



FINNISH NATIONAL
AGENCY FOR EDUCATION

Welcome to the project meeting for the new TFK projects with Ukraine!

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.

24.9.2024



Programme of the webinar

- 9:00 TFK projects with Southern Africa, Latin America, India, China and Southeast Asia
- **10:15 TFK projects with Ukraine**
 - Overview of the application round 2024
 - Project administration in TFK programme
 - Monitoring of the project budget
- **11.15 Impactful communications during the project for all 2024 TFK projects**
- 12.00 End of webinar

Getting to know each other!

- Present yourself shortly in the chat
 - E.g. your name, home HEI, project and partners
- Answer the poll
 - Which Ukrainian partner institutions are involved in your project?





Overview of the application round 2024

Projects applied and granted 2024 – Ukraine call

APPLIED AND SELECTED PROJECTS OF TFK PROGRAMME'S CALL FOR UKRAINE IN 2024



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Most common fields of education in selected projects

Teacher training and education science

Social and behavioural science

Humanities

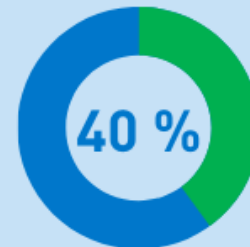
Business and administration

Social services

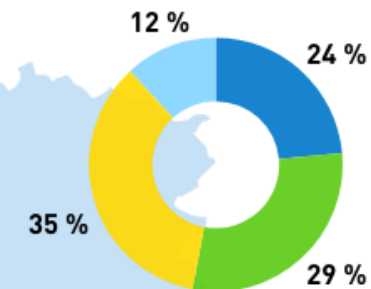
Granted funding: 448 856 €
Number of selected projects: 6
Number of Finnish HEIs: 7
Number of target country HEIs: 9
Minimum funding received by a project: 51 836 €
Maximum funding received by a project: 80 000 €



Percentage of **selected projects** of **applied projects**



Activities in selected projects



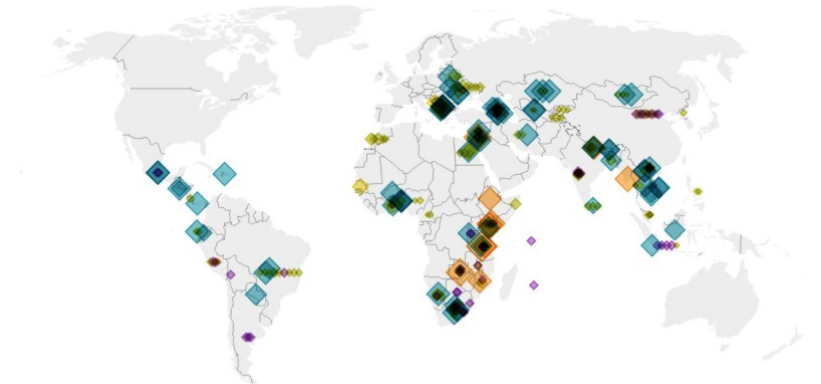
- Common study modules, courses and intensive courses
- Mobility initiatives
- Development and implementation of digital/virtual teaching
- Curriculum cooperation

Information about the funded TFK projects

- 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/>



Erasmus+ CB VET Erasmus+ CBHE Erasmus+ Cooperation partnerships (Youth) Erasmus+ Global Mobility (HE) Erasmus+ Mobility of youth workers Erasmus+ Youth MOB HEI-ICI (HE) Other TFK (HE)



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Project administration in TFK programme

What guides the administration of TFK Ukraine projects

- Call for applications 2024 for TFK Programme **Ukraine call**:
<https://www.oph.fi/en/programmes/tfk-programme#anchor-024-projects>
- State grant instructions = *valtionavustusohje*, that is provided with the grant decision
- Project plan of each funded project

Financial and statistical report

- A tool for following and reporting the realized project budget
 - Sums on the Realized budget interleaf are based on the Travel costs, Organisational costs and Salaries interleaves
 - Should be used and filled in gradually during the project
- Available on the web page <https://www.opf.fi/en/programmes/tfk-programme#anchor-024-projects>

Realized budget, TFK Ukraine projects 2024			
Coordinating institution:			
Name of the project:			
Agreement number:			
TFK PROGRAMME GRANT		Realized budget	
TOTAL AMOUNT FOR TRAVEL COSTS		0,00	
TOTAL AMOUNT FOR ORGANISATIONAL COSTS		0,00	
TOTAL AMOUNT FOR SALARIES		0,00	(up to 50% 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 REALIZED 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 1.8.2024 – 31.12.2026**
 - The coordinating Finnish HEI is responsible for the use of the funding and reporting to EDUFI during and after the funding period
- **Interim reporting: 30.11.2025**
 - General overview, mobilities, finances
- **Final reporting deadline 31.1.2027**
 - General overview, mobilities, finances, quality and results

Guidelines for TFK Ukraine 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** separately 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.

Proof of costs in a TFK project

The use of EDUFI grant and the contribution to self-financing:

- The project costs must be visible in the accounting of the Finnish higher education institution coordinating the project as a separate project.
- The expenses covered by the partner higher education institutions must also be verifiable with accounting statements.
- 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.

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 costs
 2. Travel costs
 3. Salary costs, which can account for 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% rule is respected.
 - The funding cannot be used to cover the administrative/overhead costs of higher education institutions, hospitality costs or business gifts.

1) Organisational 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.

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 **monthly or daily 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 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.**
- 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 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.
- 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/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.

3) Salary costs

- Salary costs can account for up to 50% of the total project funding granted.
- Salaries must not be subject 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.**
 - Effective working time refers to the actual working time allocated to the project, which does not include paid or other absences, holidays etc.

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.

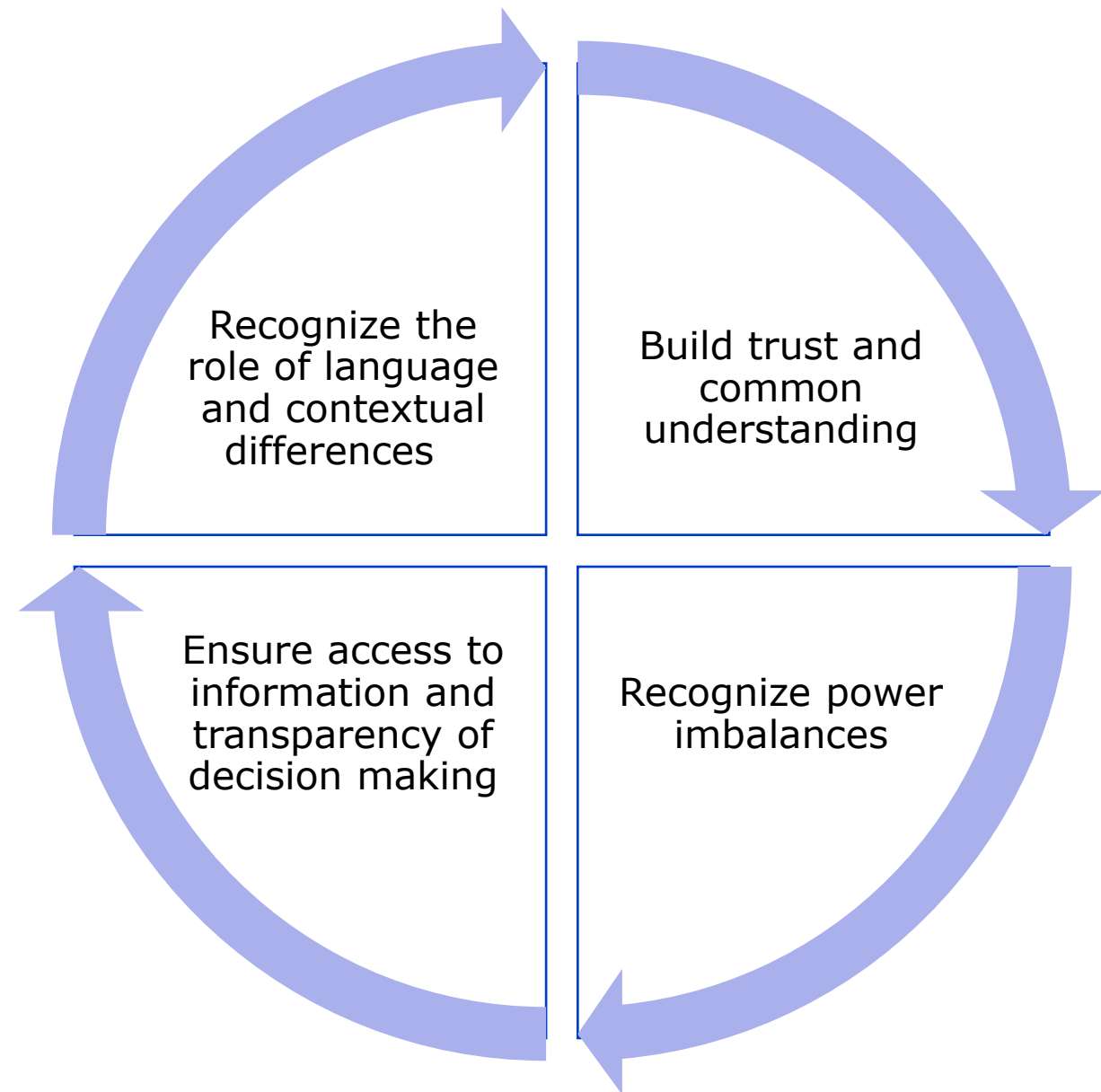
More information and application forms at:

<https://www.oph.fi/en/programmes/special-needs-grant-higher-education-exchange-programmes>

Other important information

Ethical guidelines

- The guidelines aim to strengthen equal and fair partnerships.
- They provide a basis for discussing important aspects of project planning and implementation, enhancing collaboration and transparency.
- [EDUFI website: Ethical guidelines for cooperation with partners from the Global South](#)
- [EDUFI website: Cooperation with partners from the Global South](#)



Environmental responsibility



- Climate change and the loss of biodiversity are huge challenges faced by humanity.
- Solving them requires cooperation at different levels, from local to international.
- [Video: How to plan and implement an environmentally responsible international project?](#)
 - To help those who work with international projects to reduce the environmental impacts of their activities.

Coordinator meetings in Hakaniemi 25. & 26.9

- 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 on 26.9 at 9.30 - 14.00**



Hope to see
you in
Hakaniemi!



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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

