



April 2022

Digital Learning Agreement (DLA)

You need to complete a study plan for your exchange studies, **Digital Learning Agreement (DLA)**, before Erasmus+ exchange period and before applying Erasmus+ grant. Please note that some host universities require LA already in their application process, some host universities require it later – follow host university's instructions.

Creating Digital Learning Agreement (DLA)

- You can see the button **“Create learning agreement”** in your [SoleMOVE](#) application's **“Acceptance”** tab. When pressed, the system generates prefilled LA.
- Prefilled LA can be found under **“Learning agreement”** section on the left menu bar.
- Note: You can have only one DLA per accepted exchange in SoleMOVE.

Acceptance

[+ Create learning agreement](#) [? Instructions](#) [PDF PDF](#)

Send Your application by	27.08.2021
Application number	1832081
Name of the applicant	Alright, Lena
Country of home institution	Finland
ERASMUS code of home institution	FI FINLA01
Home institution	Faculty of Education
Mobility type	S - Study
Status of application	Confirmed
Last edited by	07.05.2021 07:55:30 / Lena Alright

[Personal data](#) [Exchange study information](#) [Current studies](#) [Check and send application](#) [Messages](#) [Acceptance](#) [⚠ After exchange](#)

Admission

Name	Lena Alright
Institution/Enterprise	University of Soleno
Period	Spring 2021, 11.01.2021 - 28.05.2021
Granted by	Mauran Testitunnus / 07.05.2021

Your acceptance Exchange confirmed / Lena Alright / 07.05.2021

[+ Create learning agreement](#) [? Instructions](#) [PDF PDF](#)

Digital Learning Agreement view

- When you click the **“Learning Agreement”** section on the left menu bar, there you can follow the status of DLA process and edit your DLA by clicking the picture of a pen.
- **DLA is ready when the status is “Confirmed” (=confirmed by all parties).** Note that status must be confirmed in order UEF can process the Erasmus+ grant for you.
- DLA’s process can be saved, and you can continue filling the DLA later.

Learning agreements

ⓘ Wait student's confirmation
 ⓘ Wait home's confirmation
 ✔ Wait host's confirmation
 ✔ Confirmed

Sort: Select ▼

Status	Host institution	Host country	Duration	Responsible person
✔	University of Solenovo	FI - Finland	11.01.2021-28.05.2021	Hellevi Hyväksyjä ✎

Filling Digital Learning Agreement

Personal data: Information will come from your SoleMOVE application.

Home institution information: UEF’s information. If the study cycle (=study cycle during your exchange studies) is not correct, please inform it to international@uef.fi.

Responsible person at the sending institution: Responsible person at the sending institution (UEF) is your [departmental mobility coordinator](#). Name and e-mail are mandatory information.

Exchange information: Edit your exchange dates according to the actual exchange dates at host university (see host’s academic calendar). Add the department data of host university.

Mobility type: Choose “Semester” in a normal long-term physical exchange. Choose “Blended” in a combination of physical exchange period and virtual exchange. Choose short-term in doctoral stage mobility. Blended exchange should be discussed with host university well in advance regarding long-term exchanges.

Responsible person at the receiving institution: Name and e-mail information for receiving institution (host university) are mandatory information. Host university will give you instructions who is their responsible person in LA process. Please ask your host university if you have not received the contact information.

>> In this stage, save the DLA by clicking the “Save” button in the top of the page to be able to fill the course information.

Study program at the receiving organisation: In study program you list courses you plan to take during your exchange period **at the host university**. Write course code, course name, semester and ECTS info. Add courses by selecting "Add new". Include courses comprising 20-30 ECTS per semester and 50-60 ECTS for a full academic year. Follow host university's rules in the number of credits.

Recognition at the sending institution: In this part, you should list courses or studies at the UEF those are planned to be recognised to your degree after study exchange. You need to fill in the table yourself, therefore please discuss about the recognition with your departmental mobility coordinator well in advance before filling in the DLA.

Virtual components and recognition: If you plan to complete host university's courses virtually from your home country, add the virtual courses here. Discuss the virtual option with host university well in advance.

When DLA is ready from your side, you can sign the DLA by selecting "**Confirm**" button. When you have confirmed the DLA, it will be visible for UEF's officers. After the DLA is confirmed by the home institution, receiving organization will see it and can confirm or comment on it if DLA requires changes. UEF officer can also comment and return the DLA during this stage if it requires changes from the student.

Study programme and recognition

Study program at the receiving institution

Component code

Component title at the receiving institution*

Semester

Number of ECTS credits

Save

Cancel

Component code	Component title at the receiving institution	Semester	Number of ECTS credits	
1234	Course 1	Second semester (Summer/Spring)	4	
23456	Course 2	Second semester (Summer/Spring)	5	
2323	Course 3	Second semester (Summer/Spring)	6	
			ECTS TOTAL: 15	

Web link to the course catalogue at the receiving institution

Comments regarding the DLA can be seen by selecting **“Comments”** button.

The screenshot shows a web interface for 'Outgoing Learning agreements'. At the top right, there is a user profile icon. Below it, a 'Back to list' button is visible. In the center, there are two buttons: 'Comments (1)' and 'Unlock'. The main content area is titled 'Outgoing Learning agreements' and contains a 'Personal data' section with the following information:

Personal data		
Last name	Given name	Date of birth
Mononen	Nea	11.07.1995
European student identifier		
urn:schac:personalUniqueCode:int:esi:solemove.fi:111111		

Changes to Digital Learning Agreement

If you want to make changes later to Learning agreement's study program (e.g. during the exchange period), you can start making changes by selecting **“Unlock”** button from the DLA. Please note that it is normal to have changes in DLA in the beginning and during the mobility. When you have edited the DLA, remember to press the **“Confirm”** button to get the DLA again in process and to be confirmed by all the parties. Please record all the changes at the same time.

Please note:

- **DLA must be confirmed before the start of the exchange period when applying for an Erasmus + grant.** If the host university has not yet published its courses before the start of your exchange period, look at their courses for the previous academic year and make DLA based on them. Once the course issues are clear at the start of the exchange, you can make changes to DLA.
- If there occur any technical problems regarding the DLA confirmation process by host university, please print pdf of DLA from SoleMOVE by clicking the “pdf” button in the top of the page. Send pdf version to your contact person at host university for approval or follow the host university's instructions about confirmation process.