

FINANCIAL SUPPORT FOR TRAVEL AND LIVING COSTS FOR STUDIES AND PLACEMENTS ABROAD IN THE ACADEMIC YEAR 2023 - 2024

This notice concerns students of LAB University of Applied Sciences (LAB) and is valid for studies and placements abroad for the academic year 2023-2024. It includes information about:

1. Financial support for long term study exchanges
2. Financial support for long term placements abroad
3. Financial support for Erasmus+ blended short mobilities
4. Additional Erasmus+ grants
5. Special conditions regarding Erasmus+ grants
6. Application for the financial support

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

Erasmus+ grant to Erasmus+ partner institutions	
Group 1 countries: Denmark, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden + partner countries not associated to the Erasmus+ programme: Faroe Islands, Switzerland and United Kingdom	540 € / 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 + partner countries not associated to the Erasmus+ programme: Andorra, Monaco, San Marino, Vatican City State	490 € / month
Group 3 - third countries not associated to the Erasmus+ programme: Other partner countries outside Europe with Erasmus+ agreement with LAB	700 € / month
Bilateral grant to other LAB partner institutions	
Other countries	200 € / month

General conditions for awarding financial support for studies abroad

Financial support can be awarded for student exchange to partner institutions of LAB for one or two semesters depending on the grant programme. Exchanges to institutions 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 programmes. It is possible to get the home institution grant only once and for one semester (max. 5 months) for studies abroad. Erasmus+ funds are calculated on the accuracy of a day, other funds on the accuracy of a month.

Erasmus+ grants to partner countries are awarded within the limits of the availability of Erasmus+ funds, as a maximum of 20% of the total grants can be awarded for mobility outside the Erasmus+ programme countries. Grants are awarded on a first-come, first-served basis. Erasmus+ grant will not be awarded for studies, which takes place at the student's country of citizenship or actual country of residence.

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. The student must be physically present at the host country. Online studies are not supported. 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, 20 % payback of the grant

If the exchange period is **significantly** shorter than the normal semester duration (which is 4-5 months) due to host institution timelines/offering, the minimum requirement is 5 ECTS per month to avoid the payback of the grant.

In the decision on grant reimbursement, participant's illness or difficult circumstances are taken into consideration. The illness or difficult circumstances shall be based on the supporting documents provided by the participant.

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

Erasmus+ traineeship grant	
Group 1 countries: Denmark, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden + partner countries not associated to the Erasmus+ programme: Faroe Islands, Switzerland and United Kingdom	690 € / 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 + partner countries not associated to the Erasmus+ programme: Andorra, Monaco, San Marino, Vatican City State	640 € / month
Group 3 - Third countries not associated to the Erasmus+ programme: Other partner countries outside Europe	700 € / month
Other placements	
Non-Erasmus placements	400 € travel grant / exchange

Conditions for awarding financial support for long term placements abroad

The required documents are available in the LAB Mobility-Online. The length of the placement must be at least 2 months (60 days) physically in the host country in order to receive the financial support.

The placement must 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 Mobility Services will make the decision for this, and additional information is available from placement@lab.fi.

Erasmus+ grants to partner countries are awarded within the limits of the availability of Erasmus+ funds, as a maximum of 20% of the total grants can be awarded for mobility outside the Erasmus+ programme countries. Grants are awarded on a first-come, first-served basis. Erasmus+ grant will not be awarded for a placement, which takes place at the student's country of citizenship or actual country of residence.

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 programmes.

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.

LAB University of Applied Sciences does not offer placement grants for recent graduates.

3. Financial support for Erasmus+ blended short mobilities

Erasmus+ blended short mobilities	
Up to the 14th day of activity (days 1 – 14, min 5 days)	79 € / day
15th to the 30th day of activity (days 15 – 30)	56 € / day

General conditions for awarding financial support for blended short mobilities

Financial support can be awarded for blended short mobilities from 5 to 36 days. Financial support can be awarded only to the physical part of the mobility, lasting 5-30 days but travel days can be added before and after the physical mobility. Study exchanges to institutions which do not have an Erasmus+ bilateral agreement with LAB are not financially supported. Agreement with the placement organisation must be signed by all parties before the mobility starts.

In order to get the support, the studies or placement abroad has to be recognised as a part of the student's degree in the home institution LAB University of Applied Sciences. The mobility must have a mandatory virtual part. Studies/placement abroad must be minimum of 3 ECTS including the physical and virtual parts.

4. Additional Erasmus+ grants

Additional Erasmus+ support	
Green travel	150 € / exchange + additional travel days (up to 4)
Inclusion support, in long-term exchange (2–12 months)	250 € / month PLUS travel grant for exchanges to partner countries not associated to the Erasmus+ programme (see additional info and table below)
Inclusion support, in short-term blended mobilities (5–30 days)	100 € / 5–14 days exchange OR 150 € / 15–30 days exchange PLUS travel grant (see additional info and table below)

Disability support	according to real costs
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Green travel refers to travel in which low-emission vehicles are used for the journey or part of the journey (such as a bus, train, or carpool) with the aim of minimising emissions to the period, e.g. reducing flights. A student is entitled to a green travel grant when the majority of the journey or more of the outward and return journey has been travelled with low emissions.

Erasmus+ programme supports students who have fewer opportunities than others (**inclusion support**). Inclusion support can be awarded based on social or health obstacles, disabilities, and migrant background. The amount of support is added on top of the normal Erasmus+ grant. To get the additional inclusion support, the student needs to inform LAB International Mobility Services about it when filling out the LAB Mobility-Online online form. Further additional documentation is required and should be presented to International Mobility Services according to instructions in LAB Mobility-Online.

On top of the inclusion support an additional travel grant is awarded for students with fewer opportunities going on long-term exchanges to group 3 countries - third countries not associated to the Erasmus+ programme or on blended short mobilities. The travel grant is awarded based on one-way straight-line distance between the departure location and the destination location. The table below presents the travel grant for the round-trip. If a student with fewer opportunities travels by green means, the green travel grant is awarded instead of the travel grant. If the straight-line distance is less than 10km the travel grant is not awarded.

The straight-line distance	The travel grant	The green travel grant
10 – 99 km	23€ per participant	
100 – 499 km	180€ per participant	210€ per participant
500 – 1999 km	275€ per participant	320€ per participant
2000 – 2999 km	360€ per participant	410€ per participant
3000 – 3999 km	530€ per participant	610€ per participant
4000 – 7999 km	820 € per participant	
8000 km à	1500€ per participant	

Erasmus+ distance calculator can be found at <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

The disability support is intended to enable international exchange and internship in circumstances when a special need causes additional costs that are not covered by other sources. Special need can be an injury, impairment, physical or psychological illness or learning difficulty. The additional support will be added to the normal Erasmus+ grant and the amount of the support will depend on each student's personal needs. The support will be granted by the Finnish National Agency for Education from the application of LAB International Mobility Services and the final amount of additional support will be decided on a case-by-case basis.

5. Special conditions regarding Erasmus+ grants

Erasmus+ funds are calculated on the accuracy of a day. 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 they have to be present at the host organisation (e.g. orientation day). Accordingly, the end date is the last date when a student needs to be present at the host organisation (e.g. the last exam, the last placement day). Travelling days cannot be included in the **long-term** mobility period.

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.

If a student does not have enough Erasmus+ months (min. two months for long-term exchange) left from the maximum of 12 months for the Erasmus+ long-term 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 host organisation 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 the student. If the student does not provide the confirmation on the new dates, the whole Erasmus+ grant will be collected back.

Erasmus+ students must complete an online EU Participant Survey to which a link will be sent to the student's email address after the mobility period.

6. Application for the financial support

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 (accepting the grant terms) 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 grant is paid in one instalment (100 % of the total grant amount). The grant is checked after the mobility period. After the reporting is fully completed in LAB Mobility-Online, the grant is checked by LAB International Mobility Services at the latest by the end of the next semester. If there are major changes in the exchange duration, the grant can be checked earlier by request.

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 Mobility Services (outgoing@lab.fi / placement@lab.fi / shortmobility@lab.fi) as soon as possible.

Within one month after completing the studies/placement abroad student needs to submit the exchange report, Letter of Confirmation, Transcript of Records/Traineeship certificate to LAB Mobility-Online and the Learning Agreement needs to be up-to-date and approved by all parties.

Negligence in fulfilling the reporting requirements, or lack of study performance can lead to the payback of the financial support. The grant check is made after the student has submitted the required report(s) and forms to LAB Mobility-Online and to EU. If a student does not report within the time limit, it might lead into the whole support collected back.

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