

General Criteria

- Traineeship must be in an EU country, or Iceland, Liechtenstein, Norway, Turkey, Serbia or North Macedonia. *UK and Switzerland excluded until further notice.*
- Minimum period – 2 months (60 calendar days)
- Maximum period – 12 months (360 calendar days)
- The [Expression of Interest form](#) needs to be submitted by the **deadline stated on the form**.
- Funding attached to **one traineeship in one host organisation**, it cannot transfer to another placement, even if consecutive.
- Traineeship may take place at any stage of the student's programme, and in the first year after graduation from any cycle. However, recent graduates must be registered students at the time of application.

Funding

- There is a limited amount of funding every year and it will be distributed according to eligibility criteria described below:
 - *Students may be funded for only one traineeship mobility during each study cycle.*
 - *Students will need to provide proof of salary (if applicable) as part of their application. Salary level may affect funding eligibility.*
 - *Students will receive priority if their traineeship is a mandatory component of their degree programme. Relevant documentation will be required.*
- Grant amount varies, depending on destination country and length of stay. This is based on a monthly amount of €400 or €450 but is calculated to the exact dates of the traineeship.
- 80% of grant paid initially, balance on submission of Completion Certificate and report
- Additional funding, as well as priority, is available for students with physical, mental or health-related conditions to help cover additional financial costs that may occur. Please contact erasmus.traineeships@ucd.ie for further information.

Academic Criteria

- Traineeship must be relevant to the student's programme.
- Students who will be working through a language other than their mother tongue are encouraged to use the [OLS resource](#).
- Traineeships in [Digital Skills](#) are encouraged.
- The traineeship must be recognised by UCD via credits or the Diploma Supplement

Eligibility and Documentation

- Traineeship funding is applicable to work experience, internships and PWE.
- Subject to available funding, students at all levels of their studies may apply for Erasmus Traineeship funding.
- Students who have been on study mobility may avail of traineeship funding, in the same study cycle.
- Learning Agreement required, signed by UCD, host enterprise and student, **in advance** of traineeship.
- Students must complete a report on completion of traineeship.

Insurance and Support while abroad

- In order to avail of the grant, students must have adequate insurance cover while abroad, including repatriation cover. This is in addition to the [European Health Insurance Card](#). Please check the requirements with your college or Internship Manager.
- UCD has partnered with International SOS, a leading medical and travel security services company, which provides 24/7 medical and travel security information and expertise - before your trip and whilst abroad - to help safeguard your personal health and security. All students going on an exchange or an internship abroad are required to register with International SOS.

See also

- Opportunities advertised on [ErasmusIntern](#) and [theInterna - Erasmus Internships & Placement Years](#)
- [EU Information page](#)

Required documents:

- Learning Agreement – signed by UCD supervisor, student, and host organisation, 2 months in advance
- Grant Agreement – signed by UCD Global and student
- Erasmus Student Charter (sent to student, for information only)
- Arrival Certificate
- Completion Certificate
- Receipt for full amount of grant, completed via email
- EU Participant Report Survey, completed online