



**UNIVERSITY OF THE ARCTIC**

# **The north2north Mobility Program**

## **Program Guidelines**

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## **1. Mobility within the University of the Arctic**

The University of the Arctic (UArctic) is an association of universities, colleges, research institutes and other organizations concerned with education and research in and about the North.

UArctic builds and strengthens collective resources and collaborative infrastructure that enables member institutions to better serve their constituents and their regions. Through cooperation in education, research and outreach, it aims at enhancing human capacity in the North, promoting viable communities and sustainable economies, and forging global partnerships.

UArctic benefits its members, their students, public and private sectors and the North as a region by creating strong international collaboration in higher education and research.

The President and the Vice-presidents provide a strategic leadership for all mobility-related activities of UArctic oversee UArctic's activities. UArctic's mobility activities are lead and supervised by the Vice-President Mobility. The Vice-President Mobility provides strategic leadership for all of UArctic's mobility related activities. He is supervising the implementation of the decisions made by the assembly regarding mobility at both international and national levels.

## **2. The north2north Mobility Program**

North2north is the mobility program of the University of the Arctic. Its principles are rooted in the strategic plan, mission and guidelines, aiming at increasing the student, staff and researcher mobility among the Arctic states (USA, Canada, Kingdom of Denmark, including Greenland and the Faroe Islands, Iceland, Finland, Norway, Sweden and Russia).

The north2north Mobility Program aims to meet the needs of northern people in northern communities with high-quality education by focusing on an Arctic dimension in course content and delivery and by facilitating opportunities to study, teach and carry out relevant research in different parts of the North. North2north has the focus to improve the quality of education delivery to northern students and to transmit northern knowledge and understanding to non-northern populations.

The mobility activities recognize the role of the indigenous people in northern education, training, knowledge generation knowledge and transfer. UArctic seeks to engage their perspectives and participation in all of its mobility-related activities. UArctic is especially committed to promote mobility in smaller higher education institutions for students who live in smaller communities and remote areas in the North.

The north2north mobility program aims to enhance mobility and academic cooperation in general, through different UArctic activities such as research and academic development. This includes semester-based mobility (for studies or for placement), internships, Thematic Networks activities, mobility and field courses, summer schools, Graduate and Undergraduate education. Faculty and student exchanges hand in hand give a strong potential for higher quality in education, research and create an international learning environment.

The north2north Mobility Program aims to enrich the education of its participants and lays the foundations of international Arctic cooperation at the academic and administrative levels,

involving personal as well as institutional commitment. The academic and the administrative staff of the north2north program strives to motivate and encourage UArctic institutions to actively use student mobility as a tool for competence building, as a learning method and for internationalization.

## **2.1 north2north student mobility**

### **2.1.1 Goals and Principles**

The **north2north** mobility program goals are based on identified needs in the circumpolar north.

**On a societal level north2north wants to contribute to achieve the following goals:**

- Building Human Capacity in the North: Education and training that are culturally and academically relevant for Northern communities
- Demography and sustainability: sustainable education that will reverse the decline in term of population growth in the North. Build stronger circumpolar citizenship and increase the likelihood for students from the circumpolar north to stay in the North upon completion of their education
- Adaptation to Climate Change: Education focusing on the limitation of the climate changes, the evaluation of their impacts on the population and nature and the adaptation to the new environmental situation.
- The North as a dynamic region: how to contribute to an economic growth in terms of employability, health, infrastructure and culture.

**On a student level north2north wants to achieve the following goals:**

- Increase students' opportunity to get international northern academic and cultural experiences through mobility
- Increase student exchanges within the UArctic Thematic Networks or other cooperating networks among UArctic partners
- Involve Indigenous students, students from remote areas and open learning students to take part in mobility activities.

### **Principles**

- All student mobility between UArctic institutions, preferably outside the student's home region (i.e. North America, Nordics, Russia) are considered as north2north mobility.
- Bi- and multilateral agreements between UArctic institutions are not required for participation in the north2north Mobility Program<sup>1</sup>, but are highly recommended for quality assurance and for additional cooperative activities.
- The study period at the host institution will typically be 3-10 months. Short-term exchanges are also eligible alternatives that can be practical for Indigenous students, remote learners, students from small communities and adult students.

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<sup>1</sup> Except for mobility to Denmark where a bilateral agreement is required. A Danish institution can only offer study places to institutions that have signed a bilateral agreement with it.

- The exchange period can involve regular courses at graduate and undergraduate levels, practical training, project work, field courses and summer courses. It should normally not exceed 2 semesters.
- The home institution should fully recognize study credits completed abroad as part of the student's degree. As a proof of recognition, the student must fill in a Learning Agreement. A learning agreement must be signed by the student and both the home and the host institution prior to the exchange period.
- Students going on semester exchanges under north2north will normally not pay tuition fees at the host institution because they will maintain enrollment at their home institution during the north2north exchange period. UArctic institutions can also nominate students through north2north<sup>2</sup>.

### **2.1.2 Funding of north2north:**

Different national scholarship programs in Canada, Finland, Kingdom of Denmark, Sweden and Norway finance the north2north mobility. In addition, the North American institutions offer tuition waivers.

#### **North2north Scholarships:**

National and institutional scholarship programs finance the north2north mobility. Institutions can offer scholarships. Detailed information about the north2north scholarships can be found on the following page:

<https://members.uarctic.org/participate/north2north/funding-possibilities-by-country/>

#### **Tuition waivers:**

The north2north Mobility Program has at its disposal a number of north2north tuition waivers offered by the north2north institutions in Canada and in the U.S. The tuition waiver gives a student the right to study at a north2north institution in Canada or USA for one semester without having to pay for tuition fees. The students who wish to apply for a north2north exchange in North America can apply for a north2north tuition waiver.

### **2.1.3 Participation in north2north**

All Higher Education Institutions from the Arctic countries that are members of UArctic are eligible to become north2north institutions. Institutions from non-Arctic countries may be included in north2 north mobility based on special agreements

#### **A UArctic Partner Institution must meet four criteria to become a north2north partner:**

1. The institution must provide one administrative north2north coordinator to administrate the north2north program.

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<sup>2</sup> Member institutions can also accept fee-paying students (like in Denmark or in North America).

The essential role of the north2north institutional coordinator is to ensure commitment of the institution to north2north goals, principles and mechanisms and to secure communication between home and host institutions.

2. Provide and maintain information on the UArctic Study Catalogue about Arctic-oriented courses conducted in English that are available for north2north exchange students.
3. Provide a Fact Sheet for exchange students that will be uploaded on the webpage of UArctic on the institutional member profile page.
4. Market the north2north mobility program and funding possibilities among the home institution and facilitate the mobility of outgoing and incoming students.

### **Institutional Commitment**

Once the institution has become a north2north partner, it has to fulfill the following commitments:

- a. Accept incoming students from north2north partner institutions for a pre-defined period of study without charging tuition fees.
- b. Act as mediators between the students and the north2north program and inform the students about the north2north mobility program.
- c. Play an active role in the north2north application process:
  - Receive and process the north2north student applications within the institution.
  - Prepare a priority list for north2north scholarships and free tuition waivers for the National Agency (when available).
  - Reporting all the student mobility within the north2north Student Mobility Program.
  - Encourage the students to fill in and submit the Post-Exchange feedback form.
- d. Full recognition of the study credits completed abroad as a part of the student's degree.
- e. Provide resources for participation in the international meetings organized for the north2north institutions coordinators.
- f. Academic and social integration of the incoming north2north students at the campus. Development of an international campus under the principle of "Internationalization at home" that will benefit the students who do not have the opportunity to go on exchange abroad.

### **Student Commitment**

#### **Eligibility:**

To be eligible for participation in the north2north mobility program, a student must:

- Be registered as a degree student at an UArctic institution participating in the north2north mobility program
- Be approved for exchange by the home institution and have necessary qualifications for admission as an exchange student set by the host institution.
- Meet the requirements for enrollment as exchange students.

- Follow the north2north application process and submit his/her application before the deadline, see <https://education.uarctic.org/mobility/how-to-apply-for-north2north-scholarships/>

**Student commitment while on a north2north exchange:**

The students are expected to:

- Share adequate knowledge and experiences actively.
- Inform the students of the host institution about the north2north mobility program.

**Student commitment after the north2north exchange period:**

- Inform the students of the home institution about the north2north mobility program after return to the home institution.
- Submit the online Post-Exchange Feedback Form after completion of the north2north mobility period: <https://education.uarctic.org/mobility/post-exchange-feedback-form/>

***2.2 north2north scholarships for academic and administrative staff exchange***

Kingdom of Denmark (Greenland, the Faroe Islands and Denmark), Norway and Canada fund the mobility of academic and administrative staff. Information can be found on the following page:

<https://members.uarctic.org/participate/north2north/north2north-for-staff-and-faculty/>

***2.3 Program Management***

**2.3.1 UArctic Vice-President Mobility**

The Vice-President Mobility position was established in 2017 to provide strategic leadership for Mobility cooperation in and with the North. It is located at UiT The Arctic University of Norway campus Alta.

The position of Vice-President Mobility is guided by the goals and objectives established in the UArctic Strategic Plan 2020 and UArctic Strategic Implementation Plan 2014-2016, and includes:

- a. Strategic leadership for all UArctic mobility/non Arctic members related activities.
- b. Oversee and ensure strategic development of the UArctic north2north mobility program for both short and long-term mobility
- c. Support non-Arctic states in building mobility solutions that foster UArctic cooperation.
- d. Keep close connections with the UArctic Thematic Networks and UArctic Institutes to identify needs and collaborate with them to find solutions.
- e. Overall leadership of the UArctic mobility expert team that unite mobility coordination officers from UArctic members.
- f. Active engagement in UArctic's Senior Management Team (Ma-Mawi) to ensure good cooperation between all UArctic activity areas.

### **2.3.2 International north2north Coordination Office (ICO)**

The International Coordination Office is the management office of the north2north Mobility Program and reports on the progress of the program, allocates tuition waivers when available, performs evaluations, arranges meetings in cooperation with the UArctic VP Mobility, and helps to build network between the north2north Institutions, the National Agencies (NA) and the Northern Coordinating Office in Canada. In accordance with the general goals of UArctic, the ICO will also assist the University of the Arctic in the development of the program and strive for balanced circumpolar participation. Every year after the UArctic Council Meeting the International Coordination Office will contact new members and guide them into how to be active in the north2north Mobility program. In the countries without a National Agency (NA), ICO will if necessary, coordinate the mobility activities between partner institutions. The International Coordination Office is located at UiT The Arctic University of Norway, Campus Alta. The International Coordination Office's location is not permanent and is subject to the partnership agreement held between UiT The Arctic University of Norway and the University of the Arctic.

### **2.3.3 National Agencies (NA)**

**The National Agencies (NA)** have the responsibility to implement the goals and principles in the countries they are representing. They coordinate the scholarship and waiver allocation and help establish contact between home and host institutions. Currently there are National Agencies in Finland, Norway, Sweden and Kingdom of Denmark. Northern Canada (Canadian Territories) has a north2north Regional Agency. Russia, Iceland and USA have no National Agency. Based on available national funding and waivers, the National Agency allocates north2north scholarships and waivers to the institutions. They coordinate the participation among the north2north institutions that they represent, promote the program within the country, deal with national-level issues, secure north2north funding and ensure that all the national Partners adhere to the Program Guidelines. The National Agency has the responsibility to collect the mobility reports of each institution and transmit it to the ICO. The contact information for the National Agencies can be found on the north2north website: <https://members.uarctic.org/participate/north2north/funding-possibilities-by-country/>

### **2.3.4 The north2north Program Team (PT)**

The **north2north Program Team (PT)** is a forum for discussions on the management and the development of the north2north mobility program. The north2north PT is composed of each National Agency, the Northern Coordinating Office of Canada, the UArctic VP Mobility and ICO. The UArctic VP Mobility and ICO can invite other representatives according to the Agenda of the meeting.

### **2.3.5 The north2north coordinator network**

The north2north institutional coordinators belong to a network and meet regularly to discuss issues related to north2north and share ideas about the future development of the program. They are fundamental to the program's success through responsibility for both marketing the program to the students and for the quality of the administration of exchange activities. VP Mobility and ICO arrange north2north meetings for the institutional coordinators every second year at least in collaboration with the north2north institution that is hosting the meeting. The country of location of the meeting is decided according to the Agenda of the

meeting and the focus area/region. VP Mobility and ICO have the responsibility to ensure that the north2north meetings are organized sequentially in the different regions of the Arctic (North America, Russia and the Nordic countries). The meetings are important arenas for institutions to cooperate face to face. The location of the meeting that is changing every time gives them the possibility to visit a new partner institution. The north2north coordinators learn to be acquainted with each other and about each other's institution. The network established at the north2north international meetings is of the greatest value for UArctic and for the north2north mobility program. It eases the cooperation between the institutions.

## **2.4 Application Process**

Each county with north2north funding has its own application process:

<https://members.uarctic.org/participate/north2north/funding-possibilities-by-country/>

## **2.5 Selection criteria**

The north2north Selection criteria must be followed when there are fewer scholarships and tuition waivers than applicants. In addition, each country can add selection criteria that can apply to the specific situation of the country.

### **2.5.1 Student Selection criteria for north2north institutional contacts**

The north2north Institutional coordinator is responsible for the selection of applicants for north2north scholarships and tuition waivers. The north2north coordinator can use some of the following aspects for the student selection:

#### **1. Participation in University of the Arctic Programs**

Priority will be given to students enrolled in study programs that are endorsed by UArctic (such as Circumpolar or Northern Studies) or activities connected to the Thematic Networks of UArctic at both undergraduate and graduate levels.

#### **2. Non-Traditional Exchange Participants**

Students and institutions normally marginalized by lack of resources or geographical isolation, students from small communities, remote learners, adult / mature students and students from indigenous cultures and communities who are traditionally under-represented should be prioritized in the allocation of scholarships and free tuition waivers.

#### **3. Students who demonstrate a motivation to contribute to the North.**

Diverse criteria should be taken into consideration when evaluating the motivation letter:

- The student's Program of study
- The student's the past/future professional and/or academic plans
- The student's personal commitment to contribute to the northern region or community

#### **4. Ability of the student to achieve some of UArctic's goals:**

Personal growth, instrumental competence and intellectual maturity: the student should describe how he/she would use his/her academic competence to solve some of the challenges in the North.

## **2.5.2 National Agency Decision-making Guidelines**

The National Agencies (NAs) are responsible for the allocation of the north2north scholarships and/or travel funding and of the free tuition waivers. The following list of criteria should be used by the NAs when ranking the students. Each National Agency may in addition establish its own decision-making criteria.

### **1. Regional balance**

**north2north** is an international mobility program. Therefore, the NAs have to ensure that there will be an interregional mobility (between the 3 regions of the Arctic: North-America, the Nordic countries and Russia).

### **2. Institutional balance**

All the north2north institutions should have access to mobility grants to send out and receive students through **north2north**.

## **2.6 Cancellation of north2north grant**

A student who has been allocated a north2north grant might have to cancel his/her exchange for several reasons such as Covid-19, quarantine rules that make the exchange impossible, cancellation made by the host institution, cancellation of courses at the host institution, sickness, personal reasons. The student is then expected to:

- Immediately inform the north2north coordinators at both his/her home institution and the host institution of the withdrawal.
- Follow the host institution's rules related to exchange withdrawal and enrollment.
- Follow the home institution's rules related to exchange withdrawal.

### **2.6.1 Impact on the grant allocation**

- Cancellation prior to the beginning of the north2north mobility exchange:

If the exchange is cancelled prior to the start of the north2north mobility exchange, the north2north grant will be withdrawn. It is each student's responsibility to assess if he/she can postpone the exchange: in that case, he/she will have to ask the institution that allocates the grant if it is possible to postpone it. The postponement of grants is not automatic because it depends on the national rules of the country that allocated the grant.

A student cannot postpone his/her north2north exchange grant more than once within the same academic year. In the case he/she should not be able to participate in the north2north mobility exchange after having postponed it already once, he/she will have to apply for a grant again in line with the already existing north2north application deadlines.

The north2north grant is meant to cover parts of the living expenses of the student in the host country during the exchange period: north2north grants can only be allocated to student who take part in a physical mobility in the host country. A student who should decide to change his/her physical mobility to virtual mobility prior to the beginning of the exchange period, he/she may not be eligible for a north2north grant anymore and his/her grant may be withdrawn or reduced. His/her home institution

might however decide to allocate a grant to cover the tuition/study fees at the host institution. A student cannot expect to receive the payment of the north2north grant before his/her arrival at the host institution.

- Cancellation during the north2north mobility exchange:

If the cancellation comes from the host institution (it means that the student cannot be blamed for the cancellation), the student will be able to keep the full amount of grant that originally was allocated.

If the cancellation decision comes from the student (who decides to interrupt the north2north exchange in the middle of the mobility period), the payment of the remaining grant will cease immediately, and/or a requirement for repayment will be issued.

### **2.6.2 Institutional responsibility in the payment of the grant**

The north2north institution responsible for the allocation of the north2north grant is also responsible for the payment of the grant to the student. It is highly recommended to begin to pay the grant after having received the confirmation that the student has arrived at the host institution (the institution can ask the student to send a “confirmation of arrival” document signed by the host institution for example). It is also highly recommended to pay out the north2north grants in monthly rates: in case of an exchange interruption in the middle of the semester, it will be easier to stop the payment of the grant. Institutions that however should choose to pay out the grant in its entirety or parts of the grants prior to the beginning of the north2north exchange mobility shall be responsible for claiming back the north2north grant or parts of the north2north grant in case of withdrawal. It is up to each country with north2north funding to decide what to do in the case of the non-reimbursement of a grant or part of a grant by the student. The north2north National Agencies might add a rule about this point in their national application procedures.

### **2.7 Quality Assurance procedures and Evaluation of the Mobility Guidelines**

The north2north mobility guidelines should be treated as an ongoing work-in-progress as the program evolves through close association and feedback from its partners. The input from the north2north institutional coordinators and from the National Agencies is vital in the ongoing development of this document and the program activities. This document explains the Quality Assurance Procedures, which are implemented through the north2north coordinators network. Evaluation is built into the program structure. The National Agencies and their north2north institutions should perform evaluations collectively. The International Coordination Office will support the evaluation by developing evaluation tools (questionnaires), and act as a central information repository for feedback, financial figures, records of student movement, etc.

### **2.8 Reporting procedures**

The National Agencies send a report about the number of north2north exchanges that have taken place during the past semester to the International Coordination Office twice a year and once a year to the funders of the national north2north scholarships (if required).

The students submit the online *Post-exchange Feedback Form* after completion of the mobility and not later than on 20 December for the autumn semester and 20 June for the spring semester.

The National Agencies and institutional coordinators report inside the UArctic organization as follows:

1 December	Half-year report (Fall semester) from the institutional coordinators to the north2north National Agencies or to the ICO for the countries without a National Agency by using the north2north mobility report form.
10 December	Half-year report (Fall semester) from the National Agencies to ICO by using the north2north mobility report form.
2 January	Annual report from ICO to the UArctic Secretariat and released to the members.
1 June	Half-year report (Spring semester) from the institutional coordinators to the north2north National Agencies or to the ICO for the countries without a National Agency by using the north2north mobility report form.
10 June	Half-year report (Spring semester) from the National Agencies to ICO by using the north2north mobility report form.
1 July	Half-year report (Spring semester) from the ICO to the UArctic VP Mobility.