

Digital Learning Agreement (DLA)

JIBS 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.

Please note 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 / 6

Data for Learning Agreement added	<input type="checkbox"/>	Add data for Learning Agreement
Course selection (JIBS students)	<input type="checkbox"/>	Enter courses into course selection module
Please add the phrase " Elective semester " under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.		
Recognition of courses at JU	<input type="checkbox"/>	Add "Electives semester" to your Digital Learning Agreement
Courses submitted for review	<input type="checkbox"/>	Submit for review
Learning Agreement signed by Home University	<input type="checkbox"/>	
Learning Agreement signed by Partner university	<input type="checkbox"/>	

Click here

Applications outgoing

[Back](#) [Forward to update](#)

Stay details

Language of instruction at the partner university

Your level in this language A1 A2 B1 B2 C1 C2

Contact person for Learning Agreement at the Partner institution

First name of the contact person

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. Please indicate this level if you have already done the OLS test*. 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 / 6

Data for Learning Agreement added	<input checked="" type="checkbox"/>	09/05/2023	Legalis Andira	<input type="button" value="Enter courses into digital Learning Agreement"/>
Course selection (JIBS students)	<input type="checkbox"/>			
Please add the phrase "Elective semester" under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.				
Recognition of courses at JU	<input type="checkbox"/>			<input type="button" value="Add 'Electives semester' to your Digital Learning Agreement"/>
Courses submitted for review	<input type="checkbox"/>			<input type="button" value="Submit for review"/>
Learning Agreement signed by Home University	<input type="checkbox"/>			
Learning Agreement signed by Partner university	<input type="checkbox"/>			

All courses 0,00 Credits total for 0 courses

Search [Reset all filters](#)

Course unit title at the host institution	Course no./host	Acad.year	Semester	Local credits	Free field 1 (integer)	Free field 1 (Text)	Approved	Note for rejection
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value=" <-- Select all -->"/>	<input type="text" value=" <-- Select all -->"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value=" <-- No choice -->"/>	<input type="text" value="Search"/>

Back
Enter further courses...

Click here

2. ENTER COURSES INTO YOUR DLA

Host institution

Study area

study program

Academic year

Semester

Course unit code at the host institution

Course unit title at the host institution

There are still 239 characters available

Local credits

Link to course at the host institution

There are still 100000 characters available



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

2. ENTER COURSES INTO YOUR DLA

Below you can see how the course overview looks like after you added all courses

All courses

Search	Search	<-- Select all -->	<-- Select all -->	Search
Course unit title at the host institution	Course no./host	Acad.year	Semester	Local credits
  Example Course 1	ABC	2023/2024	Autumn 2023	6,00
  Example Course 2	DEF	2023/2024	Autumn 2023	10,00
  Example Course 3	GHI	2023/2024	Autumn 2023	15,00

[Back](#) [Enter further courses...](#)



Click on "back" to get back to your workflow

3. ENTER RECOGNISED COURSES

Before the mobility - Erasmus Digital Learning Agreement				2 / 5
Data for Learning Agreement added	<input checked="" type="checkbox"/>	09/05/2023	Legalis Andira	Add data for Learning Agreement
Course selection (JIBS students)	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	Enter courses into course selection module
Please add the phrase " <u>Elective semester</u> " under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.				
Recognition of courses at JU	<input type="checkbox"/>			Add "Electives semester" to your Digital Learning Agreement
Learning Agreement signed by Home University	<input type="checkbox"/>			
Learning Agreement signed by Partner university	<input type="checkbox"/>			

Recognised courses are courses that you replace at JU

JIBS does not have these replacement courses and therefore, you need add "elective semester" to your DLA

3. ENTER RECOGNISED COURSES

All courses

Search	Search	<-- Select all -->	<-- Select all -->	Search
Course unit title at the host institution	Course no./host	Acad.year	Semester	Local credits

Back **Enter further courses...**

Click here

Host institution: University of Ljubljana - LJUBLJA01

Study area: General

Study program: Civilekonomprogrammet - JGCE6

Academic year: 2023/2024

Semester: Autumn 2023

Course unit title at the home institution: **Elective Semester**

There are still 238 characters available

Number of credits at the home institution: **31,00**

Close **Create/Save**

← Add the phrase "Elective Semester"

← Add the sum of your courses entered earlier

← Save your changes

4. SIGN YOUR DLA

All courses 31,00 Credits total for 1 courses

Search [Reset all filters](#)

Search <input type="text"/>	Search <input type="text"/>	<-- Select all -->	<-- Select all -->	Search <input type="text"/>
Course unit title at the home institution	Course no./home	Acad.year	Semester	Credits
Elective Semester		2023/2024	Autumn 2023	31,00

Back Enter further courses... **Final check before signing**

Click here to view your DLA before signing it

CHECK YOUR DLA

Release courses for EWP: Andira, Legalis

General information					
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Andira	Legalis	01.01.2001	SE	Male
	ESI	urn:schac:personalUniqueCode:int:esi:hj.se:1498343	Study cycle	Field of education (ISCED)	Business and administration, not further defined
Sending Institution	Name	School/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Jönköping University (Jönköping Internation...	Jönköping International Business School	S JONKOPI01	Sweden	JU International Office; outgoing.student@ju.se;
Receiving Institution	Name	School/Department	Erasmus code	Country	Administrative contact person name; email; phone
	University of Ljubljana	-	SI LJUBLJA01	Slovenia	Anna Rönneke; Anna.Ronneke@ju.se;
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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native Speaker <input type="checkbox"/>					
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) <input type="checkbox"/> Blended mobility with short-term physical mobility <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> 			Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)/month/year] 01/09/2023 to [day (optional)/month/year] 31/12/2023 		
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	
	ABC	Example Course 1	1/2	6,00	
	DEF	Example Course 2	1/2	10,00	
	GHI	Example Course 3	1/2	15,00	
					Total: 31,00
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					
Recognition at the Sending Institution					
Mobility type: Semester(s)					
Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
		Elective Semester	1/2	31,00	<input checked="" type="checkbox"/>
				Total: 31,00	



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

Save your DLA before signing by clicking here



Release courses for EWP: Andira, Legalis

General information					
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Andira	Legalis	01.01.2001	SE	Male
	ESI urn:schac:personalUniqueCode:int.esi:hj.se:1498343		Study cycle Bachelor	Field of education (ISCED) 0410	Field of education (clarification) Business and administration, not further defined
Sending Institution	Name	School/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Jönköping University (Jönköping Internation...	Jönköping International Business School	S JONKOPI01	Sweden	JU International Office; outgoing.student@ju.se;
Receiving Institution	Name	School/Department	Erasmus code	Country	Administrative contact person name; email; phone
	University of Ljubljana	-	SI LJUBLJA01	Slovenia	Anna Rönneke; Anna.Ronneke@ju.se;
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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native Speaker <input type="checkbox"/>					
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) <input type="checkbox"/> Blended mobility with short-term physical mobility <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> 			Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)/month/year] 01/09/2023 to [day (optional)/month/year] 31/12/2023 		
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	
	ABC	Example Course 1	1/2	6,00	
	DEF	Example Course 2	1/2	10,00	
	GHI	Example Course 3	1/2	15,00	
				Total: 31,00	
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					
Recognition at the Sending Institution					
Mobility type: Semester(s)					
Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
		Elective Semester	1/2	31,00	<input checked="" type="checkbox"/>
				Total: 31,00	

SIGN YOUR DLA

You don't have to fill out anything here

Commitment of the three parties				
Any Mobility type				
Commitment	Name	Email	Position	Date
Student	-	-	-	-
Responsible person at the Sending Institution	-	-	-	-
Responsible person at the Receiving Institution	-	-	-	-

Close Sign and Transfer

Click here to sign your DLA

5. SUBMIT YOUR DLA

Search	Search	<-- Select all -->	<-- Select all -->	Search
Course unit title at the host institution	Course no./host	Acad.year	Semester	Local credits
<input checked="" type="checkbox"/> <input type="checkbox"/> Example Course 2	DEF	2023/2024	Autumn 2023	10,00
<input checked="" type="checkbox"/> <input type="checkbox"/> Example Course 3	GHI	2023/2024	Autumn 2023	15,00
<input checked="" type="checkbox"/> <input type="checkbox"/> Example Course 4	JKL	2023/2024	Autumn 2023	6,00

← After signing, you jump back to this overview



Click on "back" to get back to your workflow

5. SUBMIT YOUR DLA

Before the mobility - Erasmus Digital Learning Agreement					3 / 6
Data for Learning Agreement added	<input checked="" type="checkbox"/>	09/05/2023	Legalis Andira	Add data for Learning Agreement	
Course selection (JIBS students)	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	Enter courses into digital Learning Agreement	
Please add the phrase " Elective semester " under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.					
Recognition of courses at JU	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	Add "Electives semester" to your Digital Learning Agreement	
Courses submitted for review	<input type="checkbox"/>			Submit for review	

Back
Forward to update

Learning Agreement

I confirm that I wish to submit my course selection for review.

Back
Update

Click here to submit your courses for review

Click on "forward to update"

Click here to confirm that you want to submit your courses and then on "update" 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					4 / 6
Data for Learning Agreement added	<input checked="" type="checkbox"/>	09/05/2023	Legalis Andira	Add data for Learning Agreement	
Course selection (JIBS students)	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)		
Please add the phrase " Elective semester " under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.					
Recognition of courses at JU	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	Add "Electives semester" to your Digital Learning Agreement	
Courses submitted for review	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)		
Learning Agreement signed by Home University	<input type="checkbox"/>				
Learning Agreement signed by Partner university	<input type="checkbox"/>				

6. COURSE(S) REJECTED BY THE INTERNATIONAL OFFICE

Before the mobility - Erasmus Digital Learning Agreement					4 / 7
Data for Learning Agreement added	<input checked="" type="checkbox"/>	09/05/2023	Legalis Andira	Add data for Learning Agreement	
Course selection (JIBS students)	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	Enter courses into digital Learning Agreement	
Please add the phrase "Elective semester" under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.					
Recognition of courses at JU	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	Add "Electives semester" to your Digital Learning Agreement	
Course selection refused by the International Office - the courses in the Digital Learning Agreement do not correspond to Intapps	<input checked="" type="checkbox"/>	10/05/2023	Isabelle Tauer		
Your courses in the Digital Learning Agreement do not correspond to your course selection in Intapps.					
Courses submitted for review	<input type="checkbox"/>			Submit for review	
Learning Agreement signed by Home University	<input type="checkbox"/>				
Learning Agreement signed by Partner university	<input type="checkbox"/>				

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

Click on this button to enter new / the correct course(s) to your DLA.

Please note that you cannot change an existing 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				
Data for Learning Agreement added	<input checked="" type="checkbox"/>	09/05/2023	Legalis Andira	Add data for Learning Agreement
Course selection (JIBS students)	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	Enter courses into digital Learning Agreement
Please add the phrase "Elective semester" under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.				
Recognition of courses at JU	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	
Course selection refused by partner	<input checked="" type="checkbox"/>	10/05/2023	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	<input type="checkbox"/>			Submit for review
Learning Agreement signed by Home University	<input type="checkbox"/>			
Learning Agreement signed by Partner university	<input type="checkbox"/>			

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

Information concerning EWP !

Learning Agreement signed by student	<input type="checkbox"/>
Learning Agreement signed by coordinator	<input type="checkbox"/>
Learning Agreement signed by partner	<input type="checkbox"/>

Action	Message	Executed by	Executed on
Learning Agreement rejected by partner	one course is not open, course ABC.	Anna Rönneke	10/05/2023 11:23:42 AM
Learning Agreement signed by coordinator		Isabelle Tauer	10/05/2023 11:04:27 AM
Learning Agreement signed by student		Anku01 (JU_ADMIN)	09/05/2023 04:54:12 PM




All courses 37,00 Credits total for 4 courses

Search [Reset all filters](#)

Course unit title at the host institution	Course no./host	Acad. year	Semester	Local credits	Free field 1 (integer)	Free field 1 (Text)	Approved	Note for rejection
<input type="checkbox"/> <input type="checkbox"/> Example Course 1	ABC	2023/2024	Autumn 2023	6,00				
<input type="checkbox"/> <input type="checkbox"/> Example Course 2	DEF	2023/2024	Autumn 2023	10,00				
<input type="checkbox"/> <input type="checkbox"/> Example Course 3	GHI	2023/2024	Autumn 2023	15,00				

Here you can find the reason for the rejection.

DELETE THE REJECTED COURSE(S)

	Course unit title at the host institution	Course no./host
	<u>Example Course 1</u>	ABC
	<u>Example Course 2</u>	DEF
	<u>Example Course 3</u>	GHI

Delete the rejected course

Host institution

Study area

study program

Academic year

Semester

Course unit code at the host institution

Course unit title at the host institution

Local credits

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)

Course unit title at the host institution	Course no./host	Acad.year	Semester	Local credits
Example Course 2	DEF	2023/2024	Autumn 2023	10,00
Example Course 3	GHI	2023/2024	Autumn 2023	15,00

Back [Enter further courses...](#) Final check before signing



Enter a new course

Course unit title at the host institution	Course no./host
Example Course 1	ABC
Example Course 2	DEF
Example Course 3	GHI
Example Course 4	JKL

Back [Enter further courses...](#) Final check before signing

← 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	10,00
	GHI	Example Course 3	1/2	15,00
	JKL	Example Course 4	1/2	6,00
				Total: 31,00

Close Sign and Transfer

← Check your new course before clicking on this button

Course unit title at the host institution	Course no./host	Acad.year	Semester	Local credits
Example Course 2	DEF	2023/2024	Autumn 2023	10,00
Example Course 3	GHI	2023/2024	Autumn 2023	15,00
Example Course 4	JKL	2023/2024	Autumn 2023	6,00

Back Show current version Final check of LA without changes

← You then jump back to this overview

↑
Click on here to get back to your workflow

8. SUBMIT YOUR NEW DLA

Before the mobility - Erasmus Digital Learning Agreement				
Data for Learning Agreement added	<input checked="" type="checkbox"/>	09/05/2023	Legalis Andira	Add data for Learning Agreement
Course selection (JIBS students)	<input checked="" type="checkbox"/>	11/05/2023	Anku01 (JU_ADMIN)	Enter courses into digital Learning Agreement
Please add the phrase " Elective semester " under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.				
Recognition of courses at JU	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)	
Course selection refused by partner	<input checked="" type="checkbox"/>	10/05/2023	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	<input type="checkbox"/>			Submit for review
Learning Agreement signed by Home University	<input type="checkbox"/>			
Learning Agreement signed by Partner university	<input type="checkbox"/>			

↑
Submit again for review

9. DLA APPROVED

Before the mobility - Erasmus Digital Learning Agreement			
Data for Learning Agreement added	<input checked="" type="checkbox"/>	09/05/2023	Legalis Andira
Course selection (JIBS students)	<input checked="" type="checkbox"/>	11/05/2023	Anku01 (JU_ADMIN)
Please add the phrase " <u>Elective semester</u> " under "Course unit title at the home institution" (table B) and your total number of ECTS according to Table A.			
Recognition of courses at JU	<input checked="" type="checkbox"/>	09/05/2023	Anku01 (JU_ADMIN)
Courses submitted for review	<input checked="" type="checkbox"/>	11/05/2023	Anku01 (JU_ADMIN)
Learning Agreement signed by Home University	<input checked="" type="checkbox"/>	11/05/2023	ewp_learn_agree_service
Learning Agreement signed by Partner university	<input checked="" type="checkbox"/>	11/05/2023	ewp_learn_agree_service
During the mobility - Changes to Digital Learning Agreement			
Changes to Digital Learning Agreement	<input type="checkbox"/>		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



JÖNKÖPING UNIVERSITY