

FINANCIAL SUPPORT FOR TRAVEL AND LIVING COSTS FOR STUDIES AND PLACEMENTS ABROAD IN THE ACADEMIC YEAR 2021 - 2022

This notice concerns students of LAB University of Applied Sciences (LAB) and is valid for studies and placements abroad for the academic year 2021-2022. It includes information about:

1. Financial support for study exchanges
2. Financial support for placements abroad
3. Special conditions regarding Erasmus+ grants

1. Financial support for study exchanges / The maximum grant amount

Erasmus+ exchanges in Europe	
Group 1 countries: Denmark, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	470 € / month
Group 2 countries: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey, the Republic of Northern Macedonia	420 € / month
Additional financial support to students with underage children	200 € / month
Other exchanges to LAB partner universities	
Other countries	200 € / month

General conditions for awarding financial support for studies abroad

Financial support can be awarded for student exchange to partner universities of LAB for one or two semesters (min. 3 months) depending on the grant programme. Exchanges to universities which do not have a bilateral agreement with LAB (e.g. free mover exchanges) are not financially supported.

A student can get financial support from only one source of funding (Erasmus+, home institution etc.). It is not possible to overlap financial support from different programs. It is possible to get the home institution grant only once and for one semester for studies abroad.

The exchange periods abroad with Erasmus+ mobility programmes (as a student and/or as a trainee) cannot exceed 12 months (maximum 360 days) within one cycle of study. The maximum length of 12 months can include several exchange periods. Erasmus+ funds are calculated on the accuracy of a day, other funds on the accuracy of a month.

In order to get the support, the studies abroad should be recognised as a part of the student's degree in the home institution LAB University of Applied Sciences. Studies abroad must be fulltime

and yield on average 30 ECTS per semester. If a student is not able to fulfil the minimum requirement of 20 ECTS per semester at the host institution, the student needs to pay the grant back according to the following scale:

- 5 ECTS or less completed at the host institution, full (100 %) payback of the grant
- 6 - 9 ECTS completed at the host institution, 75 % payback of the grant
- 10 - 14 ECTS completed at the host institution, 50 % payback of the grant
- 15 - 19 ECTS completed at the host institution, 25 % payback of the grant

Erasmus+ students must take a compulsory language test to which they will receive an invitation from LAB International Services.

Application for the financial support for studies abroad

Certain documents are required to be returned to get the support. Please follow the instructions in LAB Mobility-Online. All fully completed documents for the financial support and the online grant application must be submitted to LAB Mobility-Online by the 1st day of the month to receive the financial support on the last day of the month. Applications for the financial support are not processed during the summer months in July and August, hence a student is advised to submit the financial support application in time.

The first instalment of the grant amounts to 75 % of the total grant amount. The remaining 25 % will be paid after finishing the reporting.

Note! All support should be applied for not later than one month prior the start of your exchange period abroad. The financial support must in all cases be applied **before** going abroad. In case of having difficulties with the required documents, please contact International Services before going abroad (outgoing@lab.fi).

Within one month after completing the studies abroad student needs to submit the exchange report, Letter of Confirmation, Transcript of Records and the completed Learning Agreement to LAB Mobility-Online. Erasmus+ students must also complete an online EU Survey to which a link will be sent to the student's email address after the mobility period.

Negligence in fulfilling the reporting requirements, or lack of study performance can lead to the payback of the financial support. The last instalment will be paid after the student has submitted the required report(s) and forms to LAB Mobility-Online and to EU platforms in the case of Erasmus+ exchanges (see above). If a student does not report within the time limit, it might lead into not getting the 2nd instalment of the financial support or in some cases, the whole support might be collected back.

2. Financial support for placements abroad / The maximum grant amount

Erasmus+ placements in Europe	
Group 1 countries: Denmark, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	620 € / month
Group 2 countries: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey, the Republic of Northern Macedonia	570 € / month
Additional financial support to students with underage children	50 € / month

Other placements	
Non-Erasmus placements in Europe	400 € travel grant
Other countries	400 € travel grant

Conditions for awarding financial support for placements abroad

The Required documents are available in the LAB Mobility-Online. The length of the placement must be at least 2 months in order to receive the financial support.

The placement has to be recognised as a part of a student's degree and the placement must yield 5 ECTS per month on average in order to get the financial support. However, within the availability of Erasmus+ funds, it is possible to get a grant for the whole duration of the traineeship also in cases where the duration of the placement exceeds the normal time frame in proportion to the ECTS (5 ECTS/month). International Services will make the decision for this and additional information is available from placement@lab.fi.

A student can get financial support only from one source of funding (home institution, Erasmus+, EDUFI etc.). It is not possible to get overlapping financial support from different programs.

Travel grant will not be awarded for a placement, which takes place at the student's country of citizenship. Travel grant can be awarded only once. Note! This rule may not be valid for placement grants from other sources of funding.

The exchange abroad with Erasmus+ mobility programmes (as a student and/or as a trainee) cannot exceed 12 months (maximum 360 days) within one cycle of study. The maximum period of 12 months can include several exchange periods. Erasmus+ funds are calculated on the accuracy of a day, other funds on the accuracy of a month.

Erasmus+ trainees must take a compulsory language test (OLS) to which they will get an invitation after submitting the documents in LAB Mobility-Online and been confirmed Erasmus eligible by LAB International Services.

Application for the financial support for placements abroad

Certain documents must be returned to get the support. Please follow the instructions in LAB Mobility-Online. All fully completed documents for the financial support and the online grant application must be submitted to LAB Mobility-Online by the 1st day of the month to receive the financial support on the last day of the month. Financial support applications are not processed during the summer months in July and August, hence a student is advised to submit the financial support application in time. Please note that collecting the required documents may take a long time, so please start the application process for the financial support immediately when your placement is agreed.

The first instalment of the grant amounts to 75 % of the total grant amount. The remaining 25 % will be paid after finishing the reporting.

Note! All support need be applied no later than one month prior your placement period abroad. The financial support must in all cases be applied before going abroad. In case of difficulties with the documents, please contact International Services before going abroad (placement@lab.fi).

A student needs to submit the Placement/Traineeship Certificate stating the start and end dates of the placement and submit the report of the placement to LAB Mobility-Online within **one** month after the completion of the placement abroad. Students who get Erasmus+ grant for their placement should complete an online EU Survey to which a link will be send to student's email address after the placement. The student must fulfil the acknowledgement procedure of his/her placement into his/her degree in his/her own faculty.

Negligence in applying for the acknowledgement of placement or in fulfilling the reporting can lead to the payback of the financial support. The last instalment will be paid after the student has submitted the required report(s) and forms to LAB Mobility-Online. If a student does not report within the time limit, it might lead into not getting the 2nd instalment of your financial support or in some cases, the whole support might be collected back.

3. Special conditions regarding Erasmus+ grants

The Erasmus+ grants are calculated according to the **actual dates** of the exchange period. This means that a student needs to know the exact day he/she has to be present at the host organization (e.g. orientation day). Accordingly, the end date is the last date when a student needs to be present at the host organization (e.g. the last exam, the last placement day). Travelling days cannot be included in the mobility period.

If a student does not have enough Erasmus+ months left from the maximum of 12 months (three months for studies or two months for a placement) for the Erasmus+ exchange, the student is not eligible for the Erasmus+ grant. In this case a student can apply for student exchange to other destinations outside Europe. If the 12 months will exceed during the Erasmus+ mobility period, the student is eligible for an Erasmus+ grant up to 12 months, and the rest of the mobility period will be made following a free-mover principle with zero-grant. Note that also the partner institution needs to accept the free-mover period, which follows the Erasmus+ grant period.

If the Erasmus+ period is shorter or longer than planned, the grant amount will be rechecked. The dates are checked from the **Letter of Confirmation** written by the host institution for student exchange and from the **Traineeship Certificate for** placements. If the mobility period is more than five days shorter or longer than planned, the grant amount will be recalculated to match the actual dates. The new grant amount must be confirmed by email by the student. If the student does not provide the confirmation on the new dates, the whole Erasmus+ grant will be collected back.

LAB University of Applied Sciences does not offer Erasmus+ traineeships for recent graduates.

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