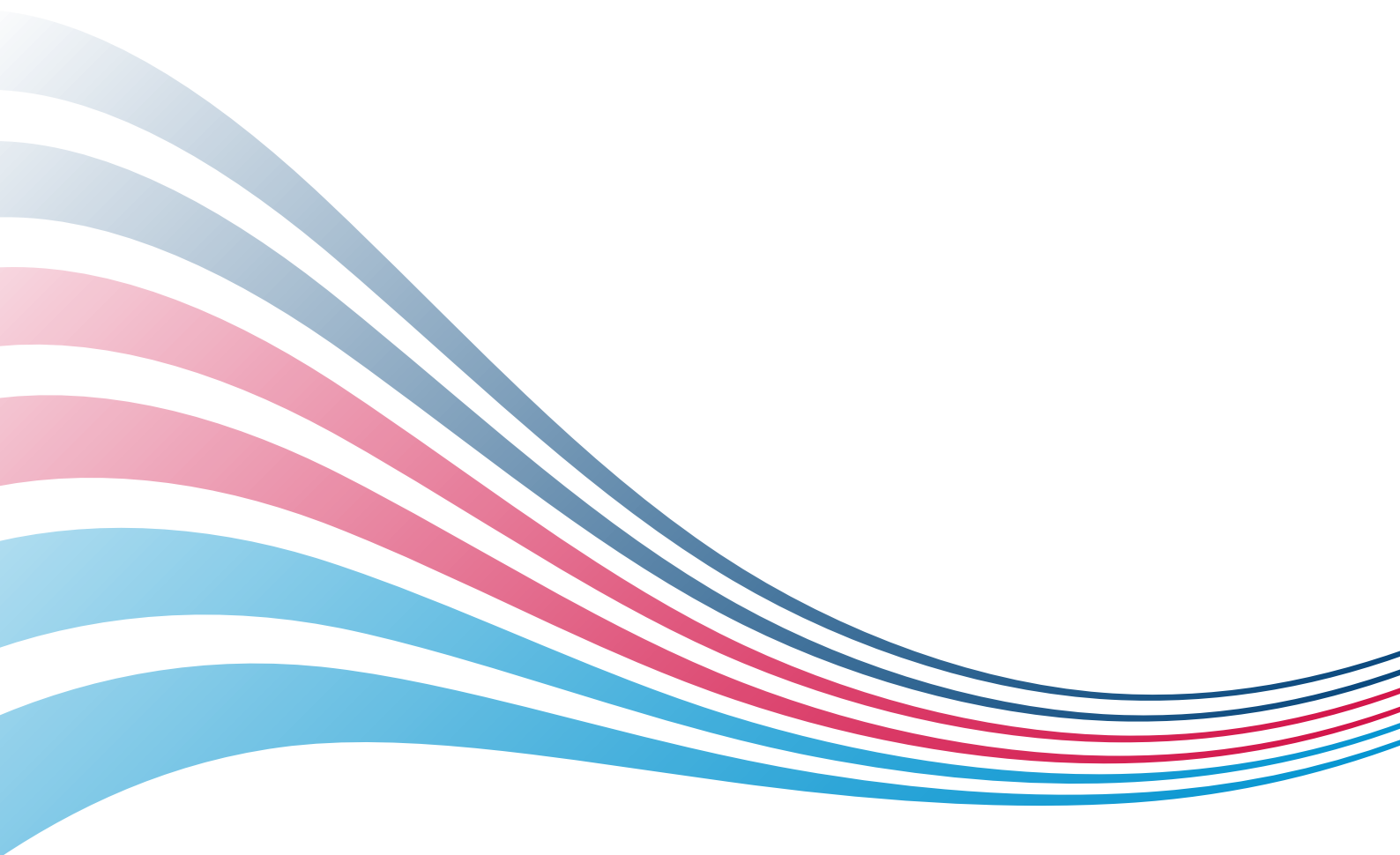




LINNAEUS-PALME

GUIDELINES FOR THE 2013-2014 AND 2013-2015 ACADEMIC YEARS



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1 INTRODUCTION

1.1 The Linnaeus-Palme Programme

Linnaeus-Palme is a programme for teaching staff and students at university first-cycle (undergraduate) and second-cycle (graduate) level. It shall stimulate long-term collaborations based on the mutual benefit created between higher education institutions in Sweden and developing countries. These collaborations are conducted in project form and build upon teacher and student exchanges.

The aim of the Linnaeus-Palme programme is to raise the quality of higher education by integrating global perspectives into the learning process. In this way, Sweden and its collaborative partners gets prepared to face global challenges.

Participation in the programme is expected to impact on an individual level; teachers and students participating in the exchange, among other things, will gain increased competence in global issues and an enlarged contact network. Furthermore, it is also expected to have an effect on a departmental level; global perspectives can be integrated into teaching and as such will also benefit those who have not taken part in an exchange.

Students who participate in exchanges are believed to be better prepared for work in a global context. Teachers who participate in exchanges are expected to use and spread both their own global knowledge as well as that of their students, inside and outside of the classroom. Overall this will lead to international experiences being utilised in operation within the departments.

Each project is assumed to have specific academic aims for their collaboration. Mutuality is central to the Linnaeus-Palme programme. Partners should be able to participate in equal collaboration that leads to mutual benefits, even if the resources may be very different.

The exchange consists of two parts: The Linnaeus Grant for outgoing Swedish participants, named after Carl Linnaeus who sent his students out into the world to gather information, and the Palme Grant for incoming overseas participants, named after Olof Palme who was deeply engaged in the situations in developing countries and the possibilities of capacity building.

The programme is administrated by the International Programme Office for Education and Training and financed by Sida, the Swedish international development cooperation agency. The programme contributes to the fulfilment of the goals set in the Strategy for Capacity Development and Collaboration, through providing good competence and capacity both with Swedish participants and participants from developing countries. This way the programme can contribute to the more long-term goal of sustainable reduction of poverty. An important part of this project is to stimulate Swedish higher education institutes into increasing their internationalisation; through contributions to strengthen relations with countries outside Europe and North America.

Countries eligible for participation within this programme are those defined as developing countries by the OECD aid committee, DAC.¹ Collaboration is consequently possible for a number of countries in Africa, Asia, Latin America including a number of countries in Central and Eastern Europe.

The programme complements other international collaborations and exchanges within the higher education sector. It should not be seen as a complete measure to develop

¹ Eligible countries are those defined as developing countries by the OECD aid committee DAC, in "DAC List of ODA Recipients Effective for reporting on 2011, 2012 and 2013 flows". In accordance with the decisions of Sida, eligible countries are those that belong to the categories: "Least Developed Countries", "Other Low Income Countries", "Lower Middle Income Countries and Territories" and "Upper Middle Income Countries and Territories". The complete DAC list is available from: www.oecd.org/development/aidstatistics/48858205.pdf

contacts with new countries. A certain level of additional financing is needed from participating departments, for example to cover the salaries of those teachers participating. See sections 1.3 and 2.5.

1.2 General Principles

- The programme supports long-term, bilateral collaboration at departmental level² between higher education institutions in Sweden and developing countries. The requirement that the department leads and owns the project ties in with the principle that the collaboration should be an integral part of the department's day-to-day activities. More than two departments may not be involved in the same Linnaeus-Palme contract, however departments may have many Linnaeus-Palme collaborations. This applies to both the Swedish and overseas departments.
- The Swedish department is responsible for informing the overseas department about the conditions and guidelines for participation in the programme.
- Partners in the project are to formulate their own common aims for the collaboration. The goals should be specific to the project, whilst at the same time in keeping with the aims of the programme.
- The mutual academic benefits should be well-defined in the collaboration and clearly stated in the application.
- It is the Swedish departments, in collaboration with the overseas departments that make the project application and accordingly become the responsible department for the collaboration operations. This responsibility includes tasks such as awarding scholarships and grants; collating, documenting and evaluating the experiences and results of the collaboration; and producing a project report.
- The project application must show that there is intention for long-term collaboration and that it can be granted funding for a maximum of eight years.
- The application procedure involves the higher education institutions submitting a combined application for the institution as a whole, a general application, this includes the project applications of the individual departments, in addition to comments of the institutions with regard to these. Through this application procedure the International Programme Office strives to integrate the Linnaeus-Palme programme into the international profile of the institution.
- Funding is awarded for one or two academic years at a time. Projects that have existed within the programme for at least two years have the opportunity to apply for funding for two academic years in the same application, others may apply for one academic year.
- Each application is assessed individually, therefore it is not possible to refer to a previous application. The project should be able to be understood from the current application. Nevertheless, for projects previously awarded funding, completed work is taken into consideration throughout the assessment. The International Programme Office assesses the application together with an external assessment group, consisting of persons with both academic subject competence

² The term used by a department to describe a corresponding department at the higher education institution. If the institution is not organised into departments, or if effective administration of means presupposes collaboration on another level than departmental, this should be explained in the general application and signed by the Vice-Chancellor. The basic principle of the Linnaeus-Palme exchange is that the collaboration should take place at departmental level.

and experience of development issues. The International Programme Office determines the allocation of funding. It is not possible to apply for funding for collaboration with a department that has already collaborated with its partner for eight years.

- For applications involving projects that have been ongoing for five years or more, higher demands are placed on the results and future planning, compared to applications concerning newer projects.
- After a decision has been made, a contract is drawn up between the International Programme Office and the respective department. The outcome of the exchange in relation to the plans, budget and general experiences should be reviewed in a final report. The final report should then be presented to the International Programme Office upon completion of the contract. Projects that have been granted funding for two years submit a less comprehensive interim report to receive the remaining amount of their funding. Other opportunities are also provided for follow ups and reviewing experiences.
- A collaboration is often started by teachers from each department conducting a planning trip to the intended partner, to evaluate the academic and student welfare relations. They also evaluate the possibilities for a successful, long-term exchange of teachers and students. Departments with an existing, well-established partnership may be awarded funding for student/teacher exchanges without including the planning trip in the application. In such cases, the application should illustrate that the prerequisites for the exchange exist. The exact reciprocity of teacher and student exchanges is not a necessity, though a reasonable balance should be sought.
- Participating teachers are expected to receive their salary from their home university whilst participating in the exchange. Participating students should be entitled to student funding whilst studying at the partner department. The students may not be charged course or tuition fees.
- Upon their return, the students should be able to be awarded credit for their studies.

1.3 A developing programme

The programme was introduced in May 2000 and the first application round was September 2000. The programme is being continually developed, in cooperation between the International Programme Office, participating higher education institutes and Sida. The reporting of the department and institutions forms the basis of the International Programme Office's overview of the programme guidelines. In addition, the International Programme Office and Sida invite participants to an annual seminar, which focuses on the experiences of the programme.

1.4 Types of assistance within the Linnaeus-Palme programme

The programme contains two forms of grant: The Linnaeus and Palme Grants. The Palme Grant is for overseas teachers and students coming to Sweden whereas the Linnaeus Grant is for outgoing teachers and students.

The Palme Grant is more comprehensive than the Linnaeus Grant. Therefore the necessary support is given to make the exchange possible for participants from departments with less financial resources. Grants for Palme students should cover the travel and living costs for incoming students. Palme teaching staff receive a grant for additional costs incurred during the exchange, as travel and living costs (excluding salary). The Linnaeus Grant for teaching staff and students should cover additional costs

incurred during the exchange. It is not a replacement for regular payments of salary or student support. See section 2, especially 2.5 for conditions for compensation.

1.5 Selection process and decisions

The initiative and operational responsibility for the collaboration projects lies with the individual Swedish departments. The aim is a long-term partnership between the Swedish department and the department in the partner country. The Heads of Department are responsible for the teachers and students being sent from the departments.

The International Programme Office assesses the project applications of the departments and the institution's combined application. It also assesses the quality of their plan and suitability and decides how to distribute the funding. The assessment takes into account whether a project has previously been granted funding. A clear overview of the criteria and prioritisation grounds for Linnaeus-Palme can be found in the document 'Criteria and prioritisation principles for the assessment of applications under the Linnaeus-Palme programme for the 2013-2014 and 2013-2015 academic years'.

A department applying for funding should have a long-term perspective and defined goals for the collaboration. Furthermore, mutual benefits, clear planning and ambitions for the exchange to be reciprocal are important selection criteria. Previous experiences of collaboration and previous completions are taken heavily into account when assessing the application. In the assessment of the International Programme Office, there is also the aim to reach the subjects, countries and education institutions not previously represented - or under-represented - in the programme.

Students should be given the necessary support to maximise their time at the partner department in the best possible way. This is both academically and socially. The application should therefore include a study-social environment based integration plan for incoming students. In the application, participating departments should be able to guarantee that studies can be awarded credits.

1.6 Application Process

Applications for Linnaeus-Palme funding partly consists of the higher education institution's overall application – *the general application* and partly of the departments' application – *the project application*.

1.6.1 General application

The higher education institution sends the application to the International Programme Office after it has compiled the departments' project applications, which must be provided as appendices. The general application must also include the higher education institutions' comments on the individual project applications and their role in the higher education institutions' internationalisation work.

1.6.2 Project application

Project applications are made by the relevant Swedish departments and are submitted centrally to the higher education institution to be forwarded to the International Programme Office. Only project applications included in the higher education institutions' overall application are considered by the International Programme Office.

As part of the programme, it is possible to apply for funds for planning trips, teacher exchanges, evaluation trips and language training for teachers and student exchanges.

Project applications must always contain:

- Information about collaborating departments and previous or existing contacts
- Description of objectives, aims, expected results and mutual benefits in addition to a motivation of the goal's relevance to the aims of the Linnaeus-Palme programme.

- Ethical review
- A statement from the overseas department that is included in the application
- Project plan, risk assessment and risk management plan. Applications that solely relate to planning trips do not need to include these three parts. Subsequently, applications solely for planning trips do not need to answer questions 2, 3 and 4 in part B of the application form. Instead, these issues should be dealt with when conducting the trips.

Regarding planning trips, the project application should also include:

- Names of participating teachers or a description of those functions that will be applicable throughout the exchange
- approximate date for the trip
- description of the scope of the planning trip and its role in the collaboration.

Regarding teacher exchanges, the project application should also include:

- Names of participating teachers or a description of the competence applicable throughout the exchange
- approximate time for the exchange
- the extent of the Swedish teacher's duties at the overseas department
- the extent of the overseas teacher's duties at the Swedish department
- description of the plans, courses, types of teaching and their roles for the teacher exchange in the collaboration
- details of any language courses in addition to the names of those teachers needing language courses
- budget for both incoming and outgoing exchanges (see further rules for financial assistance, section 2.5)
- plans for the adaptation and sharing of knowledge and experiences at the respective institutes.

Regarding student exchanges, the project application should also include:

- subject area and time frame for the respective student exchanges
- description of the arrangements, preliminary study plan, credit transfer, preparations, selection and reception
- budget for both incoming and outgoing exchanges (see further rules for financial assistance, section 2.5)
- description of expected results
- plans for the adaptation and sharing of knowledge and experiences at the respective departments.

Regarding evaluation trips, the project application should also include:

- names of participating teachers
- approximate date for the trip
- description of the scope of the planning trip and its role in the collaboration.
- motivating the need behind the trip and how the results will be used.

Regarding projects granted funding for five years or more, the project application should also include:

- Statement of results
- Description of the collaboration's ties to and dissemination at the respective department
- Plans for continued collaboration.

Projects that have previously been granted funding for at least two years have the possibility to apply for two academic years. The International Programme Office determines whether the applications for two year funding should be granted for one or two years. Projects granted funding for two years are awarded 50 per cent of the total

sum upon receipt of contract at the International Programme Office. The remaining 50 per cent is awarded after the interim report has been approved by the International Programme Office. Projects granted funding for two years do not have the possibility to apply for more funding in the 2014-15 application process.

1.6.3 Application dates

Applications for funds from the Linnaeus-Palme programme must be made using the form available at The International Programme Office website. The higher education institution' combined application must be received by the International Programme Office no later than **15 November 2012**. An original copy of the application must be sent and must have arrived at International Programme Office or be postmarked no later than 15 November 2012. Late applications will be rejected. It is not possible to make additions to the application after the final application date. The International Programme Office will not request additions even if the application is received before the final application date. General information about the Linnaeus-Palme programme is also available on both the International Programme Office and Sida websites.

1.7 Insurance

Both students and teaching staff travelling from and to Sweden shall have insurance. Most Swedish higher education institutions are able to provide insurance for students and teaching staff travelling to and from Sweden via the Swedish Legal, Financial and Administrative Agency (Kammarkollegiet). Swedish teaching staff are usually already insured through the Swedish Legal, Financial and Administrative Agency. Please see www.kammarkollegiet.se

1.8 Travel advice

Grant recipients are responsible for finding out, both before and during their travel abroad, about the Swedish Ministry for Foreign Affairs' (MFA) travel advice regarding travel to the country and/or region where the recipient is to be posted (www.regeringen.se).

1.9 Ethical review

An ethical review is mandatory for all projects in which a cooperation project (tuition/studies) includes experiments/studies involving humans or animals.

Swedish regulations apply, regardless of where the experiments or studies are conducted. Projects where there is Swedish participation and that relate to experiments/studies involving humans and/or animals require approval from the Swedish ethics committee and where possible, the local research ethics committee. The Swedish participants are responsible for copying the approval from the ethics committee and submitting it with the application.

The requirement for ethical approval and submission of the copies to the International Programme Office is also applicable to any changes made in the project plan. The Swedish participants ensure that evidence of ethical approval is present.

INSTRUCTIONS AND RULES FOR APPLICATIONS FOR THE 2013-2014 AND 2013-2015 ACADEMIC YEARS

The current application round is for the 2013-2014 academic year -with a contract period from 1 June 2013 until 30 September 2014 - and for the 2013-2015 academic year with a contract period from 1 June 2013 until 30 September 2015.

2.1 Planning trips

Planning trips may only be granted for the first year of the project. The aim of the trips is to plan for upcoming teacher and student exchanges by discussing the departments of the collaboration's aims and assure the quality of future exchanges, both academic and

study-social. In addition, they should investigate academic value that can be shared between the departments.

Planning trips should be conducted by established members of teaching staff at the respective departments. At least one of the participants should be a teacher. Administrative staff with an international role may also take part. The aim is to build ties between departments that are a basis for further exchange.

The programme supports visits for a maximum of two participants from each department. The planning trips must comprise of at least one week's stay (7 days including travelling time). A report on experiences from planning trips should be provided internally within the department and to the International Programme Office.

2.2 Teaching exchanges

The exchange of teaching staff is aimed at teaching staff working with first-cycle and second-cycle studies and funds from the Linnaeus-Palme programme may not be used for anything but tuition at first-cycle and second-cycle level. This also applies to foreign teaching staff visiting Swedish departments. The exchange may take place simultaneously, but this is not essential. Funding for research by, or skills development for, teaching staff, for example in the form of teaching seminars, is not covered by the Linnaeus-Palme programme. Teachers carrying out exchange must be established in and employed by the department.

Teaching exchanges relate to the tuition of courses within general education at first-cycle and second-cycle level. General education means that the course should be part of the standard course offerings in the department. Tuition must cover a minimum of 10

hours a week. The teaching may involve lectures, seminars, group or individual supervision of students. Time for anything other than tuition at first-cycle or second-cycle level, such as teacher seminars, research, skills development, planning for future exchanges etc., may not be counted towards the tuition time. The period of the exchange should be no less than 3 weeks (21 days including travel) and a maximum of 8 weeks. Up to three members of teaching staff from each department may be granted funding each academic year. A member of teaching staff may only participate in one exchange per academic year. The department should aim to diversify participation in exchanges among their staff.

The aim of the exchange at teaching staff level is also to mutually increase knowledge about, understanding of, and cooperation between the department in Sweden and the partner department. In addition, the incoming teacher must cooperate with the teaching staff in the host department in order to gain an understanding of the feasibility of a student exchange. Both teachers involved in the Palme and Linnaeus programmes must present a written report analysing the results and experiences encountered. This report is in the form of a questionnaire and can be obtained from the International Programme Office. The teachers' experiences should be summarised in the report for International Programme Office.

Language training

Funds for language training may be offered to Swedish teachers who are to participate in teacher exchanges. The teachers may only participate in one language training course per project. The course should be completed before the exchange. The programme grants funds for two weeks' intensive training in order to improve existing language skills. Teaching staff from overseas are expected to teach in English and may apply for funding for English language training courses. If an application includes an application for funding for a language course, the teaching staff must be named, alternatively the department should describe in the application in sections G/H, 'teaching exchange/language course') the general language skills within the department and the need for language training courses. The latter is mainly intended for projects in which the

overseas partner department requires improved language skills. Language training courses in a different language to the main teaching language may be granted if it clearly states to what extent it will strengthen the quality of the collaboration.

2.3 Student exchanges

The aim of these exchanges is to provide participating students with beneficial academic education at first-cycle and second-cycle level, international experience and an understanding of different cultures. Student exchanges are usually preceded by a planning trip and/or a teaching exchange once the course of study and course credit transfer issues have been clarified.

Student exchanges within the programme are intended for students at first-cycle and second-cycle level, and are only available for those engaged in full-time study. Linnaeus students must be Swedish citizens or hold a Swedish permanent residence permit. Citizens of the Nordic region need to have been registered in Sweden for at least one year at the time of their departure. If a Palme student is not a citizen in the country of the institution where they are studying, he/she must be a citizen of one of the countries in the above list of eligible partner countries in order to participate in the exchange.

The exchange must be for at least twelve weeks and at the most 40 weeks for courses within the regular courses offered by the department. Credits for studies will be transferred upon return. It is permitted to use a maximum of two weeks of the total exchange period for welcome arrangements and/or introductory or language courses in the host country. These two weeks do not need to be credited by the student's home department on return. The duration of the exchange cannot be less than 12 weeks and corresponding at least ten weeks full-time studies shall be credited by the student's home department. The programme can provide support for up to four student exchanges from each department per academic year. A student may only participate in one student exchange. The Linnaeus-Palme programme relates to participation in regular tuition, i.e., standard courses offered. Funding is not granted for field work or the gathering of material for a dissertation, unless the dissertation is supervised and graded in close collaboration with the host institute. Any practical work must be supervised by the host department and students must be integrated at the department. This should be clearly stated in the application.

Students must be registered at the sending department that is also responsible for the selection of students. Students must have studied for at least one year at higher education level prior to departure, before they can be considered for the exchange.

Students must be offered information by their department about the partner university and the country in question. This can, for example, be administered by the teaching staff that carried out the planning trip or the teaching exchange. Palme students are expected to participate in the welcoming arrangements generally offered to exchange students at each of the respective Swedish higher education institution.

Both Palme and Linnaeus students must provide a written report about the results and experiences of their stay abroad. This should be completed in a special questionnaire issued by the International Programme Office. This should be done by the Swedish student upon their return and the overseas student before their departure. The students' experiences should be summarised in the report for International Programme Office.

2.4 Evaluation trips

When a project is granted funding for at least three years it is possible to apply for funding for an evaluation trip. A project may only be granted an evaluation trip on one occasion. The aim is to jointly follow up on and evaluate those activities carried out within the project, both from an academic and an administrative perspective. When a project has been granted funding for five years, the International Programme Office

makes greater demands in terms of results and spreading the benefits of the project. An evaluation trip provides an opportunity to develop and provide quality assurance for a project.

An evaluation trip should be carried out by teaching staff that have participated in the planning and implementation of the project. Administrative staff with an international role may also take part. The programme supports visits for a maximum of two participants from each department. At least one of the participants should be a teacher. The evaluation trip must comprise at least a week's stay, including travel. A report on experiences from evaluation trips should be provided internally within the department and to the International Programme Office.

2.5 Rules on financial assistance

The programme should be viewed as complementary to existing grants in order to strengthen a university's international contacts and exchanges. A certain degree of self-financing is required of participating departments. Financial assistance is provided as set out below applies for the implementation of the programmes activities. Furthermore, a projecting grant is available to the Swedish department of a definite and flexible amount. Read more about this in point 2.5.1 below. Additional costs incurred in conjunction with the exchange, such as salary and administrative fees are not refunded. The applicant is expected to be aware of the regulations that exist for indirect costs at the individual higher education institution before the application is submitted.

2.5.1 Project grant

Each project that is granted a teacher and/or student exchange is awarded a project grant of SEK 8,000. In addition to this, the project is awarded SEK 1,000 per participant in the teacher exchange and 2,000 per participant in the student exchange. The project grant is expected to cover a portion of costs incurred by the project for administrative work relating to the exchanges in addition to the evaluation and follow up of the project. For projects only awarded planning trips or evaluation trips, no project grant is awarded.

2.5.2 Planning trips

A grant of SEK 20,000 per person is paid as a standard payment for a return journey, accommodation and living costs for a maximum of four participants, up to two from each department. The maximum grant is SEK 80,000.

2.5.3 Teaching exchanges

Financial compensation is paid in respect of budgeted expenditure for travel and living costs for up to three members of teaching staff from each department per academic year. Costs are paid for the lowest-cost suitable economy class ticket (that allows for changes to the booking of the return journey). For living and accommodation costs for teachers from a Swedish higher education institution (Linnaeus teachers) funding is provided at a rate corresponding to the subsistence allowance for service abroad.³ Foreign teachers (Palme teachers) receive a grant of SEK 800 per 24 hour period, for additional living and accommodation costs. The host department is expected to arrange accommodation at a reasonable cost for visiting teaching staff.

In the event that the teaching exchange lasts for fewer days than the period granted, repayment of the awarded funding will be required at a daily rate corresponding to the subsistence allowance for Linnaeus teachers abroad and at a rate of SEK 800 a day for Palme teachers visiting Sweden. Shorter exchanges than the stipulated 21 days are not

³ For the subsistence allowance, the Swedish National Tax Board's rules on subsistence allowances apply (Swedish National Tax Board regulation 1990:1293 Chapter 2, § 2). The amount of the allowance is calculated based on the standard allowance stipulated at the time of the call for proposal. Current standard allowance are available at: www.skatteverket.se.

approved. If the exchange period is less than 21 days without valid reason, the department may, in addition to a demand for repayment, also be denied continued support for any new application.

In most cases, the Act on Special Income Tax for non-residents (1991:586; SINK) is applied for the payment of the subsistence allowance and travel costs of teaching staff visiting Sweden.

For teaching staff who participate in language training, costs are covered in respect of travel (the lowest-cost economy class ticket) and course fees (including accommodation), as well as for a subsistence allowance for service abroad with the Swedish Tax Board's rules for a one to two weeks intensive course. The costs for the language course must be reasonable. Palme teachers who participate in a language course in Sweden receive a subsistence allowance of SEK 800 per day.

2.5.4 Student exchange

The Linnaeus grant for students is SEK 25,000 for one semester (i.e., 20 weeks) and SEK 40,000 for two semesters (40 weeks). The Palme grant for overseas students covers travel and living costs and is SEK 53,000 for one semester and SEK 89,000 for two semesters. At the time of the application it is possible to apply for extra funding for high travel costs associated with Palme students' obtaining of visas. It is important to justify the need for additional resources and what costs they will cover.

A reduced grant is paid for shorter exchange periods. It is presumed that the host department will assist grant-holders with practical arrangements, such as accommodation.

In the event that a student exchange lasts for a fewer number of weeks than granted, repayment of the funding provided will be required, corresponding to a rate of SEK 750 per week for Linnaeus students studying abroad and SEK 1,530 per week for Palme students studying in Sweden. Exchanges shorter than 12 weeks will not be approved. If the period of the exchange is less than 12 weeks without a valid reason, the department may in addition to the demand for repayment, also be denied continued support for any new application. The Swedish department applies for funds for both Swedish and foreign students and is responsible for paying out the funds granted.

2.5.4 Evaluation visits

The principles for evaluation trips are the same as for planning trips. One or a maximum of two participants per department may be granted funds, and payment is based on a standard amount of SEK 20,000 per participant.

2.5.6 Additional funding for disabled participants

In addition to the above, it is also possible to apply for additional funding for increased costs encountered in exchanges for disabled teaching staff and students. Details must be provided in the application.

2.5.6 Payment of allocated funding

The allocated funding is specified in the International Programme Office's decision and in the contract signed between the department and the International Programme Office for each individual project. Funding is paid to the account of the higher education institution after the contract has been signed and returned to the International Programme Office. Projects granted a two year contract will receive a second payment when the interim report has been approved by the International Programme Office.

2.6 Reporting

Reports for activities within the Linnaeus-Palme programme shall be provided, partly internally at the Swedish department, and partly to the International Programme Office.

The report is essential for evaluating and following up results, sharing experiences and increasing awareness of the project. Projects awarded funding for two academic years must submit two reports; an interim report approximately one year after the contract has come into effect and a final report once the contract period has expired. Projects awarded funding for one year need only submit a report after the contract period has expired. The International Programme Office also conducts its own evaluations. These projects are expected to participate upon request.

2.6.1 Interim reporting

Projects that have been granted a two-year contract must submit an interim report that must have been received by the International Programme Office no later than 30 May 2014. Report forms will be available on the International Programme Office's website in good time before the reporting date deadline. The interim reports from each higher education institution must be submitted together to the International Programme Office. Projects that are not required to submit an interim report or do not continue for the second year must submit a final report by 17 November 2014 at the latest. Other projects will receive a final payment in order to continue the collaboration during the second year.

2.6.2 Final report

The final report for projects that have been granted for a one-year contract must have been received by the International Programme Office no later than **17 November 2014**. Projects with a two-year contract must submit a final report no later than **16 November 2015**.

2.6.3 The institutes' overall final report

The departments' final reports form a part of the university's overall reporting. Two-year projects which earlier in the year submitted an approved interim report must be included on a separate list in the university's overall report.

Original copies of all reports must be submitted. If the authorised activities have not been carried out in accordance with the contract, reasons must be stated in the report. If a visit is made to the participating departments, the International Programme Office may request support documentation for the specified amounts and exchange periods. The support documentation must be retained for 5 years.