

**NORTH-SOUTH-SOUTH  
Higher Education Institution Network Programme**

**AGREEMENT**

Academic Years 2009–2010 and 2010–2011

**Agreement parties:**

The Centre for International Mobility CIMO  
PO Box 343, 00531 Helsinki, Finland

and

xxxxx

This agreement relates to the decision xxxxxxx/19.3.2009

**1. GENERAL CONDITIONS OF THE NORTH-SOUTH-SOUTH PROGRAMME**

The NORTH-SOUTH-SOUTH programme is funded through the development cooperation funds of the Finnish Ministry for Foreign Affairs. CIMO is responsible for the implementation of the programme. The activities of the programme support the achievement of the goals of the United Nation's Millennium Development Goals and Finland's development policy.

The grant can be used between 1.6.2009–31.8.2011.

The coordinating higher education institution will make an agreement with the other higher education institutions in the network to set down procedures to be followed within the network.

The coordinating higher education institution ensures that the grant will only be used for activities and expenses in accordance with this agreement.

The sending and the host higher education institutions must ensure that participating individuals have necessary insurance cover.

The participating higher education institutions must ensure that mobility within the network is as balanced as possible. Student and teacher exchanges must be reciprocal.

In teacher and student exchanges as well as in preparatory and administrative visits there is always a Finnish counterpart either as a sending or as a hosting institution.

**2. STUDENT EXCHANGES**

CIMO's grant resolution will establish the minimum number of student exchanges to be carried out by the network during the agreement period.

The duration of the student exchanges is from 3 to 12 months. An individual student can only participate in a NORTH-SOUTH-SOUTH student exchange once. However, a student who has or is going to participate in student exchange can also take part in an intensive course.

#### **Grant recipient**

A student grant can be awarded to an individual enrolled as a degree student in one of the partner higher education institutions. The grant can be awarded to students studying for a bachelor's or a master's degree, but not to those on their first year of bachelor's degree studies. The student grant can also be awarded to a post-graduate student coming to Finland. A maximum of 1/3 of incoming students to Finland can be post-graduate students.

The sending institution will select the participating students following equal and transparent criteria. However, the host institution has the right to make the final decision about accepting an exchange student.

#### **Studies and acknowledgement of studies**

The grant is awarded for full-time study in the partner higher education institution. The studies cannot consist entirely of collection of research material or practical training.

The participating student together with their home institution must make a written plan for studies to be carried out during the exchange. The host institution will award the student a certificate of studies completed during the exchange.

Studies must be fully acknowledged as part of the student's degree in their home institution.

#### **Grant**

The higher education institutions will define the amount of the participating students grant based on the duration of the exchange and estimated travel and subsistence costs.

The funds can be used to contribute to visa and insurance costs of incoming students to Finland and to visa costs of out-going Finnish students.

The host institution cannot ask students to pay fees.

### **3. TEACHER EXCHANGES**

A teacher exchange can be taken by a person who is a member of the teaching staff of a participating higher education institution at the time of the exchange. The duration of a teacher exchange can be from 1 to 10 weeks. The tuition given by the teacher during the exchange must be a part of the host institution's curriculum. The network should aim at enabling as many teachers as possible to take part in the exchanges within the network.

The grant earmarked for teacher exchanges can only be used to cover travel and subsistence costs. Expenses will be reimbursed based on actual costs incurred. Travel arrangements must be made in accordance with the general principles of the public sector travel regulations.

### **4. ADMINISTRATIVE VISITS**

The goal of an administrative visit is to evaluate and develop the network cooperation.

The grant can only be used for travel and subsistence costs. Expenses will be reimbursed based on actual costs incurred. The maximum grant for an administrative visit is 2,000 euros/visit. If the same visit includes travel to several partner countries, the maximum amount is 2,500 euros. Travel arrangements must be made in accordance with the general principles of the public sector travel regulations.

## **5. PREPARATORY VISITS**

The aim of a preparatory visit is to negotiate and to agree on practical organisation of the cooperation and teacher and student exchanges as well as on academic issues.

The grant can only be used for travel and subsistence costs. Expenses will be reimbursed based on actual costs incurred. Travel arrangements must be made in accordance with the general principles of the public sector travel regulations.

The maximum grant for a preparatory visit is 2,000 euros/visit. If the same trip includes travel to several partner countries, the maximum amount is 2,500 euros.

## **6. INTENSIVE COURSES**

An intensive course is a common study module for students in the network and takes place in a partner institution in the South. An intensive course can last from 1 to 10 weeks and it can be arranged only once per Academic year.

Studies completed on an intensive course must be acknowledged fully in the participating students' degree in their home institution. The course must have a balanced participation from all the partner higher education institutions. The number of Finnish students on a course must not exceed 50% of all participants.

The grant can be used to contribute to the following expenses:

- travel and subsistence costs of the course participants
- costs relating to the organisation of the course incurred by the organising partner institution (e.g. facilities, office equipment, study materials, distance teaching costs)

## **7. NETWORK MEETINGS**

The aim of a network meeting is to develop and evaluate cooperation of the network and to disseminate good results both from the academic and administrative perspective. Both academic and administrative staff of the partner higher education institutions can take part in the meetings and participation of students can also be supported. A network meeting can be organised in one of the partner higher education institutions.

The grant can be used to contribute to the following expenses relating to network meetings:

- travel and subsistence costs of the participants of the meeting
- costs relating to the organisation of the meeting incurred by the organising partner institution (e.g. facilities, office equipment)

## **8. REPORTING**

The coordinating higher education institution must submit a report to CIMO describing the realisation of the project and the use of the grant. The report must be submitted at the end of the agreement period by 31.10.2011 at the latest. The report includes an account of expenditure, statistics on the exchanges realised, a qualitative report and copies of individual reports of participating teachers and students. In addition to the final report, the higher education institution must submit to CIMO an interim report by 31.12.2009, 31.10.2010 and 31.12.2010 at the latest. The interim report is done by using the online reporting tool. The interim report includes information about the exchanges, visits and intensive courses realised during the period.

## **9. GRANT PAYMENTS**

50% of the grant awarded is conditional and only available if CIMO and the Finnish Ministry for Foreign Affairs sign an agreement for a new programme phase for activities from Academic year 2010-2011 onwards.

### **Universities**

The university will invoice CIMO based on the actual costs. The invoice must include the number of the grant decision and must be itemised per cost component. Costs relating to the financial year of 2009 must be invoiced by 8.1.2009 at the latest. The invoice for the Academic year 2009–2010 may only be up to 50% of the awarded grant amount.

CIMO will provide further guidance on payment procedures valid from 1.1.2010 onwards at a later date.

### **Polytechnics**

CIMO pays the grant annually in two instalments to the bank account of the polytechnic and will recover any unused funds upon receipt of the final report.

It must be possible to monitor the use of the NORTH-SOUTH-SOUTH grant in the accounting system of the polytechnic. Each agreement phase must be recorded as a separate project and itemised by component (teacher and student exchanges, intensive courses and network meetings).

## **10. PRINCIPLES OF THE USE OF THE GRANT**

The grant must be used in accordance with the own financial regulations of the higher education institution in question.

The coordinating higher education institution is responsible for the transfer of funds between the partner institutions. Funds can be transferred to the partner countries in the South only against an invoice/account of expenditure.

The grant cannot be used to cover salary costs.

The grant cannot be used to cover general running costs of the higher education institution.

## 11. AMENDMENTS TO AGREEMENT

Any changes to the grant agreement must be agreed on in advance. Amendments to the agreement can be requested using the amendment form on CIMO's website.

### SIGNATURES

There are two identical copies of this agreement, one of which is kept by the higher education institution and the other will be returned to CIMO. The rector, deputy rector or director of administration will sign the agreement on behalf of the higher education institution.

**On behalf of CIMO**

**On behalf of the higher education institution**

**In Helsinki 21.4.2009**

**Time and place:**

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**Kirsti Aaltonen**  
**Director**

**Name (in block letters):**  
**Position:**