



# LEARNING AGREEMENT INSTRUCTIONS FOR STUDENT EXCHANGES

# LEARNING AGREEMENT IN THE MOBILITY ONLINE SYSTEM

- Digitally completed in Mobility Online (login with OMA credentials)
- You can complete the document when applying to the host university or later prior the exchange when you know the courses. It is mandatory to be completed before the exchange and grant payment.
- Handling and signatures digitally, small differences depending on the exchange programme
- You can follow the process in Mobility Online and through email notifications

Application workflow					
Family name	Kohonen-testi	Stay from (dd.mm.yyyy)	01.08.2022		
First names	Laura-testi	Stay to (dd.mm.yyyy)	31.12.2022		
Degree Programme	Land Surveying, 0731 - LANDS	Host Institution for Studying Abroad (1. choice)	MUNCHEN06 - Hochschule München		
Unit location		Country of Destination (1. choice)	Germany		
Exchange Programme	Erasmus+ student exchange				

Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 9
<b>METROPOLIA INTERNAL STUDENT EXCHANGE APPLICATION</b> 2 / 3					
Application Form (part 1)	<input checked="" type="checkbox"/>	01.03.2022		Display Application Form (part 1)	
Photo	<input type="checkbox"/>			Upload your photo (max. size 500x500 pixels)	<a href="#">?</a>
Application evaluated	<input checked="" type="checkbox"/>	01.03.2022	Laura-testi Kohonen-testi	Accept or reject your exchange placement and the terms and conditions	
Check the full task list for your exchange from OMA				Open OMA intranet	
<b>APPLICATION FOR HOST INSTITUTION AND MOBILITY GRANT</b> 1 / 6					
Applying to the host institution	<input checked="" type="checkbox"/>	01.03.2022	Laura-testi Kohonen-testi	Confirm that you have submitted application to the host institution (during the host's application period)	
Learning Agreement (LA) Step 1: Courses at the host institution	<input type="checkbox"/>			List host institution courses/studies	
Learning Agreement (LA) Step 2: Courses at Metropolia	<input type="checkbox"/>				
After completing Learning Agreement (LA) steps 1 and 2 click "Final check before signing" in either step.					
Check the LA in the preview window and click on "Sign and transfer" in order to submit the LA for review.					
Note! The steps will not be marked as completed until you have signed the Learning Agreement.					
Learning Agreement approved by Metropolia/Degree Programme	<input type="checkbox"/>				

## LEARNING AGREEMENT PROCESSING, MORE INFORMATION ON THE FOLLOWING SLIDES

1. Fill in your study plan in "List host institution courses/studies"
2. Fill in Metropolia courses which will be replaced by the studies abroad in "List Metropolia courses/studies that are replaced by host institution courses/studies"
3. Sign the learning agreement
4. Your degree programme signs the learning agreement
5. Erasmus-exchanges: partner institution also accepts and signs the learning agreement
6. Bilateral and Nordplus exchanges: partner institution does not sign the learning agreement

You can find detailed instructions on the following slides.

- ☐ Learning Agreement (LA) Step 1: Courses at the host institution
- ☐ Learning Agreement (LA) Step 2: Courses at Metropolia

List host institution courses/studies



After completing Learning Agreement (LA) steps 1 and 2 click "Final check before signing" in either step.

Check the LA in the preview window and click on "Sign and transfer" in order to submit the LA for review.

Note! The steps will not be marked as completed until you have signed the Learning Agreement.

☐ Learning Agreement approved by Metropolia/Degree Programme

## Learning Agreement (LA) **Step 1:** Courses at the host institution

- List here all courses you plan to study at the partner university
- Start by clicking "List host institution courses/studies"
- **DO NOT** use the search function visible in the preview. You must add all courses individually to your Learning Agreement
- Add each course by clicking "Enter Further courses"
  - Find the function in the bottom of the page
- When adding a course > Mandatory information with white background
  - Name of the course or module "Course unit title at the host institution"
  - The "Number of credits at the host university"
- Other information is optional (with grey background)
- When completed, click "create", you will see the confirmation of a successful creation, click, "close"
- Do the same again until all the courses have been added.

Enter further courses...

Create

# List courses/studies from the link "List host institution courses/studies"

Edit learning agreement

Host institution

Fachhochschule Vorz

Study area

Culture and Creative

Degree programme

Design, 0219 - DESI

Academic year

2022/2023

?

Semester

Autumn 2022

Course unit code at the host institution

Kurssikoodi/ course code (OPTIONAL)

Course unit title at the host institution

Course unit title at the host institution must be filled in.

There are still 255 characters available

Number of credits at the host university

5,00

Link to course at the host institution

(OPTIONAL)

There are still 99990 characters available

Virtual component

☐

Automatic recognition

☒

Close

Create

Last name

Home institution

Host institution

Academic year

Kohonen-testi

Culture and creative industries

Fachhochschule Vorarlberg

2022/2023

First name

Country of the home institution

Country of host institution

Name of Semester

Laura-testi

Finland

Austria







Autumn 2022







All courses

30,00 Credits total for 3 courses

Search

Reset all filters

Search	Search	<-- Select all -->	<-- Select all -->	Search
Course unit title at the host institution	Course no./host	Acad_year	Semester	Credits
  <a href="#">Test</a>	Test 2	2022/2023	Autumn 2022	10,00
  <a href="#">test</a>	Test course	2022/2023	Autumn 2022	15,00
  <a href="#">Test course</a>	Test course	2022/2023	Autumn 2022	5,00

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Back

Enter further courses...

After you have added all the courses at the host institution,  
click "Back" to your workflow

Learning Agreement (LA) Step 2: Courses at Metropolia ☐

List Metropolia courses/studies that are replaced by host institution courses/studies

After completing Learning Agreement (LA) steps 1 and 2 click "Final check before signing" in either step.

Check the LA in the preview window and click on "Sign and transfer" in order to submit the LA for review.

Note! The steps will not be marked as completed until you have signed the Learning Agreement.

Learning Agreement approved by Metropolia/Degree Programme ☐

## Learning Agreement (LA) **Step 2:** Courses at Metropolia

- This step of the LA provides an overlook of your Metropolia courses which will be replaced by the studies abroad. Metropolia courses to be recognized can be elective courses, specialization courses, mobility window or other studies agreed with your degree programme.
- Start by clicking "List Metropolia courses/studies that are replaced by host institution courses/studies"
- **DO NOT** use the search function visible in the preview. You must add all courses to be recognised individually to your Learning Agreement
- You can add each course by clicking "Enter Further courses"
  - Find the function in the bottom of the page
- When adding a course > Mandatory information with white background
  - Name of the course or module "Course unit title at the host institution"
  - The "Number of credits at the host university"
- Other information is optional (with grey background)
- When completed, click "create", you will see the confirmation of successful creation, click, "close"
- Do the same again until all courses are added

## WHEN YOU HAVE ADDED ALL COURSES, DO THE FOLLOWING ACTIONS IN ORDER TO FINISH THE PROCESS:

- Check that all entered courses are correct and the amount of ECTS in table A and table B is equal.
- Check also that your personal data is correct, if not, contact your International Relations Adviser
- If you have to change the courses, it is easy to do before the document has been signed. You can edit the courses by clicking the pencil icon or delete a course by clicking the trash –icon. You may add new courses.
- Click "**Final Check Before Signing**" to see the document preview-
- If all is fine, click "**Sign and Transfer**". This will release the LA for your International Relations Adviser, who will then forward the LA to the responsible person in your Degree Programme



## NEXT STEPS, BILATERAL AND NORDPLUS EXCHANGES

Once the responsible person in your degree programme has signed the Learning agreement, it is ready. The partner institution does not sign the Learning agreement.

## NEXT STEPS, ERASMUS EXCHANGES

- When Metropolia has signed the document, it will be sent to the partner institution.
- If the partner institution refers to "EWP Learning Agreement" or "Digital Learning Agreement", this is the document they are talking about.
- Make sure to complete the document in Metropolia's system.
- You can follow the Learning Agreement process by clicking either Step 1 or Step 2 and then pressing the + icon in the upper in the left hand side "Information concerning EWP". There you can see the signature status and possible correction requirements. You can also see here if the partner university has signed the document.

Information concerning EWP			
Learning Agreement signed by student	<input type="checkbox"/>	Action	Message
Learning Agreement signed by coordinator	<input type="checkbox"/>		
Learning Agreement signed by partner	<input type="checkbox"/>	Executed by	Executed on
		Learning Agreement signed by student	Ruiippo Suvi 02.03.2023 17:43:20
		Learning Agreement signed by student	Ruiippo Suvi 02.03.2023 16:55:37

Changes during the exchange or  
after the document has been signed  
> See the additional guidelines!

If you have problems completing  
the document, please contact your  
International Relations Adviser!

