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 strand of the programme enables individual university-level students to spend a period of time abroad undertaking project work, laboratory work, study-based research etc. We can accept Erasmus trainees for a minimum duration of 2 months and a maximum duration of 6 months. Erasmus Traineeships 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 Go Abroad team 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. A sample agreement is available on our website, alongside insurance information.

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 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.

4. If the student is not a UK/Irish passport holder, they should use the Standard Visitor immigration route, applying in advance if they are a visa national and applying on entry if they are a non-visa national.

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. Also, we cannot accept applications from recent graduates.

Should you have any further questions regarding Erasmus Traineeship students, please do not hesitate to contact the Go Abroad team – goabroad.incoming@abdn.ac.uk or x3664.

Louisa Stratton, March 2022