



NORDPLUS

**NORDPLUS
2012–2016**

**HANDBOOK
2012**

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1 NORDPLUS

1.1 INTRODUCTION

The Nordic Council of Ministers (NCM) will continue the Nordplus programme for 2012 – 2016. The main outline of Nordplus in the new programme period will, with a few changes, be the same as in the last programme period, 2008 – 2011. The former Nordplus Framework Programme with four sub-programmes and one independent programme for Nordplus Languages and Culture will now be changed into one programme under one name, NORDPLUS. Nordplus Nordic Languages and Culture will become Nordplus Nordic Languages and will also include the Baltic countries. The sum total of the programme's budget for every year is over 60 million Danish kroner (ca 8 million Euros). In addition to the eight Nordic and Baltic states, Nordplus also covers the three autonomous regions Åland, the Faroe Islands and Greenland.¹

The main objectives of Nordplus 2012 – 2016:²

The programme serves as a tool:

- To strengthen and develop Nordic educational cooperation and contribute to the establishment of a Nordic-Baltic educational region;
- To support, develop, draw benefit from and disseminate innovative products and processes in education through the systematic exchange of experiences and best practice;
- To contribute to the development of quality and innovation in the educational systems for lifelong learning in the participating countries by means of educational cooperation, as well as cooperating with workplaces, about development projects, exchanges and building of networks;
- To promote Nordic languages and culture, as well as mutual Nordic-Baltic linguistic and cultural understanding;
- Strengthen the language comprehension for the Nordic languages, especially among children and youth, primarily for Danish, Swedish and Norwegian;
- Encourage the interest in, knowledge of, and understanding of the Nordic languages.

Nordplus consists of the following sub-programmes:

- Nordplus Junior
- Nordplus Higher Education
- Nordplus Adult
- Nordplus Horizontal
- Nordplus Nordic Languages

Information and guidance concerning Nordplus

There is a Nordplus programme office in each of the eight participating countries. Prospective Nordplus participants should contact the Nordplus office in their respective country. The national programme offices administer and provide information and guidance about all parts of Nordplus and all the sub-programmes. *See pages 4–5 for contact information.*

¹ The autonomous regions Greenland, the Faroe Islands and Åland may, in addition to collaborations with other participating countries, take part in domestic collaborations with Denmark and Finland, respectively.

² Information about Nordplus is available on the **Nordplus web portal**, www.nordplusonline.org.

Annual call for applications to Nordplus

Annually, one or more calls for applications to Nordplus will be announced in all of the participating countries. The calls provide information about the possibilities for applying for grants from the different sub-programmes. The main call for all sub-programmes is the 1st of March every year, but some sub-programmes also have a call on the 1st of October which concerns some initiatives within these programmes. As a main rule, the application deadline is at the end of the aforementioned date (March/October 1st), but if this falls on a Sunday/holiday, the deadline will be moved to the next working day.

Applications to Nordplus

Regardless of participating country or activity, anyone wishing to apply for funding from Nordplus, must apply online through the joint application system ARS (Application and Report System) available at www.nordplusonline.org and on the web pages for the national Nordplus Programme Offices of all participating countries.

Administration of Nordplus

The Programme Offices for Nordplus in Sweden, Finland, Denmark, Iceland and Norway, have the main responsibility for the administration of the following five sub-programmes under Nordplus, respectively:

- The International Programme Office (Sweden): the Nordplus Junior programme
- CIMO (Finland): the Nordplus Higher Education programme
- Danish Agency for International Education (Denmark): the Nordplus Adult programme
- IKU (Iceland): the Nordplus Nordic Languages programme
- SIU (Norway): the Nordplus Horizontal programme

These national programme offices have the title Main Administrator for their sub-programme, and are in charge of processing applications for their respective sub-programmes. Together with the programme offices in Estonia, Latvia and Lithuania, they form a coordinated administrative system for the whole Nordplus programme. The offices responsible for information about Nordplus in the Nordic autonomous regions Faroe Islands, Greenland and Aland, are also a part of this administrative system.

Programme committee for Nordplus

All of Nordplus has one joint programme committee. This committee consists of 16 members appointed by the participating countries (two from each country), plus three observers appointed by the Nordic autonomous regions. The programme committee is the decision-making body for granting funds through each of the sub-programmes, but it also has the responsibility to monitor and control the development both of each sub-programme and of Nordplus as a whole. The Nordic office which has the role of main coordinator for the administrative system, also works as secretariat for the programme committee (for the period 2012-2014 SIU has this role).

1.2 WHO MAY APPLY?

The different sub-programmes under Nordplus are supposed to cover all levels and participants that are involved in both formal and non-formal education and lifelong learning.

Here are the main target groups for the sub-programmes:

- Nordplus Junior – kindergartens, primary/secondary schools and upper secondary schools (academic or vocational)
- Nordplus Higher Education – private and public institutions in higher education
- Nordplus Adult – all kinds of participants in the field of adult learning
- Nordplus Horizontal – the programme funds cross-sector cooperation and is open for cooperation between most target groups and participants in the field of education
- Nordplus Nordic Languages - See chapter 6

Read more about who are eligible applicants in the chapters featuring each of the sub-programmes.

1.3 PROCESSING OF APPLICATIONS

All applications must be submitted online through Nordplus' joint Application and Report System (ARS). Applications may be submitted in Danish, Norwegian, Swedish or English. Applications including one or more Baltic partners must be in English. NB Applications to Nordplus Nordic Languages must be written in a Scandinavian language, also if the project has Baltic participants. Only applications that have been submitted online are processed.

The applications are received and processed by the Nordplus programme office that has the main responsibility for the respective sub-programme, in close cooperation with the other Nordplus programme offices. All applications will be processed by at least one other programme office in addition to the main administrator. The programme offices may obtain external expert opinions on the applications. The Nordplus programme committee makes the final decision on which applications will receive grants, and on the distribution of funds, as per the recommendations of the responsible programme office.

An applicant can expect an answer within three months after the deadline. The programme offices send out information to all applicants about the outcome of the application and publish an overview on www.nordplusonline.org.

1.3.1 RIGHT TO APPEAL

Appeals may be addressed to the main administrator that processed the application. It is not possible to appeal the decision itself, but if an applicant believes procedural errors have been made, they have the option to appeal. The programme committee is the appellate body for complaints about the case processing in the sub-programmes.

1.4 MONITORING AND REPORTING

All recipients of Nordplus grants are obligated to report back to Nordplus at the latest 30 days after the contract period expired. The reports are submitted online through ARS by using the same login and password that were used for the application. For projects that span over several years, there is also an annual status report.

Monitoring and auditing

Coordinators of Nordplus activities must be aware that national Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given for any inspections. All supporting documents must be kept for a minimum of five years after the project is completed in the event of an audit.

2 NORDPLUS JUNIOR

2.1 WHAT ARE THE AIMS OF NORDPLUS JUNIOR?

In addition to the overall objectives of the Nordplus Programme, the additional and specific aims of Nordplus Junior are:

- Strengthening and developing co-operation and creating networks of pre-schools, primary, secondary and upper secondary schools (general and vocational) in the participating countries
- Promoting the development of quality, creativity and innovation in education
- Learning for all; to promote equal opportunities in inclusive education
- Strengthening the Nordic languages and promoting knowledge and understanding about Nordic cultures, languages and ways of life in schools, and in daily life
- Promoting knowledge and understanding of Nordic and Baltic languages and cultures
- Promoting co-operation between schools (including pre-schools) and working life.

2.2 WHO CAN APPLY?

The target groups of Nordplus Junior are pupils, teachers and other pedagogical staff in:

- pre-schools
- primary/secondary schools
- upper secondary schools
- vocational schools/apprentice programmes
- Organisations and institutions involved with working in or having strong interests in the area of school education

All Nordic and Baltic countries are eligible, and in order to receive a Nordplus Junior grant all activities must take place in one or more of the eight participating countries or in the self-governed areas Åland, the Faeroe Islands and Greenland. New for the programme period 2012-2016 is that the mobility part in the former Nordplus programme for Nordic Language and Culture has been transferred to Nordplus Junior with an amount of funding especially earmarked for mobility activities with the aim at enhancing knowledge and understanding of Nordic languages.

2.2.1 WHEN TO APPLY?

The programme has two deadlines for submission of applications in 2012; the general deadline 1 March for applications to all parts of the programme and a supplementary deadline 1 October only for applications for preparatory visits.

2.3 WHAT TYPES OF GRANTS ARE AVAILABLE?

Nordplus Junior supports actions within the areas of:

- Mobility activities
- Project activities
- Network activities

All activities must be based on agreements between participating partners and have a clearly defined aim, expected outcome and correspond with over all objectives of the Nordplus programme as well as at least one of the specific aims of the Nordplus Junior Programme mentioned above in 2.1.

Regardless of type of activity, a coordinating institution must be appointed which will be responsible for the application and the granted funds for the duration of the contract period. Only schools identified as part of Nordplus Junior's target groups may act as coordinators. Furthermore all participants in activities, coordinator and partners, have to draw up a Letter of Intent and add it to the application. Without these Letters of Intent, from all the participants, the application is not eligible.

Grants for mobility activities cover only travel costs for pupils, and travel and accommodation costs for teachers and pedagogical staff. Grants for project and network activities cover travel costs, expenses for accommodation and board and other costs related to the project and network activities. Please see section 2.4.11 and 2.4.2.1 for further details concerning financing.

2.4 WHAT ARE NORDPLUS JUNIOR ACTIONS?

2.4.1 MOBILITY ACTIVITIES

Applications for mobility activities cannot be submitted by individuals. They must be submitted by an institution or organisation and be based on an agreement between a minimum of one submitting institution/organisation and one host institution/organisation from the various participating countries.

Mobility activities require cooperation between at least two institutions (see above in 2.2) from at least two countries and may not last longer than one year. Mobility activities are collaborations designed to bring together children, pupils, teachers and other pedagogical/academic staff in order to co-operate, teach or study in one or more of the participating Nordplus Junior countries. Mobility activities may last from one week to one year during the project year, and may involve individual pupils/teachers or larger groups/classes. The following activities are eligible.

- **Preparatory visits**

Grants are available for preparatory visits. The aim of preparatory visits is to help institutions eligible for the programme, wishing to establish a project and to prepare an application for Nordplus Junior grants. Preparatory visits may last a maximum of five days, including travel time. As a maximum it is possible to apply for at grant for one visit with two participating teachers per country.

- **Class exchange**

Grants are available for two or more classes or groups of pupils, from at least two participating Nordplus Junior countries, who want to work together on a joint subject within the range of the Nordplus Junior aims. The content for cooperation must be of a pedagogical nature and linked to the curricula. Mobility activities may last between one week and three weeks including

travel days during a one year period. Grants can be awarded for a maximum of 30 pupils per country and a maximum of one accompanying teacher per 10 pupils.

- **Pupil exchange and work experience**

Grants are available for individual pupils in upper secondary/vocational schools. Pupil exchange and work experience include work placements, vocational training, apprentice schemes and other theoretical studies. Applications must be submitted by the school. Pupil exchange may last from one week to one year. An accompanying teacher may stay maximum one week.

- **Teacher and pedagogical/academic staff exchange**

Grants are available for working pedagogical/academic staff within the eligible school types. Within this activity participants may apply for grants to travel to another Nordic or Baltic country. Teacher mobility includes teacher exchange (job-switching), job-shadowing, study visits, or in service training in the different countries. The exchange may take place between one or more schools. Teachers exchange may last from one week to one year.

2.4.2 PROJECT AND NETWORK ACTIVITIES

Applications for funding for both networking and project activities must be based on an agreement between a minimum of three institutions or organisations from three different participating countries.

2.4.2.1 Projects

Schools may establish project partnerships linked to a specific theme corresponding to the aims of the Nordplus Junior programme. Project partnerships are long-term collaborations with the purpose to give schools the opportunity to develop pedagogical and didactic methods. The projects are meant to broaden the perspective on the subjects chosen. Here some examples of fields for project partnerships:

- Quality assurance
- Dissemination of project results
- Development and improving of teaching methods
- Curriculum development

To be able to apply for grants for a project partnership there have to be participants from at least three different schools in three different countries.

A project partnership may receive a grant for a maximum of three years.

2.4.2.2 Networks

Groups of schools, organisations or institutions working on a specific topic or issue within education or lifelong learning in one of the participating countries are eligible for a grant. The overall purpose is to give schools an opportunity to become part of a

network and to establish long-term educational collaborations. Participants may work on a joint theme corresponding to the aims of the Nordplus Junior programme. From this theme they can identify various issues and topics for collaboration and exchange. In turn this can generate new ideas and proposals for future initiatives.

Activities eligible for network support include:

- Administrative meetings to establish and develop the network
- Information activities and the dissemination of results

To be able to apply for grants for a project partnership there have to be participants from at least three different eligible partners in three different countries.

A network project may receive a grant for a maximum of three years.

2.5 FINANCING

Different rules apply to the various Nordplus Junior activities. See further details below.

2.5.1 Financing of mobility activities

2.5.1.1 Mobility funding

The funding of mobility activities in Nordplus Junior are based on maximum rates, but are submitted individual calculations for each application.

The applications for mobility support do not require documented internal co-financing; however a degree of self-financing must be foreseen, as the set rates might not cover the actual costs. A mobility grant does not cover daily allowances, and hotel rates or flight tickets may in some cases be more expensive than what the grants cover. The calculation of allocated grants for travel costs is based on the following:

Maximum Fixed Travel Rates (teachers, pedagogic staff, and pupils):

Route	Rates
To and from Greenland	1 300 €
To and from the Faroe Islands and Iceland	660 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330 €
Domestic, more than 500 km	150 €

Support for mobility activities is allocated according to the set maximum rates for travel and accommodation/board and will automatically be calculated in the ARS when the applicant plots in information regarding mobility activities. However these calculations in ARS can only serve as preliminary guidelines because in the process of assessing the application a closer overview of the probable costs for mobilities will be made and since the fixed rates are a maximum rate the actual grant may be reduced.

When an application has been approved the applicant will be informed of how much the project has been allocated to cover travel costs. This will be expressed in a number of approved mobilities (1 mobility = 1 roundtrip between partners in a mobility project). If

partners in a project manage to finance the number of mobilities with less money than granted, they can use the surplus money for activities important to the mobility project without having to present proof for those expenses. For example such surplus money could be used to cover accommodation and board expenses for pupils. This has not been possible before in Nordplus Junior.

In the final report the grant holders have to affirm the actual number of carried out mobilities in the project. If they have carried out less mobilities than granted a repayment must be made.

Teachers and pedagogic staff can in addition to the above grants for travels also receive grants for accommodation/boards according to the following rates set per traveller and per duration unit:

**Fixed Rates for Accommodation/board – For teachers and pedagogic staff only
(*not for pupils/Students*):**

	Day	Week	Month
Teachers and mentors	70 €	355 €	1 065 €

2.5.2 Financing of projects and networks

Applications for projects and networks can include support for travel and accommodation/board for teachers and mentors, support for information activities, dissemination of results, production of material and other relevant costs in connection to the project.

2.5.2.1 Self-financing

Funding from Nordplus for other expenses in connection with project- and network activities within Nordplus Junior may make up maximum 75 % of the expenses eligible to be covered. The estimated budget for the activities must show how the remaining expenses will be covered. Self-financing in the form of working hours directly to the Nordplus project och network can be included in the overall budget.

You may include other expense types in your application for project/network. All the expenses should be defined in the title-field for each expense in the ARS budget form, for instance as "dissemination of information and results", "translation" or similar.

2.5.2.2 Support for travel costs

Costs for mobility activities, such as participation in joint project meetings, are to be included in the budget with the estimated, actual costs for travel and accommodation/board (for staff only). These expenses may be covered 100% if the project total cost includes at least 25% co-financing from the project partners. However

projects and networks can also include mobility activities as specified in 2.4.1 above and will in those cases be financed accordingly.

2.5.2.3 Support for administrative expenses

The coordinating institution may use a maximum of 5% of the total used grant for administrative expenses, to meet the added cost of coordinating the activities. Coordinators do not need to provide supporting documentation for administrative expenses.

2.5.3 Costs that are not covered

- Overhead costs, i.e. general unspecified costs not directly connected to the Nordplus project/network
- Salaries
- Office equipment (such as IT equipment)
- Costs for non-Nordic or non-Baltic participants
- Costs for activities outside the Nordic or Baltic countries

2.5.4 Disabled participants

Costs involving participants with disabilities may be met by a grant of up to 100 per cent. In the event of disabled participants requiring additional help and support, the network/project and mobility activities may apply for further funds after the ordinary application deadline. The application should be addressed directly to the main administrator of Nordplus Junior. A doctor's certificate is usually required. Additional funds may be provided to cover the cost of escorts, interpreters or similar.

This rule only applies to participants in activities that have already been given a grant.

2.5.5 Payments and audits

Funds are paid to the coordinator of the mobility activity, project or network, who is then responsible for the funds for the duration of the contract period. The coordinator of the network or project decides how the funds are to be allocated between the participating institutions.

Funds are paid in two separate instalments: 80 % after the contract has been signed and maximum 20 % after the report has been approved.

For applications granted 14.000 EUR or less, 100 % of the funds are paid after the contract has been signed. Note: The International Programme Office will issue the payment at latest 45 calendar days after the contract has been signed.

Funds should be accounted for in accordance with national/internal requirements as a separate project in the accounts of the institution/organisation so that all payments are visible in the event of an audit.

2.6 HOW TO APPLY

All applications to all parts of Nordplus Junior must be submitted electronically through the joint Application and Report System (ARS). Link to ARS and user guide is found on www.nordplusonline.org

2.7 WHAT CONSTITUTES A GOOD APPLICATION?

A good application should:

- describe aims and expected outcome
- describe the activities
- describe the sharing of responsibilities and workload
- provide a thorough description of the project's relationship to programme objectives
- define the added value of the activity
- give realistic expectations to the activity in relation to its budget
- give a realistic budget in relation to the available budget
- give an account of how the results will be disseminated
- provide a self-evaluation, analysis of how the project will be completed
- give details of how the activity will be integrated in other activities
- be well integrated in the school and involve a large number of pupils and teachers

Previous participants in Nordplus Junior projects are also asked to provide details of:

- results achieved previously
- how previous grants have been managed

All applications are assessed based on the way in which they can contribute to fulfilling one or more of the objectives set out by Nordplus Junior.

Only applications that comply with the Nordplus Junior framework and only applications submitted by the target groups defined by the programme are eligible to apply.

2.8 PROJECT FOLLOW-UP AND REPORTING

All institutions/organisations receiving financial support from Nordplus are obliged to report back to Nordplus within 30 days of the end of the contract period.

Reports should be sent electronically via ARS.

More details on reporting will be sent together with the contract to those whose applications have been approved.

Coordinators of Nordplus activities should be aware that national Nordplus offices may carry out follow-up visits, including financial audits. Reasonable notice will be given of any inspections. All receipts and supporting documents should be kept for a minimum of five years after the project is completed in the event of an audit.

3 NORDPLUS HIGHER EDUCATION

3.1 INTRODUCTION

In accordance with the overarching objectives the specific objectives of the Nordplus Higher Education Programme are:

- To **link higher education institutions** (HEIs) in the participating countries, private as well as public, offering recognised tertiary level qualifications, establishing networks for **exchanging and disseminating experiences, best practices and innovative results**
- To contribute to **cooperation** between HEIs and **other institutions or organisations** involved in or having vested interests in the area of higher education
- To contribute to cooperation between HEIs and the **labour market**

3.2 WHO CAN APPLY?

HEIs can act as applicants in the programme together with other **organisations** involved in Higher Education. The collaboration can be established in two ways³:

- **As a network.** The most common way to organise the collaboration in the programme is by networking. A network is usually thematic or subject specific and aims at long term collaboration on a wide range of different activities. Networks can apply for mobility, projects and network activities.
- **As a project partnership.** This form of collaboration is time limited and focuses on a specific task – a project – with a specific outcome.

The **minimum requirement** for a network and partnership is that they consist of at least **three institutions** from three different countries⁴.

A **coordinating institution** must be appointed which is responsible for the application and granted funds through the whole contract period as well as for the final report on behalf of the whole network/project partnership. Only a **HEI** that is **recognised** by national authorities can act as a coordinator. If the network/project partnership includes also other organisations than HEIs, there has to be at least two HEIs participating from two different countries.

3.3 WHAT TYPES OF ACTIVITIES ARE SUPPORTED?

Nordplus Higher Education supports the following activities:

- Mobility
 - Student mobility
 - Teacher mobility
 - Express mobility
- Project activities
 - Intensive courses
 - Joint study programmes

³ As an exception, if the application consists only of mobility, a bilateral collaboration with a sending and a hosting institution can be eligible.

⁴ Greenland, Faroe Islands and Åland is regarded as countries in the programme

- Development projects within higher education, including curriculum development⁵
- Network activities for establishing and developing of networks

What is not eligible for funding?

As the programme supports cooperation in higher education within the first and second degree cycles, i.e. bachelor and master, **third cycle** and **research** activities are not eligible. Thus, **researchers** and **PhD**-students are not eligible for Nordplus support unless they participate as teachers e.g. in an intensive course.

The programme does not support **further education** or **surveys**.

3.3.1 MOBILITY

The mobility is defined as **individual** student or teacher exchanges between the partner institutions in a network. Mobility takes place also in **projects**, such as in intensive courses, but this form of mobility should be applied under project activities and **as a part of the total costs** for that project.

Student mobility from 1 to 12 months

Mobility grants are awarded for **full-time studies** or **work placements** lasting 1-12 months in another Nordic or Baltic country. The grant is available to **degree students** of **any nationality** studying for a **first** or **second** cycle degree at a HEI in the participating countries. PhD- students are not eligible for a Nordplus grant. The grant should be seen as a contribution towards the additional cost of studying abroad.

Work placements grants are awarded according to the same guidelines, criteria and rules as regular student mobility grants.

The following rules apply to student mobility grants:

- The studies abroad shall be **fully recognised** as a part of the degree at the student's home institution.
- **ECTS** shall be used
- The student has studied for at least **one year** at his/her home institution (**exception:** students studying in joint master programme)
- The student shall not pay any **tuition fees** or similar fees during his/her stay abroad (with the exception of any student union fees)
- The student shall **live at his/her place of study**; commuting between place of study and ordinary place of residence is not permitted
- **Confirmation of grant** award shall be signed before payment is made (as per appendix)
- A **learning/training agreement** shall be signed before the exchange
- A **final report** on the exchange shall be submitted by the student after the exchange has been completed

⁵ For cross-sector projects, networks are recommended to apply under the Nordplus Horizontal Programme. For more detailed information of this programme, please see chapter X

Express mobility under 1 month

Students may also be awarded grants for shorter exchanges, so-called express mobility grants. The **minimum** duration of an express mobility is **one week** (5 working days). The express mobility is intended to broaden the possibilities for students to study abroad for shorter periods in cases where longer periods are not possible. This mobility scheme is also intended to encourage and to facilitate institutions to invite students from partner institutions in ordinary courses organised at the HEIs and thus promote internationalisation at home.

Express mobility grants are awarded according to the same guidelines, criteria and rules as regular student mobility grants.

Teacher mobility

Teachers of any nationality employed at HEIs in the participating countries may be awarded a Nordplus grant for exchanges in another Nordic or Baltic country. The exchange can include teaching, tutoring, development of teaching materials etc. It is also possible to use these grants for activities connected to **work placements and collaboration with the labour market**.

The minimum duration of the teacher exchange is **8 teaching/working hours**.

The following rules apply to Nordplus teacher mobility grants:

- **Confirmation of grant** award shall be signed before payment is made (as per appendix)
- **A final report on** the exchange shall be submitted by the teacher after the exchange has been completed

3.3.2 FINANCING: MOBILITY

Support for mobility is allocated according to set rates for travel and accommodation/board. The Application and Reporting System (ARS) will calculate the grant sum based on the rates. Mobility grants differ from other kind of travel-related costs in that the applicant does not need to include co-financing in the budget for mobility activities, thus no documentation on internal or other funding is necessary.

The rates are **maximum rates**, thus the network can decide the level on each scholarship according to the total grant available. It is important that an agreement on the exchange and the scholarship is made before the actual exchange take place. **Transparency** and **equality** should be implemented in setting the levels of scholarships among the partner institutions.

Travel rates⁶:

To and from Greenland	1,300Euro
To and from the Faroe Islands and Iceland	660 Euro
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330Euro

⁶ In case of need for domestic transfer an additional travel support of max. 150 euro is possible to grant the student or teacher

Accommodation/board rates:

	Per day	Per week	Per month
Students	20Euro	70 Euro	200 Euro
Teachers and mentors	70 Euro	355 Euro	1,065 Euro

3.3.3 PROJECT ACTIVITIES

Intensive courses

Nordplus Higher Education awards grants to intensive courses lasting between **one week** (five working days) and **one month**. Courses may take place during term time or in the summer by way of short courses, symposiums, master classes or workshops. Intensive courses must include students and teachers from at least three different countries. The courses must give **ECTS** points and be recognised as part of the students' degree. The amount of ECTS should be mentioned in the application.

PhD students may act as teachers on intensive courses. They are not eligible for a grant if they are students on the course.

The same intensive course can be granted Nordplus funding three times but annual applications have to be submitted. It is recommended that e.g. the hosting institution is changed and that the new application clearly justifies the reasons for further funding.

Joint study programmes

Nordplus Higher Education award grants for development of joint study programmes.

Nordplus joint study programmes are defined as follows:

- Programmes are **complete study programmes** established according to national legislation
- Programmes lead to a **degree** recognised by national authorities
- **Degree certificates** with a **Diploma Supplement** should be issued according to national legislation
- **Physical mobility** is built into the programme and should involve at least one semester, or 30 ECTS, but no more than half of the complete duration of the study programme
- Programmes are **developed jointly**, and all courses and study units should be approved by all participating parties
- The collaboration is governed by a **signed agreement** defining its aims as well as the roles of the participating parties

The same joint study programme can be granted Nordplus funding three times but annual applications have to be submitted.

Development projects

Nordplus Higher Education offers grants for innovative development projects within the field of higher education⁷. Apart from joint curriculum planning, projects may focus on issues such as:

- Collaboration with the labour market
- Quality assurance
- The dissemination and use of results achieved by networks and projects
- The development of collaborations with other institutions in the public or private sectors as well as non-governmental organisations (NGOs) within higher education.
- The development of new teaching methods

The same project can be granted Nordplus funding three times but annual applications must be submitted.

3.3.4 NETWORK ACTIVITIES

Nordplus Higher Education awards grants for the establishment and development of networks. Network grants are available for the following activities:

- Administrative meetings for establishing and developing networks
- Short meetings for planning mobility, courses or the inclusion of new partners
- Language training
- Information activities as well as the dissemination of results

3.3.5 FINANCING: PROJECT AND NETWORK ACTIVITIES

Nordplus grants are a **contribution** towards the actual cost of activities in the participating countries. This means that a degree of self-financing should be calculated into the actual costs. Applications for **network/project** funding can include support for **travel, accommodation/board, administration and other costs**. Costs for the network and project activities can be supported with up to **50 per cent** of the total approved costs.

Approved costs include the participating institutions' own contribution. In addition to **cash funding**, in-kind contributions, like **work hours** put into the Nordplus-project, can be included.

Detailed budgets have to be submitted as attachments to the online application for network/project activities. The model budget is available as an annex to this handbook.

3.4 FINANCING IN GENERAL

3.4.1 Support for administrative expenses

The co-ordinator can use up to 5 per cent of the used Nordplus grant to administrative costs. The used sum shall be reported in the final report. No other documentation is needed.

⁷ For cross-sector projects, networks are recommended to apply from the Nordplus Horizontal Programme. For more detailed information on the programme, please see chapter 5.

3.4.2 Participants with special needs

Costs involving participants with special needs can be covered by 100 per cent. In the event of participants with special needs requiring additional help and support, the coordinator may apply for further funds also after the ordinary application deadline. The application should be addressed directly to CIMO. Additional funds may be provided to cover the cost of escorts, interpreters or similar. **Please, contact CIMO well in advance.**

3.4.3 Contract period

Grants for mobility, network and project activities are allocated for a fixed contract period that starts 15th of June and ends 1st of October the following year. The final report must be submitted within 30 days after the contract period is terminated.

3.4.4 Payments

Grants are paid to the coordinator, who is then responsible for the funds for the whole duration of the contract period. The grants should be accounted for in accordance with **national/internal requirements and rules** as a separate project in the accounts of the institution. The network/project partnership decides how the funds are to be allocated between the participating institutions. Grants are paid when a signed copy of the contract has been returned to CIMO.

3.4.5 Irregular use of funds

If the funds are not used as implied in the contract, and/or reports are not submitted as agreed upon in the contract, reimbursement of the grant is made by CIMO.

3.4.6 Costs that are not covered

- **Overhead costs**, not directly connected to the Nordplus project
- **Office equipment** (such as IT equipment)
- Costs for participants from **non-Nordic or non-Baltic** institutions
- Costs for activities **outside the Nordic or Baltic** countries

The Nordplus grant does not cover salary costs, but networks/projects can include work hours in the Nordplus activities as part of their self-financing.

3.5 HOW TO APPLY

All applications should be submitted electronically through the joint Application and Report System (ARS). In addition, a printed version of the application shall be signed by the coordinator and sent to CIMO.

The Application and Report System, with online application forms and guidelines is available at the Nordplus web portal, www.nordplusonline.org.

The application deadline for Nordplus Higher Education is **1st March 2012**.

All partners in networks/project partnerships, who **apply for the first time from Nordplus Higher Education Programme**, must sign a **letter of intent** confirming their participation in

the network/project collaboration. The letter of intent is made available in the ARS application. The declaration must be signed by the appropriate authority – a “**legal person**” - , i.e. the top management of the relevant organisation/institution (or who the top management has authorised to sign). The coordinating as well as the partner institutions must sign their letters of intent, which must be collected by the coordinator and attached to the application electronically. Networks/ project partnerships, who have applied from the programme before, shall submit letters of intent only for **new partners**.

Applications may be submitted in **Danish, Norwegian, Swedish or English**. Applications involving one or more Baltic participants should be written in English.

3.5.1 Selection criteria

All eligible applications will be subject to at least two independent assessments. The applications will be assessed according to the following main criteria:

Relevance

Is the application within the scope of the Nordplus Higher Education Programme? Do the **goals and expected results** of the projects correspond to the **objectives** of the Programme?

Project objectives and results

- The **motivation and objectives** of the project are clear and realistic.
- The **planned activities** are relevant for the project in question
- The **expected results** are clear and well defined
- The project has defined an approach to **evaluate** whether the objectives and the expected results of the project will be achieved.

Organisation and implementation

- There is a clear and realistic overall **plan** for implementing the project including e.g. tasks/work packages, timetables, programme etc. as well as a clear and realistic **budget**
- There is an appropriate balance between the **roles** and **tasks** of the different participants in terms of their involvement in the activities to be carried out
- Measures have been planned to ensure effective **communication** between the participating institutions

Dissemination

Dissemination of **results** is crucial in Nordplus. All project applications should include a clear plan for how to disseminate the results. The dissemination efforts should not be limited to the participation institutions and participants but be aimed at a wider target group. When it concerns individual mobility, the students' final reports and the use of them in dissemination is important.

Past performance

For old networks, the use of previous Nordplus mobility grants is the basis for the new mobility grant amount. For projects and network activities, past performance will have an impact on the assessment of the new application.

If a network has not used the allocated grants during two contract periods in a row, the new application will be rejected unless well-founded reasons are presented. After a rejected

application, the network can submit a new application in future application rounds as a new applicant.

For new networks, mobility applications are assessed on the basis of how the network communicates its objectives and expected outcome of the mobility programme, how the network quality assures practical mobility arrangements, whether a Learning/Training Agreement is used, how the studies/placements abroad are recognised as part of the students' degree (ECTS) and how the final report is distributed and used within the individual institutions.

3.5.2 How are the applications processed?

All applications are assessed by the **Nordplus administration**. Each application is assessed by at least two evaluators. The allocation of funds is decided by the **Programme Committee**, based on a proposal by the administration.

Applicants can expect to get a decision about three months after submitting their application.

Once an application is approved, the applicant will receive a grant letter with two copies of a contract. The funds will be paid once one of the copies of the contract and the payment order have been signed and returned to CIMO.

3.6 PROJECT FOLLOW-UP AND REPORTING

Anyone receiving a grant is obliged to submit a final report to CIMO. Reports should be submitted via the Application and Report System (ARS). The Application and Report System with electronic reporting forms and guidelines is available on the Nordplus web portal www.nordplusonline.org.

Coordinators should be aware that national Nordplus agencies may carry out inspections, including financial audits. Reasonable notice will be given of any inspections. All **documents** should be kept for a minimum of **five years** after the final report is submitted.

4 NORDPLUS ADULT

4.1 INTRODUCTION

The Nordplus Adult programme is The Nordic Council of Ministers' programme for adult learning. It is adopted for a five year period 2012-2016 with an annual grant budget of appr. 1.1 mio euro. The objectives of the programme are:

- to strengthen adults key competences⁸ and recognition of adults informal and non-formal learning
- to support adult education and learning to meet the challenges of modern citizenship, with special focus on adult teacher education and multiculturalism
- to strengthen the link between adult learning and working life.

To meet these objectives the Nordplus Adult programme supports various forms of cooperation and exchanges between Nordic and Baltic institutions within adult learning. It supports organisations and institutions from different countries to interact, to learn from each other and join forces to meet mutual needs and challenges. Through this, the programme supports the development of quality and innovation within the field of adult learning.

4.2 WHO CAN APPLY AND PARTICIPATE?

Nordplus Adult addresses all aspects of adult learning. The target group is all organisations or institutions involved in or offering adult learning, whether it is within formal, informal or non-formal learning⁹, whether it is general or vocational adult learning or liberal education.

The types of organisations who can take part in Nordplus Adult could be: educational institutions, organisations, associations, businesses, ngo's, research-based institutions with experience and expertise in adult learning, institutions with adult teacher programmes or adult mentor programmes or institutions involved in special education for adults.

The target group for Nordplus Adult is not limited to any specific type of organisation or institution, but organisations taking part in the programme should be able to contribute with knowledge and experience with adults and learning for adults and have an interest in other organisations experiences - to the benefit of adult learners.

4.3 WHAT TYPES OF GRANTS ARE AVAILABLE?

Nordplus Adult offers grants for the following activities:

Mobility projects

- preparatory visits
- exchange of teachers and other pedagogical staff

⁸ EU has defined the 8 key competencies for lifelong learning: 1. Communication in the mother tongue 2. Communication in foreign languages 3. Mathematical competence and basic competences in science and technology 4. Digital competence 5. Learning to learn 6. Social and civic competences 7. Sense of initiative and entrepreneurship 8. Cultural awareness and expression.

⁹ By non-formal learning we mean structured learning activities usually undertaken for a particular purpose but where the activities are not part of the formal, national education system and often without test or certification (e.g. folk high schools, evening classes, courses for businesses etc.). By informal learning we mean unstructured learning activities that are usually unintentional and take place outside educational institutions (e.g. learning in libraries, museums, companies etc.).

- exchange of adult learners (adult students).

Collaboration projects

- thematic networks
- development projects
- mapping projects.

Grants for mobility projects are contributions to the costs for travel and subsistence (accommodation and board). Grants for collaboration projects are contributions to the costs for travel and subsistence for e.g. project meetings and other types of costs related to the project activities.

4.3.1 Mobility projects

Mobility projects require cooperation between at least two organisations from at least two countries and may not last longer than one year. The following types of mobility projects can be applied for:

Preparatory visits

Travel and accommodation/board grants are given for participation in joint meetings with other organisations with the aim to prepare and plan a common project to be applied for at the forthcoming deadline of the Nordplus Adult programme.

A group of organisations can normally apply for grants for up to two preparatory visits lasting up to five days (including travel time) with a maximum of two participants from each organisation.

Normally the meeting(s) is hosted by one of the participating organisations and grants for representatives from the hosting organisation cannot be applied for.

Exchange of teachers and other pedagogical staff

Travel and accommodation/board grants are given for the participation of teachers and other pedagogical staff in training courses as well as self-organised study or teaching stays in relevant institutions or organisations in another Nordic/Baltic country.

The aim is to give participants new professional skills and experience of other cultures and learning traditions and further to strengthen cooperation and exchange of experiences between Nordic/Baltic organisations and institutions in adult learning.

To be eligible, the following criteria have to be met:

- the stay should normally be no shorter than five full working days, excluding travel time. Travelling may, however, take place in the morning of the first working day and in the evening of the last working day. Priority is given to longer stays.
- a detailed schedule or programme for the stay with clear aims and expected outcome has to be presented as part of the application.
- the stay should be arranged on an individual basis and take place within a single institution - study trips involving visits to a number of institutions and organisations are therefore not eligible.
- applications may include revisit(s), however revisit(s) are not required.

- a single application may be made for programmes involving individually planned exchanges of several participants within a network of organisations.
- if one application contains several stays, all stays must be completed within the one year maximum project period for mobility projects.
- the number of participants in the exchanges should normally not exceed 2 representatives per organisation, unless otherwise argued for.
- only teachers and other pedagogical staff working with or being involved in adult learning are eligible. Teachers and other pedagogical staff from higher education or primary and secondary education are referred to Nordplus Higher Education and Nordplus Junior respectively.

Exchange of adult learners (adult students)

Travel and accommodation/board grants are given for the exchange of adult learners (adult students) between Nordic/Baltic institutions and organisations.

The aim is to give participants new competences and/or professional skills and experience of other cultures and further to strengthen cooperation and exchange of experiences between Nordic/Baltic organisations and institutions in adult learning.

To be eligible, the following criteria have to be met:

- the stay should normally be no shorter than one week, ie. five full working days, excluding travel time
- the stay should incorporate adult learners participation in learning activities at the host organisation together with adult learners from the host country.
- the stay can also take form of a work placement or incorporate work placements.
- a detailed schedule for the planned stay(s) with clear aims and expected outcomes has to be drawn up in the application.
- applications may include revisit(s), however revisit(s) are not required.
- exchanges organised as short visits to a number of institutions and organisations in another Nordic/Baltic country are not eligible.
- a single application may be made for programmes involving exchanges of several participants within a network of organisations.
- if one application contains several stays all stays must be completed within the one year maximum project period for mobility projects.
- it is possible to apply for grants for accompanying teachers or supporting persons, when e.g. specific circumstances motivates it or when needs of the adult learners requires it. These circumstances or needs should be explained in the application.

4.3.2 Collaboration projects

Collaboration projects require cooperation between at least three organisations from at least three different Nordic/Baltic countries and may not last more than three years. The following types of collaboration projects can be applied for:

Thematic Networks

The overall aim for thematic networks is to give organisations, institutions, associations and others actors involved in adult learning the opportunity to form networks, i.e. to establish new, more permanent relationships and partnerships, and when possible, across sectors within adult learning.

In thematic networks the organisations are working with a joint theme in terms of e.g. a problem, topic or challenge they share and have defined jointly. The programme involves the exchange of knowledge and experience between the parties within the chosen theme or topic leading to new understandings and ideas.

To be eligible for a thematic network, the following criteria must be met:

- the participating organisations shall work on a joint theme by way of a given problem, topic or challenge jointly defined by the parties involved.
- a detailed work schedule with clear aims and expected outcome has to be presented in the application.
- the network activity leads to new understandings and ideas.

The network activity can lead to new, specific proposals for other types of projects under the Nordplus Adult programme.

Development projects

The aim of development projects is to give Nordic and Baltic institutions the opportunity to carry out joint development work within adult learning. Development projects should involve the development of new courses, modules, formats, methods, materials etc. with the aim of improving adults' access to learning, improving the quality of adult learning or meeting new or changing needs. The programme also supports the development of training opportunities for teachers, mentors and other pedagogical staff in adult learning.

To be eligible for a development project the following criteria must be met:

- development projects shall be based on existing knowledge and experience in the relevant field, but previous projects are not to be duplicated.
- a development projects is product-oriented in that a fully developed and accessible product is created at the end of the project period. The product should be made accessible to anyone not part of the project itself, e.g. by way of a course description or teaching materials.
- a detailed work schedule with clear aims and expected outcomes has to be presented in the application.

Research-based institutions with experience and expertise in adult learning may be recruited to help improve the outcome of the project.

Mapping projects

The programme supports the generating of new knowledge and the collecting, uncovering and analysing of existing knowledge about adult learning. Projects could, for example, involve descriptions and statistics of specific traditions or sectors within adult learning and take form of comparisons between the participating countries or areas/sectors within adult learning.

The aim of mapping projects is to take stock, define development needs and make recommendations for future initiatives, and thereby creating the basis for new projects to be launched and applied for.

To be eligible for the following criteria must be met:

- a mapping projects must have general relevance and the result should be useful beyond the participating organisations and the specific project context.
- a mapping project should be based on existing knowledge and research in order to avoid duplication of previous research and mapping projects.
- mapping projects will normally involve a combination of practitioner organisations and research-based institutions with experience and expertise in adult learning - high priority is given to projects involving different types of organisations.
- the outcome of the mapping project should be made public. It is therefore essential that applications give details on how the project is to be evaluated and how the results and acquired knowledge will be handled and published.
- a detailed work schedule with clear aims and expected outcomes has to be presented in the application.

4.4 FINANCING

Nordplus Adult grants are a contribution towards the actual cost of the activities of the project. This means, that a co-financing must be foreseen and in some cases is required. The co-financing may come from the organisations taking part and/or be from other external sources.

The general maximum grant for any type of project from the Nordplus Adult Programme is normally 50.000 euro.

4.4.1 Mobility projects

Allocation of grants for mobility projects is based upon set rates for travel and accommodation/board, and will automatically be calculated in the applications form (ARS) as the required information on number of participants in the exchange programme, their home and hosting country(-ies) and the duration(s) of the stay(s) is inserted.

Applications for mobility projects do not require any documented co-financing; however self-financing must be foreseen, as the set rates might not cover the actual costs. For instance is contribution to daily allowances not foreseen, and hotel rates and travel tickets may in some cases be more expensive than what the set rates cover.

The set rates for mobility projects¹⁰

The set rates for mobility projects are the following:

Travel rates per participant

To and from Greenland	1.300 euro
To and from the Faroe Islands and Iceland	660 euro
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330 euro

¹⁰ The set rates are maximum rates and managed according with the principle of lump sum, where only the activity is documented (the number of participants, the duration of the stay(s), sending and hosting country), not the actual costs of the mobility.

Domestic, more than 500 km	150 euro
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Accommodation/board rates per participant

	Per day	Per week	Per month
Folk high school students	20 euro	70 euro	200 euro
Adults in learning	40 euro	160 euro	480 euro
Teachers, mentors and other pedagogical staff	70 euro	355 euro	1.065 euro

4.4.2 Collaboration projects

Grants for collaboration projects are based on a specific budget of the estimated, actual costs of the project. The budget should include costs for all project activities during the full project period, covering all organisations in all countries involved - both costs covered by the organisations own contributions (co-financing), other external contributions and by the applied grant from the Nordplus Adult programme.

Grants from Nordplus Adult can cover up to 75% of the approved costs, while at least 25% of the approved costs must be co-financed, covered by either the participating organisations themselves (self-financing) and/or other external sources.

In addition to cash funding, in-kind contributions, such as work hours put into the project, can be included in the self-financing. However, work hours put into the project is not restricted to co-financing, but can also be part of the budget covered by the grant.

The budget includes support for travel and subsistence (accommodation/board), project administration and other costs. Other costs can include:

- printing of reports, brochures and other printed materials
- establishing of a project web site, e.g. with the aim to disseminate project results
- meetings, seminars or conferences aimed at disseminating the achieved results to a broader audience. The support would e.g. cover costs related to rent of premises, equipment etc., however, travel and accommodation/board costs for participants in these events, outside of the project group, cannot be included in the budget
- work hours put into the project
- translation costs.

For budgets over 10.000 euro a detailed budget in excel has to be attached the application. The detailed budget should give more information on the calculated expenses under the three categories of 'travel', 'accommodation/board' and 'other costs'.

Cost for mobility activities, e.g. for participation in joint project meetings, are included in the budget with the estimated, actual costs for travel and accommodation/board, in line with the

other types of costs. The co-financing does not have to be equally divided with 25% on each type of cost in the budget. Some types of costs, e.g. travelling for project meetings, can have no co-financing, while other types of costs have a high degree of co-financing, as long as the total budget is covered by an overall co-financing of minimum 25%.

4.4.3 Administrative expenses

The coordinating institution may use up to a maximum of 5% of the total used grant for administrative expenses, to meet the added cost of coordinating the activities. Coordinators do not need to provide supporting documentation for administrative expenses.

4.4.4 Participants with special needs

Costs involving participants with special needs may be met by a grant of up to 100 per cent. In the event of participants with special needs requiring additional help and support, the project may apply for further funds after the ordinary application deadline. The application should be addressed directly to the Danish Agency for International Education as responsible Head Administrator of the Nordplus Adult programme. A doctor's certificate is usually required. Additional funds may be provided to cover cost for e.g. escorts and interpreters.

This rule only applies to participants with special needs who are involved in projects that are approved with a grant from Nordplus Adult.

4.4.5 In-eligible costs

- overhead costs, i.e. general unspecified costs not directly connected to the Nordplus Adult project
- cost for buying office equipment (such as IT equipment)
- costs for non-Nordic or non-Baltic participants
- costs for activities outside the Nordic or Baltic countries.

The listed expenses cannot be part of a Nordplus Adult budget and therefore can not be part of the co-financing of the organisations either.

4.4.6 Payments and audits

Funds are paid to the coordinating organisation of the project, which is responsible for the use of the grant during the contract period. The participating organisations decide how the funds are to be allocated between them.

Funds are paid in two separate instalments: a pre-payment of 80% of the total grant when the contract has been signed and a post-payment of up to 20% when the final project report has been approved. For applications granted 10.000 EUR or less, 100% of the grant is paid as an pre-payment after the contract has been signed.

Funds should be accounted for in accordance with national/internal requirements as a separate project in the accounts of the institutions/organisations so that all payments are visible in the event of an audit.

All receipts and supporting documents from all involved parties should be collected by the coordinating organisation and kept for a minimum of five years after the final project report has been approved by the Nordplus administration.

National Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given of any inspections.

4.4.7 Irregular use of funds

Funds have to be used as stated in the approved application and the approved budget. If the funds are not used in accordance with that and as implied in the contract, and/or if the reporting is not submitted as agreed, the Danish Agency for International Education can decide to hold back, reduce or redraw funds.

4.5 HOW TO APPLY

Applications to the Nordplus Adult Programme must be submitted electronically through the online Nordplus Applications and Reporting System, ARS. You find ARS and the ARS Guide on the Nordplus web portal, www.nordplusonline.org.

Only applications submitted through the ARS will be considered, unless other specific instructions are given by the Nordplus administration.

Applications must be submitted by the institution/organisation acting as a coordinator of the project. Each of the partner organisations as well as the coordinating organisation must sign a letter of intent (LOI) confirming their participation in the project. The letter of intent should be signed by the appropriate authority, the “legal person”, i.e. the top management of the organisation or institution. All letters of intent are collected by the coordinator and attached to the application electronically.

Applications may be submitted in Danish, Norwegian, Swedish or English. Applications involving one or more Baltic participants have to be written in English.

Applications may only be made for future activities; not for activities that have already been completed.

4.5.1 Deadlines

The Nordplus Adult programme has two deadlines for submission of applications each year: the general deadline 1 March for applications to all parts of the programme and a supplementary deadline 1 October only for applications for preparatory visits.

The deadlines are announced in “Call for proposals” at the Nordplus webpage and at the webpages of the Nordplus offices in each country. Please see the list of national Nordplus agencies on page X-Y.

4.6 WHAT CONSTITUTES A GOOD APPLICATION?

A good Nordplus Adult application should:

- describe the background and broader context for the project, the participating parties, their expertise and experiences, and how they are to be brought into play
- describe objectives and expected outcome
- describe the activities and how they will be carried out
- describe the distribution of tasks and responsibilities between the participating parties
- be well argued according to the programme framework and objectives

- make clear the added value of the project in terms of defining the specific benefits from carrying out the project in a Nordic/Baltic context, instead of a national context
- demonstrate that the activities and aims of the project are realistic in relation to the budget
- have a realistic budget in perspective of the programme's grant bud – see the general maximum grant for the Nordplus Adult programme
- present a plan with clear goals for dissemination of the project results
- present an appropriate plan for evaluation of the project in order to reflect on the achieved results against the planned objectives (e.g. self-evaluation)
- demonstrate how the activities and results will be integrated in the respective institutions/organisations.

Dissemination of results is important to the Nordplus Adult programme. As part of the dissemination activities, all projects must, during the contract period, establish a webpage for their project, e.g. as part of the participating organisations own homepage.

For applicants/partnerships from previous approved Nordplus projects the following elements are also emphasised:

- results achieved previously
- how previous grants have been managed by the applicant.

4.6.1 Selection criteria

Applications are assessed according with the following main criteria:

Relevance

- a. is the application within the objectives of the Nordplus Adult programme?
- b. is the application within the framework of the Nordplus Adult programme, e.g. in terms of target group, type of project and type of grant applied for?

Objectives and content

- a. are the project aims and the approach chosen to achieve them clear and realistic?
- b. has the project defined an approach to evaluate how the aims and planned results are met?

Organisation and implementation capacity

- a. are the organisations involved relevant for the project, as to being able to carry out the planned activities and to implement and make use of the expected results?
- b. is there an appropriate balance between the roles and tasks of the different participating organisation in terms of their involvement in the activities to be carried out?
- c. have measures been planned to ensure effective communication and cooperation between the participating organisations?
- d. are the expected results and their impact and contribution to the participating organisations and individual participants clear and defined?

Dissemination of project results

- a. is an appropriate plan for disseminations of project result and experiences set up?
- b. are relevant target groups for dissemination defined?
- c. are relevant methods or tools introduced to approach the target groups for dissemination?

Moreover, the programme pays attention to initiatives focusing on vulnerable groups, to new applicants and partnerships, to new issues, problems, methods/approaches and solution models as well as cross-sector initiatives within the adult learning.

4.7 ASSESSMENT AND DECISION

All eligible applications will be subject to at least two independent assessments by the Nordplus Adult administration.

On the basis of the Nordplus administration's assessment the final decision on funding is made by the Nordplus Programme Committee.

Applicants to the general deadline 1 March will be notified appr. three months after the deadline, while applicants to the supplementary deadline for preparatory visits on 1 October will be notified appr. 1½ month after the deadline.

The coordinating organisation of approved projects will receive a grant letter with two copies of a contract. Funds will be paid once one of the copies of the contract has been signed and returned to the Danish Agency for International Education.

4.8 APPEALS

Appeals may be delivered directly to the Danish Agency for International Education up until three weeks of having been notified about the decision. The actual decision cannot be appealed, but applicants may appeal, if they believe that an error has been made.

4.9 REPORTING

All organisations receiving financial support from the Nordplus Adult programme are obliged to submit a report within 30 days of the end of the contract period. Reports must be submitted electronically via the Nordplus Application and Reporting System, ARS, which is found on www.nordplusonline.org.

Projects lasting longer than 1 year have to submit a yearly status report

The final project report is divided into a financial and a content section. The financial report must be authorised by the finance unit of the institution/organisation. Receipts should not be included in the report, but must be collected from all partners and kept with the coordinating organisation for at least 5 years after approval of the final report.

Any unused funds must be returned to the programme and the Danish Agency for International Education shall send an invoice for the returnable amount.

Coordinators of approved projects will be given more detailed information on the requirements for reporting and documentation of costs by the Danish Agency for International Education when signing the contract.

5 NORDPLUS HORIZONTAL

5.1 INTRODUCTION

Nordplus Horizontal supports project activities with cooperation crossing the traditional educational sectors. The programme is open for all participants that are involved in developing the education field in a lifelong learning perspective: This being public or private organisations, working life organisations or authorities or bodies on political or administrative levels. The programme supports innovative language learning programmes.

In addition to the overarching objectives of Nordplus, these are the specific objectives of the Nordplus Horizontal Programme:

- To support cross-sectoral network and project activities
- To support innovative projects spanning traditional categories and sectors, which can tackle new, different, broader or more complex issues and challenges
- To support project and network activities that aim to contribute to the development of quality and innovation in the educational systems for lifelong learning in the participating countries.

5.2 WHO IS ELIGIBLE FOR FUNDING?

Nordplus Horizontal is aimed at institutions, organisations in the eight participating countries and the three autonomous regions that work mostly in the education and lifelong learning sectors. A Nordplus Horizontal grant application for project and network activities should involve at least two sectors. These may be sectors within the education system, e.g. partnerships between institutions in higher education and schools (pre schools and kindergartens as well), or between organisations, institutions and businesses across the public, private and/or voluntary sectors, provided that the project applied for is an educational partnership.

The activities should also involve a minimum of three partners from three different participating countries/autonomous regions. Applications may also include participants from countries outside the Nordic/Baltic countries that are deemed relevant by the network or by the project partners. However, expenses for partners from outside the Nordplus countries are not eligible for financial support.

The programme does not offer support for individual mobility, be it pupils, students, teachers or staff, unless it is linked to project and network activities, e.g. the mobility activities must be linked to a project or a network.

5.3 WHAT TYPES OF ACTIVITIES ARE SUPPORTED?

Nordplus Horizontal can support the following activities:

- Workshops
- Seminars for exchanging experiences
- Conferences
- Studies and analyses

- Statistics projects
- Projects aiming to exploit the results of educational research
- The production of materials for innovative language training, teaching and translation, or similar materials in other areas of expertise
- The establishment of new course modules using new learning and teaching platforms
- The publication, distribution and exchange of results and experiences in education

Other examples of cross-sector networks and project activities may include activities that build on and expand previous Nordplus-supported networks and projects, e.g. activities that to a greater extent focus on analysis, the exchange of experiences, comparisons and the dissemination of results.

5.4 FINANCING

Nordplus grants are a contribution towards the actual cost of activities and Nordplus Horizontal can cover maximum 50 per cent of the total costs of a project. This means that a degree of self-financing should be calculated into the actual costs. Applications to Nordplus Horizontal must include a budget with an overview over the total estimated costs for the activities and how it will be financed.

Approved costs include the participating institutions' own internal financing. In addition to cash funding, in-kind contributions like work hours put into the Nordplus-project, can be included in the internal financing. It's possible to receive full support for e.g travels and lodging if the institution's own financing is at least 50% of the total project costs.

Applications for funding can include support for travel, accommodation/board, administration, production and other costs.

5.4.1 SUPPORT FOR TRAVEL COSTS

Nordplus Horizontal does not grant support to individual mobility, thus the set rates for mobility activities do not apply in this sub-programme. But the Nordplus travel rates can be used as a guideline for your budget. Travel and accommodation costs will be approved when the expenses are related to project- or network activities.

5.4.2 SUPPORT FOR ADMINISTRATIVE EXPENSES

The coordinating institution may also use a maximum of five per cent of the used Nordplus grant for administrative expenses, to meet the added cost of coordinating the Nordplus activities. Coordinators do not need to provide supporting documentation for administrative expenses

5.4.3 PAYMENTS AND AUDITS

Funds are paid to the coordinator of the network or project, who is then responsible for the funds for the duration of the contract period. The network/project decides how the funds are to be allocated between the participating institutions. Funds are paid in two separate instalments: 80 per cent after the contract has been signed and 20 per cent after the report has been approved (in some projects 100% of the grant is paid by the signing of the contract).

Funds should be accounted for in accordance with national/internal requirements as a separate project in the accounts of the institution/organisation so that all payments are visible in the event of an audit.

5.4.4 IRREGULAR USE OF FUNDS

If the funds are not used as implied in the contract, and/or progress- and final reports are not submitted as agreed upon in the contract, the Main administrator can decide to hold back or to redraw funds.

5.4.5 DISABLED PARTICIPANTS

Costs involving participants with disabilities may be met by a grant of up to 100 per cent. In the event of disabled participants requiring additional help and support, the network/project may apply for further funds after the ordinary application deadline. The application should be addressed directly to the main administrator of the relevant sub-programme. A doctor's certificate is usually required. Additional funds may be provided to cover the cost of escorts, interpreters or similar.

This rule only applies to participants in activities that have already been given a grant.

5.4.6 COSTS THAT ARE NOT COVERED

- Overhead costs, i.e. general unspecified costs not directly connected to the Nordplus project
- Office equipment (such as IT equipment)
- Costs for non-Nordic or non-Baltic participants
- Costs for activities outside the Nordic or Baltic countries

Nordplus does in general not cover salary costs, but networks/projects can include work hours in the Nordplus activities as part of their self-financing.

5.5 HOW TO APPLY

All applications must be submitted electronically through the joint Nordplus Application and Report System (ARS). It's important to note that the actual applicant person (named Applicant Person in the application form) is the actual coordinator of the project, because all correspondence from ARS will come to this person's e-mail address. **This person is also responsible for login to ARS when reporting, and must secure that login and password are kept in a secure manner throughout the contract period.**

Applications may be submitted in Danish, Norwegian, Swedish or English. Applications involving one or more Baltic participants must be written in English. Applications may only be made for future activities; not for activities that have already been completed. Only applications submitted electronically will be assessed.

Note that the contract partners are SIU, Norway and the project coordinator. The project coordinator is responsible for the application and report(s), and use and distribution of the grant according to the project application.

5.6 WHAT CONSTITUTES A GOOD APPLICATION?

A good application is short and to the point. It clearly shows:

- how the project fulfils the objectives of Horizontal
- how the partnership is interdisciplinary

The attached budget must be realistic. Projects can receive a maximum of EUR100.000, although most of the grants are between EUR10000-50000. Attached budget (must be uploaded in ARS) will serve as an important part of the overall assessment of the application.

Generally a good application should

- describe objectives and expected outcome
- describe the activities
- describe the distribution of tasks and responsibilities
- be well argued according to the programme objectives
- define the added value of the project for partners and others
- have a realistic budget in relation to the funds available
- define the targets for disseminating the results
- comprise an element of self-evaluation (analysis of the ability to carry out the project)
- demonstrate integration of the activities in the respective institutions/organisations

For applications from previous Nordplus participants the following elements are also emphasised:

- Results achieved previously
- How previous grants have been managed by the applicant

5.6.1 SELECTION CRITERIA

The applications will be assessed according to the following 4 criteria:

Relevance

- The application is within the regulations and objectives Nordplus and Nordplus Horizontal.
- It is horizontal in the meaning of cross-sectoral, both regarded to the projects content and participating institutions.
- The theme is relevant in a Nordic/Baltic perspective.

Project objective and contents

- The aims of the project and the approach chosen to achieve them are clear and realistic.
- The planned activities are relevant for the project in question and cover the whole project period.
- The project has defined an approach to evaluate whether the aims and the expected impact of the project will be achieved.

Organisation and implementation

- There is an appropriate balance between the roles and tasks of the different participants in terms of their involvement in the activities to be carried out
- Measures have been planned to ensure effective communication and cooperation between the participating institutions
- The expected impact and benefits of the project on participating institutions and individual participants are clear and well defined

Dissemination:

Dissemination of results is regarded as an important part of projects in Nordplus Horizontal. All projects must, during the contract period, establish a webpage for their project. This website can be organised as a part of one of the partner websites or have a separate address. It must present the project, the partners and expected outcome. If the project has Baltic partners, an English version is important. The website must inform that the project is supported by Nordplus Horizontal and include the Nordplus logo (found on www.nordplusonline.org).

Applications must include descriptions of expected results and a clear plan of how and to whom the results will be disseminated, and how they are expected to be used both by project partners and also a wider context (outside the network and in the Nordic/Baltic area).

5.7 HOW ARE THE APPLICATIONS PROCESSED

SIU is the main administrator for Nordplus Horizontal, but all applications will be subject to at least two independent assessments. The allocation of funds is decided by the Nordplus programme Committee on the advice of the administration.

Applicants can expect to a decision within three months after the deadline.

All applicants will be answered: Applications will receive a full grant, a reduced grant or be rejected. In case of a reduced grant, parts of the budget and/or the project are not approved or not considered good enough for support, and the project partners must in these cases clarify if they will accept the changes proposed by the Committee. The alternative is rejection. If the application is approved the coordinator receives by mail a letter of allocation as well as a contract. Print two copies of the contract, sign and send both to Nordplus Horizontal, SIU, Postboks 1093, N-5809 Bergen, Norway. The director of SIU will sign both and one of them will be returned to the coordinator.

The grant will be paid out when both signed copies are returned to SIU.

5.8 PROJECT FOLLOW-UP AND REPORTING

All institutions/organisations receiving financial support from Nordplus are obliged to report back to Nordplus within 30 days of the end of the contract period. Reports should be sent electronically via ARS (available on www.nordplusonline.org).

The report is divided into a financial and a contents section.

The content report questionnaire includes the following questions:

- To which degree did the project meet its overall objectives

- To which degree did the project produce the planned products (e.g. reports, publications, training material, courses)
- To which degree did the project meet its planned schedule
- To which degree did the project meet its planned budget
- To which degree did the cooperation between the project partners meet its planned objectives
- To which extent has the project had a positive impact on the participating partner institutions/organisations.
- Will project activities continue when Programme support is terminated?
- How effective has the evaluation and/or dissemination of results of the project been.
- To which extent have the results of the project benefited target groups outside the institutions?
- Publications (list)
- How do you evaluate your experience of working with the Nordplus programme.
- Participants in network/project activities
- Mobility statistics

The financial report must be authorised by the finance unit of the institution/organisation. Receipts should not be included in the report. Any unused funds must be returned to the programme after the contract period has ended. SIU will send an invoice for the returnable amount.

Coordinators of Nordplus activities should be aware that national Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given of any inspections. All receipts and supporting documents should be kept for a minimum of five years after the project is completed in the event of an audit. Project visits may also be carried out in order to find and spread project results.

6 NORDPLUS NORDIC LANGUAGES

6.1 INTRODUCTION

Nordplus Nordic Languages has two guiding objectives for the period of 2012 to 2016:

- Supporting activities that improve language comprehension of the Nordic languages, primarily Danish, Norwegian and Swedish, among children and young people
- Developing materials, methods and strategies for improving comprehension of the Nordic languages on all levels within the educational systems.

High quality programme activities supporting and promoting the guiding objectives of the programme will get high priority. Deadline for submission of applications is **March 1, 2012**.

Applications must be written in Danish, Norwegian or Swedish.

6.2 WHO IS ELIGIBLE FOR SUPPORT?

Participants in the Nordplus Nordic Languages 2012-2016 are Denmark, Finland, Iceland, Norway and Sweden, Estonia, Latvia, Lithuania and the autonomous regions of the Faroe Islands, Greenland and the Åland Islands along with the Saami language areas.

As a general rule only participants from the above-mentioned countries/areas are entitled to support from the programme. However, the programme activities can include participants from other countries/areas if this is considered necessary or helpful for the execution of the project. Generally only activities taking place in the above mentioned countries/areas are entitled to support from the programme.

All entities within the Nordic language area can participate in Nordplus Nordic Languages; among these:

- Pre-schools, schools, universities and research institutions
- Organisations and associations
- Firms
- NGOs and other informal teaching arenas
- Networks
- Private companies

6.3 WHAT KIND OF PROJECTS QUALIFY FOR NNL FUNDING?

Support can be granted to establish networks including parties in the language area or to various project activities within the language area. An application must represent **at least 3 different participating countries/areas**, i.e., 1 coordinating institution/organisation and at least 2 collaborators.

Examples of activities receiving support:

- Development of methods for including neighbour language learning in schools
- Cooperation on development of school curricula concerning the position of Nordic languages in the school systems

- Projects on information to the general population
- Research projects
- Conferences
- Seminars
- Dictionary and terminology projects
- Publications
- Language technology projects
- Development and publication of educational aid and teaching materials
- Development projects and other activities focusing on the development and improvement of pedagogical and didactic methods.

Activities that are already running or even completed cannot receive support. Only future activities can receive support. Applicants can apply for support for projects/networks that span up to 3 years, which is the maximum duration of support to one individual project.

6.4 ECONOMY

For network and project activities the Nordplus support can cover up to 50% of the total approved costs. Therefore, the participants will always have to contribute to the financing of the project themselves. However, self-financing by the participants can be in the form of actual financial funding and, e.g. work that is carried out in direct connection with the Nordplus project.

Applicants must file their application through the joint Nordplus application and reporting system at the website <http://ars.norden.org>. A detailed budget summary of total costs of the project activities must be attached to the application (e.g. in an Excel file – examples will be shown later in this manual) *and* a description of how these costs will be covered.

6.4.1 GRANT FOR ADMINISTRATIVE COSTS

The coordinating institution may also use a maximum of five per cent of the used Nordplus grant for administrative expenses, to meet the added cost of coordinating the Nordplus activities. Coordinators do not need to provide supporting documentation for administrative expenses.

6.4.2 DISBURSEMENT AND REVISION

Funding from Nordplus will be disbursed to the coordinator of the project, who will be responsible for the distribution of the funds during the contract period. The coordinator and the participating parties to the project must agree on the distribution of the funds. The funds will be disbursed in two payments: 80 percent when Nordplus receives the signed contract, and 20 percent after approval of the final report. Projects that have received grants of € 14.000 or less, or have a duration of six months or less, will be able to receive the total amount once the administrator has received the signed contract.

The granted amount must be entered in the accounts according to national/internal rules as an independent posting on the account of the institution/organisation in order that all disbursements will be visible in case of an audit.

Applicants will normally be informed about the result of their application within three months of the application deadline. Project activities may be started no earlier than June 1 after the application deadline.

6.4.3 DEFAULT OF CONTRACT

In case the funds have not been used according to the contract, or if the final report is not delivered as described in the contract, the head administrator of Nordplus Nordic Languages can recall the funding.

6.4.4 PARTICIPANTS WITH SPECIAL NEEDS

Nordplus will cover up to 100 percent of costs related to participants with special needs. The application for such funding must be addressed directly to the Office of International Education in Iceland (OIE), which is responsible for the Nordplus Nordic Languages programme. A medical certificate may be necessary as documentation. If necessary the project leaders can even apply for additional funding for support for participants with special needs after the application deadline has passed. Additional funding would cover expenses for, e.g. an aid person or an interpreter.

This rule only applies to participants of activities that have already received funding through Nordplus Nordic Languages.

6.4.5 EXPENSES THAT WILL NOT BE APPROVED

- Overhead expenses, i.e., general operating costs that are not related to the Nordplus project
- Office equipment (e.g. computers)
- Expenses in connection with non-Nordic participants
- Expenses for activities outside the Nordic countries.

6.5 HOW TO APPLY

The application deadline is March 1 of each year. Applications must be submitted electronically through the joint Nordplus application and reporting system for all programmes under Nordplus at the website <http://ars.norden.org>. A user guide for the application and reporting system, links, other information and instructions are available at the Nordplus site www.nordplusonline.org.

Only electronically submitted applications will be considered.

Only the institution/organisation/company coordinating the activities should be stated as the sender of the application, and only this coordinator will get access to the application and reporting system through a username and a keyword. However, both the coordinator and other

parties to the project must submit a declaration of intent. The declaration must be printed out and signed by each of the participating parties (where participating parties are institutions etc., the top manager must sign) and sent to the coordinator, who will either scan the declarations, upload them on <http://ars.norden.org> and attach them to the application, or send them in an envelope to the administrator of the programme, the OIE (see address list on p. 4-5).

6.6 WHAT DEFINES A GOOD APPLICATION?

Applications describing activities of high quality that support and promote the guiding objectives of the programme will get high priority. A good application must:

- Describe goals and expected outcomes
- Describe the activities
- Describe the distribution of tasks and responsibility
- Reflect the priorities of the Nordplus programme
- Visualise the productive values of the activities
- Have realistic objectives for the activities in relation to how they are posted in the budget
- Have a realistic budget in relation to accessible funding
- Indicate goals for the dissemination of results
- Comprise self-evaluation (analysis of executability)
- Show integration of the activities into the organisations (where participating parties are organisations etc.).

For applications from former participants in Nordplus projects the following factors will also be emphasised:

- Previously achieved results
- Management of allocated funds in earlier contract periods

Propagation of results is of great importance within Nordplus Nordic Languages. Therefore all support beneficiaries must establish a website for the project during the contract period.

6.6.1 How will the applications be processed?

All applications fulfilling the general rules and conditions of Nordplus Nordic Languages will go through two independent assessments. The applications will be assessed in relation to the following parameters:

- Goals and content of the project
 - The goals of the project and the methods for achieving these are clear and realistic.
 - The planned activities are relevant for the project and span the entire project period.
 - The project management has defined a method to assess the success of the project regarding the goals and the expected effect of the project.

- Organising of the project and the capacity of implementation
 - An adequate balance exists between the individual participants' roles and tasks regarding their engagement in the activities being executed.
 - The parties to the project have planned how to ensure efficient communication and well functioning cooperation between the participating institutions.
 - The expected effect of the project on the participating institutions and individual participants- and ensuing gains - are clear and well defined.
- Dissemination and employment of results
 - The dissemination of results is a central aspect of the Nordplus programmes. The application must include a description of how the results will be spread and employed by the institutions themselves as well as in a broader context *and* a concrete plan for this. A website for the project must be established by the project management during the contract period.

Furthermore, applications must comply with the criteria of a good application (see 1.6 above) and have a clear description of the background and motivation of the project. Its activities and results must be relevant in relation to the project.

The programme committee of Nordplus will reach a decision regarding the distribution of the support funding on the basis of propositions from the head administrator. Before this decision is made, the applications will have gone through at least two independent assessments. Applicants can expect to receive a reply from Nordplus approx. 3 months after submitting the application. In case the application is approved, the applicant will receive a notification, enclosed with two copies of a signed contract. The grant will be paid when a signed copy of the contract together with a requisition form has been returned to OIE. Contact information and further details will be found in the contract.

6.7 PROCEDURE FOR COMPLAINT

The applicant can file a complaint directly to the body that processed the application, i.e. the OIE, within three weeks from receiving the decision. A complaint cannot be filed against the decision itself. If, however, applicants believe that mistakes have been made during the processing of the applications it is possible to file a complaint concerning this.

6.8 PROJECT FOLLOW UP AND REPORT

Nordplus funding beneficiaries are committed to submitting their final report no later than 30 days after the contract period is terminated. The project coordinator will receive an e-mail from Nordplus when the contract expires. The final report will be divided into a financial and a content report and must be sent electronically through the site <http://ars.norden.org> and confirmed by submitting a signed detailed budget summary, either as an attachment through <http://ars.norden.org> or e-mail, or in an envelope through ordinary mail. Projects of a duration of more than one year must submit a status report before June 15 of each year. The coordinating organisation will receive a reminding e-mail from Nordplus one month before this date.

The content report must include the following:

- An account of how the activities were actually executed during the contract period, as opposed to the original plans in the application.
- The achieved results; how they have benefitted the participants and contributed to further development and enhanced quality.
- An account of or a plan for dissemination of the achieved results.
- An account of quality assurance and the conducted assessment of the activities.

The financial part of the final report must have passed an examination by the internal financial department of the institution/organisation. Receipts are *not* to be submitted with the report. Unused funding must be returned to the administrator of Nordplus Nordic Languages, the OIE, when the contract is expired. After having processed and approved the final report OIE will send an invoice to the coordinator for the remaining amount to be paid.

The coordinators of Nordplus activities must keep in mind that the national Nordplus offices can undertake a follow up visit, possibly including an examination of the accounts. Such visits will be announced, though, with reasonable notice. Due to a possible audit of the project documentation, records must be stored for at least five years after the project is terminated. A project visit can also be for the purpose of finding and disseminating project results.

7 APPENDICES

Nordplus Programme:

1 – Letter of intent/model agreement

Nordplus Higher Education:

2 – student grant

3 – teachers

7.1 APPENDICES NORDPLUS PROGRAMME

Letter of intent – Nordplus Programme/ Project ID
Intensjonserklæring – Nordplus– Prosjekt ID

I/we hereby confirm our participation in <Programme name>
Jeg/vi bekrefter med dette min/vår deltagelse i <Programme name>

Project entitled/*Prosjekttittel*: <Project Name>

Coordinated by Institution/Organisation/
Koordinert av institusjon/organisasjon: <Institution Name>

Unit/*Enhet*: <Unit Name >

Applicant person's (coordinator's) name/
Søkerpersons (koordinators) navn: <Applicant person name>

I/We have familiarised my/ourself with the application and the Guidelines on Nordplus Programme and agree that I/we will participate as an active partner in this project.
Jeg/vi har gjort oss kjent med retningslinjene for Nordplus og samtykker i at jeg/vi vil delta som en aktiv samarbeidspartner i dette prosjektet.

Name of partner institution/organisation/
Navn på med søker/partnerinstitusjon: <Co-applicant institution name>

Unit/*Enhet*: <Co-applicant unit name>

Contact person at partner institution /organisation /*Kontaktperson*: <Co-applicant person name>

Signatures/*Signaturer*

Place & date/ Sted og dato

Signature of contact person at partner institution/ Signatur kontaktperson på partnerinstitusjon

Name of Institution's Legal Person in block letter
Navn på institusjonens juridiske ansvarlige person

Signature of legal person/
Signatur juridisk ansvarlig person

Place & date/ Sted og dato

THE LETTER OF INTENT IS GENERATED AUTOMATHICALLY FROM THE ARS.
THIS IS ONLY A MODEL.

7.2 APPENDICES NORDPLUS HIGHER EDUCATION

Appendix 2 STUDENTS

CONFIRMATION OF RECEIPT OF NORDPLUS HIGHER EDUCATION GRANT

Academic year: _____

This form will be kept on file by the institution. The grant will normally not be paid until the form has been completed and signed. The main conditions for receiving a grant are:

- the student has studied for at least one year at his/her home institution
- studies abroad should last at least one month (express mobility: one week) but no longer than 12 months
- a Learning/Training Agreement is made and signed by the student, home and host institution
- studies abroad should be fully recognised as a part of the students degree at home institution
- the student should not pay any tuition fees or similar fees during his/her stay abroad

If these conditions are not met, the grant may be revoked partly or in full.

Student name: _____

Age: _____ **Gender:** _____ **Nationality:** _____

Address: _____

Bank : _____

Subject and degree: _____

_____ **Number of years studied:** _____

Home institution: _____

Host institution/placement sponsor:

Country: _____ **Duration of exchange (in months, express: weeks):**

Which month does the exchange start? (January=01, February=02 etc):

The exchange includes work placement lasting _____ months

I have been awarded a Nordplus grant of _____ and agree to the following terms and conditions:

1. I shall use the grant solely for covering the cost of travel, board and accommodation and language training incurred as a result of the study programme abroad.
2. I shall follow the Learning Agreement at the host institution.
3. In the event that I terminate or interrupt my studies/placement abroad I shall repay the grant partly or in full.
4. I am responsible for taking out adequate insurance.
5. I shall report on my studies abroad upon my return to my home institution

I declare that the information given in my application is correct and accurate.

Place and date

Student signature

Appendix 3 TEACHERS**CONFIRMATION OF RECEIPT OF NORDPLUS HIGHER EDUCATION GRANT****Academic year:** _____

This form will be kept on file by the institution. The grant will normally not be paid until the form has been completed and signed. The main condition for receiving a grant is:

- grants are awarded only for activities abroad eligible for support lasting no less than five working days or a minimum of eight teaching hours

If these conditions are not met, the grant may be revoked partly or in full.

Teacher name: _____**Age:** _____ **Gender:** _____ **Nationality:** _____**Address:** _____**Bank name:** _____**Subject (subject/language):** _____**Other activities:** _____**Home institution:** _____**Host institution:** _____**Country:** _____ **Duration of exchange (in weeks):** _____**Which month does the exchange start? (January=01, February=02 etc):** _____

I have been awarded a Nordplus grant of _____ and agree to the following terms and conditions:

1. I shall use the grant solely for covering part of the cost of travel, board and accommodation incurred as a result of the activities abroad.
2. In the event that I terminate or interrupt my activities abroad I shall repay the grant partly or in full.
3. I am responsible for taking out adequate insurance.
4. I shall report back on my activities abroad

I declare that the information given in my application is correct and accurate.

Place and date

Teacher signature
