



Norwegian Agency for
International Cooperation
and Quality Enhancement
in Higher Education

InternAbroad Call for applications 2019

1. Invitation

Diku is pleased to issue this call for applications for funding of three-year projects under the InternAbroad programme.

InternAbroad supports Norwegian higher education institutions that aim to develop and establish the structures, routines and networks necessary to provide their students internship opportunities abroad as an integrated part of their studies.

The internships must be undertaken in one or more of the partner countries: Brazil, Canada, China, India, Japan, Russia, South Africa and the USA. 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. The internships may be for students at Bachelor's, Master's or PhD level and in any discipline.

In addition to financial support, Diku will offer advice and assistance to the projects selected for funding. This includes workshops during the project period for the purposes of developing and sharing best practice related to organising internships abroad.

InternAbroad is supported by Innovation Norway. Innovation Norway's offices in the respective markets will share networks and help make connections between the relevant parties.

InternAbroad is financed by the Norwegian Ministry of Education and Research, through funds from the UTFORSK and North America partnership programmes.

This call for applications is open to three-year projects, with a project period from 1 January 2020 to 31 December 2022.

Each project may be awarded up to NOK 300 000. The total funds made available in this call are approximately NOK 3 million.

The final deadline for submitting applications is **25 September 2019, at 12:00 Norwegian time.**

2. Objectives and funding framework of the call

2.1 Objectives

The InternAbroad programme will support projects that lead to:

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

2.2 Expected-results

Diku will monitor project results and the degree to which project activities contribute to achieve the objectives of the program. Applicants are requested to describe the expected results of the project as specifically as possible. Project results that may contribute to achieve the objectives of the programme include, but are not limited to:

- Increased number of internships abroad that are recognised at the home institution
- New or revised study plans allowing room for credit-yielding internships
- New or revised courses that allow for internships abroad
- Internship agreements with companies or organisations in the partner countries
- Routines regarding insurance and visas for internship students.
- Routines for supervision and recognition of internships abroad
- Templates for learning agreements

2.3 Project funding and eligible costs

The maximum amount that can be applied for is NOK 300 000. Diku 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.

Support may be granted to activities that contribute to achieve the objectives of the programme. Applicants should design their projects in the way they consider best suited to achieve the objectives of the programme.

The project may include funds for salaries and indirect expenses (including administration and overhead), limited to 50 per cent of the total allocation. The funds may be shared between the applicant and the project partners.

Other costs that may be covered is travel and accommodation for staff, extra scholarships for students, insurance of students for occupational injury and higher visa costs for student interns. For more information and details on eligible costs, please see the Appendix ("Budget guidelines").

Projects selected for support will be expected to participate in workshops during the project period for the purposes of developing and sharing best practices.

3. Composition of the partnership

The application may include partners in the following countries: Brazil, Canada, China, India, Japan, Russia, South Africa and the USA.

The partners may be companies or organisations hosting students for internships, and/or higher education institutions.

4. Eligibility & selection criteria

4.1 Eligibility criteria

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

- The applicant must be an accredited Norwegian higher education institution, or an institution with accredited higher education programmes
- Applications must be written in English and be submitted fully completed, including attachments, through Diku's online platform for applications and reporting ([Espresso](#)) within the call's final deadline

- A curriculum vitae (CV) for the project coordinator must be uploaded.
- Applications that describe full-time internships (not combined with studies at a partner university abroad) must include at least one company or organisation in one or more of the partner countries as a partner
- Applications that describe internships combined with courses/studies at a partner university abroad, must include at least one accredited higher education institution in the partner country as a partner.
- The application must include plans to send a minimum of 5 students on credit-yielding internships during the project period
- The application must describe a project that adhere to the Internship requirements below

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

4.2 Internship requirements

In order to be eligible funding from the InternAbroad programme, the internships must meet the following requirements:

- The internships must be recognised as an integrated part of the degree the students are pursuing at their home institutions
- The internships must take place in one or more of the partner countries
- The internships must be organised in a way that will allow the students the expected workload for a full-time student per semester
- The internships must either be full-time or combined with taking courses
- If the internships are full-time and not combined with taking courses at a partner institution abroad, it must last for a minimum of 2 months
- If the internships are combined with taking courses at a partner institution abroad, it must last for a minimum of 4 weeks and the students must spend a minimum of 3 months in the partner country.
- The internship must yield a minimum of 7.5 ECTS credits, or be an integrated part of a larger credit-yielding course

4.3 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 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 project's feasibility
- potential for increasing student mobility of minimum 3 months' duration
- The quality of the partnership, including:
 - complementarity, experience and expertise of the project team
 - level and quality of involvement from the companies/ organisations hosting students
 - level of formalised commitment
 - potential for long-term collaboration between the partners
- Impact and dissemination
 - expected impact on the participants and participating institutions
 - sustainability of project results
 - quality of the plan for dissemination of project results

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.

Diku presumes that all projects adhere to a high ethical standard in research and higher education. Diku 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 as well as the Appendix ("Budget guidelines") carefully. Remaining questions may be directed to Diku.

5. Attachments

In addition to a **CV** for the project coordinator (cf. item 4.1 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 should document interest in hosting students from the applicant institution in Norway as interns.

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 a panel of reviewers from Diku 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. Applications will be evaluated on a scale from 1 (lowest) to 7 (highest).

As part of the assessment, the panel of reviewers 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 Diku in recent years, the panel 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 2019.

6.2 Contract and reporting obligations

The applicant will be required to enter into a contract with Diku. The contract will be subject to Diku'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 a duty to submit progress reports, project accounts, and a final report upon completion of the project.

Until a binding contract has been entered into, Diku 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

Questions regarding the programme or how to apply can be directed to:

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Appendix

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 Diku'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 *Specification of budget items* field in the application.

Travel costs for staff (including PhD students)

The projects may include 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.

Costs related to participation in conferences not clearly linked to the planned project activities may not be included.

Travel costs for students, if relevant

If there are specific reasons that the students do not get the travel covered by Lånekassen and the project wish to include this, the reason must be clearly stated in the application.

Scholarship for students

Students from Norway travelling to the partner countries for credit-yielding internships as a part of their degree, will normally get basic living costs covered by the Norwegian State Educational Loan Fund (Lånekassen). In addition, the project may award the student an extra scholarship to cover costs incurred in connection with the internship. The rates cover the individual student's costs, and additional funding for dependents/family members cannot be included in the budget.

Bachelor or Master level students may receive an extra scholarship on maximum NOK 6 000 per month.

PhD students may receive a scholarship on maximum NOK 18 000 per month.

Insurance of students

Students on all levels may get insurance for occupational injury covered by the project, if the company or organisation is not arranging this locally. In many instances, an insurance from Association for Norwegian students

Abroad (ANSA) can be used, but not all. Applicants are thus advised to check rates and how this can be organised in the partner country and in the situation.

Other costs

Visa applications for students doing internship abroad may be costlier than for students going on a regular student exchange. Costs related to this may be financed by the project.

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

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 among 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 items “Salary, remunerations of consultants and honorariums” and/or “Indirect costs”.