

Instructions for employers of Erasmus+ trainees in Finland

What is Erasmus+ traineeship?

Erasmus+ is the EU's programme for supporting international cooperation in the field of education, training, youth and sport. Its programming period is 2014–2021. The Erasmus programme has already supported European cooperation between higher education institutions for as long as 30 years, but currently, it also supports cooperation between higher education institutions and working life. The Erasmus+ programme includes a trainee exchange through which higher education students from other European countries come to Finland, too, to complete a traineeship as part of their studies. **In addition to degree students**, also **recent graduates** with a higher education degree can 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. national agencies) are an exception to this. Finnish companies 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 28 EU member states**, also includes **Iceland, Macedonia, Norway, Liechtenstein and Turkey**. The students may also be citizens of so-called third countries as the main thing is that their place of study is in one of the countries participating in the Erasmus+ programme. Since 2018 trainees can also come from countries outside Europe.

Duration and funding of traineeship

The traineeship period lasts from **2 to 12** months and it may take place during both the academic year and the summer period. The sending higher education institution usually awards the Erasmus+ trainee an Erasmus+ grant, the amount of which may be between 250 and 700 euros per month. The grant amount varies greatly depending on the student's country of origin and higher education institution. For trainees outside Europe the grant is 900 euros per month. The student may also complete a traineeship without any Erasmus+ grant.

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 size 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).

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, content, evaluation and the necessary insurances are agreed in the Learning Agreement. The traineeship is part of the student's studies and is included in the higher education degree the student completes in his or her own country. It is therefore important that the content of the training is compatible with the student's studies. If changes to the matters that have been agreed in the Learning Agreement arise during the traineeship period, the Learning Agreement must be updated. The form includes a separate page for changes.

In addition to the Learning Agreement, according to Finnish legislation, the company and the trainee must sign a separate **employment or training contract** 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 determined 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.

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.

Trainees from EU and EEA countries do not need a **residence permit** for Finland, but their right of residence must, however, **be registered with the local police if the traineeship lasts for more than 3 months** and the person does not leave Finland before the end of the three months. Trainees from Macedonia and Turkey and citizens of the so-called third countries who come from other EU member countries must, on the other hand, apply to a Finnish mission for a residence permit for Finland for the traineeship period before entering Finland. Plenty of time should be reserved for the application process. Additional information on the application process is available on the website of the Finnish Immigration Service at www.migri.fi. The employer must make sure that the trainee has a valid residence permit, 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 local register office. For more information on the taxation of foreign nationals, see the Tax Administration's website at:

https://www.vero.fi/en/detailed-guidance/guidance/49079/employees_arriving_in_finlandbulletin_f/.

Traineeship certificate

At the end of the traineeship, the company will provide a **Traineeship Certificate** to the student. The certificate must state the actual duration and content of the traineeship and it can be based on the template in the Learning Agreement for Traineeship document.

Where can a company find an Erasmus+ 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 by finding a trainee from a country in which it does business or from a country that is of interest to it for other reasons.

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

The company may also leave **an internship offer** on the <http://erasmusintern.org/> website or browse the applications posted by higher education students who are looking for a placement.

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 traineeship periods of individual students, as these are the responsibility of the higher education institution/company sending and receiving the student as well as the students themselves. It is also not possible for the Finnish National Agency for Education to arrange Erasmus+ trainees for companies.

For more information, contact the Erasmus+ higher education team at the Finnish National Agency for Education:

erasmus@oph.fi

[Erasmus+ Key Action 1 Mobility in Europe \(link in Finnish only\)](#)

[Erasmus Key Action 1 Global Mobility \(link in Finnish only\)](#)