

## Instructions for employers of Erasmus+ trainees

Erasmus+ is the EU's programme for supporting international cooperation in the field of education, training, youth and sport. Its current programming period runs from 2021 to 2027. The Erasmus programme has already supported European cooperation between higher education institutions for as long as 35 years, but it also supports cooperation between higher education institutions and working life.

### What are Erasmus+ traineeships?

The Erasmus+ programme includes a trainee exchange through which higher education students from other countries come to Finland, too, to complete a traineeship as part of their studies. **In addition to degree students, recent graduates** with a higher education degree can also complete an Erasmus+ traineeship if the placement has been granted before they graduated and the traineeship is completed within one year of their graduation.

Both private companies and different private and public organisations in working life can host Erasmus+ trainees. The EU's institutions and organisations that manage EU programmes (e.g. Erasmus + national agencies) are an exception to this. Finnish companies and working life organisations may receive Erasmus+ trainees through Finnish higher education institutions, but individual students may also look for placements in companies independently. Finland receives Erasmus+ trainees from all of the countries participating in the programme which, in addition to the 27 EU Member States, also include Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey. In addition, some trainees may also come from outside Europe.

During the current Erasmus + programming period, blended traineeships are also possible in addition to conventional, fully physical traineeships. This means that trainees can also work remotely from their home countries.

### Why take on a foreign trainee?

An international trainee can provide the company with international expertise and a different perspective on the company's sector. With an Erasmus+ trainee, the company can also take advantage of students' diverse knowledge of languages and other competence, for example by finding a trainee in a country in which it does business or from a country that is of interest to it for other reasons.

### Duration and funding of traineeships

Erasmus + traineeships can be long-term or short-term placements. The duration of a long-term traineeship period is 2 to 12 months. The duration of the physical training period included in a short-term blended traineeship is 5 to 30 days, and it must also include a virtual section (a remote work period). A long-term traineeship period can also be blended. No specific minimum duration has been set for the virtual part of a blended traineeship, but the scope of the blended period must be at least 3 credits (= approx. 80 hours), including both a physical and a virtual period. The traineeship may take place either during the academic year or a holiday period.

The sending higher education institution usually awards the Erasmus+ trainee an Erasmus+ grant, the amount of which may be between 260 and 690 euros per month. The grant amount varies greatly depending on the student's country of origin and home higher education

institution. For trainees arriving from outside Europe, the grant is EUR 900 per month. In short-term traineeships, the grant is either 70 or 50 euros per day. The student may also complete a traineeship without any Erasmus+ grant funding. As a rule, the grant is only paid for the period during which the trainee must be physically present in Finland.

In addition, the employer may pay a salary to the trainee. This is usually necessary because the grant is not always sufficient to cover all the costs the student incurs during the traineeship. The employer and the student agree between them on the amount of the possible pay and/or on any other possible benefits provided by the employer (such as accommodation, food, work clothes and travel to and from work).

### **Inclusion, diversity and accessibility in Erasmus + traineeships**

As one of the key principles of Erasmus + is inclusion, the mobility of students with special needs is also encouraged, and placement providers may occasionally receive enquiries about the special arrangements needed by such students. We would like to see traineeships being possible for people from different backgrounds, even if this may necessitate special arrangements.

Students belonging to nationally defined special groups in their countries of origin may receive a higher grant than others. Depending on the country, such special groups may include students with a family, or those with disabilities or chronic illnesses, a disadvantaged socioeconomic status, immigrant and refugee background or learning difficulties. Students can apply through the sending higher education to the Erasmus + National Agency in their country for an additional grant based on actual costs incurred from special arrangements that make the traineeship possible, including assistive devices, mobility, special housing, personal assistants, etc.

### **Required agreements**

Before the Erasmus+ traineeship begins, the student, the sending higher education institution and the receiving company jointly draw up a [Learning Agreement for Traineeship](#). A form already exists for the agreement and can be found, for example, on the Finnish National Agency for Education's website on Erasmus+ for higher education. The duration of the traineeship and its objectives and content, guidance, evaluation and the necessary insurances are set out in the Learning Agreement. The traineeship is part of the student's studies and will be included in the higher education degree the student completes in his or her own country. Consequently, it is important that the content of the training is compatible with the student's studies. If changes to the matters set out in the Learning Agreement arise during the traineeship period, the Learning Agreement must be updated. The form includes a separate page for changes. [See also the instructions for using and filling in a Learning Agreement](#).

Especially if the trainee is paid a salary but preferably also in other cases, the company and the trainee must sign, in addition to the Learning Agreement, a separate **employment or training contract** compliant with Finnish legislation, in which they agree on practical issues for the traineeship, such as working hours, holidays and pay. A responsible person in the sending higher education institution and a supervisor in the receiving company are designated for the traineeship.

The purpose of drawing up Learning Agreements is that the employer and the student agree in advance on both the content and the boundary conditions of the traineeship. This way it can be ensured that the traineeship is successful from the point of view of both parties.

The organisation or company providing the traineeship place does not need to register with the European Commission or Erasmus + National Agencies.



## Practical arrangements

It is desirable that the receiving company assists the trainee in practical matters, such as looking for accommodation and any permit, tax and insurance matters. If the trainee arrives in Finland through a Finnish higher education institution, the institution may also help with practical arrangements.

Citizens of EU and EEA countries and Switzerland do not need a residence permit or visa for Finland. However, their right of residence must be registered with the Finnish Immigration Service if the traineeship lasts for more than 3 months and the person does not leave Finland before the end of the three months. For more information, see the Finnish Immigration Service's website at [migri.fi/en/eu-citizen](https://migri.fi/en/eu-citizen).

Other third-country nationals must apply to a Finnish mission for a **residence permit** before entering the country, or possibly submit a mobility notification to the Finnish Immigration Service. Citizens of these countries may not complete a traineeship in Finland without a residence permit, even if they have a visa or are exempted from the visa requirement. Plenty of time should be reserved for the application process. For more information on the application process for a trainee's residence permit, see the Finnish Immigration Service's website at [migri.fi/en/internship](https://migri.fi/en/internship). For information on submitting a mobility notification in Finland, visit [migri.fi/en/mobility-notification-to-finland](https://migri.fi/en/mobility-notification-to-finland). The employer must ensure that the trainee has a valid residence permit for an internship if he or she needs it.

The employer must ensure that the international trainee is **insured** against accidents during working hours. The insurance should also include a **liability insurance**. The trainee must take out a leisure-time sickness and accident insurance himself or herself. In addition, most Erasmus+ trainees can obtain a European Health Insurance Card from their country of origin, which provides them with access to public medical care in Finland.

If the trainee gets paid during the traineeship, he or she must obtain a **tax card** for the traineeship and submit a tax return. To obtain a tax card, the trainee must acquire a Finnish personal identity code. The personal identity code can be obtained when using the services of the local tax office or from the Digital and Population Data Services Agency. For more information on the taxation of foreign nationals, see the Finnish Tax Administration's website at [www.vero.fi/syventavat-vero-ohjeet/ohje-hakusivu/49079/verotietoa\\_ulkomailta\\_suomeen\\_tuleville/](https://www.vero.fi/syventavat-vero-ohjeet/ohje-hakusivu/49079/verotietoa_ulkomailta_suomeen_tuleville/).

## Traineeship certificate

At the end of the traineeship, the traineeship provider will give the student a **Traineeship Certificate**. The certificate should state the actual start and end dates of the physical traineeship and the content and duration of any virtual part. To issue the certificate, the template included in the Learning Agreement for Traineeships document can be used.

## Where can a company find an Erasmus+ trainee?

Although there are thousands of Erasmus+ trainees in Europe every year, traineeships are not organised by any central body. If an employer is interested in hosting an Erasmus+ trainee, they should contact the higher education institutions providing education in their sector either in Finland or abroad. The company may agree on a trainee exchange with a foreign university they are familiar with, or ask a Finnish university to forward the traineeship offer to its partnering European higher education institutions.

**An advertisement of the traineeship offer** can be published by the employer on the [erasmusintern.org](https://erasmusintern.org) portal, where they can also browse the applications of higher education

students who are looking for placements. Assistant teacher and teaching practice places in schools can also be advertised on the Erasmus Intern portal. Assistant teacher and teaching practice places for language teachers can be advertised and browsed at [www.erasmusinschool.com](http://www.erasmusinschool.com).

### **The role of the Finnish National Agency for Education in Erasmus+ traineeships**

The Finnish National Agency for Education serves as Finland's National Agency, which means that it manages the allocation of appropriations granted to Finnish higher education institutions by the EU and provides advice and communicates information about the Erasmus+ programme in Finland. However, the Finnish National Agency for Education does not take care of arrangements related to individual students' traineeship periods, as these are the responsibility of the higher education institution/company sending and receiving the student as well as students themselves. It is also not possible for the Finnish National Agency for Education to arrange Erasmus+ trainees for companies.

### **More information about Erasmus + traineeships**

On the Finnish National Agency for Education's website:

- [www.oph.fi/fi/ohjelmat/korkeakoulutuksen-eurooppalainen-liikkuvuus-2021-2027-yleistietoa](http://www.oph.fi/fi/ohjelmat/korkeakoulutuksen-eurooppalainen-liikkuvuus-2021-2027-yleistietoa)
- [www.oph.fi/fi/ohjelmat/korkeakoulutuksen-globaali-liikkuvuus-2021-2027-yleistietoa](http://www.oph.fi/fi/ohjelmat/korkeakoulutuksen-globaali-liikkuvuus-2021-2027-yleistietoa)

On the European Commission's website:

- [erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/students/traineeship-student](http://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/students/traineeship-student)

For more information about Erasmus+ traineeships, you can also e-mail the Finnish National Agency for Education's Erasmus+ for higher education team at [erasmus.korkeakoulutus@oph.fi](mailto:erasmus.korkeakoulutus@oph.fi).

*Updated on 25 May 2022*