DEAR ERASMUS+ EXCHANGE STUDENT,

Congratulations, you are accepted as an Erasmus exchange student on behalf of the University of Oulu! Below, you will find detailed information of what is required from you. Please read the information carefully.

A) ERASMUS+ GRANT FOR THE ACADEMIC YEAR 2016-17

Erasmus exchange students receive an EU ERASMUS grant which is based on the duration of the exchange and on the living costs of the destination. Length of study abroad refers to the STUDY period at the host institution; not to the entire stay abroad. In order for you to be entitled to the EU sponsored Erasmus grant the minimum Erasmus STUDY PERIOD is exactly 3 months. If your study period is less than 3 months (90 days), you will have to refund the full grant. The exchange study period does not cover any holidays or any travel in the host country before or after the exchange. It does cover orientation at the beginning and also last exams at the end of the study period. Please check the official start and end dates of your study period from the host institution.

The Erasmus+ grants for academic year 2016-17 are allocated as follows:

Category 1
- 270 euros per month/9 euros per day for the students going on exchange to Austria, Denmark, Ireland, France, Italy, Liechtenstein, Norway, Sweden and United Kingdom.

Category 2
- 210 euros per month/7 euros per day for the students going on exchange to Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Germany, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey and former Yugoslav Republic of Macedonia.

Before your departure you will receive the first payment of your grant which is counted according to how long you are planning to study abroad. From that sum we take 100 euros to be paid after you have reported your exchange in SoleMOVE. After your exchange, your study period will be calculated according to the dates given on the Letter of Confirmation signed by your host institution. Please make sure that you have a valid certificate of the study period when you report your exchange. You will then receive a second payment according to the exact number of days of your study period.

Counting your grant

You will receive a monthly grant of either 270 euros or 210 euros, depending on the category. For the days that exceed full months you will get a daily payment of either 9 or 7 euros, depending on the category. An example: if your study period in France is 15.9.-10.1., your grant will be paid for 3 months (15.9.-14.12.) and 27 days (15.12.-10.1.). The sum of the grant will be 3 x 270 euros + 27 x 9 euros = 1053 euros.

It is important to check the dates of the semesters in your host institution beforehand (see Academic Calendar) in order to avoid miscalculated study periods. Please do that when you fill in your SoleGRANT application.
**Additional funding for students from disadvantaged backgrounds**

Students who are guardians of underaged children, are eligible for an extra grant of 200 euros per month. This needs to be certified in the SoleGRANT application by a certificate issued by officials (virkatodistus/extract from census or parish register). Please note that the sum is 200 euros per month, regardless of the number of underaged children.

Additional funding can also be awarded when the person going on an exchange has a disability, illness etc. that will result in considerable extra costs during the exchange, and the extra costs cannot be covered by any other funding sources. Please contact international.office@oulu.fi if you consider yourself eligible for this extra funding.

**B) GRANT APPLICATION in SoleGRANT**

*After you have confirmed* your exchange in SoleMOVE and *you have received an acceptance letter from the host institution,* fill in the grant application in SoleGRANT following the instructions on the attached SoleGRANT Guide for outgoing students. Your grant application cannot be accepted without acceptance information, e.g. an official acceptance letter or email from your host institution. Attach acceptance information on the ‘Enclosures’ tab of your SoleGRANT application. After your grant application has been processed by the International Services, you can print an Erasmus grant certificate from the SoleGRANT ‘Enclosures’ tab.

The grant is paid either on the 15th or on the last day of the month. **NB: You will need the grant certificate when dealing with authorities at the host country so remember to take it with you.**

**C) PRE-DEPARTURE ORIENTATION AND OLS LANGUAGE TEST**

International Services organises a general pre-departure orientation for Erasmus exchange students, it will be held in May and in November 2016, the exact time will be confirmed later. The orientation will help you prepare for issues concerning your departure and your study period abroad, finance issues, insurance, culture shock etc. The orientation is recommended to all outgoing exchange students and it is also a good way to meet other Erasmus students. If you did not attend the orientation, please read the presentation from the International Services website: [http://www.oulu.fi/yliopisto/opiskelu/vaihto-opiskelu](http://www.oulu.fi/yliopisto/opiskelu/vaihto-opiskelu). EU requires all Erasmus students to take an online language test (OLS) in the language that they will be using in their studies. The test is mandatory and it will be taken before and after the exchange. You will get a link in your email which will enable you to take the test. Students are also invited to take a voluntary online language course.

**D) ERASMUS FORMS AND REPORTING DUTY**

*All Erasmus students are required to do a complete report of their studies. If the reporting is not done according to EU-regulations, the student will have to refund the full Erasmus grant.*

**Erasmus+ reporting is done with**

1) the Erasmus + Learning Agreement for Studies
2) Transcript from the host institution
3) A certificate of the exact dates of the study period. Please print the Letter of Confirmation from the website: [http://www.oulu.fi/yliopisto/opiskelu/lomakkeet/vaihto-opiskelu](http://www.oulu.fi/yliopisto/opiskelu/lomakkeet/vaihto-opiskelu) and have it filled in with exact dates of your study period and signed at the host institution.

**Before Exchange**

Erasmus students are asked to upload an Erasmus+ Learning Agreement for Studies from the University of Oulu website: [http://www.oulu.fi/yliopisto/opiskelu/lomakkeet/vaihto-opiskelu](http://www.oulu.fi/yliopisto/opiskelu/lomakkeet/vaihto-opiskelu)

Follow the instructions on how to fill in the Learning Agreement found at the same website, fill in and sign the first section of the form (three pages) together with your Faculty/Departmental coordinator. Keep an electronic and a paper version of the Learning Agreement with you throughout your exchange. Note that also electronic signatures are accepted.
During Exchange

In case your study programme changes from the original plan, make the Changes on the Learning Agreement and verify the changes by your coordinators. This can be done by email. It is important to make the changes in the Learning Agreement as the courses on your Learning Agreement must correspond to the Transcript of records that you will receive after your exchange.

After Exchange

Before you leave your host institution, remember to ask your department or the international/student services:

1. To certify the actual period of your stay in the host institution. This can be done either by the Transcript if it includes the exact dates of study, or by a separate Letter of Confirmation. This is very important as the final sum of the Erasmus Grant will be checked by the study dates in your documents. If they are missing, the total Grant may be refunded.
2. To send you/your department the Transcript of records within two months.

E) SoleMOVE uploads and reporting

Your SoleMOVE application has an ‘After exchange’ tab with information you need to fill in after your exchange.

1. Upload your Learning Agreement for Studies on the After exchange tab in SoleMOVE immediately after your return.
2. Upload your Letter of Confirmation on the After exchange tab.
3. At the top of ‘After exchange’ tab, there are fields that you also need to fill in, such as ECTS credits completed, teaching language, actual start and end dates of your exchange, etc.
4. Give feedback on your exchange on the Feedback Tab. Student exchange reports allow us to collect valuable information about our partner institutions. Fill out our student exchange report on ‘Feedback tab’. The feedback is also important for the future students planning to go on exchange. If you agree to publish your feedback, it will appear on SoleMOVE’s front page. Select University of Oulu and ‘Exchange destinations Abroad’. Choose ‘Search feedback’ and select ‘Study’ to find feedback. (See picture below) Feedback given prior to autumn 2013 by former exchange students can be found on www.oulu.fi/yliopisto/opiskelu/vaihto-opiskelu/vaihtaripalautteet
   Please note that this feedback is different from the Feedback asked by EU. Both are compulsory.
5. Within two months you are expected to receive a Transcript of Records from your host university. After you receive it, please upload your Transcript of Records on the After exchange tab. You will find scanning stations at the Computer lobby. Directions for scanning: http://www.oulu.fi/it/students/labs/scanning.html

NB! Your report should be returned within two months after your exchange period. If we have not received all parts of the report within this time, you will have to refund the full grant.

If you have not received your transcript from the host institution within this time, you are allowed to finish your report until you receive it.

BLOGGING YOUR EXCHANGE?

We are happy to add links to exchange blogs on our website.
Blog address can be sent to: international.office@oulu.fi

List of blogs: http://www.oulu.fi/yliopisto/opiskelu/vaihto-opiskelu/vaihtoblogit
Katso jo vaihdossa olleiden vaihtaripalautteet SoleMOVE:n etusivulta: Exchange destinations Abroad, search Feedback.
F) STUDENT FINANCIAL AID (KELA)

The Erasmus grant does not affect the amount of student financial aid to which you are eligible. The maximum amount of the Study Grant is 298 € per month and the Housing Supplement for abroad is 210 € per month (Housing Supplement for Eastern European countries is smaller). The student financial aid in total is 508 € per month. The International Services will inform KELA (Opintotuki) on outgoing exchange students from the University of Oulu, you do not need a separate certificate to apply for the Study Grant and Housing Supplement.

G) CREDIT TRANSFER

Try to make as good use of your study abroad as possible. According to a decision by the University of Oulu, studies abroad will be fully transferred, when possible, to the degree at the home university. For this purpose, plan your studies (Learning agreement) in advance as carefully as possible with your departmental coordinator or professor. Take home all descriptions, materials and your course work from the courses you completed at the host institution. This will help you get your courses and credits transferred at your department. Kela will check for required amount of credits from previous academic year for student financial aid around August-September each year.

All credit transfers to your degree are done with AHOT 1A form, which can be found both in Finnish and English at: http://www.oulu.fi/yliopisto/opiskelu/lomakkeet/opintoasiat

H) REGISTRATION TO THE UNIVERSITY AND THE STUDENT UNION

If you receive student financial aid during your Erasmus period, you have to register with the status ‘PRESENT’ to the University. The Social Insurance Institution of Finland (KELA) requires this from all outgoing exchange students. As an outgoing exchange student you may register present to the University even if you do not pay the Student Union membership fee.

Registration to the Student Union is optional. If you need Student Union services and membership benefits during your exchange (e.g. VR train services during holidays, meal discounts or Finnish Student Health Service appointments), pay the membership fee and register to the Student Union as usual.

I) ACCOMMODATION ABROAD

Erasmus cooperation abroad requires that the receiving institution will guide students in finding accommodation. If you do not find information on housing on the university website, please ask your Faculty coordinator to assist you.

J) RESIDENCE PERMIT
EU Citizens:
EU Citizens can travel within EU to their host country without applying for a residence permit in advance. If your exchange lasts more than 3 months, you need to register in your host country after arriving. Citizens of Finland or other Nordic countries do not need residence permits to Nordic countries. Finnish citizens going on exchange to Croatia and Turkey need to apply for a residence permit before exchange if exchange lasts over 3 months.

Third country citizens:
If you are not a citizen of an EU or EEA country, check for residence permit regulations in your host country. Regulations for residence permit depend on your nationality and host country. Usually the regulations for Third country citizens are:

- Apply for a separate residence permit for your host country for the duration of your exchange. Do this before your exchange begins at the nearest host country consulate.
- If you are going on Erasmus exchange to a country that belongs to the Schengen area and your exchange lasts maximum of 3 months, you can stay in the host country with a residence permit granted for Finland.
- If your Erasmus exchange lasts over 3 months, you need to apply for a separate residence permit for your host country.
- The following Erasmus countries do not belong to Schengen area: Bulgaria, Ireland, Great Britain, Croatia, Cyprus, Liechtenstein, Romania and Turkey. Third country students going to these countries for Erasmus exchange need to apply for a separate residence permit before their exchange begins.
- Contact immigration authorities early enough before your exchange to receive residence permit on time.

K) FURTHER INFORMATION

You will find all the necessary forms at http://www.oulu.fi/yliopisto/opiskelu/lomakkeet

If you run into any problems during your exchange, the best person to turn to is your Faculty coordinator. If needed, International Services will also assist. Please do not hesitate to contact us if you have any questions: Riitta Kataja, email: international.office@oulu.fi.

GOOD LUCK ON YOUR WAY TO EUROPE!

Best Regards,


Riitta Kataja
Institutional Erasmus Coordinator