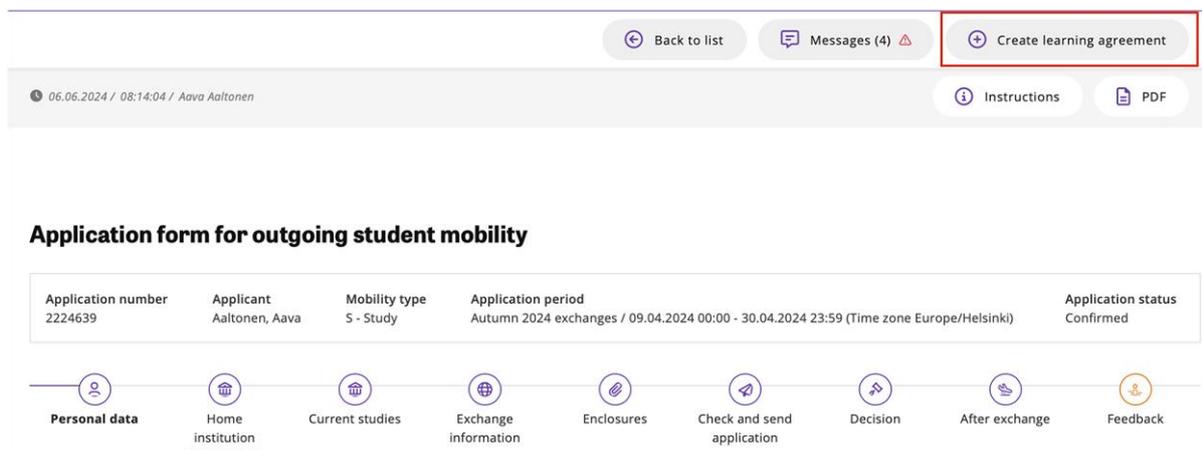


Creating the Online Learning Agreement (OLA)

A student, whose SoleMove application for the Erasmus+ exchange has been accepted, can start creating the Online Learning Agreement (OLA).

In SoleMove, start by going to the confirmed application for the mobility program you need to create the OLA for. In the upper right-hand corner of your application you will find the **“Create learning agreement”** button. Click on it and the system generates a prefilled OLA.

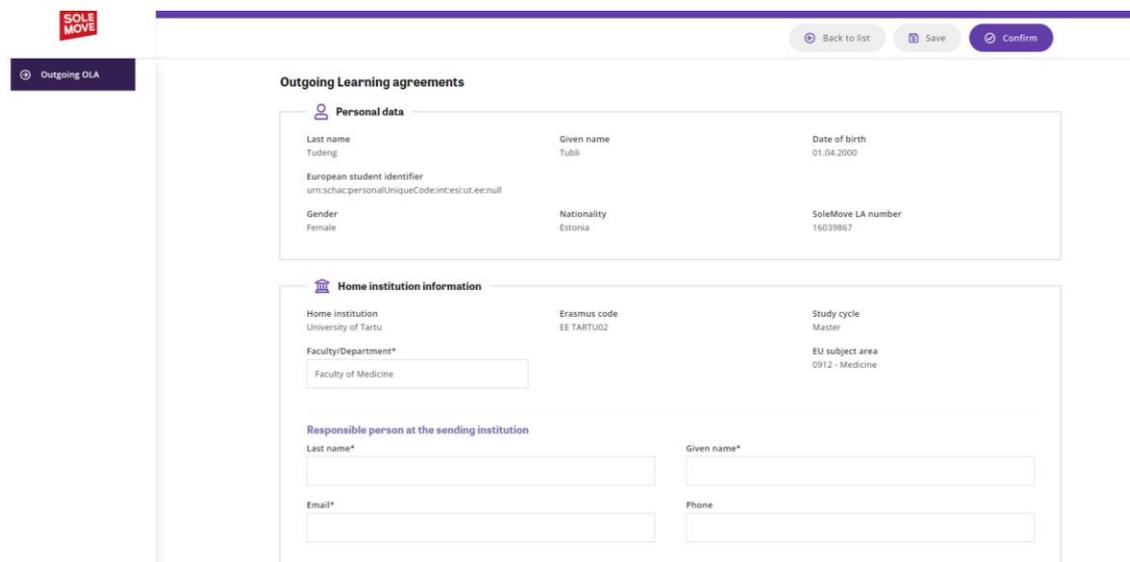


The screenshot shows the top navigation bar with buttons for 'Back to list', 'Messages (4)', and 'Create learning agreement' (highlighted with a red box). Below the navigation bar, the user's session information is displayed: '06.06.2024 / 08:14:04 / Aava Aaltonen'. The main content area is titled 'Application form for outgoing student mobility' and contains a table with application details:

Application number	Applicant	Mobility type	Application period	Application status
2224639	Aaltonen, Aava	5 - Study	Autumn 2024 exchanges / 09.04.2024 00:00 - 30.04.2024 23:59 (Time zone Europe/Helsinki)	Confirmed

Below the table is a progress bar with nine steps: Personal data, Home institution information, Current studies, Exchange information, Enclosures, Check and send application, Decision, After exchange, and Feedback. The 'Personal data' step is currently active.

Later, your OLA can be found under the view **“Learning agreements”** on the left side menu bar. Note: You can have **only** one OLA per accepted exchange. If your mobility type will be changed (change of the study abroad programme or destination), the existing OLA needs to be deleted and you need to create a new OLA. Only UT officers can delete the OLA.



The screenshot shows the 'Outgoing Learning agreements' form in the SoleMove system. The form is divided into several sections:

- Personal data:** Last name (Tudeng), Given name (Tubli), Date of birth (01.04.2000), European student identifier (urn:schac:personal|uniqueCode:eresist.ut.ee:null), Gender (Female), Nationality (Estonia), and SoleMove LA number (16039867).
- Home institution information:** Home institution (University of Tartu), Erasmus code (EE TARTU02), Study cycle (Master), Faculty/Department* (Faculty of Medicine), and EU subject area (0912 - Medicine).
- Responsible person at the sending institution:** Last name*, Given name*, Email*, and Phone.

The form includes navigation buttons: 'Back to list', 'Save', and 'Confirm'.

Prefilled learning agreement is based on SoleMove’s application data.

Now you need to finalize the learning agreement, meaning add the missing data. OLA’s progress can be saved, you can continue filling it later.

Name and email information for **responsible persons from sending (UT) and receiving institutions** is mandatory information. Please see the list for UT’s OLA contact persons in faculties [here](#). The same contact persons are authorized to sign the learning agreements for their faculties.

Make sure you ask, who the contact person is for online 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 at the receiving university. If you are not sure, ask the receiving university, yet do not write approximate time.

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

- **Semester(s)**: normal physical exchange lasting a semester or two;
- **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 and only for PhD students.

The screenshot shows two main sections of the OLA form. The first section, 'Responsible person at the sending institution', contains four input fields: Last name*, Given name*, Email*, and Phone. The second section, 'Exchange information', contains several fields: 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*, and Mobility type* (a dropdown menu with options: Semester(s), Blended mobility, and Short term doctoral mobility). Below this, there is a section for 'Responsible person at the receiving institution' with Last name* and Email* fields.

Under “Study program” you should add information of **Study components (courses)**, which you plan to take during the exchange period.

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

The screenshot shows the 'Study programme and recognition' form. It has a header 'Study programme and recognition' and a sub-section 'Study program at the receiving institution'. This section includes fields for Component code, Component title at the receiving institution*, Semester (a dropdown menu), and Number of ECTS credits. There are 'Save' and 'Cancel' buttons. Below this is a table with the following data:

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

Below the table is a field for 'Web link to the course catalogue at the receiving institution' with the URL <http://solemove.fi/coursecatalogue>. Annotations in green include a bracket on the right side of the form labeled 'ADD INFORMATION ON COURSE' and a circle around the edit icon in the first row of the table labeled 'OPEN TO EDIT'.

“Web link to the course catalogue at the receiving institution”: copy a link to the receiving university’s webpage where the information on courses is available.

“Provisions applying if the student does not complete successfully some educational components”: copy the link <https://ut.ee/en/paper-work-study-abroad> (link to the section „Paper work for study abroad“ available under <https://ut.ee/en/studyabroad>).

Note: Learning agreement is not valid unless the section “Recognition at the sending institution“ is completed (based on the approved Study Plan).

Signing process

When the OLA is ready from your side, sign it by clicking the **“Confirm”** button. When you have confirmed the OLA, it will be visible for home institution’s officers. It is advised to inform the faculty contact person by e-mail, see contacts [here](#), once your OLA is ready for their approval. After the OLA is confirmed by UT, the receiving institution will see it via their own mobility management system and can comment if OLA requires changes from your side.

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

If you want to **make changes to the Learning agreement’s** study program later (e.g. during the exchange period), you can start making changes by clicking the **“Unlock”** button on the OLA.

There are several different statuses for OLA:

- **Wait student’s confirmation:** OLA is not ready, it requires some changes and confirmation from the student’s side. This status is displayed for example when the receiving institution has rejected student’s OLA.
- **Wait home’s confirmation:** student has confirmed the OLA, but home institution’s confirmation is needed.
- **Wait host’s confirmation:** OLA has been confirmed by the home institution and notification to the host has been sent, but confirmation information has not yet been received.
- **Confirmed:** OLA has been confirmed by all three parties.

You and the UT’s responsible person 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: If you use the print out of the OLA, make sure it is printed correctly (all data visible) and make the corrections by hand if needed before the signing process starts.

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