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.

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.

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.

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.
“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.

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.