



JÖNKÖPING UNIVERSITY

Digital Learning Agreement (DLA) – JIBS

Contents

Create your DLA	2
Course changes	5
If not yet signed by JU	5
If signed by JU but not yet signed by Partner University	5
If signed by everyone (Student, JU, Partner University)	5

Create your DLA

1. Transfer your approved courses to the DLA in your MOA workflow

<input checked="" type="checkbox"/>	Courses submitted for review	13/03/2025, Jana Duvelmeyer	
<input checked="" type="checkbox"/>	Courses review finalised	13/03/2025, Jana Duvelmeyer	Show result
<input type="checkbox"/>	Further changes to course selection		Request further changes
<input type="checkbox"/>	Approved courses transferred to Erasmus Digital Learning Agreement (DLA)		Transfer courses

Forward to DLA

Request a digital signature for your Learning Agreement

Country of allocated host institution	Allocated host institution
Italy	MILANO04 - Bocconi University

Keep in mind that **ALL** approved courses will be transferred.

I want to transfer my approved courses to the digital Learning Agreement *



[Back to the application workflow](#)

[Confirm](#)





2. Add additional information to your DLA

<input checked="" type="checkbox"/>	Creating of Learning Agreement possible	24/03/2025, [redacted]	
<input type="checkbox"/>	Data for Learning Agreement		Add data
<input type="checkbox"/>	Elective courses at JU		Add "Electives semester" to your DLA


Language of instruction at the partner university	<-- No choice -->	
Your level in this language	<input type="radio"/> A1 <input type="radio"/> A2 <input type="radio"/> B1 <input type="radio"/> B2 <input type="radio"/> C1 <input type="radio"/> C2	
Contact for Learning Agreement	<-- No choice -->	
First name of the contact person	<input type="text"/>	
Last name of the contact person	<input type="text"/>	
Gender of the contact person	<input type="radio"/> Male <input type="radio"/> Female	
Email of the contact person	<input type="text"/>	

- Language level: B2 (Bachelor students), C1 (Master students)
- Choose a contact person from the list or create a new one

3. Add “elective semester”

	Creating of Learning Agreement possible	24/03/2025, 
<input type="checkbox"/>	Data for Learning Agreement	Add data
<input type="checkbox"/>	Elective courses at JU	Add "Electives semester" to your DLA

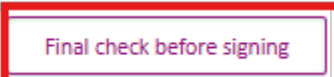
- The DLA contains two Tables
 - Table A: Courses at the Partner University during the exchange
 - Table B: Courses at JU that are replaced by exchange courses
- As a JIBS student you don't have replacement courses as your semester is elective and you can choose courses freely
- Click on the button “Add “Elective semester” to your DLA and then on “Enter further courses”
- Write “Elective semester” and then the number of credits you will study at your Partner University

Course unit title at the home institution	<input type="text" value="Elective semester"/>
	There are still 383 characters available
Number of credits at the home institution	<input type="text" value="30,00"/> 

4. Sign your DLA

<input type="checkbox"/>	Learning Agreement signed	
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- View your courses and sign your DLA

Back	Timeline	
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- You can also save the DA as a PDF via the printer button in the top right corner



- Click on “sign & transfer”
 - The DLA will automatically be send to JU’s International Office for signature



5. View and follow status

- Follow the current status (signed by JU, signed by Partner University) in your MOA workflow

✓	Signed Learning Agreement (Read-Only)		Show
✓	Learning Agreement signed by JU	14/03/2025, [REDACTED]	
☐	Learning Agreement signed by Partner university		

Course changes

If not yet signed by JU

You can use this step to go back to the course selection.

Further course changes

[Go back to course selection](#)

- By clicking on “Go back to course selection” you will be set back to the course selection steps and the DLA will be unavailable again
- Make your changes and transfer the courses to the DLA again
- Adjust the number of credits in “Add elective semester” if applicable
- Sign again

If signed by JU but not yet signed by Partner University

Learning Agreement signed by JU 14/03/2025, [REDACTED]

Learning Agreement signed by Partner university

Further course changes

[Unsign DLA](#)

You can use this step to go back to your course selection. Please keep in mind that this requires action on the side of the JU, since your Learning Agreement might have already been shared with the partner university.

You will only be able to continue with the changes in the course selection when the digital signature on the Learning Agreement has been reversed.

- By clicking on “Unsign DLA” you request further course changes
- As JU’s International Office already signed your DLA, they need to actively delete their signature
- You will receive an e-mail once this is done
- Afterwards, make your changes and transfer the courses to the DLA again
- Adjust the number of credits in “Add elective semester” if applicable
- Sign again

If signed by everyone (Student, JU, Partner University)

- Once signed by all parties the Before the mobility: DLA part will be locked
- For further course changes, you have to request them in the “During the mobility” part

Changes to course selection open 13/03/2025, [REDACTED]

Do you need to make course changes?

[Yes / No](#)

- After you request course changes, the International Office will open the course module again for further changes
- You will receive an e-mail once the course selection is open again
- Enter your changes and get them approved by the Accreditors
- Transfer your courses to DLA again
- Sign new DLA
- Same procedure as in “Before the mobility” part

Important to know:

- Changes to your course selection in MOA require a new version of your DLA
- Courses will not disappear in your course overview but added courses are marked with an A and deleted courses marked with a D
- Example:

6783 (G1F)	PUBLIC SPEAKING (Gruppo 1)	6,00	A
Approved 			
8586 (G1F)	Influencer marketing strategies	6,00	D
Approved 			