

# ERASMUS+ Work

## Eligibility for ERASMUS+ Funding (2014 – 2020)

For your work placement/traineeship to qualify for ERASMUS+ funding, ALL of the 3 following conditions must be met. Check each of the 3 categories below to make sure that your intended traineeship fits the bill:-

1. Location of the traineeship
2. Nature of the traineeship provider
3. Duration of the traineeship

### 1. Location of the traineeship

Only placements in the following countries are eligible:-

- Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey (*Switzerland is currently not included in Erasmus+*)

### 2. Nature of the traineeship provider

Suitable traineeship providers are defined as "all undertakings engaged in economic activity in the public or private sector whatever their size, legal status or the economic sector in which they operate, including the social economy".

The receiving organisation can be:

- any public or private organisation active in the labour market or in the fields of education, training and youth. For example, such organisation can be
  - a public or private, a small, medium or large enterprise (including social enterprises)
  - a public body at local, regional or national level;
  - a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions
  - a research institute
  - a foundation
  - a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education)
- a non-profit organisation, association, NGO
- a body providing career guidance, professional counselling and information services
- a Programme Country HEI awarded with an ECHE.

The following institutions are NOT eligible for the Erasmus+ traineeship scheme:-

- European institutions or bodies (eg the European Commission); see [https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en) for a list.
- Organisations managing EU programmes (eg National Agencies, similar to the British Council)

Placements in representations or public institutions of the home country of the student (eg cultural institutes, schools etc) are allowed, but only provided that the student gains additional benefit through the cross border placements as compared to a similar placement in the home country. This is due to the EU's requirement of "transnationality".

All traineeships MUST be approved by the home academic School, in accordance with local requirements.

Academic Schools should only forward to the Careers Centre the names of those students whose placements have been fully approved.

More information on the types of placements you might wish to consider, including information about the British Council's Language Assistants Scheme, are available (see Downloads) and a list of the sorts of enterprises used recently by previous University of Leeds ERASMUS traineeship students, is available on the Downloads page.

### 3. Duration of the traineeship

To qualify for the ERASMUS+ Traineeship grant, placements must be between a minimum of 2 full months (60 days) and a maximum of 12 months (longer placements are permitted but will not receive ERASMUS+ funding).

A student can only receive a total of 12 months Erasmus+ funding in their undergraduate career (ie in the same or different years), so any previous Erasmus+ funding you have received previously will count towards the total (whether for Study or Work).

It is possible to arrange your traineeship year such that it consists of multiple traineeships (in different cities or countries), as long as they are all over 2 months long and your home School approves this. A full set of documentation will be required for each individual placement, in this case. Please speak to the Work Placement tutor in your School and the ERASMUS+ traineeship administrator in the Careers Centre, if you think you might want to do this.

### Nationality of the Student

The Erasmus+ Traineeship Scheme includes ALL students registered on a regular\* degree course at the University of Leeds (ie including international students).

- United Kingdom includes citizens of the Isle of Man and the Channel Islands ('British Islands' passport holders) and individuals officially recognised by the United Kingdom as refugees, stateless persons or people with indefinite leave to remain.
- Note: Students who wish to return to their home country to undertake a traineeship as part of their degree are now eligible for grant.

### General Points

- Students on most programmes of study at the University of Leeds are eligible; ERASMUS+ is not just for language students!
- Postgraduates ARE eligible to be considered for ERASMUS+ funding. As it is a requirement of the Erasmus+ scheme, that the period of work placement is officially recognised by the University, the postgraduate student must show exactly how this is going to be achieved to the satisfaction of the Erasmus+ traineeship grant administrator.
- British Council Language Assistants are also currently eligible for the ERASMUS+ traineeship grant (see the Downloads section on Funding).
- To be eligible, students must comply with all the documentary evidence requirements and must provide signatures within the deadlines stated. The rules are very strict and failure to follow the instructions given (eg not signing the Erasmus+ Agreement before starting work) could mean that the student becomes ineligible for the whole Erasmus+ grant.
- Deadlines: The deadline for applying for the grant is 4 weeks before the start date of your traineeship. Students will receive a percentage of the maximum grant, according to local student uptake of the Erasmus+ grant. The first 70% will be guaranteed, the remaining grant will be dependent on student numbers and magnitude of grant awarded to the University by the European Union.

\* regular courses are those leading to a recognised degree or other recognised tertiary level qualification, up to and including the level of doctorate, or short term higher vocational education, which in the UK includes Foundation Degree courses. Short courses (such as summer language courses) are not regular courses.