership

A.1 Main partner institution in Norway

Main partner institution in Norway (liN)

The name (in English) of the main partner institution in Norway should be entered in this field. The names of eligible partner institutions in Norway are retrieved via the search function. Please note that the list of Norwegian higher education institutions provided via the search function is not exhaustive. Do not add new Norwegian institutions of higher education in this database without consulting SIU.

Department (liN)

Please provide the name of the institutional department/unit where the project will be implemented. Please choose a predefined department, or manually type in the name of the department/unit if it is not listed. If multiple departments/units will be involved in the project implementation, please choose the department most involved with the project implementation.

Head of department (liN)

Please provide the name of the head of the institutional department/unit at the main partner institution in Norway where the project will be administratively located. The level and position of this person may vary from institution to institution, and it is the applicant's responsibility to identify the relevant person.

Project coordinator (liN)

Please provide the name and relevant information of the project coordinator at the liN. Please note that a *curriculum vitae* (CV) is mandatory for project coordinators. CVs may be entered in the Espresso format or uploaded as an appendix (under section A.5). Uploaded CVs should not be longer than four (4) pages.

A.2 Main partner institution outside Norway

Main partner institution outside Norway (loN)

The name (in English) of the main partner institution outside Norway should be entered in this field. If the relevant institution is not found via the search function, you may add the institution by pressing the «Add Institution» button. If so, please make sure that the institution's name is correctly spelled.

Please note that the main partner institution must be an accredited higher education institution in the NORPART partner countries (please refer to the Call for applications).

Department (IoN)

Please provide the name of the institutional department/unit where the project will be administratively located. You may choose a predefined department, or manually type in the name of the department/unit. If multiple departments/units will be involved in the project implementation, please choose the department most involved with the project implementation.

Head of department

Please provide the name of the head of the institutional department/unit at the main partner institution outside Norway where the project will be administratively located. The level and position of this person may vary from institution to institution, and it is the applicant's responsibility to identify the relevant person.

Project coordinator (IoN)

Please provide the name and relevant information of the project coordinator at the IoN. Please note that a *curriculum vitae* (CV) is mandatory for project coordinators. CVs may be entered in the Espresso format or uploaded as an appendix (under section A.5). Uploaded CVs should not be longer than four (4) pages.

A.3 Network partners

Network partners

Network partners are other partners than the Main partner institution in Norway and the Main partner institution outside Norway (cf. items A.1 and A.2) that will contribute to the project by taking part in activities and/or providing resources. This may be other higher education institutions, public or private enterprises, research institutes, non-governmental organisations (NGOs), or other formalised organisations/institutions in Norway or in the partner countries. Network partners outside Norway or the NORPART partner countries may in certain cases be included, provided that they bring essential added value, but play a limited role in the project as a whole.

Network partners involved in your project may be added through the «Add new partner» button. Please provide a contact person for each network partner included in the project.

A.4 Participants in the project

This part of the application form asks for a list of the academic and administrative staff members and other participants directly involved in the project. Project coordinators (IiN and IoN) and contact persons (network partners) already registered in section A.1 – A.3 should not be included here. The purpose of this field is to demonstrate the reach and institutionalisation of the project.

A.5 Attachments

In this section, applicants must upload the following attachments **before** submitting the application:

- a letter of commitment from the main partner institution outside Norway, documenting interest in and commitment to the partnership by leadership at relevant level
- a curriculum vitae (CV) for project coordinators

Applications without an attached letter of commitment will not be processed. CVs for the two project coordinators are also mandatory, but may be uploaded as attachments or entered in the Espresso format (in sections A.1 and A.2 of this application form). Uploaded CVs are not to exceed 4 pages.

What is a letter of commitment?

A letter of commitment is a formal document where a project partner commits itself to participate in and contribute to the project. It should contain information that is as specific as possible with regard to what resources (funds, work hours, equipment, premises, etc.) the institution/enterprise will contribute to the project. The letter should be signed by a person authorised to enter into such commitments on behalf of the institution/enterprise. This may be a Head of Department, a Dean of the Faculty, or another person authorised to enter into such commitments.

SECTION «B» | Information on the project

B.1 Information on the project

B.1.1. Please provide a short summary of your project (max. 250 words)

Give a brief summary of the project. As a minimum, the summary should mention the goals of the project, the main activities that will be implemented and which institutions/partners are involved. It should also give a brief description of the expected results of the project.

The project summary will be published in SIU's project database and will be publicly available on SIU's website. It may also be used by SIU in reports and publications related to the programme.

B.1.2. Academic discipline

Please list the academic discipline(s) to which the project is related. This information will be used by SIU for statistical purposes. You can choose among alternatives in a roll-down menu.

B.2 Background information

B.2.1. Please give a brief description of the history of cooperation between the project partners

Applicants are asked to outline the history of cooperation between the project partners.

B.2.2. Previous funding

Please describe any relation of the current project and project activities to projects and/or activities currently or previously funded by SIU. Please include project identification numbers.

B.2.3. Concurrent applications

Have the project partners applied for funding for any of the project activities listed in the current application in other programmes with SIU or other funding agencies? If yes, please list programmes in this field.

B.3 Description of the project

B.3.1 Project goals

B.3.1.1. Please state the goals of the project.

Each project must define goals that the project aims to achieve. Please keep in mind that the project goals should be relevant to the objectives of the programme, as listed in the Call for applications.

B.3.1.2. Please describe the needs to be addressed by this project.

Applicants are asked to describe the needs or demands addressed by this project, and how the partners have sought to determine this demand within the relevant target group(s) for the activities/services included in the project. Depending on the individual project, the target group(s) may be students, academic or administrative staff and/or other people/organisations who will benefit from the project.

B.3.1.3. Please describe how the project is based on mutual academic interests and strategic priorities of the partner institutions and how the project will enhance long-term collaboration between the partners.

B.3.2 Expected results

B.3.2.1. Please describe what results are expected to be achieved through successful implementation of the project.

Applicants should provide a description of the expected results of the project. The description should be as specific as possible, keeping in mind that they should be logical outcomes of the planned project activities, and should be connected to the project's goals and the programme objectives. SIU will monitor project results and the degree to which project activities contribute to fulfil the project goals and programme objective.

Below you will find examples of results from international collaboration projects, to be used as an inspiration when defining expected results for the project:

- Established joint study programmes and joint degrees between partners
- Jointly developed courses embedded in study programmes at the institutions
- Jointly developed educational tools, methodology, curriculum or services etc.
- Number of mobile students from partner countries to Norway (for less or more than three months) within the framework of the partnerships
- Number of mobile students from Norway to partner countries (for less or more than three months) within the framework of the partnerships
- Number of students participating in work placements (internships/ vocational practice training) abroad, within the framework of the partnerships
- Joint implementation of educational activities
- Internationalisation at home for non-mobile students
- Mobility of academic staff for teaching and supervision
- Credit transfer for students participating in educational activities at collaborating institutions
- The submission of joint publications and dissemination of results
- Formalised knowledge exchange between higher education institutions and enterprises

B.3.2.2. Please explain how and to what extent the project will lead to increased mobility of students between the partner institutions.

Student mobility through academic partnerships is a core element of NORPART, with emphasis on the mobility of students from partner countries to Norway. NORPART shall lead to increased mobility of students from developing countries to Norway, and from Norway to developing countries (including mobility in connection with work placements).

Please explain how and to what extent your project will contribute to these objectives, not only within the project period, but also in the longer term.

B.3.3 Work plan

B.3.2.1. Please provide a brief work plan of the project

Please include a brief description of the project's work plan (schedule, milestones, etc.)

If activities are closely integrated, you may present the activities as work packages or sub-projects.

Plans for mutual student mobility should be included. Please refer to item 2.2. in the Call for applications, including specific instructions on student mobility.

Note that a more detailed description of the activities or work packages, including student mobility to and from Norway, is to be provided in section D of the application form, together with a budget for each activity/work package.

B.3.3.2. Please describe how each of the involved partners (IiN, IoN and any network partners) will contribute to the project

Applicants should describe what each partner (IiN, IoN and any network partners) will bring to the project (e.g. knowledge, competence, experience, infrastructure, etc.). A description of the capacity within relevant academic programmes at the partner institutions should be included.

Please also describe the division of responsibilities and tasks between the involved partners.

B.3.3.3. Will the academic degrees of students from developing countries be issued by a partner university outside Norway?

In so far as possible, the academic degrees of the students from developing countries shall be issued at a partner university in a developing country or as a joint degree. Please confirm whether or not the partner institution(s) outside Norway will be the degree awarding institution for students from developing countries.

B.3.3.4. Plans/strategies for developing academic programmes when degrees must be awarded in Norway

In cases where the partner institution(s) outside Norway does not yet offer an accredited study programme at the relevant level, Norwegian institutions may issue the degree. In such cases, the application must clarify the reasons for this, and a description of plans/strategies for developing relevant academic programmes at the partner institution must be included.

B.4 Assessment of sustainability, risk and cross-cutting issues

B.4.1. Please explain how and to what extent the proposed project activities and the expected results will be sustained after the project has ended.

B.4.2 Please describe potential risk factors/difficulties that may impede the successful implementation of the project, and how the effects of such risks/difficulties may be mitigated
Please reflect upon potential risks and difficulties that you foresee and that may impede implementation of the project or a part of the project. Examples of risk factors that may impede the implementation of a project are difficulties in the recruitment of students and staff, time constraints, language and cultural barriers, etc. For each risk factor/difficulty identified, measures to avoid or mitigate the effects of the risk/difficulty should be described.

B.4.3 Please describe how aspects relating to gender perspectives and gender equality have been assessed and, if relevant, implemented in the project.

Please describe if gender perspectives and gender equality have been assessed, for example in thematic priorities, project structure, content and impact, and any other aspects of the project where such aspects can be considered relevant.

B.4.4. Please describe plans for female participation in project activities, including student mobility.
The projects should make every effort to recruit at least 50 per cent female students for mobility in all directions under the framework of the partnerships.

B.4.5. Please describe in short how the project incorporate inclusive practices towards indigenous peoples, ethnic minorities, peoples with disabilities and other vulnerable or marginalised groups of society.

B.4.6. Please describe briefly what measures will be taken to secure transparency in the project and to ensure that corruption or mismanagement of funds will not take place.

SECTION «C» | Project activities

C.1 Please indicate type(s) of project activities involved in the project by ticking the boxes below

In this section, you are asked to indicate what type of activities will be involved in the project. For each category ticked off, a separate subsection under SECTION «D» will be included in the application form, containing further questions regarding the particular activities falling into that category.

You can choose one or both of these two categories: Project development and Implementation of joint educational activities.

SECTION «D» | Project activities and budgetary allocations

In this section, please specify the activities included in the project, and provide an appropriate budget allocation for each activity.

Please note that any allocations related to travel expenses must be detailed in the comment section under each activity, including destination, number of persons travelling, purpose, and duration.

Please refer to the *Budget guidelines* below for more detailed guidelines for budgetary allocations.

D.1 Project development

This category covers activities related to development and promotion of the project's educational activities. Examples of such development/promotion activities may be:

- International project meetings
- Joint curriculum development
- Development of joint courses, study programmes and degrees
- Development of new educational materials and methods, including digital content and tools
- Improvement of systems of approval and recognition of education from partner institutions (credit transfer)
- Dissemination activities
- Other activities

D.2 Implementation of educational activities

This category covers implementation of the project's joint educational activities. Examples of such joint educational activities may be:

- Student mobility
- Student participation in research activities/projects
- Joint teaching and supervision, incl. guest lecturing
- Joint project assignment for students
- Intensive courses, field courses and summer schools
- Workshops/seminars
- Courses/trainings/study visits for academic and administrative staff
- Student work placements
- Collaboration with partners from the public and private sectors, NGOs and local communities
- Other activities

SECTION «E» | Budget

Each activity in the project must be included and budgeted for in the correct section of the application (Project development or Implementation of education activities, cf. Section C). All travel and mobility funding must be clearly linked to educationally relevant activities. The budget in the application shall only include funds applied for through SIU.

Budget guidelines:

Project budgets will be assessed on basis of its cost-effectiveness and reasonableness. The official Norwegian travel regulations (Statens reiseregulativ) will be used as a starting point in SIU's assessment of the reasonableness of budgeted travel and accommodation costs. Where available, moderately priced alternatives for travel and accommodation must be chosen. Please explain the budgeted amounts in the relevant comment fields.

Student mobility

The tables below describe eligible costs that may be included in project applications with regard to incoming/outgoing student mobility related to each of the eligible levels of education (Master/PhD). Student mobility at Bachelor level cannot be funded through the programme.

The rates for student accommodation and living costs are based on rates and net amounts paid out to students from the State Educational Loan Fund/*Lånekassen* (Master) and the Norwegian Research Council (PhD). The rates cover the individual student's costs, and additional funding for dependents/family members may not be included in the budget.

Student mobility stays of 3-12 months duration at the Master level and 3-18 months at the PhD level will be possible from institutions in developing countries and Norway. Stays of less than three months may also be covered in relation to other project activities. In cases where the partner institution does not yet offer an accredited study programme at the relevant level, the Norwegian institution may issue the degree and the mobility period(s) in Norway may be extended to a maximum of 18 months at the Master or 24 months at the PhD level. In such cases, the application must clarify the reasons for this, and a description of plans/strategies for developing relevant academic programmes at the partner institution must be included in the application.

Costs related to mobility between partner institutions outside Norway may also be covered.

Travel, visa and insurance costs incurred in connection with student mobility may be supported if not covered by funding attainable from the State Education Loan Fund or other external funding sources. These costs may be covered in addition to the rates for accommodation and living costs (please see specification of rates in tables below).

Please check the conditions for compulsory or voluntary membership of the [National Insurance Scheme](#) (*folketrygden*) for mobility to and from Norway.

Please ensure that the project budget distinguishes between mobility up to 4 weeks and mobility exceeding 4 weeks.

Mobility up to 4 weeks	Master and PhD
To/from Norway	Project applications may include accommodation and living costs for students related to the planned project activities (e.g. intensive courses, field work, workshops, supervision, research activities, excursions, work placements, etc).

Mobility exceeding 4 weeks	Master	PhD
To Norway	Project applications may include scholarships to cover accommodation and living costs for students up to the applicable rate set by the Norwegian State Educational Loan Fund. For the academic year of 2016/17 the monthly rate is NOK 10 395.	Project applications may include accommodation and living costs associated with the PhD students stay in Norway up to the applicable monthly rate set by the Norwegian Research Council («Overseas Research Grants») for individuals. In 2015/16 the rate is NOK 16 000. Additional grants for dependents are not given.
From Norway	Project applications may include scholarships to cover costs which are not covered by student funding attainable from the State Educational Loan Fund. Such extra costs are limited to NOK 6 000 per student per month. These rates also apply to international mobility for work placements.	Project applications may include specified cost items which are not covered by other external funding, up to the applicable monthly rate set by the Norwegian Research Council («Overseas Research Grants») for individuals. In 2015/16 the rate is NOK 16 000.

Travel costs for staff

Projects may include reasonable travel costs and expenses for academic and administrative staff related to the project activities. Please note the general guidelines set out above regarding reasonableness and cost levels.

Infrastructure and scientific equipment

Please note that investments in scientific equipment may not be included in the application. The same applies to costs related to research activities not clearly linked to educational activities at Master and PhD level.

Project related salary costs

The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs cannot exceed 20 per cent of the total project budget. The amount may be shared between the project partners. Please specify how these costs have been calculated and how many months of work will be carried out by whom on basis of the costs budgeted.

All such costs must be included under the budget item “Salary and indirect costs”, not as part of the individual activity budgets.

Comments to the budget

If you have further comments to the overall budget, you may include them in this field. Please note that comments specifying the individual budget items are to be provided in the budgets for each activity under section D.

The Main partner institution in Norway (liN) may transfer funds to other partner institutions (IoN or network partners). When allocated funds are transferred from the liN, the liN must ensure that recipients of such transfers undertake the necessary steps to provide it with sufficient documentation to comply with its accounting and reporting obligations.

«CONFIRMATION»

In this section, applicants are required to confirm that letter(s) of commitment from relevant project partners have been attached, that the information provided in the application is in all respects correct, and that the application is approved at the appropriate administrative and academic levels at the Institution in Norway.

«SUBMISSION»

In this section, applicants can submit the application.

If any of the required fields in previous sections have not been filled in, you will have to go back to the relevant section and complete such fields before you can submit your application.

If you need to make changes to the application after submission, you may do so up to the final deadline. Please request that SIU reopens the application by sending an e-mail to norpart@siu.no. Please allow sufficient time for SIU to respond to this request. SIU cannot guarantee that requests made on the day of the submission deadline will be responded to with sufficient time to make the changes and resubmit.

When you have completed your application and are ready to submit, please press the «Submit» button to deliver your application to SIU.