Appendix 4 – Erasmus Process
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Student secures placement in either EU, EU Candidate country or EEA country

PDC ensures that the placement meets the relevant criteria and then approves the placement

PDC directs student to University’s Erasmus Website to read the information on the traineeship

Student downloads and completes relevant documentation from the University’s Erasmus website

PIA and student signs the GAF and PC, student and Employing Organisation signs the LA

Student sends signed GAF and LA to the International Exchanges and Study Abroad Manager no later than 1 month before the start of the placement

Student signs the Grant Agreement and then begins placement

Legend
EU = European Union
EEA = European Economic Area
PDC = Professional Development Centre
PIA = Placement & Internship Adviser
PC = Placement Convenor
GAF = Grant Application Form
LA = Learning Agreement