



## ERASMUS+ TRAINEESHIP APPLICATION GUIDE



## Erasmus+

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### Before applying

Before you submit your application for funding, make sure you have...

- Read the information on Erasmus traineeships on our [Work Abroad](#) pages
- Checked that your placement meets the [eligibility criteria](#) for Erasmus funding
- Checked the specific details of your placement (dates, tasks to be undertaken, etc.)

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**Important note: The Go Abroad office will check whether your placement meets the eligibility criteria for Erasmus funding, but it is your responsibility to ensure that the placement can fit into your studies. If you undertake a traineeship as a compulsory part of your degree, you should check that your placement is approved by your school before you apply for Erasmus funding. If your traineeship is voluntary, you should also ensure that it does not clash with your term dates.**

### Application form

**Important note:** The information you provide in the application will be copied onto your official Erasmus+ Training Agreement, so remember to provide as much detail as possible in all sections. Incomplete or vague applications are unlikely to be approved for Erasmus funding

#### How does the application work?

You will first be asked to fill in an online application form, using your EASE login. We recommend that you complete and save your answers in a word processing software first and allow plenty of time to complete your application. You should complete the application at least 4 weeks before your traineeship start date, if possible. Once you have submitted your application, you will receive an automated email confirming it has been received.

#### What information should be given in the application?

The application form is comprised of several sections:

- **Personal data:** Complete all fields with your personal details
- **Study details:** Complete all fields selecting the relevant study options. If you are planning to undertake your traineeship as a graduate, answer "Yes" to the question "Recent graduate?", even if you are still a current student at the time of application.
- **Details of the proposed traineeship programme abroad:** Answer all questions regarding the type of traineeship, contact details of your host organisation, specific dates and working hours. You must then complete all following questions as explained in the section below.
- **Information on the Contact at the host organisation:** Complete the contact details of your supervisor/mentor at your host organisation. This would normally be the person who is expected to monitor your work most closely.
- **Terms and conditions:** You must accept the terms and conditions before sending your application.

#### Completing the section "Details of the proposed traineeship programme abroad"

**Will your traineeship take place in your home country?** If you have answered "Yes" to this question, you should explain the transnational benefits of doing a placement at home as opposed to a similar placement in the UK or a different EU country. "Transnational benefits" refers to the added value of your work experience from an international perspective, e.g. gaining country-specific insight into an industry, working in for a multinational organisation, comparing approaches to a specific industry, transferring expertise, or enhancing collaboration between UK-based and home-based organisations.

**Knowledge, skills and competences to be acquired** You must identify any skills and competences you are hoping to gain from your traineeship abroad, highlighting their relevance for your academic or professional career. You should mention both job-specific skills (e.g. marketing, customer service, teaching, accounting, translation etc.) and any other soft or additional skills you may gain from working abroad (e.g. flexibility, communication, language skills).

**Detailed programme of the traineeship** Write a detailed overview of your traineeship - who is your employer? What will be your role and objectives within the organisation? Will you be working on a specific project, or get involved in a variety of tasks? Will there be an initial training period? This section must give a clear understanding of the scope and nature of your traineeship, as well as the structure of your host organisation.

**Tasks of the trainee** In this section, you should give further details about your day-to-day responsibilities at your host organisation. If you expect your role to evolve over the course of your traineeship period, you should also mention it in this section.

**Monitoring plan** Your Erasmus traineeship is an opportunity to learn new professional skills, and we expect all trainees to receive adequate training and supervision during their time abroad. Depending on your traineeship plan, the monitoring plan could include job shadowing, training sessions, written report, regular meetings with your supervisor or engagement points with your school in Edinburgh.

**Evaluation plan** To ensure you can get the most out of your traineeship, we also expect all Erasmus trainees to receive feedback on their performance at the end of the traineeship. Depending on your traineeship, the evaluation plan could include final feedback meeting, completion of a project, verbal presentation or a written report.

**Important note: The information you provide in the application will be copied onto your official Erasmus+ Training Agreement, so remember to provide as much detail as possible in all sections. Incomplete or vague applications are unlikely to be approved for Erasmus funding.**

## What next?

Once you have submitted your application for funding, you can expect to hear back within 2 weeks.

**If your application is successful**, you will receive an email confirming that you are eligible for funding and highlighting the next steps of the process. You will also gain access to your "Mobility-Online" workflow, where you can download and upload your Erasmus documents and sign up for our UoE insurance. If you still have any questions after reading the instructions, contact us using the email or phone number at the end of this guide.

Once your placement has been approved for funding, you need to make sure that you submit all the required Erasmus documents in due time so that we can pay your grant.

**If your application is unsuccessful**, we will get back to you to explain why your placement is not eligible. You might still be able to apply for funding at a later date, provided you alter your application to ensure that you meet all the eligibility criteria.

## Erasmus requirements

As an Erasmus + trainee, you will be required to submit a number of documents before, during and after your placement. The following table lists the different Erasmus documents and deadlines:

Document	Deadline for Submission	Who needs to complete it?
<b>Grant contract</b>	Before your start date – late contracts will be deemed invalid	Yourself – Edinburgh Global will provide you with a countersigned version for your records
<b>Training Agreement</b>	Before your start date	Yourself, your employer and your school (if the placement is a compulsory part of your degree) OR Edinburgh Global (if the placement is voluntary)
<b>1<sup>st</sup> Online Linguistic Test*</b>	Before your start date	Yourself
<b>Certificate of Arrival</b>	Within 2 weeks of arrival	Your employer
<b>Employer’s Transcript</b>	Within 5 weeks after the end of the traineeship	Your employer
<b>2<sup>nd</sup> Online Linguistic Test*</b>	Online within 2 weeks after the end of your traineeship	Yourself
<b>Erasmus online feedback report</b>	Online, within 5 weeks after the end of your traineeship	Yourself – you will receive a link to the survey from the European Commission

*\*If your main language of work is French, German, Dutch, Italian, Spanish, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovak or Finnish (native speakers excluded)*

## Insurance

Before leaving, you should remember to take out appropriate insurance for your time abroad. As a UoE student, you can opt into our Travel and Health insurance free of charge for the duration of your Erasmus + placement. **Please note that graduate students are excluded from the insurance policy and need to arrange for alternative insurance.**

### Key features of the University policy include:

- Unlimited Medical Expenses - this includes pre-existing conditions as long as you are fit to travel and haven't been advised against doing so by your GP.
- Repatriation
- Cover for Personal Belongings
- Cover for loss of personal money/credit cards
- Personal liability (except at the workplace)

If you choose not to opt into the University's scheme, then it is essential that your insurance covers at least repatriation to the UK (or your home country) in the case of serious illness or death. If this isn't the case, we recommend you take out an additional policy to cover this. The level of insurance you need will depend on your personal circumstances (e.g. pre-existing conditions etc).

All students must confirm that the necessary insurance cover is in place by completing the insurance step on Mobility Online before leaving for their stay abroad. We will not check your insurance policy - it is entirely your own responsibility to ensure that you have appropriate cover in place.

Students working abroad within the EEA (European Economic Area) should also obtain a free EHIC (European Health Insurance Card) which will entitle you to reduced cost or free emergency health.

Please note that the University's travel insurance does not provide liability insurance (i.e. covering damages caused by the student), nor accident insurance (covering damages caused to the student) for incidents happening in the workplace. We would normally expect your host organisation to cover you for accidents and liability in the workplace. If this isn't the case, we strongly recommend contracting your own private insurance to that effect.

## Contacts

If you have any concerns or issues during your time abroad, or if you need to interrupt or change the dates of your traineeship, you should let us know as soon as possible by emailing [workplacements@ed.ac.uk](mailto:workplacements@ed.ac.uk)

You can also phone us during office hours (9am-5pm Monday – Friday)

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