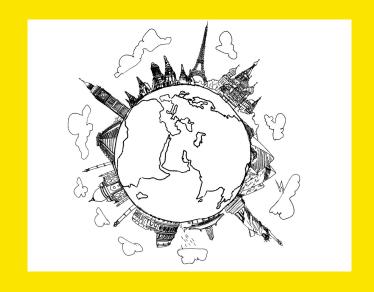
Learning Agreement-Workshop for exchange Autumn 2025



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International Relations Coordinators
School of Business and Economics
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Timeline for your exchange preparations

January - April

March - June

August – September

December - February

Intern.Office nominate to host uni

- Kick off meeting and process explained: "Roadmap to your exchange"
- Check if your passport is valid

Student applies to host university

- Application to host university
- Learning Agreement
- Grant Agreement
- Visa application?
- Apply for student funding from CSN
- Accommodation
- Plan your travel
- Event: Getting Ready to Go

Exchange semester starts

- Register in Ladok
- First Erasmus grant payment

Exchange semester ends

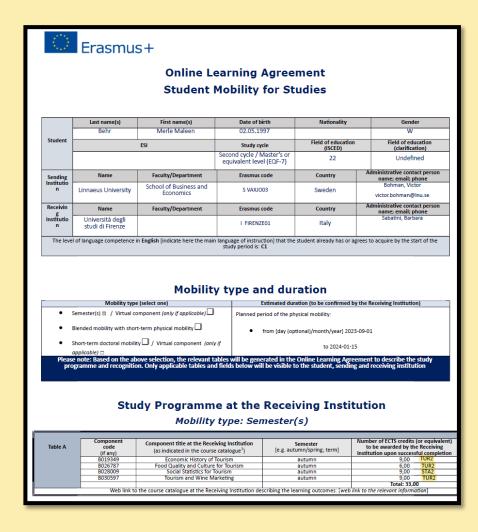
- Certificate of Attendance
- EU Participation report
- Final Erasmus+ Grant payment
- Application for credit transfer (send transcript of records)





What is a Learning Agreement?

- A study plan of your courses abroad that guaranties 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 you 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







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.

Dnr: 2021/3194-3.1.1

Programme syllabus

School of Business and Economics

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

Level

First Level

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

The programme syllabus is valid from autumn semester 2023

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

Description of Dragramme

Semester 4:

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 fullime studies. Other subjects may be included, but all courses must be relevant for the program and be pre-approved by the Program Coordinator.



Linneuniversitetet

Kalmar Växjö

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

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

Programmet Customer Experience Management syftar till att de studerande ska skaffa rrogrammet Customer Experience Management Syriai un au de studerande sita sita sig kompetens inom hur kundupplevelser skapas, upplevs, designas och leds på ett professionellt sätt. Utifrån ett helhetsperspektiv där en kunds alla interaktioner med ett professionem sau. Ourran en nemetspersperniv dar en rumas and interartioner med <u>förstaa/organisation liggør i fokus får studenten verktva för att samordna dosea så</u>

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.





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)

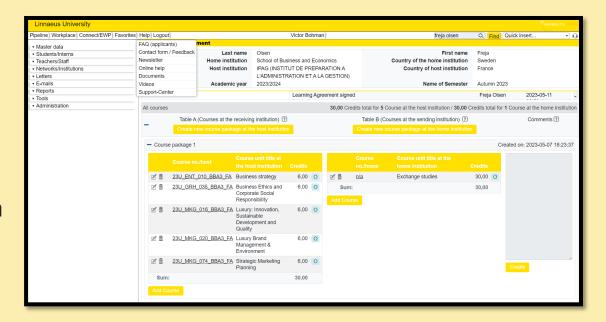
Register your <u>approved</u> courses in the platform: **Mobility Online**

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.







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	Study cycle ⁱⁱ	Field of education ⁱⁱⁱ
Sending Institution	Name	Faculty	Address	Country	Contact person name ^{iv} ; email; phone	
	Linnaeus University	School of Business and Economics	Universitetplatsen 1, SE-351 95 Vaxio	Sweden	Victor Bohman Mobility.sbe@Inu.se	
Receiving Institution	Name	Faculty	Address	Country	Contact person name; email; phone	

1. Before the mobility Table A Component[∨] code Before the [e.g. autumn/spring awarded by the Receiving Institution choices Component title at the Receiving Institution Number of credits (or equivalent)* to be Course code [e.g. autumn/spring awarded by the Receiving Institution Buffer





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.

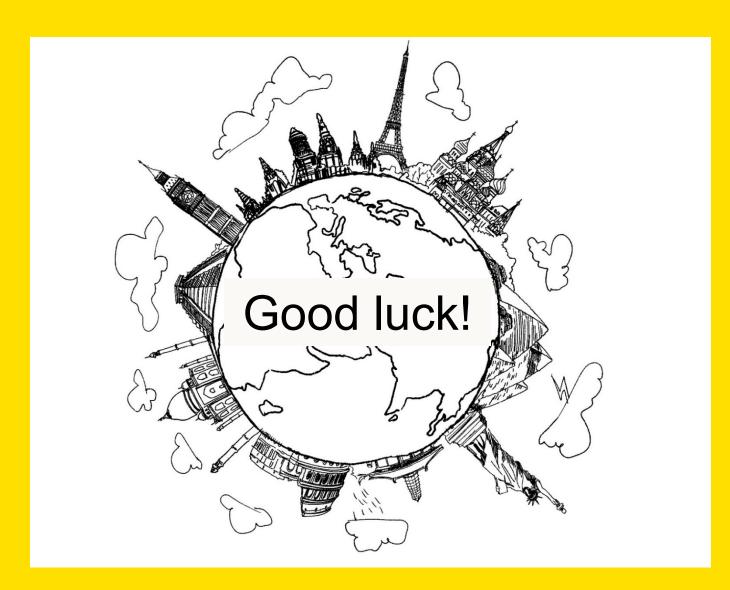
You can participate in as many workshops as you want, and you can also participate in the other campus.

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	May Växjö 11.00-13.00 <u>K2064V</u> 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	<u>K2064V</u> Business Lab Växjö	Workshop-We assist you to finalize your Learning Agreement.		
11th June Kalmar	almar 11.00-13.00 Fol040K 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

Email: mobility.sbe@lnu.se

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floor