

STOCKHOLM BUSINESS SCHOOL ERASMUS+ ONLINE LEARNING AGREEMENT

Before you create your learning agreement you should contact your learning agreement advisor with the course syllabi to get approval for the courses: <u>learningagreement@sbs.su.se</u>

For Erasmus+ exchange all Learning Agreements need to be administrated digitally through the portal Online Learning Agreement (OLA). Below you will find detailed instructions with a step-by-step guide on how to do this.

To create your OLA you need some information that is specific for your department. You will find the information for Stockholm Business School below.

ISCED-CODE

For the exchange through Stockholm Business School you should use the ISCED-code: **0410**

SENDING RESPONSIBLE PERSON

The sending responsible person in your OLA is your **learning agreement advisor**.

First Name: Louise Last Name: Faymonville Position: Learning Agreement Advisor Email: learningagreement@sbs.su.se

SENDING ADMINISTRATIVE CONTACT PERSON

The sending administrative contact person is the **international coordinator** at Stockholm Business School.

First Name: Christian Last Name: Todoran Position: International Coordinator Email: <u>international@sbs.su.se</u>

Stockholm Business School

RECEIVING INSTITUTION

The name of the receiving institution is always in the native language of the host country.

If you are unsure about the name of your host university or can't find it in the portal please contact <u>international@sbs.su.se</u>.

TABLE B - RECOGNITION AT THE SENDING INSTITUTION

The courses you take during your exchange will not be credited as specific courses at Stockholm Business School but as Mobility Window (for example: Studies Abroad in Business Administration, 30 ECTS).

Component title at the Sending Institution (as indicated in the course catalogue): **Mobility Window**

Component Code: N/A

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution:

30

Stockholm Business School



Create an Online Learning Agreement

This document includes instructions on how to create:

- Online Learning Agreement Before the mobility
- Changes to Learning Agreement During the mobility

Before you start creating your Online Learning Agreement (OLA), make sure to:

- Contact your host university and ask if they are able to sign Online Learning Agreements. If they are, make sure that you get the right contact details to the person who should sign your OLA. If the host university is not able to sign Online Learning Agreements, contact your <u>Departmental International Coordinator</u> at Stockholm University for more information on how to proceed.
- Contact your Departmental International Coordinator at Stockholm University to:
 - a. Receive the correct contact details for the person signing your OLA
 - b. Receive your ISCED-code (subject code)
 - c. Agree upon your proposed mobility programme/the courses you plan to study at the host university
 - d. Receive information on how your proposed mobility programme will be recognized after the completion of your exchange (credit transfer)

Transfer of Credits

A Learning Agreement is not an official decision. It is an assessment made by the responsible department at Stockholm University. The official decision of transfer of credits is made by the responsible department/Degree Office and the decision can only be made when your studies are completed and you have received your transcript of records. The assessment that is made refers to the possibility for you to have your course/courses transferred to Stockholm University when your studies are completed. After the completion of the Erasmus+ exchange, you must apply for credit transfer of the exchange studies to have them registered in Ladok. You need to contact either the responsible department or the Degree Office at Stockholm University after the completion of the exchange studies to apply for a credit transfer.

Contact

If you have questions about the content of your Online Learning Agreement, please contact your Departmental International Coordinator at Stockholm University. If you have questions about the Learning Agreement platform or other questions about Online Learning Agreement that are not in direct connection to your exchange studies, please e-mail <u>erasmusubyte@su.se</u>.



Create your Online Learning Agreement

- 1. Enter <u>https://learning-agreement.eu/</u>
- 2. Log in using your student ID at Stockholm University

OLA ABOUT FAQ ELDER OLA FOR TRAINEES			
My account			
Log in			
Your OLA just a click away!	Login	with	
The login options available to access the Online Learning Agreemen platform are the following:	nt Example	Q as University of Bologue, name@kuth.gr. Unlimb	
 eduGAIN (your academic credentials) eIDAS (national ID) Google login 	ê G	OF Logn with #DAS Logn with Godge	
All three options will be accessible when clicking "login" which will to the MyAcademicID platform that supports all three of the pathw after the authentication procedure will bring you back to the Online	lead you ays and	_	
MyAcademicID	Log in with U	niversity account	
Login with			
stockholm university ×	Username		
University College Stockholm	Password		
		Log in	
Royal College of Music in Stockholm kmh.se			
Stockholm School of Economics IdP hhs.se			
Stockholm University			

3. Verify your e-mail adress by following the instructions.

The Mediandemial DIAM Convincion used to process all Community mobility	
The myAcademicio familiary service is used to access all Erasmus mobility	
services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.	
You will have to complete the following steps:	
1 Click on "Proceed to register on the MvAcademicID IAM Service"	
2. Fill in the registration form. To be able to view and process your	
previous OLA, use the email that you had used before.	
 You will receive an e-mail to verify your e-mail address. Click on the verification link in that amail to complete the 	
registration.	
Proceed to register on the MvAcademicID IAM Service	
Proceed to register on the myAcademicio IAM Service	
	 registration on the MyAcademicID IAM Service in order to continue. You will have to complete the following steps: 1. Click on "Proceed to register on the MyAcademicID IAM Service" 2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before. 3. You will receive an e-mail to verify your e-mail address. 4. Click on the verification link in that email to complete the registration.



- 4. When you have clicked on the link in the verification e-mail and successfully verified your e-mail address, click on "Continue" to proceed to the Online Learning Agreement website.
- 5. Fill in your personal information. Make sure to select the right ISCED-code that you received from your Departmental International Coordinator.

DLA ABOUT FAQ EL	DER OLA FOR TRAINEES	MY LEARNING AGREEMENTS MY	ACCOUNT LOG OUT
Ay accour	nt		
/IEW EDIT			
My Personal Information			
Firstname *	Select your ISCED-code	Lastname *	
Date of birth *	Gender *	Nationality *	
mm/dd/yyyy	- Select a value -	\$	0
Field of education * 🚩		Study cycle *	
	0		0

6. Create a new Learning Agreement by going to "My Learning Agreements" and Create New".





7. Choose your mobility form: For regular semester long exchanges, please choose "Semester Mobility".

Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral 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.

8. Make sure that the academic year and your student information is correctly filled in. Press "Next".

021/2022					
Student					
First name(s) *			Last name	e(s) *	
Email *					
Date of birth *	Gender *			Nationality	
mm/dd/yyyy 🛱	Female		٥		0
				Country to wi card and/or p	nich the person belongs administratively and that issues the l assport.
Field of Education *		Field of Education Com	ment		Study cycle *
	0				Bachelor or equivalent first cycle (EQF leve \$
Field of education: The ISCED-F 2013 search to at http://ec.europa.eu/education/international classification-of-education-isced_en should be the ISCED 2013 detailed field of education an is closest to the subject of the degree to be an turken by the Searchen Lestinitrione	ool available I-standard- e used to find d training that warded to the				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).



9. Fill in the information of your sending university, in this case Stockholms Universitet and the name of your sending department in English (make sure that you use/state the English name of your department, link <u>https://www.su.se/english/about-the-university/contact/departments-and-centres</u>).

Sending	
Sending Institution	
Country *	
Sweden x	
Name *	
Stockholms Universitet x	
Faculty/Department *	
Address *	Erasmus Code *
Stockholm	S STOCKHO01

- 10. Fill in the contact details of your Sending Responsible Person, the person at your department who is in charge of signing Online Learning Agreements.
- 11. If you also have an Administrative Contact Person who is not the one signing your agreement, fill in that persons contact details too. Otherwise, copy the contact details under "Sending Responsible Person" to "Sending Administrative Contact Person". Press "Next".

Sending Responsible Person	Sending Administrative Contact Person
First name(s) *	First name(s)
Last name(s) *	Last name(s)
Position *	Position
Email *	Email
Phone number	Phone number
+	+
Responsible person at the Sending institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend if when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.	runninsuauve contact person; person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.



12. Fill in the information of your receiving university. Please note that in most cases, the name of the university is in the native language of the host country.

nstitution	
the institution	
e institution	
e institution	

- 13. Fill in the contact details of your Receiving Responsible Person, make sure that this is someone who has access to sign Online Learning Agreements.
- 14. If you also have a Receiving Administrative Contact Person fill in that persons contact details too. Otherwise, copy the contact details under "Receiving Responsible Person" to "Receiving Administrative Contact Person fields". Press "Next".

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
Last name(s) *	Last name(s)
Position *	Position
Email *	Email
Phone number	Phone number
+	+
Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.	

15. Fill in the preliminary start and end date of your study period abroad.



16. To fill in Table A, the proposed mobility programme, press "Add Component to Table A".

Preliminary LA		
Planned start of the mobility *	Planned end of the mobility *	
Table A - Study programme at the Receiving institution * No Component added yet. Add Component to Table A		

17. Fill in your preliminary courses/study programme at the receiving university, discussed and agreed upon with your Departmental International Coordinator and the receiving institution. If you are taking more than one course, press "Add Component to Table A" to add more components. Component code=kurskod/course code.

Table A - Study programme at the Receiving institution *

Component to Table A	s indicated in the course catalogue) *	Remove
component the at the Receiving Institution (a	s indicated in the course catalogue)	
Sociology I		
An "educational component" is a self-contained and form components are: a course, module, seminar, laboratory we	al structured learning experience that features learning outcome ork, practical work, preparation/research for a thesis, mobility wi	is, credits and forms of assessment. Examples of educational ndow or free electives.
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
SOA100	30	Second semester (Summer/Spring) +
	ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.	

18. Fill in the link to the course catalogue at your host university, the main language of instruction at your host university (the language that you will study in) and state your language level. Press "Next".

Web link to the course catalogue at the Receiving Institution describing	g the l	earning outcomes: [web link to the relevant info]
 Course catalogue: detailed, user-friendly and up-to-date information on the instit throughout their studies to enable them to make the right choices and use their teaching and assessment procedures, the level of programmes, the individual edi people to contact, with information about how, when and where to contact them This must be an external URL such as http://example.com. 	tution's time mo ucationa n. Show	learning environment that should be available to students before the mobility period and sst efficiently. The information concerns, for example, the qualifications offered, the learning, al components and the learning resources. The Course Catalogue should include the names of less
The main language of instruction at the Receiving Institution st		The level of language competence *
- Select a value -	\$	- Select a value -
		Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels- cefr



19. To fill in Table B, the information about how your exchange studies will be recognised, press "Add Component to Table B".

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

20. Fill in the information about recognition that you have received from your Departmental International Coordinator at Stockholm University. Add another component by pressing "Add Component to Table B". Press "Next".

Table B -	Recognition	at the	Sending	institution	,
lable D	Recognition	at the	Senaing	monution	

Component title at the Sending Instit	ution (as indicated in the course catalogue) *		
An "educational component" is a self-containe components are: a course, module, seminar, la	d and formal structured learning experience that features learning outcomes boratory work, practical work, preparation/research for a thesis, mobility win	s, credits and forms of assessment. Examp dow or free electives.	oles of educationa
Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *	
		- Select a value -	4
	ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.		
Automatically recognised towards	student degree		
Automatic recognition comment			

21. If you are doing a blended mobility with a virtual component, please fill in Table C by pressing "Add Component to Table C".

component to Table C Component title or description at the Sending Institution	•
Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *
	ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
ihort description of the virtual component $\ ^{ullet}$	ECTS credits (or equivalent): In countries where the "ECTS" system is not in place in particular for institutions located in Parter-Countries not participating in the Bologna process. "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
ihort description of the virtual component *	ECTS credits (or equivalent): in countries where the "ECTS" system is not in place in particular for institutions located in Parter-Countries not participating in the Bolograp arcses, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
ihort description of the virtual component *	ECTS credits (or equivalent): in countries where the "ECTS" system is not in place in particular for institutions located in Parter-Countries not participating in the Bolograp process."ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.



- 22. Double check that all the information you have filled in is correct. Please note that as soon as you send the Online Learning Learning Agreement, you will not be able to make changes until a party has either declined the OLA or all parties have signed, then you can make a "Changes to Learning Agreement".
- 23. Sign and send your Online Learning Agreement. Make sure that your signature is clearly visible. The Online Learning Agreement will now be sent first to your Sending Responsible Person and then to your Receiving Responsible Person.

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus + grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.
Clear

- 24. You can manage your Online Learning Agreement and keep tab on the signing process under "My Learning Agreements". There you can also download the OLA as a PDF.
- 25. If your Learning Agreement is declined by either your sending or receiving responsible person you will get an update via email and the status of the Learning Agreement will change so that you can edit it and send it once again.
- 26. When all three parties have signed the Learning Agreement, download it as a PDF and upload it to the Erasmus+ Portal.

Sending Institution	Receiving Institution	Status	Created V	View or Edit
Stockholms Universitet		Signed by both coordinators	Thu, 11/04/2021 - 08:07	Apply Changes Download PDF History



During the mobility – Changes to Learning Agreement

If you need to update your Learning Agreement after all parties have signed, for example if your courses have changed or you need to update your sending or receiving responsible person, log in to <u>https://learning-agreement.eu/.</u>

- 1. Go to "My Learning Agreement" at the top bar of the webpage.
- 2. Find your Learning Agreement and press "Apply Changes"

Stockholms Universitet	Signed by both coordinators	Fri, 10/01/2021 - 09:29	Apply Changes
			Download PDF
			History

- 3. To change contact details to the sending or receiving responsible persons:
 - a. Go to "Contact People Information".
 - b. Make necessary changes.
 - c. If you don't have to make any more changes, press next until you reach "Commitment". Sign and send your Changes.
 - d. Your Learning Agreement will now be sent to your sending and receiving responsible persons for approval.
- 4. To update the study programme at the receiving university, to add or delete courses:
 - a. Go to Sending Mobility Programme Changes.
 - b. Press "Add Component Final Table A2".

	Programme changes	Receiving Mobility Programme changes	Virtual o	omponent changes	Commitment
lemic year * 21/2022					
earning Agreement					
T I I A G I					
Table A - Study prog	ramme at the Rec	eiving institution *			
Component to Table A					Remove
Component title at the Receivi	ng Institution (as indicated i	in the course catalogue)*			
Sociology I					
Component Code	awarde success	d by the Receiving Institution ful completion	upon	Semester *	
SOA100	30			First semester (Winter/	(Autumn) +
	ECTS crec "ECTS" sy	its (or equivalent): in countries when stem is not in place, in particular for	institutions		
	Bologna	process, "ECTS" needs to be replaced ables by the name of the environment	d in the		
	is used, a should be	nd a web link to an explanation to the added.	he system		
Add Component to Table A					
inal LA Table A2 Io Component added vet.	×				
Add Component Final Table A2					
	•				
			mes: (web lir	nk to the relevant infol	
/eb link to the course catalogue	at the Sending Institution (describing the learning outco	ines. (mes in		



c. You will now be able to add or delete a course. If you are deleting a course, make sure to enter the same information about the course as in Table A.

Component Final Table A2	Remove
Component Added or Deleted *	
- Select a value -	÷
Component title at the Receiving Institution (as indicated in the course catalogue) st	
Component Code *	
Jumber of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful complet	ion *
iemester *	
- Select a value -	+

- d. If you want to add or delete more courses, press "Add Component Final Table A2".
- e. If you don't have to make any more changes, press next until you reach "Commitment". Sign and send your Changes.
- f. Your Learning Agreement will now be sent to your sending and receiving responsible persons for approval
- 5. To update the recognition from the sending university:
 - a. Go to "Receiving Mobility Programme Changes".
 - b. Press "Add Component Final Table B2".
 - c. You will now be able to add or delete a recognition component. If you are deleting a component, make sure to enter the same information as in Table B.

Final LA Table B2

Component Final Table B2	Remove
Component Added or Deleted *	
- Select a value -	\$
Component title at the Sending Institution (as indicated in the course catalogue) *	
Component Code *	
Number of ECTS credits (or equivalent) to be recognised by the Sending Institution st	
Semester *	
- Select a value -	÷



- d. If you want to add or delete more recognition components, press "Add Component Final Table B2".
- e. If you don't have to make any more changes, press next until you reach "Commitment". Sign and send your Changes.
- f. Your Learning Agreement will now be sent to your sending and receiving responsible persons for approval
- 6. You can manage your Online Learning Agreement and keep tab on the signing process under "My Learning Agreements". There you can also download the OLA as a PDF.
- 7. If your changes are rejected by either your sending or receiving responsible person you will get an update via email and the status of the Learning Agreement will change so that you can edit it.
- 8. When all three parties have signed the changes, download it as a PDF and upload it to the Erasmus+ Portal.