

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 <u>here.</u> 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".

	Acceptance						
	🔒 I confirm 🔒 I cancel my	application +	Create learning agreeme	ent 🕐 Instructions 👔	PDF		
	Send Your application by Application number Name of the applicant Country of home institution ERASMUS code of home instituti Home institution Mobility type Status of application Last edited by	27.08.2021 1832081 Alright, Lena Finland on FLFINLA01 Faculty of Edu S - Study Acceptance int 07.05.2021 07	cation formation sent /:48:48 / Mauran Testitur	mus			
1	Personal data Exchange s	tudy information	Current studies	Check and send application	Messages	Acceptance	
	Häme University of Applied Sciences	We	The system	n creates your	Learning	Agreement	template. You
4	Application form for outgoing		can find it b	y clicking "Lea	arning agi	reements" fr	om the menu
	Application form for short student mobility		on the left s	side of the pag	е.		
\triangleleft	Learning agreements						
	Testi Opiskelija						

Click on the pen sign to fill in the LA template. All the fields with *-sign are mandatory.

🛈 Wait stu	udent's confirmation ③ Wait home's confirmation	Wait host's confirmation	 Confirmed 		
Showing 1	-1/1 « < 1) > »			Sort: Select	\sim
Status	Host institution	Host country	Duration	Responsible	e person
0	Groupe Esc Clermont - Auvergne	FR - France	04.01,2024-12.04.2024		ď



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 Häme University of Applied Sciences (HAMK)	Erasmus code SE 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 instituti	Given nam	e*
Responsible person at the sending instituti ast name * Ojanen	Given nam Johanna	e *.
Responsible person at the sending instituti Last name * Ojanen Email *	Given nam Johanna Phone	e *

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.

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



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'.

tudy program at the receiving institution	n	
• Add new		
eb link to the course catalogue at the receiving	ginstitution	
https://	I	
ecognition at the sending institution		
rovisions applying if the student does not comp	olete successfully some educational components	

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

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

	¥
First semester (Winter/Autumn)	
Second semester (Summer/Spring)	
First trimester	
Second trimester	
Full academic year	

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.

omponent code *	C	Component title at the receiving institution *
emester	\sim	Number of ECTS credits
Cancel		



Save

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 program at the receiving institute		
Add new		
Veb link to the course catalogue at the receivir	ng institution	
https://	I	

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.

Component code *		Component title at	the sending institution *
000		Profiling studies	
Semester *		Number of ECTS cre	edits *
Second semester (Summer/Spring)	\sim	15	0
Automatic recognition		If automatic recogn	ition is No, please give justification
Yes No			
Save Scancel			



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

Study program at	the receiving institution				
Component code	Component title at the receiving institution	Semester	N	Number of ECTS credits	
	Common Module: Explore the industry	Second semester (Sum	mer/Spring) 1:	5	C
	Sustainable Fashion Business 2030	Second semester (Sum	mer/Spring) 1	5	ď
			E	CTS TOTAL: 30)
Web link to the cour	e catalogue at the receiving institution				
Recognition at the	esending institution				
Recognition at the	e sending institution Component title at the sending institution	Semester	Number of ECTS credits	Automatic re	cognition
lecognition at the	e sending institution Component title at the sending institution Profiling competence	Semester Second semester (Summer/Spring)	Number of ECTS credits	Automatic re Yes	cognition

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.