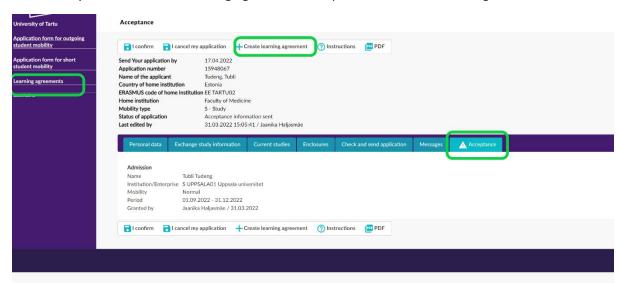
Processing an Online Learning Agreement (OLA)

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

- 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 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

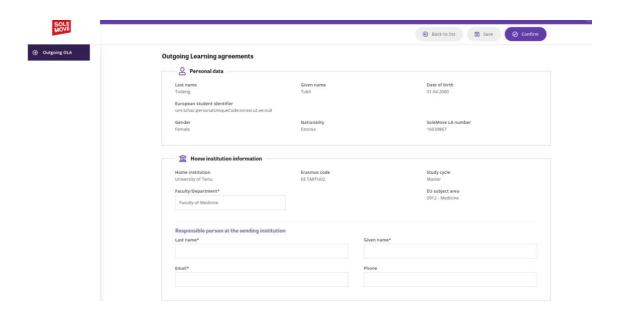
The prefilled Learning Agreement is based on your SoleMove's application data but you need to finalize it. OLA's progress can be saved and continued later.

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 <u>here</u>** - 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.

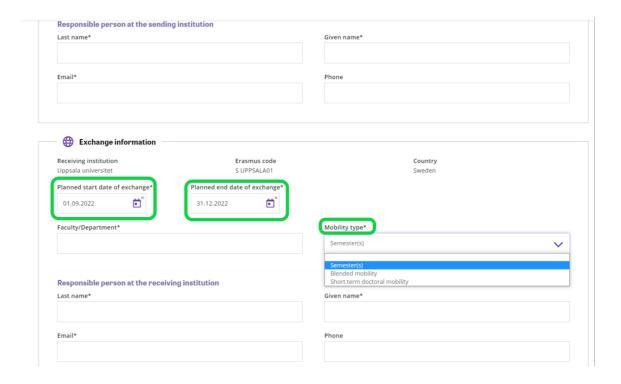
Make sure you ask who is the contact person for learning agreements at the receiving university before filling out the OLA.



"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:

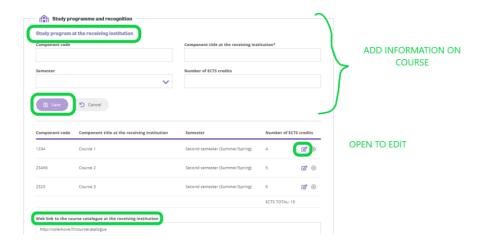
- Semester(s): normal physical exchange at a partner university;
- Blended: short-term physical exchange (5-30 days) combined with virtual learning (BIP);
- **Short-term doctoral mobility:** short-term physical exchange (5-30 days) combined with virtual learning.



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"



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.
- O 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).