

June 2018

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.

ERASMUS+ GRANT FOR THE ACADEMIC YEAR 2018-19

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 2018-19 are as follows:

Category 1

- **350 euros per month/11,66 euros per day** for the students going on exchange to Denmark, Iceland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden and United Kingdom.

Category 2

- **300 euros per month/10 euros per day** for the students going on exchange to Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey and former Yugoslav Republic of Macedonia.

You will receive a monthly grant of either 350 euros or 300 euros, depending on the category. For the days that exceed full months you will get a daily payment of either 12 or 10 euros, depending on the category.

The Erasmus+ grant is paid in **two installments** and the total amount of the grant you are entitled to is based on the length of your study period abroad. The first installment is paid to you before your departure and it covers **80%** of the total amount of Erasmus grant you are entitled to according to how long you are planning to study abroad. The second installment is paid after your exchange once you have reported your exchange in SoleMOVE. Please make sure that you have a valid certificate of your study period, i.e. Letter of Confirmation, when reporting on your exchange. **The final sum of the Erasmus Grant will be checked by the study dates in your documents.** The second installment is then paid according to the exact number of days of your study period. See also **GRANT APPLICATION IN SoleGRANT.**

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.

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**. The acceptance letter should include the official start and end dates of the study period at the host institution. Attach acceptance information on the 'Enclosures' tab of your SoleGRANT application. After your grant application has been processed, 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.**

LEARNING AGREEMENT

Before Exchange

Erasmus students have to upload an Erasmus+ Learning Agreement for Studies from the University of Oulu website: 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 coordinator. Keep an electronic and a paper version of the Learning Agreement with you throughout your exchange. Note that also electronic signatures are accepted. Once you have the Learning Agreement ready, it is a good idea to upload the signed document to your SoleMOVE application After exchange tab where it is always available in case you need to update the document.

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 from the host institution after your exchange.

After Exchange

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

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.

OLS LANGUAGE TEST

All Erasmus students are required 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.

All students are allocated a test in English regardless of the destination country. However, if you know that you will not be studying in English, it is possible to take the test also in German, French, Italian, Spanish, Portuguese, Greek, Dutch, Polish, Czech, Danish or Swedish. If you need to take the OLS test in any of these, please send an email to international.office@oulu.fi

If your score is B1 or below, you are also invited to take an online language course. **Please note that students who get a score C2 in the first language assessment, will not have to take the final (second) language test.**

SoleMOVE UPLOADS AND MANDATORY 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. **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.

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.

PRE-DEPARTURE ORIENTATION

International Services organises a pre-departure orientation for Erasmus exchange students twice a year. The pre-departure orientation for students going on exchange for the autumn term 2018 and academic year 2018-19 will be organised on Fri, April 13, 2018 and in October 2018 for students going on exchange for the Spring term 2019. All students will receive an email invitation to the orientation with details about the time and place and the programme. The orientation will help you prepare for all issues concerning your departure and your study period abroad, finance issues, insurance, culture shock etc. Participation in the orientation is strongly 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 website: www.oulu.fi/yliopisto/erasmus-ja-nordplus-vaihto

STUDENT FINANCIAL AID (KELA)

The Erasmus grant does not affect the amount of student financial aid to which you are eligible. You can apply for a Study Grant for Studies Abroad from KELA. As a proof of the exchange you can print the Grant Certificate from SoleGRANT (can be found from Enclosure tab).

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.

ACCOMMODATION ABROAD

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

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.

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.

CREDIT TRANSFER

According to a decision by the University of Oulu, studies abroad must be fully transferred, towards the degree at the home university. For this purpose, plan your studies (Learning Agreement) in advance as carefully as possible with your coordinator. **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 faculty/department.**

All credit transfers towards your degree are to be done immediately after you receive your transcript. The transfer of credits is done through the OSAT system, where you upload all necessary documentation in electronic format. Information about the process and link to the OSAT system is available here:

www.oulu.fi/university/node/34963

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: www.oulu.fi/yliopisto//vaihtoblogit

Feedback from exchange studies and exchange destinations is available in SoleMOVE, see Exchange destinations Abroad, search Feedback.

FURTHER INFORMATION

You will find all the necessary forms at www.oulu.fi/yliopisto/node/34800

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

GOOD LUCK ON YOUR WAY TO EUROPE!

Best Regards,



Sari Vähäkangas
Erasmus Institutional Coordinator