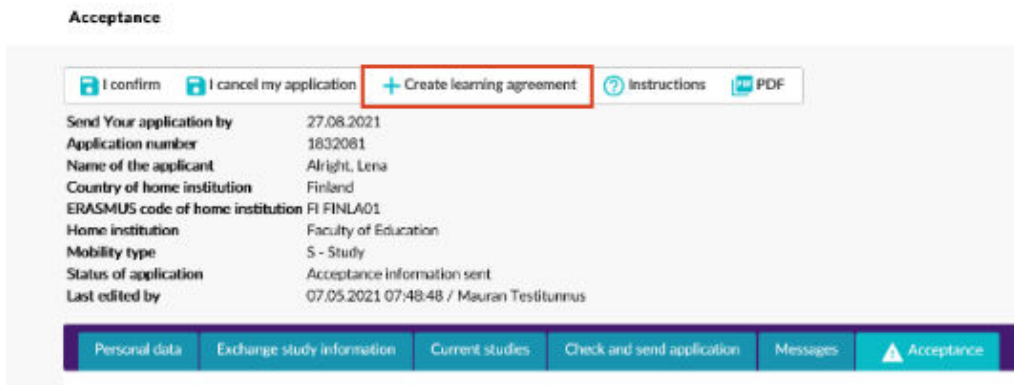


## Filling in the Online Learning Agreement in SoleMOVE

The Online Learning Agreement is for Erasmus+ students only. Students going outside of Europe will use the Word version of Learning Agreement, please contact VAMK international coordinator about it.

All higher education institutions in Europe will sign the Learning Agreements digitally. The OLA is signed by the student, Study Counsellor at VAMK, and the host institution.

After logging in to SoleMOVE and confirming your application, go to your application's "Acceptance" tab and click on "Create learning agreement".



The system creates your Learning Agreement template. You can find it by clicking "Learning agreements" from the menu on the left side of the page.

Click on the pen icon  to fill in the LA template. All the fields marked with \* are mandatory.



## Personal Data

Your personal data will be filled automatically according to your SoleMOVE application.

## Home Institution Information

Faculty/Department: Fill in the name of your degree programme in English.

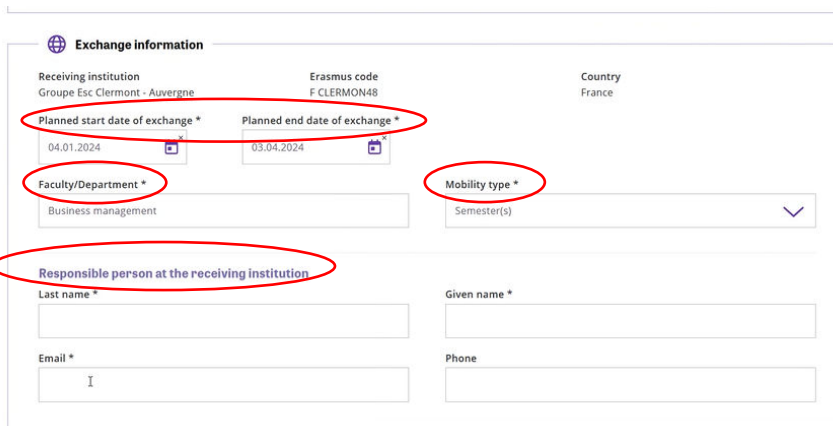
Language knowledge: Choose your English level.

Responsible person at the sending institution: the name and email address of your study counsellor (the phone number is optional).

## Exchange information:

Fill in the planned start and end dates of the exchange, Faculty/Department you will attend in the host institution and mobility type: "Semester(s)".

Responsible person at the receiving institution: Contact person from the host institution who will approve your Learning Agreement (information given by the host institution). Responsible person's name and email address are mandatory.



The screenshot shows a form titled "Exchange information" with the following fields and values:

- Receiving institution: Groupe Esc Clermont - Auvergne
- Erasmus code: F CLERMONT48
- Country: France
- Planned start date of exchange \*: 04.01.2024
- Planned end date of exchange \*: 03.04.2024
- Faculty/Department \*: Business management
- Mobility type \*: Semester(s)
- Responsible person at the receiving institution:
  - Last name \*: [Empty]
  - Given name \*: [Empty]
  - Email \*: I
  - Phone: [Empty]

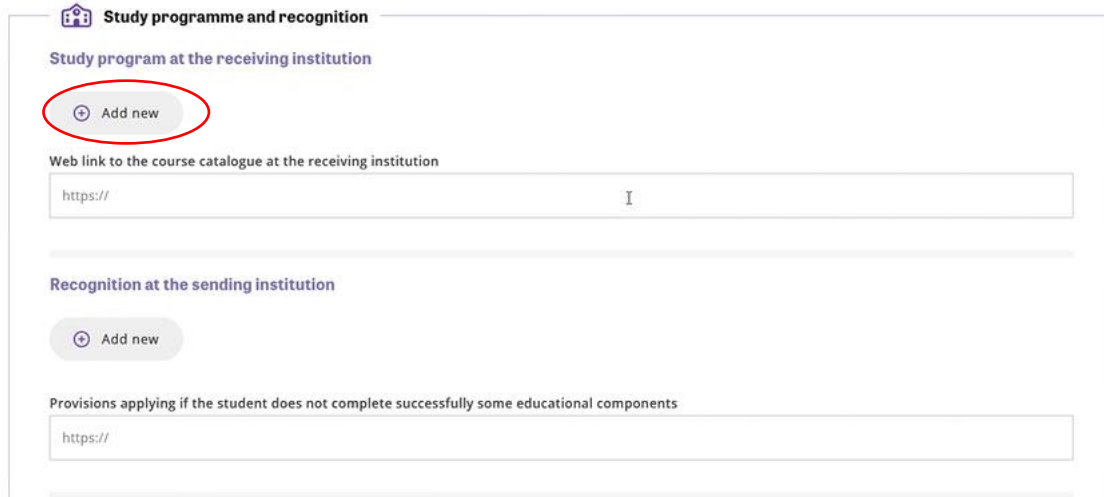
Red circles highlight the following fields: Planned start date of exchange, Planned end date of exchange, Faculty/Department, Mobility type, and the entire Responsible person at the receiving institution section.

Click  from the top of the page. The next fields will appear after saving.

## Study programme and recognition

### Study programme at the receiving institution

Start by filling here the courses you will take during your exchange period. Click 'Add new'.



The screenshot shows the 'Study programme and recognition' form. Under the heading 'Study program at the receiving institution', there is a button labeled 'Add new' which is circled in red. Below it is a text input field for 'Web link to the course catalogue at the receiving institution' containing 'https://'. Under the heading 'Recognition at the sending institution', there is another 'Add new' button. Below that is a text input field for 'Provisions applying if the student does not complete successfully some educational components' containing 'https://'.

Component code: Course code. If you don't know it – add numbers 0000.

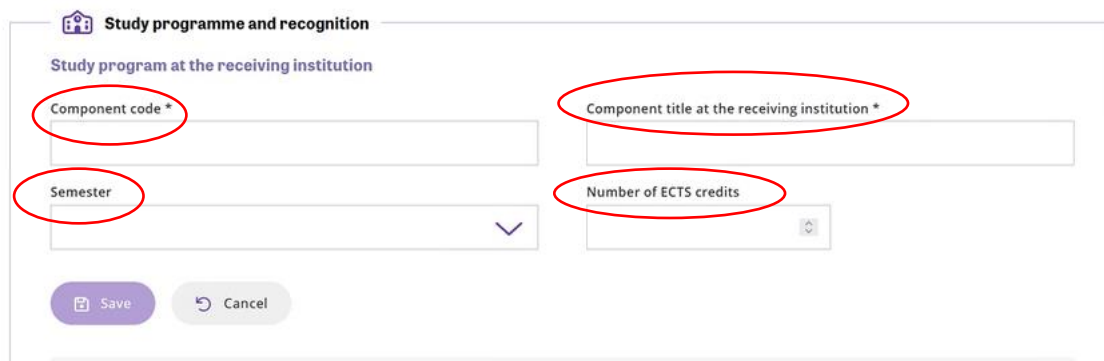
Component title at the receiving institution: Name of the course.

Semester: Choose the semester when the course takes place.



The screenshot shows a dropdown menu titled 'Semester'. The options listed are: First semester (Winter/Autumn), Second semester (Summer/Spring), First trimester, Second trimester, and Full academic year.

Number of ECTS credits: The number of credits the course is worth. **This field is mandatory.**



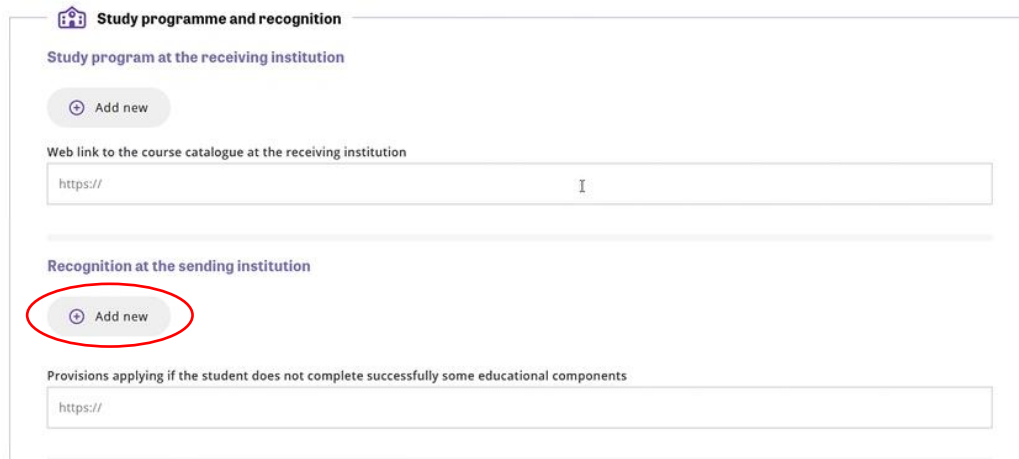
The screenshot shows the 'Study programme and recognition' form with four fields circled in red: 'Component code \*', 'Component title at the receiving institution \*', 'Semester', and 'Number of ECTS credits'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Click on 'Save' and 'Add New' to add another course. Add as many courses as you will take during your exchange period.

Click  Save from the top of the page.

## Recognition at the sending institution:

Fill in the courses that your exchange studies will replace at VAMK. Click 'Add New'.



**Study programme and recognition**

Study program at the receiving institution

Web link to the course catalogue at the receiving institution

---

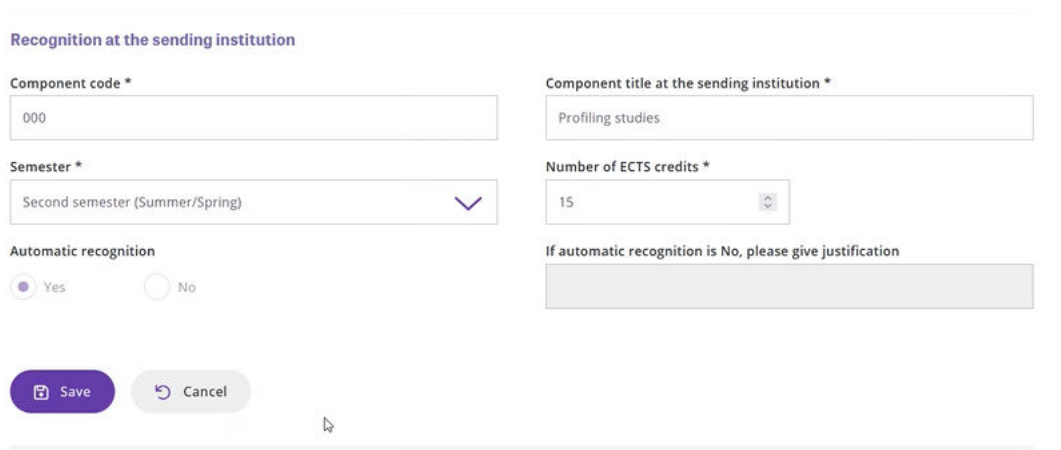
Recognition at the sending institution

Provisions applying if the student does not complete successfully some educational components

If the studies will be considered as advanced studies, you can add them as one 'course' and type 'advanced studies' as the component title and add the same number of ECTS credits as you will take during the exchange. In this case add 0000 as the component code. Also choose the semester when the exchange takes place.

If the studies abroad will replace certain courses at VAMK, add them here one by one.

Then click Save.



**Recognition at the sending institution**

Component code \*

Component title at the sending institution \*

Semester \*

Number of ECTS credits \*

Automatic recognition  Yes  No

If automatic recognition is No, please give justification

After you have filled in all the courses, make sure that the 'ECTS TOTAL' credits are the same.

**Study programme and recognition**

**Study program at the receiving institution**

Component code	Component title at the receiving institution	Semester	Number of ECTS credits
	Common Module: Explore the industry	Second semester (Summer/Spring)	15
	Sustainable Fashion Business 2030	Second semester (Summer/Spring)	15
			ECTS TOTAL: 30

Web link to the course catalogue at the receiving institution

https://

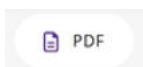
**Recognition at the sending institution**

Component code	Component title at the sending institution	Semester	Number of ECTS credits	Automatic recognition
	Profiling competence	Second semester (Summer/Spring)	30	Yes
			ECTS TOTAL: 30	

Then click 'Confirm' from the top of the page to sign the LA.

**After your confirmation, please send an email to your VAMK International Coordinator.**

If you need to take out the LA as a pdf file, you can do it by clicking the 'PDF' sign from the top of the page.



If you have any questions or need to make changes to the Learning Agreement after confirming, please contact VAMK International Coordinator.