

GRANTS FOR INTERNSHIPS IN FINLAND 2017

University of Oulu offers grants for its degree students to finance their internships in different organizations.

The application period for **Oulu Business School (OBS) degree students for submitting their grant applications is now open. Closing date will be announced later. There's a limited amount of grants available and it is possible that grants will run out before the deadline.**

Grant application **MUST** be done and accepted **before the internship begins**. Applications cannot be accepted afterwards.

Applications that do not meet the criteria stated in this document will not be processed. Applications also will not be processed during holidays, e.g. 22.12.-1.1.

CRITERIA FOR APPLICATIONS (PLEASE, READ CAREFULLY):

Criteria concerning the student:

- The grants are meant for OBS master students who have **completed at least 30 credits** towards their degrees. The **average grade** of the degree studies must be **at least three (3)**.
- Applicant must have an **internship position offer from a prospective employer**. Please state in your application contact information for the employer's representative person: name, phone number and email address.
- **Internship will be included in student's degree**. Check with OBS person responsible for internships, if the internship position in question is suitable for your degree studies. Please note that it is not possible to get the grant, if you are going to graduate before or during the internship.

Criteria concerning the internship position:

- Grants can **only** be applied for internships in **SMEs (=less than 250 employees), public sector or third sector organizations**.
- The student needs to have a **potential internship position** in mind when applying for the grant. The position must not be 100% sure, but the employer should indicate that it is possible for the student to get the position, if the student will receive a grant to support the internship.
- The duration of the internship must be **at least 2 months, full-time work**.
- The University of Oulu requires that the employer will pay salary to the intern. **The minimum salary in the year 2017 is 1187 Euros per month, defined by Kela.**
- The internship grant is meant to be used in such internship organizations, that wouldn't hire interns without financial help from the university.

How can I apply for the grant?

- 1) Check first that the criteria for applying are met (listed on previous page).
- 2) Check with OBS internship contact person that the internship can be credited towards your degree.

Contact OBS person responsible for internships: sauli.pajari@oulu.fi / tel. +358 294 48 29 37. Be prepared to provide basic information about the internship position (employer information, duration of the internship, duties, etc.).

- 3) Send an application in the [SoleMove](#) system.

Fill in and send an application in SoleMove system. Upload these documents to your application:

- 'Confirmation of internship' form, signed by OBS internship contact person.
- Transcript of records.

Forms available at <http://www.oulu.fi/yliopisto/node/34801>.

The final decision of grant allocation is done by the Student Center of University of Oulu. Instructions on SoleMove use available [here](#).

Please note, that applications that lack information or required attachments, will not be processed.

General information about the grants

The grant is worth 1600 Euros per student (excluding internships at the University of Oulu).

If you already have received OBS's or University of Oulu's grant for internship, you cannot apply again. The grant is meant for an internship that can be credited towards one's master's degree in OBS (worth 5 or 6 ECTS credits).

Oulu Business School supports grant applications that meet the above stated criteria. **The amount of grants is limited.** Should there be more eligible applications than there are grants available, grants will be allocated based on studies completed (credits and grades) at OBS. Only eligible applications will be taken into consideration.

Important to notice: **The intern is employed by the employing organization**, not Oulu Business School/University of Oulu. **The employer pays the intern's salary and charges University of Oulu afterwards, for 1600 Euros at the most.** It is up to the intern and the employer to negotiate the terms of the employment (don't forget to make an employment contract with your employer!).

The salary paid by the employer **must** meet Kela's conditions regarding unemployment allowance: <http://www.kela.fi/in/internet/english.nsf/NET/161008120728HS>.

How to find an internship position?

General information about internships and also some **internship offers** can be found at University's web pages at <http://www.oulu.fi/university/node/38354>.

Ministry of Employment and the Economy web pages for general info regarding working in Finland: <http://www.te-services.fi/te/en/index.html>.

Please note that at the moment and due to limited resources OBS is not able to help the students with finding internship positions.

What should I do after the internship?

The employer sends an invoice to university to get the grant. OBS will send invoice instructions to the employer by email once the internship agreement has been signed.

The student will need to send **feedback** about the internship via SoleMove. The student will also need to write an **internship report** and deliver it to OBS study office, along with a work testimony from the employer.

Further information on grants (internships in Finland)

Oulu Business School: Merja Inget, merja.inget@oulu.fi, p. 02 94 48 77 80.

Student Center: Tari Rantasuo, tari.rantasuo@oulu.fi, p. 02 94 48 74 55.

PS: Are you interested in doing your internship abroad?

Degree students of the University of Oulu can also apply for internship grants abroad. Programs are:

- Erasmus+ Internship
- Work Placement outside Europe
- Embassy Work Placement

Please see detailed information on different kinds of grants and their criteria and also some internship offers at <http://www.oulu.fi/university/node/34933>.

Further information on grants (internships abroad):

Student Center: Kaisa Karhu (kaisa.karhu@oulu.fi) and Tari Rantasuo (tari.rantasuo@oulu.fi)