

# NORPART

## Call for applications 2018

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### 1 INVITATION

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

NORPART is funded by the Norwegian Ministry of Education and Research and the Norwegian Ministry of Foreign Affairs, and is administered by SIU. The programme addresses both higher education policy and development policy goals.

The programme supports academic partnerships and student mobility with an emphasis on the Master level.

The call is open to five-year project cooperation with a project period from 1 January 2019 to 31 December 2023. Each project may be awarded up to NOK 5 million.

**The final deadline for submitting applications is 31 May 2018, at 15:00 Norwegian time (CEST).** The applications should be prepared jointly by the applicant institution in Norway and the project partner(s).

A minimum of NOK 90 million are made available through this call for applications.\*

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

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\* 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 Expected project results**

SIU will monitor project results and the degree to which project activities contribute to achieve the objectives of the programme. Applicants are requested to describe the expected results of

the project as specifically as possible. Project results that may contribute to achieving the objectives of the programme include, but are not limited to:

- Jointly developed courses, educational methods and curricula embedded in study programmes at participating institutions
- Improved learning outcomes from study programmes, and among students participating in joint project activities and student mobility
- Better links between higher education and research
- Better links between higher education and employers or social enterprises
- Increased internationalisation of study programmes/internationalisation at home in Norway and in partner countries
- Student mobility between partner countries and Norway, including mobility in connection with work placements
- Credit transfer for students participating in educational activities at participating institutions

In order to increase the projects' contributions to the aim and objectives of NORPART, the projects are expected to disseminate project results, best practices, experiences, and lessons learned, within and outside the institutions involved in the project.

### **2.3 Project funding and activities**

Support may be granted to activities that contribute to fulfil the programme's objectives. The applicant should design the project in the way they consider best suited to achieve the project goals and the programme's objectives. Activities may include all fields of education, and involve multiple fields and disciplines (multidisciplinary projects).

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

All projects shall include plans for mutual student mobility, with substantial numbers of mobile students from partner countries to Norway for stays of minimum 3 months' duration.

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.

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 classes, 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.

The number of mobile students to and from Norway does not have to be balanced and the purpose and length of the mobility stays may differ between the institutions.

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 a partner institution does not yet offer an accredited study programme at the relevant level, a 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 level 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.

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 applicant and the partner institutions, based on agreement between the institutions.

Please note that investments in scientific equipment and infrastructure are not eligible costs and may not be included in the application. The same applies to costs related to research activities not clearly linked to educational activities.

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

The project budget included in the application must only include funds applied for through this call. SIU may reduce the amount awarded based on assessment of the individual applications.

### 3 ELIGIBILITY & SELECTION CRITERIA

#### 3.1 Eligibility criteria

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

- The **applicant** must be an accredited Norwegian higher education institution.
- The application must include at least one **partner** that is an accredited higher education institution in one of the NORPART partner countries (see Appendix 1).
- A **curriculum vitae** (CV) for the project coordinator must be uploaded.
- Applications must be written in English and be submitted fully completed, including attachments, through SIU's online platform for applications and reporting ([Espresso](#)) within the call's final deadline.
- All project activities described in the application must be completed within the project period defined under item 1 above.

**Please note** that failure to meet the above requirements will lead to dismissal of the application.

#### 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 overall aim and objectives of the programme
- The quality of the project design, including:
  - the application's overall clarity and quality
  - correspondence between project goals, proposed activities, budget allocations and expected project results
  - demonstration of cost-effectiveness
  - the sustainability of the project results
  - the project's feasibility, including the feasibility of the plans for student mobility
- The quality of the partnership, including:
  - complementarity, experience and expertise of the project team
  - level of formalised commitment
  - potential for long-term collaboration between the partners
  - the degree to which the partnership is based on mutual academic interests and capacity within relevant academic programmes at the participating institutions

- 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

In line with the Sustainable Development Goals' commitment to leave no one behind, the following cross-cutting issues will be assessed as they pertain to all the three abovementioned selection criteria: 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; and transparency and anti-corruption measures.

**Please note** that the selection 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 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 COMPOSITION OF THE PARTNERSHIP**

The application may include higher education institutions, public or private enterprises, research institutes, non-governmental organisations (NGOs) or other organisations in Norway or in the NORPART partner countries. At least one partner must be an accredited higher education institution in a NORPART partner country (cf. item 3.1 above). 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.

#### **5 ATTACHMENTS**

In addition to a CV for the project coordinator (cf. item 3.1. above), applications should include **Letters of Commitment** from all partners, documenting interest in and commitment to the project by leadership at relevant level. The Letters of Commitment will be assessed as part of the application. Applications without such letters from partners are at a competitive disadvantage, but are still eligible. Other types of attachments will not be taken into consideration.

## **6 ADMINISTRATIVE PROCESS**

### **6.1 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 applications. Applications will be evaluated on a scale from 1 (lowest) to 5 (highest). SIU uses the evaluators' assessment as a basis on which to recommend grant allocation.

The applications and recommendations are submitted to the NORPART programme board for grant allocation. The programme board selects projects for grant allocation based on the selection criteria set out above (item 3.2). As part of the assessment, the programme board may also take into consideration the geographic, academic and/or institutional distribution of the projects.

In case the applicant has received a similar grant from SIU in recent years, the programme board may also take into consideration past performance, such as quality in the implementation of the previous project(s) and financial management.

All applicants will be notified of the outcome of the application process, tentatively in November 2018.

### **6.2 Contracts and reporting obligations**

The applicant 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 a representative holding the requisite authority to legally bind the applicant. The obligations on part of the applicant include an obligation to submit progress reports, project accounts and a final report on completion of the project.

Until a binding contract has been entered into, SIU reserves the right to at any time revisit any evaluation and decision on the basis of newly discovered facts which may adversely affect the planned implementation of a project.

## **7 CONTACT INFORMATION**

For further information on the programme or how to apply, please contact SIU by email ([norpart@siu.no](mailto:norpart@siu.no)) or by telephone (+47 55 30 38 00).

## Appendix 1: Eligible NORPART 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	



## Appendix 2: 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. 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, albeit to a limited extent.

Students' expenses related to studies or research at the home institution or in the country where the home institution is located (e.g. fieldwork expenses, laboratory fees) may only be included in the application if these expenses are incurred in connection with joint project activities that include students from more than one country involved in the project.

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.

<b>Mobility up to 4 weeks</b>	<b>Master and PhD</b>
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.).

<b>Mobility exceeding 4 weeks</b>	<b>Master</b>	<b>PhD</b>
<b>To Norway</b>	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 2018/19 the monthly rate is NOK 10 825.	Project applications may include accommodation and living costs associated with the PhD students stay in Norway up to the applicable monthly rate <a href="#">set by the Norwegian Research Council («Overseas Research Grants»)</a> for individuals. In 2018 the rate is NOK 17 000. Additional grants for dependents are not given.
<b>From Norway</b>	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 <a href="#">set by the Norwegian Research Council («Overseas Research Grants»)</a> for individuals. In 2018 the rate is NOK 17 000.

#### *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.

Travel costs for staff and students to/from countries that are not part of the project may as a general rule not be included (for instance participation in conferences/seminars in non-partner countries).

*Infrastructure, scientific equipment and research costs*

Please note that investments in infrastructure and 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.

Costs related to research publication fees, as well as to participation in conferences not clearly linked to the planned project activities, may not be included.

*Dissemination activities*

Projects may include costs related to activities that contribute to the dissemination of project results, best practices, experiences and lessons learned within and outside the institutions involved in the project, with the aim of increasing the projects' contributions to the aim and objectives of NORPART.

*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 funds may be shared between the applicant and the partner institutions, based on agreement between the institutions. 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.

The applicant may transfer funds to other partner institutions. When allocated funds are transferred from the applicant institution the applicant 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.

## Appendix 3: Guidelines for applicants

### INTRODUCTION

The following guidelines are designed to aid applicants in preparing their applications for five-year 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, «Espresso». Espresso may be accessed at [espresso.siu.no](https://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.

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».

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.

### «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 lifetime of the project. It 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» | Applicant and partner**

### **A.1 Applicant**

#### *Applicant*

The name (in English) of the applicant institution should be entered in this field. The applicant must be an accredited Norwegian higher education institution. 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*

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*

Please provide the name of the head of the institutional department/unit 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*

Please provide the name and relevant information of the project coordinator at the applicant institution. Please note that a *curriculum vitae* (CV) is mandatory for project coordinators and must be uploaded as an attachment in section A.5. The CV should not be longer than 4 pages.

### **A.2 Partners**

#### *Partners*

All partners the project should be registered here. At least one partner must be an accredited higher education institution in one of the NORPART partner countries. Other partners may be other higher education institutions, public or private enterprises, research institutes, non-governmental organisations (NGOs), or other formalised organisations/institutions.

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

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. If one or more partners are located in a country which is not included in the list of NORPART partner countries please contact [norpart@siu.no](mailto:norpart@siu.no).

### **A.3 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. The project coordinator and contact persons already registered in section A.1 – A.2 should not be included here. The purpose of this field is to demonstrate the reach and institutionalisation of the project.

### **A.4 Fields of education and training**

Please list the fields of education and training to which the project is related. This information will be used by SIU for statistical purposes. The list is based on the International Standard Classification of Education (ISCED F2013).

### **A.5 Attachments**

The following attachments must be uploaded before submitting the application:

- A *curriculum vitae* (CV) for the project coordinator. Applications without CV for the project coordinator will not be processed. The CV should not be longer than 4 pages.
- *Letters of Commitment* from the partners, documenting interest in and commitment to the partnership by leadership at relevant level. The Letters of Commitment will be assessed as part of the application. Applications without such letters from partners are at a competitive disadvantage, but are still eligible.

Other types of attachments will not be taken into consideration.

All attachments must be uploaded in an appropriate format (e.g. PDF, doc, docx or jpg).

### **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, a leader of an organisation, a Director (one of a group of senior managers who run a company) or another person authorised to enter into such commitments.

## **SECTION «B» | Information on the project**

### **B.1 Project summary**

*Please provide a short summary of your project*

*Maximum number of characters: 2000*

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 if the project is supported. It may also be used by SIU in reports and publications related to the programme.

### **B.2 Information on the partnership**

History of cooperation

*B.2.1 Please give a brief description of the history of cooperation between the participating institutions*

*Maximum number of characters: 3000*

Previous and parallel funding

*B.2.2. Is the proposed project related to any projects and/or activities currently or previously funded by SIU or other funding agencies?*

If yes, please briefly describe the project(s) and/or activities, including project identification numbers.

*B.2.3 Have the participating institutions applied for funding for any of the project activities listed in this application through other programmes administered by SIU or other funding agencies?*

If yes, please list the relevant programmes.

Mutual academic interest and capacity

*B.2.4 Please describe how the project is based on mutual academic interests and capacity within relevant academic programmes at the involved institutions.*

*Maximum number of characters: 3000* Composition of the project team

*B.2.5 Please describe what considerations have been made in the composition of the project team.*

*Maximum number of characters: 3000*

## **B.3 Project design**

### *B.3.1 Project goals*

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 NORPART (see item 2.1 in the Call for applications).

*Maximum number of characters: 3000*

Current situation

#### B.3.1.2 Please describe the current situation, which the project is designed to change or improve.

If relevant, you may include baseline data.

*Maximum number of characters: 3000*

### *B.3.2 Expected results*

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

Please provide a description of the expected results of the project and be as specific as possible. The expected results should be logical outcomes of the planned project activities, and should be connected to the project's goals and the programme objectives.

Please refer to item 2.2 in the Call for applications.

SIU will monitor project results and the degree to which project activities contribute to fulfil the project goals and the programme objectives.

*Maximum number of characters: 3000*

Student mobility

#### B.3.2.2 Expected number of student mobilities

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. All projects shall include plans for mutual student mobility, with substantial numbers of mobile students from partner countries to Norway for stays of minimum 3 months' duration.



Please provide information about planned mobility of students during the project period. Press “add mobility” to register expected number of student mobility. Long-term and short-term mobility in each direction should be registered separately. **Please register mobility of 3 months duration or longer as long-term (3 months or more).**

Type	<i>Long-term / short-term</i>
From	<i>Country</i>
To	<i>Country</i>
Number of students	<i>Number</i>
Duration	<i>Months, weeks or days</i>
Level	<i>Master or PhD</i>
Comments	<i>Type of mobility/ other comments</i>

B.3.2.3 Please explain how you will ensure that the planned number of mobile students will be achieved during the project period

E.g. with reference to student recruitment base, female participation, recruitment strategies, current mobility figures, potential risk factors and risk mitigation measures.

*Maximum number of characters: 3000*

Courses/programmes

B.3.2.4 Joint development of courses and degree programmes

Please provide information about new courses or degree programmes to be developed through the project. Summer schools should also be included. Existing courses or degree programmes which will be revised as a result of the collaboration, should also be registered.

You must register the following per course/programme:

Course name	<i>Name</i>
Description	<i>Academic content, target groups, number of participants, if it will run beyond project period, for courses: if it will be embedded in study programme.</i>
Level	<i>Bachelor, Master or PhD</i>
Fields of education and training	<i>Choose field (ISCED F2013 classification)</i>
New or revised course/programme	<i>New/revised</i>
Language of teaching	<i>Language</i>
ECTS credits	<i>Number of credits</i>
Start	<i>First time course/programme will be implemented (semester and year)</i>
Programme qualifies for academic degree	<i>Yes/no (if programme)</i>
Institution(s) offering the degree	<i>Select institution(s)</i>

### *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 2.3 in the Call for applications, including specific instructions on student mobility.

Please 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.

*Maximum number of characters: 4000*

Contribution from participating institutions

#### B.3.3.2 Please describe how each of the involved participating institutions will contribute to the project

Please describe how each participating institution will contribute (e.g. with knowledge, competence, experience, infrastructure, etc.) in order to achieve the expected results of the project. Please also describe the division of responsibilities and tasks between the participating institutions.

*Maximum number of characters: 3000*

Awarding institution

#### 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 institutions 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.

*Maximum number of characters: 3000*

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

##### Sustainability of project results

*B.4.1. Please explain how and to what extent the expected results, including long-term collaboration and increased student mobility, will be sustained after the project period.*

*Maximum number of characters: 3000*

##### Risk assessment

*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.

*Maximum number of characters: 4000*

##### Cross-cutting issues

*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 how 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.

*Maximum number of characters: 3000*

*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.

*Maximum number of characters: 2000*

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

*Maximum number of characters: 2000*

*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.*

*Maximum number of characters: 2000*

## **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 (Appendix 2 in the Call for applications) for more detailed guidelines for budgetary allocations.

### *D.1 Project development*

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

- International project meetings
- Joint curriculum development
- Joint development of courses, study programmes and degrees
- Development of educational methods and materials (including digitalisation)
- 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
- Joint field courses, intensive courses and summer schools
- Joint workshops/seminars
- Courses/trainings/study visits for academic and administrative staff
- Collaboration with partners from the public and private sectors, NGOs and local communities
- Student work placements
- 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.

Please refer to the budget guidelines (Appendix 2 in the Call for applications)

#### *Project related salary costs*

The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs involved in a project may not exceed **20 per cent** of the total project budget. The funds may be shared between the applicant and the partner institutions, based on agreement between the institutions. 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 activities.

#### *Comments to the budget*

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

**«CONFIRMATION»**

In this section, applicants are required to confirm that CV for the project coordinator and 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 applicant institution.

**«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](mailto: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.