

## **USN mobility scholarship for stay abroad**

**Funds for the mobility of USN's PhD students is a great opportunity for students and is highly beneficial for the University as well. Stays abroad can improve the quality of your PhD project where you can take courses not offered here, learn cutting-edge techniques, and experience new ways of working and living, while building your professional profile and network. Your success is our success. We hope you will take advantage of this fantastic opportunity.**

PhD candidates enrolled in a PhD program at USN may apply to their respective faculty for mobility grants. These funds are for research stays for a duration of three months at recognized foreign institutions. **Why are these scholarships for three months?** Three months is minimum duration recognized as a "stay abroad" in your CV by Norway and the EU.

### **Criteria**

Scholarship amounts are granted in accordance with the [NRC's rates for research stays abroad](#); it is also possible to apply for an increased rate for traveling with family. The funds will be used to cover relocation and accompanying expenses (e.g. travel expenses, rent, visa) for research stays abroad. Candidates who submit a complete application can be granted support for a three-month stay. For stays longer than three months, the portion after the three-month period will normally have to be covered by other sources of financing. The faculties can grant extra funding for a period longer than three months at their discretion. The applicant is obliged to be familiar with [USN's Guidelines for grant payments](#).

### **Guidelines**

USN mobility grants are not intended to be awarded in addition to other funds, but should serve as aid to candidates who are unable to receive support from other sources. Applicants must apply for funding from external sources if possible. Applicants are also required to provide information on any support from other internal or external sources that may be granted before or after the USN Mobility Grant application has been submitted. If, after filing the application to USN, the applicant is awarded funds from an external source, these will be used to finance the entire three-month stay abroad, or parts thereof (if the allocated funds do not cover the entire period). In special circumstances, funds can also be used to finance stays longer than three months, at the discretion of the faculty. For tax reasons, the application must be accompanied by a budget for estimated expenses in connection with the stay abroad.

### **Application Procedure**

To apply for USN mobility grants, the candidate must use this application form ([Application form USN PhD mobility.docx](#)). The application is sent to the faculty by the PhD program **coordinator** of the relevant program. The relevant PhD program committee processes applications. Application review is an open process, all applications are treated equally and USN holds itself to [Norwegian anti-discrimination laws](#). Final decisions are made by the dean of the PhD stipend's faculty. The support is paid in advance from the faculty to the candidate shortly before the stay abroad begins.

USN mobility grants have a rolling deadline, meaning applications are processed on an ongoing basis. Application processing time is two months from submission of their application to payment

of scholarship, but we encourage applying as early as possible to avoid conflicts.

When applying, you *must* include:

- Official invitation letter from host institution confirming office space and professional follow-up.
- Documentation of submitted application to an external funding source *or* brief explanation of why it was not possible to apply for an external source.
- Budget proposals for estimated expenses for the entire stay abroad.
- Applications must be signed by the main supervisor, confirming the stay is an integral part of the PhD program.

For the payment of grants, the grant recipient shall use the [USN Schedule for the payment of grants](#).

Within one month of completing a stay abroad, the grant recipient must prepare a report briefly describing the academic value of the stay and additional expenses incurred in connection with the stay. Candidates will receive a report, together with the letter of recommendation, from the faculty.

### **Practical facilitation**

The candidate is responsible for all practical arrangements for their stay abroad. More information and a number of useful advice and tips on how to plan, finance and conduct a stay abroad can be found on [USN's website](#).