



## **FIRST+ 2019–2020: FINNISH-RUSSIAN STUDENT AND TEACHER MOBILITY PROGRAMME**

### **ADMINISTRATIVE GUIDELINES**

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## 1. DISTANCE CATEGORIES

The level of an individual mobility grant (all types of mobility) will be determined according to two distance categories. The categories are used in all forms of individual mobility in the programme.

### **CATEGORY 1:** North-western Russia

Republic of Karelia  
Komi Republic  
Arkhangelskaya oblast  
Vologodskaya oblast  
Kaliningradskaya oblast  
Leningradskaya oblast  
Murmanskaya oblast  
Novgorodskaya oblast  
Pskovskaya oblast  
Nenetsky autonomous okrug  
Saint Petersburg

### **CATEGORY 2:** All the other parts of Russia

## 2. STUDENT MOBILITY

The following principles should be complied with in the implementation of both long-term and short-term student mobility:

### SELECTION OF STUDENTS FOR THE MOBILITY

Sending institution chooses the students participating in mobility. The receiving institution has a right to confirm the final acceptance.

### RECOGNITION OF STUDIES AND STUDY FEES

Studies completed during the exchange will be recognized as part of a student's degree. The study plan of each outgoing student is agreed and confirmed in writing by the relevant institutions. After completing the studies, the receiving institution gives the participant a certificate that shows studies completed and grades. The network institutions will not charge any tuition fees from participating students.

### GRANT AND CITIZENSHIP

The grant can be given to degree students enrolled in a FIRST+ network institution. Students enrolled in a FIRST+ network institution are eligible to participate in the activities irrespective of nationality. However, as a rule, students may not undertake an exchange in their home country.

- Mobility from Finland to Russia: Students who have Russian citizenship/background must have conducted their comprehensive school and/or general upper secondary education in Finland.

### PRACTICAL TRAINING AND JOINT DEGREE PROGRAMMES

Mobility periods may also include practical training, if it is fully recognised as part of the student's degree. The programme also supports mobility in joint educational programmes (e.g. double degrees).

### THE LEVEL AND FIELDS OF STUDY

The FIRST+ programme supports both long-term and short-term student mobility at BA, MA and PhD level. The programme is open to all fields of education, including students majoring in Russian language (e.g. philology or translation studies) with the following condition:

- Mobility from Finland to Russia: Students majoring in Russian language (e.g. philology or translation studies) are not allowed to choose their major subject for their studies in a Russian institution.



## INSURANCES AND ACCOMMODATION

FIRST+ grants do not include any insurance for residence abroad. The sending institution must ensure that the students take sufficient insurances for their needs. The receiving institution commits to help the incoming students in finding accommodation.

### 2.1. LONG-TERM STUDENT MOBILITY (OUTGOING AND INCOMING)

The FIRST+ programme supports long-term student mobility both from Finland to Russia as well as from Russia to Finland. The duration of a long-term mobility period is 2-12 months.

The maximum student grants for long-term mobility are:

CATEGORY 1: maximum 560 € / month

CATEGORY 2: maximum 650 € / month

The grant can only be given for full-time studies or traineeship in the destination country.

The amount is the maximum FIRST+ grant that can be paid to one beneficiary each month. The networks can decide on the final grant level. However, the monthly grant paid to outgoing students may not exceed the monthly grant paid to incoming students. Only one long-term student exchange grant can be paid per student.

In the final report stage the final grant will be calculated according to the realised long-term student mobilities in months.

It is also possible to do an exchange or traineeship without a grant or the grant can consist of both EDUFI's grant and the institution's own grant.

### 2.2. SHORT-TERM STUDENT MOBILITY (OUTGOING ONLY)

The FIRST+ programme supports short-term student mobility at BA, MA and PhD level from Finland to Russia. The short-term mobility can extend from 5 to 59 days of continuous studies/traineeship.

Short-term mobilities must support the students' studies, participation in plain language courses or cultural excursions is not a subject for support. Support can be used for example for intensive study courses in a certain study field or practical training.

The maximum student grants for short-term mobility are:

CATEGORY 1: days 5-7 maximum 50 € / day, days 8-59 maximum 20 € / day.

CATEGORY 2: days 5-7 maximum 70 € / day, days 8-59 maximum 20 € / day.

The grant can only be given for full-time studies or traineeship in the destination country.

The amount is the maximum FIRST+ grant that can be paid to one beneficiary per day. The networks can decide on the final grant level.

In the final report stage the final grant will be calculated according to the realised short-term mobilities in days.

It is also possible to do an exchange or traineeship without a grant or the grant can consist of both EDUFI's grant and the institution's own grant.



### 3. TEACHER MOBILITY (OUTGOING AND INCOMING)

The FIRST+ programme supports teacher mobility both from Finland to Russia and from Russia to Finland. The minimum duration of a teaching exchange is five teaching hours.

The teaching provided during an exchange must be an integral part of the hosting institution's curriculum. Teaching may be given at any degree level.

Teachers who are part of network institution's staff during the mobility are eligible for teacher grant. Teacher mobility grants can be used to cover travel and subsistence costs.

The maximum teaching grants are:  
CATEGORY 1: maximum 100 € / day  
CATEGORY 2: maximum 120 € / day

The amount is the maximum FIRST+ grant that can be paid to one teacher per day. The networks can decide on the individual grant level.

In the final report stage the final grant will be calculated according to the realised teacher mobilities in days.

It is also possible to do a teacher exchange without a grant.

### 4. INTENSIVE COURSES

Intensive courses are short study periods which provide students and teachers with an opportunity to work together in a Russian-Finnish group. All intensive courses in the FIRST+ programme should take place in Russia as a joint effort of two or more institutions (at least one Finnish and one Russian partner).

The minimum duration is one week (five working days + travel days). There must be an equal number of participating students and teachers from Finland and Russia.

Studies completed on an intensive course must be recognised as part of a student's degree. Intensive courses cannot consist of language studies or research alone.

There are three categories for an intensive course budget: a) travel costs, b) accommodation and subsistence costs and c) organisational costs. It is recommended that the category c) organisational costs do not exceed 20% of the total intensive course budget.

Funding granted for intensive courses can be used to cover organisational expenses, especially participants' travel and subsistence costs. The grant can be used for expenses of the organizing institution, such as facilities and material costs. The support cannot be used for salaries and fees.

FIRST+ teaching grants cannot be used for the expenses of teachers participating in a FIRST+ intensive course.

### 5. FLEXIBILITY BETWEEN ACTIVITIES

The allocation is categorized by mobility direction as follows:

Direction A: Mobilities from Finland to Russia



#### Direction B: Mobilities from Russia to Finland

There is no budget flexibility from the Direction A to Direction B, ie. the networks are not allowed to transfer outgoing mobility grants for incoming mobility grants. However, flexibility from the Direction B to Direction A exists but requires a well-justified amendment request in advance to EDUFI by email.

Transfers inside the Direction A are possible between long-term and short-term student mobility without notice. Transfers from teacher mobility to student mobility are possible inside both the Direction A and Direction B. Transfers from student mobility to teacher mobility require a justified amendment request to EDUFI.

All transfers must be reported in the interim report and final report. For Russian incoming mobilities (Direction B) additional funding may be applied in connection to the interim reporting only if the Direction A mobilities are implemented.

## 6. ACCESSIBILITY GRANT

Students and teachers participating in the FIRST+ programme can apply for accessibility grants. Accessibility grants support the participation of persons with special needs whose participation in the programme – for reasons of physical or mental health – calls for additional financial assistance.

Accessibility grants are applied for on a separate form. There is a rolling deadline for these applications, to be handled by EDUFI on a case-by-case basis. More information and the application form are available on EDUFI's web-pages at <https://beta.oph.fi/fi/ohjelmat/esteettomyystuki-korkeakoulujen-kansainvalisessa-liikkuvuudessa>.

In the application the extra costs of the exchange must be specified as precisely as possible. It must also be specified how the costs are covered in the country of departure. In other words, it is important to justify the need for special grant during the exchange. Grant cannot be applied for expenses that exist also in the country of departure, unless the expenses are higher abroad than in the country of departure (in which case this difference can be compensated). The amount of normal FIRST+ grant and other possible grants that continue also during the exchange need to be specified in the application.

## 7. GRANT AGREEMENT PERIOD, ADDITIONAL FUNDS AND REPORTING

The funding awarded may be used within the period from 1 June 2019 to 31 August 2020. An interim report must be submitted to EDUFI by 15.11.2019 and final report by 15.10.2020 via the State Aid System. In connection to the interim report the beneficiaries can also apply for additional funding. More specific instructions on reporting will be updated on the website.

The use of the FIRST+ grant must be presented as a separate project in the institution's accounting. The higher education institution must also be able to prove that grants have been paid to students and teachers chosen to the FIRST+ programme.