

InternAbroad



Call for applications 2018 Two-year project funding

1. INVITATION

The Norwegian Centre for International Cooperation in Education (SIU) is pleased to issue this call for applications for funding of projects that aim to develop internship opportunities for students from Norway in one or more of the following countries (hereinafter referred to collectively as “the partner countries”): Brazil, China, India, Japan, Russia, South Africa, Canada and the USA.

InternAbroad is an initiative developed by SIU and supported by Innovation Norway. The objective is to increase the number of students from Norway who do a credit-yielding internship or work placement abroad, where they get practical experience in a job, enhance intercultural competencies and language skills, and acquaint themselves with work environments and business cultures in a foreign country. As a result, students will benefit from a more relevant education, and companies and organisations will benefit from access to a pool of talented students who may become future employees.

InternAbroad will support Norwegian higher education institutions that aim to establish the structures, routines and networks necessary for providing such internship opportunities for students they send abroad. Funding can be used for development, travel costs, student scholarships and other relevant costs.

In addition to financial support, SIU will offer advice and assistance to the projects that are selected for funding. This includes workshops during the project period for the purposes of developing and sharing best practice related to organising internships abroad. Innovation Norway’s offices in the respective markets will share network and help make connections between the relevant parties.

The internships may be undertaken in any form of business or organisation, whether it is small or large, private or public, for-profit or non-profit. Eligible host organisations include, but are not limited to, companies, government departments and agencies, embassies, hospitals, schools, kinder gardens, NGOs and research institutes.

This call for applications is open to **two-year project cooperation**, with a project period from 1 January 2019 to 31 December 2020.

The final deadline for submitting applications is **25 September 2018, at 15:00 Norwegian time**. The applications should be prepared jointly by the applicant institution in Norway and the project partner(s).

The total funds made available in this call are approximately NOK 5 million. These funds are pooled together from the *UTFORSK Partnership Programme* and the *Partnership Program with North America* for the purposes of this call. Both programmes are administered by SIU and have as one of their central objectives to increase the mobility of students from Norway to their respective partner countries.

The programme is funded by the following sources:

Partner countries	Funding source
Brazil, China, India, Japan, Russia, South Africa	<i>The UTFORSK Programme</i> , funded by the Norwegian Ministry of Education and Research (NOK 3.5 million available in this call. Approximately half of these should be used for projects with Brazil).
Canada, USA	<i>The Partnership Program with North America</i> , funded by the Norwegian Ministry of Education and Research (NOK 1.5 million available in this call).

Below you will find more information on the objectives of the call, eligibility requirements and selection criteria, and an outline of the administrative process of project selection under the call.

2. OBJECTIVES AND FUNDING FRAMEWORK OF THE CALL

2.1 Objectives

The objective of the InternAbroad programme is to increase the number of students from Norway who do a credit-yielding internship or work placement abroad, where they get practical experience in a job, enhance intercultural competencies and language skills, and acquaint themselves with work environments and business cultures in a foreign country. As a result, students will benefit from a more relevant education, and companies and organisations will benefit from access to a pool of talented students who may become future employees.

2.2 Expected project results

SIU will monitor project results and the degree to which project activities contribute to fulfil the project goals and the objectives of the call. Applicants are requested to describe the expected results of the project as specifically as possible, including the number of students who are expected to undertake a credit-yielding internship during the project period and in the years to come as a result of the project.

Projects selected for support shall lead to:

- Increased cooperation between higher education institutions and companies or organisations in Norway and the partner countries
- Sustainable structures and routines for organising internships abroad that can serve as

- models for other higher education institutions, companies and organisations
- Increased mobility of students from Norway who do credit-yielding internships in the partner countries
- Enhanced skills and employability of the students who do an internship, including enhanced intercultural competencies, language skills and familiarity with work environments and business cultures in the partner countries
- Opportunities for companies and organisations to access highly motivated talent from universities in Norway who bring new insight and sector-specific expertise, and who may become future employees

2.3 Project funding and eligible costs

The maximum amount that can be applied for is NOK 300 000. SIU may adjust the amount awarded based on assessment of the merits of the individual applications.

The project budget included in the application form shall only include funds applied for through this call.

The following list of costs is not intended to be all-inclusive, but to illustrate typical costs eligible for support:

- *Travel and accommodation costs for staff* in connection with project meetings and meetings with companies or organisations interested in hosting interns.
- *Insurance* for interns, if a particular kind of insurance is necessary for the work they will perform and if this is not covered by the hosting company/organisation.
- *Extra scholarships* for interns, limited to NOK 6 000 per intern per month, to cover costs which are not covered by student funding attainable from the State Educational Loan Fund (*Lånekassen*).
- *Salary and indirect costs* (including administration and overhead), limited to 50 per cent of the total allocation. Salary and indirect costs may be shared between the partner institutions and the companies or organisations hosting interns.
- *Other costs*, if it is explained and justified how they will contribute to fulfil the objectives of the call.

For more information on eligible costs, please see the attached “Budget guidelines”.

3. ELIGIBILITY & SELECTION CRITERIA

3.1 Eligibility criteria

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

- **The applicant institution in Norway** must be an accredited Norwegian higher education institution, or an institution with accredited higher education programmes.
- Applications must include at least one company or organisation in one of the partner

countries as a partner. More such partners may be added during the project period if the application is selected for support.

- Applications must include a **Letter of Commitment** from one or more such partners, documenting interest in hosting students from the applicant institution in Norway as interns.
- If the application includes plans to develop arrangements that will allow exchange students to combine studies abroad with credit-yielding internships, the application must include at least one accredited higher education institution in one of the partner countries as a partner. Such partners must provide accredited education programmes at a level equivalent to that offered at the Norwegian applicant institution.
- 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.
- The project activities described in the application must be implemented within the project period.
- Applications must include plans to send at least 5 students to do an internship in one of the partner countries during the project period.

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

3.2 Internship requirements

In order to be eligible, the internship arrangements that are to be developed with support from InternAbroad must meet the following requirements:

- The internships must be recognised as an integrated part of the degree the students are pursuing at their home institution.
- The students must either do a full-time internship or combine an internship with taking courses at a partner institution.
- The students must receive a minimum of 7.5 ECTS credits for their internship.
- If the students do a full-time internship, the internship must last for a minimum of 2 months.
- The internships must be organised in a way that will allow the students to take the expected workload for a full-time student per semester (30 ECTS credits).
- If the internships last for a whole semester and are not combined with taking courses at a partner institution, the students must receive 30 ECTS credits for their internship.
- If the internships are combined with taking courses at a partner institution, the students must spend a minimum of 3 months in total in the partner country. The internship period must last for a minimum of 4 weeks in total, and the courses may be taken before, after or during the internship period.
- The students recruited for internships may be at Bachelor's, Master's or PhD level.
- The students recruited for internships may be pursuing a degree in any discipline. In order

to ensure a wider pool of students from which to recruit, it is encouraged that students should be recruited from multiple disciplines.

- The internships must take place in one or more of the partner countries.
- The internships may be undertaken in Norwegian companies/organisations with offices abroad or in foreign companies/organisations.
- The internships must be open to both male and female students, and a balanced gender ratio must be aimed for.

3.3 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 objectives of the call, including its ability to create added value for the institutions, companies/organisations and students involved. *Plans for internships for a high number of students will strengthen the application.*
- The overall clarity and quality of the application, including the quality and feasibility of its plan for establishing the structures, routines and network necessary for providing internship opportunities for students abroad. *Plans to develop arrangements that will allow exchange students to combine studies abroad with credit-yielding internships will strengthen the application.*
- The project's level of cost-effectiveness, including its ability to organise internships abroad in a way that will not be dependent on additional financial support from SIU or other funding agencies in the future.
- The quality of the project team and the cooperation arrangements, including the history of cooperation between the partners, the level of formalised commitment, the potential for sustainable collaboration, and the level and quality of involvement from companies/organisations.
- The degree to which the project is based on mutual and complementary interests of the partners.

Applications that are related to a project already funded through InternAbroad must demonstrate that the proposed project is innovative and/or complementary to the ongoing project.

SIU presumes that all projects adhere to a high ethical standard in research and higher education. SIU emphasises the importance of gender equality, inclusive practices and anti-corruption measures in all project activities.

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 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

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 a panel of reviewers from SIU on the basis of its individual merits with regard to the selection criteria set out above (item 3.3), and its relative standing to other competing applications. As part of the assessment, the panel of reviewers 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 2018.

4.2 Contract and reporting obligations

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

4.3 CONTACT INFORMATION

For further information on the programme or how to apply, please contact SIU by

Email: internabroad@siu.no or by telephone: +47 55 30 38 00.

Attachment 1 – BUDGET GUIDELINES

Project budgets will be assessed on basis of their 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 as necessary in the *Comments* fields in the application.

Travel and accommodation costs for staff

Projects may include reasonable travel and accommodation costs related to project meetings and meetings with companies or organisations interested in hosting interns. Please note the general guidelines set out above regarding reasonableness and cost levels.

Insurance for interns

Costs for insurance for interns may be included if a particular kind of insurance is necessary for the work they will perform and if this is not covered by the hosting company/organisation.

Student mobility

The table below describes eligible costs that may be included in applications with regard to mobility of students/interns related to each of the eligible levels of education (Bachelor/Master/PhD).

	Bachelor/Master	PhD
To Norway	May not be supported with funds from InternAbroad.	May not be supported with funds from InternAbroad.
From Norway	Applications may include scholarships to cover costs which are not covered by student funding attainable from the State Educational Loan Fund (<i>Lånekassen</i>). Such extra costs are limited to NOK 6 000 per student per month .	Applications may include specified cost items which are not covered by other external funding, up to the applicable monthly rate set by <u>the Research Council of Norway</u> ("Overseas Research Grant") for individuals. In 2017/18, the monthly rate is NOK 17 000. Additional grants for dependents are not given.

The rates cover the individual student's costs, and additional funding for dependents/family members may not be included in the budget.

As the relevant rates are adjusted annually according to the retail price inflation, the rates may be adjusted accordingly for coming years.

Travel, visa and insurance costs incurred in connection with student mobility may be supported if not covered by funding attainable from the Norwegian State Educational Loan Fund (*Lånekassen*)

or other external funding sources.

Salary and indirect costs

The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs involved in a project may not exceed 50 per cent of the total project budget. The amount may be shared between the project partners, based on agreement between the 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 activities.

Other costs

If other types of costs are included in the budget, it must be explained and justified how they will contribute to fulfil the objectives of the call.

Attachment 2 – GUIDELINES TO THE APPLICATION FORM

INTRODUCTION

The following guidelines are designed to aid applicants in preparing their applications for **2-year funding** under InternAbroad.

Applications must be submitted via SIU's online system for applications and reporting, «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 on 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 on the login page. Once you are 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 considered 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 the «Submission» section below.

These guidelines follow the same structure as the online application form in Espresso, and are therefore divided into the following tabs:

- Start (General project information and administration rights)
- Applicants and partners (involves sub-tabs A.1-A.5)
- Project description (involves sub-tabs B.1-B.5)
- Budget
- Preview
- Confirmation
- Submission

Please remember to save your data, on the way.

START

- This application form should only be used to apply for funding through InternAbroad.
- The maximum amount of funding that may be applied for is NOK 300 000.
- All project activities must be completed by 31 December 2020.
- For further details, please see the "InternAbroad 2018 Call for Application" at SIU.no.
- Applications must be submitted electronically no later than **25 September 2018 at 15:00** (Norwegian time).
- If you have any questions, please contact SIU at internabroad@siu.no.

Project identification

Project number

Please provide a suitable title for your project. If your application is awarded funding, the project title will be used throughout the lifetime of the project, from start-up until completion. The title should therefore be designed to give a short and informative description of the project.

Project title

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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, but the project coordinator may grant editor access to up to four other registered Espresso users.

Use the search field to search for registered users in Espresso by typing any combination of first name, last name and email address. Then select the wanted user and press the 'Use selected' button.

If the person you are looking for is not already registered, he or she can register by using this [link](#).

Project read access

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

Use the search field to search for registered users in Espresso by typing any combination of first name, last name and email address. Then select the wanted user and press the 'Use selected' button.

If the person you are looking for is not already registered, he or she can register by using this [link](#).

APPLICANTS AND PARTNERS

A.1 Applicant

Eligible applicants are all Norwegian universities and university colleges accredited by NOKUT, as well as institutions with accredited higher education programmes.

Please select the applicant institution. Search among the registered institutions to see if the institution is already in the system. You can search by typing part of the institution's name. If you do not find the institution, you can register it by pressing "Add institution".

Institution

Please select the unit (department level or above) where the project will be administratively located. If you do not find the unit in the list, you can register it by pressing "Add new unit". If you need to update the contact information for the unit, press "Update unit".

Department

Please select the unit (department level or above) where the project will be administratively located. If you do not find the unit in the list, you can register it by pressing "Add new unit". If you need to update the contact information for the unit, press "Update unit".

Head of department

Please provide the name and contact information of the head of the department/unit at the applicant institution where the project will be administratively located.

Project coordinator

Please provide the name of the project coordinator at the applicant institution and his or her contact information. Please note that a curriculum vitae (CV) is mandatory for the project coordinator. The CV must be uploaded as an attachment in section A.5 of this application form. Uploaded CVs are not to exceed 4 pages.

A.2. Partners

Please list the partners in the project.

Eligible partners include, but are not limited to, companies, organisations, government departments and agencies, embassies, hospitals, schools, kindergartens, NGOs and research institutes.

The application must include at least one company or organisation in one of the partner countries (Brazil, China, India, Japan, Russia, South Africa, Canada, USA) as a partner. A Letter of Commitment from one or more such partners, where they express willingness to host one or more students from Norway as interns, must be uploaded in section A.5.

If the application includes plans to develop arrangements that will allow exchange students to combine studies abroad with credit-yielding internships, the application must also include at least one accredited higher education institution in one of the partner countries as a partner. Such partners must provide

accredited education programmes at a level equivalent to that offered at the applicant institution in Norway. A Letter of Commitment from such partners is not required.

You must provide the name of a contact person for each partner you add.

When you click the “add new partner” tab, you are expected to find or enter your partner from/in a database. Enter unit and put in information about the contact person from the respective partner.

Please press edit button to fill in/update information on the main researcher/academic contact person at the network institution, including personal data/contact information.

Search for registered users at SIU's online services. Type in any combination of first name, last name and e-mail address. Then select the wanted user and press the 'Use selected' button.

Note: If the person you are looking for hasn't registered, he or she can register using this link <http://espresso.siu.no/espresso/register>.

A.3 Participants in the project

Please provide a list of all academic and administrative staff and other participants who will actively contribute to the project in addition to the project coordinator and contact persons for the partners in the project.

The persons you list here will, together with the project coordinator and contact persons for the partners in the project, constitute the project team. In the project description, you will be asked to explain the complementarity, experience, expertise and gender ratio of the project team.

The size and composition of the project team will vary from project to project depending on the size and the nature of the project. The team should be composed in a way that enables you to reach the goals of your project.

Click the “Add” button to enter information about the participant/staff member involved.

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) and you choose from a roll down menu.

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.
- A Letter of Commitment from at least one company or organisation in one of the partner

countries. Applications without at least one such letter will not be processed.

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 partner commits itself to participate in and contribute to the project. It should document interest in hosting students from the applicant institution in Norway as interns. It should also contain information that is as specific as possible with regard to what resources the company/organisation will contribute to the project (for example, time needed to guide/mentor interns, insurance, equipment, accommodation, etc.). A Letter of Commitment should be signed by a person authorised to enter into such commitments on behalf of the company/organisation. This may be a director (one of a group of senior managers who run the company or organisation) or another person authorised to enter into such commitments.

PROJECT DESCRIPTION

B.1 Project summary

Please provide a short summary of your project. The summary should mention:

- the goals and expected results of the project
- the main activities in the project
- the institutions and partners involved in the project

The 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.

Character limit: 2 000

B.3 Description of the project

Goals and expected results

Please explain the goals of your project as well as what results are expected during the project and on its completion.

You should also explain how the results of the project will be sustained after the project period and give an estimate of the number of students per year you expect will do an internship after the project has ended (as a long-term result of the project).

Details regarding the internship arrangements must be provided in section B.4.

Character limit: 3 000

Number of students who will do an internship

Please provide an estimate of the total number of students expected to do an internship within the project period as a result of the project.

The minimum requirement is 5 students.

Plans for internships for a high number of students will be considered beneficial to the application

Benefits for companies/organisations

Please explain briefly how companies/organisations hosting interns will benefit from the project in the short and long term.

Work plan and timeline

Please provide a work plan and timeline for the project. The work plan and timeline should outline all of the activities that you need to carry out in order to reach the goals of your project. The work plan and timeline should have each activity listed (by order of start date) and outline how the tasks and responsibilities will be distributed among the partners.

Character limit: 3 000

Risk assessment

Please give a brief assessment of potential risks and difficulties that may impede a successful implementation of the project. For each risk you identify you should also outline what measures you plan to avoid or mitigate the effects of the risk.

Examples of potential risks are difficulties related to recruitment of students and staff, time constraints, language and cultural barriers, corruption or mismanagement of funds, etc.

Character limit: 2 000

B.4 Internship arrangements***Name(s) of the degree(s) of which the internships will be recognised as an integrated part***

The internships must be recognised as an integrated part of the degree the students are pursuing at their home institution. Please list the relevant degree(s), including the level of each degree (Bachelor, Master or PhD).

The students recruited for internships may be pursuing a degree in any discipline. In order to ensure a wider pool of students from which to recruit, it is encouraged that students should be recruited from multiple disciplines.

Character limit: 2 000

Type(s) of internship

The students must either do a full-time internship or combine an internship with taking courses at a partner institution. Choose "Both types of internship" if the students will be able to choose between the two options.

Integration of internships into degrees and courses

Please explain briefly how the internships will be integrated into the degree the students are pursuing at their home institution. Relevant course descriptions may also be included or linked to.

Will the internships be integrated into an already existing course at the students' home or receiving institution? Will a new course be developed? What assignments and forms of assessment will the course contain?

Character limit: 2000

Number of ECTS credits the students will receive for their internship

The students must receive a minimum of 7.5 ECTS credits for their internship.

If the internships last for a whole semester and are not combined with taking courses at a partner institution, the students must receive 30 ECTS credits for their internship.

Duration of internships

If the students do a full-time internship, the internship must last for a minimum of 2 months.

If the internships are combined with taking courses at a partner institution, the students must spend a minimum of 3 months in total in the partner country. The internship period must last for a minimum of 4 weeks in total, and the courses may be taken before, after or during the internship period.

B.5. Standard indicators**Student mobility**

Please provide information about planned mobility of students during the project period. Press "Add mobility" to register the expected number of mobilities.

Long-term and short-term mobility to and from Norway should be registered separately. Please register mobility of 3 months' duration or longer as "Long-term (3 months or more)".

If your project is awarded funding, the data you provide here will be used by SIU to monitor the progress of your project and to generate aggregated data on a programme level.

Click the «Add mobility» button.

You may register groups of students together (same direction, same level).

For all student mobility, please register the duration of the stay by using either Months, Weeks, or Days.

Fill in open fields and please comment briefly on the type of mobility (exchange, field course, work placement/internship, study/research visit, summer school, etc.) and other relevant information.

Development of courses and degree programmes

Please provide information about new courses or degree programmes to be developed through the project. Press "Add course" to register a course or programme.

Summer schools should also be included. Existing courses or degree programmes that will be revised as a result of the collaboration should also be registered.

If your project is awarded funding, the data you provide here will be used by SIU to monitor the progress of your project and to generate aggregated data on a programme level.

Requested information is:

- Course name and description (academic content, target groups, estimated number of participants, and if the course/programme will be running beyond the project period and if the course will be embedded as a part of the study programmes at the institutions)
- Level (Bachelor, Master, PhD)
- Fields of education and training ref ISCED F2013 (Pull down menu to choose from)
- If the course is new or a revision of an existing course
- ECTS credits
- The first time the course/programme will be implemented
- Awarding institution

BUDGET

Please follow the "Budget guidelines" and enter sums to be used for the different cost categories and years.

- Travel and accommodation for staff
- Insurance for interns
- Extra scholarships for interns
- Salary and indirect costs
- Other costs

Specification of budget items

The budget shall only include the funds you apply for from SIU for your project. Please specify each of the budget items. Be as specific as possible, detailing how you plan to spend the funds you apply for and how you have estimated the costs.

The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs cannot exceed 50 per cent of the amount you apply for. The funds may be shared between the applicant and the partners, 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 the basis of the budgeted costs.

Please note that if you include any costs under the budget item "Other costs", you must explain and justify why these costs are necessary and how they will contribute to fulfil the objectives of InternAbroad.

Character limit: 3 000

PREVIEW

Press the buttons below to get a print preview of the application or download a PDF version of it.

CONFIRMATION

You must check the boxes below before you can submit your application.

- I have uploaded a CV for the project coordinator.
- I have uploaded a Letter of Commitment from at least one company or organisation that will participate in the project.
- I have uploaded a Letter of Commitment from at least one company or organisation that will participate in the project.

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 email to noted@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, press the «Submit application» button.