



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.

4.10.2023



Programme of the webinar

- **13:00 TFK projects with Southern Africa, Latin America, India and Southeast Asia**
 - Overview of the application round 2023
 - Project administration in TFK programme
 - Revising and monitoring the project budget
- 14:15 Impactful communications during the project for all 2023 TFK projects
- 15:00 TFK projects with Ukraine

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



SULJETTU

Kysely: Nimiä ei tallenneta | Tulokset jaettu



1. Which higher education institution do you represent?



31 vastausta

Vastauksen tiedot



1/2



SULJETTU

Kysely: Nimiä ei tallenneta | Tulokset jaettu



2. Which partner countries are involved in your project?



31 vastausta

Vastauksen tiedot



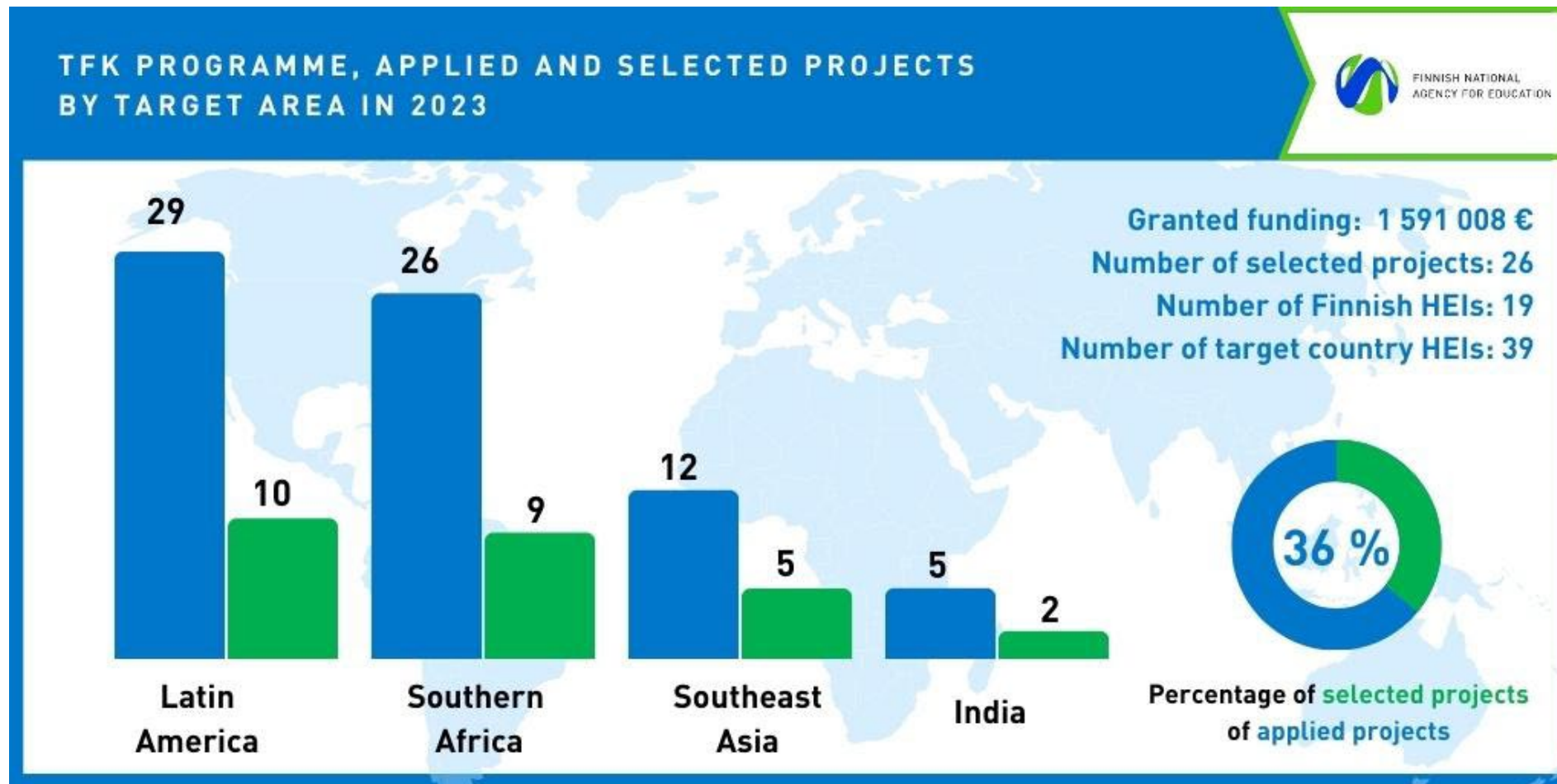
2/2





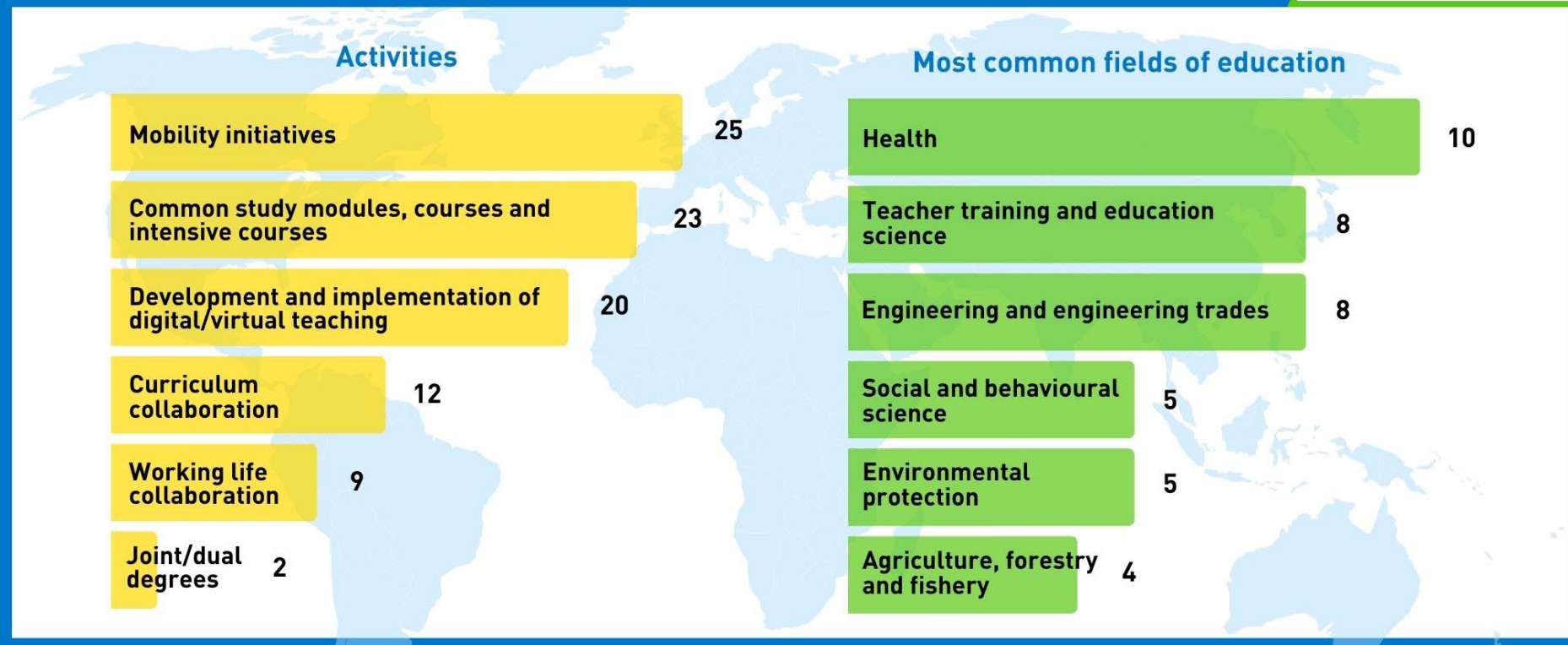
Overview of the application round 2023

Projects applied and granted 2023



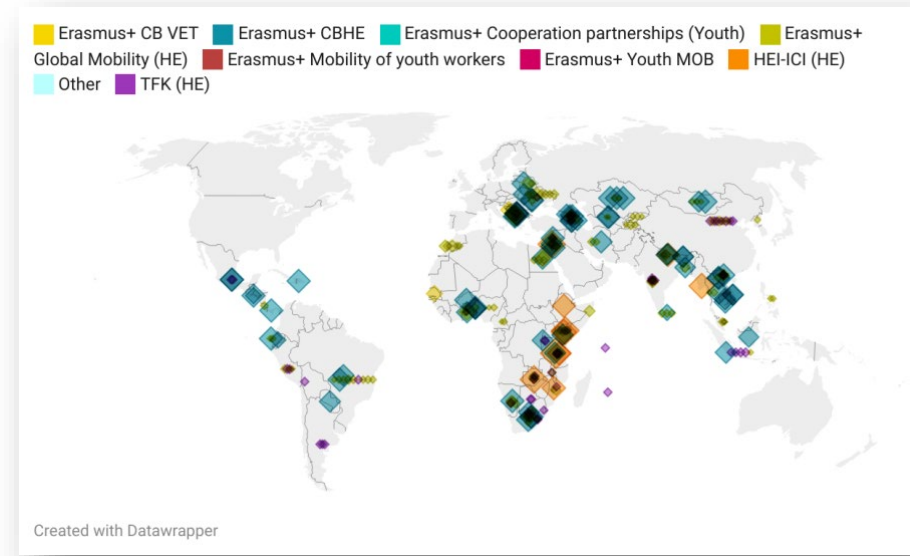
Activities and fields of education 2023

TFK PROGRAMME, PLANNED ACTIVITIES AND THE MOST COMMON FIELDS OF EDUCATION IN SELECTED PROJECTS IN 2023



Information about the funded TFK projects

- Altogether 90 TFK projects funded so far (265 applications received)
- Results on the [programme web site](#)
- Map of Finnish cooperation with partners from ODA countries in EDUFI programmes, including TFK: <https://datawrapper.dwcdn.net/bRqg5/26/>





Project administration in TFK programme

What guides the administration of TFK projects

- Call for applications 2023 for TFK Programme:
<https://www.oph.fi/en/programmes/tfk-programme#anchor-023-projects>
- State grant instructions = *valtiovastuohje*, that is provided with the grant decision
- Project plan of each funded project
- FAQ list at EDUFI's website:
<https://www.oph.fi/en/programmes/tfk-programme#anchor-frequently-asked-questions>

Financial and statistical report

- The template has been shared by email and is also available on web site
 - 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
 - Should be used and filled in gradually during the project



Updating the budget by 31.10.2023

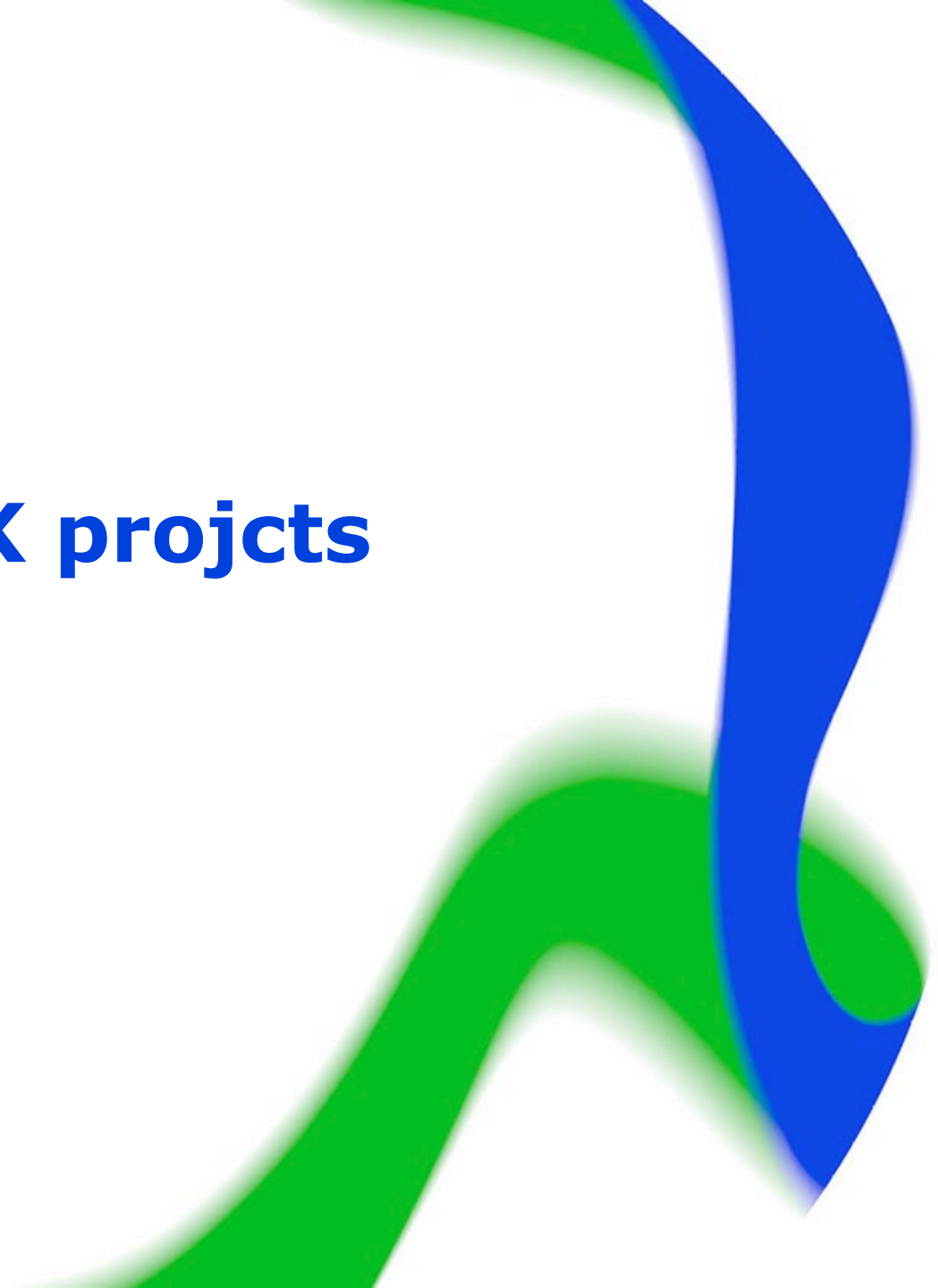
- All budgets have been cut during the selection process
- Projects need to update their budgets according to the lump sum granted by EDUFI
 - The division of the budget must respect the rules of the programme
- All projects should fill in the **planned** budget ➡

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.				

Timetable of the project period

- **Granted funding can be used between 1.8.2023 – 31.12.2025**
 - The coordinating Finnish HEI is responsible for the use of the funding and reporting to EDUFI during and after the funding period
- **Interim reporting: 30.11.2024**
 - General overview, mobilities, finances
- **Final reporting deadline 31.1.2026**
 - General overview, finances, quality and results

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

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 or number 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 grant 2/2

- It **must be possible to monitor the use of the TFK programme grant and possible self-funding** 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/mobility 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 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 TFK grant in the project
- **Foreign partners:** invoices of the realized costs in partner countries need to be attached to the final report, in case of salaries accounting reports are required

If the costs have been estimated as including VAT in the budget plan of the project, they must also be reported as including VAT.

Two categories of costs

Granted project funding can be used to cover two categories of costs:

1. Travel costs, at least 50% of the project funding.
 2. Organisational and other costs, up to 50% of the project funding.
- Funding can be transferred between the categories (e.g. to fund more or longer mobilities than originally planned) as long as the 50% rules are respected.
 - The project funding can be divided between the higher education institutions participating in the project as the project sees fit.
 - The funding cannot be used to cover the administrative/overhead costs of higher education institutions, hospitality costs or business gifts.

Travel costs

- **Staff** travel costs
 - Additional costs resulting from travel, such as travel tickets, accommodation, travel agency costs, visas, insurance and potential per diem allowances, are also considered valid travel costs, covid tests.
Based on real costs.
- **Student** travel costs
 - Students receive **a daily or monthly mobility grant** based on the length of the mobility period as well as a travel grant, regardless of the actual costs of the mobility period.
 - The costs of student mobility can also be realized by covering the direct costs of mobilities by the coordinator, such as accommodation & travel, while still respecting the set daily/monthly grants.

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.
- In the final report stage the final grant will be calculated according to the actual realized costs of the reported staff mobilities.

Long-term student mobility

- Mobility duration 2–12 months.
- The *grant amounts* for long-term student mobility are:
 - **Incoming student mobility €900/month**
 - **Outgoing student mobility €700/month**
- In addition, a student will receive a **travel grant of €1,000/exchange**.
 - Those students who are required to travel a longer journey in order to apply for a visa (e.g. to another country), can receive a supplemented travel grant up to €1,500/exchange
- 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.

Short-term student mobility

- Mobility duration 5–30 days.
- The *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.
- In addition, a student will receive a **travel grant of €1,000/exchange.**
 - Those students who are required to travel a longer journey in order to apply for a visa (e.g. to another country), can receive a supplemented travel grant up to €1,500/exchange
- 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.

Organisational costs

- Must consist of **expenses directly associated with the realisation of the core activities of the projects**, such as the online realisation of course and teaching content, teaching-related course material or the organisation of events.
- Valid organisational costs include also the purchase of services and the renting of equipment, for example.
- Organisational and other costs can also include wages and salaries, but they can only account for up to 20% of the total project funding granted.
 - Salaries must not be subject to indirect administrative costs / overhead costs.
 - Salary costs must be based on the effective working time associated with the implementation of the project.

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>



**Focus on the Global South:
EDUFI Programmes Coordinator
Meeting and TFK coordinator
meeting**

Coordinator meetings in Hakaniemi 24. & 25.10

- For Colleagues at Finnish higher education institutions working with HEI ICI, TFK, Erasmus+ CBHE, CBVET, as well as global and bilateral cooperation projects with the Global South
- First day common programme for all projects
- Second day programme-specific meetings
 - **Own meeting also for TFK projects**
- More information and registration instructions on the event web page at <https://www.oph.fi/en/events/2023/focus-global-south-edufi-programmes-coordinator-meeting>



Remember to
register Oct.
10th the latest!



FINNISH NATIONAL
AGENCY FOR EDUCATION

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>



Communication and impact

Anna-Maria Strengell, EDUFI

