Outgoing Exchange Student Path

**PLANNING**
- WHERE AND WHEN to go?
  - Studies or practical training? Talk with your intl tutor teacher, academic coordinator, head of degree programme
  - Go to the destination database and look at your possibilities!
  
  https://oamk.moveon4.com/publisher/1/eng

**INTERNAL APPLICATION ROUND**
- Application through the application portal
- planned destinations + required documents

**NOMINATION**
International coordinator nominates the student to the receiving institution

**2nd APPLICATION ROUND**
- application process defined by the receiving institution
- instructions from Intl Services or the receiving institution
- transcript, learning agreement (other documents possible)
- OLS language evaluation part 1 (Erasmus+ programme)

**2nd SELECTION**
- receiving institution makes the decision
- process often takes a month or more

**PAPERWORK + other tasks**
Learning Agreement, Grant Agreement
Start with the Orientation to Student Exchange-course (3 cr)

**FUNDING**
- apply for a grant from the Intl Services
- inform KELA that you are going on exchange and apply for KELA grants online
- apply for other available grants/scholarships

**ORIENTATION**
- organized by the Intl Services during the semester prior to your exchange

**PAPERWORK**
- updating the Learning Agreement, if necessary
- Certificate of Stay / Training Certificate before returning home

**RETURN**
- your Certificate of Stay / Training Certificate to the Intl Services
- write your exchange report (NOTE! Erasmus students have to submit ALSO Commission’s survey and take the 2nd OLS test)
- Complete your Orientation to Student Exchange-course
- credit transfer process with the degree programme representatives

**ALL DONE!**
- when you have taken care of all the “After Exchange” paperwork, International Services will pay you the final part of the exchange grant (20%)
You will receive application instructions from Intl Services or directly from the receiving institution and it may be either an

• Online-application: send a copy to your Intl Services (Piritta / Katja)
• or Paper application: make sure to send it on time! Scan ALL the documents to yourself ALWAYS (sometimes both)

In case you miss the receiving institution’s application deadline, you loose your place

Possible application attachments:

1. Learning Agreement
signatures from the student, the degree programme/department, host institution

2. Transcript of Records
   official version from the student services, in English

3. Language certificate
   you may use the same you submitted to the internal application, if some other type is required, please consult International Services

4. Proof of Insurance
   Kontinkangas: Study Services Maarit Kettunen, Kotkantie: Study Services Raija Pohjola, TPK campus: Study Services, Laura Tikkanen

5. CV and Motivation Letter (in English)

6. Health certificate
   From the student health care

7. Passport copy ➔ make sure your passport is valid!

8. European Health Insurance Card EHIC
   you can order this online from Kela

9. Visa (if applicable to the destination country)

IF IN DOUBT, ALWAYS ASK!
Planning your studies – learning agreement

Remember to register as present at Oamk, even though you are going on exchange!

- Requirement for study exchange is 5 cr (ECTS) / study month or in practical training 3 cr (ECTS)

Remember to check the local credit system in advance.

- Plan your studies together with the representative of your degree programme (usually the Head of the Degree Programme)

- The content of your practical training should also be planned with the appropriate person.

- Changes in Learning Agreement LA (planned studies) are always possible – remember to inform and agree upon these with your degree programme at Oamk and also with the host institution

- Keep a copy of all the parts of your LA + course descriptions and course work – you may need them in the credit transfer process.

- If you encounter any problems with your studies / training, please try to clarify the situation first at the receiving institution. If the problems continue, contact Oamk.
FINANCING YOUR EXCHANGE
Financing your exchange

– Each student going abroad for studies or training gets a grant from Oulu UAS (except if the exchange has already some other funding).

– The amount of the grant varies between exchange programmes, destinations and duration of the exchange period.

– You can apply for a grant after you have received an acceptance letter/email from your host institution/organisation and your learning agreement/training agreement is signed by all the parties.

– Grant is payed in two parts: 80% before the exchange and 20% after.

– To get a grant the minimum duration of the study exchange is 3 months (90 days) and for the practical training 2 months (full calendar months).
Grants Erasmus+

### STUDY EXCHANGE - Erasmus+ country categories and grants accordingly

<table>
<thead>
<tr>
<th>Grant €/month</th>
<th>Group 1: Iceland, Ireland, Great-Britain, Liechtenstein, Norway, Luxemburg, Sweden, Denmark</th>
<th>Group 2: the Netherlands, Belgium, Bulgaria, Macedonia, Spain, Italy, Austria, Greece, Croatia, Cyprus, Latvia, Lithuania Malta, Portugal, Poland, France, Romania, Germany, Slovakia, Slovenia, Czech Republic, Turkey, Hungary, Estonia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study exchange</td>
<td>380e</td>
<td>330e</td>
</tr>
<tr>
<td>Grant for a student with a family or special needs /month</td>
<td>580e</td>
<td>530e</td>
</tr>
</tbody>
</table>

### TRAINING EXCHANGE - Erasmus+ country categories and grants accordingly

<table>
<thead>
<tr>
<th>Grant €/month</th>
<th>Group 1: Iceland, Ireland, Great-Britain, Liechtenstein, Norway, Luxemburg, Sweden, Denmark</th>
<th>Group 2: the Netherlands, Belgium, Bulgaria, Macedonia, Spain, Italy, Austria, Greece, Croatia, Cyprus, Latvia, Lithuania Malta, Portugal, Poland, France, Romania, Germany, Slovakia, Slovenia, Czech Republic, Turkey, Hungary, Estonia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical training exchange</td>
<td>480e</td>
<td>430e</td>
</tr>
<tr>
<td>Grant for a student with a family or special needs /month</td>
<td>580e</td>
<td>530e</td>
</tr>
</tbody>
</table>
Grants to non-European Destinations

Study exchange:
1200€ /exchange (a lump sum)

Practical training:
300€/month + the travel grant 1200€ (a lump sum)

IN GENERAL:
- The grants will be paid to you in 80% - 20% stages and you can use the grant as you please. There is no separate sum for travelling etc. – it is your grant and usually students are wise to use it for example for their flights, train tickets, rent deposits…
Applying for the grants

In all the exchanges, (practical training, studies, Erasmus+, n2n, self-acquires training or studies), the grant must be applied electronically (through the online application portal when it functions) as follows (as long as the portal is not functional, until approx. early July):

1. Send your COMPLETE Learning Agreement with all the signatures (Erasmus+ LA, part “Before Mobility”) to the application portal and inform us about the EXACT dates of your exchange (official starting and ending date of your exchange) by email to outgoing.students@oamk.fi These dates are used to calculate the amount of the grant.
2. You will then receive an Erasmus+ Grant Agreement to your email, which has been generated in the portal according to the dates you have informed (only for Erasmus+ exchanges). In other mobilities you will receive an email about the allocated grant and grant payment.
3. You sign the Erasmus+ Grant Agreement and send it by email to outgoing.students@oamk.fi.

— NOTE! The grant application process will change later in this summer, about which we will inform you separately. The above mentioned procedure works until then.

— There is no paper version of the Grant Agreement in the Study Guide. If you have already done it however, you still need to process as mentioned above.

— 80% of the grant will be paid to you about 1 month prior your exchange OR within 1 month from the moment you apply for the grant as mentioned before.
OLS – Online Language Evaluation
(for Erasmus+ only)

– Invitation for the first part will be sent to your school email.
– Grant cannot be paid until you have completed the first part of the test.
– The test result is for your own use and does not affect your exchange process as such. The result varies between A – C levels (A= basic user, B= independent user, C= proficient user).
– In case your result is B2 or less, you will receive a licence for a free online language course that we recommend you to use. For others, a course licence can be allocated on request.
– The second part of the test must be completed after the exchange, again you will receive an online invitation or you can do it by signing in to the OLS – page and there, by clicking: "Start my final language assessment"
– In case you receive C2 from the first evaluation, you won't get the 2nd assessment at all!
Other funding


Juuso and Tellervo Walden scholarship
http://www.waldeninsaatio.com/

Maa- ja vesitekniikan tuki (civ.eng/ energy tech.)
http://www.mvtt.fi/fi/etusivu/

Other scholarships/funding from example from Aurora database
http://www.aurora-tietokanta.fi/
INSURANCE, SAFETY AND HEALTH
Insurance


- You will be insured during the study or practical training abroad, but please note that travels outside your destination city for example are not included in the school insurance
  - Consider therefore some additional insurance for your own travels
  - Excursions organized by your host institution ARE covered by the insurance even if the destination is another country

- The insurance company is OP-Pohjola (from 1.7. onwards)

- As a proof of Oulu UAS's travel insurance you must ask the person in charge of students' insurance for a travel insurance certificate:
  * Kotkantie: Raija Pohjola (raija.pohjola@oamk.fi), Student Services
  * Kontinkangas: Maarit Kettunen (maarit.kettunen@oamk.fi), Student Services
  * Teuvo Pakkalan Katu: Laura Tikkanen (laura.tikkanen@oamk.fi), Student Services
All in order

Staying abroad for a longer period is always an experience of life, which will carry you a long way. However, challenges belong to normal life also here in Finland as well as abroad.

- Make sure that you are in a good mental and physical condition when going abroad.

- Prepare yourself for meeting a new culture. One culture is not worse than another, it is just different. With an open adventurous mind you can cope with possible problems.

- You will find further information on cultural adaptation on the internet with the search terms “culture shock” or “cultural adaptation”.

1 November, 2017
Stages of Cultural Adaptation

- Emotional well-being
- Honeymoon phase
- Culture shock, acute homesickness
- Adaptation
- Pre-return ups and downs
- Missing other culture
- Pre-departure ups and downs
- Excitement at returning home

Arrival abroad → Time → Return home

Lähde: www.researchgate.net
Be safe, part 1

- If you are entitled to the Finnish social security (i.e. possess a Finnish Kela card), order the European Health Insurance card (EHIC) from Kela. The card entitles you to needed health care in acute cases with the same conditions as the local citizens. The card is free of charge.

- **Check whether your destination country has any vaccination requirements.** Further information on needed vaccinations and health risks in different countries is available from the student’s health care. Study also the traveler’s health guide provided by the National Institute for Health and Welfare [https://www.thl.fi/fi/web/infektiotaudit/ohjeet-ja-saadokset/matkailijan-terveysopas](https://www.thl.fi/fi/web/infektiotaudit/ohjeet-ja-saadokset/matkailijan-terveysopas)

- **Consider the security of the place of destination.** You can get information from the websites and travel advice of Finnish missions abroad. A good website to study is the Ministry for Foreign Affairs, information for a traveler [in Finnish](https://www.mea.fi/). In English [for a traveller](https://www.mea.fi/)

- **Study the country specific reports** (matkustustiedotteet) provided by the Ministry for Foreign Affairs.

- **Submit an official travel notification** to the Ministry for Foreign Affairs. A travel notification includes personal data, contact info valid during the trip, and information about the trip, supplied to the Ministry for use in case of an emergency or a crisis situation.
Be safe, part 2

- **Find out how you can use your bank account from abroad** and acquire needed cards and usernames and passwords from your bank. **Get also acquainted with the local currency** beforehand.

- **Be in contact with the staff of the institution where you are going to.** Find out who is your contact person, whether someone will be meeting you upon your arrival, and their contact information. Have the contact info available during your travel days as well.

- If you go to the area with a risk of earthquakes or other natural disasters not so familiar in Finland, do study the country specific instructions for those situations.

- Remember to **pack along:**
  - your passport, VISA (if needed) and other travel documents
  - insurance card/s
  - destination address and contact information
  - Oulu UAS emergency card
  - European Health Insurance Card
  - saved photo/copy of your passport info page for example in your e-mail
  - bank card/s, a bit of local currency
Be safe, part 3

- Notify the Oamk Intl Services that you have arrived safely. **Then, as soon as possible, return the Certificate of Stay, arrival part, to International Services**

- **Update your contact information to Peppi.** Due to safety reasons Oamk must always have up-to-date contact information of all students also while they are abroad.

- **Find out the local general emergency number** as well as instructions what to do in case of emergency. Ask the local contacts if there are any safety issues that should be taken into account in your exchange area or the culture in question.

- **Use your common sense** at all times.

- **Keep the Oulu UAS emergency card** in your wallet. **Oulu UAS emergency number 24/7 is +358 20 611 0299.**
ORIENTATION TO EXCHANGE STUDIES, 3 ECTS
Y0021E – Orientation to Exchange Studies, 3 cr
Course (in Moodle)

– Mandatory for all students going abroad regardless of the type of your exchange (student exchange / practical training).

– The course assignments are in three parts: prior, during and after the exchange. For example the "During part" includes writing a blog or posting pics in our instagram #oamkabroad

– The course can be found from Moodle: Y00021E Orientation to Student Exchange 2018-19. You need one of the following course code for the course, which is campus-specific. Please make sure you select the correct implementation and the code:
  – ExchangeSOTE (Kontinkangas)
  – ExchangeTPK (Teuvo Pakkala)
  – ExchangeKOTKA (Kotkantie)
SUMMARY
the exchange Documents + Tasks

BEFORE EXCHANGE:
- Partner institution's own application with all the required attachments (send scanned copies to Intl Services also, for your own safety)
- Learning Agreement (with signatures from yourself, your head of the degree programme/department, and from your host institution)
- Grant application (for studies and training)
- OLS language evaluation (Erasmus+)
- Training agreement or in Erasmus+ Learning agreement for training (those who are doing their traineeship)
SUMMARY

the exchange Documents + Tasks

DURING EXCHANGE:

- Certificate of Stay, part 1 – Arrival part signing by your host AS SOON AS YOU CAN VISIT THE LOCAL INTERNATIONAL SERVICES
- Changes to Learning Agreement, in case you make changes (remember signatures) *)
- Certificate of Stay, part 2 – Departure part signing by your host before you leave
  - Again, a reminder about the dates. In case you have applied the grant with certain starting and ending dates, you should get the exact same dates for your Certificate of Stay

*) if there are changes to your Learning Agreement, please contact your teacher/head of the degree programme/departure here in Oamk to approve it
SUMMARY
the exchange Documents + Tasks

AFTER THE EXCHANGE – within 1 month from the end of the exchange period:

- Certificate of Stay – return it to the Intl Services of your campus
- Training certificate (in practical training)
- Final report in MoveOn
- Mobility Tool – report coming from the European Commission
- The second part of the OLS: language evaluation (Erasmus+)
- Orientation to Student Exchange – tasks

PLEASE NOTE: Your second part of the grants won't be paid before all the necessary documentation is completed. There is a time limit for returning the above mentioned parts – within 1 month from the ending of your exchange. In case you fail to do this on time, you may have to pay the first part back as well if you exceed 2 months time.
FLY FURTHER!
We love to see you in Social media: use #oamkabroad in Instagram!

"Meeting new fab people has been the best thing ever. I have never regretted my decision to go abroad! There is no reason to hesitate or to be afraid, seize the opportunity to see and experience great things!

This motto used here describes life very well: “We are here for a good time, not for a long time.”