CALL FOR INTERNATIONALISATION ACTIVITIES
ORGANISED BY VUB STUDENTS
academic year 2018-2019

This call is launched by the International Relations Office (IRMO)

Objective of the call
The envisaged interventions have the objective to:
- enhance the international spirit of VUB;
- contribute to the concept of an international campus;
- build capacity on international & intercultural skills within the VUB community;
- contribute to the mix of international & local students.

Two types of interventions are possible:

UNESCO

ORGANISE YOUR OWN EVENT
Students organise events that make our campuses truly international.
These activities can stand alone or can be add-ons to activities organised by the International Relations Office (e.g. Go Abroad Fair, International Orientation Week, thematic days, awareness-creation activity for development cooperation).

INTERNATIONAL AMBASSADOR PROGRAMME
Students participate in structural international student events where they actively represent VUB.

Eligibility

| a. student associations or a group of students (min. 2 students) can apply; |
| b. the application has to be submitted by 2 students, who carry the full responsibility of the project, even if a larger group or student association is involved in the organization of the activity; The two student-applicants must be enrolled at VUB from the application date till the end date of the proposed project; |
| c. applicants must submit their proposal before the deadline; |
| d. proposals must be submitted via mail to international.relations@vub.be; |
| e. applications have to be written in English and according to the modalities explained in this call; |
| f. the requested budget is min. 500 and max. €3,000; |
| g. International Ambassador Programme: the max. amount awarded to one and the same structural international student event is €3,000; |
| h. only not-for-profit activities are eligible, |
| i. political party related activities are not eligible. |
### Required documents
- Filled in application form (see below)
- **Detailed** budget table in excel format indicating the full budget (income and expenses), income from other sponsors and the amount requested from IRMO (free format).
- Support letter of the Student Association, if applicable.
- Since there is a max. amount awarded to one and the same structural international student event in the framework of the International Ambassador Programme, a support letter of the Student Association is mandatory in this case.

### Launch of call, deadline for submission and duration of the project
The call is open during the academic year 2018-2019. Four deadlines for application are:
- 1 April 2019
- 31 May 2019
- 10 September 2019

### Grants available
Total available funding for the academic year 2018-2019 is € 24,000 EUR;
€ 12,000 for ‘Organise Your Own Event’
€ 12,000 for ‘International Ambassador Programme’
The selection committee can decide to adjust the division between both type of activities.

The call awards a budget between min. €500* and max. € 3,000 per project.

*applications of less than €500 can be submitted to the ‘Project funding’ and ‘Sponsoring’ calls of the Student Council.*

Remarks:
- there is no fixed budget per deadline; this means that the total budget can be spent before all deadlines have passed. Therefore, always contact the International Relations office before writing a project.
- no reimbursement for personnel cost, unless student jobs
- investment costs can’t be covered by this call

### Contact IRMO
Secretariat: international.relations@vub.be

## Selection criteria

The selection is a competitive process, organised by IRMO, based on the assessment of the quality of the proposal from a creative, organisational and cost/benefit point of view. Proposals supported by a student association or group of students are preferred. The selection is primarily based on the following criteria:

1. Specific objective (e.g. is there a clear objective defined in line with the overall objective of the call, contribution to internationalisation, relevance, number of people/students reached with this activity,...)
2. Feasibility
3. Activity(ies), expected results and added value with regard to the objective of the call
4. Budget implementation/ realistic budget
5. The applicants will be invited to present their activity to an ad hoc selection committee, composed of representatives of the Student Council (dedicated person for internationalisation), the International Student Platform, infopunt and the International Relations Office.
6. Priority will be given to new events.

Selection procedure

Step 1: IRMO performs an eligibility check.
Step 2: Applicants of eligible applications are invited to present their project to the ad hoc selection committee. If the Student Council and the International Student Platform, or its members, are involved in the application, then their representatives will not participate in the evaluation of the said application.
Step 3: The selection committee evaluates and ranks the applications. One ranking is made for ‘Organise Your Own Event’ and another one for the ‘International Ambassador Programme’.
Step 4: Applicants are informed by email of the results latest 3 weeks after the deadline for application.

The Student Council and the Council for International Policy will be informed about the outcome.

Funding

The selection committee will decide whether the amount of the project can be transferred to another account (e.g. of the student association), or whether IRMO will handle the finances (e.g. when no student association is involved). The approved amount will not be transferred to a personal bank account.

Reporting

Three weeks after the event, a narrative activity report and a financial report must be submitted to IRMO, together with 3 pictures showing the success of the event.
A template for reporting is available and will be sent to the applicants of the awarded projects.

Application documents

see below
APPLICATION FOR INTERNATIONALISATION ACTIVITIES
ORGANISED BY VUB STUDENTS
academic year 2018-2019

<table>
<thead>
<tr>
<th>Name applicant 1</th>
<th></th>
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<tbody>
<tr>
<td>Email and phone</td>
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<tr>
<td>Study programme at VUB</td>
<td></td>
</tr>
<tr>
<td>Name applicant 2</td>
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<td>Email and phone</td>
<td></td>
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<tr>
<td>Study programme at VUB</td>
<td></td>
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<tr>
<td>Applicants represent following group or student association (optional)</td>
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</tbody>
</table>

1) Please describe the objectives of the project and activities
Describe the specific objectives; what is the main idea behind the activity, who will be involved, who is the target group, where and when will the activity take place,... add all relevant information you deem necessary. (max. 2 pages)

2) Please describe the internationalisation relevance of the project
(max 20 lines)
3) Please describe the expected outcomes/results of the project

Please formulate them in such a way they can be used as parameters to evaluate the activity. For example: 150 students will participate or XX VUB-members will be reached,…


4) Please describe how the promotion or announcement of the activity will be done, as well as the dissemination of the results after the event (max 20 lines)


Budget

Add a detailed budget table in excel format indicating the full budget (income and expenses), income from other sponsors and the amount requested from IRMO (free format, in EUR).
Bundle the estimated costs according to budget lines (e.g. operational cost; job student; travel cost/hotel for the 'International Ambassador Programme').

Signature

I, (name applicant 1), hereby confirm that I’ll act as responsible for the intervention proposed in this application.

Date and signature


I, (name applicant 2), hereby confirm that I’ll act as responsible for the intervention proposed in this application.

Date and signature