



FINNISH NATIONAL  
AGENCY FOR EDUCATION


# **EDUFI's TFK programme - Ukraine call for applications 2024**

**2024 application round**  
Infowebinar for Applicants  
8.2.2024



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**GUIDING PRINCIPLES AND  
INFORMATION ABOUT THE  
APPLICATION ROUND**

# TFK programme's separate call on Ukraine

- 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.
- The emphasis is 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.

# Guiding principles of the Ukraine Call

- Applications must be prepared in cooperation between Finnish and Ukrainian higher education institutions.
- It is crucial, that the Ukrainian partner institution(s) also contribute to the planning and realisation of the projects
- The call is not intended for preliminary activities carried out for the purpose of establishing cooperation.

# Basic information about the application round

- Overall budget for both TFK and Ukraine calls together 1,5 - 2 m€
  - Roughly 5-10 projects can be funded with Ukraine
- Only one project per Finnish higher education institution can be funded
  - Several Finnish HEIs can participate in one project
- A single project can apply for funding for cooperation with one or more higher education institutions in Ukraine.
- Projects funded in the Call 2023 cannot be funded in the Call 2024.

# Basic principles for cooperation

- 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 forms of educational cooperation

## Forms of cooperation funded:

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

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

# Three categories of costs

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

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

The project funding can be divided between the higher education institutions participating in the project as the project sees fit. In this case the partner institutions must open a separate monitoring item/project in their accounting and provide an accounting report during reporting.



# 1) Organisational and other costs

- Must consist of expenses directly associated with the realisation of the core activities of the project
- E.g. 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.
- On the application give a total sum for organizational costs, also a description of the items of expenditure/functions covered in the organisational costs of the project.

## 2) 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.

### 3) Salary costs

- Salary costs can account for up to 50% 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.
- On the application give a total sum for salaries, also a description of the items of expenditure/functions covered in the salaries of the project.



# **INSTRUCTIONS FOR MOBILITY PERIODS**

# 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.
- Describe on the application the mobilities (type, length, direction) applied in the project and how they are planned to be covered by the project funding as instructed in the call for applications.

# Long-term student mobility from Ukraine

- Mobility duration 2–12 months.
- Grants for long-term student mobility are:
  - Incoming student mobility €900/month
- In addition, a student will receive a travel grant of €1,000/exchange.
- Describe the mobilities (type, length, direction) applied in the project and how they are planned to be covered by the project funding as instructed in the call for applications.
- Calculate the estimate of the total grants based on the grant amounts specified in the call for applications!

# Short-term student mobility from Ukraine

- Mobility duration 5–30 days.
- Grants for short-term student mobility are:
  - Incoming student mobility; days 1–14 €70/day and days 15–30 €50/day.
  - Can be paid up to a maximum of 30 days.
- In addition, a student will receive a travel grant of €1,000/exchange.
- Describe the mobilities (type, length, direction) applied in the project and how they are planned to be covered by the project funding as instructed in the call for applications.
- Calculate the estimate of the total grants based on the grant amounts specified in the call for applications!



# **PROJECT COMPOSITION & GENERAL TERMS**




# Finnish HEI has a coordinating role

- The funding must be applied by a Finnish higher education institution, on behalf of the entire partner network
- The coordinating Finnish HEI is also responsible for the use of the funding and reports on it to EDUFI during and after the agreement period
- The project must involve at least one HEI from Finland and one higher education institution from Ukraine
- The max. amount of funding to a single project is €80,000 and the amount of funding awarded can also be lower than the amount specified in the application.

# General terms and conditions

- 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.
- The project costs must be visible in the higher education institution's accounting records under a separate project.
- The expenses covered by the partner higher education institutions must also be verifiable with accounting statements.
- Projects can also involve other organisations besides HEIs, such as companies or associations, but they are responsible for their own costs.

# Cooperation partners' commitment

- The partner higher education institutions must provide a commitment letter signed *preferably* by a legal representative of the higher education institution.
  - Commitment letters must include the following information corresponding to the application 
  - Commitment letters of partnering higher education institutions must be consistent and meaningful and demonstrate that the partner is committed to the project.
1. The name of the project & the name of the partnering HEI
  2. The contact information of the partnering higher education institution's contact person
  3. A description of project participation; what kind of role the involved will have in the realisation of the project
  4. A description of the higher education institution's commitment to the project
  5. A description of the importance of the cooperation to the partnering higher education institution



**ELIGIBILITY  
AND  
EVALUATION CRITERIA**

# Eligibility criteria

- The project is coordinated by a Finnish higher education institution
  - The project involves at least one HEI from Finland and one Ukrainian higher education institution
  - The application is submitted fully by the deadline.
  - The partnering higher education institutions named in the application have supplied commitment letters, which are attached to the application
- If the requirements detailed above are not met, the application is considered ineligible and will not proceed to evaluation.

# Evaluation criteria

- The primary selection criterion is the quality of the application.
- The balance between the target regions is also taken into consideration regarding the total amount of funding to be granted overall.
- 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 selection criteria in three categories:
  - 1) Needs analysis and roles of partners**
  - 2) Quality of cooperation, activity design and implementation**
  - 3) Results and impact**

# 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 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.



# Quality of cooperation – student mobility

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

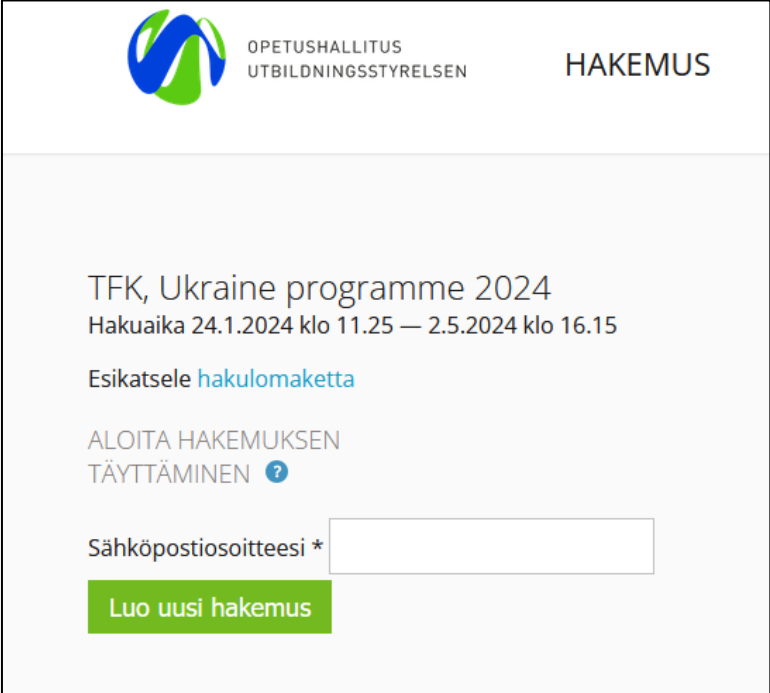
- The application describes the impacts of the project for the participants and organisations.
- The anticipated results or outputs of the project are described concretely and realistically.
- The project does not remain separate and the results/outputs are integrated to the normal operations of the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



# **TIPS FOR PREPARING THE APPLICATION**

# Overview of the application process

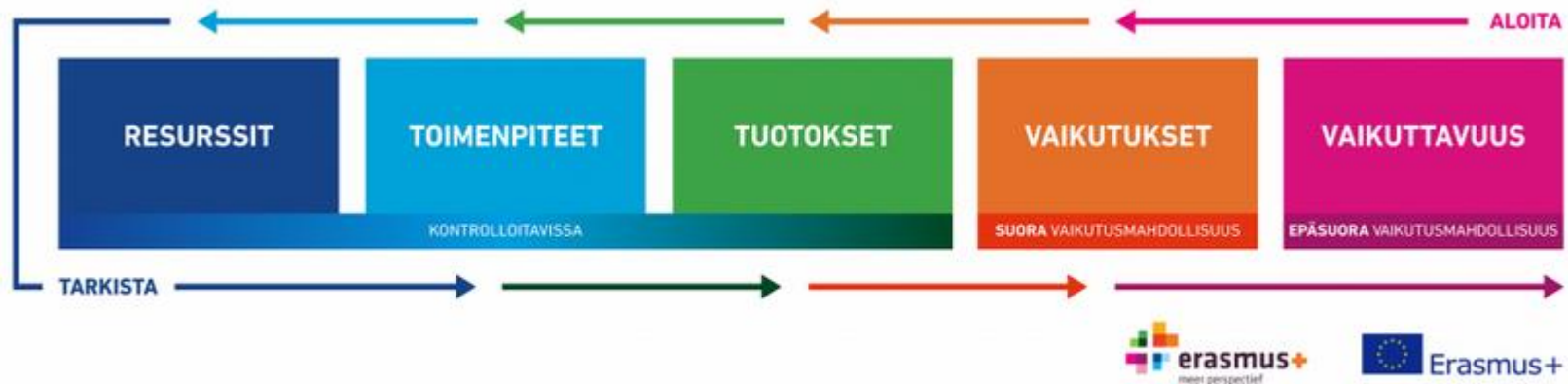
- Link to the application system on EDUFI web page at <https://www.oph.fi/en/programmes/tfk-programme#anchor-how-to-apply>
- Insert your email to the indicated slot
- You will receive an email with a direct link to the application
  - Link can be shared to others as well
  - The application saves automatically and can be modified until the deadline
- When the application is ready, remember to send it!



The screenshot shows a web interface for the application process. At the top left is a logo with a blue and green stylized figure. To its right is the text 'OPETUSHALLITUS' and 'UTBILDNINGSSTYRELSEN'. Further right is the word 'HAKEMUS'. Below this header, the main content area contains the following text: 'TFK, Ukraine programme 2024', 'Haku aika 24.1.2024 klo 11.25 — 2.5.2024 klo 16.15', and 'Esikatsela [hakulomaketta](#)'. Below this is the text 'ALOITA HAKEMUKSEN TÄYTTÄMINEN' with a question mark icon. There is a text input field labeled 'Sähköpostiosoitteesi \*' and a green button labeled 'Luo uusi hakemus'.

# E+ vaikuttavuustyökalu

- Vaikuttavuustyökalu: <https://www.oph.fi/fi/ohjelmat/erasmus-vaikuttavuustyokalu>
- Video vaikuttavuusketjuajattelun taustasta: <https://www.youtube.com/watch?v=i0yZvTN4ysc>





# **APPLICATION & PROJECT TIMETABLE**

# Timetable

- Deadline for applications and statements **2.5.2024**
    - Results of the application round within two months
  - Application must be submitted in the electronic state aid system
    - No paper versions needed or accepted
  - The duration of the funded projects is 1 August 2024 – 31 December 2026
    - Interim report during the project period and a final report after the end of the project period
- **Application instructions available on the [programme's web page](#).**

# Regional webinars

- **Southeast Asia and Intia** 4.3 at 10.00 – 11.30
  - **Southern Africa** 8.3 at 10.00 – 11.30
  - **China** 11.3 at 10.00 – 11.30
  - **Ukraine** 25.3 at 12.30 – 14.00
  - **Latin America** 26.3 at 14.00 - 15.30
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- Registration link at <https://www.oph.fi/en/events/2024/tfk-programmes-regional-webinars-call-2024>.





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## **OTHER FUNDING SOURCES for COOPERATION WITH UKRAINE**

### **EDUFI Fellowship for doctoral students from Ukraine:**

<https://www.oph.fi/fi/kehittaminen/edufi-fellowship-doctoral-students-ukraine>

### **Euroopan union's support for Ukraine via Erasmus+:**

<https://www.oph.fi/fi/ohjelmat/ukrainasta-paossa-olevien-tukeminen-tarkennetut-ohjeet-erasmus-ja-euroopan>





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# Thank you!

With further questions please contact:

[TFK-programme@oph.fi](mailto:TFK-programme@oph.fi)

Further information is available at:

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





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**Q&A**



## **Possibility of PhD student's mobility from Ukraine?**

- The mobility periods in the programme are available for all degree levels.

## **Voiko vuonna 2023 avustusta saanut organisaatio saada sitä myös vuonna 2024?**

- Kyllä, mutta hakukierroksella 2023 rahoitusta saaneet hankkeet eivät voi saada rahoitusta hakukierroksella 2024.