

## Manual for Internal Outgoing Students

If your institution uses EASY Mobility Online to manage their applications, you need to go <https://mobility.aec-music.eu/LoginServlet>, click on **Become and applicant** and chose your country and home institution. Then, click on enter application.

A screenshot of a web form titled 'Become an applicant' with a close button (X) in the top right corner. Below the title, the text 'I am a student of' is followed by two dropdown menus. The first dropdown is labeled 'Country' and shows '<-- No choice -->'. The second dropdown is labeled 'Institution' and also shows '<-- No choice -->'. A 'Close' button is located at the bottom right of the form.

You can now start filling **the Outgoing Registration Form**.

The outgoing registration form asks for several information, including the academic year when the mobility will take place, and asks the applicant to fill in **up to 4 destinations**. More destinations can be entered by filling in another registration form, but only if the home institution has activated this possibility for their students. Should you want to enter more than 4 possible destinations, please contact your international office.

You can apply to go abroad as long as the Outgoing application period of your home institution is open, regardless of if the Incoming application period is still closed or not, BUT – if the application deadline of one of the destinations has already expired, the student gets a warning message when filling in the form and that destination cannot be chosen.

REGISTRATION FORM for a student exchange - Outgoing Internal Students  
for exchange program Erasmus+



All fields marked with (\*) must be completed.

1 Desired Exchange Period

Desired Exchange Period

2 Personal Data

3 Studies at the home institution

4 Studies Abroad: Destinations

5 Contact person in case of emergency

6 Language competence

7 Declaration of consent

Type of application \*

Incomings  Outgoings

Type of person \*

Students/Trainees  Teachers

Exchange program \*

Erasmus+

Academic year \*

2025/2026

What study period are you applying to? \*

<-- Please select -->



Cancel application

Continue

The registration form is divided in section. In the first section the student needs to indicate in which academic year and which semester they want to go on exchange (academic year / what study period you want to apply to)

All fields marked with (\*) must be completed.

1 Desired Exchange Period

2 Personal Data

3 Studies at the home institution

4 Studies Abroad: Destinations

5 Contact person in case of emergency

6 Language competence

7 Declaration of consent

Personal Data

First name(s) \*

Last name(s) \*

Gender \*

Female  Male  Undefined

Date of birth \*

Nationality \*

<-- Please select -->

E-Mail address \*

Same e-mail address for verification

Telephone number \*

Please indicate the country code, add a space and then write your phone number. Example: +43 1234567890



Previous

Continue

Fields with the asterisks are compulsory

All fields marked with (\*) must be completed.

- 1 Desired Exchange Period
- 2 Personal Data
- 3 Studies at the home institution
- 4 Studies Abroad: Destinations
- 5 Contact person in case of emergency
- 6 Language competence
- 7 Declaration of consent

## Studies at the home institution

Country of the home institution

Belgium

Home institution \*

AEC01 - Association Européenne des Conservatoires (AEC)

Field of study \*

<-- Please select -->

Main Instrument / Specific Field of Study \*

<-- Please select -->

Current level of education at home institution (before exchange) \*

<-- Please select -->

International Relations Coordinator \*

<-- Please select -->



Previous Continue

All fields marked with (\*) must be completed.

- 1 Desired Exchange Period
- 2 Personal Data
- 3 Studies at the home institution
- 4 Studies Abroad: Destinations
- 5 Contact person in case of emergency
- 6 Language competence
- 7 Declaration of consent

## Studies Abroad: Destinations

I want to apply for exchange at (level of study during exchange) \*

<-- Please select -->

Country of Host Institution (1st) \*

<-- Please select -->

Host institution (1st choice) \*

<-- Please select -->

Country of host institution (2nd)

<-- No choice -->

Host institution (2nd choice)

<-- No choice -->

Country of host institution (3rd)

<-- No choice -->

Host institution (3rd choice)

<-- No choice -->

Country of host institution (4th)

<-- No choice -->

Host institution (4th choice)

<-- No choice -->



Previous Continue

All fields marked with (\*) must be completed.

- 1 Desired Exchange Period
- 2 Personal Data
- 3 Studies at the home institution
- 4 Studies Abroad: Destinations
- 5 Contact person in case of emergency
- 6 Language competence
- 7 Declaration of consent

### Contact person in case of emergency

First name of your contact person

Last name of your contact person

Relationship of contact person

E-mail address of contact person

Phone number of contact person



Previous

Continue

- 1 Desired Exchange Period
- 2 Personal Data
- 3 Studies at the home institution
- 4 Studies Abroad: Destinations
- 5 Contact person in case of emergency
- 6 Language competence**
- 7 Declaration of consent

## Language competence

Mother tongue \*

<-- Please select -->

Here is a link to CEFR: <https://www.coe.int/en/web/common-european-framework-reference-languages>

Native Speaker \*

<-- Please select -->

Foreign language 1 \*

<-- Please select -->

Foreign language level 1 \*

- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

Foreign language 2

<-- No choice -->

Foreign language level 2

- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

Foreign language 3

<-- No choice -->

Foreign language level 3

- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

Foreign language 4

<-- No choice -->

Foreign language level 4

- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

All fields marked with (\*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal Data !
- 3 Studies at the home institution !
- 4 Studies Abroad: Destinations !
- 5 Contact person in case of emergency ✓
- 6 Language competence !
- 7 Declaration of consent

#### Declaration of consent

- I confirm that all details given in the registration form are correct and complete. \*
- I consent to the saving of my data according to the privacy policy. \*



powered by

Previous

Send registration form and receive e-mail

Please note that, when you have submitted your registration form, only your home coordinator sees that an application has been started (the destinations do not see you yet)

After submitting the Registration Form, you will receive an email describing the next steps:

t	<p>Thank you very much for filling in the <b>Registration Form to apply for an OUTGOING exchange from [HOME INSTITUTION NAME]</b></p> <p>In order to further process your application please follow this procedure:</p> <ol style="list-style-type: none"><li>1. Create an account (Login Name and Password) on EASY Mobility-Online by <b>clicking on the link you find at the bottom of this email</b></li><li>2. Login in EASY Mobility Online with the credentials you created. You will end up in the Workflow of your OUTGOING application Complete/confirm you personal data and start uploading the <b>required application documents from your home institution side</b> by clicking on the links that will progressively appear on the right side of each enlisted document</li><li>3. Submit your Application</li><li>4. Your application will be approved by your home coordinator (nomination) and will be transferred to your desired destinations</li><li>5. The different destinations will ask you to upload further documents on their side of the EASY MO system (Application Part 2 - Incoming) OR to send documents via mail/via another system</li><li>6. Your application will be evaluated by Selection Committee at destination and you will receive the results by email and - in case of acceptance/s - you will need to make your final choice in the EASY Mobility Online system</li></ol>
---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

By clicking on the link included at the bottom of the email above, you can **create an account in the system**. You need to choose and save / remember their Login and Password.

**Online registration for Mobility-Online**  
for exchange program Erasmus SMS



### Step 2 of 2

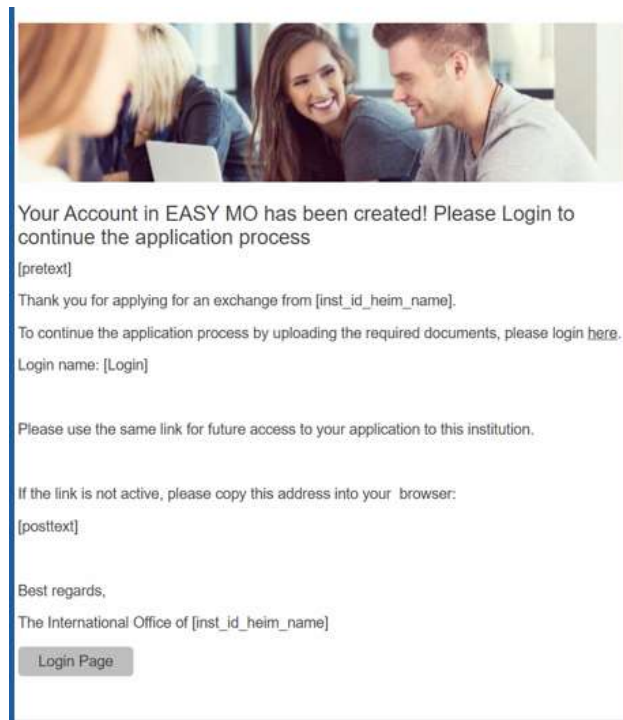
Now you have to choose your user name and your password.  
If the username already exists please try another one.  
Due to password security you have to enter the password twice.

Please confirm your entries and press the button **[Continue]**

Login

Password

Then, you will receive an email to login in the system to upload documents and media files in the **Outgoing Workflow** to complete your Outgoing Application.



Once you log in, you have access to the Outgoing Workflow, where you can upload documents and submit your Outgoing Application (first part of the application):

The screenshot shows a web interface for an outgoing workflow. At the top, there are tabs for 'Necessary steps', 'Done', 'Done on', 'Done by', and 'Direct access via following link'. The main content is divided into two sections: 'Registration' and 'Application Form'.

**Registration**

- Registration Form complete
- Confirmation email for registration
- Online registration

A yellow box contains the instruction: "Please insert all information and upload all required documents before submitting your application."

**Application Form**

Item	Status	Date	Notes	Action
Withdrawn application (optional)	<input type="checkbox"/>			<a href="#">I want to withdraw my application</a>
Personal master data completed	<input checked="" type="checkbox"/>			<a href="#">Complete/confirm personal master data</a>
Photo uploaded	<input type="checkbox"/>			<a href="#">Upload photo</a>
Links to your audition material (online audio/video recording/artworks - please avoid playlists, upload one video per box)	<input checked="" type="checkbox"/>	23.07.2024	Test2 SOP	<a href="#">Enter Links</a>
Motivational statement for Home Institution to go abroad (not mentioning any particular destination) entered	<input type="checkbox"/>			<a href="#">Enter information</a>
Language Certificate uploaded (not compulsory)	<input type="checkbox"/>			<a href="#">Upload language certificate</a>
Proof of previous studies / Transcript of records uploaded	<input type="checkbox"/>			<a href="#">Upload proof of previous studies / transcript of records</a>
CV uploaded	<input type="checkbox"/>			<a href="#">Upload CV</a>
Application submitted	<input type="checkbox"/>			

The action links on the right of the list are the actions that the student must perform to complete the workflow. The student can do the action by clicking on the links in random order. Once an action is complete the "done" box becomes green and ticked. If it is red, it means that the document still needs to be filled in/uploaded. The student needs to click on save/update according to the action.

The screenshot shows the 'Allocation of documents' upload interface. It features a blue header with 'Allocation of documents' and two buttons: 'Back' and 'Upload'.

The main content area is titled 'Motivation letter for this destination uploaded'. Below this, there is a form with the following fields:

- Upload name:** Letter of motivation
- File:** A large area for file upload. It contains a blue cloud icon with an upward arrow, the text "Drag your files here", and a link "Or Search files".

At the bottom of the form, there are 'Back' and 'Upload' buttons.

The sentences in the yellow stripes are indications for you of what to do at that point of the process.



Online registration

Please insert all information and upload all required documents before submitting your application.

External Partner Application

**Before the mobility - Upload and print documents**

Withdrawn application (optional)	<input type="checkbox"/>			<a href="#">I want to withdraw my application</a>
Personal master data completed	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	<a href="#">Complete personal master data</a>
Photo uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Language Certificate uploaded (not compulsory)	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Motivation letter for this destination uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Media file uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	

Upload a media file or insert a link in the next step. Either one or the other are compulsory to submit the application

Media file link entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Contact person of emergency entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Optional: Answer extra question(s) for this institution	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Recommendation Letter uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	

When all compulsory documents are uploaded, the you can click on Submit Application. Once the application is submitted, the system sends a notification to the home coordinator, with the student in copy, to notify that the Outgoing Application has been submitted and action is required on their side:

The applicant: [bew\_vorname] [bew\_nachname] has submitted an OUTGOING application to go on exchange in the EASY MO system.

Please login to the system and check the application to suggest changes or to approve it by giving your nomination and transfer it to the desired destination.

We kindly ask you to do this as soon as possible as the incoming process on the destinations' side might close soon.

Best regards

The EASY MO system

To sum up, the first part of the Application Process (Outgoing) is composed of 3 parts: Outgoing Registration Form + the Account Creation and the upload and submission of documents in the Outgoing Workflow. Once the Outgoing Workflow has been filled in with all necessary uploads, the students get a message directly in the workflow (in yellow) informing that that they have to wait for the approval of the home coordinator.



# Overview of your OUTGOING Process

## Part 1: your STUDENT

1. Fills in the  
OUTGOING  
Registration  
Form



Email notification to student  
to create an account and  
process explanation

2. Creates an  
Account in EASY  
MO



Email notification to student to  
login and upload documents

3. Uploads Document  
Application Part 1  
(Outgoing Workflow)



Email notification to HOME  
COORDINATOR in CC to  
student to notify the submission

# Information collected in the OUTGOING Process

## 1. Outgoing Registration Form

- Exchange Programme and Period
- Personal Data
- Data on Studies at Home
- Choice of (up to) 4 destinations
- Emergency Contacts
- Language Competences

## 2. Outgoing Workflow – UPLOADS (Application part 1)

- Photo
- Links to Audio/Visual Material
- Motivation Letter to go on exchange
- Language Certificate (optional)
- Proof of Study / Transcript of Records
- CV

Now you will receive an email notification (in CC to their Home Coordinator) to login in the system to complete the uploads and actions in the **Incoming Workflow by the incoming deadline.**

You can now proceed with the second part of your application by uploading further documents and relevant information for the destination [inst\_id\_gast\_name].

The deadline to submit all your uploads is [dat\_freffield2]

Please login at <https://mobility.aec-music.eu/LoginServlet> ( Login name: [login]) and select [inst\_id\_gast\_name] from the dropdown manu.

You might be asked later to do the same procedure for other destinations

Best regards

The EASY MO system



To login in the system, you can use the same credentials they used for the Outgoing Workflow but you **need to make sure to select the Incoming Institution** you are completing the workflow for. Please note that you **will have to complete one Incoming Workflow per each chosen destination**, uploading documents (which in some cases are the same) for each single destination.

The Incoming Workflow works the same as the Outgoing one, with documents to upload by clicking on the action links on the right and boxes that become green as soon as the student proceeds with the uploading. The Incoming Workflow will appear to you already as partially pre-populated as some documents are directly imported there from the Outgoing application.

In the Incoming Workflow, you will be asked to fill in their **Study Plan**:

Please insert your study plan

A screenshot of a web form titled "Please insert your study plan". The form is divided into two sections, "Study Subject 1" and "Study Subject 2", each with a blue header bar. Under "Study Subject 1", there is a yellow instruction box: "Please review your course list here ----- and please type the names of the courses that want to take at destination". Below this are three input fields: "Course name" (containing the letter 'I'), "Course code", and "Course credit". The "Study Subject 2" section is partially visible at the bottom.

In order to fill in this part, you will need to consult the course catalogue of the destination and/or get in touch with their international office to make sure the courses you are adding can be attended by international students.

Once all compulsory documents of the Incoming Workflow are uploaded you can submit the Incoming application by clicking on the relevant action link of the workflow. You and the coordinator at destination will then receive an automatic email notification from the system notifying the submission of the application.

Please note that documents required in the Incoming Workflow need to be uploaded by the deadline of the Incoming Institution for the entire application to be considered by the destination.

## Important extra information collected in the INCOMING Process

- Extra Video Links / Portfolio (you can indicate what you need)
- Preferred Professor
- Specific Motivation Letter for your institution as a destination
- Recommendation Letter from the professor at home
- Study Plan
- Any other information or document you need

Once the Incoming Coordinator at destination inputs their decision in the system (accepted / rejected) you will receive the decision via email. The decision can be a rejection or an offer of a study place. When the student is offered a study place, a deadline to accept or reject it is indicated in the email.

Subject: Study Place Offer


Text: We are happy to inform you that you have been accepted for an exchange at [inst\_id\_gast\_name].

Your deadline to accept the study place is [dat\_freifeld1].

To accept or decline the study place please login (to the host institution) at <https://mobility.aec-music.eu/LoginServlet>

Login name: [login]

Best regards  
 The International Office of [inst\_id\_gast\_name]



At this point you need to login in the Outgoing or Incoming workflows to accept or decline the offer.

You can now accept or decline the study place in the Workflow (link on the right):

Application sent to Selection Committee	<input checked="" type="checkbox"/>	18.09.2024	admin (LaDi)	
Application marked as rejected	<input type="checkbox"/>			
Application marked as accepted	<input checked="" type="checkbox"/>	18.09.2024	admin (LaDi)	
Study place accepted/rejected	<input type="checkbox"/>			<a href="#">Accept/reject the study place</a>
<ul style="list-style-type: none"> <li>• Deadline for accepting study place : 24.09.2024</li> </ul>				

After clicking on the action link of the acceptance/rejection, you need to select “I accept the study place” and click on the button Update.

Applications incoming

Back Update

Master data Personal details Pipeline Display application workflow Study plan Documents (3) E-mails (5)

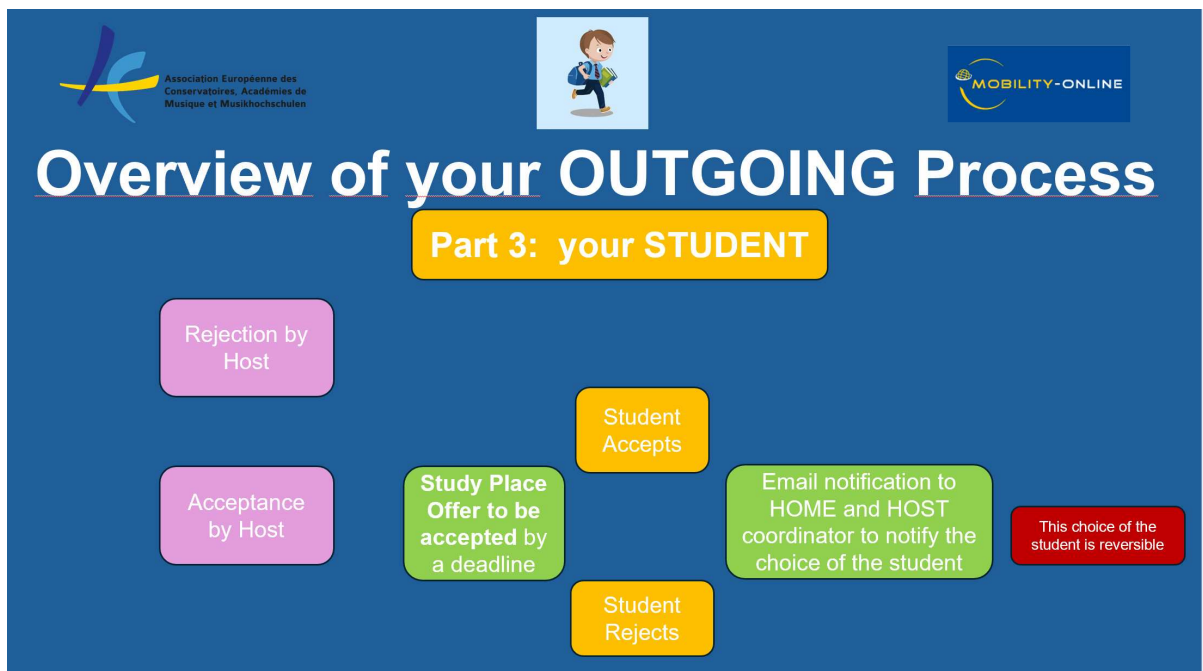
Selection Committee

Final decision of the student  I accept the study place  I reject the study place

Created by SOP Test (AECTestincoming) on 22.02.2024 10:33:25, last modified by a

Back Update

The two coordinators at home and destination are notified by email regarding your decision, which is still reversible at this point.



If you are waiting for the result of the application to various destinations but you do not want to miss the deadline of a destination you have been already offered a study place from, you can accept their offer by the deadline and then change your decision in the system at a later point. At one point, your home coordinator will ask you if the last decision you input in the system is your final one. You will need to confirm your final decision / destination in the Outgoing Workflow.

At this point, your home coordinator will allocate you to your final choice and launch the Learning Agreement procedure.

## Learning Agreement

The Learning Agreement is the official document that certifies the terms of your mobility, describes the official starting and finishing dates, the courses you are going to take abroad and their correspondence at home and many other important details.

If your home institution manages Learning Agreements within EASY MO, after your home coordinator has allocated you to your final destination you will need to go to your Outgoing Workflow, and the links about entering information and entering courses in the Learning Agreement will now appear.

Mobility - Digital Learning Agreement				
Information required for the Learning Agreement entered	<input checked="" type="checkbox"/>			<a href="#">Enter information</a>
Courses at the host institution entered and signed in the Learning Agreement	<input checked="" type="checkbox"/>	27.08.2024	Superadmin AEC	<a href="#">Courses at the host institution entered in the Learning Agreement</a>
Courses at the home institution entered in the Learning Agreement	<input type="checkbox"/>			<a href="#">Courses at the home institution entered in the Learning Agreement and signed</a>

The Learning Agreement is signed by you, a representative of your home institution and a representative of your destination. You are the first one filling in and signing the document.

In the first step of the workflow related to the Learning Agreement, by clicking on “Enter Information” you will be asked to fill in the **start and ending dates** (that you can take from your acceptance letter ) and language competences,

**Learning Agreement**

Stay from 01.02.2025  
Stay to 30.06.2025

**Language competence**

Language of instruction at the host institution Italian

Level in language of instruction at host institution (if not English)

- no knowledge
- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

The following two steps are about filling in **courses at the host** institution and **courses at the home** institution. All the other data are automatically populated from the application. To add the courses you need to click on **Enter further courses...**

**Edit learning agreement**

For further help please expand this bar!

<b>Last name</b>	Ivan	<b>First name</b>	Test DLA
<b>Home institution</b>	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	<b>Country of the home institution</b>	Spain
<b>Host institution</b>	University of the Arts Helsinki	<b>Country of host institution</b>	Finland
<b>Academic year</b>	2024/2025	<b>Name of Semester</b>	Spring semester

All courses 0,00 Credits total for 0 courses

Search [ ] [ ] [ Select all --> ] [ Select all --> ] [ Search ] [ Reset all filters ]

Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
No data available in table				

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



Logout | **JOSE LUIS FERNANDEZ** | Quick Search | **Find** | Quick Insert... | English |

### Edit Learning Agreement

For further help please expand this bar!

<b>Last name</b>	Ivan	<b>First name</b>	Test DLA
<b>Home institution</b>	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	<b>Country of the home institution</b>	Spain
<b>Host institution</b>	University of the Arts Helsinki	<b>Country of host institution</b>	Finland
<b>Academic year</b>	2024/2025	<b>Name of Semester</b>	Spring semester

All courses 12,00 Credits total for 1 courses

Search   <-- Select all --> <-- Select all --> Search  [Reset all filters](#)

Course unit title at the home institution	Course no./home	Acad. year	Semester	Credits
<b>Piano V</b>	0000	2024/2025	Spring semester	12,00

You now have the overview of the Learning Agreement (you need to scroll down to see the full document).

Mobile course of ERASMUS+ mobility agreement

### General information

<b>Student</b>	Name(s): PRIMI New Test First name(s): Sara New TEST Email: sarinviolinist@hotmail.it	Date of birth: 19.11.1984	Nationality: IT	Gender: Female
<b>Sending Institution</b>	Name: aac.com (Association Européenne des Conservatoires (AEC)) Faculty/Department: Association Européenne des Conservatoires (AEC)	Ensisas code: -	Country: -	Administrative contact person name, email, phone: Sara Primiterra; events@aac-music.eu; 496207303
<b>Receiving Institution</b>	Name: Conservatorio Di Musica Santa Cecilia - Roma Faculty/Department: -	Ensisas code: I.ROMA09	Country: Italy	Administrative contact person name, email, phone: Carlo Conti; erasmus@conservatoriosantacecilia.it; +39 06 3609671

The level in the language it [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:  
 Semester(s) [X] / Virtual component (only if applicable) []  
 Blended mobility with short-term physical mobility []  
 Short-term doctoral mobility [] / Virtual component (only if applicable) []

Estimated duration (to be confirmed by the Receiving Institution):  
 Planned period of the physical mobility:  
 from [day (optional)/month/year] 01/02/2025  
 to [day (optional)/month/year] 30/06/2025

### Study Programme at the Receiving Institution

Mobility type: Semester(s)

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
<b>Table A</b> VIOLINO3 Teoria2	Violino Principale Terzo Anno Teoria e Analisi complementare triennio	1/1 1/1	24,00 3,00
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:			

Total: 27,00

### Recognition at the Sending Institution

Mobility type: Semester(s)

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 recognized by the Sending Institution	Automatic recognition
<b>Table B</b> Theory 3 VIOLIN3	Theory and Analysis Violin Third Year	1/1 1/1	3,00 24,00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Total: 27,00				

You can now sign by clicking on the button **Sign and Transfer**

### Commitment of the three parties

Any Mobility type

Commitment	Name	Email
Student	-	-
Responsible person at the Sending Institution		
Responsible person at the Receiving Institution		





# Overview of the **OUTGOING** process The Digital Learning Agreement (DLA) Process

## Part 1: the STUDENT

1. Logs in the Outgoing workflow and enters:

- Language Competences
- Exact dates of staying (taken from the acceptance letter)

2. Enters Courses at Host Institution (name, code, credits)

3. Enters Courses at Home Institution (name, code, credits)

4. Checks and Signs (+ Transfer to home coordinator for signature)

Notification to home coordinator to Review and Sign the DLA

The document is now transferred to the home coordinator first and host coordinator for their signatures. If the document is good as it is, they will sign it and you will receive notifications about it. If they want to apply any changes to the document, they will reject it with a note saying what you need to change. You will receive a notification about it. In this case, you will need to enter again your Outgoing Workflow, apply changes, and sign and transfer again. The two coordinators will receive again the document for signature.

The history of the document can be reviewed by clicking on the button Timeline.

**Edit learning agreement**

For further help please expand this bar!

<b>Last name</b>	Ivan	<b>First name</b>	Test DLA
<b>Home institution</b>	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	<b>Country of the home institution</b>	Spain
<b>Host institution</b>	University of the Arts Helsinki	<b>Country of host institution</b>	Finland
<b>Academic year</b>	2024/2025	<b>Name of Semester</b>	Spring semester

Information concerning EWP

Learning Agreement signed by	Action	Message	Executed by	Executed on
Learning Agreement signed by student	Learning Agreement signed by student		Jose Luis Fernandez	17.04.2024 10:03:08
Learning Agreement signed by coordinator				
Learning Agreement signed by partner				

All courses: 12.00 Credits total for 1 courses

Buttons: Back, Enter further courses..., Timeline, Final check before signing

You can still apply changes to the document during your mobility.