

# Erasmus+ Traineeships at Kent

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We are happy to consider requests for Erasmus+ Traineeships from EU nationals who have followed the following instructions.

Please note that applicants wishing to undertake Erasmus+ traineeships must hold the correct permissions to enter and remain in the UK.

## PREPARING YOUR REQUEST

### Do your research

In order to give yourself the best chance of getting a suitable traineeship, it is essential that you consider the following things carefully:

- What sort of work do you want to do?
  - Work as a research assistant is only considered for applicants who are Masters or PhD students.
- What area of work are you interested in?
  - For example, marketing, Human Resources, Library, IT services, student administration...
  - Is this linked to a particular academic School or professional service department at Kent? Consider which School or department you wish to work in.
- What skills and experience do you have for such a role?
- When do you want to work at Kent? Check our academic calendar
  - If you want a traineeship which involves working with students, applying for a traineeship during a vacation will not help your case.
  - Our academic year starts in September and is a very busy time. It is unlikely that a student-facing office would accept an intern at this time.

### Please note:

The purpose of the Traineeship is to gain valuable experience working for the University of Kent.

- The University will not consider requests from undergraduates or postgraduates, if the main/sole purpose is to enable the applicant to use the University's facilities for his/her own research. Such requests from PhD students may be considered, if some activity for Kent is included.
- Erasmus+ trainees are considered to be a type of employee and are not registered as students at Kent; so trainees may not take credited modules as part of the traineeship.

### Prepare the application documentation

In order for your request to be considered, you should send the following documents in English to [erasmus@kent.ac.uk](mailto:erasmus@kent.ac.uk):

- Letter of motivation
  - The type of work you want to do;
  - The School/department you want to work for;

- If you are a postgraduate and wish to work as a research assistant, please include the name of the staff member you wish to work with;
  - Your relevant skills and experience;
  - The proposed dates and duration of the traineeship.
- C.V.
  - Proof of English language level
  - A reference from your home university supporting your request

## Requesting a Traineeship

Please send your request with the required documentation to [erasmus@kent.ac.uk](mailto:erasmus@kent.ac.uk) in good time.

A traineeship agreement will only be signed when a traineeship is approved by the host department/School. We cannot sign traineeship agreements speculatively.

### Timing

It takes time to process a traineeship request. If your home university has a deadline for you to confirm a traineeship, please apply well before that date. We cannot make any guarantees to process requests made just a few days before a home university deadline.

## IF YOUR REQUEST IS APPROVED

### Documentation

Your home university may require you to get an invitation or acceptance letter confirming the traineeship. You should request this from the supervisor in the host School/department.

Your home university will provide you with an Erasmus Training Agreement (also known as a Learning Agreement for Work) and a Traineeship certificate:

- Fill in the Agreement in consultation with your home university and the Kent supervisor and get it signed before you start the traineeship.
- If you make any changes during the traineeship, you should update the Agreement.
- You should give the Traineeship certificate to your supervisor at the end of the placement and ask him/her to send it to your home university.

### Practicalities

#### Accommodation

Erasmus+ trainees are not normally offered campus accommodation.

If your traineeship will take place during the Summer Vacation, you may contact the Accommodation Office to enquire if campus accommodation would be possible, but you must be prepared to find your own private accommodation.

Please note that Erasmus+ trainees living in private accommodation are not exempt from Council Tax.

#### Finance

You will be expected to support yourself financially during your time at Kent. You should make sure that you have sufficient funds for the full period in the UK. An idea of day to day costs in the UK is given on the International student website:

<https://www.kent.ac.uk/internationalstudent/fees-and-funding/livinginuk.html>

Your home university will advise if you are eligible for the Erasmus+ grant and the amount of money you would be entitled to.

### **Insurance**

You must obtain comprehensive travel and personal accident insurance before you arrive at Kent. This should cover you and your belongings while travelling between your home country and the UK, and while living in the UK.

You should make sure that your European Health Insurance Card is valid for the full period. If necessary, renew it before leaving your home country.

### **Support**

Your main point of contact will be the person supervising the placement in the School/department. The Erasmus Team is available to provide general advice and support but the traineeship will be run by the host School/department.