

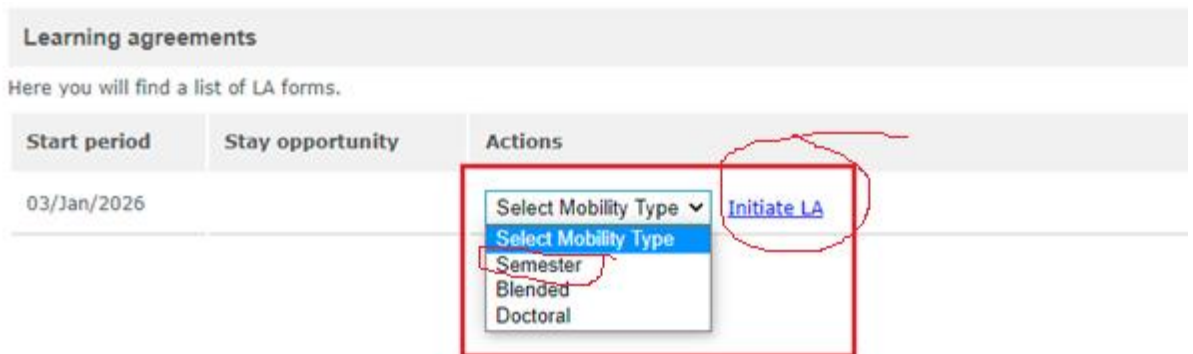
Guidelines on how to use the digital Learning Agreement for Study (Erasmus+ SMS)

Dear outgoing students,

Before studying abroad, you need to create a Learning Agreement and have signed it from both the HOST as well as from the partner university.

To initiate a Learning Agreement online, please follow the following steps:

1. Open Outgoing-Portal and log in.
2. Choose “Learning Agreement” from the table, click “Options”, then “Mobility Type” → „Semester“ and click „Initiate LA“. Please keep in mind that you will not be able to change den Mobility Type after initiation..

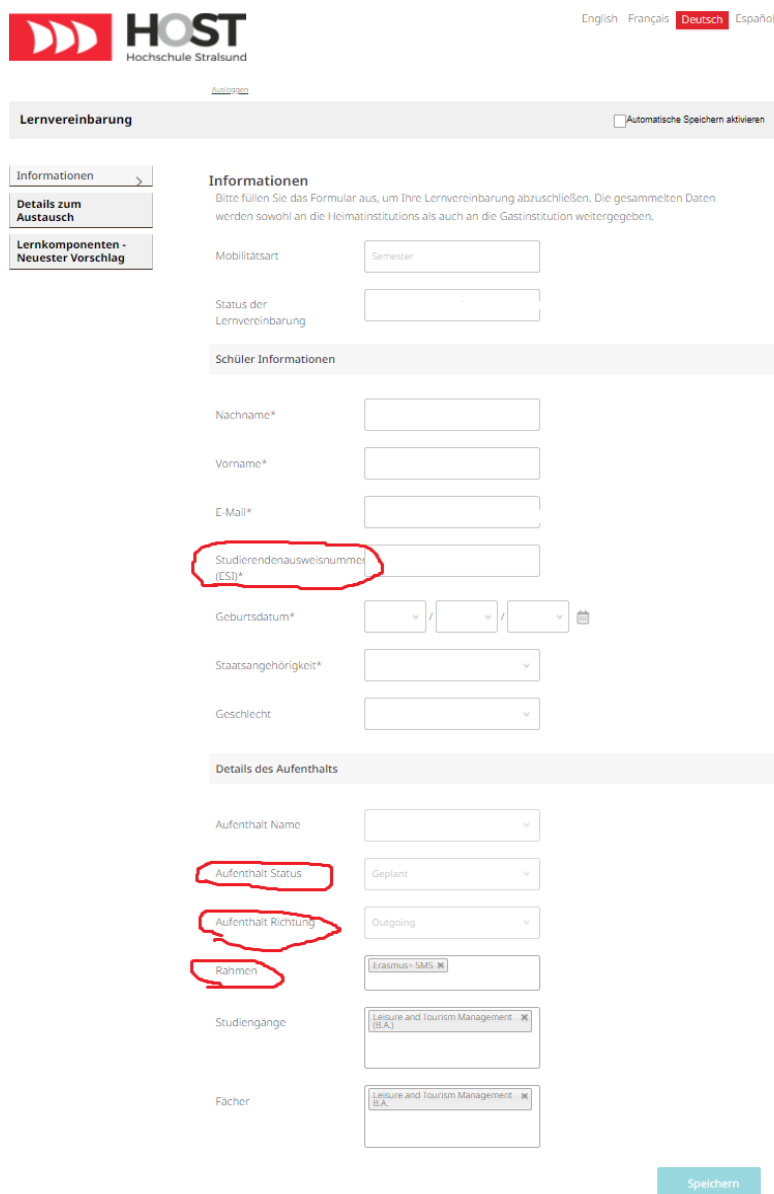


The screenshot shows a web interface titled "Learning agreements". Below the title, it says "Here you will find a list of LA forms." There is a table with three columns: "Start period", "Stay opportunity", and "Actions". The first row of the table has the value "03/Jan/2026" in the "Start period" column. In the "Actions" column, there is a dropdown menu labeled "Select Mobility Type" which is currently open, showing three options: "Semester", "Blended", and "Doctoral". To the right of the dropdown menu, there is a button labeled "Initiate LA". Red circles and lines highlight the dropdown menu and the "Initiate LA" button.

Now a digital Learning Agreement is open. Make sure to fill it out step-by-step and completed. Here are some notes:

Page 1

- Instead of „Student ID number“, type → „**Matriculation number of HOST**“
- Under „Details of Stay“, choose „Status of Stay“ → „**planned**“; under „Direction of Stay“ → „**Outgoing**“ and under „Frame“ → „**Erasmus+ SMS**“



English Français **Deutsch** Español

HOST
Hochschule Stralsund

Lernvereinbarung Automatische Speichern aktivieren

Informationen >

Details zum Austausch

Lernkomponenten -
Neuester Vorschlag

Informationen
Bitte füllen Sie das Formular aus, um Ihre Lernvereinbarung abzuschließen. Die gesammelten Daten werden sowohl an die Heimatinstitutionen als auch an die Gastinstitution weitergegeben.

Mobilitätsart

Status der Lernvereinbarung


Schüler Informationen

Nachname*

Vorname*

E-Mail*

Studierendenausweisnummer (ESI)*

Geburtsdatum* / / 

Staatsangehörigkeit*

Geschlecht

Details des Aufenthalts

Aufenthalt Name

Aufenthalt Status

Aufenthalt Richtung

Rahmen

Studiengänge

Fächer

Speichern

Page 2

- Our study programmes have following ISCED Codes:

Business Administration: 0410

Electrical Engineering: 0713

Health economics: 0410

International Management Studies in the Baltic Sea Region: 0410 Industrial Engineering, International: 0710

Leisure and Tourism Management: 1015

Mechanical Engineering: 0715

Software Development and Media Informatics: 0610

Business Informatics: 0610

Engineering and Management: 0710

- For „EQF“ niveau: Bachelor→ Level 6; Master→ Level 7
- Enter your language level at CEFR on the language certificate (from A1 to C2)
- Administrative contact at the receiving institution”: After we nominate you at the partner university, you will receive a confirmation email from them. In the mail, the responsible administrative contact is mentioned. Please enter the right person here. If you cannot find the contact in the form, please contact us: outgoing@hochschule-stralsund.de
- Der „administrative contact at the sending institution“ is outgoing coordinator Christine Tokaji.

[Anmelden](#)

Lernvereinbarung

Automatische Speichern aktivieren

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Details zum Austausch

ISCED*

ISCED Erläuterung

Akademisches Jahr*

Vollständige Datum verwenden ja

Startdatum* /

Enddatum* /

EQF Niveau*

Sprache*

CEFR*

Vorlesungsverzeichnis (URL)

Sonstige Bedingungen (URL)

Angaben zur Gastinstitution

Gastinstitution*

Aufnehmende untergeordnete Institution

Verwaltungskontakt an der Gastinstitution ⓘ

Nachname*

Vorname*

E-Mail*

Telefon

Angaben zur Heimatinstitution

Heimatinstitution*

Sendende untergeordnete Institution*

Verwaltungskontakt an der Heimatinstitution ⓘ

Nachname*

Vorname*




E-Mail*

Telefon

Speichern


Page 3

- Enter the courses that you want to take abroad under “**semester component (guest institution)**”
- Enter the courses recognized by the HOST under “**semester component (home institution)**”.
- For “academic semester”: first semester→ winter semester; second semester→ summer semester
- Fill in as known and save the form.

Komponentencode	<input type="text"/>	
Titel der Komponente*	<input type="text" value="Conference and Exhibition Managem"/>	
Akademisches Semester*	<input type="text" value="2. Semester"/>	
Punkte System*	<input type="text" value="ECTS"/>	
Punkte*	<input type="text" value="5"/>	
Semesterkomponente (Gastinstitution) (4)		
Komponentencode	<input type="text"/>	
Titel der Komponente*	<input type="text" value="Tourism Management"/>	
Akademisches Semester*	<input type="text" value="2. Semester"/>	
Punkte System*	<input type="text" value="ECTS"/>	
Punkte*	<input type="text" value="10"/>	
Semesterkomponente (Gastinstitution) (5)		
Komponentencode	<input type="text"/>	
Titel der Komponente*	<input type="text" value="Sport Management"/>	
Akademisches Semester*	<input type="text" value="2. Semester"/>	
Punkte System*	<input type="text" value="ECTS"/>	
Punkte*	<input type="text" value="10"/>	
<input type="button" value="Semesterkomponente (Gastinstitution)"/>		
Semesterkomponente (Heimatinstitution) (1)		

Komponentencode	<input type="text" value="LTM882800"/>
Titel der Komponente*	<input type="text" value="Events and Projects"/>
Akademisches Semester*	<input style="border-bottom: 1px solid black; text-align: right; font-size: small; vertical-align: bottom;" type="text" value="2. Semester"/>
Punkte System*	<input type="text" value="ECTS"/>
Punkte*	<input type="text" value="5"/>
Anerkennungsbedingungen	<input type="text" value=""/> ?

Semesterkomponente (Heimatinstitution) (6)

Komponentencode	<input type="text" value="LTM884700"/> 
Titel der Komponente*	<input type="text" value="Advanced Leisure Management"/>
Akademisches Semester*	<input style="border-bottom: 1px solid black; text-align: right; font-size: small; vertical-align: bottom;" type="text" value="2. Semester"/>
Punkte System*	<input type="text" value="ECTS"/>
Punkte*	<input type="text" value="7"/>
Anerkennungsbedingungen	<input type="text" value=""/> ?

Semesterkomponente (Heimatinstitution)

Neue Virtuelle
Komponente



At this point, the Learning Agreement will **not** be shared with the receiving institution and can be processed further on request by the student or the sending institution. **The link** “initiate LA” is then replaced by the link “edit LA draft”.

Learning agreements		
Here you will find a list of LA forms.		
Start period	Stay opportunity	Actions
03/Jan/2026		Edit LA draft

Please click “approve application” if you have reviewed your Learning Agreement. It is like a digital signature from you.

Afterwards, the LA needs to be signed by the ECTS coordinator of your faculty. To approve the LA the ECTS coordinator needs the filled form "recognition of exams" via e-mail from you.

The ECTS coordinators of the schools are:

- School of Electrical Engineering and Computer Science

Prof. Dr.-Ing. Birgit Steffenhagen

Tel: +49 3831 45 6623

E-Mail: Birgit.Steffenhagen@hochschule-stralsund.de

- School of Mechanical Engineering

Prof. Dr.-Ing. Olaf Lotter

Tel: +49 3831 45 6926

E-Mail: Olaf.Lotter@hochschule-stralsund.de

- School of Business Studies

Vertr. Prof. Dr. Acácia, Malhado

Tel: +49 3831 45 6671

E-Mail: acacia.malhado@hochschule-stralsund.de

If changes are required, you can make them via our online portal, **save the LA and re- approve them**. Please note: after each change, all parties should approve the LA again. Once you and the sending institution have approved the LA final, the changes will be passed on to the receiving institution. If you have any questions, please do not hesitate to contact us at: outgoing@hochschule-stralsund.de

Update: starting from summer semester 2023