# **GOOD PRACTICE WITHIN THE NORDPLUS COOPERATION IN**

THE NORDPLUSMUSIC NETWORKS

|  |  |
| --- | --- |
|  | STUDENT MOBILITY |
| 1 | Each institution has to make a prognosis about expected mobility (Express Mobility included) and add the info to the joint **Google Spreadsheet** before **15th January.**This data will be included in the joint NORDPLUS application.The real number of institutional Nordplus exchanges that will take place should be reported to the network coordinators when the students have been accepted as NORDPLUS exchange students, if possible before **15th June**.Please update the **Google Spreadsheet** according to the actual mobility data.The network coordinators:* SIBELIUS network: Hanneleen Pihlak, hanneleen@ema.edu.ee
* NORDPULS network Keld Hosbond, keho@musikons.dk
* NORDTRAD network: Ulf Sarner, ulf.sarner@hsm.gu.se
* NORDOPERA network: Rima Rimsaite, rima.rimsaite@lmta.lt
 |
| 2 | A student can apply to 3 institutions. Electronic applications to the chosen schools must be submitted via NOAS (Nordplus Online Application System) before **1st March** In addition it is possible to send an “open application” that will be evaluated by institutions that have vacancies after the ordinary auditions have taken place. |
| 3 | The submitted application(s) are first forwarded to the IRC of the home institution for confirmation and only after that sent to the IRC at the institution where the student is applying for an exchange. The applications are sent on institutional level to ensure the quality of the application and that the home institution recommends and approves of the exchange. |
| 4 | Information about the result of the application is received both by the IRC at the student's home institution and the student.The home institution is responsible for the exchange and all correspondence should take place between the IRCs on institutional level. |
| 6 | The result of the exchange application – accepted or not – should be available in NOAS as soon as possible, preferably before 15th May.As student population changes during spring/summer at different institutions, distribution of exchange places can also take place after this date. |
| 7 | **Student mobility grants**Grants will be paid out to the student's home institution in September/October when the home institution has sent signed copies of **Student grant form** to the network coordinators.Monthly student scholarship is 200 EUR. The travel grant depends on the destination country. Repayment of unused grants should take place before **1st July** |
|  | TEACHER MOBILITY |
| 8 | Prognosis about expected teacher mobility should be added to the joint **Google Spreadsheet** before **15th January.** This data will be included in the joint NORDPLUS application.Please keep the **Google Spreadsheet** updated according to the actual mobility data.The network coordinators:* SIBELIUS network: Hanneleen Pihlak, hanneleen@ema.edu.ee
* NORDPULS network Keld Hosbond, keho@musikons.dk
* NORDTRAD network: Ulf Sarner, ulf.sarner@hsm.gu.se
* NORDOPERA network: Rima Rimsaite, rima.rimsaite@lmta.lt
 |
| 9 | **Teacher mobility grants**Grants will be paid after the network coordinator has received signed copies of **Teacher grant form**.Travel grant depends on the destination country. A report should be submitted at the end of the exchange, a copy should be sent to the network coordinator. Use the **Teacher Report Form** found on[www.nordplusmusic.net](http://www.nordplusmusic.net)  |
|  | **INTENSIVE PROJECTS SHOULD BE APPLIED FOR THROUGH THE NETWORK. PLANNED IPs AND SUGGESTIONS FOR IPs SHOULD BE PRESENTED AT THE ANNUAL IRC FORUM** |
| 10 | An IP needs minimum 3 participating institutions from 3 different Nordic/Baltic countries. Therefore, an IP should be applied for by an institution wanting to coordinate an IP on behalf of at least 2 other Nordic/Baltic institutions from 2 different countries. Application for IPs should be sent to the respective network coordinator before **15th January** to be included in the network's joint application. |
| 11 | **The following factors will be important in the evaluation of a project application:*** Give a background to the establishment of the network/project and how the skills of the various partners are benefited from
* Clearly describe the targets and the expected outcome in relation to the guidelines and priorities of the programme
* Clearly describe the sharing of responsibilities and workload
* Give a clear picture of how the activities will be executed during the contract period
* Contain a clear and realistic budget
* Describe how the activities will be quality-assured
* Describe how the activities are integrated in the institutions’ ordinary operations
* Describe how the outcome will be disseminated and used both by the institutions and the wider context.
* The Nordic dimension/benefits for the Nordic countries

Budget in EUROs should include the following:* Number of students from the participating countries/institutions
* Number of teachers from the participating countries/institution
* Travel costs of the students
* Travel costs of teachers
* Accommodation and subsistence for students
* Accommodation and subsistence for teaching staff
* Other costs (direct and indirect) e.g. project administration, salary, rent of concert halls, transport, printing material, cost for planning (meetings), all costs that seem relevant to the project.
* If the project is supported by a NORDPLUS grant, 80 % of the grant will be paid out in advance, 20 % after the report.

A signed and printed version of the project report with the accounts should be sent to the network coordinators by **1st October****NB! NORDPLUS COVERS MAX. 50 % OF THE EXPENSES. THE REST OF THE EXPENSES MUST BE COVERED BY THE PARTICIPATING INSTITUTIONS/OTHER EXTERNAL FUNDING** |
| 12 | **Joint Study Programmes/Joint Study Modules**The same rules as for IP apply. |
| 13 | **Changes during the academic year**Changes during the academic year, etc. IRC, e-mail address etc. have to be reported to the web page editor, Hanneleen Pihlak**: hanneleen@ema.edu.ee** with a copy to the NORDPLUSMUSIC network coordinators.  |
| 15 | **There should be an IRC (NORDPLUS contact person) at each institution participating in the NORDPLUSMUSIC networks.**The IRC is responsible for internal information of the Nordplus programme at the home institution and for applications and reports to the network coordinators.Only the IRC will be registered on the mailing list/handbook.  |