Erasmus Work Placement info
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Centre for International Education
Work placement abroad

• Why?
  • International work experience
  • Improve your language skills
  • Learn a new (working) culture
  • International contacts, networking
  • Internationalisation module in the degree programmes
Work placement abroad – Why?

Erasmus Work Placement programme

- What? Part of the Erasmus+ programme, programme period 2014-2020
- Who? All undergraduate and postgraduate degree students regardless the nationality
- NB! Students enrolled on international Master’s degree programmes should check with their tutor teachers that work placement can be included in the degree and that the right to study can be extended if necessary.
Terms and conditions

- For UTA degree students
- Work placements of 3-6 months are supported
- Should be credited and included in the degree
- Can be either paid or unpaid (max salary 1187€/month)
- Placement should be full-time (min. 120 hours/month)
- Placement should end on 30 Sept 2018 at the latest
Erasmus Work Placement Grant

- Depends on the length of the exchange and on the destination country

- Amount of the grant in 2017-2018
  - 490€ /month: Austria, Denmark, France, Ireland, Italy, Liechtenstein, Norway, Sweden and the UK
  - 440€ /month: Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Germany, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Macedonia, Malta, the Netherlands, Portugal, Poland, Romania, Slovakia, Slovenia, Spain and Turkey

- Grant is paid in two instalments
  1. instalment is paid prior to departure (80%)
  2. instalment is paid after the placement (20%)
Student’s Financial Aid (opintotuki)

- If you are entitled for the students’ financial aid provided by KELA, you can apply the study aid for your work placement abroad as well.
- You can get financial aid abroad if your work placement abroad is a recognised part of a course of study you are completing in Finland.
- Submit an additional application: http://www.kela.fi/web/en or www.kela.fi/asiointi
Work Placement Documents

• Before:
  • Training Agreement
  • Grant Agreement (in NettiOpsu)
  • OLS language test 1st part

• After:
  • Placement Report (in NettiOpsu)
  • Traineeship Certificate
  • Erasmus Participant Report
  • OLS language test 2nd part
Insurances

- Erasmus Grant does not include any insurance policy
- UTA has an accident insurance policy that covers all degree students doing internships
- It is obligatory to take out an insurance policy (health insurance, travel insurance recommended)
- Liability insurance obligatory!
- Paid placement -> employer is obliged to provide insurance cover
How to apply for the grant?

- Application periods:
  - 13 - 27 March 2018: placements during the autumn semester 2018. (Can take place between 1 June 2018 and 30 September 2019)
How to apply for the grant?

- Application and enclosures
  - Application via NettiOpsu (Student’s Desktop)
  - Europass Curriculum Vitae
- Application instructions are online:
  - You will also receive a message via Student’s Desktop
Contact person in your faculty

- Mobility coordinator or the person responsible for placements
  - Approval for the placement
  - Study-related matters
  - Sign the Training Agreement on behalf of the faculty
- [https://www.uta.fi/opiskelunopas/en/centre-international-education](https://www.uta.fi/opiskelunopas/en/centre-international-education) -> Coordinators of Student/Staff Mobility in Faculties
Erasmus Coordinator

• Erasmus grants
• Instructions for Erasmus Work Placements
• Erasmus documents
• Travel reports:
• Guidance for Erasmus Work Placement grantees
Placement

- Student finds the work placement independently
- Two ways of arranging:
  - Finding a placement first and then applying for a grant
  - Applying a grant first and then start searching for a placement
- Work placements can take place in both public and private organisations excluding
  - EU bodies
  - Organisations governing EU programmes
  - National diplomatic representations (embassies/consulates) of the student’s home country
Placement

- Organisation can also be:
  - Finnish company with branch office in another European country
  - Higher education institution

- List of previous placements
- NB! Placement needs to be in one of the programme countries (outside Finland)
Useful links:

- UTA Employability and Careers website
- University of Tampere Career Centre Workit.netti
- erasmusintern.org
- EURES - the European Job Mobility Portal
  - In all languages of the EU
  - A lot of information about working in other EU and EEA countries
- Living and Working in EU and EEA countries
- United Nations Internships
- European Youth Portal - Traineeships
More information

- erasmus@uta.fi
- Travel Reports
- UTA website for Erasmus Work Placements
  - Available at: https://www.uta.fi/opiskelunopas/en/during-your-studies/internship/complete-internship-abroad/erasmus-work-placement
  - Read the information carefully!
Career Services

• Information on trainings: [http://blogs.uta.fi/ryhmaohjaus/](http://blogs.uta.fi/ryhmaohjaus/) and Student’s Desktop

• Trainings in Finnish and in English, remember to sign-up!

• Looking for work or an internship? - Increase your chances! –lecture
  • Mon 6.11. at 16.15 - 18 Pinni A/Paavo Koli –lecture room

• Hakemuksella ja ansioluettelolla haastatteluun – luentokoulu
  • Ti 7.11.2017 klo 16.15-18 Paavo Koli –Sali
Placements in 2016-2017

- Debreceni egyetem finnugor nyelvtudomány tanszék
- European Foundation of Human Rights
- University CEU Cardenal Herrera
- The Igloo Backpackers Hostel
- Universität Wien
- LUDUS-VR
- Epinium
- Kentico Software
- EF Bristol School
- CityLife International Ltd
- Suomen Ateenan-instituutti
- oviewapp
Placements in 2016-2017

- TravelBird B.V.
- Betahaus
- Westfälische Wilhelms-Universität Münster
- Barona
- Örömhir Ovoda, Altalanos Iskola es Alapfoku Muveszeti Iskola
- Finn-Guild
- Democracy Reporting International
- North Edinburgh Arts
- Lukoil
- Accueil international services
- Wienin yliopisto, International Office
- Books on Demand GmbH
- ERYICA
Placements in 2016-2017

- University CEU Cardenal Herrera
- UPM Kymmene Sp. zo.o., HR Service Center
- Maynooth University
- St Erik Eye Hospital / Karolinska Institute
- Pädagogische Hochschule Kärnten - Viktor Frankl Hochschule
- Skandinávský dům
- Instituto de Salud Carlos III
- Knihovna Václava Havla
- Universidad Autonoma De Madrid
- PH Kärnten
- Johann-Joachim-Becher-Schule
- eGym GmbH
Placements in 2015-2016

- InterNations GmbH
- Museum Europäischer Kulturen
- VNGRS
- UNIVERSIDAD AUTONOMA DE MADRID
- Fundacja Feminoteka
- East and North Finland EU Office
- COUNCIL OF EUROPE - CONSEIL DE L'EUROPE
- UNIVERSITA TA MALTA
- UNIVERSITAET WIEN
- STOCKHOLMS UNIVERSITET
- UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION - UNESCO
Placements in 2015-2016

- DEBRECENI EGYETEM
- Institut Finlandais
- IES Gabriel Alonso de Herrera
- EUROPEAN MOLECULAR BIOLOGY LABORATORY
- ANKARA UNIVERSITESI
- Nike European Headquarters
- UNIVERSITEIT MAASTRICHT
- UNIVERSITAET WIEN
- Youth For Understanding Espana
- United Nations Regional Information Centre
- NATIONAL UNIVERSITY OF IRELAND MAYNOOTH
- Helsinki EU Office
- UNIVERSITY CEU CARDENAL HERRERA
Placements in 2015-2016

- UNIVERSIDAD AUTONOMA DE MADRID
- GGD GHOR Nederland
- Bonsum UG (haftungsbeschränkt)
- SKF INDUSTRIE SPA
- United Nations Development Programme Nordic Representation Office
- UNIVERSITAET WIEN
- UNIVERSITAET LEIPZIG
- Asociación INDICO Instituto Internacional de Desarrollo Profesional y Coaching
- TSC Events GmbH
- Masarykova univerzita
- PULSAR CONCEPT SL
Placements in 2015-2016

- United Nations High Commissioner for Refugees
- Puma
- THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF OXFORD
- Istituto Iseo
- UNITED SOCIETIES OF BALKANS ASTIKI ETAIREIA
- TECHNISCHE UNIVERSITAET BERLIN
- Shopboosr UG / Karyan Daze
- PHILIPPS UNIVERSITAET MARBURG
- Berlin British School
- Eco2Top Service

Previous placements in 2008-2016: see the leaflet