

EXCHANGE ORIENTATION

2022

Outgoing Student Coordinators

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TUE - THU 12 - 14

Grants 2022

- SoleGRANT online application
- Each day counts!
- Payment in two parts: 80% before the exchange, about one month before departure and 20% after the exchange
- Payments processed twice a month
- Commitment to conditions!
- Grant only for physical exchange (3 months), not virtual

Destination country	Grant for studies	Grant for training
EUROPE Group 1 Denmark, Iceland, Ireland, Lichtenstein, Luxembourg, Norway, Sweden, Switzerland, United Kingdom	470 € / month Supplement for parents of minor children 200€ / month	620 € / month
EUROPE Group 2 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, Former Yugoslav Republic of Macedonia	420 € / month Supplement for parent of minor children 200 € / month	570 € / month

Grants 2022

TRAVEL ARRANGEMENTS

- Buy tickets that can be refunded; get "cancellation insurance"

IF YOUR DESTINATION UNIVERSITY CANCELS YOUR EXCHANGE

- Potential exchange-related can be reimbursed by TAMK (receipts and expenses claim form required), up to a maximum of the exchange grant paid to you before your exchange (so 80% of the total grant)

IF YOU CANCEL YOUR EXCHANGE YOURSELF

- Any accumulated costs will be yours to cover, and you will not be eligible for a grant.

If your exchange is cancelled for any reason, contact us: outgoing.tamk@tuni.fi

Kela

Study grant	
lives alone, aged 18 or over	259,10 € / month
housing supplement (in countries with low rents, the supplement is lower)	210 € / month, usually
Loan guarantee	
For all who are studying abroad (talk to your bank)	800 € / month

<https://www.kela.fi/opintotuki-ulkomaille>

<https://www.kela.fi/web/en/financial-aid-for-students-if-you-study-abroad>

Online Learning Agreement

- The Online Learning Agreement (OLA) is your study plan for the exchange and it is prepared together with your own International Coordinator
 - You should fill in the OLA if the partner university uses it, the link can be found from SoleMOVE after you have accepted your exchange.
 - If the partner university does not yet use OLA, fill in the older version of the [Learning Agreement](#).
- Head of the degree programme / International Coordinator signs it
 - Make your Learning Agreement on time (vacations)
- Remember to ask the receiving institution to sign it as well
- Deliver a copy of your signed OLA to outgoing.tamk@tuni.fi
- For changes during the exchange, use the "Learning Agreement for changes" form

Make sure you deliver a signed copy at the beginning of the exchange period at the latest. Always send a copy to us if you make changes to it.

Intercultural Experiences and Competences-course

- All students heading abroad from TAMK complete a compulsory online course "International Experiences and Competences".
- Enroll yourself to the course NN00CU60-3007 Intercultural Experiences and Competences in Pakki and head to the Moodle area to start completing the tasks: <https://moodle.tuni.fi/course/view.php?id=28959>. Enrolment key is "gogogo".
- There are three sections in the course:
 - 1) Before the take-off
 - 2) During the exchange
 - 3) After the return

As the names of the sections imply, you should complete the first section before heading abroad, the second while you are at the destination, and the third after you have come back home.

Student healthcare

Degree student healthcare is organized by YTHS / FSHS (Finnish Student Health Service) starting from 1.1.2021.

FSHS services are located at Kalevantie 3 in the city centre and dental health services at Korkeakoulunkatu 6 in Hervanta.

FSHS services are available for a health care fee. The amount of the fee will be confirmed with a decree in November. **Students have to pay the health care fee for Kela every semester, that is twice in a year.**

The fee has to be paid by the due date. If the student needs services before the due date, the unpaid fee does not prevent use of services.

More information

TAMK procedures: <https://intra.tuni.fi/en/handbook/4646/4678/4692?page=3219>

FSHS services: <https://www.yths.fi/en/fshs/fshs-2021/>

Kela, the Social Insurance Institution of Finland: <https://www.kela.fi/web/en/student-health-care-forum>

Health and safety abroad

File a travel notification to the Ministry of Foreign Affairs

- <https://um.fi/matkustusilmoitus>; <https://um.fi/registration-of-finns-abroad>

Check the travel destination information for your destination country (Ministry of Foreign Affairs)

- <https://um.fi/matkustustiedotteet-a-o> (only in Finnish)

Check the vaccination guide for your destination country

- <https://www.rokote.fi/matkailijan-rokoteopas/> (only in Finnish)
- <https://thl.fi/fi/web/infektioaudit/ohjeet-ja-saadokset/matkailijan-terveysopas> (only in Finnish)

Health and safety abroad

Prescription medicine: if you are taking regular medication, make sure to bring enough medication for your exchange duration

- <https://www.kanta.fi/en/abroad>; <https://www.kela.fi/web/en/foreign-travel-and-medicine-expenses>; <https://www.choosehealthcare.fi/health-services-abroad/>

Electronic security

- Make sure your devices are secure, in case you lose them or they are stolen. Keep copies of your files in multiple places (cloud, USB-drives).

Book an appointment with student healthcare services if you have healthcare-oriented concerns or questions (vaccinations, for example)

Health and safety abroad

TAKE NOTE OF CURRENT PANDEMIC-RELATED MEASURES

- Finnish Institute for Health and Welfare (THL): <https://thl.fi/en/web/infectious-diseases-and-vaccinations/what-s-new/coronavirus-covid-19-latest-updates/situation-update-on-coronavirus>
- Travel (THL): <https://thl.fi/en/web/infectious-diseases-and-vaccinations/what-s-new/coronavirus-covid-19-latest-updates/travel-and-the-coronavirus-pandemic>
- Ministry of Social Affairs and Health (STM): <https://stm.fi/en/frontpage>
- Ministry of Foreign Affairs (UM): https://um.fi/current-affairs/article/-/asset_publisher/iYk2EknIImNL/content/matkustamiseen-ja-maahantulorajoitukseen-muutoksia-koronatilanteen-perusteella-1
- TAMK Intranet: <https://intra.tuni.fi/en/content/news/18225>

Insurance coverage abroad

	Student Exchange / Opiskelijavaihto
Personal Accident Insurance (tapaturma, ryhmä)	TAMK (world wide)
Business Liability insurance (vastuuvakuutus)	TAMK (not USA and Canada)
Travel Insurance for free time, including medical costs and repatriation (matkavakuutus)	STUDENT

	Work placement without salary / Palkaton työharjoittelu	Work placement with salary / Palkallinen työharjoittelu
Statutory Accident Insurance (lakisääteinen tapaturmavakuutus)	TAMK (world wide)	EMPLOYER
Business Liability insurance, trainee insurance (vastuuvakuutus)	TAMK (not USA and Canada)	EMPLOYER
Travel Insurance for free time, including medical costs and repatriation (matkavakuutus)	STUDENT	STUDENT



Destination language studies

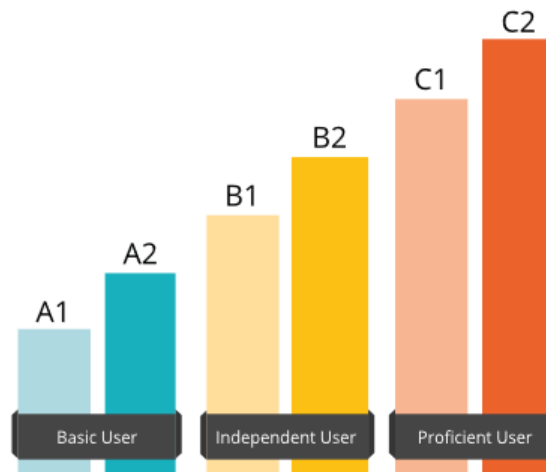
TAMK supports destination language studies (not English or Swedish) with a maximum of



OLS Language Test (Erasmus+)

- Mandatory for all Erasmus+ students and trainees
- You will receive an email with personal credentials
- Log on and complete the OLS assessment (30 minutes)
- Result of the test on CEFR scale
- Second part after the exchange

➤ Determine your level in each of these skills, according to the **CEFR***



The assessment consists of:

- ✔ **Grammar** (20 questions)
- ✔ **Vocabulary** (15 questions)
- ✔ **Listening Comprehension** (10 questions)
- ✔ **Reading Comprehension** (10 questions)

Other practical matters

When moving abroad for over 3 months

- Notify Maistraatti and Posti: <https://www.posti.fi/muuttoilmoitus/>

Be prepared to represent TAMK

- Your host university might ask you to give a presentation about TAMK, Tampere and/or Finland.
- You can use the brochures (Yleisesite englanniksi and KV-esite) in the TUNI [Materiaalipankki](#) for example.
- [Visit Tampere](#): information and promotional material about Tampere
- [Lonely Planet](#): Tampere attractions

Finally...

Enjoy your exchange!

You'll remember all the fun stuff and all the difficult things for years to come.

The people you meet might be life-changing!