

Learning Agreement- Workshop for exchange Autumn 2025

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Timeline for your exchange preparations



What is a Learning Agreement?

- A study plan of your courses abroad that guarantees that your credits will be transferred to Ladok after your exchange.
- The student is responsible for the correct information in the Learning Agreement.
- The Learning Agreement will be signed by the student, the program director and the international coordinator at your home university.
- An assessment of the following:
 - Overlap** with previous/future courses within this degree
 - Level** – undergraduate or graduate
 - Subject area** – economics, business administration, statistics or tourism


Erasmus+

Online Learning Agreement
Student Mobility for Studies

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Behr	Merle Maleen	02.05.1997		W
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
			Second cycle / Master's or equivalent level (EQF-7)	22	Undefined

Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Linnæus University	School of Business and Economics	S VAXI003	Sweden	Bohman, Victor victor.bohman@lnu.se

Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Università degli studi di Firenze		I FIRENZE01	Italy	Sabatini, Barbara

The level of language competence in English [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: C1

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<input checked="" type="checkbox"/> Semester(s) <input type="checkbox"/> Virtual component (only if applicable) <input type="checkbox"/> <input type="checkbox"/> Blended mobility with short-term physical mobility <input type="checkbox"/> <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/>	Planned period of the physical mobility: <input checked="" type="checkbox"/> from [day (optional)/month/year] 2023-09-01 to 2024-01-15

Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution

Study Programme at the Receiving Institution
Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	B019349	Economic History of Tourism	autumn	9,00 TUR2
	B026787	Food Quality and Culture for Tourism	autumn	6,00 TUR2
	B028009	Social Statistics for Tourism	autumn	9,00 STA2
	B030597	Tourism and Wine Marketing	autumn	9,00 TUR2
				Total: 33,00

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

How to prepare your Learning Agreement?

1. Communicate with your Program Director about your selected courses. Email your course selections to both your program director and international coordinator in the same email thread. Add buffer courses just in case (about 50 % extra courses, save mail!).

- Course information that needs to be included:

- Course name + Course code

- Level (undergrad/grad)

- Local credits or ECTS

- Course syllabus

- (PDF or Links to the university webpage).

2. Once your program director has approved your courses you can start filling in your Learning Agreement. Mobility Online (exchange in EU + Iceland and Norway) or word template (outside EU).

3. The Learning Agreement will be signed by the student, the program director and international coordinator



Linnæus University

Dnr: 2022/1590-3.1.1.

Programme syllabus

School of Business and Economics

The Marketing Programme, 180 högskolepoäng
The Marketing Programme, 180 credits

Level

First Level

Date of Ratification

Approved by School of Business and Economics 2020-06-10

Revised 2022-05-25

The programme syllabus is valid from autumn semester 2023

Prerequisites

General entry requirements + Mathematics 3b alt. Mathematics 3c, Civics 1b alt. Civics 1a1 + 1a2 and English 6.

Description of Programme

Semester 4:

- Studies abroad

Students are encouraged to spend this semester abroad. During such studies abroad, students need to read at least one course in Economics and /or Legal Science. In addition, courses in Business Administration can account for maximum 50% of full-time studies. Other subjects may be included, but all courses must be relevant for the program and be pre-approved by the Program Coordinator.



Linnéuniversitetet

Kalmar Växjö

Dnr: 2021/3194-3.1.1

Utbildningsplan

Ekonomihögskolan

Customer Experience Management, 180 högskolepoäng
Customer Experience Management Programme, 180 credits

Nivå

Grundnivå

Fastställande av utbildningsplan

Fastställd av Ekonomihögskolan 2019-12-11

Senast reviderad 2021-12-15

Utbildningsplanen gäller från och med höstterminen 2022

Förkunskaper

Grundläggande behörighet + Engelska 6, Matematik 2a alt. Matematik 2b alt. Matematik 2c och Samhällskunskap 1b alt. Samhällskunskap 1a1 + 1a2.

Programbeskrivning

Programmet *Customer Experience Management* syftar till att de studerande ska skaffa sig kompetens inom hur kundupplevelser skapas, upplevs, designas och leds på ett professionellt sätt. Utifrån ett helhetsperspektiv där en kunds alla interaktioner med ett företag/organisation ligger i fokus. För studenten verkar för att samordna dessa så

År 3

- Valfria kurser inkl. utlandsstudier, 30 hp

Denna termin kan studeras utomlands, vid Linnéuniversitetet eller annan svensk högskola/universitet. Terminen möjliggör en hel termin kurser eller en kombination av kurser och praktik, t.ex. 15 hp vardera. Förkunskapskraven för kurser samt de lokala reglerna för examen vid Linnéuniversitetet måste alltid uppfyllas.

AACSB
ACCREDITED

What am I not allowed to study?

- Courses on level 100/1000 in the US/Canada/Asia = High School courses
- Courses that overlap what you have already studied/will study in your programme/degree
- Language courses that are not the language of the country, i.e Spanish in France



Set up your Learning Agreement Exchange within EU (+Iceland and Norway)

Register your approved courses in the platform: **Mobility Online**

Use the student guide! Coming soon!

Important:

Your host university can also use the Mobility Online platform for registration of courses.

Before you register your courses in the host university's system, you must have your courses approved in Mobility Online by the Programme Director and International Coordinator at LNU.

The screenshot displays the Linnæus University Mobility Online interface. At the top, there's a navigation bar with links like Pipeline, Workplace, Connect/EWP, Favorites, Help, and Logout. Below this, a sidebar on the left lists various user roles and tools. The main content area is titled 'Learning Agreement' and shows a form for a student named Freja Olsen. The form includes fields for Last name, Home institution, Country of the home institution, First name, Country of host institution, Academic year, and Name of Semester. Below these fields, there are two tables: Table A (Courses at the receiving institution) and Table B (Courses at the sending institution). Table A lists courses like Business strategy, Business Ethics and Corporate Social Responsibility, and Luxury: Innovation, Sustainable Development and Quality. Table B lists Exchange studies. Both tables show course numbers, titles, and credits. At the bottom, there are buttons for 'Add Course' and 'Create'.

Course no./host	Course unit title at the host institution	Credits
23U_ENT_010_BBA3_FA	Business strategy	6,00
23U_GRH_035_BBA3_FA	Business Ethics and Corporate Social Responsibility	6,00
23U_MKG_016_BBA3_FA	Luxury: Innovation, Sustainable Development and Quality	6,00
23U_MKG_020_BBA3_FA	Luxury Brand Management & Environment	6,00
23U_MKG_074_BBA3_FA	Strategic Marketing Planning	6,00
Sum:		30,00

Course no./home	Course unit title at the home institution	Credits
n/a	Exchange studies	30,00
Sum:		30,00


Set up your Learning Agreement Exchange outside of EU

Use the word template that has been send to you. Contact us if you have not received the template!

Fill in the required information and your **approved** courses and add buffer courses (about 50 % extra courses).

Send the final document to your international coordinator (mobility.sbe@lnu.se) **WITHOUT** signing it.

You will receive in invitation via email to digitally sign the document.

 **Study Plan/Learning Agreement**
Student Mobility for Bilateral Exchange

Student	Last name(s)	First name(s)	Date of birth + 4 last digits	Nationality ¹	Study cycle ¹¹	Field of education ¹¹¹
Sending Institution	Name	Faculty	Address	Country	Contact person name ¹¹² ; email; phone	
	Linnæus University	School of Business and Economics	Universitetssågen 1, SE-351 95 Växjö	Sweden	Victor Bohman Mobility.sbe@lnu.se	
Receiving Institution	Name	Faculty	Address	Country	Contact person name; email; phone	

1. Before the mobility
All parts in yellow to be done by the administrator at the Faculty level and not by the student.

Study Programme at the Receiving Institution

Table A Before the mobility	Planned period of the mobility: from [month/year] to [month/year]			
	Component ¹¹⁰ code/ Course code	Component title at the Receiving Institution (as indicated in the course catalogue ¹¹)	Semester (e.g. autumn/spring; term)	Number of credits (or equivalent) ¹¹¹ to be awarded by the Receiving Institution upon successful completion
First choices				
				Total:
Buffer choices	Component ¹¹⁰ code/ Course code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ¹¹)	Semester (e.g. autumn/spring; term)	Number of credits (or equivalent) ¹¹¹ to be awarded by the Receiving Institution upon successful completion

IF courses change during the mobility

What if...

- ...the course does not exist.
- ...the course schedules clash.
- ...the course changes names or codes.

Contact your programme director and mobility.sbe@lnu.se via e-mail and explain the situation. Send information about the course you want to add and ask for an assessment.

Mobility Online: Update your Learning Agreement

Word template: Save email with approval

Course changes are common and we are used handle these situations!

How will your credits be transferred to Ladok after the mobility?

When you get your Transcript of Records (grades) from the host university, send them to mobility.sbe@lnu.se and we will transfer them into LADOK.

Transfer of grades

- Local grades, no translation into Swedish grades
- Only passing grades into Ladok.

Remember to register in Ladok for the exchange. Exchange instead of courses!

What we have learnt from previous outgoing exchange students?

You will have to adapt to a completely different culture than what you are used to: study technique, support, examination.

- Find out how courses and exams are organized
- Check which possibilities you have for re-examination
- Talk to the International Office at the host university for help at site
- Ask other exchange students for help
- Contact us if you need help

Frequently asked questions

- **I have not received anything from my host university yet**

Answer: Start filling out your Learning agreement anyways and add new information no later than at the end of this semester so that the documentation can be registered as soon as possible.

- **I have already sent my course choices to my host university**

Answer: This is OK. Just make sure that you have the same courses (and a buffer) in your Learning agreement so that you have the correct courses assessed.

- **I have already been in contact with the person who is responsible and had my course choices approved.**

Answer: You have to hand in documentation of this with your Learning agreement.
The decision is only valid if the person has the right to make decision.

- **I cannot find any syllabi on the host university website**

Answer: Hand in the information you can find. You may have to supplement this information in the spring.

Learning Agreement- Workshops

In order to offer students continuous support and reduce the amount of mail, we ask you to participate in as many workshops as you think necessary.

From experience, the process of finding courses takes a long time, so we recommend that you start early by finalizing your Learning Agreement with us and your Program Director.

You can participate in as many workshops as you want, and you can also participate in the other campus.

Learning Agreement Workshops for students going abroad autumn 2025:

Date:	Time:	Place:	Activity:
16th April Kalmar Obs! New date!	11.00-12.00	Ockra Cu1005 Culmen. (Obs! New location).	Startup meeting with a presentation from the International Relations Coordinator on how to complete your Learning Agreement.
23rd April Växjö	11.00-12.00	Tegner (Obs! New location).	Startup meeting with a presentation from the International Relations Coordinator on how to complete your Learning Agreement.
6th May Kalmar	11.00-13.00	Azur Vi2166	“Getting Ready to Go”- Together with International Office.
7th May Växjö	11.00-13.00	Linnésalen H-House	“Getting Ready to Go”- Together with International Office.
14th May Kalmar	11.00-13.00	Fo1040K BusinessLab	Workshop-We assist you to finalize your Learning Agreement.
21th May Växjö	11.00-13.00	K2064V Business Lab Växjö	Workshop-We assist you to finalize your Learning Agreement.
28 th May Kalmar	11.00-13.00	Fo1040K BusinessLab	Workshop-We assist you to finalize your Learning Agreement.
4th June Växjö	11.00-13.00	K2064V Business Lab Växjö	Workshop-We assist you to finalize your Learning Agreement.
11th June Kalmar	11.00-13.00	Fo1040K BusinessLab	Workshop-We assist you to finalize your Learning Agreement.
18th June Växjö	11.00-13.00	K2064V Business Lab Växjö	Workshop-We assist you to finalize your Learning Agreement.
19 th June	Deadline Day: Last day to have your courses and Learning Agreement assessed by International		



More information on [our MyMoodle page](#)

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