

MRU Student Guideline Digital Learning Agreement (DLA)

1) Entering Information on DLA contact persons and your language knowledge

a. Click on "Enter contact persons and language knowledge for Digital Learning Agreement"

Application workflow					
Last name (Family name)	Tony	Study programme	Communication and Digital Marketing		
First name (given name)	Stark	Country of host institution (1. choice)	Croatia		
Date of birth	2000-01-01	Host institution (1. choice)	PULA01 - Juraj Dobrila University of Pula		
Country of home institution	Lithuania	Stay from (1. choice)	2024-09-01		
Home institution	VILNIUS06 - Mykolas Romeris University	Stay to (1. choice)	2025-01-31		

Necessary steps	Done	Done on	Done by	Direct access via following link	31 / 40
> Before the Mobility: Digital Learning Agreement					1 / 5
STEP IS NOT VALID FOR THE OUTGOING STUDENT, WHO IS PREPARING TO GO ABROAD FOR THE STUDY EXCHANGE OUT OF THE EUROPE (NON-EU COUNTRIES)					
Please fill in the Digital Learning Agreement steps ONLY if: -you received the permission (confirmation from Coordinator of Outgoing Students (for studies)) that this is the right choice (in your Erasmus+ study mobility case).					
Otherwise: Please skip those steps and continue at the step go back to your worklow step tilted as "Before the Mobility: PDF Learning Agreement" along with "Before the Mobility: Acceptance letter and Grants" (below).					
Contact persons and language knowledge for Digital Learning Agreement entered	<input type="checkbox"/>			Enter contact persons and and language knowledge for Digital Learning Agreement	
Courses for Digital Learning Agreement entered and digitally signed	<input type="checkbox"/>			Enter courses for Digital Learning Agreement and digitally sign your course selection	
Course selection approved by the home institution	<input type="checkbox"/>				
Course selection approved by the partner institution	<input type="checkbox"/>				
Overview: Approved courses (DLA Before the Mobility)	<input checked="" type="checkbox"/>	2024-03-20	Stark Tony	Show digital learning agreement	
In case you would like to make changes to your fully signed DLA, please proceed to the "learning agreement changes" section, request changes and enter your changes there!					


- b. Make sure that the pre-filled information is correct and choose the correct responsible persons for the DLA at MRU as well as at the partner from the drop-down lists.
- c. Click on “Update” when done.


Applications outgoing **Update**

Data concerning planned stay

Language of studies at host institution (1. choice) English *

Language proficiency (1. choice) A1 A2 B1 B2 C1 C2 Native Language *

Stay from (1. choice) 2024-09-01 *  Today

Stay to (1. choice) 2025-01-31 *  Today

Learning Agreement

Responsible person for Learning Agreement at Mykolas Romeris University <-- No choice -->

Responsible person for Learning Agreement at Partner institution Peternel, Ivona

Attention: In case you enter the wrong contact person at the partner institution, your DLA cannot be signed!
Please contact your host institution and make sure who is responsible for signing your DLA there.

Back **Update**

2) Entering courses into the DLA

- a. Click on “Enter courses for Digital Learning Agreement and digitally sign your course selection”

Before the Mobility: Digital Learning Agreement 2 / 5

STEP IS NOT VALID FOR THE OUTGOING STUDENT, WHO IS PREPARING TO GO ABROAD FOR THE STUDY EXCHANGE OUT OF THE EUROPE (NON-EU COUNTRIES)

Please fill in the Digital Learning Agreement steps **ONLY** if:
-you received the permission (confirmation from Coordinator of Outgoing Students (for studies)) that this is the right choice (in your Erasmus+ study mobility case).

Otherwise:
Please skip those steps and continue at the step go back to your workflow step titled as "Before the Mobility: PDF Learning Agreement" along with "Before the Mobility: Acceptance letter and Grants" (below).

Contact persons and language knowledge for Digital Learning Agreement entered	<input checked="" type="checkbox"/>	Enter contact persons and and language knowledge for Digital Learning Agreement
Courses for Digital Learning Agreement entered and digitally signed	<input type="checkbox"/>	Enter courses for Digital Learning Agreement and digitally sign your course selection
Course selection approved by the home institution	<input type="checkbox"/>	
Course selection approved by the partner institution	<input type="checkbox"/>	
Overview: Approved courses (DLA Before the Mobility)	<input checked="" type="checkbox"/>	2024-03-20 Stark Tony Show digital learning agreement

In case you would like to make changes to your fully signed DLA, please proceed to the "learning agreement changes" section, request changes and enter your changes there!

- b. Add the course at your receiving institution on the left side and the courses at MRU on the right side.
- c. When you're finished, click on “Final check before signing”.

Edit learning agreement

Last name Tony
Home institution Faculty of Human and Social Studies
Host institution Juraj Dobrila University of Pula
Academic year 2024/2025

First name Stark
Country of the home institution Lithuania
Country of host institution Croatia
Name of Semester Autumn 2024

All courses

30,00 Credits total for 5 Course at the host institution / 30,00 Credits total for 5 Course at the home institution

Table A (Courses at the receiving institution) ?

Create new course at the host institution...

Table B (Courses at the sending institution) ?

Create new course at the home institution...

Comments ?

Course package 1

Created on: 2024-03-13 10:39:40

Course no./host	Course unit title at the host institution	Credits
...	...	6,00
<u>Digital Design</u>	Digital Design	6,00
<u>Digital Marketing</u>	Digital Marketing	6,00
<u>Communication</u>	Communication	6,00
<u>English</u>	English	6,00
Sum:		30,00

Add Course

Course no./home	Course unit title at the home institution	Credits
<u>Marketing</u>	Marketing	6,00
<u>Digital Design</u>	Digital Design	6,00
<u>Digital Marketing</u>	Digital Marketing	6,00
<u>Communication</u>	Communication	6,00
<u>English</u>	English	6,00
Sum:		30,00

Add Course

Save

Back

Final check before signing

d. Make sure all the information in your DLA is correct and digitally sign your course selection by clicking on "Sign and Transfer".

Your DLA is now sent to your coordinator for signature.

General information



Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Tony	Stark	01.01.2000	UNK	Male
	ESI	Study cycle	Field of education (ISCED)	Field of education (clarification)	
	novaedusanzhaar@gmail.com	Bachelor	0414	Marketing and advertising	
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Mykolas Romeris University (Faculty of Human and Social Studies)	Faculty of Human and Social Studies	LT VILNIUS06	Lithuania	Linas Selmistraitis; selmistraitis@mruni.eu;
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Juraj Dobrila University of Pula	-	HR PULA01	Croatia	Ivona Peternel; ivona.peternel@unipu.hr;

The level in the language en [indicate here the main language of instruction] which the student has already mastered or will master by the start of the stay:
 A1 A2 B1 B2 C1 C2 Native Speaker

Mobility type and duration

Mobility type	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> Semester(s) [X] / Virtual component (only if applicable) [] Blended mobility with short-term physical mobility [] Short-term doctoral mobility [] / Virtual component (only if applicable) [] 	Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)/month/year] 01/09/2024 to [day (optional)/month/year] 31/01/2025

Study Programme at the Receiving Institution

Mobility type: Semester(s)

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
...	...	1/2	6,00
Digital Design	Digital Design	1/2	6,00

Close

Sign and Transfer

3) Overview steps

In the following steps, you can track the signature status of your learning agreement.

Please note that you cannot make changes to your course selection after your coordinator at MRU has signed your DLA, unless your DLA is rejected by your partner institution.

By clicking on "Show digital learning agreement", you can always view and optionally print your current DLA.

Before the Mobility: Digital Learning Agreement 4 / 5

Please fill in the Digital Learning Agreement steps ONLY if:
-you received the permission (confirmation from Coordinator of Outgoing Students (for studies)) that this is the right choice (in your Erasmus+ study mobility case).

Otherwise:
Please skip those steps and continue at the step go back to your workflow step titled as "Before the Mobility: PDF Learning Agreement" along with "Before the Mobility: Acceptance letter and Grants" (below).

Contact persons and language knowledge for Digital Learning Agreement entered	<input checked="" type="checkbox"/>			Enter contact persons and and language knowledge for Digital Learning Agreement
Courses for Digital Learning Agreement entered and digitally signed	<input checked="" type="checkbox"/>	2024-03-20	Stark Tony	
Course selection approved by the home institution	<input checked="" type="checkbox"/>	2024-04-04	admin (JoKa)	
Course selection approved by the partner institution	<input type="checkbox"/>			
Overview: Approved courses (DLA Before the Mobility)	<input checked="" type="checkbox"/>	2024-03-20	Stark Tony	Show digital learning agreement

In case you would like to make changes to your fully signed DLA, please proceed to the "learning agreement changes" section, request changes and enter your changes there!

4) Rejection of DLA

In case your DLA has been rejected by MRU or the partner, a new step will appear in your Workflow. Please perform the following actions:

- a) Click again on the step where you entered your courses and check out the reason for rejection in the info box.

Before the Mobility: Digital Learning Agreement 2 / 6

Please fill in the Digital Learning Agreement steps **ONLY** if:
 -you received the permission (confirmation from Coordinator of Outgoing Students (for studies)) that this is the right choice (in your Erasmus+ study mobility case).

Otherwise:
 Please skip those steps and continue at the step go back to your workflow step titled as "Before the Mobility: PDF Learning Agreement" along with "Before the Mobility: Acceptance letter and Grants" (below).

Contact persons and language knowledge for Digital Learning Agreement entered

Courses for Digital Learning Agreement entered and digitally signed 2024-03-20 Stark Tony

IF COURSE SELECTION REJECTED: Correction of course selection confirmed

Enter contact persons and and language knowledge for Digital Learning Agreement

Enter courses for Digital Learning Agreement and digitally sign your course selection

Confirm correction of course selection

Please review the courses in the Learning Agreement as indicated by the home or partner institution and carry out the changes.
 The reason for rejection is visible either directly below this step or in the information box in the step "Courses for Digital Learning Agreement entered and digitally signed" .
 After carrying out the required changes, please re-sign and release the course selection and confirm the changes in this step. Afterwards, we will review your Learning Agreement and if it is approve, re-send it to the partner institution for signing.

Edit learning agreement

Last name Tony	First name Stark
Home institution Faculty of Human and Social Studies	Country of the home institution Lithuania
Host institution Juraj Dobrila University of Pula	Country of host institution Croatia
Academic year 2024/2025	Name of Semester Autumn 2024

Information concerning EWP !

	Action	Message	Executed by	Executed on
Learning Agreement signed by student Capybara1 (admin) 2024-04-04 15:22:23 <input checked="" type="checkbox"/>				
Learning Agreement signed by coordinator <input type="checkbox"/>	Learning Agreement rejected by partner	Please replace "Digital Design" with the Course "Introduction to Digital Design"	Test Partner	2024-04-04 15:30:54
Learning Agreement signed by partner <input type="checkbox"/>	Learning Agreement signed by coordinator	Test student	admin (JoKa)	2024-04-04 15:25:18
	Learning Agreement signed by student		Capybara1 (admin)	2024-04-04 15:22:23

- b) Make the necessary corrections to your courses by either adding new courses or deleting existing ones
- c) When you're done, please click again on "Final check before signing" and digitally sign your course selection like before by clicking on "Sign and transfer"

All courses 36,00 Credits total for 6 Course at the host institution / 30,00 Credits total

Table A (Courses at the receiving institution) ?

[Create new course at the host institution...](#)

Table B (Courses at the sending institution) ?

[Create new course at the home institution...](#)

Course package 1

Course no./host	Course unit title at the host institution	Credits	
	...	6,00	<input type="radio"/>
	Digital Design	6,00	<input type="radio"/>
	Digital Marketing	6,00	<input type="radio"/>
	Communication	6,00	<input type="radio"/>
	English	6,00	<input type="radio"/>
	Digital Design Intro	6,00	<input type="radio"/>
Sum:		36,00	

Course no./home	Course unit title at the home institution	Credits	
	Marketing	6,00	<input type="radio"/>
	Digital Design	6,00	<input type="radio"/>
	Digital Marketing	6,00	<input type="radio"/>
	Communication	6,00	<input type="radio"/>
	English	6,00	<input type="radio"/>
Sum:		30,00	

[Add Course](#)

[Add Course](#)

[Back](#)

[Final check before signing](#)

- d) After that, please go back to your Workflow and confirm your corrections by clicking on "Confirm correction of course selection".

Your DLA will now be sent again to your coordinator at MRU.

Please fill in the Digital Learning Agreement steps ONLY if:

-you received the permission (confirmation from Coordinator of Outgoing Students (for studies)) that this is the right choice (in your Erasmus+ study mobility case).

Otherwise:

Please skip those steps and continue at the step go back to your workflow step titled as "Before the Mobility: PDF Learning Agreement" along with "Before the Mobility: Acceptance letter and Grants" (below).

Contact persons and language knowledge for Digital Learning Agreement entered

Enter contact persons and and language knowledge for Digital Learning Agreement

Courses for Digital Learning Agreement entered and digitally signed

2024-04-04

Capybara1 (admin)

Enter courses for Digital Learning Agreement and digitally sign your course selection

IF COURSE SELECTION REJECTED: Correction of course selection confirmed



Confirm correction of course selection

Applications outgoing

Learning Agreement

I confirm that I corrected and digitally signed my course selection in my Digital Learning Agreement according to the remarks of my home/partner university.



Back

Update

5) OPTIONAL: Changes to the DLA

You can request changes to your DLA once you already have a DLA Before the Mobility which has been signed by all parties (you, MRU, partner).

If you don't see the option to request changes to your DLA, please check if you have all the signatures on your DLA Before the Mobility already.

- a. For requesting changes, please click on "Optional: Request changes to Learning Agreement".

During the Mobility					2 / 3
Certificate of Arrival template downloaded	<input checked="" type="checkbox"/>	2024-03-22	Anastasija Semenej	Download Certificate of Arrival template	
Certificate of Arrival uploaded	<input checked="" type="checkbox"/>	2024-02-28	Stark Tony	Upload Certificate of Arrival	

* Svarbu pabrėžti, jog datos nurodytos (atvykimo – arrival į UU ir išvykimo – departure iš UU) studento finansinėje sutartyje PRIVALO SUTAPTI su datomis nurodytomis (turi jas patvirtinti UU) Certificate of Attendance formoje (galima 5 dienų paklaida).

* The dates indicated (arrival and departure to and from Host university) in the student's grant agreement for studies, MUST MATCH the dates indicated (must be confirmed by Host university) in the Certificate of Attendance form (a 5-day difference is possible and will be accepted).

Optional: Changes to Learning Agreement requested

[Optional: Request changes to Learning Agreement](#)

Attention: Please keep in mind that Changes to the digital learning agreement are only possible once there is a fully signed DLA before the mobility from all sides!

b. After requesting your changes, you will see the steps where you can enter your changes by adding new courses or deleting existing courses. Please don't forget to select the reason for change when you add a new course or delete an existing one.

Optional: Changes to Learning Agreement requested

2024-04-04

Capybara1 (admin)

Optional: Request changes to Learning Agreement

Attention: Please keep in mind that Changes to the digital learning agreement are only possible once there is a fully signed DLA before the mobility from all sides!

Learning Agreement CHANGES Signed by All parties
uploaded (fully confirmed)

Upload Learning Agreement CHANGES Signed by All parties

Please only upload your PDF learning agreement here if:

- before the mobility you opted to complete the basic version of the Learning Agreement (in PDF format), rather than the Digital Learning Agreement (DLA).
- you already have a fully signed learning agreement (with 3 signatures) in the PDF format;
- your Host University doesn't work with EWP (Erasmus Without Paper) platform yet.

CHANGES: Courses for Digital Learning Agreement entered and digitally signed

CHANGES: Enter changed courses for Digital Learning Agreement

Course selection approved by the home institution

Course selection approved by the partner institution

Overview: Show learning agreement courses (DLA Changes)

2024-04-04

Capybara1 (admin)

Show digital learning agreement (Changes)

Host institution Juraj Dobrila University of Pula - P...
Study area Communication
Study programme Communication and Digital Marketing
Academic year 2024/2025
Semester Autumn 2024

Course unit code at the host institution Change 01
There are still 200 characters available
Course unit title at the host institution Changed course 1
There are still 239 characters available
Number of credits at the host university 6,00
Course level at the host institution 1st year 2nd year 3rd year 4th year 5th year
Link to course at the host institution
There are still 100000 characters available

Reason for change Timetable-conflict - Timetable-conflict

Close

Save

The original courses are marked with an “O”, the newly added course with “A” and the deleted courses with “D”.

After you’re finished, please click again on “Final check before signing” and digitally sign your course selection by clicking on “Sign and transfer”.

Your DLA will now be sent to your MRU coordinator.

Table A (Courses at the receiving institution) ?

Table B (Courses at the sending institution) ?

Comments ?

Create new course at the host institution...

Create new course at the home institution...

Course package 1

Created on: 2024-03-13 10:39:40

Course no./host	Course unit title at the host institution	Credits	
...	...	6,00	D
Digital Marketing	Digital Marketing	6,00	O
Communication	Communication	6,00	O
English	English	6,00	O
Digital Design Intro	Introduction to Digital Design	6,00	O
Change 01	Changed course 1	6,00	A
Sum:		30,00	

Course no./home	Course unit title at the home institution	Credits	
Marketing	Marketing	6,00	O
Digital Design	Digital Design	6,00	O
Digital Marketing	Digital Marketing	6,00	O
Communication	Communication	6,00	O
English	English	6,00	O
Sum:		30,00	

Save

Add Course

Add Course

Back

Final check before signing