



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.

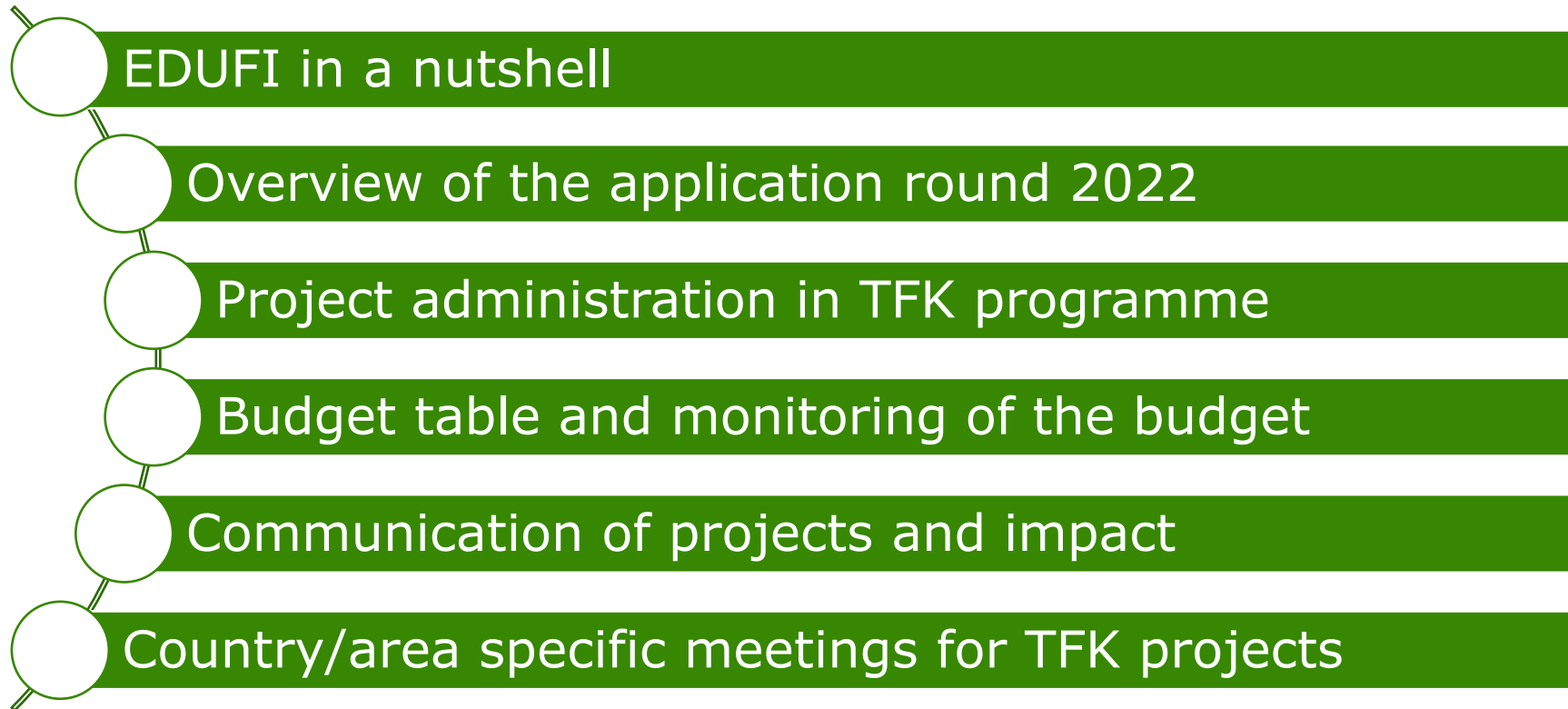
Questions and comments can be posted in the chat or you can ask for the floor by "raising your hand" or by commenting in the chat.

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

27.9.2022



Agenda

- 
- EDUFI in a nutshell
 - Overview of the application round 2022
 - Project administration in TFK programme
 - Budget table and monitoring of the budget
 - Communication of projects and impact
 - Country/area specific meetings for TFK projects

Getting to know each other!

- Answer the polls
 - Which higher education institution do you represent?
 - Which partner countries are involved in your project?
- Present yourself shortly in the chat
 - E.g. your name, home HEI, project and partner country





**Finnish National
Agency for Education (EDUFI)**

Finnish National Agency for Education 1.3.2022

Director General and Communications

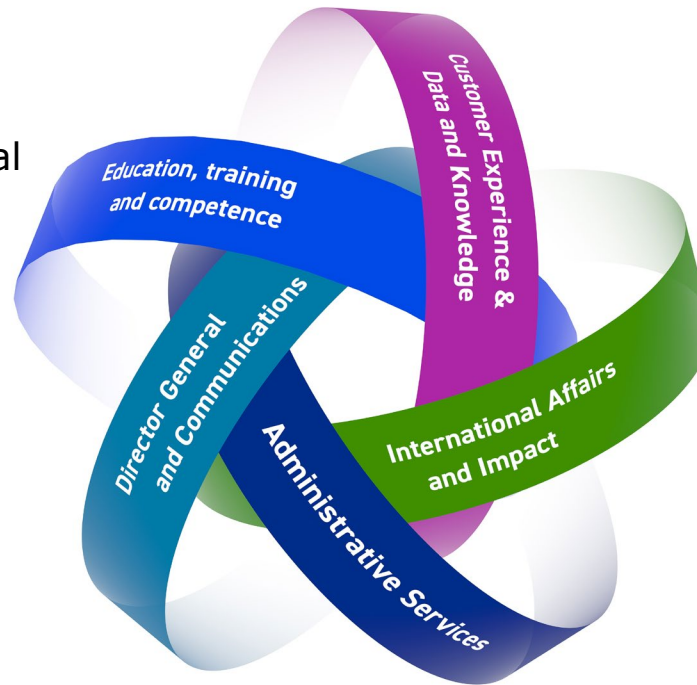
- Support Services for Leadership
- Communications

Education, training and competence

- Vocational Education and Training
- Support for Development
- General Upper Secondary Education, Basic Education in the Arts and Liberal Adult Education
- Basic Education and Early Childhood Education and Care
- Education and Services in Swedish

Customer Experience & Data and Knowledge

- Customer Experience
- Digitalisation
- Foresight and Analysis
- Training and Publishing
- Services for Student Admissions
- Recognition of Qualifications and Language Proficiency
- National Data Resources



International Affairs and Impact

- Internationalisation Services for Vocational Education and Training
- Coordination of EU Programmes
- **International Higher Education Cooperation**
- Internationalisation Services
- Internationalisation Services for Higher Education Studies
- Internationalisation Services for Youth, Culture and Sports
- Finnish Centre of Expertise in Education and Development (FinCEED)
- Internationalisation Services for General Education and Adult Education
- Impact

Administrative Services

- Personnel and Work Environments Services
- Financial and Procurement Services
- Information Control Services and Government Funding

EDUFI's tasks in a nutshell

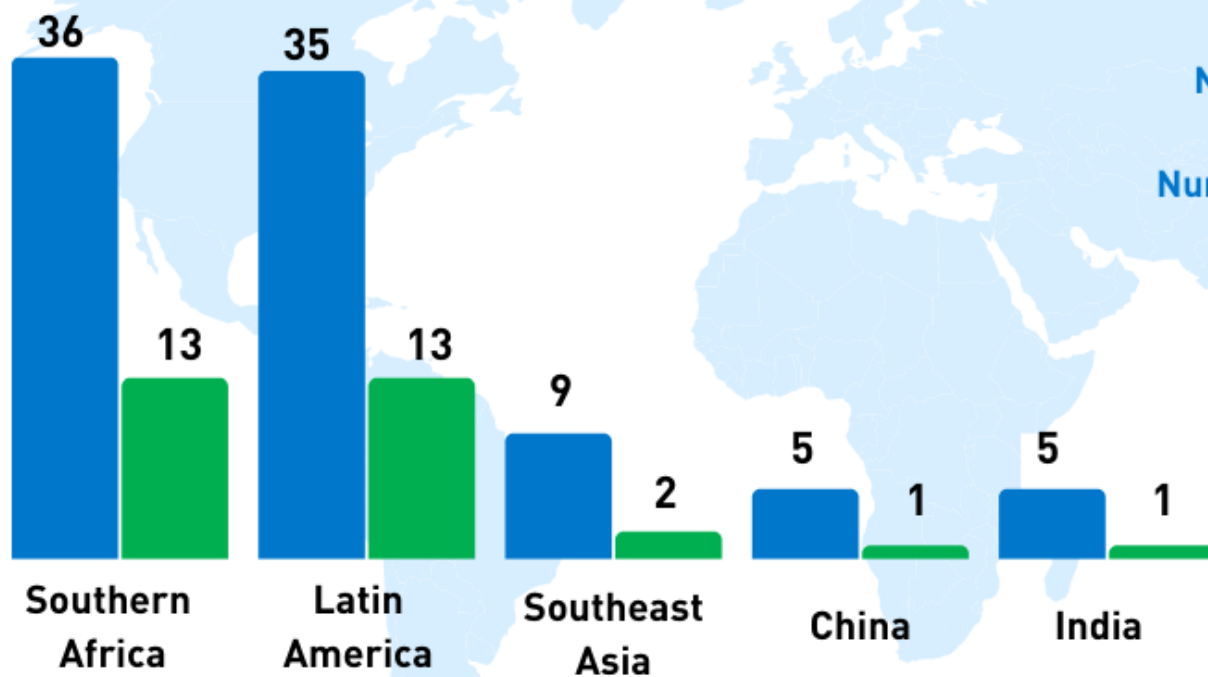
- **developing education** and training, early childhood education and care and lifelong learning, taking care of services and management duties related to them, and anticipating society's competence and education needs
- **drafting the national core curricula** for basic and general upper secondary education, basic education in the arts, vocational education and training, and early childhood education and care
- **facilitating programmes and contracts** that promote internationalisation and providing consulting services for internationalisation
- **providing services** for student admissions
- **producing information** to support development and decision-making in our field, and **developing** the education field's central **information databases**
- **making decisions on the recognition of studies** completed abroad as well as duties dealing with language and translator's degrees



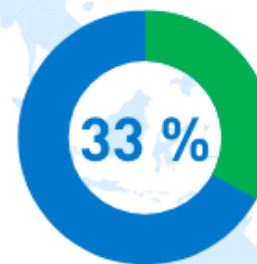
Overview of the application round 2022

Projects applied and granted 2022

APPLIED AND SELECTED PROJECTS OF TFK PROGRAMME
BY TARGET AREA IN 2022



Granted funding: 1 816 408 €
Number of selected projects: 30
Number of Finnish HEIs: 18
Number of target country HEIs: 50



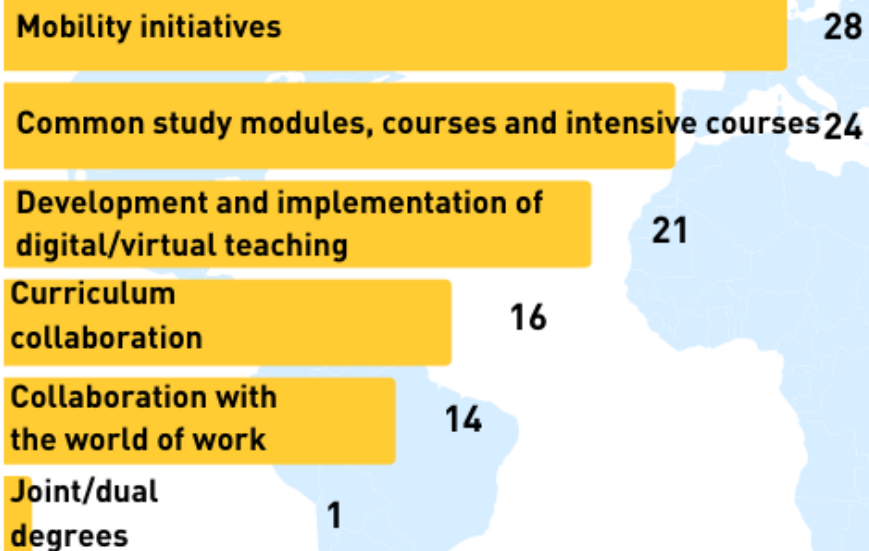
Percentage of **selected projects**
of **applied projects**

Activities and fields of education 2022

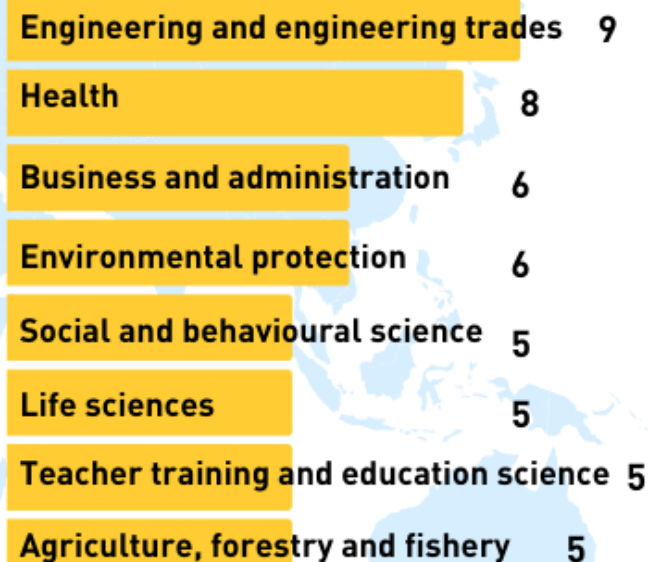
PLANNED ACTIVITIES AND THE MOST COMMON FIELDS OF EDUCATION
IN SELECTED PROJECTS OF TFK PROGRAMME IN 2022



Activities



Most common fields of education



More information about the funded projects

- Selected projects on [a map](#)
- Results on the [programme web site](#)
- [News article](#) about the results

Altogether 57 TFK projects ongoing!



Orange pin: projects funded in 2022

Blue pin: projects funded in 2021

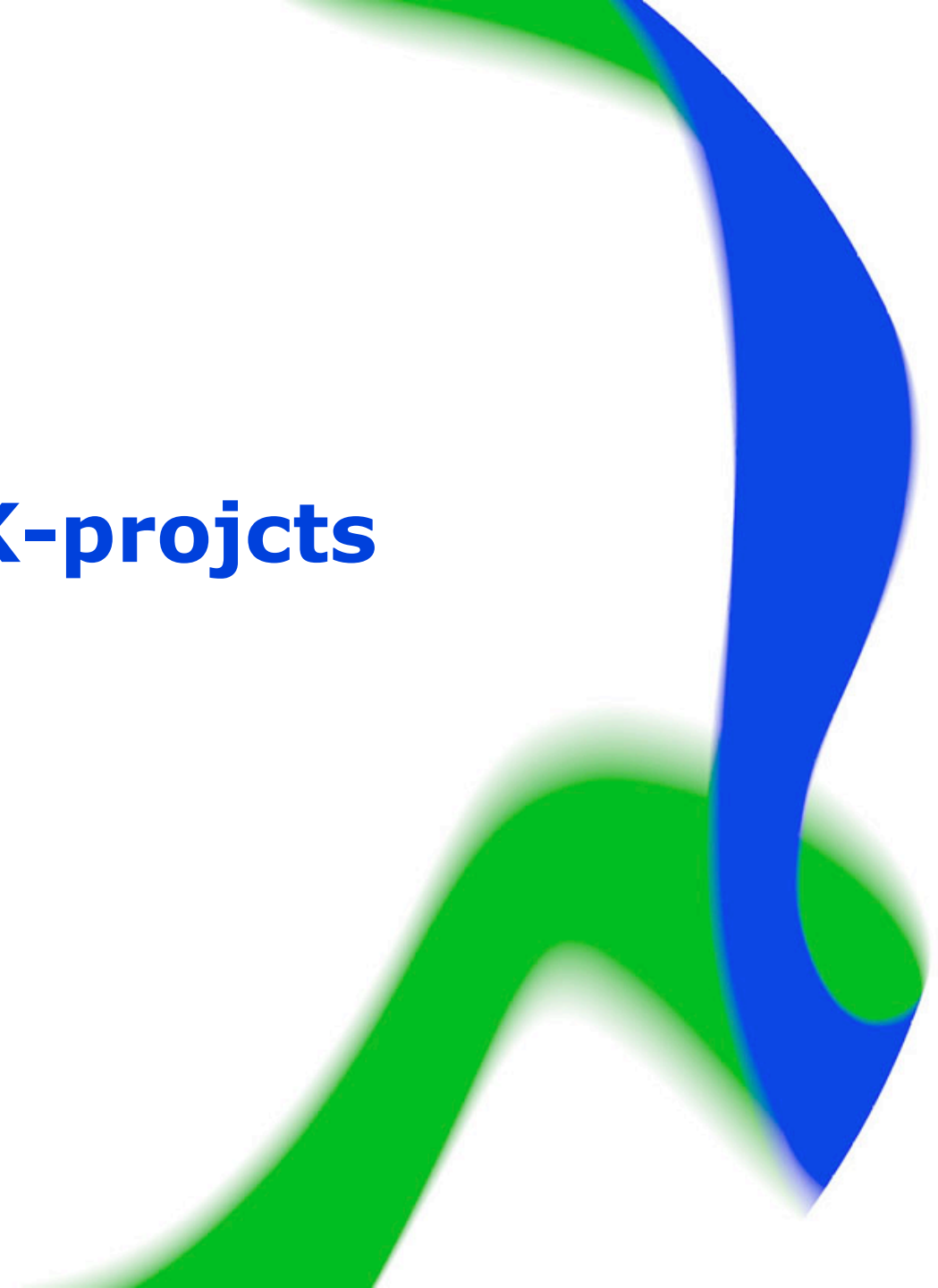


Project administration in TFK programme

What guides the administration of TFK-projects

- Call for applications 2022 for TFK Programme:
<https://www.oph.fi/sites/default/files/documents/TFK%20programme%20Call%20for%20Applications%202021.pdf>
- State grant instructions = *valtiovastuohje*, that is provided with the grant decision
- 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

Granted funding can be used between 1.8.2022 – 31.12.2024

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

Interim reporting: 31.12.2023

General overview, mobilities, finances

Final reporting deadline 19.1.2025

- General overview, finances, quality and results

General terms and monitoring the grant 1/2

- 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.

General terms and monitoring the TFK-grant 2/2

- 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.

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 *grant amounts* for long-term student mobility are:
 - **Incoming student mobility €850/month**
 - **Outgoing student mobility €700/month**
- In the final report stage the final grant will be calculated according to the realized long-term student mobilities in months, not the actual costs of the mobilities.
- It is possible to transfer money from organizational costs to mobility costs, in case the grants are insufficient

Costs of short-term student mobility

- Mobility duration 5–30 days.
- The *grant amounts* for short-term student mobility are:
 - **Incoming student mobility;**
days 1–14 up to €80/day and days 15–30 up to €50/day.
 - **Outgoing student mobility;**
days 1-14 up to €70/day and days 15-30 up to €40/day.
- 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.
- In the final report stage the final grant will be calculated according to the realized short-term student mobilities in days, not the actual costs of the 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.

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 shared 1.9 by email
 - 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



Updating the budget by 31.10.2022

- All budgets have been cut during the selection process
- Projects need to update their budgets according to the lump sum granted by EDUFI
 - The division of the budget must respect to rules of the programme
- All projects should fill in the **planned** budget →

Planned budget, TFK 2021				
Coordinating institution:				
Name of the project:				
Agreement number:				
TFK PROGRAMME GRANT		Nr. of mobilities	Total duration	Planned budget
Number and costs of staff mobilities			in days	0,00
Number and costs of long-term student mobilities			in months	0,00
Number and costs of short-term student mobilities			in days	0,00
TOTAL AMOUNT FOR TRAVEL COSTS				0,00 (at least 50% of the TFK funding)
TOTAL AMOUNT FOR ORGANISATIONAL COSTS				0,00 (up to 50% of the TFK funding)
TOTAL AMOUNT FOR SALARIES				0,00 (up to 20% of the TFK funding)
				0,00
SELF FINANCING				
TOTAL AMOUNT OF SELF FINANCING BY THE PARTNER HEIS				0,00
TOTAL AMOUNT OF SELF FINANCING BY THE FINNISH HEIS				0,00
				0,00
TOTAL PLANNED BUDGET OF THE PROJECT (TFK grant + self financing)				0,00
I confirm that the TFK Programme grant indicated above will be used in accordance with the conditions stipulated by EDUFI.				

Communication and impact

Anna-Maria Strengell, EDUFI





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

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

- **Southern Africa, Tue 25.10. at 12:00-14:00**
- **Latin America, Mon 7.11. at 15:00-17:00**



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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>

