

Create a Digital Learning Agreement

This document includes instructions on how to create:

- Digital Learning Agreement – Before the mobility
- Changes to Learning Agreement – During the mobility

Before you start creating your Digital Learning Agreement (DLA), make sure to:

- Contact your host university to receive contact details to the person who should sign your DLA: name, email, function and phone number (not mandatory). If your host university is not able to sign Digital Learning Agreements, you will be able to send your DLA to them as a link they can sign via email without an account to any specific system.
- Contact your [Learning Agreement Advisor](#) at Stockholm Business School (SBS) to:
 - a. Agree upon your proposed mobility programme/the courses you plan to study at the host university. Format: Course code (if applicable), course title, number of credits and syllabus.
 - b. Receive information on how your proposed mobility programme will be recognized after the completion of your exchange (credit transfer). Format: Course code (if applicable), course title and number of credits.

Transfer of Credits

A Learning Agreement is not an official decision. It is an assessment made by the responsible department at Stockholm University. The official decision of transfer of credits is made by the responsible department/Degree Office and the decision can only be made when your studies are completed and you have received your transcript of records. The assessment that is made refers to the possibility for you to have your course/courses transferred to Stockholm University when your studies are completed. After the completion of the exchange semester, you must apply for credit transfer of the exchange studies to have them registered in Ladok. You need to contact either the responsible department or the Degree Office at Stockholm University after the completion of the exchange studies to apply for a credit transfer.

Contact

If you have questions about the content of your Digital Learning Agreement, please contact your Learning Agreement Advisor at Stockholm Business School: learningagreement@sbs.su.se. If you have questions about Mobility Online or other questions about Digital Learning Agreement that are not in direct connection to your exchange studies, please e-mail erasmusutbyte@su.se.

Create your Digital Learning Agreement (DLA)

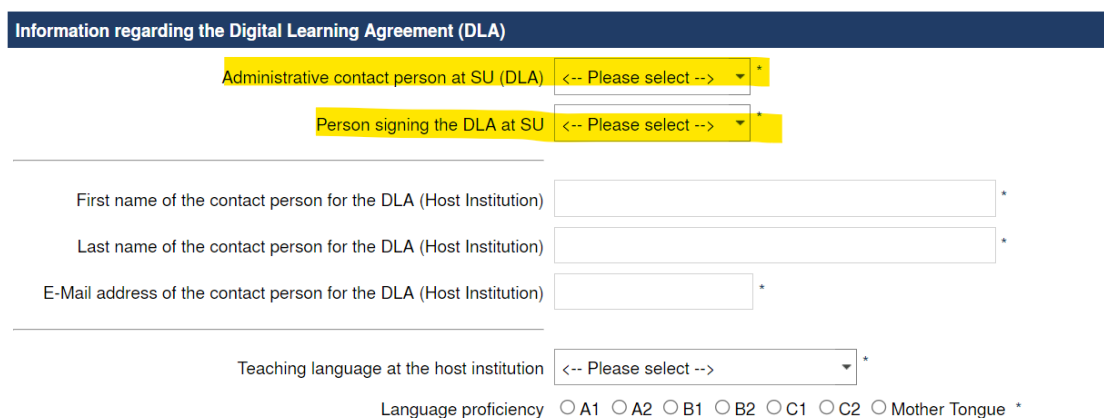
1. [Log into Mobility Online](#) using your student account from Stockholm University.
2. Scroll down to the section with the title “Before the mobility: Digital Learning Agreement (DLA)” and open the first step “Contact persons and teaching languages” by clicking the button on the left side “Enter information on DLA.”



Before the mobility: Digital Learning Agreement (DLA) 0 / 6

- ☒ Contact persons and teaching languages ☐ Enter information on DLA
- ☐ Courses at the host institution
- ☐ Course recognition at SU + SIGN DLA
- ☐ Digital Learning Agreement approved by SU
- ☐ Digital Learning Agreement approved by receiving institution
- ☐ Overview: Digital Learning Agreement approved by all

3. Select the respective administrative contact person and DLA signing person from the drop-down menu from your department at SU. Your administrative contact person and the person signing your DLA at SBS is Louise Faymonville (as of December 2024).



Information regarding the Digital Learning Agreement (DLA)

Administrative contact person at SU (DLA) <-- Please select --> *

Person signing the DLA at SU <-- Please select --> *

First name of the contact person for the DLA (Host Institution) *

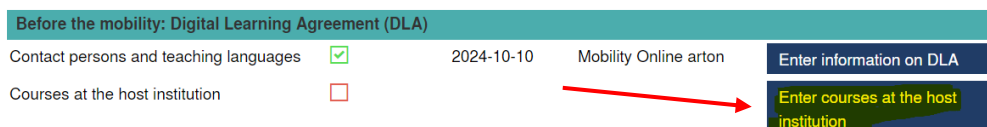
Last name of the contact person for the DLA (Host Institution) *

E-Mail address of the contact person for the DLA (Host Institution) *

Teaching language at the host institution <-- Please select --> *

Language proficiency ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Mother Tongue *

4. Then fill in the contact information for the host university, as well as the teaching language information. Please check the factsheet or contact your host university if you are not sure who to fill in. Go back to the Workflow (WF) for the next step.
5. Now you must input the courses you will follow at your host university. Click the button on the left ‘Enter courses at the host institution’...

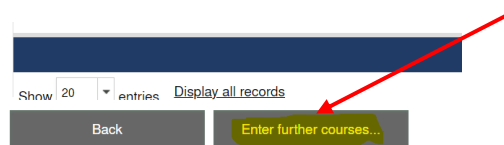


Before the mobility: Digital Learning Agreement (DLA)

Contact persons and teaching languages ☒ 2024-10-10 Mobility Online arton Enter information on DLA

Courses at the host institution ☐ Enter courses at the host institution

6. ...click ‘Enter further courses’ at the bottom of the page...



Show 20 entries Display all records

Back Enter further courses...

7. ...and fill in the relevant information, course by course. This usually includes the course code (if there is one), course title, and number of credits. Click the “Create” button at the bottom to save each course.

Edit learning agreement

Host university: Paris-Lodron-Universität Salzburg - ... ?

Study area: <-- Please select -->

Study field: <-- Please select -->

Academic year: 2024/25 ?

Semester: Spring 2025 ?

Course code at the host institution (if applicable): PHIL2000

There are still **192** characters available

Course title at the host institution: Philosophical Ideologies

There are still **231** characters available

Number of credits at the host university: 10,00

To add additional courses, click the ‘Enter further courses’ button at the bottom of the page again and fill in the relevant information for each course. It may look like this at the end:

All courses 30,00 Credits total for 3 courses

Course unit title at the host institution	Course no./host	Acad.year	Semester	Credits
Existential Crises and how to avoid them	PHIL3000	2024/25	Spring 2025	10,00
Philosophical Ideologies	PHIL2000	2024/25	Spring 2025	10,00
Philosophy Geniuses	PHIL2500	2024/25	Spring 2025	10,00

8. Go back to the WF once you have added all the courses you will follow at the host university. Now you need to add how the credits will be transferred and recognized at SU. Click the button “Enter courses at SU and SIGN DLA” on the left:

Course recognition at SU + SIGN DLA ☐ 2024-10-15 moon4626@su.se **Enter courses at SU and SIGN DLA**

9. Repeat steps 6 and 7, but with information about how the credits will be transferred back to SU. You only need to make one addition. The course unit code should be “N/A”, the course unit title should be “Mobility window” (or “Elective studies abroad”) and the number of credits should normally be 30 credits. Click the “Create” button at the bottom to save.

Course unit code at the home institution: N/A

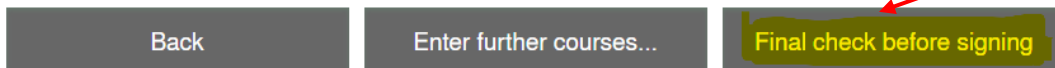
There are still **197** characters available

Course unit title at the home institution: Philosophy electives

There are still **235** characters available

Number of credits at the home institution: 30,00

10. Once you have added the information on how the credits will be transferred, a new button will appear at the bottom of the page “Final check before signing.” Click this to see an overview of everything you’ve added so far and to sign the DLA. Note that you can check the overview and then go back and make adjustments before signing, if you need to.

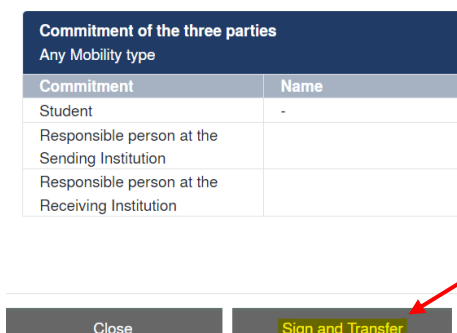


11. A full preview of your DLA will appear when you click the button “Final check before signing.” Check through the document and make sure everything looks correct.

NOTE! The number of credits in Table A SHOULD BE THE SAME as the number of credits in Table B. If you will follow 30 credits at the host university, you should transfer 30 credits back to SU. Always contact your Learning Agreement Advisor at SBS if you have any questions about the content of your DLA. This is especially relevant for students on Erasmus exchanges.

Study Programme at the Receiving Institution					
Mobility type: Semester(s)					
Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion	
	PHIL2000	Philosophical Ideologies	2/2	10,00	
	PHIL2500	Philosophy Geniuses	2/2	10,00	
	PHIL3000	Existential Crises and how to avoid them	2/2	10,00	
					Total: 30,00
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					
Recognition at the Sending Institution					
Mobility type: Semester(s)					
Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
	N/A	Philosophy electives	2/2	30,00	☒
				Total: 30,00	

12. Once you are satisfied with the content of the learning agreement and are ready to sign it, click the “Sign and Transfer” button at the bottom of the page.



13. After you sign your DLA, it is sent automatically to your home department at SU to the person you indicated at the beginning that should sign your DLA. Your coordinator will look through it and either approve and sign, or reject your DLA if changes are needed. Once your home department signs it, then it will be automatically sent to your host university for signing.

14. If your DLA is **declined** by either your home department or your host university, you will get an update via email that you can edit it and send it once again. The person declining the DLA will state a reason for declining that you must correct. You will receive the following email if it is declined:

Dear Mobility,
Your Digital Learning Agreement (DLA) has been rejected by Stockholm University and requires correction.
Please log into your Mobility-Online account via the link below, and open the step where you have entered and signed your course selection. The info box contains the reason for rejection entered by SU.
Please adjust your DLA as described.
After carrying out the corrections, please:
1. Resign the course selection
2. After signing the course selection, please go to the workflow step "Confirmation of correction after rejection by SU" and confirm the correction.

The approval process will restart after you submit your correction.

Login to Mobility-Online: https://service4mobility.su.se/mobility/SOPCheckOIOSAMLServlet?identifier=STOCKHO01&is_sso=1&sprache=en

15. To make corrections, log back into your WF in Mobility Online via the link at the bottom of the email. To see the reason for rejection, click either step for entering courses (the reason will appear in both steps). Once you enter either step, you will see the reason for rejection in the message field:

Information concerning EWP				
Learning Agreement signed by student	Mobility Online arton	Action	Message	Executed by
2024-10-17 10:20:11	2024-10-17 10:20:11	Learning Agreement rejected by coordinator	The last course is not available, please choose another one.	Dana Rocklin
				2024-10-17 10:30:00

16. If the reason is due to courses being incorrect at the host university, go back into the first step ("Enter courses at the host institution"). If the reason is about the equivalencies at SU, go back into the second step ("Enter courses at SU and SIGN DLA").

Courses at the host institution	☒	2024-10-15	Mobility Online arton	Enter courses at the host institution
Course recognition at SU + SIGN DLA	☒	2024-10-17	Mobility Online arton	Enter courses at SU and SIGN DLA
Confirmation of correction after rejection by SU	☐			Click to confirm the correction

Please correct the Digital Learning Agreement as indicated by the home institution (the reason for rejection is visible in the information box in the steps "Enter courses..."). After carrying out the required correction, please re-sign the DLA and confirm the correction in this step.

17. You can either delete a course that is unavailable by clicking the trash icon, or edit an existing course by clicking the pen icon.

	Course unit title at the host institution	Course no./host
 	Existential Crises and how to avoid them	PHIL3000
 	Philosophical Ideologies	PHIL2000
 	Philosophy Geniuses	PHIL2500

18. Once you make the necessary correction, double check that the new DLA looks correct and shows the change. A new button called “Resign DLA” will appear at the bottom, click that to preview your changed DLA.

Resign DLA

NOTE! Table A should still have the same number of credits as Table B after the corrections have been made.

Study Programme at the Receiving Institution					
Mobility type: Semester(s)					
Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion	
	PHIL2000	Philosophical Ideologies	2/2		10,00
	PHIL2500	Philosophy Geniuses	2/2		10,00
	PHIL2800	Ideological frameworks	2/2		10,00
					Total: 30,00
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					
Recognition at the Sending Institution					
Mobility type: Semester(s)					
Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
	N/A	Philosophy electives	2/2	30,00	☒
				Total: 30,00	

19. Click “Resign DLA.” Lastly, you must confirm that you have made changes and resigned your DLA. “Click to confirm the correction.”

☐ Confirmation of correction after rejection by ☐ SU

Click to confirm the
correction

Please correct the Digital Learning Agreement as indicated by the home institution (the reason for rejection is visible in the information box in the steps “Enter courses...”). After carrying out the required correction, please re-sign the DLA and confirm the correction in this step.

20. Once you have confirmed the changes, it will automatically be sent back to your home department at SU for signing. Erasmus students: Once your home department has signed it, it will go to your host university for signing. It should look like this when it has been duly signed by all three parties:

Before the mobility: Digital Learning Agreement (DLA)				
Contact persons and teaching languages	☒	2024-10-10	Mobility Online arton	Enter information on DLA
Courses at the host institution	☒	2024-10-15	Mobility Online arton	
Course recognition at SU + SIGN DLA	☒	2024-10-17	Mobility Online arton	
Digital Learning Agreement approved by SU	☒	2024-10-17	Dana Rocklin	
Digital Learning Agreement approved by receiving institution	☒			
Overview: Digital Learning Agreement approved by all	☒	2024-10-17	Mobility Online arton	Click to display Learning Agreement

Changes to Learning Agreement

If you need to update your Learning Agreement after all parties have signed because your courses have changed, [log into Mobility Online](#) using your student account from Stockholm University.

1. Scroll down to the section with the title “CHANGES to Digital Learning Agreement (DLA)” and answer the first question “Do you intend to carry out changes to your Digital Learning Agreement” by clicking the button on the left side. Change the answer to ‘Yes’ and click the update button at the bottom.

CHANGES to Digital Learning Agreement (DLA)

Please note: Carrying out exceptional changes to your already approved DLA is **optional**. Please only confirm if you are certain you would like to change your original review process will be restarted.

Do you intend to carry out changes to your Digital Learning Agreement? ☐

[Click to answer](#)

2. Now the “Changes” section is open. You can make changes to the courses at the host university, as well as to how the courses are transferred back to SU.

You can make changes to your courses at the host institution and/or at SU.
When you have done so, please resign your DLA from either of the two steps below.

Change courses at the host institution ☐

Change course recognition at SU ☐

Changed Digital Learning Agreement approved by SU ☐

Changed Digital Learning Agreement approved by host institution ☐

Overview: Changed Digital Learning Agreement ☐

[Enter CHANGED courses at the host institution](#)

[Enter CHANGED courses at SU](#)

3. To update the study programme at the host university, to add or delete courses:
 - a. Click “Enter CHANGED courses at the host institution.”
 - b. You can either delete an existing course, or add a new one. You cannot edit a course, only add or delete. Click the trashcan to delete a course, or click “Enter further courses” to add a course.

Search	Search	<-- Select all...	<-- Select all...
Course unit title at the host institution	Course no./host	Acad.year	Semester
 Social anthropology	SOC350	2024/25	Spring 2025
 Sociology in Switzerland	SOC300	2024/25	Spring 2025

Show 20 entries Display all records Showing 1 to 2 of 2 entries

All added courses

[Back](#) [Enter further courses...](#) [Show current version](#)

- c. To delete a course, click the trashcan beside the course you want to delete. Indicate the reason why you are deleting the course at the bottom of the page. Then save by clicking “Delete.”

Reason for change **1 - Course not available**

Close Delete

- d. To add a new course, click the “Enter further courses” button at the bottom of the page. Write in the new course information including course code, title, and number of credits. Indicate the reason why you are adding the course at the bottom of the page.

Course code at the host institution (if applicable) SOC400
There are still **200** characters available

Course title at the host institution Criminology
There are still **255** characters available

Number of credits at the host university 15,00

Reason for change **5 - Substituting a deleted course**

- e. If you don’t have to make any more changes in the courses at the host university, go back to your workflow.

4. To update the recognition from the home university:

- a. Click “Enter CHANGED courses at SU.”

You can make changes to your courses at the host institution and/or at SU.
When you have done so, please resign your DLA from either of the two steps below.

Change courses at the host institution	☒	2024-11-18	Mobility Online fjorton	Enter CHANGED courses at the host institution
Change course recognition at SU	☐			Enter CHANGED courses at SU

- b. You can either delete an existing course, or add a new one. You cannot edit a course, only add or delete. Click the trashcan to delete a course, or click “Enter further courses” to add a course. Follow the same instructions from step 3 for adding and deleting.
- c. If you don’t have to make any more changes in the courses at the home university, click the “Final check before signing” button at the bottom of the page.

Final check before signing

- d. Double check through your updated DLA, and ensure that you've added and deleted any/all courses necessary. When you have finished making all the necessary adjustments, click the button "Sign and transfer."
5. Once you have signed, it will be sent back to your home department at SU for signing again. For only Erasmus students, once your home department has signed it, it will be sent to your host university for signing.
6. If your DLA changes are **declined** by either your home department or your host university, you will get an update via email that you can edit it and send it once again. Please refer to steps 14-20 from the initial DLA instructions above for support.
7. You can make as many rounds of changes that are necessary.
8. At the end, when your DLA is duly signed by all parties, it should look like this with all boxes ticked. You can click on the button on the right side "Click to display Learning Agreement" to see the final signed version of your DLA.

You can make changes to your courses at the host institution and/or at SU.
When you have done so, please resign your DLA from either of the two steps below.

Change courses at the host institution	☒	2024-11-18	Mobility Online fjorton
Change course recognition at SU	☒	2024-11-18	Mobility Online fjorton
Changed Digital Learning Agreement approved by SU	☒	2024-11-18	Dana Rocklin
Changed Digital Learning Agreement approved by host institution	☒		
Overview: Changed Digital Learning Agreement	☒	2024-11-18	Mobility Online fjorton

[Click to display Learning Agreement](#)