

## Info on application system and signing Learning Agreement

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At Mykolas Romeris University (MRU), nominated students who wish to participate in an exchange programme are required to complete their application through our online application system "**Mobility Online.**"

Once the **nominated students complete their application** via our application system "Mobility Online" by entering the necessary data and uploading additional documents, they reach a step where they must indicate how they will submit their Learning Agreement. They are asked to choose **one of the following options**:

- "My university is not connected to the digital learning agreement yet and I therefore want to upload my learning agreement as a PDF."
- "I confirm that I submitted my online learning agreement."

If a student selects the option ("My university is not connected..."), they **can download a pre-filled Learning Agreement template**. Students finish filling in the missing info on the pre-filled template, sign it themselves, pass it to the coordinators at their home university to sign, and contact MRU to help them collect the needed signature from the MRU part. Once the signatures are collected manually, the student uploads the fully signed Learning Agreement back into their MRU Mobility Online application workflow.

If a student selects the option "I confirm that I submitted my online Learning Agreement", they must follow their home institution's procedures to initiate and complete their Digital or Online Learning Agreement (DLA/OLA). Once the Learning Agreement has been signed by the home institution, it becomes available to MRU through the Erasmus Without Paper (EWP) network. MRU then links the student's Learning Agreement with the corresponding application in Mobility Online, ensuring that all information related to the same mobility application is connected and allowing the application process to continue.

After the Learning Agreement is linked, the MRU Mobility Online administrator notifies the relevant MRU departmental/academic coordinator and provides access for the final MRU-side signature.

Once the OLA/DLA has been signed by all required parties, the student can proceed with the remaining application steps, including any additional requirements related to accommodation, MRU student account creation, and other mobility arrangements according to MRU and the home university's procedures.

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