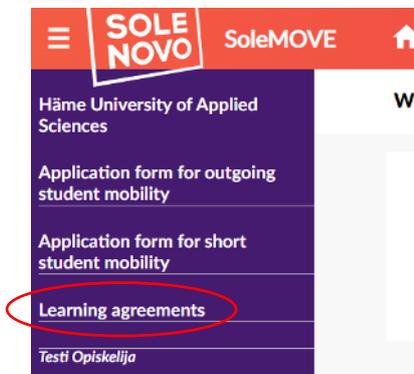


Filling in the Digital Learning Agreement on SoleMOVE

The Digital Learning Agreement is for Erasmus+ students. Students going outside of Europe will use the Word version of Learning Agreement that is found [here](#). HAMK is in Erasmus Without Paper (EWP) network. All higher education institutions in Europe should be using EWP which means that the Learning Agreements should be signed digitally by the student, guidance counsellor here at HAMK 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 sign to fill in the LA template. All the fields with *-sign are mandatory.



Personal Data

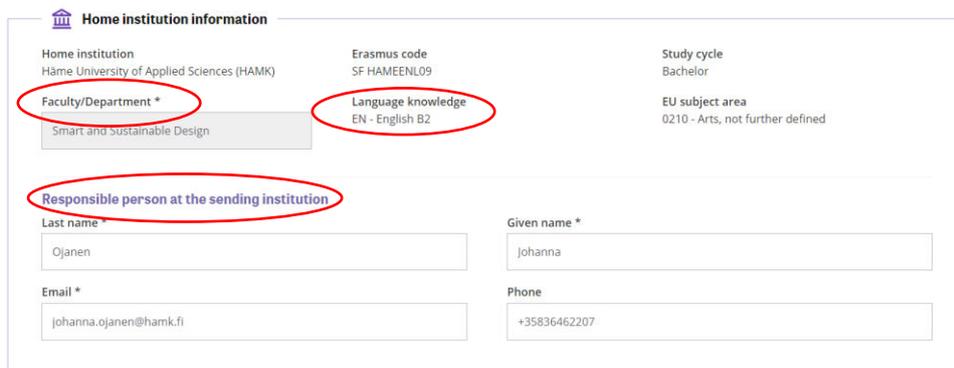
Your personal data will be filled automatically according to your SoleMOVE application.

Home Institution Information

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

Language knowledge: Choose your English level.

Responsible person at the sending institution: Your guidance counsellor's name and email address (the phone number is optional).



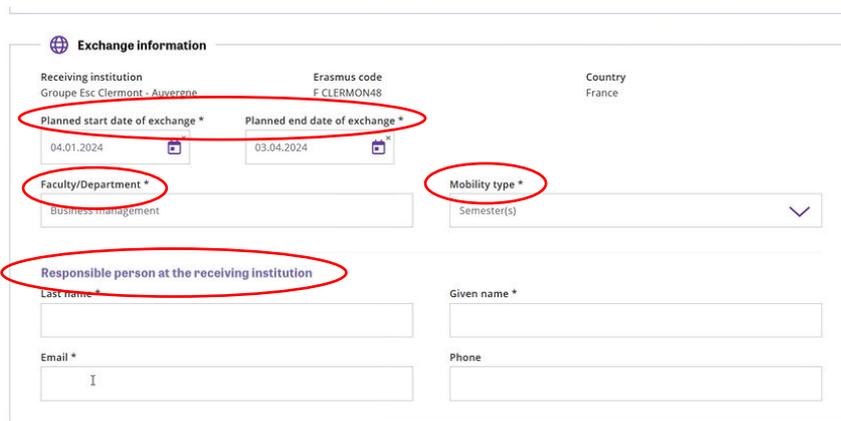
Home institution information

Home institution Häme University of Applied Sciences (HAMK)	Erasmus code SF HAMEENL09	Study cycle Bachelor
Faculty/Department * Smart and Sustainable Design	Language knowledge EN - English B2	EU subject area 0210 - Arts, not further defined
Responsible person at the sending institution		
Last name * Ojanen	Given name * Johanna	
Email * johanna.ojanen@hamk.fi	Phone +35836462207	

Exchange information:

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

Responsible person at the receiving institution: Contact person from the host institution who will approve your Learning Agreement. You will learn the person's name from your own International Officer. Responsible person's name and email address are mandatory.



Exchange information

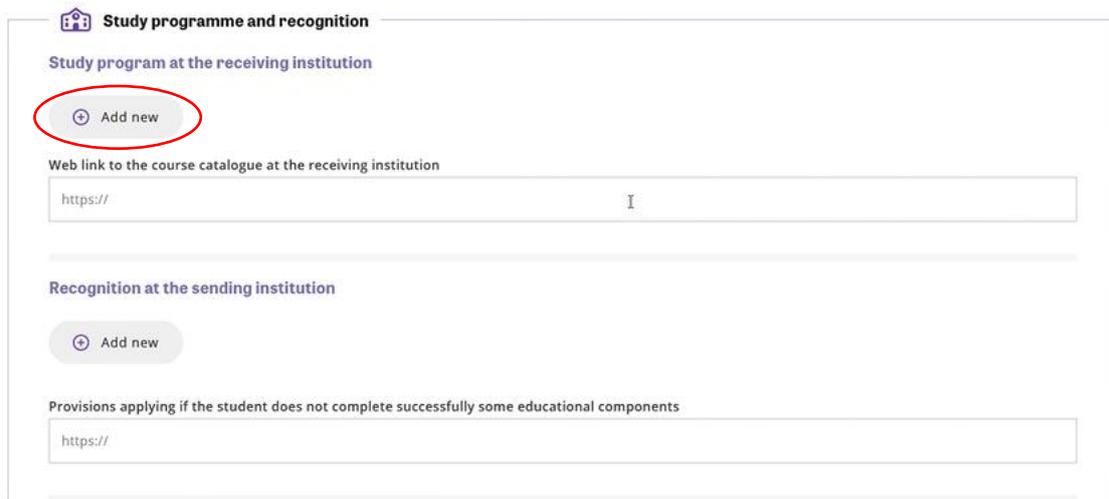
Receiving institution Groupe Esc Clermont - Auvergne	Erasmus code F CLERMON48	Country France
Planned start date of exchange * 04.01.2024	Planned end date of exchange * 03.04.2024	
Faculty/Department * Business management	Mobility type * Semester(s)	
Responsible person at the receiving institution		
Last name * I	Given name * (empty)	
Email * (empty)	Phone (empty)	

Click on  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'.



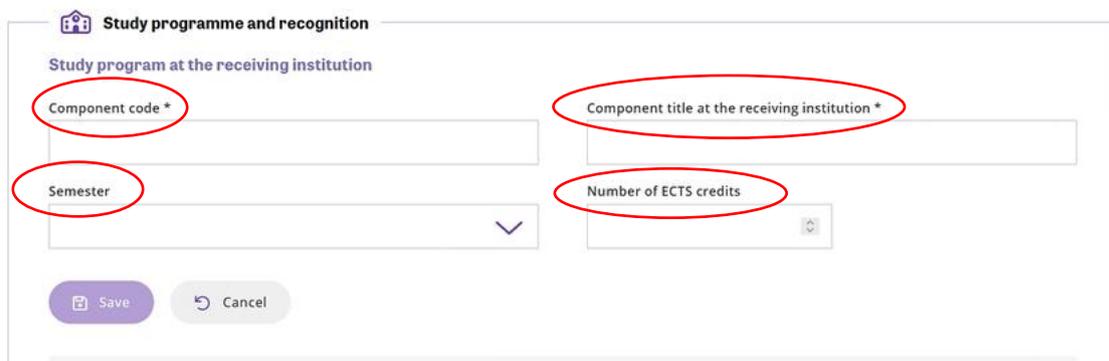
Component code: Course code. If you don't know it – add numbers 0000.

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

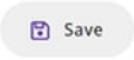
Semester: Choose the semester when the course takes place.



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

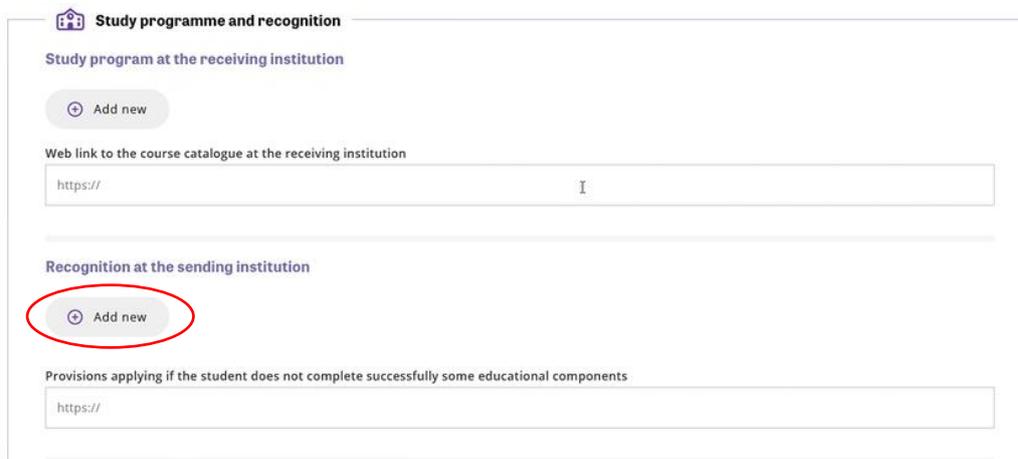


Click on 'Save' and 'Add New' again to add another course. Add as many courses as you will take during your exchange period.

Click on  from the top of the page.

Recognition at the sending institution:

Here you will fill in the courses that your exchange studies will replace here at HAMK. Click on 'Add New'.



Study programme and recognition

Study program at the receiving institution

[Add new](#)

Web link to the course catalogue at the receiving institution

https://

Recognition at the sending institution

[Add new](#)

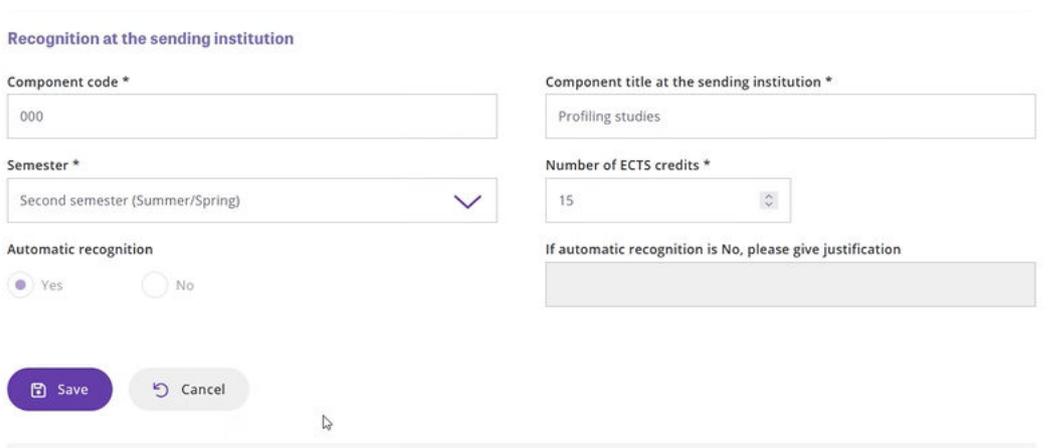
Provisions applying if the student does not complete successfully some educational components

https://

If the studies will be considered as profiling studies, you can add them as one 'course' and type 'Profiling 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 HAMK, add them here one by one.

Then click on Save.



Recognition at the sending institution

Component code *

000

Component title at the sending institution *

Profiling studies

Semester *

Second semester (Summer/Spring) ▼

Number of ECTS credits *

15

Automatic recognition

Yes No

If automatic recognition is No, please give justification

[Save](#) [Cancel](#)

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	

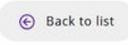
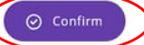
Web link to the course catalogue at the receiving institution

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 on 'Confirm' from the top of the page to sign the LA.

After your confirmation, please send an email to your own International Officer and your Guidance Counsellor.

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 your own International Officer.