

Erasmus Funding – Selection Policy

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1. Introduction

- 1.1. This document sets out the policy that underpins UCL’s selection criteria for the Erasmus+ programme. The policy has been devised in accordance with the regulations of Erasmus+ as outlined in the Erasmus+ Programme Guide 2018. Students seeking information on how to apply for Study Abroad opportunities should visit www.ucl.ac.uk/studyabroad for more information.
- 1.2. According to the Erasmus+ Operational Handbook for 2018: *“The selection of students - as well as the procedure for awarding them a grant - must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process.”*

2. General Timeline

- 2.1. Funding for Erasmus+ is awarded on an annual basis, following an application submitted in the spring. Below is a brief outline of the annual timeline for each project.

Indicative date	Activity
Early February (Spring immediately preceding departure)	Erasmus+ funding applied for
Early May	Participant agreement templates issued by BC
End May	Outcome of applications
End May	Allocate funds to Group 1 & 2 participants
May/June	Issue Erasmus+ documentation to Group 1 & 2 participants
Beginning June	Project begins
Beginning July	Institutional Grant Agreement issued
July	Allocate remaining funding into awards for Group 3 applicants
July/August	Advertise opportunities for Group 3 applicants
Early September	Funding received

September-October	First instalment grant payments (mobility beginning in Term 1)
December-January	Second instalment grant payments (mobility ending in Term 1) First instalment grant payments (mobility beginning in Term 2)
March	Interim reporting – (all funding accounted for)
May-June	Second instalment grant payments (mobility ending Term 2)
September (end academic year)	Last mobilities completed
End September	Final data report
November	Final narrative report

3. Participant Groups

3.1. To help manage demand, participant groups have been devised to guide the division of grant funding.

Group	Student types
Group 1	<ul style="list-style-type: none"> Undergraduate students on compulsory year-abroad programmes Masters students on a compulsory period of eligible European mobility
Group 2	<ul style="list-style-type: none"> Undergraduate students on non-compulsory, credit bearing placements/placements as part of degree
Group 3	<ul style="list-style-type: none"> Undergraduates on an extramural year abroad Postgraduate Taught students opting for a period of study abroad Postgraduate Research students opting for a period of study or training abroad Summer Internships

4. Erasmus+ Opportunities for Group 1 & 2 Students

This section lays out what types of activity are available to students in Groups 1 & 2.

4.1. Undergraduate students

4.1.1. Erasmus+ study activity. Partner institution and study plan should be agreed with Study Abroad Tutor; the placement is undertaken for credit as an integrated part of the degree programme.

4.1.2. Erasmus+ traineeship activity (part of compulsory year abroad). Traineeship must provide meaningful opportunities for use of target language. Credit is awarded for these placements.

4.2. Postgraduate Students

4.2.1. Erasmus+ study placement. Second year of the programme is undertaken at a consortium partner institution. Students attending partner institutions in Erasmus+ programme countries may be awarded a mobility grant.

5. Erasmus+ Opportunities for Group 3 Students

This section lays out what types of activity are available to Group 3 applicants.

5.1. Undergraduate students

5.1.1. Erasmus+ traineeship activity. Year in industry (extramural or sandwich year) spent in an organisation in Europe.

5.2. Postgraduate taught students

5.2.1. Erasmus+ study placement. One semester in the UCL programme is substituted for one semester at a partner university and credit is transferred to the modules normally taken at UCL. Please see point 5 for details of how this should be managed.

5.2.2. Erasmus+ traineeship activity. Activity undertaken as a recognised part of UCL programme.

5.3. Postgraduate research

5.3.1. Erasmus+ study placement. Any research or other activity that contributes directly to the PhD.

5.3.2. Erasmus+ traineeship activity. Work experience activity that contributes to the PhD.

5.4. Summer Internships

5.4.1. Internships during college vacations which do not form part of the programme of study

5.5. Although Traineeships for recent graduates are supported under Erasmus+, it is UCL's policy not to fund placements outside of the period of enrolment. Examples of placements that will not be considered for funding:

- Summer school placements
- Training placements which do not relate to the course of study
- Recent graduate traineeships

6. Groups 1&2 – Selection Process

This section lays out the application process for Groups 1&2.

Selection of participants is conducted by the Study Abroad Team as part of their annual selection process. Applicants submit details of preferred options as well as an application form through Portico. Before applying, students should meet with their Study Abroad Tutor to discuss their options and gain provisional approval from their department. More information can be found in the [Portico Application Guidance Notes](#).

The following academic departments receive guidance from the Study Abroad Office and the Departmental Study Abroad Tutor/Officer coordinates the selection process following the same selection criteria (with greater emphasis on the language element):

- School of Slavonic and East European Studies (SSEES)
- School of European Languages Culture and Society (SELCS)
- History
- European Social and Political Studies (ESPS)
- Slade School of Fine Art, The Bartlett School of Planning
- Greek and Latin
- Institute of Education (IOE)
- Pharmacy

There is a certain deadline each year for applications, which is the same for all UCL students.

The **selection criteria** are the same for all students:

- Personal statement
- CV: content, presentation and formatting
- Language skills
- Academic performance

In case of equivalence, preference is given to students from less advantaged socio-economic backgrounds.

7. Group 3 – Selection Process

This section lays out the application process for Priority 3 Applicants.

- 7.1. For placements beginning in the Spring Term, a call for proposals will be launched in the Autumn Term. Applications for funding should be submitted before the deadline at the end of November. The application will consist of a short proposal and a provisional Erasmus+ Learning or Training Agreement. Academic approval will be required prior to submission. Applications will be assessed and approved on a rolling basis. Once all awards are allocated, the call for proposals will close.
- 7.2. For placements beginning in the Autumn Term, expressions of interest will be collected in January of the academic year preceding the placement. Expression of interest does not guarantee a placement will be funded. A call for proposals will be launched in latter part of the Summer Term prior to departure. Applications for funding should be submitted before the deadline at the end of June. The application will consist of a short proposal and a provisional Erasmus+ Learning or Training Agreement. Academic approval will be required prior to submission. Applications will be assessed and approved on a rolling basis. Once all awards are allocated, the call for proposals will close.
- 7.3. Summer Internships: Selection is conducted by UCL Careers as part of the Global Internships Programme. Students are required to submit an application form along with a proof of their internship. Applications must clearly outline the details of the internship, the impact it will have on the host organisation and how it relates to the student's subject area, career objectives and/or skills development. Timings and deadlines to apply will be advertised during the academic year.