

## Handbook for Erasmus Traineeships/Work Placements

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Some programmes at UAL give students the opportunity to undertake a work placement during the course of their degree. When a work placement takes place in the European Union outside the UK, you might be entitled to funding by the European Commission to cover the additional costs occurred. It is what we call an Erasmus Work Placement (WP).

This handbook doesn't contain guidance on common processes in place for work placements at UAL or in your College. You should first follow all processes and rules in place in your College or Work Placement department. This handbook is only intended to guide you to apply for an Erasmus Work Placement Grant, if you are entitled to one.

Please note that **there is no guarantee of payment or automatic entitlement to an Erasmus grant when you undertake a work placement in another country of the European Union. There may be situations in which the funding will not be available.**

To have an overview of the process for the Erasmus grant, [look at your timeline summary](#).

## Timeline for Erasmus Work Placements

APPLY	When	Your contact at UAL	Links
Check if you can do a work placement in the course you are enrolled in		Course leader/Programme director  College Placement office	<a href="#">Table of opportunities</a>
Get your Erasmus documents ready and signed by all parties:  - Learning Agreement for Erasmus Traineeships		UAL Mobility Manager: <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	<a href="#">Learning Agreement for Erasmus Traineeships</a>
Complete an online <b>Erasmus Work Placement (WP) Grant Application</b> , including:  - Upload completed and signed Learning Agreement for Erasmus Traineeships	<b>At least 2 weeks prior to departure</b>	UAL Mobility Manager: <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	<a href="#">Erasmus Grant Application for Traineeships/WP</a>
BEFORE DEPARTURE	When	Your contact at UAL	Links
Follow the processes and deadlines at your College		Course leader/Programme director  College Placement office	
Improve your language skills		Language Centre	<a href="#">UAL Language Center (evening courses)</a>
Find out about the country you'll stay in			<a href="#">ArrivalGuides.com</a> <a href="http://www.gov.uk">www.gov.uk</a> <a href="http://www.gov.uk/foreign-travel-advice">http://www.gov.uk/foreign-travel-advice</a> <a href="https://www.gov.uk/how-to-deal-with-a-crisis-overseas">https://www.gov.uk/how-to-deal-with-a-crisis-overseas</a>
Check your passport and visa	As soon as possible	UAL Mobility Manager: <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	

Check your insurance and health	As soon as possible	UAL Mobility Manager: <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	<a href="http://www.umal.co.uk/umal/travel/">http://www.umal.co.uk/umal/travel/</a>
Check your finances	As soon as possible		
Enrol at UAL	Before you depart		Course administrator
<b>DURING and AFTER YOUR STAY</b>	<b>When</b>	<b>Your contact at UAL</b>	<b>Links</b>
Ask your company to sign your Certificate of Arrival	Within 2 weeks of arrival	Send the signed certificate to <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	<a href="#">Certificate of Arrival</a>
Check that you have received your first grant instalment	Within 30 days after you sign the Erasmus+ Grant Agreement	Erasmus Finance Administrator: <a href="mailto:erasmusfinance@arts.ac.uk">erasmusfinance@arts.ac.uk</a>	
Ask your company to sign your Traineeship Certificate at the end	Within 2 weeks of departure	Send the signed certificate to <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	<a href="#">Traineeship Certificate</a>
Fill in the online Erasmus feedback survey	Within 2 weeks of departure	UAL Mobility Manager: <a href="mailto:internationalmobility@arts.ac.uk">internationalmobility@arts.ac.uk</a>	Online Erasmus feedback survey (a link will be provided to you)
Check that you have received your final grant instalment	Within 45 days after we receive all required documents	Erasmus Finance Administrator: <a href="mailto:erasmusfinance@arts.ac.uk">erasmusfinance@arts.ac.uk</a>	

You can also look at [the guide published by the British Council](#), which administers Erasmus grants in the UK.

### 1. Eligible students

- Students must be registered at UAL at the time of application.
- The course you want to apply to must include a work placement (it has to be recognised as a part of the student's programme by UAL) – see below.
- Respect the following: The total duration of all Erasmus grants received during one cycle of studies may not exceed 12 months.

### 2. Eligible course programmes

To apply for an Erasmus Work Placement grant, the course you will be enrolled in must include a work placement. To check if your course will include a work placement, please look at our [Table of opportunities at UAL](#), with periods and deadlines.

#### **The Diploma in Professional Studies - D(I)PS**

Many work placements at UAL, though not all, occur in the Diploma in Professional Studies - D(I)PS. The D(I)PS is an optional year that has been put in place in a certain number of BAs between the second and the third year. Note that only some BAs give you the possibility to undertake a D(I)PS.

Note that some D(I)PS accept a combination of a work placement with a period of overseas study (minimum 10 weeks). If you choose this option, you might be able to obtain an Erasmus grant also for your period of study. Please see our website or handbook for Erasmus study.

#### **Work placements outside the D(I)PS**

Other courses at UAL give you the possibility to undertake a Work placement, which you can choose to do abroad. This is for instance the case of several BAs at London College of Fashion, where work placements last 10 weeks.

### 3. Eligible host enterprises

The host enterprise shall be in one of the countries, participating in Erasmus and shall comply with the definition of “Enterprise” to be eligible. The following types of organisation are not eligible as host organisations for Erasmus work placements:

- EU HEIs and other EU bodies including specialised agencies (website: [www.ec.europa.eu/institutions/index\\_en.htm](http://www.ec.europa.eu/institutions/index_en.htm) )
- organisations managing EU programmes (such as National Agencies) in order to avoid possible conflict of interests and/or double funding
- diplomatic representations (embassies or consulates) of the student’s home country (i.e. the country of their home HEI, and their country of origin or citizenship).

A Higher Education Institution (HEI) can in some cases be the 'host enterprise' for a student placement, if the student does not go for a study period but for work experience.

### 4. Period and length of mobility

#### **Length of a work placement**

All work placements must be full time. Erasmus mobility for work placements must be for a minimum of two months and a maximum of 12 months. Duration may be rounded up to the nearest quarter month.

#### **Extension to original placement period**

In some cases, it might be possible to extend the original placement period provided that:

- Your Course leader and your placement provider both agree to the extension
- The agreement is made and arrangements completed before the scheduled completion date of the original Erasmus placement

### 1. Follow UAL and your College's process for work placements

The organisation and monitoring of placements is the responsibility of the course team, School and College. Each College has set up its own processes and deadlines for work placements, which comply with UAL work placement policy. It is very important that you follow them thoroughly. These will include guidance on finding a work placement, health and safety risk assessments, employers' liability, placement policy, insurance, work placement agreements, etc. For more information, please check:

- With your College Work Placement office (eg. [LCF Careers](#))
- With the contact person for your course (eg. Programme Lead Administrator at CSM)
- In your course handbook, the detailed course specific information

All students, who want to complete an Application for Erasmus Work Placement:

- must have sought guidance and attended briefings on placements at their College;

### 2. Complete an Erasmus Grant Application for Work Placement

Once you have sought guidance, you need to complete an Application for the Erasmus Grant in order to get the Erasmus+ funding. Please note that Erasmus funding is never guaranteed until your application has been processed and accepted.

Erasmus Grant Application for Work Placement contains **one important document that you need to print, complete and get signed**. When you complete your online application, you will be asked to upload this signed document (please keep the original uploaded). This is:

- [Learning Agreement for Traineeships](#), signed and stamped by all parties (student, course leader/director at UAL, placement provider)

**The link to the Erasmus Grant Application for Work Placement can be found here:**

[Erasmus Grant Application for Traineeships/WPs](#)

#### Deadlines

The deadlines for the application vary according to each College and each Course. Please check the deadline for your course in the [Table of opportunities at UAL](#)

**The importance of the Erasmus grant application.** If you fail to submit a fully completed Erasmus grant application, including your Learning Agreement for Erasmus Traineeships, on time, your application will not be processed. There are no exceptions. If your work placement is not funded by an Erasmus grant you will be responsible for all financial costs involved in your placement.

To avoid disappointment please note and check the following:

- Students cannot apply for the Erasmus grant retrospectively.
- Grant applications that have missing student details, missing information or missing signatures will not be processed.



Your College will help you prepare for departure. It is important that you follow all processes and guidance given by your College. You will find some specific information relating to living and working abroad in this section.

### 1. Improve your language skills

Before departure, spend as much time and effort as possible learning your host's language and start as soon as you can. Please click on link for information on [UAL evening courses](#).

### 2. Find out about the country you will be staying in

Find as much information as you can to prepare yourself, talk to other students and be aware of local issues. You will find very useful information on the following websites:

- Travel guides from [ArrivalGuides.com](#). All travel guides are in pdf format, free to download, easy to print and bring along on your placement. These full color travel guides include pictures and travel maps, information boxes with important phone numbers, taxi services and public transportation details.
- Foreign travel advice on <https://www.gov.uk/foreign-travel-advice>
- How to deal with a crisis: <https://www.gov.uk/how-to-deal-with-a-crisis-overseas>

### 3. Passport and visa

It is the responsibility of the student to ensure that their travel documents, including passport and visa, are in order and comply with immigration requirements of the host country.

**Passport.** Make sure you have a passport valid for the entirety of your planned time on exchange plus an additional six months after your planned return.

**Visa.** If you hold a passport outside the European Union, you should check with your Embassy for student study visa requirements.

### 4. Insurance, Health and Safety

#### UAL Insurance

UAL has a basic insurance policy covering students going abroad but it is not comprehensive. Note in particular that students are not insured for any activity that is not related to their course or the University. It is therefore recommended that students take their own insurance for the period they are abroad.

Prior to travel, all students must read the Travel cover summary which outlines cover and procedures necessary to ensure all medical emergencies are handled smoothly. Remember to always retain invoices/receipts for all expenditure incurred. You will need to produce these to support your claim.

For more information on UAL Insurance, check <http://www.umal.co.uk/umal/travel/>

Please also check [UAL Travel cover summary](#).

You will find emergency contact information at UAL in section 9 of this document.

### **Health and safety**

- Consider if immunisation is necessary. The decision to get vaccinated is a personal decision and cannot be enforced, however deciding not to be vaccinated when recommended is likely to invalidate health insurance and may restrict travel.
- Take advice from your GP. If you have to take any medication for any ongoing medical condition ensure that you have an ample supply for the entire duration of your trip. This should be split up between your hand luggage and checked-in luggage in case one of your bags is lost. It is recommended that if you have any preexisting medical conditions they should be disclosed to your host institution.
- You are advised to have a dental check before you depart.

Follow this link <http://www.fitfortravel.scot.nhs.uk/home.aspx> for more information.

The foreign and commonwealth office strongly recommend photocopies of passports and other relevant documents are taken and kept separate from the originals.

### **European Health Insurance Card (EHIC)**

The EHIC card is available to Individuals that are UK nationals or who have permanent residency within the UK. Holders of the card are entitled to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge. The EHIC link provides further details about the level of cover that is provided: <https://www.ehic.org.uk/Internet/home.do>

**The EHIC is NOT an alternative to travel insurance.** It will not cover any private medical healthcare or the cost of things such as mountain rescue in ski resorts, repatriation to the UK or lost or stolen property. You should also be aware that these cards expire – they are valid for 5 years so you should check that if you have one it is still valid.

Students who are not UK nationals or who do not have permanent residency but are from a country within the European Economic Area should consult with their embassies to see if they can obtain such a document.

## 5. Enrol at UAL

It is very important that you enrol at UAL before you depart. This is particularly important if your work placement is in the autumn term and you leave before the start of your home College year. Please consult with your College administration if you have any doubts on the enrolment procedure.

Non enrolled students will not be covered by UAL insurance policy.

Again, you must check with your College and follow all guidance and processes in place during and after work placements. Most rules and advice for work placements in the UK will apply also to work placements abroad.

For Erasmus Work Placements, there are in addition **three important documents** that you need to complete.

### 1. The Certificate of Arrival

When you arrive at your host company, please ask your line manager to sign the Certificate of Arrival and send it to UAL Mobility Manager at the International Relations Unit ([internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk)). It should be sent **within two weeks of your arrival**.

You can download a template of the [Certificate of Arrival](#) here.

### 2. Traineeship Certificate

Before coming home, you must ask your line manager to sign your Traineeship Certificate to verify that you have successfully completed the exchange. You should email the Certificate to UAL Mobility Manager at the International Relations Unit ([internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk)) **within two weeks of your departure**.

You can download a template of the [Traineeship Certificate](#) here.

### 3. The compulsory online Erasmus feedback survey

After you come back, please fill in the online Erasmus feedback survey (a link will be provided to you).

This survey is a requirement of the British Council. **Please note that the second installment of your grant will be held back until all forms are returned and the feedback survey has been completed.**

This is your chance to tell us what you liked and didn't like about your placement. By noting these issues in your report, it will help us to improve the experiences of future students. **The survey should be completed within two weeks of your departure** from your host enterprise.

It is important that you start thinking ahead of the costs you will incur while you are away and plan your budget realistically. Accommodation and living costs abroad may well be lower than here, but you are still likely to need more money as you will want to take advantage of visiting other places of interest in the area. Your budget plan will obviously depend on the salary you have negotiated with the placement provider.

You can find information on funding on the [British Council website](#).

**Note on UAL tuition fees.** From 2014-15 onwards, the funding of students on an exchange programme abroad will change. You will find full information on tuition fees, including discounted fees for outgoing students, [on our website](#).

### Erasmus grants

Erasmus grants are funded by the European Commission (EC) through the British Council. Please note that there is no guarantee of payment or automatic entitlement to a grant and there may be situations in which the funding will not be available. Furthermore, the grants will not cover all normal student living expenses but are a contribution towards the extra costs arising from traineeship abroad.

More information is available on the [British Council website](#).

### Erasmus grants for 2016/17

**Erasmus grant** will depend on the country where your traineeship will take place.

- **GROUP 1 countries (high cost of living).** Monthly grant **€430**. Country: Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Sweden
- **GROUP 2 countries (medium cost of living).** Monthly grant **€380**. Country: Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey
- **GROUP 3 Countries (low cost of living).** Monthly grant **€380**. Country: Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia

Country	Monthly grant
<b>GROUP 1</b> Country: Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway , Sweden	€430
<b>GROUP 2</b> Country: Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey	€380
<b>GROUP 3</b> Country: Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia	€380

### When will I be paid my Erasmus grants?

The total grant will be paid in two instalments:

1. 70% at the start, within 30 days following the signature of the **Grant Agreement for Erasmus+ Traineeships** by both parties.
2. 30% at the end of the placement, upon successful completion of mobility period: provided you have submitted the Traineeship Certificate and have completed the online EU survey (must be done within 30 days from the end date of the mobility period).

We aim for the Finance department to transfer funds within 45 days after all required documents are received. Note that you might not be entitled to this second payment if, after calculation of the exact length of your stay, your first instalment represented in fact the entire grant you were entitled to.

#### 1. How are Erasmus payments made?

Payments are made in GBP (pound sterling) by direct bank transfer from UAL to your UK GBP Sterling bank account only, using the bank details you provided in the grant agreement.

#### 2. What happens if I cancel my work placement or return early?

In all cases of cancellation or premature termination any Erasmus grant received must be repaid.

### Your College Coordinator for Erasmus

For questions on courses, dates, assessment, Erasmus grant application, etc. don't hesitate to contact the following persons at your College:

CCW: [ccwstudentexchange@arts.ac.uk](mailto:ccwstudentexchange@arts.ac.uk)

LCC: Monika Schodowska ([m.schodowska@lcc.arts.ac.uk](mailto:m.schodowska@lcc.arts.ac.uk))

LCF: Catherine Bartlett ([lcfcareers@fashion.arts.ac.uk](mailto:lcfcareers@fashion.arts.ac.uk)) – for queries on work placements

([exchanges@fashion.arts.ac.uk](mailto:exchanges@fashion.arts.ac.uk)) – for queries on the Erasmus grants and documents

CSM: Jo Wheeler ([j.wheeler@csm.arts.ac.uk](mailto:j.wheeler@csm.arts.ac.uk)), who will refer you to an appropriate administrative contact for your chosen programme

### The Placement Office at your College

For any specific question on work placements, to get help to find a work placement, etc. don't hesitate to contact the following departments at your College.

LCF Careers: [lcfcareers@fashion.arts.ac.uk](mailto:lcfcareers@fashion.arts.ac.uk)

### The International Relations Unit (IRU) at UAL

For any general query, for questions on Erasmus grant applications and to send arrival/traineeship certificates, please contact the Mobility Manager and Erasmus Coordinator: [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk)

Erasmus Finance Administrator: Kelsie Williams, [erasmusfinance@arts.ac.uk](mailto:erasmusfinance@arts.ac.uk)

### For insurance issues (emergency only)

Fabiola Zanini, UAL Finance Assistant - Insurance

Email: [f.zanini@arts.ac.uk](mailto:f.zanini@arts.ac.uk)

Tel: 020 7514 8870

Fax: 020 7514 6095

**... and don't forget that your Course leader / senior academic contact is also here to help you.**