



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 First names Laura-testi Degree Programme Land Surveying, 0731 - LANDS Unit location Exchange Programme Erasmus+ student exchange		Stay from (dd.mm.yyyy) 01.08.2022 Stay to (dd.mm.yyyy) 31.12.2022 Host Institution for Studying Abroad (1. c...) MUNCHEN06 - Hochschule München Country of Destination (1. choice) Germany																																																																								
<table border="1"><thead><tr><th>Necessary steps</th><th>Done</th><th>Done on</th><th>Done by</th><th>Direct access via following link</th></tr></thead><tbody><tr><td colspan="5">METROPOLIA INTERNAL STUDENT EXCHANGE APPLICATION</td></tr><tr><td>Application Form (part 1)</td><td><input checked="" type="checkbox"/></td><td>01.03.2022</td><td></td><td>Display Application Form (part 1)</td></tr><tr><td>Photo</td><td><input type="checkbox"/></td><td></td><td></td><td>Upload your photo (max. size 500x500 pixels)</td></tr><tr><td>Application evaluated</td><td><input checked="" type="checkbox"/></td><td>01.03.2022</td><td>Laura-testi Kohonen-testi</td><td>Accept or reject your exchange placement and the terms and conditions</td></tr><tr><td colspan="5">Check the full task list for your exchange from OMA</td></tr><tr><td colspan="5">APPLICATION FOR HOST INSTITUTION AND MOBILITY GRANT</td></tr><tr><td>Applying to the host institution</td><td><input checked="" type="checkbox"/></td><td>01.03.2022</td><td>Laura-testi Kohonen-testi</td><td>Confirm that you have submitted application to the host institution (during the host's application period)</td></tr><tr><td><input checked="" type="checkbox"/> Learning Agreement (LA) Step 1: Courses at the host institution</td><td><input type="checkbox"/></td><td></td><td></td><td>List host institution courses/studies</td></tr><tr><td>Learning Agreement (LA) Step 2: Courses at Metropolia</td><td><input type="checkbox"/></td><td></td><td></td><td></td></tr><tr><td colspan="5">After completing Learning Agreement (LA) steps 1 and 2 click "Final check before signing" in either step.</td></tr><tr><td colspan="5">Check the LA in the preview window and click on "Sign and transfer" in order to submit the LA for review.</td></tr><tr><td colspan="5">Note! The steps will not be marked as completed until you have signed the Learning Agreement.</td></tr><tr><td colspan="5">Learning Agreement approved by Metropolia/Degree Programme <input type="checkbox"/></td></tr></tbody></table>					Necessary steps	Done	Done on	Done by	Direct access via following link	METROPOLIA INTERNAL STUDENT EXCHANGE APPLICATION					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)	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					APPLICATION FOR HOST INSTITUTION AND MOBILITY GRANT					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)	<input checked="" type="checkbox"/> 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"/>				
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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 replaces 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

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

List host institution courses/studies



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 Vorpommern-Greifswald

Study area: Culture and Creative

Degree programme: Design, 0219 - DESI

Academic year: 2022/2023

Semester: Autumn 2022

Course unit code at the host institution: Kurskoodi/ course code (OPTIONAL)

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

Number of credits at the host university: 5,00

Link to course at the host institution: (OPTIONAL)

Virtual component:

Automatic recognition:

Close **Create**

Edit learning agreement

Last name	Kohonen-testi	First name	Laura-testi
Home institution	Culture and creative industries	Country of the home institution	Finland
Host institution	Fachhochschule Vorarlberg	Country of host institution	Austria
Academic year	2022/2023	Name of Semester	Autumn 2022

All courses 30,00 Credits total for 3 courses

Search Reset all filters

Course unit title at the host institution	Course no./host	Acad.year	Semester	Credits
Test	Test 2	2022/2023	Autumn 2022	10,00
test	Test course	2022/2023	Autumn 2022	15,00
Test course	Test course	2022/2023	Autumn 2022	5,00

Show 10 entries [Display all records](#) 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

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

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

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

- This step of the LA provides an overview 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 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				
Action	Message	Executed by	Executed on	
<input type="checkbox"/>	Learning Agreement signed by student	Ruippo Suvi	02.03.2023 17:43:20	
<input type="checkbox"/>	Learning Agreement signed by coordinator			
<input type="checkbox"/>	Learning Agreement signed by partner	Ruippo 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!

