Incoming Erasmus trainee fact sheet

Departments and Faculties are able to accept incoming students to carry out a work placement at the University of Cambridge. There does not be to be an inter-institutional agreement in place in order to host these students. These arrangements are not made through the International Student Team and are the responsibility of the department in question. Key points to note when considering a request for a work placement are:

- A work placement can last between 2 and 12 months.
- The student would not be registered at the University, receive a Cambridge qualification or be entitled to College affiliation.
- The incoming student cannot be charged tuition or college fees.
- The student should not receive a salary.
- The department/faculty will be required to set up a training agreement for the student as well as ensure they sign a Visitor’s Agreement, with the correct terms and conditions attached. Both should be signed off by the relevant Head of Department and copies sent to the International Student Team.

What are Erasmus Work Placements?

Erasmus work placements are a period of mobility within a workplace for students enrolled at European Universities. This is not the same as Erasmus placements for study mobility as these students are accepted under a formal process organised by the IST. If students contact a Department or Faculty about study mobility please direct them to exchanges@admin.cam.ac.uk

Do I need to accept these students?

No – Departments are not under any obligation to host these students. Departments can accept or refuse these students at their discretion.

When agreeing to host a work placement student, what are the Departmental obligations?

Departments must:

- Provide the work placement student with a supervisor within the Department
- Provide the student with appropriate training for any tasks
- Provide the student with a Traineeship Certificate at the end of their stay (the student should provide you with a template)

If we agree to host a Trainee, do we need to pay them?

Erasmus trainees are not usually paid by the University, as they will receive a grant from their home University. The grant they will receive is intended to be a contribution towards costs and will not cover all their expenses so if Departments wish to offer payment to these students then they may do so.
Do we need to have a bilateral agreement with the student's university?

No, it is not necessary to have a bilateral agreement in place with another university for hosting incoming Erasmus traineeship students. The student will however ask you to sign certain documents:

- Traineeship agreement (the student will provide this from their home university)
- Student Visitor’s letter – Departments should request this from the IST
- Visiting Student agreement (Erasmus WP T&Cs) – Departments should request this from the IST

Who should sign the ‘Traineeship Agreement’ and other paperwork from the student?

The appointed supervisor in the department should sign this document. As Erasmus traineeship students are not managed centrally it is not appropriate for the International Student Team to sign these documents.

Can the International Student Team enrol the student?

The responsibility for requesting CRSIDs, IT access, University Card etc... is with the hosting Department.

What should I do to enrol them?

The student should be registered to your department on a similar basis used for visiting staff or researchers. This will depend on the nature of the work they are doing.

Will the student be registered as a University of Cambridge student?

No. As the student is not coming to the University to study, they will not be registered as a student and will not have College membership.

Are there any visa requirements?

Most students coming under this scheme are EEA nationals and so do not currently require a visa to come to the UK to undertake a work placement. If the student is a non EEA national then they will require a Tier 5 visa, arranged by the British Council. The British Council is very clear that all non-EEA/EU Erasmus+ students, apprentices and volunteers coming to the UK on a traineeship must have a visa under Tier 5, Temporary Worker, Government Authorised Exchange under the UK Visas and Immigration points-based system - in order to take up their Erasmus+ placement in the UK. For further information please see: https://erasmusplus.org.uk/tier-5-visa-how-to-apply-for-a-certificate-of-sponsorship
We have tried to speak to the British Council’s Tier 5 team in the past, regarding visas for Erasmus trainees, and they have confirmed that they cannot discuss a student’s visa application with the University. The Tier 5 team will only discuss these cases with the applicant, and their Erasmus coordinator at their home university. If the student has specific questions about the application process for a Tier 5 visa she would need to direct these to the Tier 5 team at the British Council. The student would need to begin the visa process as soon as possible, as we have experienced delays with these visas being issued in the past.
Further considerations:

When accepting any visiting students, including work placement students for Erasmus+ Departments and Faculties should consult the Visiting Student Guidelines.