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: learningagreement@sbs.su.se

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: international@sbs.su.se

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 international@sbs.su.se.

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 Departmental International Coordinator 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)
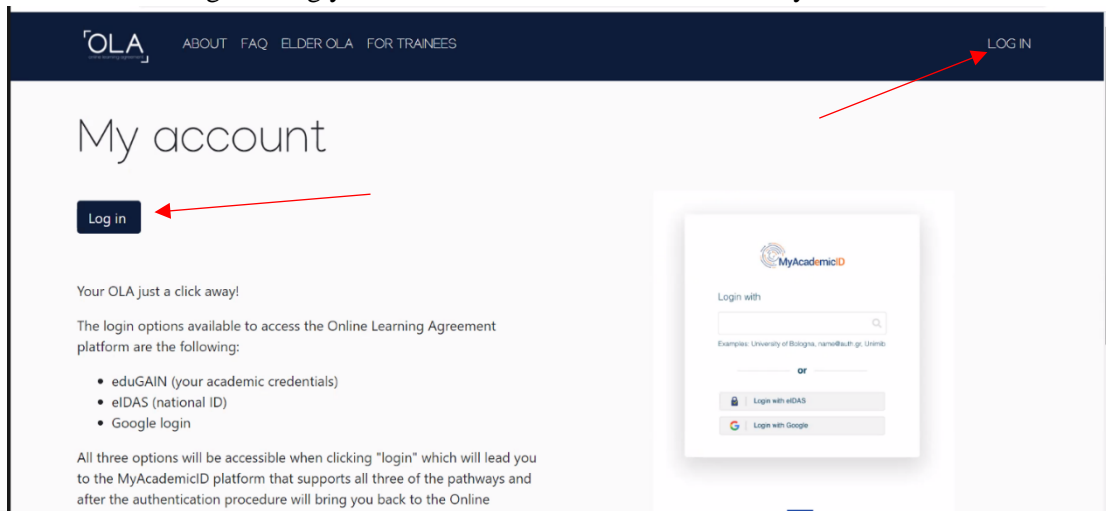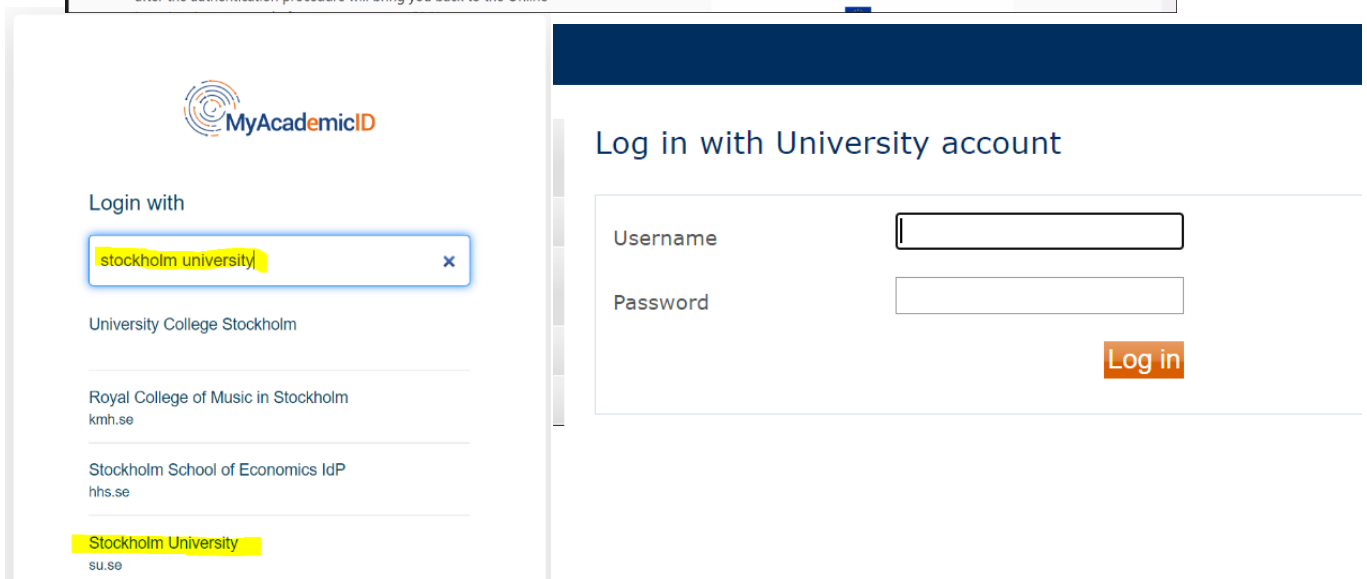
Transfer of Credits

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.
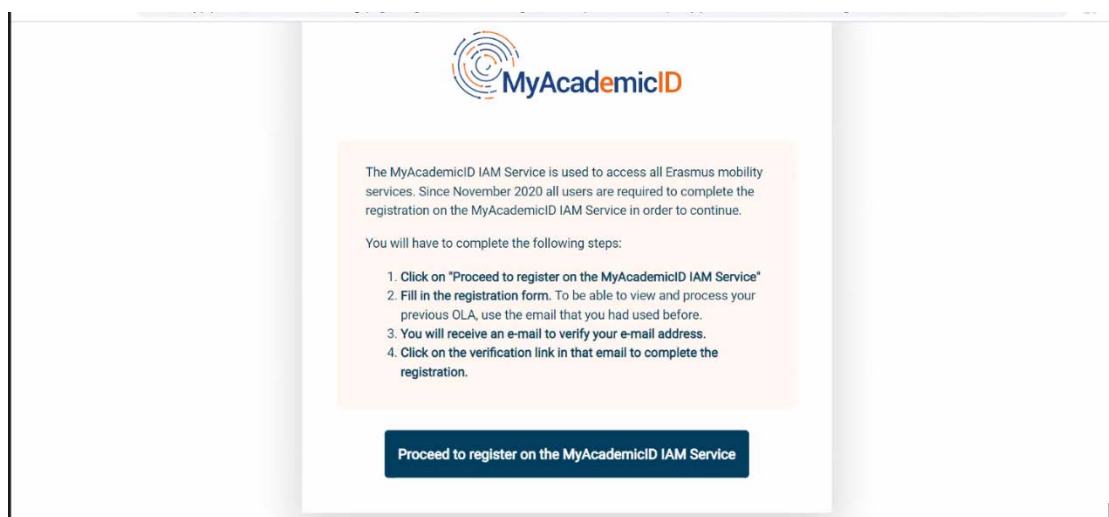
Contact

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 erasmusutbyte@su.se.

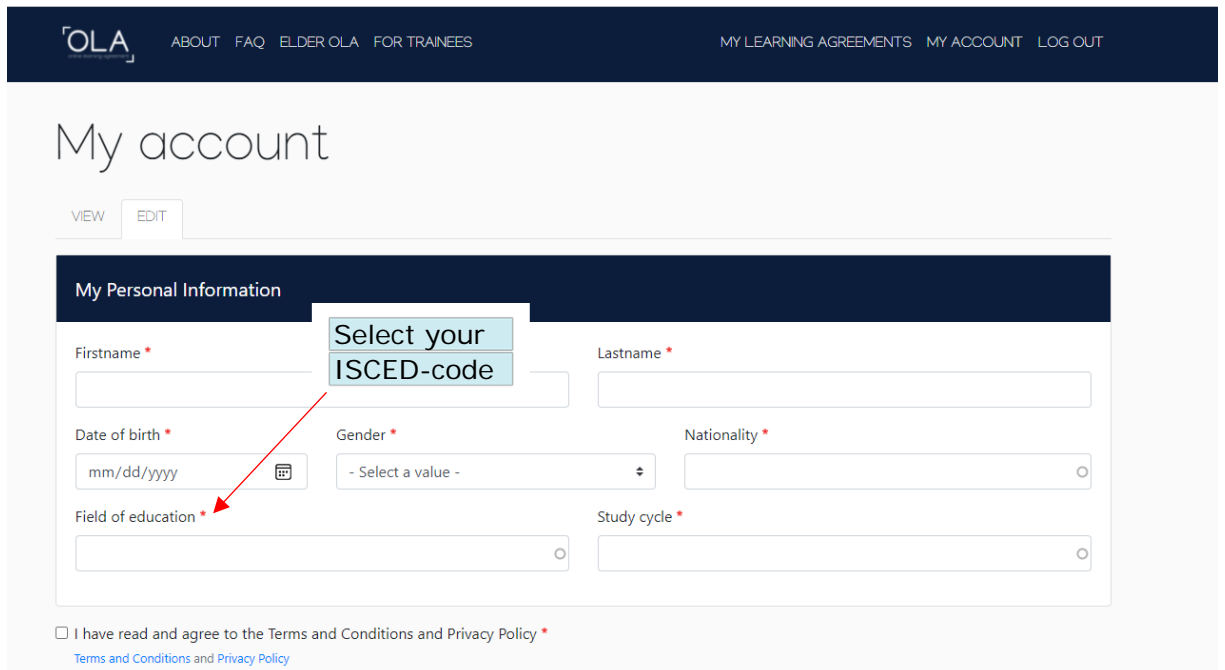## Create your Online Learning Agreement

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

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

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.
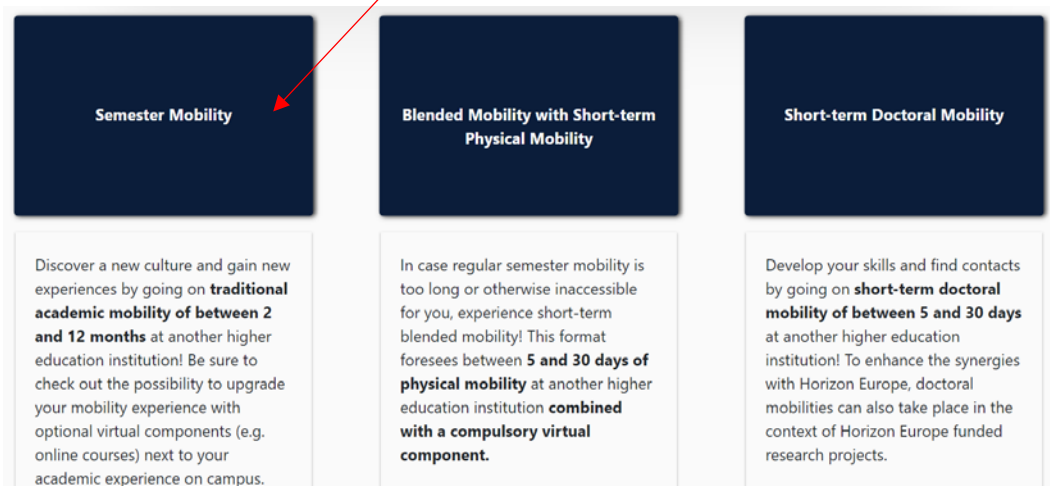
6. Create a new Learning Agreement by going to "My Learning Agreements" and Create New".
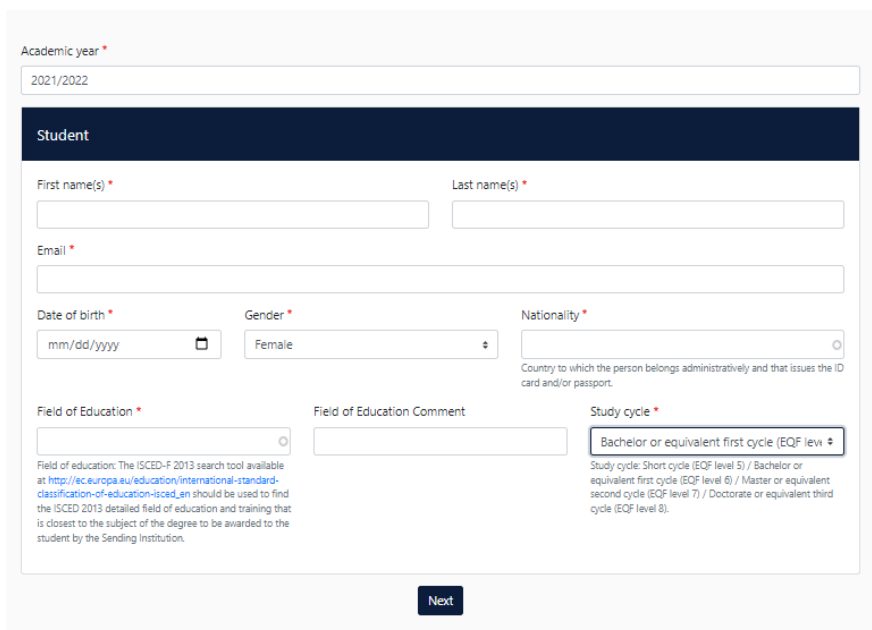
7. Choose your mobility form: For regular semester long exchanges, please choose "Semester Mobility".

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".

Academic year *
2021/2022

Student

First name(s) *

Last name(s) *

Email *

Date of birth *
mm/dd/yyyy

Gender *
Female

Nationality *

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *

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.

Field of Education Comment

Study cycle *
Bachelor or equivalent first cycle (EQF lev

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).

Next

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 https://www.su.se/english/about-the-university/contact/departments-and-centres).

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".

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.

Receiving

Receiving Institution

Country *

Country of the institution

Name *

Name of the 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

First name(s) *

Last name(s) *

Position *

Email *

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.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

+

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 *

| mm/dd/yyyy 📅 |

Planned end of the mobility *

| mm/dd/yyyy 📅 |

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   [Remove]

Component title at the Receiving Institution (as indicated in the course catalogue) *

| Sociology I |

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

| SOA100 |

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

| 30 |

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.

Semester *

| Second semester (Summer/Spring) ⇕ |

[Add Component to Table A]

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 the learning outcomes: [web link to the relevant info]

| |

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as *http://example.com*.

The main language of instruction at the Receiving Institution *

| - Select a value - ⇕ |

The level of language competence *

| - 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 *

Component to Table B	Remove

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

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
		- Select a value -

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

Add Component to Table B

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

Table C

Component to Table C	Remove

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.

Short description of the virtual component *

☑ Automatically recognised towards student degree

Automatic recognition comment

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.

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.
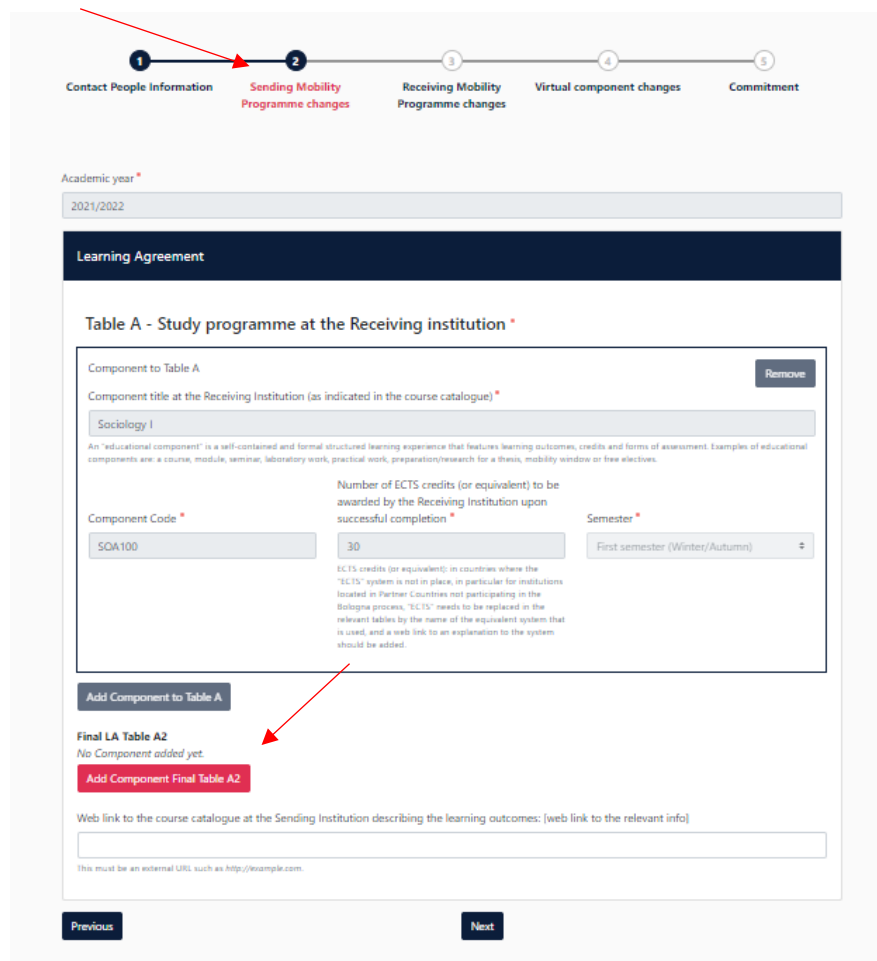
During the mobility – Changes to Learning Agreement

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 https://learning-agreement.eu/.

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".

    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.

Final LA Table A2

Component Final Table A2   Remove

Component Added or Deleted *

| - Select a value - | ⇕ |

Component title at the Receiving Institution (as indicated in the course catalogue) *

| |

Component Code *

| |

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

| |

Semester *

| - Select a value - | ⇕ |

Add Component Final Table A2

    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 *

| |

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.