

Processing an Online Learning Agreement (OLA)

As a UT student whose SoleMove application for the Erasmus+ exchange has been accepted by UT, you can create an Online Learning Agreement (OLA) to agree the courses to be taken abroad. Before starting to process an OLA make sure the receiving university is ready to accept online learning agreements via EWP (Erasmus Without Paper).

Creating the OLA

- 1) open your **mobility application** that was previously confirmed by your faculty and go to the “**Acceptance tab**”
- 2) while the acceptance tab is open a button worded “**+Create learning agreement**” appears up in the middle
- 3) when you click on the button, a prefilled OLA is automatically generated
- 4) only after that you can find your OLA under “**Learning agreements**” in the left side menu bar

Note: You can only create a new OLA under each study abroad application once. Later you can access your OLA under “**Learning agreements**” to process it and make changes if needed.

The screenshot displays the 'Acceptance' tab in the SoleMove application. The left sidebar shows the 'Learning agreements' menu item highlighted. The main content area shows application details and a navigation bar with the 'Acceptance' tab selected. The '+ Create learning agreement' button is highlighted in green.

Acceptance				
<input type="button" value="I confirm"/>	<input type="button" value="I cancel my application"/>	<input type="button" value="+ Create learning agreement"/>	<input type="button" value="Instructions"/>	<input type="button" value="PDF"/>
Send Your application by	17.04.2022			
Application number	15948067			
Name of the applicant	Tudeng, Tubli			
Country of home institution	Estonia			
ERASMUS code of home institution	EE TARTU02			
Home institution	Faculty of Medicine			
Mobility type	S - Study			
Status of application	Acceptance information sent			
Last edited by	31.03.2022 15:05:41 / Jaanika Haljasmäe			

Admission	
Name	Tubli Tudeng
Institution/Enterprise	S UPPSALA01 Uppsala universitet
Mobility	Normal
Period	01.09.2022 - 31.12.2022
Granted by	Jaanika Haljasmäe / 31.03.2022

Acceptance				
<input type="button" value="I confirm"/>	<input type="button" value="I cancel my application"/>	<input type="button" value="+ Create learning agreement"/>	<input type="button" value="Instructions"/>	<input type="button" value="PDF"/>

The other data fields are visible when clicking the acceptance tab vary by application (exchange) type. Thus, the screenshot does not match all applications versions but “+Create learning agreement” is always there.

Note: You can have only one OLA per accepted exchange. If your mobility type will be changed, the existing OLA needs to be deleted and you need to create a new OLA. Only UT officers can delete the OLA.

Filing out the OLA

The **prefilled Learning Agreement** is based on your SoleMove’s application data but you need to finalize it. OLA’s progress can be saved and continued later.

Make sure you fill in the OLA in **English**.

Name and email information for **responsible persons from sending (UT) and receiving institutions** is mandatory information. **Please find the list of OLA contacts in UT faculties from [here](#)** - they are authorized to sign the learning agreements for the faculties.

Note: Your OLA must be confirmed by your home academic subunit at UT even if you applied under some other institute/department.

Make sure you ask who is the contact person for learning agreements at the receiving university before filling out the OLA.

SOLE MOVE

Back to list Save Confirm

Outgoing OLA

Outgoing Learning agreements

Personal data

Last name Tudeng	Given name Tubli	Date of birth 01.04.2000
European student identifier urn:schac:personalUniqueCodeInces:ut.ee:null		
Gender Female	Nationality Estonia	SoleMove LA number 16039867

Home institution information

Home institution University of Tartu	Erasmus code EE TARTU02	Study cycle Master
Faculty/Department* Faculty of Medicine		EU subject area 0912 - Medicine

Responsible person at the sending institution

Last name*	Given name*
<input type="text"/>	<input type="text"/>
Email*	Phone
<input type="text"/>	<input type="text"/>

“Planned dates of the mobility” – edit the dates according to **the actual period** of the semesters/study period at the receiving university. In the case of **short-term blended mobility**, you only need to indicate the period of the on-site (physical) mobility (extra travel dates and virtual part excluded).

You need to define the **“Mobility type”** for exchange. Depending on this selection, different tables for study program information will be available. There are several options:

- **Semester(s)**: normal physical exchange at a partner university;
- **Blended**: short-term physical exchange (5-30 days) combined with virtual learning ([BIP](#));
- **Short-term doctoral mobility**: short-term physical exchange (5-30 days) combined with virtual learning.

Responsible person at the sending institution

Last name*

Given name*

Email*

Phone

Exchange information

Receiving institution: Uppsala universitet

Erasmus code: S UPPSALA01

Country: Sweden

Planned start date of exchange*: 01.09.2022

Planned end date of exchange*: 31.12.2022

Faculty/Department*

Mobility type*
 Semester(s)
 Semester(s)
 Blended mobility
 Short term doctoral mobility

Responsible person at the receiving institution

Last name*

Given name*

Email*

Phone

After completing the “Exchange information” and saving your OLA, you can start filling out the study information.

Under “Study program” you should add information on **study elements (courses)** that you plan to take during the exchange period.

- ✓ **Semester studies** - regular study components (courses taken abroad) and their recognition are in two different tables:
 - (a) the study program at the receiving university
 - (b) the recognition at the sending university (**based on the approved Study Plan**).
 Virtual study components have recognition information in the same table.

- ✓ **Short-term blended mobility** – there is only one table named “Study programme at receiving institution and recognition at the sending institution”

Study programme and recognition

Study program at the receiving institution

Component code

Component title at the receiving institution*

Semester

Number of ECTS credits

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
<http://solemove.fi/coursecatalogue>

ADD INFORMATION ON COURSE

OPEN TO EDIT

Approving the OLA

- 1) When OLA is ready from your side you need to sign it first by selecting the **“Confirm”** button
- 2) Only after you have confirmed the OLA, it will be visible in SoleMove to the sending institution’s (UT) officers. They can send it back to you (open for changes), leave comments and approve (confirm) it
- 3) After the OLA is confirmed by you and the UT contact person, receiving institution officers can see it **via the mobility management IT system they are using**. They can send you comments in case OLA requires changes from your side, reject or approve (confirm) it.

Comments regarding the OLA can be seen by clicking the **“Comments”** button.

Note: It is advised to let the contact person know if your OLA is ready for their approval.

There are several different statuses in SoleMove to track the process of approving the OLA:

- **Wait student’s confirmation:** OLA is not ready, it requires some changes and confirmation from the student side. This status is displayed for example when a receiving institution has rejected a student’s OLA or sending university has opened it for changes.
- **Wait home’s confirmation:** student has confirmed the OLA but the UT officer has not confirmed it yet.
- **Waits host’s confirmation:** OLA has been confirmed by the UT officer and notification to the host has been sent, but they have not confirmed it yet.
- **Confirmed:** OLA has been confirmed by all three parties.

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

Make sure your home unit at UT is aware if the agreement has been signed by all parties.

You and UT responsible persons can download the **pdf version** of the learning agreement. **You can use it as a draft in case the receiving university is not able to confirm the OLA via digital platforms** and a paper-signed agreement is needed. Note: in cases like that all parties – you, UT’s responsible person, and receiving university’s responsible person – must sign the paper version (a scan with 3 three handwritten signatures is needed).