

FINANCIAL SUPPORT FOR TRAVEL AND LIVING COSTS FOR STUDIES AND PLACEMENTS ABROAD IN THE ACADEMIC YEAR 2024–2025

This notice concerns students of LUT University (LUT) and is valid for studies and placements abroad for the academic year 2024–2025. 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. Erasmus+ travel grant
5. Additional Erasmus+ grants
6. Special conditions regarding Erasmus+ grants
7. Application for the financial support

1. Financial support for long-term study exchanges and the maximum grant amount

Erasmus+ grant to Erasmus+ partner institutions	
Group 1 countries with higher living costs Austria, Belgium, Denmark, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden and partner countries not associated to the Erasmus+ programme: Andorra, Monaco, San Marino, Vatican City, Faroe Islands, Switzerland, United Kingdom	540 € / month + travel grant
Group 2 countries Bulgaria, Croatia, Cyprus, Czechia, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Türkiye	490 € / month + travel grant
Bilateral grant to other LUT partner institutions	
Other countries with a bilateral agreement with LUT	One-time payment: 1 500 € total.
NOREK Network grant	
Universities belonging to the NOREK Network • Norwegian School of Economics (NHH) 1 505 € for 2024 autumn semester, 1 755 € for 2025 spring • Norwegian Business School (BI) 1 330 € for 2024 autumn semester, 1 580 € for 2025 spring	One-time payment: 1 330 – 1 755 € total, depending on destination and timing (spring semester is longer, therefore the grant is higher).

General conditions for awarding financial support for studies abroad

Financial support can be awarded for student exchanges to partner institutions of LUT for one or two semesters depending on the grant programme. Exchanges to institutions which do not have a bilateral agreement with LUT (e.g. freemover exchanges) are not financially supported.

Erasmus+ grant will not be awarded for studies that take place at the student's actual country of residence.

The 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. However, in double degree exchanges the maximum length for the grant is one academic year. Erasmus+ grants are calculated per diem (by the exact number of days). Bilateral and Norek Network grants have a fixed amount regardless of the length of the exchange.

To qualify for the bilateral grant, the student is required to participate in the receiving university's entire semester with the minimum length of the uninterrupted study period being three months. The uninterrupted bilateral exchange period may be less than three months only in predetermined cases where the receiving university offers only programs that are under three months in length: in the academic year 2024-2025 these exceptions are the JLSP program at Nihon University and a semester at University of California, Davis.

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 to partner countries are awarded on a first-come, first-served basis.

To be eligible for the financial support, the studies abroad should be recognised as a part of the student's degree in the home institution (LUT University). Studies abroad must be full-time and aim to yield 30 ECTS per semester. The student must be physically present at the host country, online studies are not supported. Home university (LUT) online courses taken during the exchange period are ignored when calculating the total amount of the exchange period ECTS credits. If the 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:

- 0–5 ECTS: 100 % reimbursement
- 6–9 ECTS: 75 % reimbursement
- 10–14 ECTS: 50 % reimbursement
- 15–19 ECTS: 20 % reimbursement

When making the decision on grant reimbursement, participant's illness or difficult circumstances are taken into consideration. The consideration 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 with higher living costs: Austria, Belgium, Denmark, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden + partner countries not associated to the Erasmus+ programme: Andorra, Monaco, San Marino, Vatican City State and Faroe Islands, Switzerland, United Kingdom	690 € / month + travel grant
Group 2 countries: Bulgaria, Croatia, Cyprus, Czechia, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Türkiye	640 € / month + travel grant

Group 3 - third countries not associated to the Erasmus+ programme: Other partner countries outside Europe with individual Erasmus+ traineeship agreement	700 € / month + travel grant
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Conditions for awarding financial support for long term placements abroad

The required documents are provided by the student in the LUT Mobility-Online system. 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 the 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 internships@LUT.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 that takes place at the student's actual country of residence.

The 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.

LUT University offers placement grants also for recent graduates. In that case the student must have been accepted to the internship **before** graduation and the internship must start and end within one year of student's graduation. The internship must also be realized during one Erasmus+ - agreement period.

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
from the 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. Short mobilities are supported to LUT priority partners, double degree partners and EULiST-alliance partners (detailed information: elut > completing studies > internationalisation and student exchange > short study periods abroad). Agreement with the placement organisation must be signed by all parties before the mobility starts.

In order to get the support, the studies or the placement abroad has to be recognised as a part of the student's degree in the home institution LUT University. The mobility must have a mandatory virtual part. However, a virtual part is optional for doctoral students. The studies/placement abroad must be minimum of 3 ECTS including both the physical and virtual parts.

4. Erasmus+ travel grant

On top of the basic Erasmus+ grant described above, an additional travel grant is awarded for all Erasmus+ students. The travel grant is awarded based on the one-way straight-line distance between the home and host campuses. If the student is attending their studies online and does not live in Finland, the departure location is their home address abroad. The table below presents the total travel grant for the round-trip. If the student travels by green means, the green travel grant is awarded instead of the travel grant. If the straight-line distance is less than 10 km, the travel grant is not awarded.

All Erasmus+ mobilities are entitled to a travel grant based on the distance and one travel day can be added before and after the physical mobility. For green travel mobilities, a total of up to four travel days can be added.

Straight-line one-way distance	Travel grant (non-green)	Travel grant (green)
10–99 km	28 €	56 €
100–499 km	211 €	285 €
500–1999 km	309 €	417 €
2000–2999 km	395 €	535 €
3000–3999 km	580 €	785 €
4000–7999 km	1188 €	1188 €
8000 km or more	1735 €	1735 €

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

5. Additional Erasmus+ grants

Additional Erasmus+ support	
Green travel	The green travel grant) + up to 4 additional travel days
Inclusion support, in long-term (2–12 months) exchanges	250 € / month
Inclusion support, in short-term blended mobilities (5–30 days)	100 € / 5–14 days exchange OR 150 € / 15–30 days exchange
Disability support	according to actual costs

Green travel refers to travel in which low-emission vehicles (such as a bus, train, or carpooling – avoiding travel by air or sea) are used with the aim of minimising emissions. The student is entitled to a green travel grant when at least 50 % of the total distance (round-trip) is travelled green.

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 inclusion support is added on top of the basic Erasmus+ grant. To receive the additional inclusion support, the student is required to inform LUT International Mobility Services via the LUT Mobility-Online grant application form. Further additional documentation is required and should be presented to the International Mobility Services according to the instructions in LUT Mobility-Online.

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 a learning difficulty. The additional support will be added to the basic 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 based on the application from LUT International Mobility Services, and the final amount of additional support will be decided on a case-by-case basis.

6. Special conditions regarding Erasmus+ grants

Erasmus+ funds are calculated per diem (by the exact number of days). The Erasmus+ grants are calculated according to the **actual dates** of the exchange period. It is the responsibility of the student to find out the start and end dates for their exchange period, and to enter the correct information on their grant application. In student exchanges, the first day is the start of the orientation period or the first lecture (the travel dates to/from the host country are irrelevant). The end date is the last date when the student is required to be present at the host organisation (the last exam, the last placement day).

The Erasmus+ mobility periods abroad (as a student and/or as a trainee) cannot exceed 12 months (360 days) within one cycle of study. The maximum length of 12 months can include several exchange periods. If the student does not have at least two months left of the maximum of 12 months, the student is not eligible for the Erasmus+ grant. However, the student is still eligible to apply for non-Erasmus exchange outside Europe. If the 12 months is exceeded during the Erasmus+ mobility period, the student is eligible for an Erasmus+ grant only until the 12 months are full, and the rest of the mobility period follows the freemover principle with zero-grant. However, the such arrangement is subject to the acceptance of the host organization.

At the end of the mobility period, the student is required to provide a Letter of Confirmation / Certificate of Attendance (for student exchange) signed by the host university or the Traineeship Certificate (for work placements). This document confirms the start and end dates of the mobility. If the Erasmus+ period is shorter or longer than planned, the grant amount will be rechecked.

If, compared to the dates the student provided in their LUT Mobility-Online grant application, the mobility period is more than five days shorter or longer than previously informed, the grant amount will be recalculated to match the actual dates. The student will be sent a revised grant agreement with the recalculated grant amount. If the student does not provide the document confirming the dates, the whole Erasmus+ grant will be collected back.

Erasmus+ students must complete their Erasmus Participant Report on the EUSurvey system. The students will receive an email invitation to fill in the report after their mobility period.

7. Application for the financial support

The students are required to submit applicable documents in order to be eligible to for the support. Please follow the instructions in the LUT Mobility-Online system. All fully completed documents for the financial support and the online grant application (accepting the grant terms) must be submitted to LUT Mobility-Online by the first day of the month to receive the financial support on the last day of the same month. Applications for financial support are not processed in July and August, hence the student is advised to submit their grant 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 LUT Mobility-Online, the grant is checked by the LUT International Mobility Services by the end of the next semester at the latest. If there are major changes in the exchange duration, the grant can be checked earlier by request.

All financial support should be applied for not later than one month prior the start of the exchange period abroad. The financial support must in all cases be applied **before** going abroad. In case of difficulties with the required documents or the LUT Mobility-Online system, please contact the International Mobility Services (outgoing@LUT.fi / internships@LUT.fi / shortmobility@LUT.fi) as soon as possible.

Within one month after completing the studies/placement abroad, the student needs to submit the exchange report, Letter of Confirmation, and the Transcript of Records/Traineeship certificate on LUT 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 reimbursement of the financial support. The grant check is made after the student has submitted the required report(s) and forms on LUT Mobility-Online and on the EUSurvey system. If the student does not report within the time limit, it might lead to the whole support being collected back.

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