Student Guide

Learning Agreement and Grant Agreement

in Mobility Online

Academic year 2023/2024

International Office outexchange@lnu.se

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1. Contact persons at Linnaeus University

International Office

outexchange@lnu.se

Ida Willander and Maria Barath

Contact with questions regarding:
- Application to host university
- Erasmus+ Grant
- Insurance
- Mobility Online
- Other related questions

Faculty coordinators

Contact with questions regarding:
- Learning Agreement
- Course selection
- Credit transfer (when your exchange is finished)

Email:
School of Business & Economics:
mobility.sbe@lnu.se
Faculty of Social Sciences:
mobility.fsv@lnu.se
Faculty of Arts and Humanities:
mobility.fkh@lnu.se
Faculty of Technology:
ftk.outexchange@lnu.se
Faculty of Health and Life sciences: mobility.fhl@lnu.se

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2. Timeline for your exchange preparations

International Office sends nominations to host universities	Students apply to host universities	Start of your exchange semester	End of your exchange semester

Exchange in autumn Exchange in spring	March - April September - October	April - June October - December	August-September January-February	December-February August-September

Meetings:
- Roadmap to your exchange
- Getting ready to go

Mobility Online:
- Learning Agreement
- Erasmus+ Grant Agreement

- Register for the exchange in Ladok
- First Erasmus+ Grant payment

- Certificate of Attendance
- EU Participation report
- Final Erasmus+ Grant payment
- Application for credit transfer

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3. Erasmus+ Student Charter

- The Erasmus+ Student Charter describes the rights and obligations that you have as an Erasmus+ student, both towards your home university and your host university. It also states what kind of support you can expect in case you encounter problems.

- Please read through the Student Charter, you can find an English and a Swedish version linked below:

- [Erasmus+ Student Charter in English](#)

- [Erasmus+ Student Charter in Swedish](#)

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4.1. Learning Agreement and credit transfer

The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you can transfer the credits for the courses that you will successfully complete abroad.

A Learning Agreement is mandatory for all students that go on an Erasmus+ and Nordlys exchange and also in order to receive the Erasmus + Grant.

The Learning agreement is created digitally in Mobility Online and needs to be signed by the student, the programme/subject manager, faculty coordinator and the host university before the start of the mobility.

Before you initiate your Learning Agreement, have a dialogue with your programme/subject manager about which courses you can transfer towards your programme. Also get in touch with your faculty coordinator who will inform you about the credit transfer and help you with that process.

When you have completed your exchange semester you need to apply for a credit transfer in order to transfer your credits into your programme.

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4.2. Learning Agreement in Mobility Online

- ## Questions about language knowledge and responsible person

To enter your profil in Mobility Online, use the link in the confirmation email that you have received. Keep in mind that you have to use your Lnu-student email.

Once you have been nominated by the International Office, you will be able to answer the questions about language knowledge and responsible persons. In most cases you will need to receive application instructions from your host university before you can complete this step.

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Use the **EDIT** button to fill in the information and remember to save using the **SAVE** button.

Stay details:
Fill in your level of knowledge by using the test available on the platform **EU Academy**
https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language

Search for the language you will study in e.g. English Placement Test or Spanish Placement Test etc.

DLA (Digital Learning Agreement):
Choose the responsible persons (programme/subject manager and faculty coordinator) as well as the responsible person at your host unversity. If it does not come up in the drop-down list, please write the information in the text fields below. The responsble person at the host institution is often found in their application instructions.

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- ## Enter courses

Click on the task "Enter courses digitally and sign Learning Agreement

A new window will open where you can enter the courses at your host university and what those courses will be credited towards at your home institution (Lnu).

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- <u>Enter courses at the host institution</u>

You start by entering the courses that you will study at your host university. You can leave the course code blank if you do not have it.
Make sure you enter the link to the course description. If you do not have a link, documents can be added in a separate step of your workflow.

You add course by course until the list of courses is complete.

- **Enter courses at the home institution**

The courses at the home institution (Lnu) are entered in the same way. Please discuss with your faculty coordinator and/or your programme manager what your exchange studies will be credited towards.

Example elective courses:

If you have 30 credits of electives courses, you will probably write Exchange Studies, 30 credits in the course section. Keep in mind that the amount of credits at the host institution needs to match the amount of credits of the Lnu course.

Edit learning agreement

Last name	Barath	First name	Maria
Home institution	Faculty of Technology	Country of the home institution	Sweden
Host institution	Brandenburg University of Technology Cottbus-Senftenberg	Country of host institution	Germany
Academic year	2023/2024	Name of Semester	Spring 2024

All courses   **30,00** Credits total for **5** Course at the host institution / **30,00** Credits total for **1** Course at the home institution

Table A (Courses at the receiving institution) ?   Table B (Courses at the sending institution) ?   Comments ?

Create new course package at the host institution   Create new course package at the home institution

Course packet 1   Created on: 2023-03-01 08:41:17

	Course no./host	Course unit title at the host institution	Credits			Course no./home	Course unit title at the home institution	Credits	
✎ 🗑	n/a	Macroeconomics	6,00	O	✎ 🗑	n/a	Exchange studies	30,00	O
✎ 🗑	n/a	International Law	6,00	O		Sum:		30,00	
✎ 🗑	n/a	Product development	6,00	O					
✎ 🗑	n/a	System Development	6,00	O					
✎ 🗑	n/a	Methods in academic writing	6,00	O					
	Sum:		30,00						

Add Course   Add Course   Create

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Example mandatory courses:

If you have mandatory courses that you need to credit your exchange studies towards, you have the option to devide your course list into different *course packages*. You can have one or more courses that match one course at Lnu.

If you are unsure about how your courses will be creditet, please contact your faculty coordinor and/or program manager.

Edit learning agreement

Last name	Barath	**First name**	Maria
Home institution	Faculty of Technology	**Country of the home institution**	Sweden
Host institution	Brandenburg University of Technology Cottbus-Senftenberg	**Country of host institution**	Germany
Academic year	2023/2024	**Name of Semester**	Spring 2024

All courses — 30,00 Credits total for **5** Course at the host institution / 30,00 Credits total for **2** Course at the home instituti

Table A (Courses at the receiving institution) ⑦	Table B (Courses at the sending institution) ⑦	Comments ⑦
Create new course package at the host institution	Create new course package at the home institution	

Course packet 1 — Created on: 2023-03-01 08:41:17

	Course no./host	Course unit title at the host institution	Credits			Course no./home	Course unit title at the home institution	Credits	
✏ 🗑	n/a	Macroeconomics	6,00	O	✏ 🗑	n/a	Business studies	15,00	O
✏ 🗑	n/a	International Law	6,00	O			Sum:	15,00	
✏ 🗑	n/a	Product development	3,00	O					
	Sum:		15,00						

Add Course   Add Course   Create

Course packet 2 — Created on: 2023-03-01 12:38:40

	Course no./host	Course unit title at the host institution	Credits			Course no./home	Course unit title at the home institution	Credits	
✏ 🗑	n/a	System Development	5,00	O	✏ 🗑	n/a	Methodology	15,00	O
✏ 🗑	n/a	Methods in academic writing	10,00	O			Sum:	15,00	
	Sum:		15,00						

Add Course   Add Course   Create

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- ## Sign and send the Learning Agreement

Click on "Final check before signing" and read through the document. If everything is correct you click on "Sign and Transfer" to sign your Learning Agreement.

To send the Learning Agreement to the program manager (academic), you have to go back to your workflow and click on "Submit course selection to the academic".

Don´t forget to click on **EDIT** to confirm the submission.

You can monitor the progress of your Learning Agreement in your workflow and you have the option to print it.

Before the mobility - Learning Agreement				
Questions about language knowledge and responsible persons answered	☑	2023-02-27	Maria Barath	Answer questions about language knowledge and responsible persons
Courses for the Learning Agreement (before the mobility) completed	☑	2023-03-01	Maria Barath	Enter courses and digitally sign Learning Agreement
[OPTIONAL]: Document(s) with course infos uploaded	☐			[OPTIONAL]: Upload document(s) with course infos
Course selection submitted to the Academic	☑	2023-03-01	Maria Barath	Submit course selection to the academic
Courses for the Learning Agreement (before the mobility) approved by the faculty coordinators or program coordinators	☐			
Course selection approved by the host institution	☐			
DLA Before the Mobility printed	☐			OPTIONAL: Print DLA Before the Mobility

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- ## If your Learning Agreement is not approved

If the Learning Agreement is not approved by your programme/subject manager, you will be notified on email but it will also be visible in your workflow in Mobility online.

Follow the instructions from your programme manager and once you have made the necessary changes, repeat the sign-and-send steps in Mobility Online.

When your Learning Agreement has been signed and approved by your faculty at Lnu, it will be automatically sent to your host university. In case your host university wants you to change/update anything in your Learning Agreement, you will also be notified through email and it will also be visible in your Mobilty Online workflow. If that is the case, please make the necessary changes and then repeat the sign-and-send steps in Mobility Online.

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- <u>Changes to Learning Agreement, during the mobility</u>

You might need to make changes to your Learning Agreement once you have arrived at your host university. If so, please go to Mobility Online and the step "Request changes to the Learning Agreement". In this step you can add/remove the courses that needs to be changed.

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5.1 Erasmus+ grant

Students who are nominated for a study exchange through the Erasmus+ programme or the Nordlys programme are entitled to the Erasmus+ grant financed by the European Commission.

In order to receive the Erasmus+ grant you need to:

✓ Study at least 2 months full time at your host university and have your exchange studies credit transferred into your studies at Linnaeus University (regulated in the Learning Agreement)

✓ Complete your Learning Agreement before the start of your exchange

✓ Complete and sign the Grant Agreement in Mobility Online before the start of your exchange

✓ Ask your host university to sign a Certificate of Attendance at the end of your exchange (we provide a template)

✓ Fill out the Erasmus Participation Report from the EU Commission at the end of your exchange (you will receive a link via email).

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Erasmus+ grant, base amount

Country	Amount per month in EUR
Group 1: Denmark, Finland, Iceland, Ireland, Luxembourg, United Kingdom, Liechtenstein, Norway, Switzerland (if not SEMP)	510 EUR
Group 2: Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	460 EUR
Group 3: Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey, Serbia	460 EUR

- The base amount of the grant is based on which country you will study in and how long your semester is.
- You will receive the Erasmus+ grant in two instalments:
  - The first payment will be 70 % of the total amount and will be received around the start of your exchange.
  - The additional 30 % will be paid out when we have received your Certificate of Attendance and you have completed the Erasmus+ Participation report (so when the exchange has been finished)
- Additional information about the grant and the payment is found in your Grant Agreement

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- ## Additional top-ups to the Erasmus+ grant

- **Green travel top-up from Erasmus+:** The Erasmus+ programme offers extra support for students who travel sustainably to their exchange, this means for example going by train, by bike or car pooling (not flying or traveling by boat). You can receive 50 EUR as a single contribution and additional individual support to cover up to 4 travel days, if relevant.

- **Top-up for fewer opportunities:** Students with children and students who have an abiding disability are eligible for an extra grant top-up of 250 EUR/month.

- **Inclusion support:** Students with fewer opportunities, e.g an abiding disability who will have additional costs during the exchange exceeding the top-up mentioned above, can receive inclusion support based on actual costs. It could be additional costs for transportation, physical therapy or other forms of extra support. There is no fixed amount, so the additional funding will be based on the student's individual needs. Please contact us on outexchange@lnu.se for more information.

- **Train travel support from Linnaeus University**: Lnu also offer extra financial support for students who go by train to their exchange. If the distance from Lnu to your host city is longer than 500 km you can receive an additional 1500 SEK.

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5.2 Grant Agreement in Mobility Online

- To be updated. More information about these steps will follow during the spring.

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