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Framework and criteria

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Linnaeus-Palme Partnership 2019



Universitets- och
högskolerådet



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Applications Round, Linnaeus-Palme Partnership 2019

This is the framework and criteria for the 2019 Linnaeus-Palme Partnership applications round.

About the programme

Linnaeus-Palme is administered by the Swedish Council for Higher Education (UHR) and funded by Sida within the framework of the results strategy for capacity development and exchange¹. The programme offers opportunities for teacher and student exchanges between higher education institutions (HEIs) in Sweden and HEIs in low and middle-income countries.

From the perspective of foreign policy and foreign aid, the programme's primary purpose is to contribute to widening the recruitment base of young people who are able to work with development cooperation, both domestically and internationally. In addition, UHR's aim for the programme is that international exchanges and partnership will contribute to increasing the quality of education.

With this background, the Linnaeus-Palme Programme offers an opportunity for Swedish HEIs to offer teachers and student exchanges in a coordinated manner, providing both individuals and departments with experience of studying and working in another country. Similarly, foreign teachers and students will get to know Sweden and Swedish conditions, which could be the start of close, long-term relationships between the countries. The hope is that Swedish HEIs, their partners, and the teachers and students who participate in exchanges will gain experience and be prepared to face global challenges.

As the name implies, the programme has two parts – Linnaeus and Palme. The first part, Linnaeus, is for Swedish teachers and students, while Palme is for teachers and students in partner countries.

The mutual benefit, both academic and in terms of experience, must be the focus of the projects that are granted funding and all the participating departments' specific expertise must be used. This means that the cooperation must be equal in its character, even if the available resources may differ.

Activity period and exchange period

The activity period is the period during which the project may incur costs. I.e. actual costs must have arisen within and be paid within the period. The activity period for the 2019 Linnaeus-Palme Partnership is:

- Granting date 2019 to the reporting deadline, 31 March 2021.

The exchange period is the period in which exchanges may take place. Project participants must have returned and completed their exchanges within this period. The exchange period for the Linnaeus-Palme Partnership 2019 is:

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- Granting date 2019 to 31 January 2021.

2019 applications round

The following applies to the 2019 applications round for the Linnaeus-Palme Partnership:

- The number of exchanges must be evenly allocated between the parties, so the number of participating teachers and students from each department must be the same. It is not possible to apply for funding for more teacher exchanges than student exchanges. UHR is striving to increase student participation in the programme.
- The above limitation also includes evaluation trips. Therefore, the total number of project participants in teacher exchanges and evaluation trips may not be more than the number of participating students.
- The maximum number of project participants for which a project can apply for funding is limited to 2 + 2 teachers and 4 + 4 students. In addition, you may apply for an evaluation trip with the maximum number of 2 + 2 teachers.
- An auditing requirement has been introduced to the programme. All projects that have been granted more than SEK 300,000 must submit an audit report with the final report.

Who may apply for funding for exchange projects within the Linnaeus-Palme Programme?

All Swedish departments may apply for funding via their HEI in order to conduct an exchange project. The Swedish HEI is the project owner and, as such, administers and is responsible for the grant from UHR.

Cooperation takes place at departmental level between two departments that focus on the same subject or in the form of an interdisciplinary cooperation.

A two-department project may be granted funding for up to eight years, and is applied for about one year at a time.

The department's application must be part of a framework application, i.e. a summary of all the HEI's Linnaeus-Palme projects, which must be approved by the vice-chancellor. Every HEI has an appointed coordinator for the LinnaeusPalme Programme who is responsible for the framework application.

Possible partner countries 2019

Valid cooperation countries are countries that are on the OECD's DAC list, i.e. countries that are defined as low or middle-income countries by the OECD's Development Assistance Committee. A list of these countries is included as appendix 1.

Activities eligible for funding applications within the Linnaeus-Palme Programme

Within the Linnaeus-Palme Programme, it is possible to apply for the following activities:

- Student exchange
- Teacher exchange
- Language courses prior to a teacher exchange
- Visa trips for Palme participants (both teachers and students)
- Evaluation trips

Activity requirements

The following applies to student exchanges within a Linnaeus-Palme project:

- A student exchange must be at least 10 and a maximum of 40 weeks and for full-time study at first or second-cycle levels at each department.
- Two weeks may be used for an introduction or language course at the partner university. These two weeks do not need to generate credits. At least 10 weeks must be valid as exchange studies.
- No tuition fees may be charged
- The student must be registered at first or second-cycle level at one of the participating departments.
- The student must have studied at least a year in higher education before starting the exchange.
- The student must be able to transfer the credits for their studies.
- Linnaeus students must be entitled to a student grant during the exchange.
- A Linnaeus student must be a Swedish citizen or have permanent residency in Sweden, or be a Nordic citizen who has been registered in Sweden for a least a year before departure.
- A Palme student must be a citizen of one of the valid partner countries.
- Employed staff or doctoral students may not participate in student exchanges.

The following applies to teacher exchanges within a Linnaeus-Palme project:

- A teacher exchange must be at least three and a maximum of eight weeks, including travel days.
- The teacher must be employed as a teacher at one of the departments participating in the project.
- The teacher must teach at first or second-cycle level during the exchange period.
- Teaching must cover at least 10 hours per week.

The following applies to grants for language courses:

- It is possible to apply for funding for language courses that aim to strengthen participating teachers' existing language skills. For example, teachers who are expected to teach in English and may apply for funding for English language courses.
- A teacher may only be granted language courses on one occasion. The grant for language courses is tied to a specific teacher and is part of preparing for an exchange.
- Language courses must be completed before the teacher starts teaching as part of the exchange.

The following applies to visa trips for Palme participants:



- In cases where Palme participants must travel due to their visa application, the project can apply for funding for the resulting costs.
- A description of why the project requires funding for visa trips and the cost of these must be stated in the application.

The following applies to evaluation trips:

- Funding for evaluation trips may only be applied for after a partnership project has been granted funding in four application rounds. It is only after this that you and your partner may apply for funding for evaluation trips.
- Funding for evaluation trips can only be granted once in the eight years that the project can receive grants.
- Teachers and administrative staff may participate in an evaluation trip. To participate in the programme as administrative staff, the person must be employed in the participating department and have international duties.
- The trip must cover at least five days, excluding travel time, and be a joint follow-up and evaluation of the activities you have so far conducted.
- It is not possible to only apply for funding for evaluation trips. They must be part of a project that also has exchanges.

Funding for project activities

Funding is granted in the form of standardised amounts.

The programme is a complement to an HEI's other international partnerships and exchanges and does not provide comprehensive funding. Participating departments must provide their own funding, such as salary costs for participating teachers, but also for indirect costs.

The grant may not be used for purchasing technical equipment, such as computers, telephones, hardware or software.

All projects that are granted teacher and student exchanges also receive a grant for project administration.

If funding is paid in the form of compensation for reasonable additional costs for individual teachers or students, the Swedish party is responsible for drawing up rules and conditions for how funding may be used on the basis of UHR's funding terms and conditions. The payment total and its receipt by an eligible person must be verifiable.

Student exchanges

- Linnaeus student exchange: The basic grant is SEK 20,000 for 10 weeks. After this the basic grant increases by SEK 850 per week. The maximum grant for a student exchange is SEK 45,500 for 40 weeks of study.
- Palme student exchange: The basic grant is SEK 40,000 for 10 weeks. After this the basic grant increases by SEK 2,000 per week. The maximum grant for a student exchange is SEK 100,000 for 40 weeks of study.

Valid costs within the basic grant for student exchanges

- The grant shall cover costs associated with the project, such as travel to the partner HEI and any trips included in the courses. Insurance for cancellations and rebooking is a valid cost.
- Costs for vaccinations, visa and supplementary insurance.
- Costs for food and accommodation during the exchange period.
- Reasonable additional costs associated with an individual project participant that contribute to the exchange being conducted.

Teacher exchanges

- Linnaeus teachers: The basic grant is SEK 21,000 for three weeks. After this the basic grant increases by SEK 2,000 per week. The grant ceiling is SEK 31,000 for eight weeks' exchange.
- Palme teachers: The basic grant is SEK 31,500 for three weeks. After this the basic grant increases by SEK 5,000 per week. The grant ceiling is SEK 56,500 for eight weeks' exchange.

Valid costs within the basic grant for teacher exchanges

- The grant shall cover travel associated with the project, such as travel to the partner HEI and any trips that are part of teaching. Insurance for cancellations and rebooking is a valid cost.
- Car rental for transportation between different departments, practicals, etc., is a valid cost provided it takes place within the exchange period and is directly linked to the project and teaching.
- Costs for vaccinations and visas.
- Costs for food and accommodation during the exchange period.
- Insurance costs. All project participants must be insured. Costs for both the Swedish and foreign participants' insurance are approved. Most Swedish HEIs can insure the project's participants via the Legal, Financial and Administrative Services Agency (Kammarkollegiet).
- Reasonable additional costs associated with an individual project participant that contribute to the exchange being conducted.

Language courses prior to a teacher exchange

- The standard amount per participant is SEK 7,500 or SEK 15,000, which is equivalent to funding a language course of one to two weeks.

Valid costs for language courses

- If the course is held in association with an exchange, in the town/city where the partner department is located, the funding can be used to pay for course fees, food and accommodation. If so, travel costs must then be covered by the basic grant for the teacher exchange. If the courses are held in another place, the funding for language courses can also be used for travel costs.
- Reasonable additional costs associated with an individual project participant that contribute to the language course being conducted.

Visa trips for Palme participants (teachers and students)

- The standard amount per participant is SEK 2000, 5,000 or 10,000.

Valid costs for visa trips



- Costs for travel, food and accommodation associated with visa applications.

Evaluation trips

- The standard amount per participant is SEK 20,000. • Max two participants per department/HEI.

Valid costs for evaluation trips

- Costs for travel, food and accommodation.
- Reasonable additional costs associated with an individual project participant that contribute to the evaluation trip being conducted.

Grants for project administration

Exchange projects that are granted funding receive a standard grant of SEK 8,000 for administrative costs.

In addition, the following is granted:

- SEK 1,000 per project participant in teacher exchanges. 10 (11)
- SEK 3,000 extra for each Palme teacher participating in the project, to compensate for extra expenses associated with SINK (special income tax for foreign residents)¹
- SEK 2,000 per project participant in student exchanges.

Valid costs for administration grants

- The administration grant can be used for salary costs for project administration, costs for activities that aim to recruit students and teachers to the project and for overhead costs (OH). Departments who intend to apply for funding within the Linnaeus-Palme Programme are encouraged to find out what regulations apply to OH costs at their HEI before submitting an application, because the programme's funding is not intended to provide full cost coverage for participating departments.
- Audit costs.

Ineligible costs

- Charge the project with costs for entertainment is not permitted. This includes guided tours, excursions or study visits to amusement parks, national parks and sights.

Reporting

A narrative and a financial report with audit certification must be received by us no later than 23.59 on the reporting deadline.

Reporting is done online. The link to the report form is in the programme's application system.

¹ Pursuant to Chapter 8, Section 5 of the Income Tax Act (1999:1229) grants for education are mostly tax free. We recommend that you contact the Swedish Tax Agency if you have questions about your partnership, e.g SINK (special income tax for foreign residents). From 1 January 2018 the SINK tax is 25%.

Auditing

If a project has been granted more than SEK 300,000 the project owner is responsible for auditing the final report. Read more in the General terms and conditions for the Linnaeus-Palme Partnerskap 2019.

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