Erasmus+ Traineeships (incoming students)
Guidelines for Academic Departments

The administrative procedures for Erasmus Traineeships differ to those of Erasmus Study Exchanges and so we have produced the following guidelines for your reference.

The Erasmus Traineeship programme strand enables individual university-level students to spend a period of time abroad undertaking project work, laboratory work, internship etc. These traineeships should last for a minimum duration of 2 months and can occur in any organisation, business or institution deemed suitable by the student’s home university – they do not require a bilateral agreement to be in place.

If you wish to host an Erasmus Traineeship student in your department, the following procedure should be adhered to. Please note that the Erasmus Unit is able to offer guidance but is not administratively responsible for these students.

1. A Training Agreement must be completed by the student, following consultation with both their home university adviser and their host supervisor. The Training Agreement is provided by the student’s home university and is completed in advance of the student beginning his or her placement. The host supervisor should sign the Training Agreement.

2. The student should apply directly to the University of Aberdeen as a Visiting Student via Registry. This will incur an administrative fee of £30 per three months of the student’s proposed stay, which the host department must meet. 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.

3. Once the Visiting Student’s application has been accepted by Registry, the student’s details will be entered onto Student Records. The student will then receive their ID number and should complete e-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.

Please note that it is not possible for Erasmus Traineeship students to be registered as full-time students, as this would have tuition fee implications for the School concerned. Similarly, visiting students should not be registered for any courses during their stay in Aberdeen.

Should you have any further questions regarding Erasmus Traineeship students, please do not hesitate to contact the Erasmus Unit - erasmus@abdn.ac.uk or x3664.

Louisa Stratton, January 2019