

## Erasmus+ Traineeships (incoming students)

Erasmus+ Traineeship students are not processed by the Go Abroad Team. Erasmus+ Trainees are simply Visiting Students who happen to have Erasmus funding. They are of course very warmly welcomed to campus, and we appreciate that the processes around this can feel unknown. Therefore, we hope these guidelines might be helpful.

### Guidelines for Academic Departments

The Erasmus Traineeship enables individual university-level students to spend a period of time abroad undertaking project work, laboratory work, study- based research etc. As a result of the UK's departure from the EU and the Erasmus+ Scheme, we can no longer accept Erasmus+ Traineeships for anything other than short term research opportunities. We can accept Erasmus trainees for a minimum duration of 2 months and a maximum duration of 6 months.

If you wish to host an Erasmus Traineeship student in your department, the following guidance should prove helpful. Please note that the Go Abroad team is not administratively responsible for these students.

1. When approached by a potential incoming Erasmus+ Trainee, an academic should first ensure that the student appreciates we can only accept trainees undertaking short term research opportunities. Having fleshed out what the individual wishes to do and when, the academic should then contact the Student Immigration and Compliance Team on [immigration@abdn.ac.uk](mailto:immigration@abdn.ac.uk) to ensure that the individual can legally enter the country and under which route.
2. Following approval of Step 1, a Training Agreement should normally be completed by the student, following consultation with both their home university adviser, their host Aberdeen supervisor and the University of Aberdeen's Immigration Team. The Training Agreement is provided by the student's home university and is completed in advance of the student beginning their placement. The agreement may require information on institutional insurance (see specific guidance document for that).
3. The student should apply directly to the University of Aberdeen as a Visiting Student via Registry. This will incur an administrative fee per three months of the student's proposed stay. The Visiting Student application should be signed by the Head of School. The application form can be found [here](#) and should be submitted by email to [studentrecords@abdn.ac.uk](mailto:studentrecords@abdn.ac.uk).
4. Once the Visiting Student's application has been processed by Registry, the student's details will be entered onto Student Records. The student will then receive their ID number and should set an IT password to activate their IT/email account, then complete online registration and photo upload. Upon arrival at the University of Aberdeen, the student will be able to collect their ID card from InfoHub and should have access to University email and network.
5. If the student is not a UK/Irish passport holder, they should use the appropriate visa route as identified by the University's Immigration Compliance team.

Please note that it is not possible for Erasmus Traineeship students to be registered as full- time students, nor to be registered for any courses during their stay in Aberdeen.