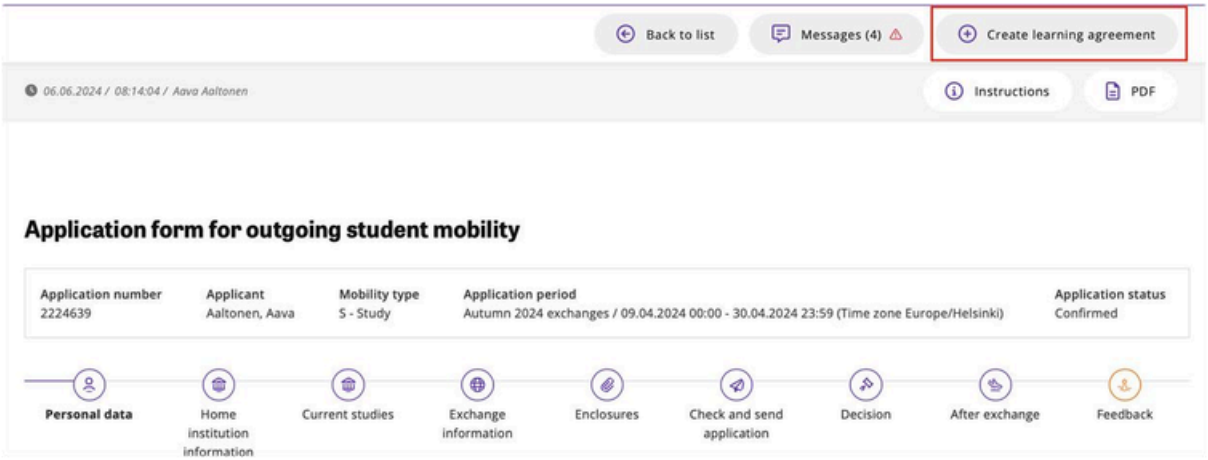
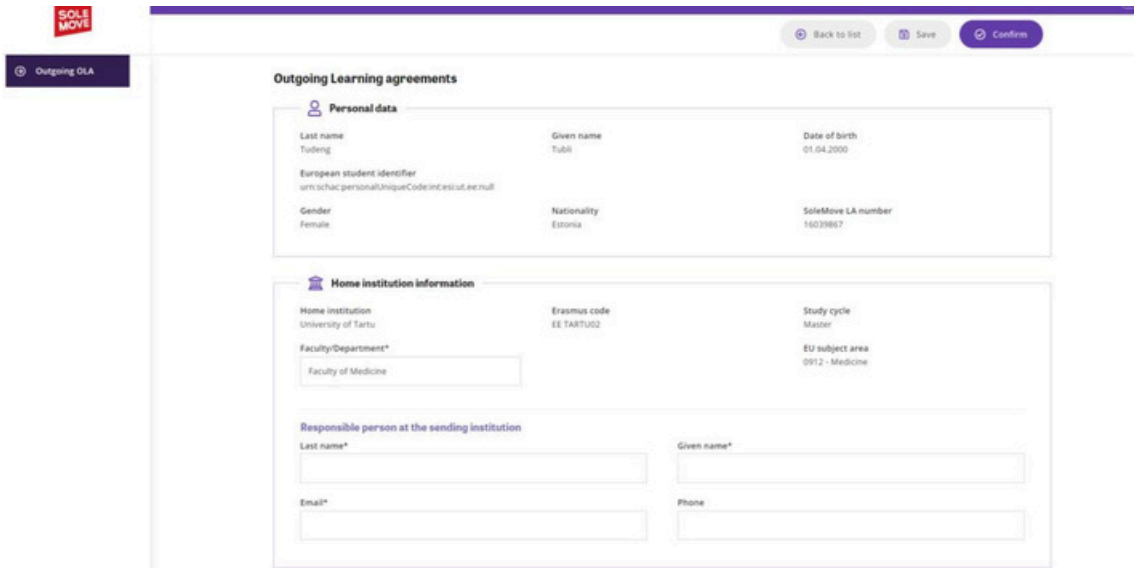
Creating the Digital Learning Agreement (DLA)

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

In SoleMove, start by going to the confirmed application for the mobility program you need to create the DLA 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 DLA.



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



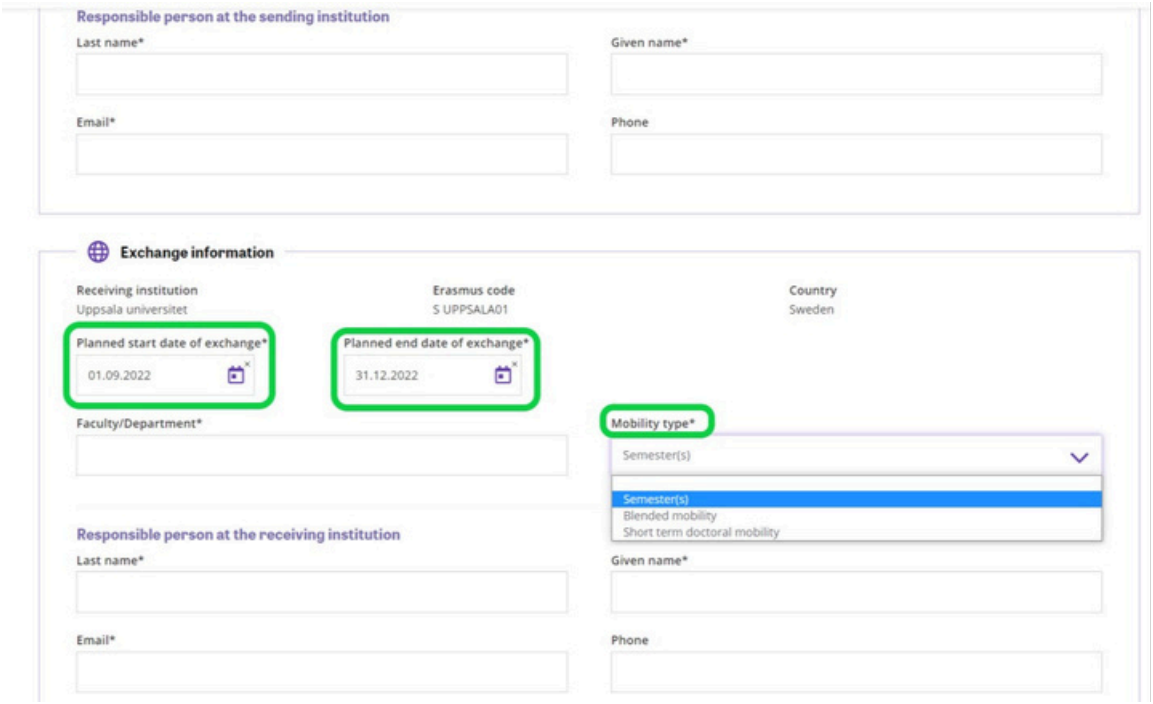
Prefilled learning agreement is based on SoleMove's application data.

Now you need to finalize the learning agreement, meaning add the missing data. DLA'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 DLA contact persons in faculties here. The same contact persons are authorized to sign the learning agreements for their faculties.

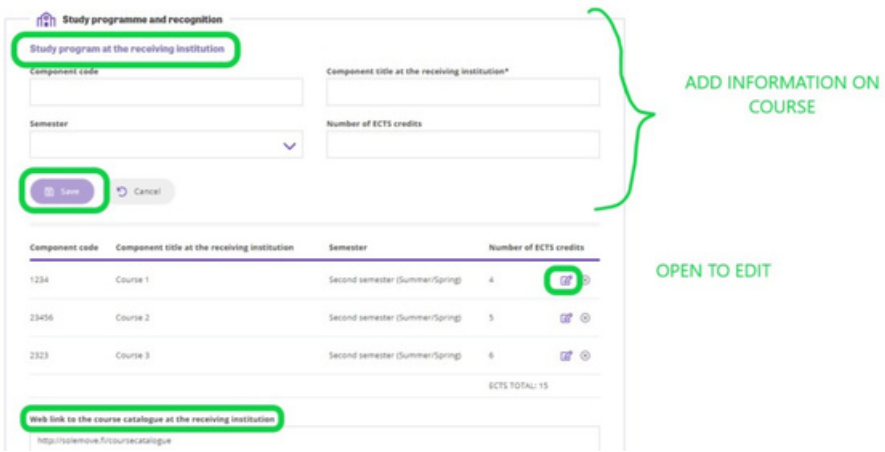
Make sure you ask who the contact person is for digital learning agreements at the receiving university before filling out the DLA!

"**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. Please fill out the learning agreement in English.
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.
"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 DLA is ready from your side, sign it by clicking the **"Confirm"** button. When you have confirmed the DLA, 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 DLA is ready for their approval. After the DLA is confirmed by UT, the receiving institution will see it via their own mobility management system and can comment if the DLA requires changes from your side.
Comments regarding the DLA 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 DLA.

There are several different statuses for the DLA:
• **Wait student's confirmation:** DLA 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 DLA.
• **Wait home's confirmation:** student has confirmed the DLA, but home institution's confirmation is needed.
• **Wait host's confirmation:** DLA has been confirmed by the home institution and notification to the host has been sent, but confirmation information has not yet been received.
• **Confirmed:** DLA 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 DLA via digital platforms and a paper-signed agreement is needed.
Note: If you use the print out of the DLA, 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.