



TFK programme Ukraine call for applications 2024

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1. GENERAL INFORMATION AND FORMS OF COOPERATION

The purpose of the Team Finland Knowledge programme is to create and strengthen cooperation between Finnish higher education institutions and the target regions and countries selected to the TFK network, and to design new operating models for cooperation. The programme funds educational cooperation between higher education institutions through cooperation and mobility projects.

A separate call for applications for Ukraine is arranged as a part of the TFK programme. The Call is targeted for the support of cooperation with the Ukrainian higher education institutions with emphasis on Ukrainian higher education sector's need for strengthening academic cooperation and capacity building. The aim of the Call is to support Finnish higher education institutions' collaboration with Ukrainian partners and support Ukraine with the development and rebuilding of its higher education.

Projects funded in the Call 2023 cannot be funded in the Call 2024.

1.1. BASIC INFORMATION ABOUT THE APPLICATION ROUND

A single project can apply for funding for cooperation with one or more Ukrainian higher education institutions. Applications must be prepared in cooperation between Finnish and Ukrainian higher education institutions. In the TFK programme's call for applications for Ukraine only one project per a higher education institution can be funded.

1.2. COOPERATION PROJECTS

Participating projects must involve educational cooperation at one or several different degree levels (bachelor's, master's and/or doctoral). The Call is open to all disciplines.

Participating projects can involve one or several of the following forms of educational cooperation between partnering higher education institutions:

- 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.

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

- 1) Organisational and other costs
- 2) Travel costs
- 3) Salary costs, which can account for up to 50% of the project funding

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 the purchase of services and the renting of equipment, for example.

Travel costs can result from the travel/mobility periods of students, graduate students and/or teaching or other staff of the participating higher education institutions between Finland and Ukraine. The project's



travel costs can be divided among several target groups (students and staff) depending on the objectives of the project.

- **Staff travel costs:** Additional costs resulting from travel, such as travel tickets, accommodation, travel agency costs, visas, insurance and potential per diem allowances, are considered valid travel costs. Covid tests of staff travelling in the framework of the programme are also valid travel costs. The travel/mobility must be justified and cost-efficient and take into account the principles of sustainable development.
- **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. Take a closer look at chapters 1.3.2. and 1.3.3.

Salary costs can account for up to 50% of the total project funding granted. Salaries must not be subjected to management overheads such as administrative overhead costs, financial administration costs, office expenses, occupational health care costs, performance bonuses or fringe benefits. Salary costs must be based on the effective working time associated with the implementation of the project.

The funding cannot be used to cover the administrative costs of higher education institutions, hospitality costs or business gifts.

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

The project funding can be divided between the higher education institutions participating in the project as the project sees fit. If project funding is transferred to the project partners, the partner higher education institutions must open a separate monitoring item/project in their accounting and provide an accounting report during reporting, which indicates the use of project funding.

1.3. INSTRUCTIONS FOR MOBILITY PERIODS

Partnering higher education institutions and their cooperation partners can carry out student exchange, traineeship periods as well as teacher and other staff mobility under the projects. Physical mobility periods should preferably be combined with virtual cooperation or study content.

1.3.1. 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. Staff mobility periods should preferably always be combined with virtual cooperation or teaching content.

In staff mobility, the grant can be paid according to actual costs in order to cover travel costs. The applicant should estimate on the application the number of mobile staff members and days within the project, as well as an estimate of the total costs. The travel/mobility must be justified and cost-efficient.

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



1.3.2. LONG-TERM STUDENT MOBILITY

Long-term student mobility can consist of 2–12 months of uninterrupted study. A mobility grant can only be awarded to a registered degree student of a Ukrainian higher education institution participating in the project. Students are paid both a monthly grant based on the length of the mobility period as well as a travel grant regardless of the actual costs.

The grant amounts for long-term student mobility are:

Incoming student mobility €900/month

In addition, a student will receive a travel grant of €1,000/exchange.

The applicant should estimate on the application the number of mobile students and exchange/mobility months within the project, as well as an estimate of the total grants. Applicants are required to calculate their estimate of the total grants based on the grant amounts specified in this call for applications.

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.

1.3.3. SHORT-TERM STUDENT MOBILITY

Short-term student mobility can consist of 5–30 days of uninterrupted study/training. The mobility grant can only be awarded for full-time studying or training taking place in the target country. A mobility grant can only be awarded to a registered degree student of a Ukrainian higher education institution participating in the project. Students are paid both a daily grant based on the length of the mobility period as well as a travel grant regardless of the actual costs.

The content of the short-term mobility period must support the students' studies and studies from the mobility period should be included in full to the degree of the student. The funding cannot be awarded for language and culture courses alone. Short-term mobility periods should preferably always include virtual study content as well.

The grant amounts for short-term student mobility in the TFK programme are:

Incoming student mobility; days 1–14 €70/day and days 15–30 €50/day.

The daily grant for short-term student mobility can be paid up to a maximum of 30 days.

In addition, a student will receive a travel grant of €1,000/mobility.

The applicant should estimate on the application the number of mobile students as well as the total of the mobility days within the project, as well as an estimate of the total grants. Applicants are required to calculate their estimate of the total grants based on the grant amounts specified in this call for applications.

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.



2. PROJECT COMPOSITION AND FUNDING AMOUNT

The funding must be applied for by a Finnish higher education institution, which submits the funding application to the Finnish National Agency for Education on behalf of the entire partner network. The Finnish higher education institution is also responsible for the use of the funding and reports on it to the Finnish National Agency for Education during and after the agreement period.

The project must involve at least one higher education institution from Finland and one higher education institution from Ukraine.

The maximum amount of funding that can be awarded to a single project is €80,000. The amount of funding awarded can also be lower than the amount specified in the application.

2.1. GENERAL TERMS AND CONDITIONS

The project costs must be visible in the coordinating higher education institution's accounting records under a separate project. The expenses covered by partner higher education institutions must also be verifiable with accounting statements.

A bilateral agreement between the higher education institutions is not necessary. However, it is an advantage to the project if the higher education institutions involved in the project have cooperated before.

In addition to higher education institutions, projects can also involve other operators or organisations, such as companies or associations. However, they are responsible for their own potential travel related costs.

2.2. COOPERATION PARTNERS' COMMITMENT LETTERS

The partner higher education institutions must each supply a commitment letter. The commitment letters supplied by partnering higher education institutions must be consistent and meaningful and demonstrate that the partner is committed to the project. The commitment letters do not need to follow a specific format, but it must include the following information corresponding to the application:

- The name of the project
- The name of the partnering higher education institution
- The contact information of the partnering higher education institution's contact person
- A description of the higher education institution's commitment to the project
- A description of the importance of the cooperation to the partnering higher education institution

3. ELIGIBILITY AND EVALUATION CRITERIA

3.1. ELIGIBILITY CRITERIA

The project must meet the following requirements to be eligible to apply:

- The project is coordinated by a Finnish higher education institution that submits the application to the Finnish National Agency for Education on behalf of all the project partners.
- The project involves at least one higher education institution from Finland and one higher education institution from Ukraine.
- The application is submitted in its entirety by the deadline via the Finnish National Agency for Education's government subsidy system.



- The partnering higher education institutions named in the application have supplied commitment letters, which are attached to the application on the online state grant system.

If the requirements detailed above are not met, the application is considered ineligible and will not proceed to evaluation.

3.2. EVALUATION CRITERIA

The primary selection criterion is the quality of the application. All applications that meet the eligibility criteria will undergo a quality evaluation, in which their relative strength is evaluated based on the extent to which they are considered capable of meeting the following selection criteria:

Needs analysis and roles of partners

- The project responds to a relevant and justifiable need.
- The planned activities are relevant to the participating higher education institutions.
- The responsibilities, roles and tasks of the higher education institutions involved with the project are clearly described.
- The participating higher education institutions have an institutional commitment to and interest in the activities.

Quality of cooperation, activity design and implementation

- The activities are realistically planned and clearly described. The project also describes clearly how the planned activities will be covered by the applied funding.
- Quality aspects are taken into account in the activities and the progress/successes, etc. of the project are monitored.
- The operating plan acknowledges the risk factors associated with the realisation of the project and includes contingency plans for them.
- The following are also taken into account in projects involving student mobility:
 - The support services for preparation, implementation and follow-up of the applied mobility activities are in place.
 - The processes for recognising the participating students' learning outcomes exist (such as ECTS and other mechanisms).

Results and impact

- The application describes the impacts of the project for the participants and organisations.
- The anticipated results or outputs of the project are described concretely and realistically.
- The project does not remain separate and the results/outputs are integrated to the normal operations of the higher education institutions.

4. APPLICATION PROCEDURE

The deadline for applications is 2 May 2024 (the online system will close at 16:15). Applications submitted after the deadline will not be considered. All applicants will be notified of the results of the application round within two months of the end of the application period.

The application form must be filled in/submitted by the deadline using the online system. Paper versions of applications do not need to be sent by post. The information requested on the application form can be viewed on the programme's website.



5. AGREEMENT PERIOD AND REPORTING

The duration of the funded projects is 1 August 2024 – 31 December 2026. The Finnish National Agency for Education must be provided with an interim report during the project period and a final report after the end of the project period.

The reports shall consist of a written report, a mobility report and a financial report. The higher education institution must also provide the Finnish National Agency for Education with accounting statements that list the costs associated with the project (including the higher educational institution's own funding).

6. ADDITIONAL INFORMATION

Additional information about the programme and application instructions are available on the Finnish National Agency for Education's website at <https://www.oph.fi/en/programmes/tfk-programme>.

The general e-mail address for inquiries related to the programme is TFK-programme@oph.fi.

Contact persons at the Finnish National Agency for Education:

Mari Pohjola
tel. +358 (0)295 331 746