ERASMUS+ TRAINEESHIP GRANT INFORMATION PACK

(1) ABOUT THE GRANT

To support the outbound mobility of students, UCL have some funding available to enable students to undertake a summer internship at an overseas organisation within the European Union (EU). The Erasmus+ Traineeship Grant is managed by UCL Study Abroad, with support from UCL Careers.

The summer internship should be deemed a genuine learning opportunity which will develop your professional skillset and global mindset. Whilst you are welcome to explore all internship options, you will need to articulate the learning outcomes of the internship and the impact it will have on your skill development or career objectives.

The amount of funding allocated to you will depend on the location of your internship. An application will not necessarily guarantee funding and so you are advised to consider alternative options of financing your internship.

<table>
<thead>
<tr>
<th>Country of destination</th>
<th>Monthly Grant</th>
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<tbody>
<tr>
<td><strong>Group 1 countries (high cost of living)</strong></td>
<td>€450</td>
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<tr>
<td>Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway</td>
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<tr>
<td><strong>Group 2 countries (medium cost of living)</strong></td>
<td>€400</td>
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<tr>
<td>Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal</td>
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<tr>
<td><strong>Group 3 countries (low cost of living)</strong></td>
<td>€400</td>
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<tr>
<td>Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, former Yugoslav republic of Macedonia, Turkey</td>
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There is an additional grant of €20 a month awarded to students who meet widening participation criteria. If you are eligible for this, it will be added to your grant automatically by the Study Abroad Team. This grant is paid to students defined as disadvantaged by the relevant funding authorities in the UK, normally those students with an annual household income of £25,000 or less.

The funding is subject to availability and is for summer internships which finish before the start of the 2018-19 academic year.

(2) ELIGIBILITY AND TERMS

To apply for a grant you must:

- Be undertaking an overseas internship linked to your degree subject or career objectives
- Be a non-finalist undergraduate student who will be continuing your degree programme at UCL on completion of the internship
- Not exceed 12 months of Erasmus funding in one academic cycle (most applicable to Study Abroad students)
• Agree to complete the following paperwork/activity if successful for funding:
  o **Traineeship agreement** – outlining the learning objectives and signed by the host organisation
  o **Grant agreement** – required to process the payment to you
  o **Confirmation of arrival and departure** – signed by the host organisation at the start and end of the internship to confirm that you have started and finished
  o **Case study** – a video or write-up of your internship experience to be used for promoting international internships to other students.

Completion of this activity will be required in order to record the experience on your HEAR. Failure to complete all of the documentation may result in your grant being recalled.

The internship must:

• Take place during the summer vacation period and finish before 30th September 2018
• Take place within the EU and outside of the UK
• Last for at least 2 months (your time in the country must be at least 60 days)
• Not form part of a course requirement

As the internship is undertaken optionally, you are personally responsible for:

• Sourcing and applying for the internship – the university is not providing guaranteed internships as part of this scheme.
• Ensuring that you have appropriate health and travel insurance for the duration of your internship.
• Obtaining the appropriate visa for the country in which you are undertaking the internship.
• Planning your own emergency procedure for any issues that may arise whilst you are away
• Ensuring you have accommodation in place for your internship.
• Preparing yourself for the experience of living in a different culture and understanding local laws and traditions.
• Understanding health and safety and other work related policies of the organisation you will be working with.

(3) APPLICATION PROCESS

To apply, download the Erasmus+ Traineeship Grant application form found on the Global Internships Programme webpage. You should send it to globalinternships@ucl.ac.uk along with proof of your internship.

The call for applications will close at 4pm on Thursday 19th July 2018 or at a time when the grant funding has been exhausted. With that in mind, students are encouraged to apply as early as possible. Applications will be assessed on a rolling basis.

If your application is successful:

• Your details will be passed to the Erasmus+ Coordinator in the Study Abroad team
• You will be sent a Training Agreement that you and your host organisation will sign
• You will need to sign a Grant Agreement

If you have any questions about anything in this document, please email globalinternships@ucl.ac.uk