Frequently asked questions about the Learning Agreement (LA) for Studies

What is the Learning Agreement (LA) for Studies and what does it mean?
The LA is an academic contract to study abroad signed by the student, Radboud University and the host university. This agreement specifies the academic credits you wish to obtain while abroad, prior to departure (i.e. courses, projects or internships). The Examination Board of your degree programme at Radboud University will sign this agreement for approval, thereby officially acknowledging these courses are part of your programme and awarding credits when you return. Planning courses and arranging your academic credits in advance can help you prevent unnecessary study delays.

The LA confirms the availability of the courses you wish to follow at both Radboud University and the host university. More information about course availability at the host university can be found in the study guide and on the host university’s website. This information is usually sent to your faculty’s contact person.

How to complete the LA?
Fill in the corresponding boxes on the LA form to register for courses offered by your host university. Be sure to include the academic credits awarded per course. We recommend a study load of 30 ECTS for a semester abroad and 60 ECTS for a full year abroad. The LA must be completed and signed in advance and applies to the full duration of your study abroad period. A scanned copy of this document must be e-mailed to erasmus@io.ru.nl.

If you also receive an LA from your host university, this document will suffice if it includes all of the information on the LA provided by Radboud University. This document must also be signed for approval by the Examination Board.

Who signs the LA?
The LA is signed by:
- The student;
- The Examination Board at Radboud University. The document must be officially signed by or on behalf of the Examination Board or, in certain cases, the faculty’s Erasmus coordinator;
- The host university. Contact the International Office or your faculty’s Erasmus coordinator.

Note: you are responsible for acquiring the necessary signatures and ensuring that the LA is properly completed before you e-mail it to erasmus@io.ru.nl.

What to do if your stay abroad is part of a larger academic module offered by Radboud University?
For some programmes, the study abroad module is part of a larger academic module or internship assignment (e.g. Natural Sciences). In that case, the LA must describe the courses or internship you plan on following abroad and the programme must include a statement verifying that these are part of a larger academic module to be assessed as a whole. This explanatory statement ensures that your Transcript of Records correspond with your LA upon return.
When to submit the LA?
The completed LA must be e-mailed to erasmus@io.ru.nl 2 weeks **before you leave**, together with your Grant Agreement (GA). Please ensure to send a copy to your faculty’s Erasmus coordinator or an employee at the International Office.

**Exception**: if your LA is not signed by the host university before you leave, email a scanned copy of your signed LA within two weeks of starting your programme abroad. In this case, please upload your GA before your departure.

What to do if your academic programme changes?
If changes/additions are made after your LA has been signed, be sure to include these on the During the Mobility form. This could be a request to prolong your stay abroad for 3 weeks or more or to change the subjects of your study programme. This must be signed by all involved parties (student, host university and home university).

E-mail this completed and signed form to erasmus@io.ru.nl within one month of starting the semester. The original document is yours to keep.

Digital version
All relevant forms for outgoing Erasmus students, including the LA and the During Mobility Form, can be downloaded [here](#).