



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 a network 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 and oversee UArctic's activities. The Vice-President Mobility provides strategic leadership for all of UArctic's mobility-related activities and 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 north2north member institutions.

The north2north Mobility Program aims to meet the needs of people in northern communities with high-quality education by facilitating opportunities to study, teach and carry out relevant research in different parts of the North.

The mobility activities acknowledge the role of the Indigenous people in northern education, training and knowledge sharing. 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 remote areas in the North. The mobility activities include semester-based mobility (for studies or for placement), virtual mobility, short-term mobility, such as field courses, summer schools, research project, study trips, internships (paid or unpaid)/practical placements, Thematic Networks activities, and graduate and undergraduate education.

Students who reside/live in the country of the home or host institution of the funding country will be prioritized in the allocation of a north2north grant. Students who study remotely online are eligible for a north2north grant but cannot apply for a grant to take studies at their home institution.

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 terms 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: ways 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 and students from remote Northern areas to take part in mobility activities.

Principles

- All student mobility between north2north institutions, preferably outside the student's home region are considered as north2north mobility.
- By joining north2north, an institution enters into a multilateral agreement with UArctic and it commits to receiving qualified north2north incoming students from any other partner institution without requiring any further bilateral agreement (except for mobility to Denmark where a bilateral agreement is required by national law).
- The study period at the host institution should not be longer than one academic year.
- The use of a learning agreement is recommended to help for the transfer of credits to the home institution.
- Students going on a north2north exchange will not pay tuition fees at the host institution if they get a tuition waiver.

2.1.2 Funding of north2north:

north2north grants:

Different national funding programs finance the north2north mobility. Detailed information about the north2north grants can be found on the following page:

[UArctic – University of the Arctic – Funding Possibilities by Country](#)

Mandatory tuition waivers contribution:

The north2north Mobility Program has at its disposal a number of north2north tuition waivers offered by north2north member institutions where tuition fees apply (USA, Canada, Scotland, Sweden).

Tuition to Danish institutions is waived through bilateral agreements.

north2north is a program that requires predictability: it means that north2north coordinators need to know in advance, how many tuition waivers per academic year an institution will be offering to the program. This will help north2north coordinators when advertising for north2north opportunities or when advising students on their exchange destination. Each Higher Education Institution participating in north2north **must** commit to offer to the program at least **one tuition waiver**¹ per academic year. The waivers are allocated by the north2north International Coordination Office, which means that the giving institutions cannot reserve any north2north waiver to specific partners.

Each north2north institution located in a country where tuition fees apply (USA, Canada, Scotland, Sweden) must inform the north2north International Coordination Office (ICO) about the number of tuition waivers that they will offer each academic year. Once an institution has informed about the number of waiver(s) that they can offer, we will assume that this number will remain the same for the coming years.

In case an institution decides to increase or decrease the number of tuition waivers they wish to contribute with, the north2north ICO should be notified by e-mail about the changes by 30 August each year for the forthcoming application round.

New institutions joining north2north must inform the north2north ICO by 30 August about the number of tuition waivers they will offer to the program.

If for whatever reason an institution is unable to offer the minimum mandatory tuition waiver for the forthcoming application round, they must send a written request to the north2north ICO explaining why they cannot offer any waiver. This notification must be sent by 30 August for the forthcoming application round.

Institutions that are unable to offer waivers for more than two consecutive years or do not inform the north2north ICO about the number of waivers they can offer to the program for two consecutive years, will have their north2north membership revoked. They will not be able

¹ A tuition waiver covers tuition fees for credit courses at a Higher Education Institution for one semester. Travel costs, living costs, health insurance and accommodation are not included in the waiver and each student must provide own funding to cover those costs.

to participate in any of the north2north activities, their students and staff will not be able to apply for north2north funding either. The institution’s name will be removed from the “Where can I go” list on the north2north webpages on the UArctic website.

30 August	Deadline for north2north institutions to inform about changes about the tuition waivers that they offer
30 August	Deadline to send a request to ICO in case an institution is unable to offer the mandatory tuition waiver
30 August	Deadline for new north2north members to inform about the waivers that they intend to offer to north2north

2.1.3 Participation in north2north

All UArctic Higher Education Institutions in Arctic countries are eligible to become north2north institutions. Additional agreements may be made for other countries on a case-by-case basis.

A UArctic Partner Institution must meet the following criteria to become a north2north partner:

1. The institution must provide a north2north coordinator to administer the north2north program.
The essential role of the north2north institutional coordinator is to ensure the commitment of the institution to north2north goals, principles and mechanisms and to secure communication between home and host institutions in a timely manner.
2. Provide a student exchange Fact Sheet that will be uploaded on the webpage of UArctic on the institutional member profile page.
3. Membership in north2north is only possible when the whole institution is a member of UArctic.

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 without requiring any form for additional bilateral agreement (except for Denmark).
- b. Provide at least one tuition waiver per academic year to the north2north program.
- c. Facilitate the north2north application process. As part of the application process, the student must be informed and consent to the fact that when sent on exchange outside of the EU/EEA countries, the host institution cannot guarantee full compliance with the GDPR (General Data Protection Regulation) rules.
- d. Recognize the study credits completed abroad as a part of the student’s degree.
- e. Provide an official Transcript of Records in English at the end of the mobility.

- f. Provide financial support for the north2north institutional coordinators to participate in the north2north-related meetings.
- g. Facilitate the collection of the students' testimonials and post-exchange feedback forms.

Student Commitment

Eligibility:

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

- Be registered as a 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.
- Follow the north2north application process and submit their application before the deadline, see:

[UArctic - University of the Arctic - How to apply for a north2north grant?](#)

2.2 north2north funding for academic and administrative staff exchange

Certain countries fund mobility of academic and administrative staff. Information can be found on the following page:

[UArctic - University of the Arctic - north2north for Staff and Faculty](#)

2.3 Program Management

2.3.1 UArctic Vice-President Mobility

The UArctic Vice-President Mobility has the strategic leadership for all UArctic mobility-related activities. The VP is guided by the goals and objectives established in UArctic's Strategic Plan and UArctic Strategic Implementation Plan and includes the international coordination and the management of the north2north mobility program.

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 and the National Agencies (NA). 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 Assembly the International Coordination Office contacts new members and guides them in how to be active in the north2north Mobility program. In the countries without a National Agency (NA), the ICO will, if necessary, coordinate the mobility activities between partner institutions.

Both positions (UArctic Vice-President Mobility and north2north ICO) are currently occupied by the same person.

2.3.3 National Agencies (NA)

The National Agencies (NA) have the responsibility to implement the goals and principles (described in part 2.1.1) in the countries they are representing. They coordinate the grant and waiver allocation and help establish connections between home and host institutions. Based on available national funding and waivers, the National Agency allocates north2north grants 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 north2north Mobility Guidelines. The National Agency has the responsibility to collect the mobility reports of each institution and transmit them to the ICO. The contact information for the National Agencies can be found on the north2north website:

[UArctic – University of the Arctic – Funding Possibilities by Country](#)

2.3.4 The north2north coordinators 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 staff (if applicable) and for the quality of the administration of north2north exchange activities. VP Mobility and ICO arrange north2north meetings for the institutional coordinators every second year 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. 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 get acquainted with each other and about each other's institution. Regular gatherings of the north2north coordinators are of the greatest value for UArctic and for the north2north mobility program as they strengthen the network and ease the cooperation between the institutions.

2.4 Application Process

Each country with north2north funding has its own application process:

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

2.5 Selection Criteria

The north2north Selection Criteria must be followed when there are fewer grants and tuition waivers than applicants.

2.5.1 Student Selection criteria for north2north institutional coordinators

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

- **Participation in University of the Arctic Programs**
Priority will be given to students enrolled in study programs that are endorsed by UArctic or activities connected to the Thematic Networks of UArctic at both undergraduate and graduate levels provides that they meet the eligibility requirements stated in part 2.
- **Non-Traditional Exchange Participants**
Students and institutions normally marginalized by lack of resources or geographical isolation, students from small communities, remote learners, students with families and/or from indigenous cultures and communities who are traditionally under-represented should be prioritized.
- **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 study program
 - The student's past/future professional and/or academic plans
 - The student's personal commitment to contribute to the northern region or community.

2.5.2 National Agency Decision-making Guidelines

The National Agencies (NAs) are responsible for the allocation of the north2north grants and/or travel funding and of the tuition waivers. Regional institutional balance should be considered in the allocation process.

2.6 Cancellation of north2north grant

In case of the cancellation of a planned exchange, a student who has been allocated a north2north grant needs to follow the rules of the home institution, the host institution and national funding agency when applicable.

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 or similar activities.

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. 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.
10 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 Secretariat