

SCHEME FOR NORWEGIAN STUDIES ABROAD

Grant scheme for teaching of Norwegian at universities and university colleges abroad

GUIDELINES FOR BOOK GRANTS

HK-dir 2023

1 BACKGROUND AND OBJECTIVE

The book grant scheme is intended for Norwegian teaching environments at higher education institutions abroad, and aims to improve the teaching of Norwegian at such institutions by contributing funding to cover expenses for teaching aids over and above what the institutions themselves offer to teachers and students. The scheme is part of the Scheme for Norwegian Studies Abroad, which is funded by the Norwegian Ministry of Education and Research.

2 WHAT CAN YOU APPLY FOR GRANTS FOR?

You can apply for a grant of up to NOK 10,000 to cover expenses for the procurement of textbooks and relevant specialist literature and fiction books. You can also apply for a grant to procure DVDs, subscribe to newspapers, journals and dictionaries, as well as other relevant teaching material within the same limit. Grants will not be awarded for technical aids, office supplies or other learning-related consumables.

It is also possible to apply for reimbursement of purchases already made, as long as they were made after 1 June the same calendar year as the application deadline.

3 WHO CAN APPLY?

Norwegian visiting lecturers who receive funding from HK-dir and other persons responsible for the teaching of Norwegian language/literature at higher education institutions outside Norway may apply on behalf of the institution.

4 HOW TO APPLY

Applications must be submitted via HK-dir's electronic application system «[Espresso](#)». All fields in the application form must be completed and all necessary attachments must be attached before submission.

Applications must be submitted before the deadline for applications. There is one application round each year, which will be announced on HK-dir's website for the Scheme for Norwegian Studies Abroad.

Incomplete applications or applications that do not contain the necessary attachments or that are sent after the deadline will be rejected.

The application must include the following descriptions and documentation:

- Documentation confirming that the applicant is responsible for teaching Norwegian at the institution. The only form of approved documentation is a formal confirmation written by the head of the department/institution. This requirement does not apply to Norwegian visiting lecturers who receive funding from HK-dir.

- A description of the type of teaching aids (type, title and author, if applicable) and the number required, as well as a total price estimate that also includes VAT and shipping costs. Any expenses related to customs clearance are not covered.

In applications for reimbursement of purchased teaching aids, the applicant must specify which teaching aids the application concerns. Receipts shall not be enclosed with the application.

- A description of how the requested teaching aids will contribute to improving the teaching of Norwegian at the institution, including courses in which the teaching aids will be used, specifying the number of students and teachers for each course.

Please note that HK-dir will not pay the grant in advance under this scheme. If necessary, the applicant is advised to check with the institution whether it can provide advance payment.

5 HOW WILL THE APPLICATIONS BE PROCESSED?

HK-dir aims to process all applications within three weeks after the deadline.

HK-dir considers the strength of the applications based on the description of the need for the requested teaching aids, and how they will help to improve the teaching of Norwegian at the institution. HK-dir decides the amount to be awarded based on an overall assessment of the application's relative strengths and previous grants awarded to the institution in question.

The answer to the application will be sent by email. Decisions to reject or refuse an application for a book grant can be appealed. Appeals must be submitted within three weeks after the applicant has received the decision. See HK-dir's website for more information about the right to appeal.

6 HOW WILL THE GRANT BE PAID?

The grant will be paid as soon as a reimbursement form has been submitted. The reimbursement form will be made available through HK-dir's electronic reporting system «[Espresso](#)». All receipts related to the grant must be enclosed with the reimbursement form. Reimbursement is limited to documented expenses.

The reimbursement form and all receipts relating to the grant must be submitted to HK-dir within 30 May in the calendar year after the expiry of the application deadline.

Material purchased via the grant scheme shall belong to and remain at the institution, and may only be lent to teachers and/or students.
