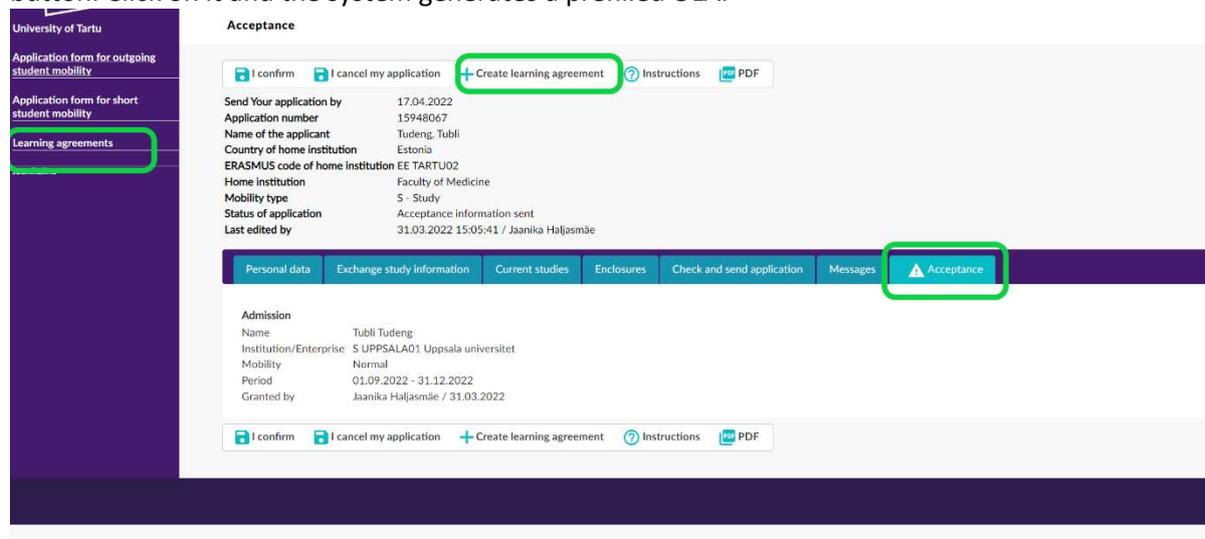


Creating Online Learning Agreement (OLA)

The student, whose SoleMove application for the Erasmus+ exchange has been accepted, can start creating an Online Learning Agreement (OLA). Before creating your OLA, make sure the receiving university is ready to accept online learning agreements via EWP (Erasmus Without Paper). Once it is clear that OLA is accepted by the receiving university, start the following process:

In the SoleMove, you can see in your application's Acceptance tab **"Create learning agreement"** button. Click on it and the system generates a prefilled OLA.



University of Tartu

Application form for outgoing student mobility

Application form for short student mobility

Learning agreements

Acceptance

I confirm I cancel my application **+ Create learning agreement** Instructions PDF

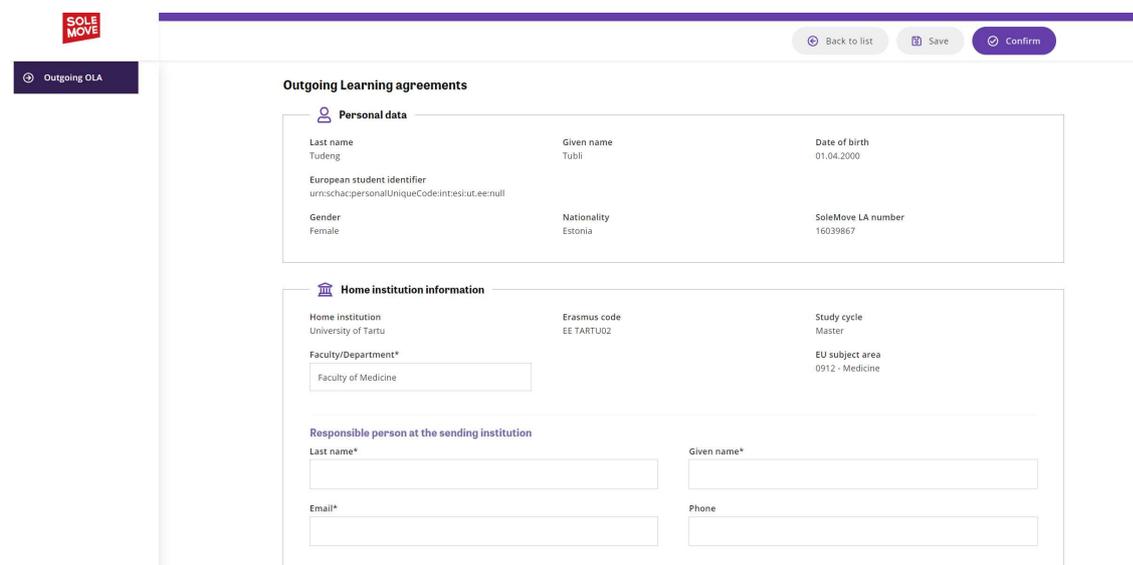
Send Your application by 17.04.2022
Application number 15948047
Name of the applicant Tudeng, Tubli
Country of home institution Estonia
ERASMUS code of home institution EE TARTU02
Home institution Faculty of Medicine
Mobility type S - Study
Status of application Acceptance information sent
Last edited by 31.03.2022 15:05:41 / Jaanika Haljasmäe

Personal data Exchange study information Current studies Enclosures Check and send application Messages **Acceptance**

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

I confirm I cancel my application + Create learning agreement Instructions PDF

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), existing OLA needs to be deleted and you need to create a new OLA. Only UT officers can delete 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:personalUniqueCode:int:esi: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*

Email* Phone

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 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.

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

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.

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

“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 OLA is ready from your side, sign it by selecting **“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, 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 selecting **“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 selecting **“Unlock”** button from the OLA.

There are several different statuses for OLA:

- **Wait student’s confirmation:** OLA is not ready, it requires some changes and confirmation from student side. This status is displayed for example when a receiving institution has rejected student’s OLA.
- **Wait home’s confirmation:** student has confirmed the OLA, but home institution’s confirmation is needed.
- **Waits 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 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.