**CALL FOR INTERNATIONALISATION ACTIVITIES**

**ORGANISED BY VUB STUDENTS 2022-2023**

**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 interaction of international & local students.

Two types of interventions are possible:

ORGANISE YOUR OWN EVENT

Students organise an event 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.

**ALL ACTIVITIES MUST BE ORGANISED IN LINE WITH THE CORONA-MEASURES APPLICABLE AT THE TIME OF THE ACTIVITY.**

|  |  |
| --- | --- |
| 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](mailto: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 2022 is meant to support activities in the year 2022.  Deadlines for application are:  - 17 October 2022  - 15 December 2022  - 19 February 2023  - 16 April 2023 |
| Grants available | Total available funding for 2022-2023 is € 30,000 EUR;  € 18,000 for ‘Organise Your Own Event’  € 12,000 for ‘International Ambassador Programme’  The selection committee can decide to adjust the budget 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.  -personnel costs are not eligible, unless student jobs  -investment costs are not eligible  -activities that have taken place after a deadline can be submitted for funding in retrospect (e.g. the event took place on 20 September 2022 and a project proposal for funding is only submitted on the 17 October deadline). These projects will be submitted to the same evaluation process as other proposals and there is no guarantee for funding. |
| 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 larger 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 for purpose of this selection.
6. Priority will be given to new creative 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 (5’ pitch and 10’ Q&A).

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 2 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 the account 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**

Latest three weeks after the event, a one-page 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 2022**

|  |  |
| --- | --- |
| Name applicant 1 |  |
| Email and phone |  |
| Study programme at VUB |  |
| Name applicant 2 |  |
| Email and phone |  |
| Study programme at VUB |  |
| Applicants represent following group or student association (optional) |  |

|  |
| --- |
| 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. (1 page)* |
|  |

|  |
| --- |
| 1. Please describe the internationalisation relevance of the project *(max 15 lines)* |
|  |

|  |
| --- |
| 1. 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, YY workshops will be organised,… (max 15 lines)* |
|  |

|  |
| --- |
| 1. 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 15 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; catering, job student; travel cost/hotel in case of 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