



Appendix to ARS User Guide

IMPORTANT INFORMATION FOR NORDPLUS HIGHER EDUCATION APPLICANTS

PLEASE READ THE INSTRUCTIONS BEFORE ENTERING ANY INFORMATION IN THE APPLICATION FORM!

Note that detailed information about the planned activities is to be submitted in the "**Activities and expenses**" –part of the application.

The following steps in the ARS User Guide are complemented by adapted instructions.

Step 9

"Purpose (describe the purpose of the project)"

- Which are the goals and aims of the project?
- Note that detailed information about the planned activities are to be submitted under "**Activities and expenses**"

"Project summary (write a short summary of the project)"

- Detailed information about the planned activities is to be submitted under "**Activities and expenses**"

"Background/motivation for the project"

- Describe the background of the establishment of the network/project partnership and present your partners and their competences

"Project description (including account of planned activities/project plan)

- Enter a short overview of planned activities under the contract period
- Detailed information about the planned activities is to be submitted under "**Activities and expenses**"

"Description of partnership (who does what)"

- Shortly present the roles of the partners

Results:

“Expected outcome (Please describe the expected results of your project, who will be effected and how, directly and/or indirectly)”

- Expected outcomes for the project in general
- Expected outcomes for individual activities are to be described in **“Activities and Expenses”**

“Dissemination of results (Please focus on sharing the results with individuals, organizations or groups who are not your partners in the project)”

- Dissemination of results for the project in general
- The dissemination of results for individual activities is to be described in **“Activities and Expenses”**

“How will you evaluate that your project has met its objectives?”

- For the project in general
- Evaluation of individual activities is to be described in **“Activities and Expenses”**

Step 14

Please note that domestic mobility is not an eligible activity in Nordplus Higher Education.

“Please describe the activity in detail”

- In this box you should describe the mobility programme. Please use the numbered points below when you describe the activity.
 1. Which are the goals and objectives of the mobility programme in relation to the priorities and goals of the Nordplus Higher Education Programme
 2. Describe how the mobility will be quality assured (use of learning agreement, use of ECTS, reports, etc.)
 3. Describe how the results are to be disseminated
 4. Describe the arrangement of practicalities, such as housing

Step 16

“Please describe the activity in detail”

- In this box you should describe the activity for which you are applying for funding in detail. Please use the numbered points below when you describe the activity.
 1. Explain the rationale of and the background to the activity (current situation, previous or preparatory work, the results and needs analysis undertaken etc.) in relation to Nordplus Higher Education Programme priorities and goals
 2. Define the concrete aims and objectives of the activity and expected outcomes
 3. Describe the division of labour. Indicate which specific tasks will be assigned to each partner institution involved and describe the number of and profile of personnel to be involved in the activity
 4. Describe how the activity will be executed (daily schedule/time table)
 5. Describe how the activity will be quality assured
 6. Describe how the activity is integrated in the institutions' curricula
 7. Describe how the results will be disseminated

Step 21

After you have completed your application, print it and all appendices and send them to:

**Nordplus Higher Education
CIMO
P.O. Box 343
FI-00531 Helsinki
Finland**

We recommend that all users write all longer parts of the applications outside the system (i.e. as a Word document) and copy paste the information into the application form. This will reduce the risk of losing any information.

Please remember to save the information you enter into the system regularly to avoid losing it. If there is no activity in the application form in 25 minutes the system will automatically log you out, any unsaved data will then be lost.