



# The Exchange Programme Linnaeus-Palme

## Guidelines for applications, academic year 2007-2008

### 1 INTRODUCTION

#### 1.1 What is the Exchange Programme Linnaeus-Palme?

Linnaeus-Palme is an exchange programme for teachers and students at undergraduate and master's level of higher education and aims at strengthening co-operation between institutions of higher education in Sweden and developing countries and thereby increasing and deepening global contacts in the world of higher education. The exchange covers two parts: Linnaeus scholarships for outbound Swedish participants abroad since it was the custom of Carl von Linné to send his apprentices out into the world in order to gather information, and Palme scholarships for foreign participants as Olof Palme was deeply involved in the conditions faced by developing countries and their opportunities for development. The underlying idea is that mutual co-operation between institutions of higher education will enrich the countries involved and provide a basis for broader partnerships between them.

The programme is administered by the International Programme Office for Education and Training and financed by Sida, Swedish International Development Co-operation Agency. Sida generally works to strengthen and stimulate interest on the part of Swedish organisations and players in developing countries. This involves stimulating higher education in Sweden to focus more globally on internationalisation by strengthening their relationships with countries outside Europe and North America and creating greater interest in co-operating with developing countries.

The overall goal of the program is to increase knowledge and understanding about developing countries in Sweden and knowledge and understanding of Sweden in these countries. Countries fulfilling the criteria for cooperation in the program are, with certain exceptions, those defined as developing countries by the OECD's Aid Committee, DAC.<sup>1</sup> Cooperation is thus possible with a number of countries in Africa, Asia, Latin America and also a number of countries in Central and Eastern Europe.

The goal is to be achieved by:

- stimulating Swedish students into studying for one or two terms in another language and cultural area,
- giving students from developing countries an opportunity to come to Sweden to study for one or two terms in Sweden and deepen knowledge of their subject.
- contribute to the development of specialist knowledge or language skills amongst the participating students,

---

<sup>1</sup> Eligible countries are defined as developing countries by the OECD's Aid committee, DAC, in the "The DAC list of ODA Recipients, Effective from 2006....". Sida has decided that eligible countries are those in the three first columns: "Least Developed Countries, "Other Low Income Countries" (except Zimbabwe) and "Lower Middle Income Countries and Territories". In column four only Botswana and South Africa are eligible.

The list of eligible countries, "Giltiga partnerländer Linnaeus-Palme och MFS 2007" is available at [www.programkontoret.se](http://www.programkontoret.se). The complete DAC list is available at <http://www.oecd.org/dataoecd/35/9/2488552.pdf>

The application for *The Exchange Programme Linnaeus-Palme 2007-2008* can be done on: <http://www.programkontoret.se/>

## The Exchange Programme Linnaeus-Palme

### Instructions for applications, academic year 2007-2008

- make it possible for Swedish and foreign teachers to teach in a language and cultural area outside the area they are active in,
- give Swedish and foreign students the opportunity to be taught by a foreign teacher from a different language and cultural area.

The programme is in many respects parallel to the EU programme Erasmus. An important difference is that Erasmus is a European programme that aims to develop the European dimension in education. Linnaeus-Palme has a more limited ambition of stimulating co-operation based on mutual benefits between university colleges and universities in Sweden and in developing countries. The programme should be regarded as a complement to existing grants and scholarships for strengthening international links and exchange rather than as a complete measure for developing links with new countries.

#### 1.2 General principles

- The programme supports long-term subject based co-operation at the departmental<sup>2</sup> level between institutions of higher education in Sweden and in developing countries. Within the framework of such cooperation students and teachers in Sweden and in developing countries are given the opportunity to broaden their competence, both in their academic discipline and also in their understanding of other cultures and values. Active teacher exchange is a basis for cooperation.
- Bilateral co-operation between departments of institutions of higher education is the basic prerequisite for exchange in the Exchange Programme Linnaeus-Palme. The program aims at stimulating co-operation between institutions of higher education in the developing country and in Sweden to their mutual and long-term benefit. The programme is intended for teachers and students at the undergraduate and master's level.
- It is the department of the Swedish institution, which in a dialogue with the foreign institution, makes a project application for resources for teacher and student exchange and which has as a result operational responsibility for the co-operation. This responsibility covers the payment of scholarship funds and gathering, documenting and evaluating experiences and results from the co-operation as well as compiling project reports.
- The application procedure means that the Swedish higher education institute submits an overall application for the whole institute - a frame application, which covers individual project applications from the departments in the institute and also the institute's overall views on these. The use of this application procedure is intended to create opportunities to integrate Linnaeus-Palme into the institution's international profile. The Program Office assesses the application and decides on the allocation of funds.
- The project application should concern long-term cooperation and funds can be authorized for cooperation between two departments for up to a period of eight years. However, each decision cannot provide funds for more than one academic year at a time. Linnaeus-Palme also aims at promoting new international co-operation. After a decision has been made, a contract is drawn up between the Program Office and the institution. The outcome of the exchange in relation to plans and budgets and overall experiences gained are submitted to the International Programme Office after the conclusion of the contract. Other occasions for follow-up and reporting experiences will also be arranged.
- Cooperation is normally initiated by teachers from the institutions involved making a planning trip to their prospective cooperation partners to assess academic and social

---

<sup>2</sup> The term department is also used to refer to programs and their equivalent at higher education institutions.

## The Exchange Programme Linnaeus-Palme

### Instructions for applications, academic year 2007-2008

conditions and evaluate the opportunities for fruitful and long-term exchange of teachers and students. Institutions which have already developed cooperation may be granted funds for students and/or teacher exchange without the need for a planning trip. In such cases, the application should show that appropriate conditions for the exchange exist. Matching reciprocity in teacher and student exchange is not a requirement, but a reasonable balance should be aimed at.

- Planning trips or earlier contacts should enhance quality assurance of the value of the respective teaching programmes. Student exchange should normally cover studies for one or two terms. The reason for this is that a not insignificant part of student exchange involves increasing students' competencies to operate in an international environment and in a different cultural climate.
- Linnaeus-Palme is an exchange program and participating teachers are expected to receive a salary from their home university and exchange students are entitled to study funds. Under the program, funds are available for the planning trip and teacher exchange. Within student exchange, scholarships are provided to cover additional costs of foreign studies as well as provide an incentive for participating in exchange programmes.
- No study or course fees may be charged.

#### 1.3 Linnaeus and Palme scholarships

The Program consists of two parts: Linnaeus and Palme scholarships. Palme scholarships cover *inward trips* whilst Linnaeus scholarships cover *outbound* students and teachers.

Palme scholarships are somewhat more comprehensive than the Linnaeus scholarships. This provides the support needed to facilitate co-operation with institutions of higher education with few resources thereby enabling them to send teachers and students to Sweden. Palme scholarships for students should cover not only travel costs but also living and accommodation expenses of students coming to Sweden. Foreign teachers do not receive a salary from the programme, but do on the other hand receive funds to support living and accommodation expenses in the form of daily allowances. As regards the Linnaeus scholarships, both teachers and students should continue to receive their regular salaries and study funds. These are not covered by the programme. For further information, see section 2 and particularly 2.5 for the rules governing payment.

#### 1.4 A programme under development

The Programme was founded in May 2000 and the first round of applications took place in September 2000. The programme should be regarded as being under development. The final reports from the institutions provide a basis for the International Programme Office to review and revise the programme's guidelines. In addition, the International Programme Office will in conjunction with Sida promote an annual seminar with teachers and students about experiences gained from the Programme.

#### 1.5 Selection procedures and decisions

Operational responsibility for the exchange programme lies with the individual Swedish departments of institutions of higher education. Their desire for long-term institutional cooperation with corresponding departments in developing countries provides the foundations of the programme. The instruments at their disposal are the planning trip, as well as teacher and student exchange. Responsibility for the selection of teachers and students lies with the heads of the departments from where they come.

The International Programme Office makes a decision on the institution's overall frame application, its quality and feasibility and makes a decision on the allocations of funds. The

## The Exchange Programme Linnaeus-Palme Instructions for applications, academic year 2007-2008

basic conditions for exchange are denoted by the guidelines and the general rules. Exchange students should be given support necessary for them in the best possible way to succeed in their studies both academically and socially. The application should thus contain a plan for integrating exchange students in the socio-study environment. In addition, there should be a study plan approved in advance by a study director or equivalent (c.f. "ECTS Learning Agreement") to ensure that credit will be received for studies.

A department applying for funds should have a long-term perspective and can receive support for a maximum period of eight years. The International Programme Office will also take into account efforts to involve new countries and institutions as co-operation partners for Swedish higher education institutions submitting applications.

### **1.6 Insurances**

Both outgoing and incoming students and teachers should be insured. Through the public authority the Legal, Financial and Administrative Services Agency most Swedish institutions can insure incoming students and teachers as well as outgoing students. Swedish teachers are usually already insured through the Agency. See <http://www.kammarkollegiet.se/>

### **1.7 Travel recommendations**

The grantholder is responsible to information about the host country before and during the visit from the Swedish Foreign to about

### **1.8 Ethical committee**

All projects with cooperation (teaching/studies) that includes experiments on/with humans or animals have to be reviewed by an ethical committee. The approval from the ethical committee should be attached to the application.

# The Exchange Programme Linnaeus-Palme

## Instructions for applications, academic year 2007-2008

### 2 INSTRUCTIONS AND GENERAL RULES FOR LINNAEUS-PALME ACADEMIC YEAR 2007-2008

The current application round applies to academic year 2007-2008 with a contract period running from June 1<sup>st</sup> 2007 until August 31<sup>st</sup> 2008.

#### 2.1 Planning trip

The aim of the trip is to plan for the teacher and student exchange by discussing and quality assuring future exchange periods, both academically and socially during their studies.

Planning trips should be carried out at the respective institutions by well-established teachers. The aim of this is to bring about support within the institution, which is a basic prerequisite for further exchange.

The Program provides support for visits for one teacher from each department in an institution. Additionally, administrative staff with international responsibility may participate in a planning trip together with a teacher. Planning trips should cover at least a week visit. Experiences from the planning trip should be reported internally to the institution.

#### 2.2 Teacher exchange

Teacher exchange is intended for teachers who are working at the undergraduate and master's level. This also applies to foreign teachers visiting Swedish universities and higher educational institutions. Not only Swedish but also foreign teachers are expected to work at undergraduate and master's level. Exchange periods may but do not need to match each other.

Teacher exchange covers full-time teaching in courses in regular undergraduate and master's programmes. One objective is that the teaching should be around 10 hours per week. Exchange periods up to 8 weeks can be provided with support. However the period should cover at least 3 weeks. Exchange can also cover a maximum of three teachers from each department in an institution per application round.

Teacher exchange should give students the opportunity to receive instruction from a foreign teacher embodying an international perspective. The aim of exchange at the teacher level is a reciprocal deepening of knowledge, understanding and co-operation between the institution in Sweden and the co-operating institution abroad. In addition, the exchange teacher should co-operate with the host institution's teachers in order to provide a sound basis for assessing the feasibility of student exchange.

#### *Language training*

Funds for language training are provided for Swedish teachers taking part in teacher exchange. The programme will fund two weeks of intensive language studies in order to strengthen existing language skills. The training preferably takes place in a European country where the language is spoken. Foreign teachers in Sweden are expected to teach in English.

All exchange teachers should report experiences gained from the exchange internally at the Swedish institution.

#### 2.3 Student exchange

The aim of the exchange is to provide participating students with international experience, understanding of different cultures as well as education of a high academic value. Student exchange is normally preceded by a planning trip and/or teacher exchange where study planning and issues concerning credit transfer for studies have been clarified.

## The Exchange Programme Linnaeus-Palme

### Instructions for applications, academic year 2007-2008

Student exchange in the programme is intended for students at the undergraduate and master's level and only applies to full-time studies. The exchange normally applies for 1 to 2 terms of studies on courses in regular undergraduate and master's programmes at the respective institutions. However, shorter periods of exchange can also be granted in exceptional cases if special reasons exist, but not for periods of less than 3 months. The period of study should provide credit on return. The International Programme Office recommends the use of ECTS in order to facilitate credit transfer. The exchange can further include a maximum of four students from respective institution per application round.

The sending institution is responsible for selecting students. However, students should have studied at least a year at university level prior to participation to be eligible for the exchange. This applies not only to Linnaeus, but also Palme students. Selection should take place in good time before the start of term and in such a way that students have the necessary time for preparation.

Linnaeus students should be provided with information by their institution about the exchange university and the country where they will be studying. This may, for example, be administered by the teacher(s) who have been on a planning trip or teacher exchange. In addition, Sida will provide information on Swedish development co-operation related to the country either in Sweden or abroad. Palme students are expected to take part in the hospitality arrangements, which are normally provided for exchange students at higher education institutions in Sweden. Co-operating institutions should also provide information to foreign students on Swedish conditions before their journey to Sweden.

Both Palme and Linnaeus students should submit a written report on the results and experiences gained from their trip abroad; the Swedish student on return and the foreign student prior to departing from Sweden.

#### 2.4 Application procedures

Applications for Linnaeus and Palme scholarships are made on the form available from the web site of the International Programme Office. Overall applications from higher education institutions in Sweden should be received by the International Programme Office by **December 1, 2006**. General information on Linnaeus-Palme is available from the web sites of the International Programme Office and Sida.

Applications for funds from the Exchange Programme Linnaeus-Palme are made up partly by the overall application from the higher education institution in Sweden – *frame application*, and partly by the applications from individual departments within the institution – *the project application*.

##### 2.4.1 The frame application

The Swedish institution sends its application to the International Programme Office after compiling and ranking applications from individual departments in the institution. The frame application should also cover the institution's individual project applications and their role in the internationalisation work of the higher education institution.

##### 2.4.2 Project applications

The project application is made by the department within the Swedish institution and forwarded by the institution to the International Programme Office. In the programme, application may be made for planning trips, teacher exchange, language training for Linnaeus teachers and also student exchange.

# The Exchange Programme Linnaeus-Palme

## Instructions for applications, academic year 2007-2008

Project applications in all cases shall cover:

- Information on participating institutions and earlier contacts, if any.
- Description of goals and expected results

Concerning the planning trip applications should also cover:

- names of participating teachers
- period of trip
- description of the planning trip and its role in the co-operation

As regards teacher exchange, the project application should also cover:

- names of participating teachers
- period of the exchange
- scope of the Swedish teacher's duties at the foreign institution
- scope of the foreign teacher's duties at the Swedish institution
- description of the teacher exchange and its role in the co-operation
- information on possible language training
- budget for the exchange in both directions (see rules for reimbursement, section 2.5)

As regards student exchange, the project application should also cover:

- scope of the Linnaeus student's studies at the foreign institution
- scope of the Palme student's studies at the Swedish institution
- subject area and period of respective student exchanges
- description of the arrangements for student exchange
- budget for the exchange in both directions (see rules for reimbursement, section 2.5)

### **2.5 Rules for payment**

The programme should be regarded as a complement to existing grants and scholarships for strengthening international links and exchange rather than as a complete measure for developing links with new countries. Funds for scholarships are provided as below, and apply to the implementation of programme activities. In addition, SEK 1 000 is payable for each participant in teacher exchange and SEK 2 000 for each participant in student exchange as a contribution to administrative costs at the Swedish department. Other costs in connection with the exchange, such as salaries are not funded.

#### **2.5.1 The planning trip**

A standard contribution of a total SEK 35,000 is payable for return trip, living and accommodation expenses and a daily allowance for two teachers, one from each institution i.e. SEK 17,500 per teacher.

#### **2.5.2 Teacher exchange**

Payment is made on the basis of the proposed budget for the trip and living and accommodation expenses for a maximum of three teachers from each institution per application round. For the trip, payment covers the lowest applicable economy class ticket (allowing a return trip to be rebooked). Living and accommodation expenses for teachers from Swedish institutions are granted equivalent to foreign daily allowances.<sup>3</sup> For foreign teachers receiving Palme scholarships, a sum of SEK 700 per day is payable for living and accommodation expenses. The host institution is expected to arrange accommodation at reasonable costs for visiting teachers.

Linnaeus teachers participating in language training are reimbursed travel expenses (lowest applicable economy class ticket), course fees (including accommodation) as well as daily Swedish foreign allowance for one to two weeks' intensive studies.

<sup>3</sup> As regards daily allowances the National Tax Board's rules are applicable (National Tax Board, ordinance 1990:1293, Chapter 2, Article 2) for Swedish teachers abroad. Current daily allowances can be found on: <http://www.skatteverket.se/>

## The Exchange Programme Linnaeus-Palme

### Instructions for applications, academic year 2007-2008

#### **2.5.3 Student exchange**

Linnaeus scholarship funds for students amount to SEK 25,000 per term and SEK 40,000 for two terms. The Palme scholarship for foreign students covers travel and living and accommodation expenses and amounts to SEK 51,000 for one term and SEK 87,000 for two terms based on a stay of 9-10 months. For shorter exchange periods the scholarship will be reduced. The host institution is expected to assist the scholarship holder with practical arrangements, e.g. accommodation.

The Swedish institution applies for funds for both Swedish and foreign students and is responsible for paying out the authorized funds. The Linnaeus scholarship is paid in advance to Swedish recipients. Foreign Palme scholarship recipients receive funds during their stay in Sweden in the form of monthly payments.

#### **2.5.4 Extra funds payable due to functional disabilities**

In addition to what is provided above, it is also possible to apply for additional funds to cover higher costs incurred by teachers and students with functional disabilities. The reasons for this should be explained in the application.

#### **2.5.5 Payment of approved funds**

Funds approved are specified in the International Programme Office's decision and in the contract drawn up between the institution of higher education and the International Programme Office for each individual project. Funds are applied for using a special form after a contract has been signed.

### **2.6 Reporting**

Activities in the Linnaeus-Palme exchange programme shall be reported, both internally at the Swedish institution within the institution, and also to the International Programme Office. The report is important in order to spread the experiences and increase the knowledge of the project.

A final report is submitted by the Swedish institution of higher education to the International Programme Office at the end of the contract period. This report consists of project reports from the individual departments within the institution and its overall report. Contracts concerning Linnaeus and Palme scholarship holders will contain instructions on what information is to be included in the report to the International Programme Office.

Activities during the academic year 2007-2008, are to be reported to the International Programme Office by the Swedish institution by **October 1<sup>st</sup> 2008** at the latest.