



FINNISH NATIONAL
AGENCY FOR EDUCATION

Welcome to the project meeting for the new TFK projects!

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 Teams interpreter agent is allowed. Third-party bots and AI agents (e.g., Otter.ai, Fireflies.ai, Read.ai) are automatically removed from the meeting.

The presentations will be recorded and published after the meeting on our web page.



EDUFI's Safer Space Principles

- **Discrimination-free zone:** We do not tolerate discrimination or harassment in any form. We value everyone as equal and respect diversity.
- **Right to define and not to define:** Respect everyone's right to define or not define themselves. Don't make assumptions about anyone's qualities.
- **Benevolence:** It's human to make mistakes. You can make mistakes, and by asking, things will be clarified. The assumption is that everyone participates in the discussion in a good-natured manner from their own starting point.
- **Respect:** Everyone has the right to their own opinion and the duty to respect the opinions of others. Discriminatory attitudes are not opinions.
- **Bringing things up:** Bring things up. There are no things that are self-evident. Learn to both give and receive respectful and constructive feedback.
- **Give space:** Give space to others. Make sure that everyone is heard and can participate in the discussion.
- **Taking care of yourself:** Take care of your own well-being in ways that suit you!
- **If you notice discrimination, racism or harassment, intervene in the situation.**

The harassment contact person for this event is niina.paasovaara@oph.fi

Programme of the webinar

- **14:15 Impactful communications during the project for all 2026 TFK projects**
- **15.15 TFK projects with Ukraine**
 - Overview of the application round 2026
 - Project administration in TFK programme
 - Monitoring of the project budget
- 16.00 End of webinar

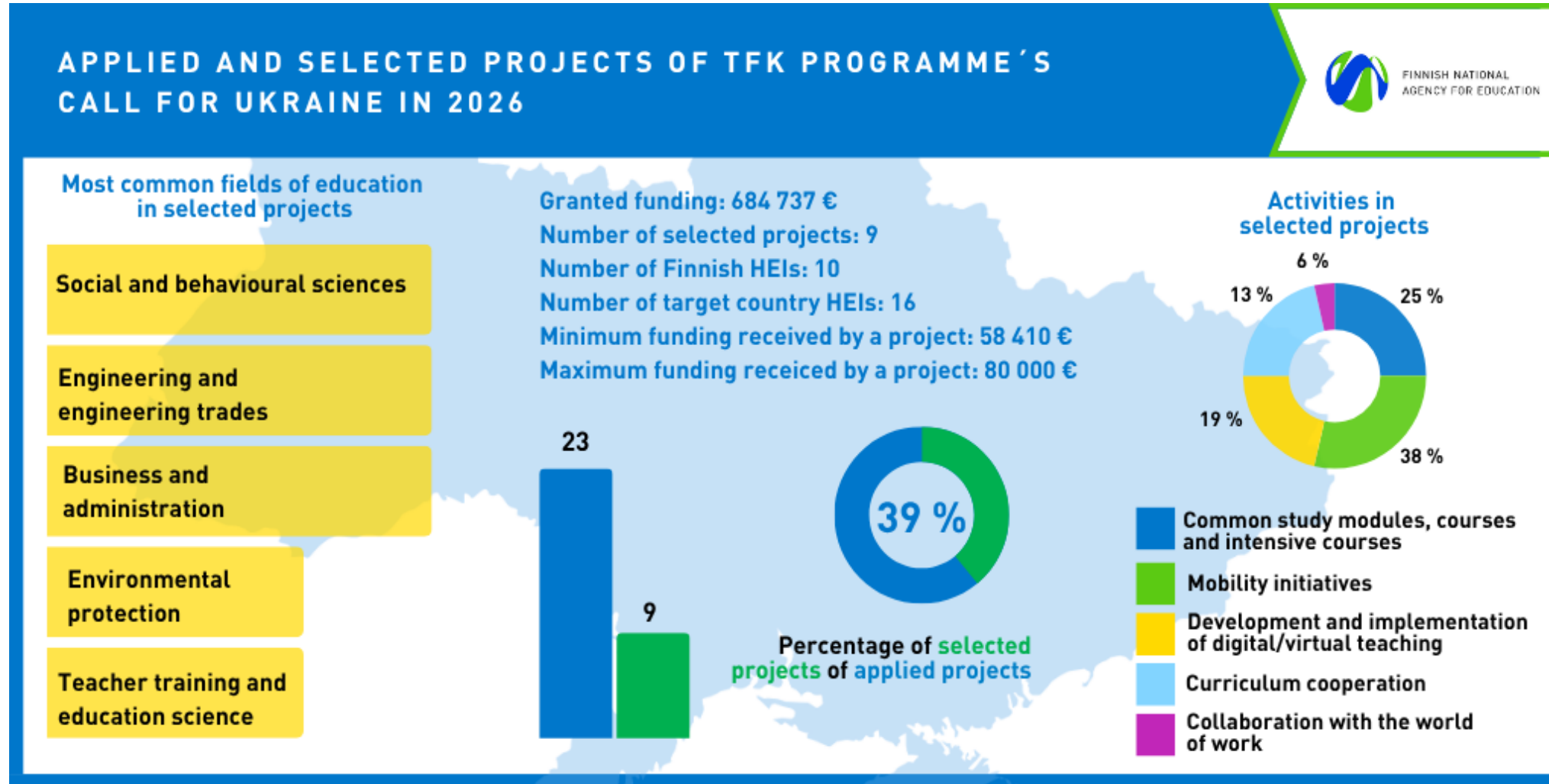
Getting to know each other!

- Present yourself shortly in the chat
 - E.g. your name, home HEI, project and partners



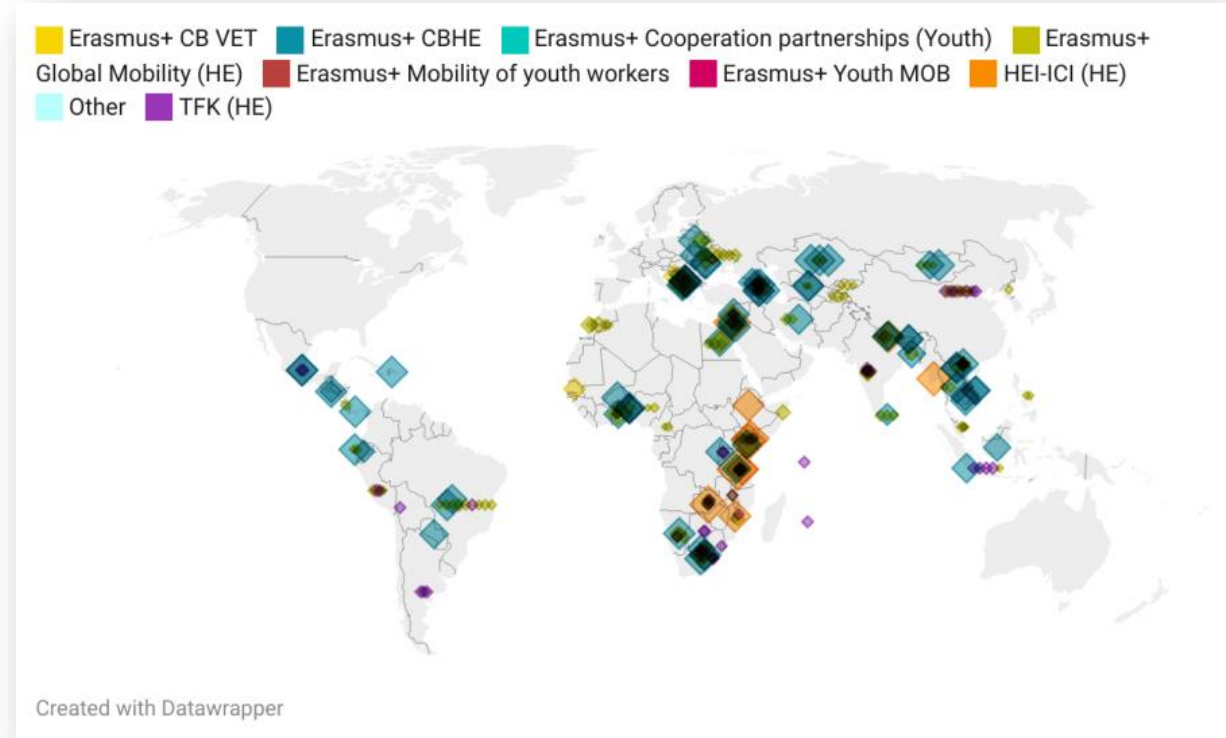
Overview of the application round 2026

Projects applied and granted 2026 – Ukraine call



Information about the funded TFK projects

- Results on the [programme web site](#)
- Read also the [news article about the 2026 application round](#)
- Map of Finnish cooperation with partners from ODA countries in EDUFI programmes, including TFK:
<https://datawrapper.dwcdn.net/bRqg5/26/>





Project administration in TFK programme

What guides the administration of TFK projects

- [Call for applications 2026](#) for TFK Ukraine call
- **NEW:** [Administrative guidelines](#) for TFK projects
- State grant instructions = *valtionavustusohje*, that is provided with the grant decision
- Project plan of each funded project
- Financial and statistical report (excel, available on [web site](#))
- Materials from webinars like today
- FAQ list at EDUFI's website: <https://www.oph.fi/en/programmes/tfk-programme#anchor-frequently-asked-questions>

Timetable of the project period

- **Granted funding can be used between 1.8.2026 – 31.12.2028**
 - The coordinating Finnish HEI is responsible for the use of the funding and reporting to EDUFI during and after the funding period.
- **Interim reporting dl. 30.11.2027**
- **Final reporting dl. 31.1.2029**

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 students/staff, Organisational costs and Salaries interleaves
 - Should be used and filled in gradually during the project
- Available on the [web page](#)

Realized budget, TFK Ukraine projects					
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.					

Budget monitoring in TFK Ukraine projects

Filling in the interleaves with budget items

Start using the financial and statistical report excel from the start of the project.

Fill in gradually as the project proceeds.

Can be used also for planning!

Filling in the interleaves with budget items

Take into account feedback from interim report.

Add/update/correct information as need be.

Short qualitative report + financial and statistical report excel.

Remember to be specific in reporting costs. You can add additional info in excel.

We check that the costs covered are eligible.

Submitting interim report by 30.11.2027

Longer qualitative report + financial and statistical report excel + accounting reports.

Remember to be specific! You can add additional info in accounting reports also.

We check that the costs covered are eligible and the info in excel and accounting reports match.

Submitting final report by 31.1.2029

Use of the financial and statistical report excel during project life-cycle 1.8.2026 – 31.12.2028

Best practice example – organizational costs

Organisational costs (up to 50% of the TFK funding)					
No	Costs related to 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, the purchase of services and the renting of equipment. Please specify what the costs are.	Amount of TFK grant in euros	Possible self-financing by Finnish HEIs in euros	Possible self-financing by partner HEIs in euros	Document number the accounting report
1	Sodexo Oy (the name of the service provider/company), lunches for the whole project group (15 persons) on 10.11.2024	783,64			1900009507
2	Xx Oy (the name of the service provider/company) Bus transport Turku-Helsinki 9.11.2025	542,73			1900009542
3	Xx Oy (the name of the service provider/company) Bus Transport Helsinki-Turku 11.11.2024	440,91			1900009601
4	Xx Oy (the name of the service provider/company), accomodation 9.-11.11.2024, domestic staff (5 persons)	317,30			1900009813, 50001696
5	Xx Oy (the name of the service provider/company), meeting room 10.11.2024			112,90	1900009813
6	8.11.2024 Printing costs for workshop (posters, booklet/book, announcement)	378,83			1900009814
7	Translation and interpretation costs for Webinar 1 on 8.11.2024	345,63			1900009815
8	Excursion to Xx Oy (the name of the service provider/company) 15 persons 10.11.2024		525,75		600004270
9	7.12.2024 Graphic design of the project publication Xx Oy (the name of the service provider/company)	156,85			600004271
Total:		2809,04	525,75	112,90	
TOTAL AMOUNT USED FOR ORGANISATIONAL COSTS (TFK funding + self-financing):		3 447,69			

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, alcohol 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 fixed monthly or daily mobility grant** based on the length of the mobility period **as well as a fixed 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.
- Fixed grants for long-term student mobility are:
 - **Incoming student mobility €900/month**
- In addition, a student will receive **a fixed 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.
- Fixed 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 fixed 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.** Costs related to annual leave accrued during the project period, are also eligible in proportion to the time worked on the project.

Cancellation or interruption of mobility due to force majeure

- Force majeure may be recognised when an unforeseeable and exceptional event prevents a participant from starting or completing a mobility period.
- Accepted cases may include serious illness, natural disasters, epidemics, or political instability.
- Visa and residence permit issues, delays, and other planning-related problems are not considered force majeure.
- The EDUFI TFK team must be informed without delay, and each case will be assessed individually.
- Compensation for additional costs can be considered only after insurance claims have been explored.

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>

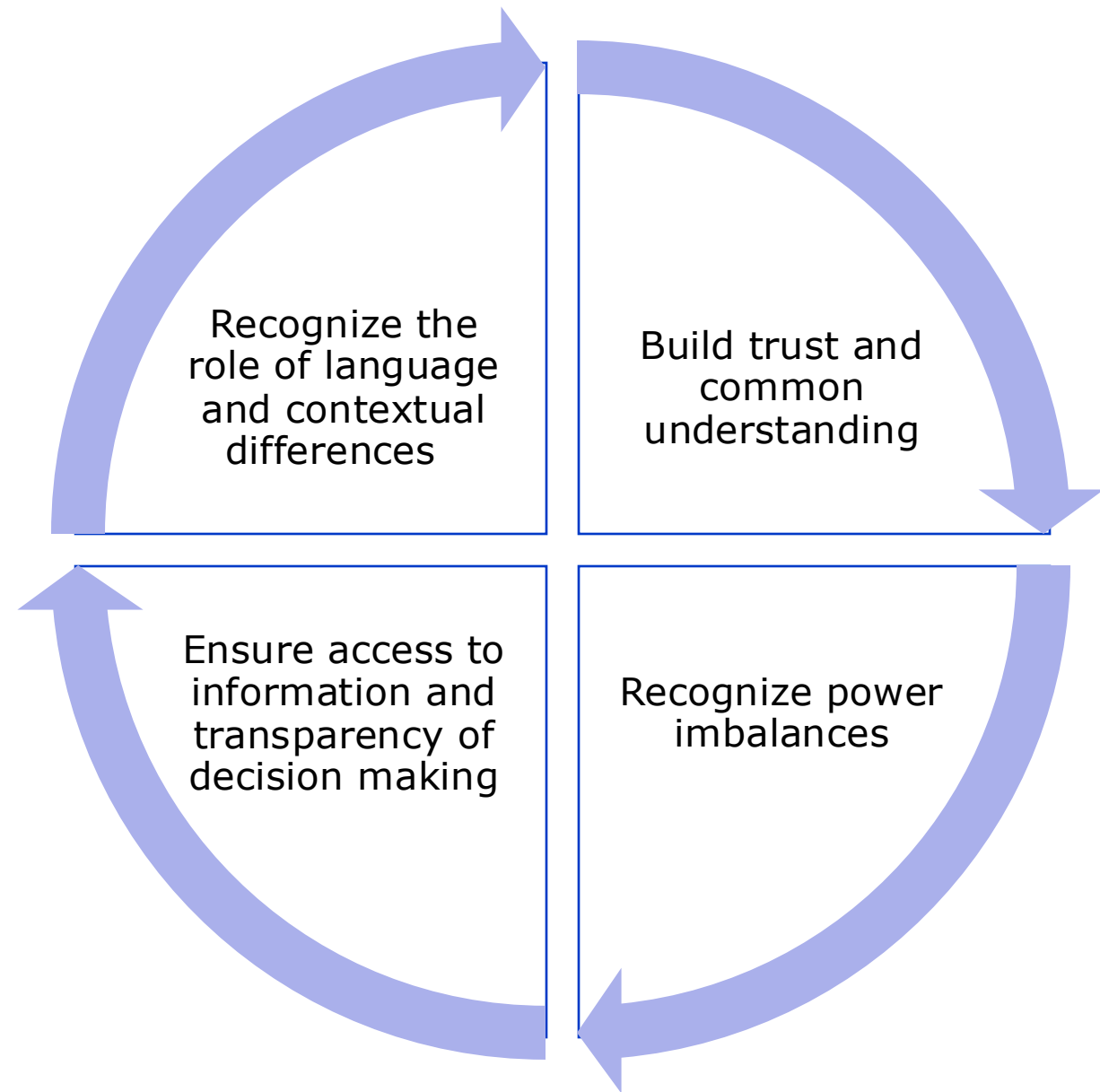
Other important information

Responsible internationalisation

- Responsible international cooperation refers to safety and security in research, safe and secure recruitment of students and staff, safe and secure mobility, and safe and secure activities where people, information or facilities must be protected.
- The working group on responsible international cooperation set up by the Ministry of Education and Culture has published [recommendations](#)
 - The key content of the recommendations is to make institutions and organisations more aware of responsible international cooperation and risk management.
- See also: A guide for implementing responsible internationalization provided by our Norwegian sister organization: [Guidelines and tools for responsible international knowledge cooperation | HK-dir](#)

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](#)
 - [Recording: Webinar on ethical guidelines 21.9.2026](#)
- [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 meeting in Hakaniemi 11.12.2026

- The meeting is meant for all ongoing TFK funded projects.
- Timing roughly 9.00 – 12.30.
- You can cover the travel expenses of those participating in the event from your TFK projects organizational costs.
- More information about the timetable and contents of the meeting as well as info for registration will be published during autumn.



**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>

