



FINNISH NATIONAL
AGENCY FOR EDUCATION

Welcome to the project meeting for the new TFK projects!

Please keep your camera and microphone muted unless you are speaking.

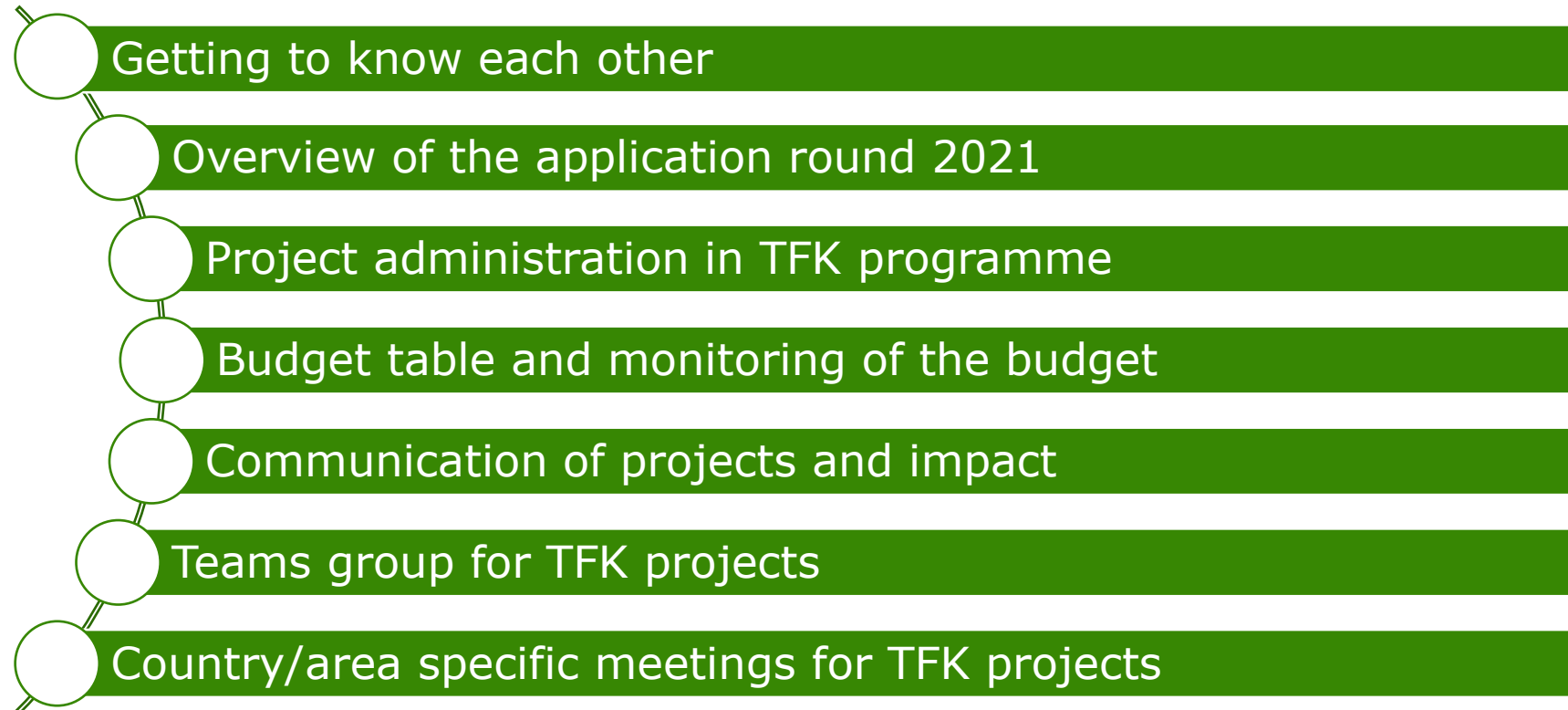
Questions and comments can be posted in the chat or you can ask for the floor by "raising your hand" or by commenting in the chat.

The presentations will be recorded and published after the meeting on our web page.

24.9.2021



Agenda

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- Getting to know each other
 - Overview of the application round 2021
 - Project administration in TFK programme
 - Budget table and monitoring of the budget
 - Communication of projects and impact
 - Teams group for TFK projects
 - Country/area specific meetings for TFK projects

Getting to know each other!

- Present yourself shortly in the chat
 - E.g. your name, home HEI, project and partner country
- In smaller groups
 - About 10 min time to tell a little bit more about yourself and discuss your expectations for your TFK project





Overview of the application round 2021

Arrived applications

India: 15 applications 954 204 €

Southeast Asia: 21 applications 1 420 359 €

- Vietnam 7, Malaysia 1, Indonesia 8, Singapore 3, Thailand 2

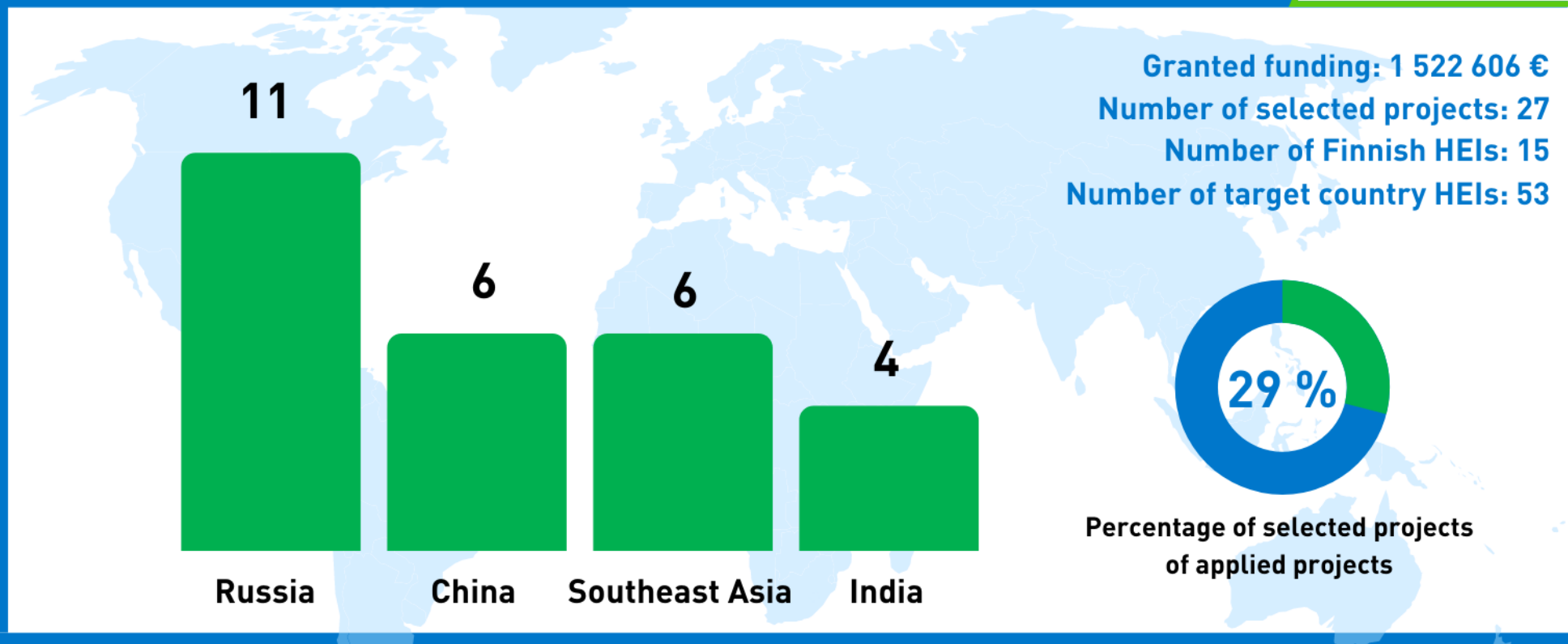
China: 22 applications 1 503 260 €

Russia: 34 applications 2 282 542 €

92 appl.
6,1 M€

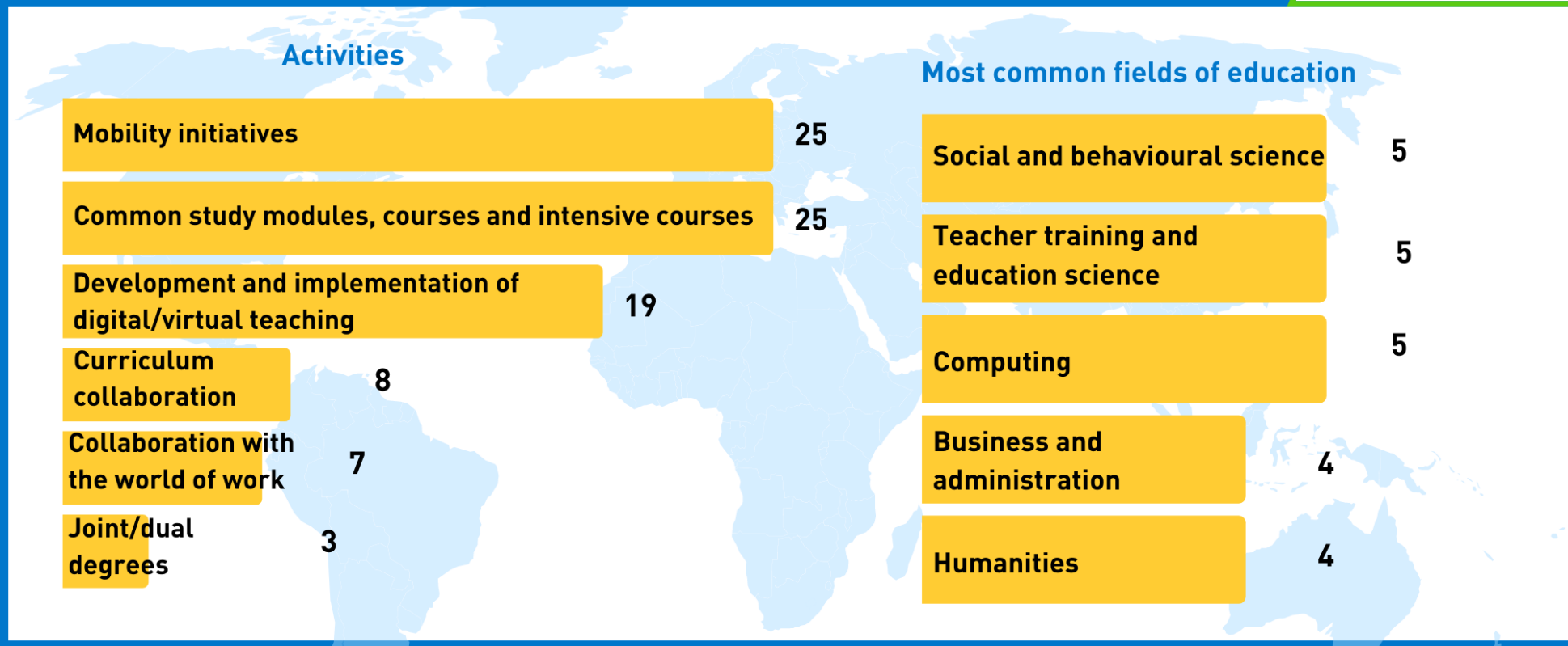
Results of the 2021 application period

SELECTED PROJECTS OF TFK PROGRAMME BY TARGET AREA IN 2021



Activities and fields of the 2021 projects

PLANNED ACTIVITIES AND THE MOST COMMON FIELDS OF EDUCATION
IN SELECTED PROJECTS OF TFK PROGRAMME IN 2021



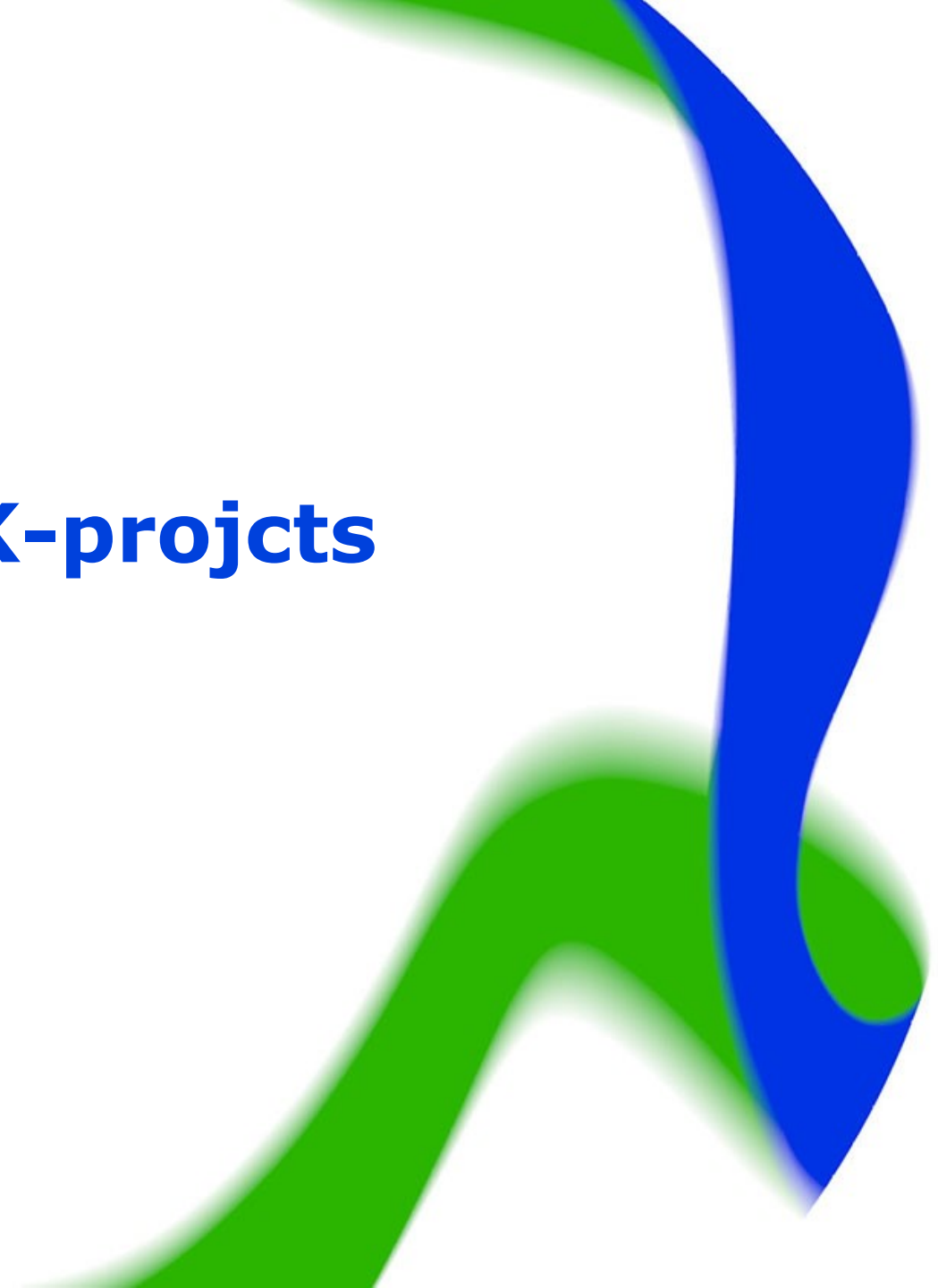


Project administration in TFK programme

What guides the administration of TFK-projects

- State grant instructions = *valtiovastuohje*, that was provided with the grant decision
- Call for applications 2021 for TFK Programme:
<https://www.oph.fi/sites/default/files/documents/TFK%20programme%20Call%20for%20Applications%202021.pdf>
- FAQ-list at EDUFI's website:
<https://www.oph.fi/en/programmes/tfk-programme#anchor-frequently-asked-questions>
- Project plan of each funded project

Guidelines for TFK-projects



What is funded in TFK-programme

- Joint study units, courses and intensive courses
- The development and realisation of digital/virtual teaching
- Curriculum cooperation
- Joint/double degrees
- Mobility (teacher, staff, student and/or trainee mobility)
- Working life cooperation

Timetable of the project period

The coordinating Finnish HEI is responsible for the use of the funding and reporting to EDUFI during and after the agreement period

- **Granted funding can be used between 1.8.2021 – 31.12.2023**
- **Interim reporting: 31.12.2022**
 - General overview, mobilities, finances
- **Final reporting deadline 19.1.2024**
 - Mobility reporting possibly by 10.1.2024
 - General overview, finances, quality and results by 19.1.2024

General terms and monitoring the TFK-grant 1/2

- It **must be possible to monitor the use of the TFK-programme grant** separately in the internal bookkeeping of the contracting HEI. **Each agreement should be monitored separately.**
- If required, the contracting Higher Education Institution must be able to demonstrate that **travel grants have been paid to participants** of the TFK-programme.
- Upon request, the contracting Higher Education Institution must provide EDUFI any other information EDUFI sees necessary for the implementation, administration and monitoring of the programme.
- EDUFI also has the right to conduct an audit visit to the contracting HEI about the use of TFK-programme grant.

General terms and monitoring the grant 2/2

- The project will be implemented as indicated in the project plan.
- In case of possible **changes that impact the nature of the project**, such as changing all planned student mobilities into staff exchanges, a **written request** must be sent to EDUFI. **Smaller changes, such as timing of mobilities within the project period, need not to be informed to EDUFI.**
- In case the contracting Higher Education Institution has not been able to realize the project as planned, EDUFI has the right to charge back the amount of unused grant.
- In addition, if the grant has not been used according to the guidelines or the costs are unreasonable, EDUFI has the right to charge back the ineligible costs.

Costs by the partner HEIs in the project

The use of EDUFI- grant or the contribution to self-financing of partners in the project does not necessarily need to show in the internal bookkeeping of the contracting HEI. Other ways to demonstrate the self-financing or costs of the partners:

- **Option 1 for Finnish partners:** advisable to add a separate extract of account of the partnering HEI(s) to the interim/final report to demonstrate the partners' financial costs to the project
- **Option 2 for Finnish partners:** invoices (for example rental costs of seminar premises or travel costs) to demonstrate the partners' financial contribution or use of EDUFI-grant in the project
- **Foreign partners:** invoices of the realized costs in partner countries need to be attached to the final report

Two categories of eligible costs

1. Travel costs, at least 50% of the project funding.

- Travel tickets, accommodation, travel agency costs, visas, insurance and potential per diem allowances.
- Must be justified and cost-efficient.

2. Organisational and other costs, up to 50% of the project funding.

- Online realisation of course and teaching content, teaching-related course material, organisation of events, purchase of services and renting of equipment.
- Can also include wages and salaries, but they can only account for up to 20% of the total project funding granted.

Costs of long-term student mobility

- Mobility duration 2–12 months.
- The *recommended grant amounts* for long-term student mobility are:
 - **Incoming student mobility €850/month**
 - **Outgoing student mobility €700/month**
- The projects may have provided reasons for why their grant amount should differ from the recommended funding amounts in their project application.
- ❖ Estimate in the budget-form provided by EDUFI the number of mobile students (incoming and outgoing) the number of months of mobilities in total within the project, as well as an estimate of the total grants for mobilities.

Costs of short-term student mobility

- Mobility duration 5–30 days.
- The *recommended grant amounts* for short-term student mobility are:
 - Incoming and outgoing student mobility; days 1–14 up to €70/day and days 15–30 up to €50/day.
 - The applicant can provide reasons for why their grant amount should differ from the recommended funding amounts in their project application.
- **The costs of short-term student mobility can also be realized by covering the direct costs of mobilities by the coordinator, such as accommodation & travel.**
- Estimate in the budget-form provided by EDUFI the number of mobile students (incoming and outgoing) the number of days of mobilities in total within the project, as well as an estimate of the total grants for mobilities.

Staff mobility

- Staff mobility costs may be covered for persons who are staff members of a higher education institution participating in the project during the mobility period.
 - **Can be paid according to actual costs.**
 - **The travel/mobility must be justified and cost-efficient.**
- Staff mobility periods should preferably always be combined with virtual cooperation or teaching content.
- ❖ Estimate in the budget-form provided by EDUFI the number of mobile students (incoming and outgoing) the number of days of mobilities in total within the project, as well as an estimate of the total grants for mobilities.

Special Needs Grant in EDUFI's programmes

Students or staff with a disability may be eligible for additional financial support to help them take part in international programmes.

This support is additional to the actual grant for HEIs or students.

Special needs grants are intended to enable international exchanges in circumstances when a special need causes **additional costs that are not covered by other sources**. Special need can be for example an injury, impairment, physical or psychological illness or learning difficulty.

The grant can be awarded to accessible accommodation, assisted mobility or such study-related special arrangements as learning materials by a separate application by the individual involved.

More information and application forms at:

<https://www.oph.fi/en/programmes/special-needs-grant-higher-education-exchange-programmes>

Budget and reporting template

- The template has been updated
 - First interleaf: the planned budget
 - Must be updated and sent to EDUFI by end of October
 - Second interleaf: the realized budget
 - Sums based on the Travel costs, Organisational costs and Salaries interleaves
 - Can be used and filled in gradually during the project





Time for a break?

**After the break:
Communication
and impact**

Anna-Maria Strengell, EDUFI



Teams group for TFK projects

How to best make use of the Teams group?

- The group has been set up and all contact persons have been added
- You can use the group to **ask questions** and **share information** with the other projects as well as with us here at EDUFI
- We have created a dedicated channel for each country/area from the call 2021.
 - Please **write a short introduction** about yourself and your project in the respective country/area channel
- **Any additional ideas on how to make the group most useful to your projects are welcome!**



**COUNTRY/AREA SPECIFIC
MEETINGS FOR TFK PROJECTS**

COUNTRY/AREA SPECIFIC MEETINGS FOR TFK-PROJECTS COMING UP!

- **Thu 28.10 8.00-10.00 Southeast Asia**
- **Fri 29.10 8.00-10.00 Russia**
- **Thu 11.11. 8.00-10.00 China**
- **Fri 12.11. 10.00-12.00 India**



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Thank you!

With further questions please contact:

TFK-programme@oph.fi

Further information is also available at:

<https://www.oph.fi/en/programmes/tfk-programme>

