|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** |  | **Date of birth** | **Study cycle**[[1]](#endnote-1) | | **Field of education** | |
|  |  |  |  |  | |  | |
| **Sending Institution** | **Name** | **Faculty/**  **Department** |  | **Address** | **Country** | | **Contact person name; email; phone** | |
| Södertörn University | International Office |  | Alfred Nobels Allé 7  141 89 Huddinge | SWEDEN | | Lin Engdahl, [exchange@sh.se](mailto:exchange@sh.se), 076-1183196 | |
| **Receiving Institution** | **Name** | **Faculty/ Department** |  | **Address** | **Country** | | **Contact person name; email; phone** | |
|  |  |  |  |  | |  | |
| **Before the mobility** | | | | | | | | |
|  | ***Study Programme at the Receiving Institution***  **Planned period of the mobility: from [month/year] ……………. to [month/year] ……………** | | | | | | | |
| **Table A**  **Before the mobility** | **Component**[[2]](#endnote-2) **code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue[[3]](#endnote-3)) | | | | **Semester** [e.g. autumn/spring; term] | | **Number of credits to be awarded by the Receiving Institution upon successful completion** |
|  |  |  | | | |  | |  |
|  |  |  | | | |  | |  |
|  |  |  | | | |  | |  |
|  |  |  | | | |  | |  |
|  |  |  | | | |  | |  |
|  |  |  | | | |  | |  |
|  |  |  | | | |  | |  |
|  |  |  | | | |  | | **Total: …** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Recognition at the Sending Institution*** | | | | | | | | | | | | | | |
| **Table B**  **Before the mobility** | **Component code**  (if any) | | **Component title at the Sending Institution** (as indicated in the course catalogue) | | | | | | **Semester** [e.g. autumn/spring; term] | | | **Number of Swedish higher education credits to be recognised by the Sending Institution** | | | |
|  |  | |  | | | | | |  | | |  | | | |
|  |  | |  | | | | | |  | | |  | | | |
|  |  | |  | | | | | |  | | |  | | | |
|  |  | |  | | | | | |  | | |  | | | |
|  |  | |  | | | | | |  | | |  | | | |
|  |  | |  | | | | | |  | | |  | | | |
|  |  | |  | | | | | |  | | |  | | | |
|  |  | |  | | | | | |  | | | **Total: …** | | | |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]* | | | | | | | | | | | | | | | |
|  |  | |  |  | |  |  | | |  | | |  | |  |
| ***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. 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 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. | | | | | | | | | | | | | | | |
| **Commitment** | | **Name** | | | **Email** | | | **Position** | | | **Date** | | | **Signature** | |
| Student | |  | | |  | | | *Student* | | |  | | |  | |
| Responsible person[[4]](#endnote-4) at theSending Institution | |  | | |  | | |  | | |  | | |  | |

**During the Mobility**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Exceptional changes to Table A**  (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) | | | | | |
| **Table A2**  **During the mobility** | **Component code** (if any) | **Component title at the** **Receiving Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Number of credits** |  |
|  |  |  | ☒ | ☐ |  |  |
|  |  |  | ☐ | ☒ |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Exceptional changes to Table B (if applicable)**  (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) | | | | |
| **Table B2**  **During the mobility** | **Component code** (if any) | **Component title at the** **Sending Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Number of credits** |
|  |  |  | ☐ | ☐ |  |
|  |  |  | ☐ | ☐ |  |

1. **Study cycle:** Bachelor or Master. [↑](#endnote-ref-1)
2. An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#endnote-ref-2)
3. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. [↑](#endnote-ref-3)
4. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-4)