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

What is the Learning Agreement (LA) for Traineeships and what does it mean?
The LA is a work placement contract for a traineeship abroad signed by the student, Radboud University and the host university. This agreement specifies the nature of the traineeship you wish to follow, prior to departure. The Examination Board of your degree programme at Radboud University will sign this agreement for approval, thereby officially acknowledging the traineeship as part of your programme and awarding credits when you return. Planning your traineeship and arranging your academic credits in advance can help you prevent unnecessary study delays.

By signing the LA, Radboud University acknowledges the traineeship you wish to follow and the host university confirms its willingness to facilitate this traineeship, as described in the TA. More information about traineeship availability can be requested from your faculty’s traineeship coordinator.

How to complete the LA?
On the LA form, enter your personal information and information about the traineeship location. Describe the nature of your traineeship by completing the sections under the Proposed Mobility Programme on page 2. Your faculty will indicate if the traineeship programme is part of your studies, voluntary or implemented during the first year after your graduation. The host institution will confirm the agreement related to insurance and financial support. Finally, make sure section III (‘Commitment of the three parties’) is completed and signed by all involved parties.

Be sure to indicate the number of credits you plan on obtaining. We recommend a study load of 30 ECTS for one semester and 60 ECTS for a full year. The LA must be completed and signed in advance and applies for the full duration of your traineeship. A scanned copy of this document must be e-mailed to erasmus@io.ru.nl.

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 traineeship coordinator at your host university.

Note: you are responsible for acquiring the necessary signatures and ensuring that the LA is properly completed, before you upload it in OSIRIS.

What to do if your traineeship abroad is part of a larger academic module offered by Radboud University?
For some programmes, the traineeship abroad module is part of a larger traineeship assignment (e.g. Natural Sciences). In that case, the programme must submit a statement confirming that the traineeship is indeed part of a larger academic module that will be assessed as a whole.
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 institution 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 traineeship 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 traineeship 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.