



Guidance for OLA for Traineeships for Students

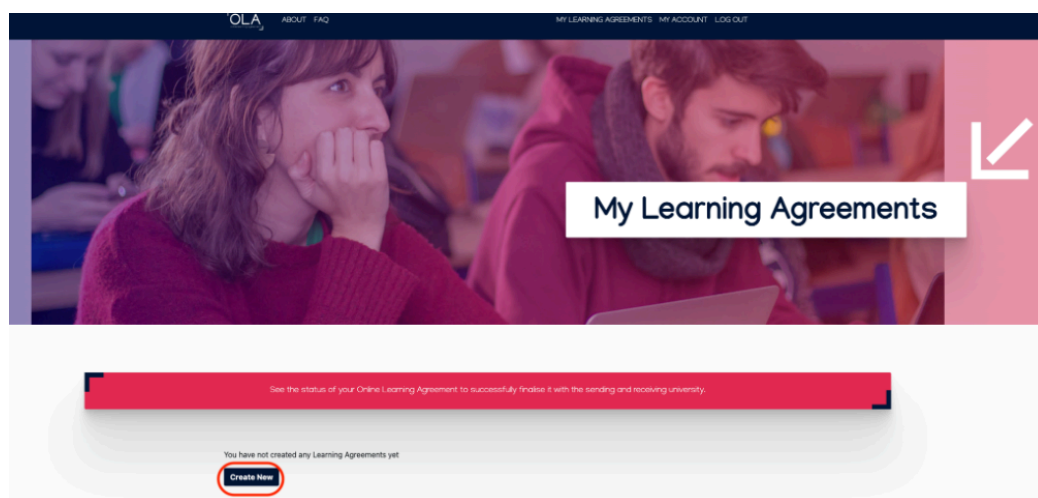
The Online Learning Agreement (OLA) is created and managed through the platform <https://learning-agreement.eu> and it supports the [official LA template](#) of the 2021-2027 Erasmus+ Programme.

More information on how to access the platform is available on the log in page: [Log in | OLA](#).

The following steps explain how to create, edit and finalise a Traineeship OLA.

Creating a New Traineeship Learning Agreement

“My Learning Agreements” displays existing Learning Agreements and the option to create a new one. To create a new Traineeship OLA, click “Create New”.



On the next page, please select your mobility type as Traineeship Mobility.

OLA ABOUT FAQ MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral Mobility	Traineeship Mobility
Discover a new culture and gain new experiences by going on traditional academic mobility of between 2 and 12 months at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.	In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between 5 and 30 days of physical mobility at another higher education institution combined with a compulsory virtual component .	Develop your skills and find contacts by going on short-term doctoral mobility of between 5 and 30 days at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.	Collaborate with industry experts by going on traineeship mobility of between 2 and 12 months at a professional establishment!

Steps to Complete the Traineeship OLA

Step 1 - Student Information

The personal information is automatically filled out with the data from the student account on the platform.

Please review the information and make adjustments there, if necessary, and then click Next for the following step.



Student ^{*}

First name(s) ^{*}

Last name(s) ^{*}

Student Email ^{*}

Date of birth ^{*}

Gender ^{*}

Nationality ^{*}

Study cycle ^{*}

Field of Education ^{*}

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Next

Step 2 - Sending Institution

Select your home/sending institution and provide the contact information of the responsible person who should review your OLA.

Please ensure that the information is correct before proceeding. If you are unsure about this information, please consult your home/sending institution. To proceed, please click Next.

Fill your Receiving Organisation/Enterprise and indicate the contact person. In order for the Receiving Organisation/Enterprise to reach you make sure that the email address of the contact person is correct.



Receiving

Receiving Organisation

Country *

Germany x

Name *

Vulcan Research Institute Berlin

Department

Address *

Berlin, Germany

Website

http://vulcan.research.eu

- This must be an external URL such as <http://example.com>.
- This must be an external URL such as <http://example.com>.

The size of the company is > 250

Receiving Contact

First name(s) *

Leland

Last name(s) *

Lynch

Position *

Senior Research Supervisor

Email *

Phone number

+

Receiving Mentor

First name(s)

Last name(s)

Position

Email

Phone number

+

Previous

Next

Step 4 - Proposed Traineeship Programme

Please provide the details of your traineeship programme.

This section corresponds to Table A of the Traineeship LA and it includes dates and descriptions of the traineeship activities, tasks, and expected learning outcomes as well as the language competence needed for the traineeship. Once completed, click Next.

1 —
 2 —
 3 —
 4 —
 5 —
 6

Student Information
 Sending Institution
 Receiving Organisation
 Proposed Traineeship
 Table Components
 Commitment

☰

Table A

Traineeship Programme at the Receiving Organisation

Planned Start Period * Planned End Period * Planned Start Period (virtual component)

Planned End Period (virtual component)

Traineeship title * Number of working hours per week *

Detailed programme of the traineeship (including the virtual component, if applicable) *

Support modelling of high-efficiency plasma containment systems
 Contribute to data analysis of experimental energy prototypes
 Assist in simulation-based optimisation of sustainable propulsion concepts

Traineeship in digital skills

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes) *

Advanced simulation techniques
 Applied research methodology
 Technical reporting in international research environments

Monitoring plan *

Participate in weekly interdisciplinary research meetings

Evaluation plan *

Prepare technical documentation and a final analytical report

Step 5 - Table Components

Please provide information corresponding to Table B and Table C of the Traineeship LA.

If you are unsure about the information required in this section, please consult your home/sending institution for Table B and the host/ receiving organisation for Table C.

Click Next to proceed to the following step.



Select Table B [ⓘ]

Type of traineeship *

Embedded ↕

Table B [ⓘ]

Sending Institution

The traineeship is embedded in the curriculum

Awarded ECTS credits

30

Give a grade based on:

- Traineeship Certificate
- Final report
- Interview

Record the traineeship in the trainee's Europass Mobility Document

The above are provided upon satisfactory completion of the traineeship

Accident insurance for the trainee

- The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation)
- The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation)

Table C

Receiving Organisation

Financial Conditions

- The Receiving Organisation will provide financial support to the trainee for the traineeship

Please specify the amount (EUR/month)

1000

Contribution Status

- The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship

Accident insurance for the trainee

- The Receiving Organisation will provide an accident insurance to the trainee (if not provided by the Sending Institution)

The accident insurance covers

- accidents on the way to work and back from work
- accidents during travels made for work purposes
- The Receiving Organisation will provide a liability insurance to the trainee (if not provided by the Sending Institution)

Previous

Next

Step 6 - Commitment

Add your signature in the space provided to sign and send the Traineeship to the responsible person at the home/sending Institution for review.

After Submission

After submitting the Traineeship OLA, you can track the status directly on the platform and also receive email notifications regarding updates.

If changes are requested, the status goes back to Ready to Edit, and the OLA should be updated accordingly and resubmitted for approval. You will be able to see the reason why

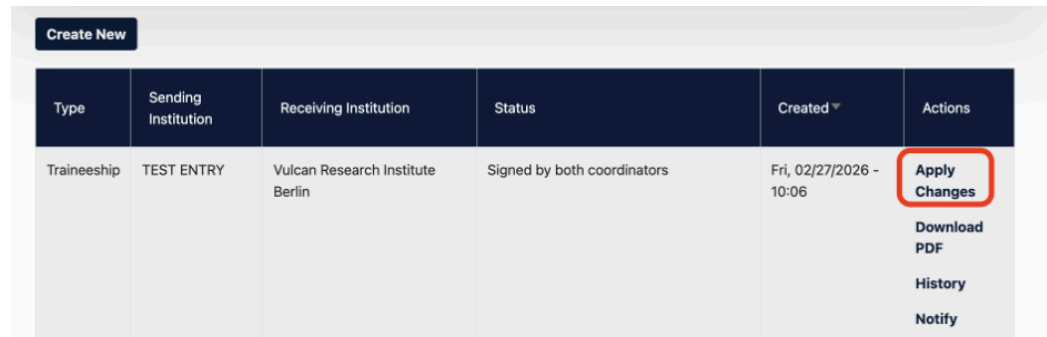
the agreement was declined at the top of each page and at the end of the last (Commitment) page when opening the OLA to edit.

Once all parties have signed the agreement, the OLA is considered finalised. OLA can be downloaded as a PDF document from the platform.

Changes to Traineeship Learning Agreement

You can make changes to their Traineeship Agreement once its status is "Signed by both coordinators".

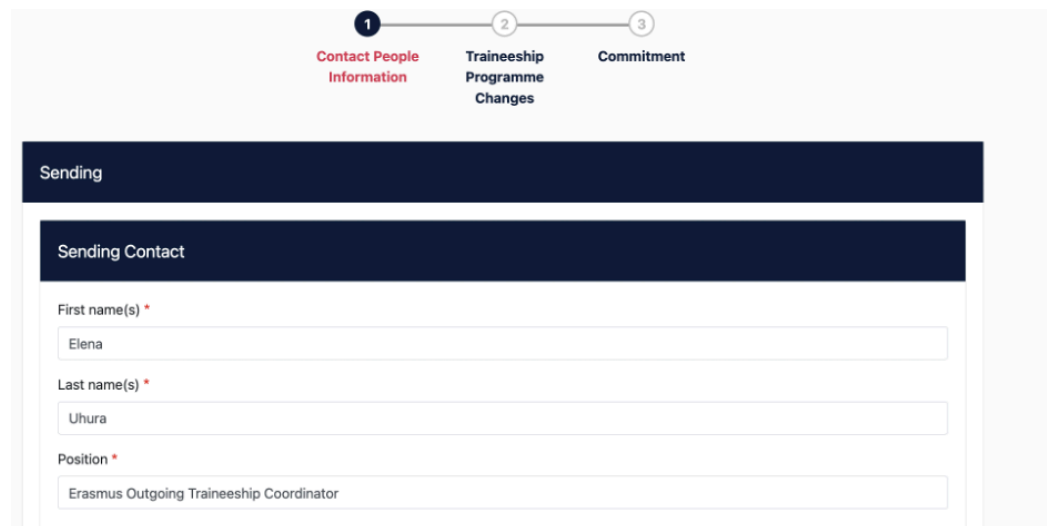
To make changes, click on "Apply Changes".



Type	Sending Institution	Receiving Institution	Status	Created	Actions
Traineeship	TEST ENTRY	Vulcan Research Institute Berlin	Signed by both coordinators	Fri, 02/27/2026 - 10:06	Apply Changes Download PDF History Notify

Step 1 - Contact Information Changes

If there are any updates to the contact information for either the Sending or Receiving institution, you can adjust the details in Step 1.



1 Contact People Information 2 Traineeship Programme Changes 3 Commitment

Sending

Sending Contact

First name(s) *
Elena

Last name(s) *
Uhura

Position *
Erasmus Outgoing Traineeship Coordinator

If no updates are needed for the contact information, click Next to continue.

Step 2 - Traineeship Programme Changes

If there are any changes to the Traineeship Programme, you can update the information in Traineeship Final Table A2. The original Before Mobility Table A is available for reference.

Any change to the Traineeship Programme :

- Must be entered only in Traineeship Final Table A2
- Will automatically restart the signature flow

To enter the updates, click "Add Traineeship Final Table A2."
Once all changes have been recorded, click Next to continue.

Evaluation plan *

Final Table A2
No Paragraph added yet.

[Add Traineeship Final Table A2](#)

[Previous](#) [Next](#)

After Mobility

To request your Traineeship Certificate from your host/receiving organisation, click Notify.
Once it is ready, you will be notified and can access and download the Traineeship Certificate as a PDF document.

Type	Sending Institution	Receiving Institution	Status	Created	Actions
Traineeship	TEST ENTRY	Vulcan Research Institute Berlin	Signed by both coordinators	Fri, 02/27/2026 - 10:06	Apply Changes Download PDF History Notify
Traineeship	TEST ENTRY	This action will send a notification to your Receiving Organisation/Enterprise regarding your Online Traineeship Learning Agreement Certificate. This is a one time action, so make sure that you are eligible for receiving your Certificate. Are you sure you want to send a notification?		2/19/2026 -	View Download PDF History

Created: 02/04/2026

Last Updated: 02/04/2026