



Guidelines

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Linnaeus-Palme partnership 2017



Contents

Applications Round, Linnaeus-Palme Partnership 2017	3
About the programme	3
Agreement between the Swedish Council for Higher Education and the project owner...	5
Activity period and exchange period	5
Forwarding funds to the partner	6
Student and teacher recruitment	6
Activities within the Linnaeus-Palme Programme	7
Applications to the programme	11
Reporting	12
NEW! Auditing.....	12

Applications Round, Linnaeus-Palme Partnership 2017

This is the framework and criteria for the 2017 Linnaeus-Palme Partnership applications round, final reporting date 15 March 2019.

About the programme

The purpose of the Linnaeus-Palme Programme is to use teacher and student exchanges between universities in Sweden and low- and middle-income countries, in order to widen the recruitment of young people who can work in development activities both at home and abroad. On the programme, teachers and students can participate in exchanges and gain new knowledge and experience. Integrating global perspectives and new knowledge into learning raises the quality of higher education and internationalises Swedish education.

On this basis, the Linnaeus-Palme Programme offers an opportunity for Swedish universities to offer teacher and student exchanges in a coordinated manner, providing both individuals and departments with the experience of studying and working in another country. In the equivalent manner, foreign teachers and students will get to know Sweden and Swedish conditions. This could be the start of close, long-term relationships between the countries. The hope is that Swedish universities, their partners, and the teachers and students who are participating the exchange will get new 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 from conducting collaborative projects, 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.

The expected results for projects within the Linnaeus-Palme Programme are:

- Students and teachers have international experience.
- Students and teachers have increased knowledge of global issues.
- Students have a high level of interest for working in development partnerships.
- Teachers use their knowledge of global issues in their teaching.

The overarching aims of the Linnaeus-Palme Programme are:

- Students have increased capacity for working with global issues.
- Teachers' international experiences are used in operative activities at Swedish universities.

New for the 2017 applications round

The following items are new for the 2017 applications round for the Linnaeus-Palme Partnership:

- All applications must include both teacher and student exchanges, or evaluation trips and student exchanges. The number of exchanges applied for must also be evenly allocated, 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 ones. This change has been introduced because the Swedish Council for Higher Education (UHR) is striving to increase student participation in the programme.
- This limitation also includes evaluation trips. The total number of participants in teacher exchanges and evaluation trips may therefore be no more than the number of participating students.
- The maximum number of participants for whom a project can apply for funding is limited to 2 + 2 teachers and 4 + 4 students.
- The maximum period for student exchanges is limited to 20 weeks.
- The maximum amount that can be applied for as regards language courses is SEK 15,000.
- An auditing requirement has been introduced on the programme. All projects that have been granted more than SEK 100,000 must send in an audit report with the final report.
- The programme's terms and conditions have been updated and are presented in the *General Terms and Conditions for the Linnaeus-Palme Programme* and *Framework and Criteria for the Linnaeus-Palme Programme* (this document). They include new routines for financial reporting.

Who can apply for funding from the programme?

All Swedish departments can apply for funding for a Linnaeus-Palme project via their university. The Swedish university is the project owner and administers and is responsible for the funding 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 collaborative project between two departments may be granted up to a total of eight years' funding.

Partner countries 2017

Possible partner countries are the ones found in the OECD's DAC list for 2016. You can find a list of these countries in the *Handbook for Project Applications, Linnaeus-Palme Partnership 2017*.

Agreement between the Swedish Council for Higher Education and the project owner

Before an application can be submitted to us, the university's vice-chancellor or equivalent must certify that he or she accepts entering an agreement with UHR in accordance with the programme's terms and conditions. This is done by checking the box to show that the terms and conditions are accepted. The agreement comes into force when funding is granted. The notification letter and appendices describe the parties' financial and other commitments, and terms and conditions.

Payment of the granted funds is made in association with the decision.

Activity period and exchange period

By **activity period** we mean the entire period during which the project may have costs. The costs must have both occurred and be paid within the period. The activity period for the 2017 Linnaeus-Palme Partnership is:

- The granting date for 2017 until the last possible reporting date, 15 March 2019.

The **exchange period** is the period in which the exchange may take place. By exchange we mean teacher and student exchanges, visa trips, language courses and evaluation trips. The people must have returned and completed their exchanges within this period. The exchange period for the Linnaeus-Palme Partnership 2017 is:

- The granting date for 2017 until 31 December 2018.

Forwarding funds to the partner

The terms and conditions for transferring funds to a third party (Palme department/university) are established in the agreement and will be regulated via a contract. This contract must be signed before funding will be transferred from the Linnaeus department to the Palme department. The Linnaeus department is responsible for, and ensures that, the terms and conditions of the contract between UHR and the Linnaeus department are transferred in any subsequent agreements. Contract templates in Swedish and English are available at utbyten.se below the heading: *Ansökan*. Read more in the *General terms and conditions for the Linnaeus-Palme Programme 2017*.

Student and teacher recruitment

Because student and teacher exchanges are the foundation of the Linnaeus-Palme Programme, it is important that the department/university ensures that it is possible for students and teachers to participate in the planned exchanges. It is also important that planning is good at a departmental level, so the participants' knowledge and experience of activities will be integrated and disseminated and the project will achieve the expected results for the Linnaeus-Palme Programme.

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

- no course 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 for at least one year in higher education before starting the exchange.
- the student must be able to transfer the credits for his or her studies.
- the 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 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.

To be able to participate in the programme as a teacher, the person must:

- be employed as a teacher at a participating department.
- teach at first or second-cycle level during the exchange period.

To be able to participate in the programme as administrative staff for an evaluation trip¹, the person must:

- be employed as administrative staff with international responsibility at the participating department.

Activities 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

Finance and grants

Funding is granted in the form of standard amounts.

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

Costs that are eligible for compensation must be reasonable, valid, and follow the principles for responsible financial control, especially as regards being economical with resources and cost-efficiency.

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

Student exchange

A student exchange must be at least 12 and a maximum of 20 weeks, including travel days, and for full-time study at the first or second-cycle at each department. It is permitted to use up to two weeks of the exchange for an introduction or language course at the partner university. These activities do not need to have credits transferred as exchange studies.

¹ Administrative staff can also participate in planning trips on the Linnaeus-Palme Programme. Applications for funding for planning trips are made in a separate applications round. Read more at utbyten.se.

- Linnaeus student exchange: The basic grant is SEK 20,000 for 12 weeks. After this the grant increases by SEK 850 per week. A student can be granted a maximum of SEK 26,800 for 20 weeks' studies.
- Palme student exchange: The basic grant is SEK 40,000 for 12 weeks. After this the grant increases by SEK 2,000 per week. A student can be granted a maximum of SEK 56,000 for 20 weeks' studies.

Valid costs within the basic student exchange grant

- The grant shall cover costs due to the project, such as travel to the partner university and any trips that are part of the studies. Cancellation and rebooking insurance are valid costs.
- Costs for vaccinations, visas, and additional insurance.
- Accommodation costs during the exchange.

Teacher exchange

A teacher exchange must be at least three and a maximum of eight weeks, including travel days, and for full-time teaching on the first or second-cycle at each department. Teaching must be at least 10 hours per week.

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

Valid costs within the basic teacher exchange grant

- The grant shall cover travel due to the project, such as travel to the partner university and any trips that are part of teaching. Cancellation and rebooking insurance are valid costs.
- Car rental for transportation between different departments, practicals, etc., is approved if it takes place within the exchange period and is directly linked to the project and teaching.
- Costs for vaccinations and visas.
- Accommodation costs during the exchange.
- Insurance costs. All participants must be insured. Costs for both the Swedish and foreign participants' insurance are approved. Most Swedish universities can insure the project's participants via the Legal, Financial and Administrative Services Agency (Kammarkollegiet).

Language courses

It is possible to apply for extra funding for language courses within the programme's framework, for the purpose of boosting participating teachers' language skills. For example, teachers that are expected to teach in English can apply for funding for English language courses.

Please note that an individual teacher may only be granted language courses on one occasion. The grant for language courses is part of the preparation for a teacher who will participate in an exchange. Language courses must be completed before the teacher starts teaching as part of the exchange.

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

Valid costs for language courses

- If the course is held in association with an exchange and in the town/city where the partner department is located, the funding can be used for financing the costs for course fees and accommodation. If so, travel costs must then be covered by the standard amount for the teacher exchange. If the courses are held in another place the grant can also be used for travel costs.

Palme participants' visa trips – teachers and students

In cases where Palme participants must travel due to their visa application, the project can apply for funding for associated costs. The need and calculated costs for the trips must be described in the application.

- The standard amount per participant is SEK 2,000, 5,000 or 10,000.

Valid costs for visa trips

- Costs for travel and accommodation.

Evaluation trips

Funding for evaluation trips can only be applied for after the collaborative project has been underway for three years. This means that you are only able to apply for funding for evaluation trips in the fourth joint application to the programme.

Collaborations can only be granted funding for evaluation trips once in the eight years that the project can receive grants.

Teachers and administrative staff can participate in an evaluation trip. 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 together. It is not possible to only apply for funding for evaluation trips. They must be included in a project that also has exchanges.

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

Valid costs for evaluation trips

- Costs for travel and accommodation.

Grants for project administration

Approved projects receive a project grant of SEK 8,000.

Plus:

- SEK 1,000 per participant for teacher exchanges.
- SEK 3,000 extra for each participating Palme teacher as compensation for extra expenses associated with SINK (special income tax for foreign residents)².
- SEK 2,000 per 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 indirect costs (OH). Departments that intend to apply for funding via the Linnaeus-Palme Programme are encouraged to find out what regulations apply to indirect costs at their university before applying, as the programme grant is not intended to provide full coverage for participating departments' costs.
- Audit costs.
- In cases where the funding is transferred to the partner department this must be regulated in an agreement regarding the transfer of funding between the parties.

² Pursuant to Chapter 8 Section 5 of the Swedish Income Tax Act (1999:1229), educational grants are mostly tax-free. We recommend contacting the Swedish Tax Agency with questions about your collaboration, such as regarding SINK (special income tax for foreign residents).

Ineligible costs

- The administration grant may not be used for purchasing technical equipment, such as computers, telephones, hardware, or software.
- It is not permitted to charge the project costs for entertainment. This includes guided tours, excursions, or study visits to amusement parks, national parks, and tourism sights.

Applications to the programme

The application must be submitted by 12 noon on the day of the deadline.

Project application

The project application is made online by the Swedish department straight to UHR via the [RAUK digital application system](#).

You can find complete validity and quality criteria in the Handbook for Project Applications.

Notification of decision

Our decision will be announced no less than four weeks after the deadline. We do not provide advance notifications.

If you are granted funding

UHR will send its decision via e-mail to the contact person(s) and signatories. The notification letter states the granted funding, which project activities have been granted, and the terms and conditions that apply to funding recipients. The total sum is paid to the plusgiro or bankgiro number provided in the application.

Reporting

One narrative and one financial report with an auditor's statement must be with us by **15 March 2019**.

Reporting is done online. The link to report form is in the programme's application system. As project owner, you are responsible for ensuring that UHR's participant survey is answered by each participant immediately after the

end of an exchange period and that the compiled survey results are included in the final report. The participant survey is also in the application system.

Financial reporting

The final report must follow Swedish accounting and tax rules. Only actual and approved costs for activities that have occurred during the agreed period of activity may be included in the financial statement.

Reported costs must be able to be tracked in the accounts and be documented so that they facilitate follow-ups and audits.

The final report must be approved by the signatory or equivalent for the university that is responsible for the project.

NEW! Auditing

If a project has been granted more than SEK 100,000 the project owner is responsible for auditing the final report. The audit must be conducted by an authorised or approved accountant who is external, independent, and qualified. UHR's template for the audit must be applied.

Amendments

If you are planning to make significant changes to the project in relation to the application, you must provide information about this in advance. Amendments must be assessed and approved in writing by UHR before being undertaken. These could involve a changed time plan or changes to the granted budget. Only changes that will not affect the project's established purpose, aims, and expected results can be approved.

Claims and repayment

In the reporting, the Swedish department must account for how the granted funds have been used. In some cases, UHR has the right to claim back granted funding if, for example, the project accounts show:

- shorter exchange periods than agreed
- interrupted exchange periods
- exchanges that have not been completed
- that the exchange has been conducted with ineligible participants.

Read more in the *General terms and conditions for grants within the Linnaeus-Palme Programme 2017*.

Funds that have not been used, including interest, must be repaid to UHR.
Repayment must only be made if requested by UHR and be received within 20 days of when the payment request was issued.