## Digital Learning Agreement (DLA)

JTH / HLK / HHJ Students

## **INTAPPS AND DLA**

The course selection is made in IntApps. Before starting with the DLA, your courses **MUST** be added and approved in IntApps.

<u>Please note</u> that the accreditation of your exchange semester is based on the course information and approval in IntApps

#### **1. ADD DATA TO YOUR DLA**

	Click here	
Before the mobility - Erasmus Digital Learning Agreement		0/5
Data for Learning Agreement added	Add data for Learning Agreement	
Course selection (JTH, HHJ, HLK students)	Enter courses into digital Learning Agreement	
Courses submitted for review	Submit for review	
Learning Agreement signed by Home University		
Learning Agreement signed by Partner university		

Click her	re
-----------	----

Applic	ations outgoing			
Back	Forward to update			_
Stay de	etails			
		Language of instruction at the partner university	< Please select>	••
		Your level in this language	○A1 ○A2 ○B1 ○E	12 OC1 OC2 *
		Contract person for Learning Agreement at the Dartner institution		
		First name of the contact person	< No choice>	
		Last name of the contact person		
		Gender of the contact person	○Male ○Female *	_
		Email of the contact person	•	_

Add your language of instruction and the level you are on. If you have already done the OLS test\*, please indicate this level. Otherwise, **B2**.

Check the drop-down if your contact person is already there.

If not, please add it in the fields below.

\* You will receive the OLS invitation after you have signed and uploaded your Grant Agreement

#### 2. ENTER COURSES INTO YOUR DLA

#### Click here

Before the mobility - Erasmus Digital Learning Agreement					1/5
Data for Learning Agreement added	<b>~</b>	24/05/2023	Parviflora Andira		
Course selection (JTH, HHJ, HLK students)				Enter courses into digital Learning Agreement	
Courses submitted for review				Submit for review	
Learning Agreement signed by Home University					
Learning Agreement signed by Partner university					

Edit course selection				
	Last name	Andira	First name	Parviflora
	Home institution	School of Engineering	Country of the home institution	Sweden
	Host institution	Kiel University of Applied Sciences	Country of host institution	Germany
	Academic year	2023/2024	Name of Semester	Autumn 2023
All courses				0,00 Credits total for 0 courses
	Table A (Courses at the receiving ins	titution) ?	Table B (Courses at the sending institution) ?	Comments ?
-	Add a new course selection	on l	Add a new course selection	
Back	↓		1	

Click here to add courses that you will take at the partner university

Click here to add JU courses that you will replace. Should you not have replacement courses add "elective semester" and the total amount of ECTS from Table A

## 2. ENTER COURSES INTO YOUR DLA

Host institution	Kiel University of Applied Sciences 🔻	
Study area	General	
study program	Industrial Engineering and Manage 🔻	
Academic year	2023/2024 -	?
Semester	Autumn 2023 -	
Course unit code at the host institution	ABC	
Course unit title at the host institution	Example Course 1	
	There are still 239 characters available	
Local credits	8,00	
Link to course at the host institution		
	There are still 100000 characters availabl	e
Close	Create/Save	

- Add the course code at the partner university
- Add the course name at the partner university
- Add the ECTS credits of the course at the partner university

Click on create/save to save the course

## **3. ENTER REPLACEMENT COURSES TO THE DLA**

#### There are three different options

Check your programme syllabus for academic requirements for your exchange semester

- 1. You have elective courses at JU (you can choose courses within certain areas)
- 2. You have replacement courses at JU (courses at the partner university must be replaced by courses in your programme at JU)
- 3. You have a mix of the above-mentioned (some replacement courses and some electives)

## **3.1. ENTER ELECTIVE COURSES INTO YOUR DLA**

Host institution	Kiel University of Applied Sciences *			
Study area	General -			
study program	Industrial Engineering and Manage 🔻			
Academic year	2023/2024 👻	?		
Semester	Autumn 2023 👻			
Course unit code at the home institution	Electives		←	Add "Electives"
Course unit title at the home institution	Elective Semester			
Course unit the at the nome institution				Add the "Elective Semester"
	There are still 238 characters available			
Number of credits at the home institution	30,00		←	Add the total number of ECTS credits of the
				course at the partner university
Information about/Link to course at the home institution				
	There are still <b>100000</b> characters available			
Close Create/Save			←	Click on create/save to save the course

#### **3.1. ELECTIVE COURSES – OVERVIEW**

Edit course sele	ction								
		Last name Home institution Host institution Academic year	Andira School of Engineering Kiel University of Applied Sciences 2023/2024			Ca	First name ountry of the home institution Country of host institution Name of Semester	Parviflora Sweden Germany Autumn 2023	
All courses							30,00 Credits total for 5 Course at	t the host institution / 30	,00 Credits total for 1 Course at the home institution
-	Table	e A (Courses at the receiving inst Add a new course selectio	itution) ?			Table B (Courses at the send Add a new course	ing institution) ?		Comments ?
- Course sele	ection 1								Created on: 24/05/2023 10:50:50 AM
	Course no./host	Course unit title at th	ne host institution Credits		Co	ourse no./home Course unit title	at the home institution	Credits	
2	ABC	Example Course 1	8,00	0	Zā <u>E</u>	ectives Elective Semester		30,00 0	
2	DEF	Example Course 2	6,00	0	Sum:			30,00	
2 0	GHI	Example Course 3	10,00	0	Add Course				
2 0	JKL	Example Course 4	2,00	0		•			
2	MNO	Example Course 5	4,00	0					//
Add Course	Sum:	1	30,00						Create/Save

Here you can see the courses at your partner university

Here it should only say "Elective Semester" and the total number of credits according to Table A

#### **3.2. ENTER REPLACEMENT COURSES INTO YOUR DLA**

Host institution	Kiel University of Applied Sciences *	]		
Study area	General -	]		
study program	Industrial Engineering and Manage 🔻	]		
Academic year	2023/2024 -	?		
Semester	Autumn 2023 🗸	]		
Course unit code at the home institution	JU1			Add the course code at JU
	Replacement Course 1			
			←	Add the course name at JU
	There are still 235 characters available			
Number of credits at the home institution	7,50		←	Add the ECTS credits of the course at .II I
Information about/Link to course at the home institution				
	There are still 100000 characters available	÷		
Close Cre	ate/Save			Click on create/save to save the course

#### **3.2. REPLACEMENT COURSES – OVERVIEW**

Edit course selecti	on								
		Last name And Home institution Sch Host institution Kie Academic year 202	dira hool of Engineering el University of Applied Sciences 23/2024				First name Country of the home institution Country of host institution Name of Semester	Parviflora Sweden Germany Autumn 2023	
All courses	Table A	(Courses at the receiving institutio Add a new course selection	n) ?			Table B (Courses at the s	30,00 Credits total for 5 Course a ending institution) 2	t the host institution / 30	,00 Credits total for 4 Course at the home institution Comments ?
- Course select	ion 1								Created on: 24/05/2023 10:50:50 AM
	Course no./host	Course unit title at the ho	st institution Credits			Course no./home Course unit ti	tle at the home institution	Credits	
Z i	ABC	Example Course 1	8,00	0	Z Ó	JU1 Replacement	Course 1	7,50 0	
Z i	DEF	Example Course 2	6,00	0	Z ii	JU2 Replacement	Course 2	7,50 0	
2	GHI	Example Course 3	10,00	0	Z ū	JU3 Replacement	Course 3	7,50 0	
2 0	JKL	Example Course 4	2,00	0	Z i	JU4 Replacement	Course 4	7,50 0	
Z i	MNO	Example Course 5	4,00	0	Sum:			30,00	
Add Course	Sum:	<u>.</u>	30,00		Add Course				Create/Save

Here you can see the courses at your partner university

Here it should only say "Elective Semester" and the total number of credits according to Table A

#### 3.3. MIXED COURSES INTO YOUR DLA – OVERVIEW

If you have some elective courses and some replacement courses you can add them to the DLA as follows

Talk second sets	-41									
Edit course sele	ction									
		Last name	Andira				First name	Parviflora		
		Home institution	School of Engineering				Country of the home institution	Sweden		
		Host institution	Kiel University of Applied Sciences				Country of host institution	Germany		
		Academic year	2023/2024				Name of Semester	Autumn 2023		
All courses							30,00 Credits total for 5 Course a	t the host institution / 30,	00 Credits total for 3 Course at the home institution	
	Table A	A (Courses at the receiving inst	itution) [?]			Tat	ble B (Courses at the sending institution) ?		Comments ?	
-		Add a new course selectio	n				Add a new course selection			
- Course sel	ection 1								Created on: 24/05/2023 10:50:50 AM	
	Course no./host	Course unit title at ti	he host institution Credits		C	ourse no./home	Course unit title at the home institution	Credits		
Z Ō	ABC	Example Course 1	8,00	0	Zā <u>1</u>	11	Replacement Course 1	7,50 0		
2 0	DEF	Example Course 2	6,00	0	Z 🖬 🔡	2	Replacement Course 2	7,50 0		
2	GHI	Example Course 3	10,00	0	Z ii E	ectives	Elective Semester	15,00 0		
2 🖬	JKL	Example Course 4	2,00	0	Sum:	1		30,00		
2 🖬	MNO	Example Course 5	4,00	0	Add Course				1.	
	Sum:		30,00						Create/Save	
Add Course										
	-									
Cour	sas at tha n	ortnor univ	oreity		Floo	tive cou		ement co		
	ses at the p	Courses at the partner university Elective courses Replacement courses								

#### 4. SIGN YOUR DLA

Edit course selec	tion								
		Last name Home institution Host institution Academic year	Andira School of Engineering Kiel University of Applied Sciences 2023/2024				First name Country of the home institution Country of host institution Name of Semester	Parviflora Sweden Germany Autumn 2023	
All courses							30,00 Credits total for 5 Course a	t the host institution / 30	,00 Credits total for 3 Course at the home institution
-		Table A (Courses at the receiving inst Add a new course selection	itution) 🕐			Tab	Add a new course selection		Comments 🕐
- Course selec	ction 1								Created on: 24/05/2023 10:50:50 AM
	Course no./host	Course unit title at th	ne host institution Credits		(	course no./home	Course unit title at the home institution	Credits	
e i	ABC	Example Course 1	8,00	0	Z i l	<u>U1</u>	Replacement Course 1	7,50 0	
Z i	DEF	Example Course 2	6,00	0		<u>U2</u>	Replacement Course 2	7,50 0	
Z ē	GHI	Example Course 3	10,00	0		lectives	Elective Semester	15,00 0	
	JKL	Example Course 4	2,00	0	Sum:			30,00	
Z Ö	MNO	Example Course 5	4,00	0	Add Course				li.
Add Course	Sum:		30,00						Create/Save
E	3ack	Final check before signing							
Click	here to v	/iew your DLA	A before signing	it					

#### **CHECK YOUR DLA**

General information										
		Last name(s)	First name(s)	Date of birth	Nation	nality		Gender		
Chudant		Andira	Parviflora	01.01.1999	SE			Female		
Student		ESI		Study cycle	Field o	of education (ISCED)		Field of educati	on (clarification)	
		urn:schac:personalUniqueCode:int:esi:hj.se:153	0109	Bachelor	0710			Engineering and	engineering trades, not further defined	
Sending Institution		Name	School/Department	Eras	smus code	Country		Administrative of	contact person name; email; phone	
		Jönköping University (School of Engineering)	School of Engineering	S JO	NKOPI01	Sweden		JU International	Office; outgoing.student@ju.se;	
Receiving Institution		Name	School/Department	Eras	smus code	Country		Administrative of	contact person name; email; phone	
neceiving institution		Kiel University of Applied Sciences	-	D KI	EL03	Germany		Anna Rönneke; a	anna.ronneke@ju.se;	
		The level	in the language en [indicate here the main langu A1 🗌 A2	uage of instruction] which the st 2 □ B1 □ B2 ☑ C1 □ C2 □	tudent has already mastere Native Speaker 🗌	ed or will master by the start (	of the stay:			
Mobility type and duration	Mobility type and duration									
Mobility type					Estima	ated duration (to be confirmed	d by the Receiving Institutio	on)		
Semester(s) [X] / Vi	irtual component (only if applic	able) []			Planne	ed period of the physical mobility	/:			
<ul> <li>Blended mobility with the second secon</li></ul>	ith short-term physical mobility	0				<ul> <li>from [day (optional)/month/ye</li> </ul>	ar] 01/09/2023			
<ul> <li>Short-term doctoral</li> </ul>	I mobility [] / Virtual component	(only if applicable) []				<ul> <li>to [day (optional)/month/year]</li> </ul>	31/12/2023			
Study Programme at the Receiving Institution Mobility type: Semester(s)										
	Component Code	Component title at th	e Receiving Institution			2 months		Number of ECTS credit	s (or equivalent) to be awarded by the Receiving	
	(if any)	(as indicated in the co	irse catalogue)			Semester		Institution upon succes	ssful completion	
	ABC	Example Course 1				1/2		8,00		
Table A	DEF	Example Course 2				1/2		6,00		
	GHI	Example Course 3				1/2		10,00		
	JKL	Example Course 4				1/2		2,00		
	MNO	Example Course 5				1/2		4,00		
								Total: 30,00		
Web link to the course catale	ogue at the Receiving Institutio	n describing the learning outcomes:								
Recognition at the Sendin Mobility type: Semester(s)	g Institution									
	Component Code	Component title at th	e Sending Institution		Samastar		Number of ECTS credits	or equivalent) to be	Automatic recognition	
	(if any)	(as indicated in the co	irse catalogue)		Semester		recognised by the Sendi	ing Institution	Automatic recognition	
Tabla R	JU1	Replacement Course			1/2		7,50			
	JU2	Replacement Course	2		1/2		7,50			
	Electives	Elective Semester			1/2		15,00			
							Total: 30,00			

Check your courses here and scroll down to view the signing part

This means that the course will be transferred to Ladok after your exchange

#### SAVE YOUR DLA

#### Click here to save your DLA

General information									<mark>, e</mark> ≁,	
		Last name(s)	First name(s)	Date of birth		Nationality		Gender		
~		Andira	Parviflora	01.01.1999		SE		Female		
Student		ESI		Study cycle		Field of education (ISCED)		Field of education	on (clarification)	
		urn:schac:personalUniqueCode:int:esi:hj.se:153	0109	Bachelor		0710		Cender         Female         Field of education (clarification)         Engineering and engineering trades,         Administrative contact person nar         JU International Office; outgoing study         Administrative contact person nar         Administrative contact person nar         Anna Rönneke; anna.ronneke@ju.se         Institution)         Number of ECTS credits (or equivalent) to         8,00         6,00         10,00         2,00         4,00         Total: 30,00	engineering trades, not further defined	
0		Name	School/Department		Erasmus code	Country		Administrative c	ontact person name; email; phone	
Sending Institution		Jönköping University (School of Engineering)	School of Engineering		S JONKOPI01	Sweden		JU International C	Office; outgoing.student@ju.se;	
		Name	School/Department		Erasmus code	Country		Administrative c	ontact person name; email; phone	
Receiving Institution		Kiel University of Applied Sciences	-		D KIEL03	Germany		Anna Rönneke; a	nna.ronneke@ju.se;	
		The level	in the language en [indicate here the main lang	guage of instruction] which	the student has already	mastered or will master by the start of	of the stay:			
A1 □ A2 □ B1 □ B2 □ C1 □ C2 □ Native Speaker □										
Mobility type and duration	1									
Mobility type						Estimated duration (to be confirmed	by the Receiving Institution)			
<ul> <li>Semester(s) [X] / V</li> </ul>	irtual component (only if application	able) []				Planned period of the physical mobility	-			
<ul> <li>Blended mobility with the second secon</li></ul>	ith short-term physical mobility	0				<ul> <li>from [day (optional)/month/yea</li> </ul>	ar] 01/09/2023			
<ul> <li>Short-term doctoral</li> </ul>	I mobility [] / Virtual component	(only if applicable) []				<ul> <li>to [day (optional)/month/year]</li> </ul>	31/12/2023			
Study Programme at the R Mobility type: Semester(s)	Receiving Institution									
Mobility type: Semester(s)	Component Code	Component title at th	e Receiving Institution				N	Number of ECTS credits	s (or equivalent) to be awarded by the Receiving	
Mobility type: Semester(s) C (if Ai	(if any)					Semester		Institution upon successful completion		
	ABC	Example Course 1				1/2	8	3,00		
	DEF	Example Course 2				1/2	6	5,00		
Table A	GHI	Example Course 3				1/2	1	0,00		
	JKL	Example Course 4				1/2	2	2,00		
	MNO	Example Course 5				1/2	4	,00		
							т	otal: 30,00		
Web link to the course catale	ogue at the Receiving Institution	n describing the learning outcomes:								
Recognition at the Sendin Mobility type: Semester(s)	g Institution									
	Component Code	Component title at th	e Sending Institution		Compater		Number of ECTS credits (or	r equivalent) to be		
	(if any)	(as indicated in the co	urse catalogue)				recognised by the Sending	Institution	Automatic recognition	
Table R	JU1	Replacement Course	1		1/2		7,50			
	JU2	Replacement Course	2		1/2		7,50			
	Electives	Elective Semester			1/2		15,00			
							Total: 30,00			

#### **SIGN YOUR DLA**





Sign and Transfer

Click here to sign your DLA

## **5. SUBMIT YOUR DLA**

#### After signing, you jump back to this overview:

_		Table A	A (Courses at the receiving institution) ? Add a new course selection		Table B (Courses at the sending institution)     Add a new course selection					
•	- Course sel	ection 1								
		Course no./host	Course unit title at the host institution	Credits			Course no./home	Course unit title at the home institution	Credits	
	ơ ē	ABC	Example Course 1	8,00	0	ø i	<u>JU1</u>	Replacement Course 1	7,50	0
	2 0	DEF	Example Course 2	6,00	0	2 🖬	<u>JU2</u>	Replacement Course 2	7,50	0
	ơ ē	GHI	Example Course 3	10,00	0	2 🖬	Electives	Elective Semester	15,00	0
	ø i	JKL	Example Course 4	2,00	0		Sum:		30,00	
	Z i	MNO	Example Course 5	4,00	0	Add Course				
		Sum:		30,00			-			
	Add Course	2								
		-								
	Ba	show cu	urrent version							

Click on "back" to get back to your workflow

#### **5. SUBMIT YOUR DLA**

Before the mobility - Erasmus Digital Learning Agreement					2/5
Data for Learning Agreement added	<ul><li>✓</li></ul>	24/05/2023	Parviflora Andira	Add data for Learning Agreement	
Course selection (JTH, HHJ, HLK students)		24/05/2023	Anpa01 (JU_ADMIN)	Enter courses into digital Learning Agreement	
Courses submitted for review				Submit for review	
Learning Agreement signed by Home University					
Learning Agreement signed by Partner university					
Back Forward to update	-		С	lick here to submit your courses for re	view
Learning Agreement Back Update	I confirm that I v	vish to submit my course selection f	or review.	<ul> <li>Click on "forward to update"</li> <li>Click here to confirm that you want your courses and then on "update"</li> </ul>	to submit to save it

Click on "back" to get back to your workflow and then you see that you submitted your courses

Before the mobility - Erasmus Digital Learning Agreement					3/5
Data for Learning Agreement added	✓	24/05/2023	Parviflora Andira	Add data for Learning Agreement	
Course selection (JTH, HHJ, HLK students)		24/05/2023	Anpa01 (JU_ADMIN)		
Courses submitted for review		24/05/2023	Anpa01 (JU_ADMIN)		 
Learning Agreement signed by Home University					
Learning Agreement signed by Partner university					 

#### 6. COURSE(S) REJECTED BY THE INTERNATIONAL OFFICE

#### If your DLA has been rejected, one or more courses do not correspond to your courses in IntApps

Before the mobility - Erasmus Digital Learning Agreement					3/6
Data for Learning Agreement added	<b>v</b>	24/05/2023	Parviflora Andira	Add data for Learning Agreement	
Course selection (JTH, HHJ, HLK students)		24/05/2023	Anpa01 (JU_ADMIN)	Enter courses into digital Learning Agreement	
Course selection refused by the International Office - the courses in the Digital Learning Agreement do not correspond to Intapps		25/05/2023	Isabelle Tauer		
Your courses in the Digital Learning Agreement do not correspond to your	course selection in Intapp	S.			
Courses submitted for review				Submit for review	
Learning Agreement signed by Home University					
Learning Agreement signed by Partner university					
Click on this button to er your DLA.	nter new /	the correct	course(s) to		
Please note that you car	nnot chan	ge an existi	ng course.		

You need to delete it and create a new one.

Afterwards, submit them again for review.

## 7. COURSE(S) REJECTED BY THE PARTNER

Before the mobility - Erasmus Digital Learning Agreement						3/6
Data for Learning Agreement added		29/05/2023	Parviflora Andira			
Course selection (JTH, HHJ, HLK students)		29/05/2023	Parviflora Andira		Enter courses into digital Learning Agreement	
Course selection refused by partner	✓	29/05/2023	Isabelle Tauer	/		
The partner university has refused your Digital Learning Agreement (DLA	<b>\</b> ).					
Please adjust your Digital Learning Agreement in the steps above and si	gn it again. Then you can resu	bmit your DLA in the step below.				
Courses submitted for review					Submit for review	
Learning Agreement signed by Home University						
Learning Agreement signed by Partner university						

If your DLA has been rejected by your partner university, click on this button to see the reason and make further changes

Please note that you cannot change an existing course. You need to delete it and create a new one.

## 7. COURSE(S) REJECTED BY THE PARTNER

- 1	Information concerning EWP ()												
	Learning	Agreement signed by student	Parviflora Andira 29/05/2023 11:53:59 AM	~	Action			Message		Executed by	Executed on		
	Le	earning Agreement signed by			Learning Agre	ement rej	ected by par	one course is	not open, Course ABC.	Anna Rönneke	29/05/2023 11:59:26 AM		
		coordinator			Learning Agre	ement sig	ined by coor	rdinator	•	Isabelle Tauer	29/05/2023 11:56:08 AM		
	Learning	Agreement signed by partner			Learning Agre	ement sig	ined by stud	lent		Parviflora Andira	a 29/05/2023 11:53:59 AM		
All co	urses								30,00 Credits total for 5 Course at	the host institution / 30,0	00 Credits total for 3 Course at the home institution		
		Table A (	Courses at the receiving institution) ?						able B (Courses at the sending institution)   ?		Comments ?		
-		l	Add a new course selection						Add a new course selection				
- (	Course sele	ction 1									Created on: 29/05/2023 11:50:14 AM		
		Course no./host	Course unit title at the host institution		Credits			Course no./home	Course unit title at the home institution	Credits			
	í Ó	<u>ABC</u>	Example Course 1		8,00	0	ø i	<u>JU1</u>	Replacement Course 1	7,50 0			
	í i	DEF	Example Course 2		6,00	0	2 0	<u>JU2</u>	Replacement Course 2	7,50 0			
	í 🖬	GHI	Example Course 3		10,00	0	2 0	Electives	Elective Semester	15,00 0			
	í 🖬	JKL	Example Course 4		2,00	0		Sum:		30,00			
	í i	MNO	Example Course 5		4,00	0	Add Cour	rse					
		Sum:			30,00			_			Create/Save		
A	Add Course												

Here you can find the reason for the rejection.

#### **DELETE THE REJECTED COURSE(S)**

	Course no./host	Course unit title at the host institution	Credits	
	ABC	Example Course 1	8,00	0
Z ū	DEF	Example Course 2	6,00	0
Z i	<u>GHI</u>	Example Course 3	10,00	0
2 0		Example Course 4	2,00	0
	MNO	Example Course 5	4,00	0
Sun	1:		30,00	

Delete the rejected course

Host institution	University of Oviedo - OVIEDO01	
Study area	General	
study program	Industrial Engineering and Manage •	
Academic year	2023/2024 -	
Semester	Autumn 2023 🗸	
Course unit code at the host institution	ABC	
Course unit title at the host institution		
Local credits	8,00	
Link to course at the host institution		
Course deleted		
Course added		
Date of update		
Course signed		
Signed by		
Signed on		
Extension		
Close	Delete	 Click here

## ADD NEW COURSE(S)

Final check before signing

	Course no./host	Course unit title at the host institution	Credits			Course no./home	Course unit title at the home institution	Credits
z i	DEF	Example Course 2	6,00	0	2 🖬	<u>JU1</u>	Replacement Course 1	7,50 0
ø i	GHI	Example Course 3	10,00	0	2	JU2	Replacement Course 2	7,50 0
e i	JKL	Example Course 4	2,00	0	2	Electives	Elective Semester	15,00 0
e i	MNO	Example Course 5	4,00	0		Sum:		30,00
	Sum:		22,00		Add Course			
Add Course	1					-		

Enter a new course

Back

#### Enter a replacement course if applicable

	Course no./host	Course unit title at the host institution	Credits			Course no./home	Course unit title at the home institution	Credits
ø i	DEF	Example Course 2	6,00	0	ø i	<u>JU1</u>	Replacement Course 1	7,50 0
2	GHI	Example Course 3	10,00	0	2 🖬	<u>JU2</u>	Replacement Course 2	7,50 0
2	JKL	Example Course 4	2,00	0	2 🖬	Electives	Elective Semester	15,00 0
2	MNO	Example Course 5	4,00	0	Su	um:		30,00
2	POR	Example Course 6	8,00	0	Add Course			
	Sum:		30,00					
Add Cours	e l							

Click here once you added a new course

## CHECK YOUR NEW DLA

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			
	DEF	Example Course 2	1/2	6,00			
	GHI	Example Course 3	1/2	10,00			
	JKL	Example Course 4	1/2	2,00			
	MNO	Example Course 5	1/2	4,00			
	POR	Example Course 6	1/2	8,00			
				Total: 30,00			
Close Sign and Transfer Check your new course before clicking on this button							

You then jump back to this overview →

Click here to get back to your workflow

-	Table A (Courses at the receiving institution) (?) Add a new course selection				Table B (Courses at the sending institution) (?) Add a new course selection				
- Course selection 1									
	Course no./host	Course unit title at the host institution	Credits			Course no./home	Course unit title at the home institution	Credits	
2 🖬	DEF	Example Course 2	6,00	0	e i	<u>JU1</u>	Replacement Course 1	7,50 0	
2	GHI	Example Course 3	10,00	0	2	<u>JU2</u>	Replacement Course 2	7,50 0	
2 🖬	JKL	Example Course 4	2,00	0	e i	Electives	Elective Semester	15,00 0	
2 🖬	MNO	Example Course 5	4,00	0	5	Sum:		30,00	
2	PQR	Example Course 6	8,00	0	Add Course				
	Sum:		30,00						
Add Course									
E	Back St	now current version Final check of LA without	t changes						

## 8. SUBMIT YOUR NEW DLA

Before the mobility - Erasmus Digital Learning Agreement						3/6		
Data for Learning Agreement added	<b>~</b>	29/05/2023	Parviflora Andira					
Course selection (JTH, HHJ, HLK students)	<b>~</b>	29/05/2023	Parviflora Andira	Enter courses into digital Learning Agreement				
Course selection refused by partner	<ul> <li>Image: A set of the set of the</li></ul>	29/05/2023	Isabelle Tauer					
The partner university has refused your Digital Learning Agreement (DLA).								
Please adjust your Digital Learning Agreement in the steps above and sign it again. Then you can resubmit your DLA in the step below.								
Courses submitted for review				Submit for review				
Learning Agreement signed by Home University								
Learning Agreement signed by Partner university								

Submit again for review

#### 9. DLA APPROVED

Before the mobility - Erasmus Digital Learning Agreement						5/5
Data for Learning Agreement added	<b>v</b>	29/05/2023	Parviflora Andira			
Course selection (JTH, HHJ, HLK students)		29/05/2023	Parviflora Andira			
Courses submitted for review		29/05/2023	Parviflora Andira			
Learning Agreement signed by Home University		29/05/2023	ewp_learn_agree_service			
Learning Agreement signed by Partner university		29/05/2023	ewp_learn_agree_service			
During the mobility - Changes to Digital Learning Agreement						0/1
Changes to Digital Learning Agreement				Changes to Digital Learning Agreement		

Once your DLA is approved, it will look like this in your workflow.

First then you will have the chance to make changes to your DLA if needed

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#### JÖNKÖPING UNIVERSITY