

# LEARNING AGREEMENT

## MANUAL

## Learning Agreement – what is that?

All students who study abroad for a semester as a part of their education at Stockholm Business School (SBS) should complete a *Learning Agreement*. This manual outlines and explains the Learning Agreement procedure. **Please read through the entire manual before you start to fill in your Learning Agreement.**

The Learning Agreement, henceforth referred to as LA, is a document that ensures the recognition of the courses that the student takes while studying abroad by SBS. Most students study abroad through one of the SBS exchange agreements, but there are also many students who receive exchange placements through the central bilateral exchange agreements administered by Stockholm University. Some students, so-called “free-movers”, choose to make all the arrangements for a semester abroad by themselves.

Completion of an LA is **mandatory** for students who study abroad through the Erasmus exchange programme, which includes exchange agreements that SBS shares with European partner universities. However, we encourage **all** students going abroad to complete an LA. There are several reasons for this:

- With an approved LA, students are ensured that the courses that are listed on the LA can be transferred towards their degree from Stockholm University. There are thus no unpleasant surprises when students return from a semester abroad.
- The LA outlines the number of credits that students need to take to complete a full semester of studies. Thus, students do not have to be concerned about the credit conversion.
- The credit transfer application process is facilitated for students who have an approved LA. Since an evaluation of the courses has already been carried out, the credit transfer can be completed in a fast and efficient manner once students submit their application for credit transfer along with their approved LA. Students will then have their credits transferred without any delay.

**Please note** that an approved LA must be submitted along with the application for credit transfer following the completion of the study abroad semester. The credits are not transferred automatically; **the student must submit an application.**

The LA should be considered as a contract and must be signed by three parties: the student, the home university and the host university. Since the LA is an official document it is quite important that all parties sign the document. By signing the LA, the signing party confirms that he/she has read, understands and agrees with the information on the LA.

### Who signs the LA at the home and host university?

The home university is referred to as "Sending institution" on the LA. The signing party at SBS is usually the Director of Studies but it could also be an Academic Advisor signing on behalf of the Director of Studies.

The host university is referred to as "Receiving institution" on the LA. The signing party at the host university is usually someone who is responsible for incoming exchange students, such as an International Coordinator or Academic Advisor.

### How is the LA drawn up?

At SBS the LA is drawn up in Fastreg and is initially an electronic document. However, the final LA will be a printed document as it is to be signed by three parties.

- Students who go on exchange through the Erasmus programme are usually required to complete two LA's: one from the home university and one from the host university. The reason for this is that the exchange must be documented by both the sending and the receiving institution. The LA that students receive from their host university (receiving institution) **does not replace** the LA in Fastreg. Students must **always** have the LA finalized in Fastreg and any changes must **always** be documented in Fastreg and be approved by SBS.

When you have received an exchange placement, either through SBS or Stockholm University centrally, your exchange semester will be registered in the university-wide study administrative system Ladok.

- Are you going abroad as a free-mover? We recommend students to have their study abroad semester registered in Ladok as this will provide access to the LA and facilitate the administration of the credit transfer. In order to have the study abroad semester registered in Ladok students should contact the International Coordinators at the Office of International Affairs, and inform them of the name of the host university as well as the semester dates.

When the registration of the exchange/study abroad semester is done in Ladok the information will be transferred from Ladok to Fastreg. A link entitled Learning Agreements will then appear in the menu in Fastreg (picture 1).

Picture 1

Logout | You logged in as KALLE ANKA3 Contact us | Svensk webbplats

**Stockholm Business School**  
Webb for current students

**Stockholm University**

General Programmes Courses **Fastreg**  **SEARCH**

School of Business | Webb for current students | Fastreg Print

- My schedule
- Courses
- Groups
- Examinations
- Forum
- Assessment tasks
- Evaluations
- Specialisation
- Theses
- Grades
- Learning agreements**
- Address Change
- Change PIN code
- Computer rooms code
- Re-registration

## Welcome to Fastreg!

### Your personal study sites

[New semester, new educational procedures](#)

We use Turnitin for detecting plagiarism in documents submitted via Fastreg.

[Learn to understand what plagiarism is and get tips on how to avoid it](#)

Your messages	Expires
✉ <a href="#">GO GLOBAL - Gröjersalen</a>	2014-05-02

**My courses V14**

[Art direction & copywriting](#)

[Medier](#)

[PR strategi](#)

[Reklamstrategi](#)

**My courses H13**

[Fixed Income Securities](#)

[Redovisning](#)

[Advanced Financial Theory](#)

[Ekonomistyrning II](#)

[Finance II](#)

[Marknadsföring II](#)

[Organisation II](#)

**Important:**

[It is important that you provide us with your current email address and telephone number in case we need to contact you](#)

In some cases students are requested to submit their course selections along with their applications to the host university, and at an early stage the LA may not yet be available in Fastreg (the information transfer from Ladok has not yet been made). If so, students should contact the Academic Advisor or the Director of Studies at SBS for a review and pre-approval of course selections. **Please note that students must still fill in and complete the LA once it becomes available in Fastreg, even if course selections have been pre-approved.**

When the LA has been made available in Fastreg you can start filling in the document. The LA should be completed, submitted, approved, and signed by you and the home university **before** you leave for the study abroad semester.

- As per the settings in Fastreg, the LA is open for editing up until a certain date, usually a few weeks in to the semester abroad. The document is then closed for editing and it will no longer be possible to draw up an LA. It is **very important** that you fill in the LA and get it approved on time. Drawing up an LA when the semester abroad is coming to its end is pointless.

By clicking on the link Learning Agreements in the menu in Fastreg you will be forwarded to the LA selection page. Most students will only have one active LA, but in a few cases it could happen that students go abroad more than once. Such students will then have more than one LA in Fastreg. Picture 2 below shows the standard case of a student with one LA. Picture 3 shows the case of a student with more than one LA.

Picture 2

The screenshot shows the Fastreg portal for Stockholm Business School. The header includes the school's name, a login status for 'KALLE ANKA3', and a search bar. The main navigation menu has tabs for General, Programmes, Courses, and Fastreg. The Fastreg tab is active, displaying a sidebar with various student services and a main content area titled 'Learning agreements'. In the sidebar, 'Learning agreements' is highlighted. The main content area contains a link to 'V13 Learning agreements' which is highlighted with a red rectangle. Below this link, there is a note instructing students to click the link to add courses to their form, warning that courses should not overlap with previously taken ones.

Logout | You logged in as KALLE ANKA3

Contact us | Svensk webbplats

Stockholm Business School  
Webb for current students

Stockholm University

General Programmes Courses **Fastreg**

Enter search string **SEARCH**

School of Business | Webb for current students | Fastreg

Print

My schedule  
Courses  
Groups  
Examinations  
Forum  
Assessment tasks  
Evaluations  
Specialisation  
Theses  
Grades  
Learning agreements  
Address Change  
Change PIN code  
Computer rooms code  
Re-registration

**Learning agreements**

Please find your current learning agreements below.

[V13 Learning agreements](#)

Please click on the link Learning agreements to add your courses to the form.  
Keep in mind that the courses you choose should not overlap previously taken courses.

Picture 3

The screenshot shows the Stockholm Business School Fastreg portal. At the top, a dark blue header contains the text "Logout | You logged in as KALLE ANKA3" on the left, "Contact us | Svensk webbplats" on the right, and the Stockholm University logo in the center. Below the header, a navigation bar includes "General", "Programmes", "Courses", and "Fastreg" (which is highlighted). A search bar with the placeholder "Enter search string" and a "SEARCH" button is also present. Below the navigation bar, a breadcrumb trail reads "School of Business | Webb for current students | Fastreg". On the left side, a vertical menu lists various options: "My schedule", "Courses", "Groups", "Examinations", "Forum", "Assessment tasks", "Evaluations", "Specialisation", "Theses", "Grades", "Learning agreements" (highlighted in blue), "Address Change", "Change PIN code", "Computer rooms code", and "Re-registration". The main content area is titled "Learning agreements" and contains the text "Please find your current learning agreements below." Below this text, a red rectangular box highlights four links: "V12 Learning agreements", "H12 Learning agreements", "V13 Learning agreements", and "H13 Learning agreements". Below the box, there is a note: "Please click on the link Learning agreements to add your courses to the form. Keep in mind that the courses you choose should not overlap previously taken courses."

The title of the LA refers to the semester when you fill in and submit your LA, ie. **the semester before** the actual study abroad semester. The LA in picture 2 above is entitled "V13 Learning Agreements" (V = "vår", spring, in Swedish). In this case the student is thus going abroad the following semester, ie. the autumn of 2013 (H13, H= "höst", autumn, in Swedish).

When you click on the link for your LA (V13 Learning Agreements in the example in picture 2) you will be forwarded to the actual LA (picture 4). At the top of the page there is some information to help you complete the LA – please read the information!

Picture 4

The screenshot shows the 'Fastreg' (Fast Registration) page for Learning Agreements V13 on the Stockholm Business School website. The page has a dark blue header with the school's name and logo. Below the header is a navigation bar with tabs for 'General', 'Programmes', 'Courses', and 'Fastreg'. The 'Fastreg' tab is active. On the left side, there is a vertical menu with links to various student services, including 'My schedule', 'Courses', 'Groups', 'Examinations', 'Forum', 'Assessment tasks', 'Evaluations', 'Specialisation', 'Theses', 'Grades', 'Learning agreements', 'Address Change', 'Change PIN code', 'Computer rooms code', and 'Re-registration'. The main content area is titled 'Learning agreements V13' and contains the following text:

**READ THIS FIRST!**

Add as much information as possible about each course. Please note that a course description including the reading list is mandatory for the evaluation. The courses are saved as soon as you enter them, allowing you to return later to continue working on your Learning Agreement.

On this page you will find notifications about the evaluation of your Learning Agreement. You should visit the page on a regular basis to see if your Learning Agreement has been approved, must be supplemented or if you need select any new courses.

If you have an approved Learning Agreement and need to make changes before the form Changes to Learning Agreement is available, please contact Academic Advisor Louise Faymonville.

At the bottom right of the main content area, there is a link: [-> Add a new course ...](#)

When you have read the information, you can start filling in your LA. Click on the link “Add a new course...” (picture 5).

Picture 5

The screenshot shows the Stockholm Business School Fastreg portal. At the top, there is a dark blue header with the school's name and logo. Below the header is a navigation bar with tabs for General, Programmes, Courses, and Fastreg. The Fastreg tab is selected. On the left side, there is a sidebar menu with various options like My schedule, Courses, Groups, Examinations, Forum, Assessment tasks, Evaluations, Specialisation, Theses, Grades, Learning agreements, Address Change, Change PIN code, Computer rooms code, and Re-registration. The main content area is titled 'Learning agreements V13' and contains instructions for students. A red box highlights the link 'Add a new course ...' in the bottom right corner of the main content area.

Logout | You logged in as KALLE ANKA3 Contact us | Svensk webbplats

**Stockholm Business School**  
Web for current students

Stockholm University

General Programmes Courses **Fastreg** Enter search string **SEARCH**

School of Business | Webb for current students | Fastreg Print

**My schedule**  
Courses  
Groups  
Examinations  
Forum  
Assessment tasks  
Evaluations  
Specialisation  
Theses  
Grades  
Learning agreements  
Address Change  
Change PIN code  
Computer rooms code  
Re-registration

**Learning agreements V13**

**READ THIS FIRST!**

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On this page you will find notifications about the evaluation of your Learning Agreement. You should visit the page on a regular basis to see if your Learning Agreement has been approved, must be supplemented or if you need select any new courses.

If you have an approved Learning Agreement and need to make changes before the form Changes to Learning Agreement is available, please contact Academic Advisor Louise Faymonville.

[Add a new course ...](#)



When you click on "Add a new course..." you will access the form where you enter information about a course (picture 6).

Picture 6

In

The screenshot shows the Stockholm Business School website interface. At the top, a dark blue header contains the text "Logout | You logged in as KALLE ANKA3" on the left, "Contact us | Svensk webbplats" on the right, and the Stockholm University logo. Below the header is a navigation bar with tabs: "General", "Programmes", "Courses", and "Fastreg". The "Fastreg" tab is selected. To the right of the tabs is a search bar with the placeholder "Enter search string" and a "SEARCH" button. Below the navigation bar, a breadcrumb trail reads "School of Business | Webb for current students | Fastreg". On the left side, there is a vertical menu with links: "My schedule", "Courses", "Groups", "Examinations", "Forum", "Assessment tasks", "Evaluations", "Specialisation", "Theses", "Grades", "Learning agreements", "Address Change", "Change PIN code", "Computer rooms code", and "Re-registration". The "Courses" link is highlighted. The main content area is titled "Add a new course". It contains a form with the following fields: "Course Code" (text input), "Course Title" (text input), "Course Description" (a large text area with a vertical scrollbar), "Course URL" (text input), "ECTS Credits" (text input), and "Local Credits" (text input). At the bottom right of the form are two buttons: "Cancel" (a text link) and "SAVE" (a blue button).

In order for us to be able to assess the course the form **must** contain the following information:

- Course Title
- Course Description
- Local Credits

We recommend students to enter as much information as possible in the form.

The fields allow for a limited number of characters. There may not be enough space for a long course description in the Course Description field. Therefore, we recommend students to also add a link to the entire course description in the Course URL field.

## What about credits?

All universities in Europe (except most universities in the UK) use ECTS credits (or an equivalent system such as Higher Education Credits that are used in Sweden). ECTS is an abbreviation of European Credit Transfer System. 1 ECTS credit equals 1 Swedish credit. Thus, one semester of full time studies at a European university corresponds to 30 ECTS credits. Universities outside of Europe (and most universities in the UK) use other credit systems. The student's home university decides how non-European credits should be converted into Swedish credits. The model for credit conversion used at SBS is based on a degree perspective: the total number of credits/units required for a degree at the host university is divided by the number of years of study required to complete the degree. That gives us an average credit requirement/year, which is to be compared with the standard credit requirement of the Swedish academic year. In some cases, you will receive different information on the credit requirements from your host university. Domestic students or other exchange students at the host university could also have different credit requirements. It is however important to note that **the ultimate decision of credit conversion lies with the home university.**

When you enter information about a course you should complete the Local Credits field, unless your host university is located in Europe and uses ECTS credits. In that case you should complete the ECTS credits field instead. Always enter the number of credits stated on the course description/syllabus. The conversion into ECTS/Swedish credits is done by us in connection to the assessment of the course. Students who complete the Local Credits field can thus leave the ECTS credits field blank. If you wish to obtain information about the credit conversion factor for your host university you are welcome to contact the Academic Advisor or the Director of Studies.

When you have entered all information about the course, click on "Save" (picture 7).

Picture 7



The screenshot shows the Stockholm Business School website interface. At the top, there is a dark blue header with the school's name and logo. Below the header, a navigation bar includes tabs for 'General', 'Programmes', 'Courses', and 'Fastreg'. The 'Fastreg' tab is active. A sidebar on the left lists various student services like 'My schedule', 'Courses', 'Groups', etc. The main content area is titled 'Add a new course' and contains a form with the following fields: 'Course Code' (MGMT300), 'Course Title' (Managerial Behaviour), 'Course Description' (All about this course.), 'Course URL' (www.university.com/BA300), 'ECTS Credits' (empty), and 'Local Credits' (3). At the bottom right of the form, there are 'Cancel' and 'SAVE' buttons. The 'SAVE' button is highlighted with a red rectangular box.

When you have clicked on "Save" you will be directed back to the LA. The course that you have entered and saved now appears on your LA (picture 8, next page). The course is "Editable"; at any time you can go back and make changes to the course form by clicking "Change". That will direct you back to the course form and you will be able to edit. When you have made changes you should always click "Save" in the course form. You can also delete a course from your LA by clicking "Delete".

Picture 8

Logout | You logged in as KALLE Tvättat efternamn

Svensk webbplats

Fastreg

School of Business | Fastreg

My schedule

Courses

Groups

Examinations

Forum

Assessment tasks

Evaluations

Specialisation

Theses

Grades

Learning agreements

Address Change

Change PIN code

Re-registration

Learning agreements H16

READ THIS FIRST!

Add as much information as possible about each course. Please note that a course description including the reading list is mandatory for the evaluation. The courses are saved as soon as you enter them, allowing you to return later to continue working on your Learning Agreement.

On this page you will find notifications about the evaluation of your Learning Agreement. You should visit the page on a regular basis to see if your Learning Agreement has been approved, must be supplemented or if you need select any new courses.

If you have an approved Learning Agreement and need to make changes before the form Changes to Learning Agreement is available, please contact Academic Advisor Louise Paymonville.

→ Add a new course ...

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status
MGMT300	Managerial Behaviour	3		Editable		<div>Change</div> <div>Delete</div>

NEXT

You add more courses by clicking "Add a new course..." and repeating the procedure outlined above. You should add enough courses to cover a full semester (corresponding to 30 ECTS/Swedish credits). It is also possible to add a few extra courses; this will allow for some flexibility in case of conflicting schedules, cancelled courses etc. However, please add only a few (approximately two to three) courses – do not add the entire course catalogue of your host university!

You can edit your LA as long as you do not click "Send in" (please see below) and you can log out of Fastreg and continue editing later on. Your saved courses will still appear on your LA the next time you log into Fastreg.

When you are satisfied with your course selection and have added all your courses, click on “Next” (picture 9).

Picture 9

School of Business start page

School of Business | Fastreg

My schedule  
Courses  
Groups  
Examinations  
Forum  
Assessment tasks  
Evaluations  
Specialisation  
Theses  
Grades  
Learning agreements  
Address Change  
Change PIN code  
Re-registration

### Learning agreements H16

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If you have an approved Learning Agreement and need to make changes before the form Changes to Learning Agreement is available, please contact Academic Advisor Louise Faymonville.

[Add a new course ...](#)

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status
MGMT300	Managerial Behaviour	3		Editable		<a href="#">Change</a> <a href="#">Delete</a>
MKTG250	Marketing Research	3		Editable		<a href="#">Change</a> <a href="#">Delete</a>
FIN345	Intelligent Investments	3		Editable		<a href="#">Change</a> <a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3		Editable		<a href="#">Change</a> <a href="#">Delete</a>
ECON250	Money and Banking	3		Editable		<a href="#">Change</a> <a href="#">Delete</a>

**NEXT**

This will direct you to a page with a number of fields to be completed (picture 10).

Picture 10

Fastreg

School of Business | Fastreg

My schedule  
Courses  
Groups  
Examinations  
Forum  
Assessment tasks  
Evaluations  
Specialisation  
Theses  
Grades  
Learning agreements  
Address Change  
Change PIN code  
Re-registration

Nationality: [?](#)

Field of education: [?](#)

Language: [?](#) -- Välj språk ---

Level of language: [?](#) -- Välj språknivå ---

University address: [?](#)

[Back](#) [SEND IN](#)

The field “Nationality” refers to the country to which you belong administratively and that issues the ID card and/or passport, e.g. your citizenship (for example “Swedish”).

The “Field of education” **only** applies to students in the Swedish Bachelor’s programme in Business Administration (Kandidatprogram i företagsekonomi). If you are a student of that programme you should enter your chosen specialization, e.g. “Marketing”. Students of any other programme, or free-standing courses, do not complete this field.

“Language” refers to the **main language of instruction** of the courses you take at the host university. Most students study mainly in English (regardless of their host country) but other languages could occasionally apply. If you are taking a language course in the language of the host country but take other courses in English you should select English.

In the field “Level of language” you should assess your own level of competence in the main language of instruction (the language you selected in the “Language” field) at the start of the exchange period. Please refer to the description of the European Language Levels (CEFR) at: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

In the field “University address”, enter the postal address of your host university.

Please note that all fields, except “Field of education”, are mandatory. As mentioned above, students in the Swedish Bachelor’s programme in Business Administration must also complete “Field of education”.

Your LA is now almost completed. The final step is to submit the LA for assessment by clicking “Send in” (picture 11). **Please note that once you click “Send in” your LA will be locked! Make sure that you have finalized your course selection before you submit your LA.**

Picture 11

The screenshot shows the 'Fastreg' interface for submitting a Learning Agreement (LA). The page title is 'School of Business start page'. The left sidebar contains a menu with the following items: My schedule, Courses, Groups, Examinations, Forum, Assessment tasks, Evaluations, Specialisation, Theses, Grades, Learning agreements, Address Change, Change PIN code, and Re-registration. The main content area displays a form with the following fields:

- Nationality: Swedish
- Field of education: Marketing
- Language: Engelska
- Level of language: C1
- University address: 300 University Road, 2000 Duck City, USA

A red box highlights the 'SEND IN' button, which is located at the bottom right of the form. A 'Back' link is also visible below the 'University address' field. A 'Print' button is located in the top right corner of the page.

- It is preferable that you enter updated and current course information when you fill in your LA. The LA should not be submitted and then changed several times before you go abroad. You should therefore make a well thought-out course selection before you submit your LA.

When you have submitted your LA for assessment the appearance of the course list will somewhat change and the status of your courses will be “Processed”, indicating that an assessment is in process (picture 12). You are now unable to make changes and should await a response from the Director of Studies or the Academic Advisor.

Picture 12

School of Business | Fastreg
Print

My schedule
Courses
Groups
Examinations
Forum
Assessment tasks
Evaluations
Specialisation
Theses
Grades
Learning agreements
Address Change
Change PIN code
Re-registration

## Learning agreements H16

### READ THIS FIRST!

Add as much information as possible about each course. Please note that a course description including the reading list is mandatory for the evaluation. The courses are saved as soon as you enter them, allowing you to return later to continue working on your Learning Agreement.

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If you have an approved Learning Agreement and need to make changes before the form Changes to Learning Agreement is available, please contact Academic Advisor Louise Faymonville.

Nationality: ⓘ

Swedish

Field of education: ⓘ

Marketing

Language: ⓘ

Engelska

Level of language: ⓘ

C1

University address: ⓘ

300 University Road, 2000 Duck City, USA

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date
MGMT300	Managerial Behaviour	3		Processed	<a href="#">Delete</a>
MKTG250	Marketing Research	3		Processed	<a href="#">Delete</a>
FIN345	Intelligent Investments	3		Processed	<a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3		Processed	<a href="#">Delete</a>
ECON250	Money and Banking	3		Processed	<a href="#">Delete</a>



When a course has been approved, the status will change accordingly (picture 13). You will also be able to see if a course has been rejected. Local credits for all approved courses have now been converted into ECTS credits.

Picture 13

[Schedule](#)  
[Courses](#)  
[Exams](#)  
[Enrollments](#)  
[Enrollment](#)  
[Assessment tasks](#)  
[Enrollments](#)  
[Specialisation](#)  
[Courses](#)  
[Courses](#)  
[Learning agreements](#)  
[Course Change](#)  
[Change PIN code](#)  
[Registration](#)

## Learning agreements H16

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If you have an approved Learning Agreement and need to make changes before the form Changes to Learning Agreement is available, please contact Academic Advisor Louise Faymonville.

Nationality: ?

Field of education: ?

Language: ?

Level of language: ?

University address: ?

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	
MGMT300	Managerial Behaviour	3		No		<a href="#">Delete</a>
MKTG250	Marketing Research	3	6.00	Yes	2017-02-28	<a href="#">Delete</a>
FIN345	Intelligent Investments	3	6.00	Yes	2017-02-28	<a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3	6.00	Yes	2017-02-28	<a href="#">Delete</a>
ECON250	Money and Banking	3	6.00	Yes	2017-02-28	<a href="#">Delete</a>

If a course has been rejected the Academic Advisor or the Director of Studies will unlock your LA so that you can edit. At this stage, you can add new courses and delete or edit the course that was rejected (picture 14).

Picture 14

Fastreg

School of Business | Fastreg

My schedule

Courses

Groups

Examinations

Forum

Assessment tasks

Evaluations

Specialisation

Theses

Grades

Learning agreements

Address Change

Change PIN code

Re-registration

Learning agreements H16

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➔ Add a new course ...

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status
MGMT300	Managerial Behaviour	3		Editable		<a href="#">Change</a> <a href="#">Delete</a>
MKTG250	Marketing Research	3	6.00	Yes	2017-02-28	<a href="#">Delete</a>
FIN345	Intelligent Investments	3	6.00	Yes	2017-02-28	<a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3	6.00	Yes	2017-02-28	<a href="#">Delete</a>
ECON250	Money and Banking	3	6.00	Yes	2017-02-28	<a href="#">Delete</a>

NEXT

You will also be able to access the course that was rejected and read the comment from the Academic Advisor or the Director of Studies. The comment should clarify why the course was rejected (picture 15).

Picture 15

Stockholm Business School  
Företagsekonomiska institutionen

Fastreg

School of Business | Fastreg

Print

My schedule  
Courses  
Groups  
Examinations  
Forum  
Assessment tasks  
Evaluations  
Specialisation  
Theses  
Grades  
Learning agreements  
Address Change  
Change PIN code  
Re-registration

### Learning Agreements

Course Code	MGMT300
Course Title	Managerial Behaviour
Course Description	
Course URL	
ECTS Credits	
Local Credits	3
Comments	Överlappar ORG-I.

Cancel SAVE

When you have made changes and saved you can submit your LA again.

When your LA has been assessed and approved by the Academic Advisor or the Director of Studies you will receive an automatic e-mail as confirmation. In the e-mail you will also be requested to collect the paper version of your LA. You do not need to print your LA, this will be done by the Academic Advisor or the Director of Studies. **It is important that you collect your approved LA before your departure for the exchange semester.** When you collect your LA you will be requested to sign the document. We will keep a copy of the document and you will receive the original document. **Bring the original document to the host university and ask for their signature. Keep the signed document!**

You will find an example of an approved and finalized LA at the end of this manual.

## Changes to Learning Agreement

It is quite common that students need to change one or several of their course selections once they arrive at the host university. The reasons can vary: a selected course could be cancelled, there could be conflicts in the schedule or the host university could deem the student ineligible to take a certain course, for example. The student must then select new courses, and the LA will no longer match the final course selection of the student. **All kinds of changes to the course selection must be approved by us** and the changes must be formalized through Changes to Learning Agreement, henceforth referred to as Changes.

- **Please note that an approval of changes from the host university is not sufficient!**  
The decision of approval of credit transfer lies with your home university and it is thus the home university that must approve all course selection changes. Please notify us as soon as possible if you make any kind of change.

The Changes will become available in Fastreg as of a certain date, usually a few weeks in to the study abroad semester. The Changes is only available to students who already have an approved LA. It is not a separate form but can be accessed through the link Learning Agreements in the Fastreg menu, just like the LA.

By clicking on the link Learning Agreements and then on your LA (H16 Learning Agreements in the example) you will access your LA, but you will note that the headline has changed to Changes to learning agreement (picture 16). The information will also be somewhat different.

Picture 16

**Stockholm Business School**  
Företagsekonomiska institutionen

**Stockholm University**

**Fastreg**

School of Business | Fastreg

[My schedule](#)  
[Courses](#)  
[Groups](#)  
[Examinations](#)  
[Forum](#)  
[Assessment tasks](#)  
[Evaluations](#)  
[Specialisation](#)  
[Theses](#)  
[Grades](#)  
[Learning agreements](#)  
[Address Change](#)  
[Change PIN code](#)  
[Re-registration](#)

**Changes to learning agreement H16**

[Print](#)

**READ THIS FIRST!**

If you have made any changes to your initial course selection once your Learning Agreement has been approved you should fill out Changes to Learning Agreement. Mark all courses that have been deleted from your initial course selection by clicking "Delete" next to the courses and add any new courses. Please note that you should not make any changes to any previously approved courses that you still intend to take. Courses that have been marked as "deleted" will still be visible but cannot be edited. When you have made all the necessary changes click "Send" to send your Changes to Learning Agreement for approval.

[Add a new course ...](#)

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status
PSY200	Psychology Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
MKTG250	Marketing Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
FIN345	Intelligent Investments	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ECON250	Money and Banking	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>

[NEXT](#)

You will note that it is now possible to add courses and delete previously approved courses.

When you fill in your Changes you should **add** any new courses and **delete** the courses that you will no longer take. Courses that remain on your curriculum should not be edited in any way.

When you add a new course you complete the form in the same way you did for your original LA, but you must also provide a **reason for the change** (picture 17).

Picture 17

Stockholm Business School  
Företagsekonomiska institutionen

Stockholm University

Fastreg

School of Business | Fastreg

Print

My schedule

Courses

Groups

Examinations

Forum

Assessment tasks

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Specialisation

Theses

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Learning agreements

Address Change

Change PIN code

Re-registration

Add a new course

Course Code: ETHN250

Course Title: Ethnological Studies in Business

Course Description: Very interesting perspective on business.

Course URL:

ECTS Credits:

Local Credits: 3

Comments: --- Välj orsak ---

Cancel SAVE

There are three alternatives in the drop-down menu “Välj orsak”, select reason for change (picture 18).

Picture 18

Fastreg

School of Business | Fastreg

Print

My schedule

Courses

Groups

Examinations

Forum

Assessment tasks

Evaluations

Specialisation

Theses

Grades

Learning agreements

Address Change

Change PIN code

Re-registration

Add a new course

Course Code: ETHN250

Course Title: Ethnological Studies in Business

Course Description: Very interesting perspective on business.

Course URL:

ECTS Credits:

Local Credits: 3

Comments: --- Välj orsak ---

5. Substituting a deleted component

6. Extending the mobility period

7. Other (please specify)

Cancel SAVE

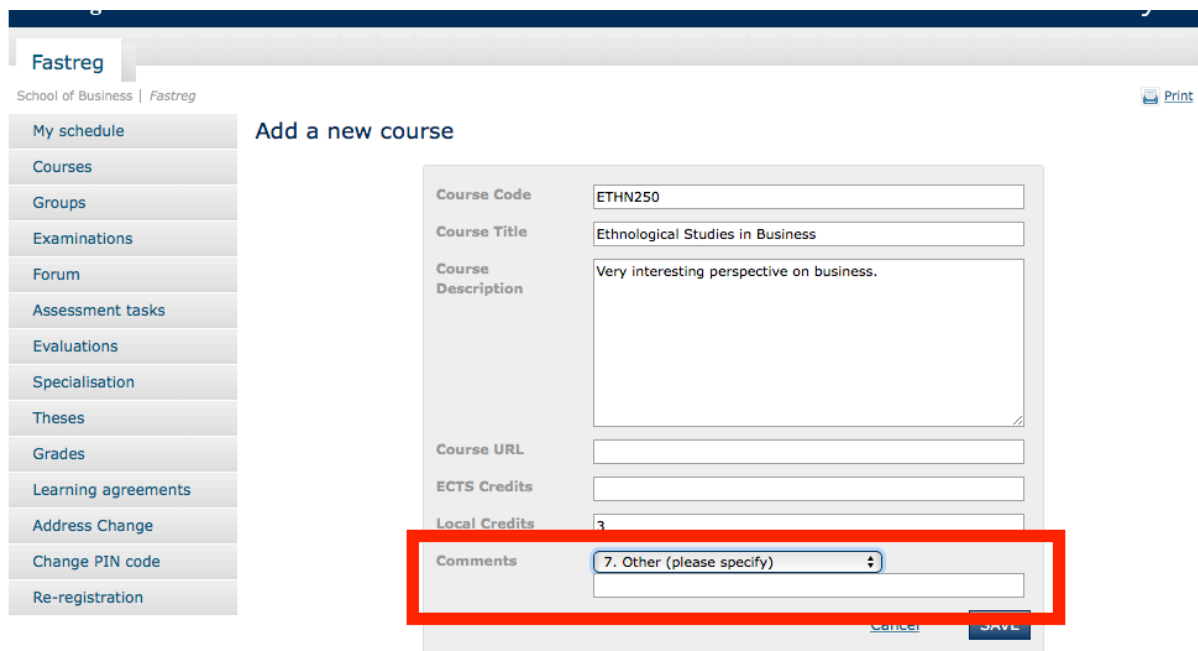
If you have added a new course as replacement for a deleted course you should select no. 5, “Substituting a deleted component”.

If you have extended your mobility (exchange) period and need to add a course you should select no. 6, “Extending the mobility period”. Please note that this alternative is very unusual, since the SBS exchange periods normally only cover one semester and cannot be extended.

If you have added a new course for any other reason than the above you should select no. 7, “Other (please specify)”.

Should you select no. 7 a new field will appear (picture 19). In this field, you should enter the reason for adding the new course.

Picture 19



The screenshot shows the 'Add a new course' form in the Fastreg system. The form is titled 'Add a new course' and is located in the 'Fastreg' section of the 'School of Business' website. The form includes the following fields:

- Course Code: ETHN250
- Course Title: Ethnological Studies in Business
- Course Description: Very interesting perspective on business.
- Course URL: (empty)
- ECTS Credits: (empty)
- Local Credits: 3
- Comments: 7. Other (please specify) (highlighted with a red box)

The 'Comments' field is highlighted with a red box, indicating that it is the field where the user should enter the reason for adding the new course. The dropdown menu for the 'Comments' field shows the option '7. Other (please specify)' selected.

When you have completed the form you should save the new course.

The added and saved course now appears on your Changes and the course can be edited until you submit your Changes (picture 20).

Picture 20

Fastreg

School of Business | Fastreg

My schedule

Courses

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Address Change

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Re-registration

Changes to learning agreement H16

READ THIS FIRST!

If you have made any changes to your initial course selection once your Learning Agreement has been approved you should fill out Changes to Learning Agreement. Mark all courses that have been deleted from your initial course selection by clicking "Delete" next to the courses and add any new courses. Please note that you should not make any changes to any previously approved courses that you still intend to take. Courses that have been marked as "deleted" will still be visible but cannot be edited. When you have made all the necessary changes click "Send" to send your Changes to Learning Agreement for approval.

Add a new course ...

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status
PSY200	Psychology Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
MKTG250	Marketing Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
FIN345	Intelligent Investments	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ECON250	Money and Banking	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ETHN250	Ethnological Studies in Business	3		Editable		<a href="#">Ändra</a> <a href="#">Delete</a>

NEXT



If you want to delete a course that you will not take you should click on “Delete” next to the course name. A menu will appear and you should now indicate the reason for the change (picture 21).

Picture 21

tabort kurs

Orsak till borttagande av kurs

✓ --- Välj orsak ---

1. Previously selected educational component is not available at the Receiving Institution
2. Component is in a different language than previously specified in the course catalogue
3. Timetable conflict
4. Other (please specify)

avbryt tabort

READ THIS FIRST!

If you have made any changes to your initial course selection once your Learning Agreement has been approved you should fill out Changes to Learning Agreement. Mark all courses that have been deleted from your initial course selection by clicking “Delete” next to the courses and add any new courses. Please note that you should not make any changes to any previously approved courses that you still intend to take. Courses that have been marked as “deleted” will still be visible but cannot be edited. When you have made all the necessary changes click “Send” to send your Changes to Learning Agreement for approval.

[Add a new course ...](#)

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status
PSY200	Psychology Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
MKTG250	Marketing Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
FIN345	Intelligent Investments	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ECON250	Money and Banking	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ETHN250	Ethnological Studies in Business	3		Editable		<a href="#">Ändra</a> <a href="#">Delete</a>

NEXT

If your reason for deleting a course is that it was not offered or that you did not get a seat in the course you should select no. 1, “Previously selected educational component is not available at the Receiving Institution”.

If you have deleted a course because it is offered in a different language than was previously specified (and you are unable to take the course because of the language of instruction) you should select no. 2, “Component is in a different language than previously specified in the course catalogue”.

If you have deleted a course because of scheduling conflicts you should select no. 3, “Timetable conflict”.

If there is another reason than any of the above for the deletion of a course you should select no. 4, “Other (please specify)”.

If you select no. 4 a new field will appear (picture 22) where you should outline the reason for the deletion of the course.

Picture 22

Logout | You logged in as KALLE ANKAR  
Svensk webbplats  
Stockholm Business University  
Företagsekonomiska fakulteten

Fastreg  
School of Business | Fastreg  
My schedule  
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tabort kurs

Orsak till borttagande av kurs  
4. Other (please specify)

orsak till borttagning av kursen

avbryt tabort

If you have made any changes to your initial course selection once your Learning Agreement has been approved you should fill out Changes to Learning Agreement. Mark all courses that have been deleted from your initial course selection by clicking "Delete" next to the courses and add any new courses. Please note that you should not make any changes to any previously approved courses that you still intend to take. Courses that have been marked as "deleted" will still be visible but cannot be edited. When you have made all the necessary changes click "Send" to send your Changes to Learning Agreement for approval.

[Add a new course ...](#)

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status
PSY200	Psychology Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
MKTG250	Marketing Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
FIN345	Intelligent Investments	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ECON250	Money and Banking	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ETHN250	Ethnological Studies in Business	3		Editable		<a href="#">Ändra</a> <a href="#">Delete</a>

NEXT

When you have entered your reason for deleting the course you should click on "ta bort", delete.

A deleted course will not disappear from the course list but will be labelled “Deleted” (picture 23).

Picture 23

**Fastreg**  
School of Business | Fastreg

My schedule  
Courses  
Groups  
Examinations  
Forum  
Assessment tasks  
Evaluations  
Specialisation  
Theses  
Grades  
Learning agreements  
Address Change  
Change PIN code  
Re-registration

### Changes to learning agreement H16

**READ THIS FIRST!**

If you have made any changes to your initial course selection once your Learning Agreement has been approved you should fill out Changes to Learning Agreement. Mark all courses that have been deleted from your initial course selection by clicking "Delete" next to the courses and add any new courses. Please note that you should not make any changes to any previously approved courses that you still intend to take. Courses that have been marked as "deleted" will still be visible but cannot be edited. When you have made all the necessary changes click "Send" to send your Changes to Learning Agreement for approval.

[Add a new course ...](#)

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status
PSY200	Psychology Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <b>Deleted</b>
MKTG250	Marketing Research	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
FIN345	Intelligent Investments	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ECON250	Money and Banking	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ACCT430	Advanced Financial Accounting	3	6.00	Yes	2017-02-28	<a href="#">View</a> <a href="#">Delete</a>
ETHN250	Ethnological Studies in Business	3		Editable		<a href="#">Ändra</a> <a href="#">Delete</a>

**NEXT**

When you have finalized your changes you should click on "Next" and then "Send in" to submit your Changes for assessment.

- Normally, changes should only be made **once**. You should therefore consider your changes carefully before you submit your Changes. The submitted and approved Changes should be your final course selection document. If you want feedback on potential course selections before you submit your Changes you are welcome to contact the Director of Studies or the Academic Advisor by e-mail.

When the Changes has been assessed and approved it will be indicated in Fastreg and you will also receive an automatic e-mail as confirmation. Picture 24 shows the appearance of an approved Changes in Fastreg. It is no longer possible to edit at this stage.

Picture 24

[My schedule](#)  
[Courses](#)  
[Groups](#)  
[Examinations](#)  
[Forum](#)  
[Assessment tasks](#)  
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## Changes to learning agreement H16

**READ THIS FIRST!**

If you have made any changes to your initial course selection once your Learning Agreement has been approved you should fill out Changes to Learning Agreement. Mark all courses that have been deleted from your initial course selection by clicking "Delete" next to the courses and add any new courses. Please note that you should not make any changes to any previously approved courses that you still intend to take. Courses that have been marked as "deleted" will still be visible but cannot be edited. When you have made all the necessary changes click "Send" to send your Changes to Learning Agreement for approval.

Nationality: ⓘ

Swedish

Field of education: ⓘ

Marketing

Language: ⓘ

Engelska

Level of language: ⓘ

C1

University address: ⓘ

300 University Road, 2000 Duck City, USA

Course Code	Course Title	Local Credits	ECTS Credits	Approved	Approved Date	Status	
PSY200	Psychology Research	3	6.00	Yes	2017-02-28	<a href="#">View</a>	Deleted
MKTG250	Marketing Research	3	6.00	Yes	2017-02-28	<a href="#">View</a>	
FIN345	Intelligent Investments	3	6.00	Yes	2017-02-28	<a href="#">View</a>	
ECON250	Money and Banking	3	6.00	Yes	2017-02-28	<a href="#">View</a>	
ACCT430	Advanced Financial Accounting	3	6.00	Yes	2017-02-28	<a href="#">View</a>	
ETHN250	Ethnological Studies in Business	3	6.00	Yes	2017-02-28	<a href="#">View</a>	

Just as the LA, the Changes should be signed by three parties: the student, the home university and the host university. The student is usually already abroad when the Changes is drawn up. The Changes is then printed by the home university, signed by the Director of Studies (or an Academic Advisor), scanned and e-mailed to the student. When you receive your approved Changes you should print the document, sign it and ask the host university for their signature. The procedure is the same as for the LA.

- **Please note** that all three parties (the student, the home university and the host university) must sign both the LA and the Changes! When the documents have been signed you should keep them and bring them home. **Thus, if you have a Changes you should bring two documents when you return home: the original LA and the original Changes.** Both documents must be submitted along with your application for

credit transfer. **Do not forget to apply for a credit transfer – the credits are not transferred automatically!**

You will find an example of an approved and finalized Changes at the final pages of this manual.

Pictures 25-26 show a finalized and approved LA. Every course has been classified by the Director of Studies or the Academic Advisor. There is also a comment that can include the credit conversion factor. The student should sign by "Student's signature" on all the pages.

Picture 25



Stockholm  
University

KALLE ANKA

ACADEMIC YEAR 2016/2017

## LEARNING AGREEMENT

Field of study and subject area code: **340**

Enrolled in exchange studies:

Name of student: **KALLE ANKA**

Date of birth: **111111-1111**

Nationality: **Svensk**

Gender: **Male**

Sending institution: **STOCKHOLM UNIVERSITY**

Country: **SWEDEN**

University address: **S-106 91 Stockholm**

Erasmuscode: **S STOCKHO01**

Receiving institution: **ISC Paris**

Country: **FRANKRIKE**

Address: **10 Rue de l'Université, 10000 Paris, France**

Erasmuscode: **ISC P**

Study cycle: **Bachelor (SEKOM)**

Field of education: **Marknadsföring**

Language of instruction: **English**

Level of language competence: **C1**

Coursecode	Coursetitle		ECTS
ACCT430	Advanced Financial Accounting	FEK GN	6,00

**NOTE** that the Learning Agreement is a preliminary approval of credit transfer. The Learning Agreement should accompany your application for credit transfer upon the completion of the study abroad period.

### Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Student's signature:

### SENDING INSTITUTION

I confirm that the proposed learning agreement is approved and that the student will get a credit transfer after completion.		
Departmental coordinator:	Louise Faymonville	Departmental coordinator's signature and date
E-mail:	loh@sbs.su.se	
Phone incl. country code: +	+46 8 162673	

### RECEIVING INSTITUTION

I confirm that the proposed learning agreement is approved.		
Departmental coordinator:		Departmental coordinator's signature and date
E-mail:		
Phone incl. country code: +		

Picture 26

## LEARNING AGREEMENT

Field of study and subject area code: 340

Name of student: KALLE ANKA

Nationality: Svensk

Sending institution: STOCKHOLM UNIVERSITY

University address: S-106 91 Stockholm

Enrolled in exchange studies:

Date of birth: 1111111111

Gender: Male

Country: SWEDEN

Erasmuscode: S STOCKHO 01

Receiving institution: ISC Paris

Address: 10 Rue de l'Université, 10000 Paris, France

Country: FRANKRIKE

Erasmuscode: ISC P

Study cycle: Bachelor (SEKOM)

Field of education: Marknadsföring

Language of instruction: English

Level of language competence: C1

Coursecode	Coursetitle		ECTS
ECON250	Money and Banking	Bredd sam	6,00
FIN345	Intelligent Investments	FEK GN	6,00
MKTG250	Marketing Research	FEK GN	6,00

Kand mktg. Kurserna tillgodoräknas enl ovan.

**NOTE** that the Learning Agreement is a preliminary approval of credit transfer. The Learning Agreement should accompany your application for credit transfer upon the completion of the study abroad period.

### **Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus + grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

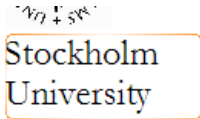
Student's signature:

### SENDING INSTITUTION

I confirm that the proposed learning agreement is approved and that the student will get a credit transfer after completion.

Pictures 27-29 show a finalized and approved Changes. The courses that have been changed – deleted or added – are marked with an X. All other courses are unmarked. There is also a column with digits indicating the reason for a change. The digits are explained on the final page of the Changes.

Picture 27



KALLE ANKA  
ACADEMIC YEAR 2016/2017

## CHANGES TO LEARNING AGREEMENT

Field of study and subject area code: 340

Name of student: KALLE ANKA

Nationality: Svensk

Sending institution: STOCKHOLM UNIVERSITY

University adress: S-106 91 Stockholm

Enrolled in exchange studies:

Date of birth: 111111-1111

Gender: Male

Country: SWEDEN

Erasmus code: S STOCKHO 01

Receiving institution: ISC Paris

Address: 10 Rue de l'Université, 10000 Paris, France

Country: FRANKRIKE

Erasmus code: ISC P

Study cycle: Bachelor (SEKOM)

Field of education: Marknadsföring

Language of instruction: English

Level of language competence: C1

Course code	Course title		Deleted course	Added course	Reason for change*	ECTS
ACCT430	Advanced Financial Accounting	FEK GN	<input type="checkbox"/>	<input type="checkbox"/>		6,00
ECON250	Money and Banking	Bredd sam	<input type="checkbox"/>	<input type="checkbox"/>		6,00

**NOTE** that the Learning Agreement is a preliminary approval of credit transfer. The Learning Agreement should accompany your application for credit transfer upon the completion of the study abroad period.

**Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus + grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Student's signature: \_\_\_\_\_

**SENDING INSTITUTION**

I confirm that the proposed learning agreement is approved and that the student will get a credit transfer after completion.

Departmental coordinator: Louise Faymonville E-mail: loh@sbs.su.se	
---	--



Picture 28

## CHANGES TO LEARNING AGREEMENT

Field of study and subject area code: 340

Enrolled in exchange studies:

Name of student: KALLE ANKA

Date of birth: 1111111111

Nationality: Svensk

Gender: Male

Sending institution: STOCKHOLM UNIVERSITY

Country: SWEDEN

University address: S-106 91 Stockholm

Erasmus code: S STOCKHO 01

Receiving institution: ISC Paris

Country: FRANKRIKE

Address: 10 Rue de l'Université, 10000 Paris, France

Erasmus code: ISC P

Study cycle: Bachelor (SEKOM)

Field of education: Marknadsföring

Language of instruction: English

Level of language: C1

Course code	Course title		Deleted course	Added course	Reason for change*	ECTS
ETHN250	Ethnological Studies in Business Additional course because of interest.	FEK GN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	6,00
FIN345	Intelligent Investments	FEK GN	<input type="checkbox"/>	<input type="checkbox"/>		6,00
MKTG250	Marketing Research	FEK GN	<input type="checkbox"/>	<input type="checkbox"/>		6,00
PSY200	Psychology Research	Bredd sam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	6,00

**NOTE** that the Learning Agreement is a preliminary approval of credit transfer. The Learning Agreement should accompany your application for credit transfer upon the completion of the study abroad period.

### **Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus + grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Student's signature: \_\_\_\_\_

### SENDING INSTITUTION

I confirm that the proposed learning agreement is approved and that the student will get a credit transfer after completion.

Picture 29

## CHANGES TO LEARNING AGREEMENT

Field of study and subject area code: <b>340</b>	Enrolled in exchange studies:
Name of student: <b>KALLE ANKA</b>	Date of birth: <b>1111111111</b>
Nationality: <b>Svensk</b>	Gender: <b>Male</b>
Sending institution : <b>STOCKHOLM UNIVERSITY</b>	Country: <b>SWEDEN</b>
University adress: <b>S-106 91 Stockholm</b>	Erasmus code: <b>S STOCKHO 01</b>
Receiving institution : <b>ISC Paris</b>	Country: <b>FRANKRIKE</b>
Address: <b>10 Rue de l'Université, 10000 Paris, France</b>	Erasmus code: <b>ISC P</b>

Study cycle: **Bachelor (SEKOM)**  
 Field of education: **Marknadsföring**  
 Language of instruction: **English**

Level of language competence: **C1**

Course code	Course title	Deleted course	Added course	Reason for change*	ECTS
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Studenten läser 30 ECTS. Ändringar godkända. Kurserna tillgodoräknas enligt ovan.

**\* Reasons for deleting a component/Reason for adding a component:**

1. Previously selected educational component is not available at the Receiving Institution.
2. Component is in a different language than previously specified in the course catalogue.
3. Timetable conflict
4. Other (please specify)
5. Substituting a deleted component
6. Extending the mobility period
7. Other (please specify)

**NOTE** that the Learning Agreement is a preliminary approval of credit transfer. The Learning Agreement should accompany your application for credit transfer upon the completion of the study abroad period.

**Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Student's signature: \_\_\_\_\_

**SENDING INSTITUTION**

I confirm that the proposed learning agreement is approved and that the student will get a credit transfer after completion .