

Guidelines – Mobility grant for research education

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About the Mobility Grant

The Mobility Grant is established to make sure that PhD fellows who are employed and funded by HVL have opportunities for stays abroad during their research education. The faculties will process applications and the funding of the grant. The PhD fellows must contribute with their own share, which will be deducted from their operating funds.

Through the grant, HVL wishes to stimulate stays abroad in order to both promote international experience for the fellows and to assure high quality in the doctoral programmes.

PhD Fellows can apply for a grant with a longer research stay preferably at a research institution in Europa. An application about support for a travel outside of Europe must have a strong scientific justification. The grant shall support stays where the purpose is to participate in academic activities that will strengthen the applicants PhD project. The stay must contribute to international networking and increase cooperation between HVL and foreign research communities.

The mobility must be of a minimum length of three consecutive months, and the Mobility Grant generally applies for a period of three months. Stays abroad that are longer than three months can be covered within the approved amount. Remaining accommodation and expenses beyond the approved amount must be covered by other sources of funding (e.g., operating funds).

The stay must end at least six months before the end-date of the PhD fellow's employment.

The scheme will not support shorter stays, like seminars, field work and conferences, as the PhD fellow's own funds must be used for stays like this (see [Guidelines for the use of operating funds](#)).

Note:

- The applicant must have examined other sources of funding. Other sources of funding may be able to support longer stays abroad. The PhD-handbook contains information about different sources of funding for stays abroad.
- It is possible to combine the grant with other grants, for example through the Erasmus+ programme, as long as this does not lead to double funding of the stay.

Who can apply?

The scheme is primarily intended for HVL-funded PhD fellows that have been accepted to the PhD programmes at HVL or through research programmes at external institutions. This grant does not apply to postdoctoral fellows or other groups of employees at HVL.

PhD Fellows that are funded through the Research Council of Norway (NFR), including “Public Sector PhD” and “Industrial PhD scheme”, must apply to NFR for funding for stays abroad.

The scheme allows for externally funded fellows employed at HVL to apply, but only if the external source of funding does not support stays abroad.

Applicants should be employed by HVL. The faculties can make exceptions from this.

What/how much can be covered?

The mobility grant shall cover establishment and additional expenses during the stay. One can apply for up to NOK 50,000 for individuals and NOK 80,000 for stays with family¹. In addition, the grant can cover travel expenses (cheapest alternative). The expenses must be documented in the travel report afterwards. Normally, 20% of the granted amount for individuals must be covered by the scholar's operating funds. For stays with family, 20% of the individual rate is also deducted.

The Mobility Grant can cover; travel expenses, moving expenses, visa, vaccines, extra expenses accrued in addition to the PhD fellow's permanent residence in Norway and expenses attached to the journey's purpose.

More comprehensive information about what the grant can be used for can be found in the “Guidelines for travel expenses settlement”.

For the PhD fellow's family, the following applies:

- The family support scheme is limited to applicants with children under 18 years of age.
- A family is defined as a PhD fellow with one or several children accompanied by a spouse, common-law partner or registered partner and any children. A common-law partner is a person with whom the fellowship-holder has lived in a marriage-like relationship or shares a common address.
- Applicants may seek funding to cover travel costs for a spouse/partner and children under the age of 18, provided that the family members reside together with the PhD fellow for the entire research stay abroad.
- The mobility grant does not cover travel costs for visits by family members while the PhD fellow lives abroad without his/her family.

¹ The faculty can make decisions on higher rates.

AFII administers the payment of Erasmus+ grants and has expertise on tuition fees, visa and more for HVL's exchange partners. In many cases, using an exchange agreement for your mobility will make the process of finding accommodation easier.

Criteria for distribution

PhD fellows that hand in a complete application can receive support for three months.

- The Mobility Grant will cover extra expenses during a stay abroad. All extra expenses must be documented with receipts after the mobility ends.
- The travel should by overall assessment have been completed according to what is the swiftest option, the most reasonable, and the environmental friendly manner of transport, providing that the travel have been completed in an efficient and conventional manner.
- Any surplus funds must be repaid to HVL through salary deductions. Scholarship recipients with an external employer will be invoiced for any surplus.
- If the extra expenses are larger than the amount received through the Mobility Grant, the extra cost must be covered through other sources of funding (the PhD fellow's operating funds, for example) or with private funds.
- Applicants are obligated to follow HVLs procedures for "Payment and travel expenses settlement"
- Applicants must inform HVL about any other sources of funding they receive before or after the application for the Mobility Grant is handed in.
 - Applicants must use other sources of funding first. The Mobility Grant can be used to cover expenses beyond what is covered by other sources according to the guidelines.

Application procedure

To get sufficient time for application and case processing, it is recommended that the PhD fellow begins planning the application earlier than six months before the stay abroad. As a general rule, the scholarship recipient can receive up to 100% of the scholarship as an advance up to two months before departure. The scholarship recipient must expect that it takes a minimum of two months from the submission of the application to the payment of the scholarship.

Applications for the Mobility Grant will be handled by the faculty where the applicant is employed. The scheme has no application deadline and applications are handled when they are received.

1) Application

An application for the Mobility Grant must be sent in using the application form. In the application, the following information must be provided:

- Host institution, host country and dates for the mobility
- Academic purpose and planned activities
- Reasons for the choice of host institution, including the quality of the research environment the applicant will be a part of.

- Publication plans (may also describe plans for co-publication with researchers at the host institution)
- Expected academic gains, for the applicant and for HVL
- Any family members that will accompany the applicant
- Other sources of funding, if any
- Expected additional expenses and the amount applied

The applicant must confirm that:

- he/she knows the guidelines for the Mobility Grant and for Disbursement of grants
- he/she knows that any excess funding will be deducted from salary

The following documents must be attached to the application:

- Invitation/confirmation from the host institution. The invitation must confirm office space, academic contacts and, if necessary, access to library services.
- Recommendation from main academic supervisor stating that the mobility is an integrated part of the applicant's research education. If the applicant is applying for support related to a travel outside Europe, then this must be academically justified by the supervisor.
- Recommendation from the applicant's personnel coordinator.

2) Processing of the application

The application is sent to the faculty of employment or affiliation for the applicant (the applicant will state this in the application form) through P360 / post@hvl.no. The faculties makes the formal decision. The decision should be formulated as a letter that is sent to the candidate with a copy being sent to HR-lønn and the head of international mobility and exchange agreements at the Division of research, internationalisation and innovation (AFII).

The head of the PhD programme and the programme committee should be informed about any mobilities.

AFII registers the mobility as *exchange* in FS based on the decision from the faculty. (The mobility is registered in "*utvekslingsperson samlebilde*" and will be visible under the tab "*Mobilitet*" in "*Student samlebilde*". If the mobility is part of the PhD candidate's training component, this must be registered at the faculty.

3) Payment of the grant

The recipient of the Mobility Grant must sign the form "Disbursement of Mobility Grant – advance" and send this to HR-Lønn for disbursal. Note: The form must be certified at the faculty before it is sent to HR-Lønn. The Mobility Grant is paid out as a one-time payment in advance of the mobility at the same time as the PhD fellow's salary. See the procedures for "Payment and travel expenses settlement".

4) Final assessment after the mobility

As soon as possible, and no more than one month after the end of the mobility, the recipient of the grant must document travel expenses and extra expenses he/she has had through their mobility. This is reported to HR-Lønn in a separate form. Any surplus will be paid back to HVL through deductions in salary.

5) Dissemination of professional benefits and experiences from the stay abroad

The scholarships recipients are encouraged to present their experiences in relevant forums at HVL after the stay abroad has been completed. The faculties may request a brief written report from the stay.

Planning and practical arrangements for stays abroad

The candidate is personally responsible for all practical arrangements for the stay abroad. More information and useful advice can be found on HVL's website under '[Study Abroad during the Doctoral Program](#)'.