‌Erasmus is a student exchange programme offering opportunities to study and work throughout Europe. Since the programme began in 1987, over 3 million students from 33 countries have participated in Erasmus. In addition to study opportunities, Abertay students can also undertake traineeships (work placements) within Europe. This is a wonderful opportunity for Abertay students to gain valuable work experience, develop their skills as well as professional relationships throughout Europe.

**Who can take part?**

Abertay students aged over 18 studying any course are eligible to participate in Erasmus-compliant traineeship (work placement) mobilities. Recent graduates may also be eligible within one year of graduation, but priority will be given to current students and all necessary paperwork and the selection process need to have been completed before you were notified that you are eligible to graduate.

**Why should I participate?**

Work experience through Erasmus can be an incredible personal and professional experience, as well as a valuable addition to a CV. Students will learn about another culture, people and way of life as well as travel and experience a professional European environment. It is an opportunity to gain new skills, develop fresh ideas and expand employment opportunities. You can make yourself an attractive candidate for any job -- employers value international experience as well as qualities such as independence, self-motivation and the ability to overcome challenges.

**Where can I work?**

Traineeships (work placements) may take place at any enterprise in the public or private sector, excluding: EU bodies, organisations managing EU programmes and diplomatic representations of your country. You can apply for financial support once you have found your own placement by applying to a European company.

There is a great database with work placement ("traineeship") offers online: <http://erasmusintern.org/>

Please also consider speaking to your academic tutors for advice and ask about any industry links they might have.

**When can I participate?**

For 2017/18, students may participate in Erasmus traineeship (work placement) mobilities until 30 September 2018. The minimum duration is two months (excluding enterprise holidays!), the maximum duration is 12 months. We will accept applications for mobilities beginning in Semester 1, Semester 2 and during the summer. Please see below for application deadlines.

**Costs and financial help available?**

Erasmus offers grants to all participating students in order to help defray costs such as flights, housing, meals and personal spending money. The maximum grant you could receive is € 430 per month, depending on the [country of destination](https://www.erasmusplus.org.uk/higher-education-study-or-work-abroad-grant-rates-2017-18) and available funding. In case the host company pays an internship allowance, you may keep this on top of your Erasmus grant!

**Do I receive academic recognition and credit?**

Prior to any work placement, we will sign a learning agreement and agree contents and objectives with both the student and the host company. Once you have completed your work placement, we will inform Registry so that it can be recognised in the [HEAR](https://sitemanager.abertay.ac.uk:8443/terminalfour/SiteManager?ctfn=hierarchy&fnno=10&sid=8865&lang=en&sslinkid=23) you will receive upon graduation. If the placement was a compulsory part of your course, it will also be listed on your transcript.

**Do I need to know a language?**

No -- there are many companies in Europe where English is the working language! If you are proficient in a foreign language, there are more opportunities available, but Abertay students have successfully completed work placements abroad working entirely in English. Nevertheless, we encourage you to start learning the language of your host country before you go abroad. Abertay can support you in learning languages here in Dundee -- please contact [Abertay Language Centre](mailto:english@abertay.ac.uk) for more information.

**How to apply**

1. Speak with [Evie Jackson](mailto:e.jackson@abertay.ac.uk), the Erasmus+ Administrator, regarding the best options for you.
2. Apply to a European company you have identified through your own research or by using Abertay's contacts. The [Career Development Centre](https://sitemanager.abertay.ac.uk:8443/terminalfour/SiteManager?ctfn=hierarchy&fnno=10&sid=7841&lang=en&sslinkid=24) can support you with the application and preparation of your CV.
3. Complete and sign an [Erasmus learning agreement for traineeships](https://sitemanager.abertay.ac.uk:8443/terminalfour/SiteManager?ctfn=download&fnno=60&ceid=728673128)‌ together with your host company and Abertay's Exchange and Study Abroad Officer (don't worry, you don't need to fill in the entire agreement, only a few sections)
4. Turn in the following application materials by the deadline:

* Completed and signed [Erasmus traineeship application form 2017-18](https://sitemanager.abertay.ac.uk:8443/terminalfour/SiteManager?ctfn=download&fnno=60&ceid=1857507102)‌
* Completed and signed [Erasmus learning agreement for traineeships 2017](https://sitemanager.abertay.ac.uk:8443/terminalfour/SiteManager?ctfn=download&fnno=60&ceid=1152086875)‌
* Current transcript of records (OASIS printout)
* Short recommendation from Programme Leader (this can be e-mailed directly to the Exchange and Study Abroad Officer)
* Letter of motivation (max. 500 words)
* Copy of your [European Health Insurance Card (EHIC)](http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx)
* Copy of your passport

If you do not have EU nationality, please make sure that your visa allows you to travel and work within the EU. Students are responsible for checking this and arranging any additional visa which may be required.

The deadlines to apply for Erasmus work placements in 2017/18 are:

* Placements during Semester 1, 15 September 2017
* Placements during Semester 2, 1 November 2017
* Placements during the summer, 1 March 2018

Late applications will be considered on a rolling basis depending on availability of funds.

Please note that we will give priority to applicants who are not applying for a traineeship in their home country and to applicants who are going on an Erasmus traineeship for the first time.

**Questions?**

Feel free to contact [Evie Jackson](mailto:e.jackson@abertay.ac.uk), Abertay’s Erasmus+ Administrator, for more information.

Also, make sure to check out the [Erasmus student guidebook](http://www.esn.org/studentguidebook) published by the Erasmus Student Network.