



FINNISH NATIONAL  
AGENCY FOR EDUCATION

# **EDUFI's Team Finland Knowledge (TFK) programme**

**2023 application round**  
Infowebinar for Applicants  
6.2.2023



# TFK Programme for HE education cooperation



## TARGET AREAS 2023:

India, Southern Africa,  
Southeast Asia &  
Latin America



## PROJECT LENGTH:

2,5years

## MAX. SUPPORT:

80 000€

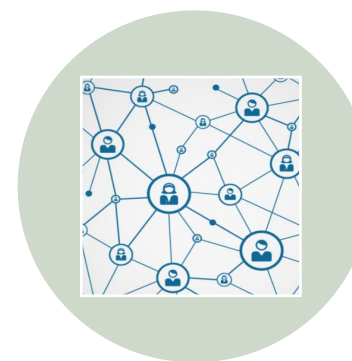
## BUDGET:

1,6 m€ (incl. Ukraine call)



## FORMS OF COOPERATION:

Joint study units & courses  
Digital/virtual teaching  
Curriculum cooperation  
Joint/double degrees  
Mobility of students & staff  
Working life cooperation



## PROGRAMME WEB SITE:

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



# Contents of the webinar

- OBJECTIVES AND BASICS OF THE PROGRAMME
- INSTRUCTIONS FOR MOBILITY PERIODS
- PROJECT COMPOSITION & GENERAL TERMS
- ELIGIBILITY AND EVALUATION CRITERIA
- TIPS FOR PREPARING THE APPLICATION
- APPLICATION & PROJECT TIMETABLE
- OTHER FUNDING SOURCES



**OBJECTIVES OF THE  
PROGRAMME AND INFORMATION  
ABOUT THE APPLICATION  
ROUND**



# Objectives of the programme

- To increase the quality of higher education.
- To create new initiatives or operating models for international cooperation.
- To strengthen the attractiveness of Finnish higher education institutions.
- It is hoped that the projects funded under the programme will lead to permanent and long-term cooperation between countries.
- Important that partner institutions in the target regions also contribute to the planning and realisation of the projects and cover some of their costs.
- Programme is not intended for preliminary activities carried out for the purpose of establishing cooperation.



# Basic information about the application round

- A single project can apply for funding for cooperation with one or more higher education institutions in the partnering countries.
- Higher education institutions can submit any number of applications during the TFK programme's application round.
  - Max. 2 projects from the same HEI can be funded for cooperation with one target country/area.
  - Projects funded in the Call 2021 and Call 2022 cannot be funded in the Call 2023.
- Participating projects must involve educational cooperation at one or several different degree levels (bachelor's, master's and/or doctoral).
- The programme is open to all disciplines.



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

## Two categories of costs

Granted project funding can be used to cover two categories of costs:

1. Travel costs, at least 50% of the project funding.
2. Organisational and other costs, 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.



# 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.





# Organisational costs

- Must consist of 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.
- Valid organisational costs include also the purchase of services and the renting of equipment, for example.
- Organisational and other costs can also include wages and salaries, but they can only account for up to 20% of the total project funding granted.
  - Salaries must not be subject to indirect administrative costs.
  - Salary costs must be based on the effective working time associated with the implementation of the project.



# What is 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)



# **INSTRUCTIONS FOR MOBILITY PERIODS**





# Long-term student mobility

- Mobility duration 2–12 months.
- Grants for long-term student mobility are:
  - Incoming student mobility €900/month
  - Outgoing student mobility €700/month
- In addition, a student will receive a travel grant of €1,000/exchange or €1,500/exchange in case travel to obtain visa is needed.
- Estimate on the application of the number of mobile students (incoming and outgoing) and months within the project, as well as an estimate of the total grants.



# Short-term student mobility

- Mobility duration 5–30 days.
- Full-time studying. Should always include virtual study content as well.
- Grants for short-term student mobility are:
  - Incoming and outgoing student mobility; days 1–14 up to €70/day and days 15–30 up to €50/day.
- In addition, a student will receive a travel grant of €1,000/exchange or €1,500/exchange in case travel to obtain visa is needed.
- Estimate on the application of the number of mobile students (incoming and outgoing) and days within the project, as well as an estimate of the total 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.
- The applicant should estimate on the application the number of mobile staff members and days within the project, as well as an estimate of the total costs.



# **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 an eligible target country
- The max. amount of project funding can only be awarded to projects involving multiple Finnish higher education institutions
- 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

- The project costs must be visible in the higher education institution's accounting records under a separate project.
- Projects can also involve other organisations besides HEIs, such as companies or associations.
- The project funding can be divided between the higher education institutions participating in the project.
- Costs covered by partnering higher education institutions can also be proven with copies of invoices.
- Self-financing by partners is considered an advantage in project selection.



# Cooperation partners' commitment

- The partner higher education institutions must provide a commitment letter (TFK statement) signed by a legal representative of the higher education institution.
  - TFK statement must include the following information corresponding to the application 
  - TFK statements 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
  6. Any funding that the partner has allocated to the project.



# **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 higher education institution from an eligible target country in the 2023 application round
  - The application is submitted fully by the deadline.
  - The partnering higher education institutions named in the application have supplied TFK statements, 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 an educational need that has broader significance in regard to cooperation between the countries, and the project provides clear additional value in relation to prior initiatives.
- The planned activities are relevant to the participating higher education institutions.
- The project composition is well justified and the responsibilities, roles and tasks of the involved higher education institutions are clearly described.
- The participating higher education institutions have an institutional commitment to and interest in the activities, they participate e.g. in the costs by allocating their own funding in the project.



# Quality of cooperation and implementation

- The activities are realistically planned, clearly described and appropriately spread over the project period. The project 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.
- The project does not remain a one-off, but is integrated into the normal operation of the higher education institutions.



# Quality of cooperation – student mobility

- The project's partnerships and the number of mobilities applied for are proportional to the number of participating higher education institutions and the realisation plans of the mobilities are realistic.
- The support services for marketing, preparation, implementation and follow-up of the applied mobility activities are in place
- There are processes in place for recognising the participating students' learning outcomes (such as ECTS and other mechanisms).





# Results and impact

- The expected results are concretely and realistically described and will remain a part of the higher education institutions' operations after the project period.
- The impact of the planned activities is described from the perspective of the participants and organisations in Finland and the target countries.
- The activities/results of the project support the internationalisation of the students and staff of the participating higher education institutions beyond the persons/parties participating in the projects.
- The project has operating methods in place for communicating about the activities and results of the project period.

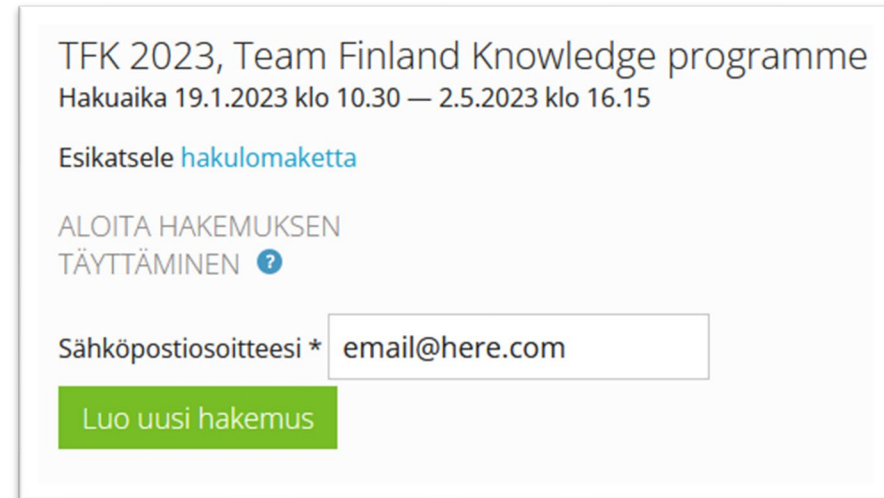


# **TIPS FOR PREPARING THE APPLICATION**



# 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!



TFK 2023, Team Finland Knowledge programme  
Hakuaika 19.1.2023 klo 10.30 — 2.5.2023 klo 16.15

Esikatsela [hakulomaketta](#)

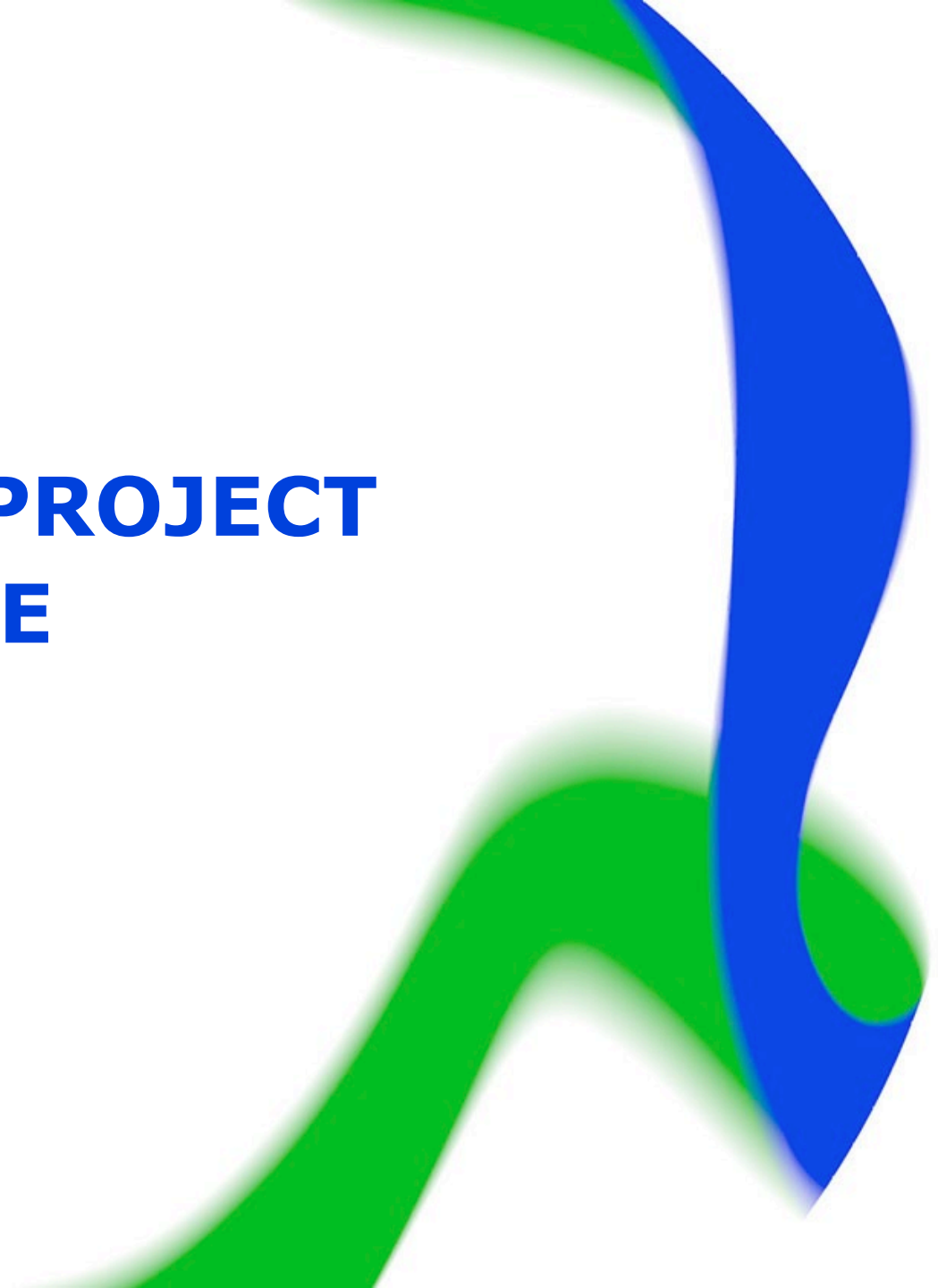
ALOITA HAKEMUKSEN  
TÄYTTÄMINEN ?

Sähköpostiosoitteesi \*

[Luo uusi hakemus](#)



# **APPLICATION & PROJECT TIMETABLE**





# Timetable

- Deadline for applications and statements **2.5.2023**
  - Results of the application round within two months
- Application must be submitted in the electronic state aid system
  - No paper versions needed or accepted
- Agreement period 1 August 2023 – 31 December 2025
  - 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](#).**



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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>

