

Scholar Rescue Fund- programme in Finland

Application Instructions for higher education institutions

Finnish National Agency for Education 2020

If the higher education institution already knows a scholar suitable for the SRF period:

- The scholar must apply for entry onto the IIE-SRF's list of potential grant receivers: <http://www.scholarrescuefund.org/scholars/instructions-and-application>
- A preliminary recommendation from the receiving higher education institution can be appended to the application.
- The higher education institution can also inquire about the eligibility of a potential participant from IIE-SRF and EDUFI beforehand.

If the higher education institution is looking for a suitable scholar for an SRF period:

- A list of candidates fulfilling the programme's criteria is published on the website of [IIE Scholar Rescue Fund](#) or via EDUFI (restricted, public information).
- The higher education institution can request more specific information on an individual candidate from EDUFI (e.g. a CV, recommendations, publications or articles).
- IIE-SRF acts as a mediator in contacts with the candidate, and a direct interview can also be arranged in some cases.

Applying the grant

The scholarship periods are jointly prepared in collaboration with the hosting higher education institution, the scholar as well as with the IIE-SRF and EDUFI.

The hosting higher education institution signs a hosting agreement with the IIE-SRF.

The hosting higher education institution applies for the grant from EDUFI using a separate application form. The application form is available from EDUFI contact person.

- The details of the research and teaching period are confirmed in the application form, such as the length of the period, content of teaching and research, financial and non-financial support etc.
- Non-financial/indirect support can include work facilities and support functions, supporting professional development, conference participation, language training, support in accommodation arrangements, meal support, insurance and/or health care.

EDUFI makes a financing decision. The hosting institution pays the grant to the scholar and invoices EDUFI on calendar-year basis. The IIE-SRF has been in most cases been payed directly to the scholar. The higher education institution has the main responsibility for the practical arrangements and guidance related to arrival, assisted in this with IIE-SRF and EDUFI. Key aspects include a residence permit, accommodation arrangements and insurances. Many of the scholars arriving through the programme have families, and the hosting institution is good to be prepared to provide guidance for the whole family .

The position of the scholar is determined according to the internal practices of the higher education institution and depending on the content of the period. For example, the scholar can be a visiting scholar, a teacher or member of other hired personnel.

The hosting institution should appoint an administrative contact person and an academic mentor for the scholar to ensure sufficient support network.

The hosting institution invoices the grant from EDUFI and submits report on the placement period on annual basis.

Encrypted e-mail

Please use encrypted e-mail for sending the application or other documents including personal data. In case the higher education institutions does not have access to encrypted e-mail, then EDUFI can provide an encrypted e-mail link for sending the application.