

Use Mobility Online IT [system](#) – student workflow (AIS login & password – e.g. kovac5) to create and sign your Digital Learning agreement (DLA):

### 1: Section Before the mobility – Digital Learning Agreement...

**Applicant details**

Last name		Study field	PHYSICS
First name		Country of host institution (first choice)	France
Date of birth		Host institution (first choice)	F MARSEIL84 - Aix-Marseille University
Country of sending institution	Slovakia	Exact start date of your mobility as accepted by the receiving institution	19.09.2022
Sending institution	SK BRATISL02 - Comenius University	Exact end date of your mobility as accepted by the receiving institution	10.02.2023

  

Necessary steps	Done	Done on	Done by	Direct access via following link
Email regarding allocation received	<input checked="" type="checkbox"/>	09.03.2022	Patrik Kmetek	
Email regarding nomination received	<input checked="" type="checkbox"/>	09.03.2022	Patrik Kmetek	
<b>Before the mobility - Digital Learning Agreement (replaces paper LA and is obligatory from academic year 2022/23)</b>				
Courses at home institution entered into the Learning Agreement	<input type="checkbox"/>			<a href="#">Enter courses at home institution</a>
Courses at partner institution entered into the Learning Agreement	<input type="checkbox"/>			<a href="#">Enter courses at partner institution</a>
Use this steps to enter the courses. As soon as you have entered all courses for both tables, please use the button Sing Learning Agreement to digitally sign all of your courses. It is enough to use this button in one of the steps, you do not have to do it twice.				
Course selection approved by the home institution	<input type="checkbox"/>			
Learning Agreement signed by partner	<input type="checkbox"/>			
Learning Agreement signed by partner	<input type="checkbox"/>			<a href="#">Print signed LA</a>
<b>Before the mobility - Further data and documents</b>				

Use [Enter courses at home institution](#) / [Enter courses at partner institution](#) links to enter your DLA courses.

2: On the next screen, use **Enter further courses...** button to fill-in the agreement

**Edit learning agreement**

<b>Last name</b>		<b>First name</b>	Shamil
<b>Home institution</b>	Faculty of Management	<b>Country of the home institution</b>	Slovakia
<b>Host institution</b>	University of Ljubljana	<b>Country of host institution</b>	Slovenia
<b>Academic year</b>	2021/2022	<b>Name of Semester</b>	Spring 2022

All courses 0,00 Credits total for 0 courses

~~Create new record~~ **Do not use, bug in the system** Search  [Reset all filters](#)

<input type="text"/>	<input type="text"/>	<-- Select all -->	<-- Select all -->	<input type="text"/>
Course unit title at the home institution	Course no./home	Acad.year	Semester	Credits
No data available in table				

Show 20 entries [Display all records](#) Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

3: Enter course information, click **Create**, than **Close** button. Repeat with **Enter further courses...** button to fill-in all your courses.

The screenshot shows a web form titled "Edit learning agreement". The form is divided into several sections. The top section contains dropdown menus for "Host institution" (University of Iceland - REYKJAV01), "Study area" (Law), "Study field" (Law), "Academic year" (2022/2023), and "Semester" (Spring 2023). Below this, there are two text input fields: "Course unit code at the home institution" (PraF.KFP/bPRV17-1080/17) and "Course unit title at the home institution" (Finančné právo 1). A character count indicates "There are still 255 characters available". Below these are two more text input fields: "Number of lessons at the home institution" and "Number of credits at the home institution" (3,00). A character count indicates "There are still 100000 characters available". At the bottom, there are two checkboxes: "Virtual component" (unchecked) and "Automatic recognition" (checked).

Host institution	University of Iceland - REYKJAV01
Study area	Law
Study field	Law
Academic year	2022/2023
Semester	Spring 2023
Course unit code at the home institution	PraF.KFP/bPRV17-1080/17
Course unit title at the home institution	Finančné právo 1
Number of lessons at the home institution	
Number of credits at the home institution	3,00
Information about/Link to course at the home institution	
Virtual component	<input type="checkbox"/>
Automatic recognition	<input checked="" type="checkbox"/>

In most cases, check the **Automatic recognition** checkbox, unless your faculty has special conditions for recognition of the course concerned. After completing courses at home institution use **Back** button to return to workflow and select **Enter courses at partner institution** (picture 1)

4: Before signing the DLA, please consult the content of the agreement with your Department (katedra) – Use Mobility Online workflow link **Print signed LA** (picture 1) to generate a .pdf file of the agreement in case you need to send it by e-mail to your Department. Consult with International relations office (IRO) of your faculty about the procedure for the approval of the DLA by your Department (katedra) if necessary. Update DLA if necessary, using **Enter courses at home/partner institution** link (picture 1).

5: After completing DLA, use **Final check before signing** button to sign and send DLA for approval of your faculty Erasmus+ coordinator.

Release courses for EWP: Abbasi, Shamil

Student	ESI	Study cycle	AZ	Field of education (ISCED)	Male
	urn:schac:personalUniqueCode:int:es:uniba.sk:983114	Master	0410	Business and administration, not furthe...	
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Comenius University (F...	Faculty of Management	SK BRATISL02	Slovakia	Erika Černeková; erika.cernekova@fm.uniba.sk; +421 2 9021 2026
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	University of Ljubljana	-	SI LJUBLJA01	Slovenia	<b>Contact person or email of contact person from receiving HEI is empty. Please get in contact with responsible person!</b>

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"> <li>Semester(s) [X] / Virtual component (only if applicable) []</li> <li>Blended mobility with short-term physical mobility []</li> <li>Short-term doctoral mobility [] / Virtual component (only if applicable) []</li> </ul>	Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)/month/year] 14/09/2021</li> <li>to [day (optional)/month/year] 30/06/2022</li> </ul>

Close **Sign and Transfer** ←

In case the Contact person from receiving institution is missing, it is impossible to sign the DLA. Please contact your faculty Erasmus+ office to update Contact person info in the Inter-institutional agreement (IIA). Once done, you can sign your DLA.

Use **Sign and Transfer** button to sign DLA and send for approval of the faculty. Once signed by faculty Erasmus+ coordinator, the DLA is sent automatically to the Contact person of the host institution via Erasmus without paper (EWP) communication interface. The host university can Approve or Reject the DLA.

You can check in the Mobility Online workflow if the DLA have been signed by your faculty and the host institution.

**6: In case your DLA is rejected (marked as incomplete) by your faculty IRO**, please use steps 1 – 5 to update your DLA. You will receive an automatic e-mail with IRO comments and you can see it also in Mobility Online workflow (Reason:...)

**Applicant details**

Last name		Study field	Law
First name		Country of host institution (first choice)	Iceland
Date of birth		Host institution (first choice)	REYKJAV01 - University of Iceland
Country of sending institution	Slovakia	Exact start date of your mobility as accepted by the receiving institution	13.02.2023
Sending institution	SK BRATISL02 - Comenius University	Exact end date of your mobility as accepted by the receiving institution	30.06.2023

  

☰	Necessary steps	Done	Done on	Done by	Direct access via following link
	Language certificate(s) (optional)	<input checked="" type="checkbox"/>	15.02.2022		<a href="#">Upload language certificate(s) (optional)</a>
	All the data and documents entered	<input checked="" type="checkbox"/>			<a href="#">Confirm entering the data and documents in the previous steps</a>
	Application accepted by Comenius University	<input checked="" type="checkbox"/>	12.04.2022	Michaela Krescanková	
	Email regarding allocation received	<input checked="" type="checkbox"/>	12.04.2022	Michaela Krescanková	
	Email regarding nomination received	<input checked="" type="checkbox"/>	16.05.2022	Michaela Krescanková	
☰	<b>Before the mobility - Digital Learning Agreement (replaces paper LA and is obligatory from academic year 2022/23)</b>				
	Courses at home institution entered into the Learning Agreement	<input checked="" type="checkbox"/>	30.05.2022	Milan Remiš	<a href="#">Enter courses at home institution</a>
	Courses at partner institution entered into the Learning Agreement	<input type="checkbox"/>			<a href="#">Enter courses at partner institution</a>
	Use this steps to enter the courses. As soon as you have entered all courses for both tables, please use the button Sign Learning Agreement to digitally sign all of your courses. It is enough to use this button in one of the steps, you do not have to do it				
	Learning Agreement marked as incomplete: E-Mail with further information received	<input checked="" type="checkbox"/>	30.05.2022	Milan Remiš	<b>2: sign DLA</b>
	<ul style="list-style-type: none"> <li>Reason : Please add EU banking law (course code prof.124545) to home institution courses.</li> </ul>				
	Please return to the steps above and change the courses according to the reason.				
	Learning Agreement marked as incomplete: Learning Agreement resubmitted for further review	<input type="checkbox"/>			<b>3: <a href="#">Resubmit Learning Agreement for further review</a></b>

Use **Sign and Transfer** button to sign DLA and send for re-approval of the faculty using link **Resubmit Learning agreement for further review** in Mobility Online workflow (link No 3 on the screenshot). Once signed by faculty Erasmus+ coordinator, the DLA is sent automatically to the Contact person of the host institution via Erasmus without paper (EWP) communication interface. The host university can Approve or Reject the DLA.

You can check in the Mobility Online workflow if the DLA have been signed by your faculty and the host institution.

**7: In case your DLA is rejected by the host institution**, please use steps 1 – 5 to update your DLA. You will receive an automatic e-mail if your DLA is rejected. In Mobility Online workflow use **Enter courses at partner institution** link (picture 1) to enter DLA EWP information.

You can see comments of the host institution in the EWP messages field.

**Edit learning agreement**

<b>Last name</b>		<b>First name</b>	
<b>Home institution</b>	Faculty of Law	<b>Country of the home institution</b>	Slovakia
<b>Host institution</b>	University of Las Palmas de Gran Canaria	<b>Country of host institution</b>	Spain
<b>Academic year</b>	2022/2023	<b>Name of Semester</b>	Autumn 2022

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Information concerning EWP

<b>Learning Agreement signed by student</b>	Milan Remiš 25.05.2022 15:31:59	<input checked="" type="checkbox"/>
<b>Learning Agreement signed by coordinator</b>		<input type="checkbox"/>
<b>Learning Agreement signed by partner</b>		<input type="checkbox"/>

Action	Message	Executed by	Executed on
Learning Agreement rejected by partner	Please add ES language course to the LA.	RNDr. Milan Remiš	30.05.2022 12:53:49
Learning Agreement signed by coordinator		Milan Remiš	25.05.2022 15:36:26
Learning Agreement signed by student		Milan Remiš	25.05.2022 15:31:59

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All courses 5,00 Credits total for 1 courses

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Course unit title at the host institution	Course no./host	Acad.year	Semester	Credits	Signed (Student)	Signed (IO)	Signed (Partner)
	rrr	2022/2023	Autumn 2022	5,00	Yes	No	No

Use **Sign and Transfer** button to sign DLA and send for re-approval of the faculty using link **Confirm correction of courses after rejection by the partner institution** in Mobility Online workflow (then **Forward to update** and **Update** buttons to confirm). Once signed by faculty Erasmus+ coordinator, the DLA is sent automatically to the Contact person of the host institution via Erasmus without paper (EWP) communication interface. The host university can Approve or Reject again the DLA.

You can check in the Mobility Online workflow if the DLA have been signed by your faculty and the host institution.