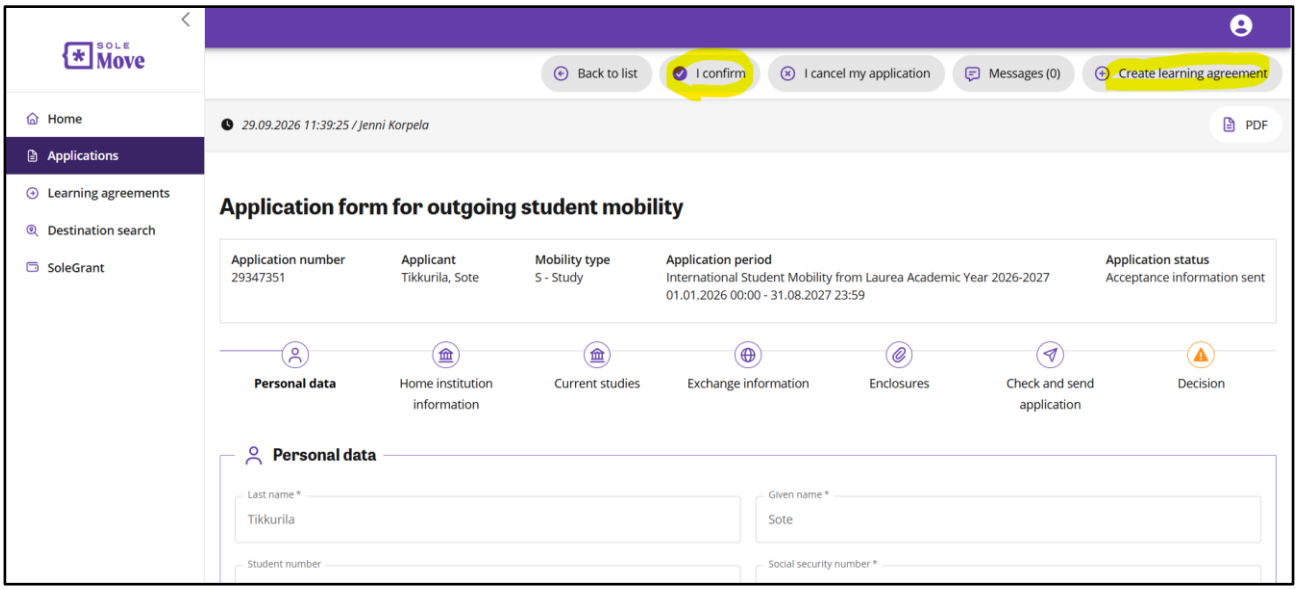
Instructions on how to fill out the Online Learning Agreement (OLA) in Solemove

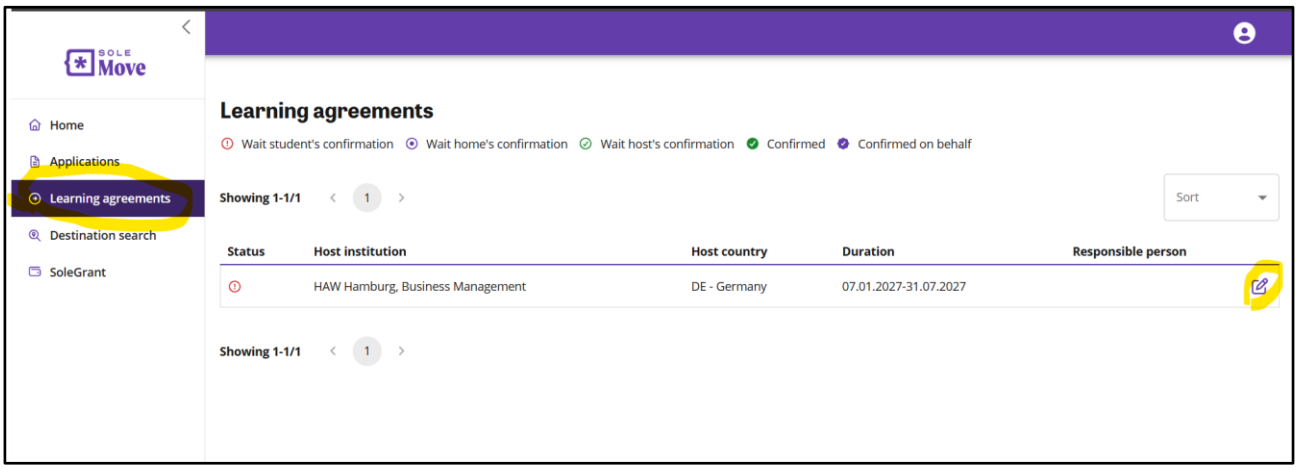
- ➔ The Learning agreement works as a contract between the student, Laurea and the host university. It is a document that states which courses the student will take in the exchange and stating the recognition of these courses at Laurea.
- ➔ Studies completed abroad must be transferred either to your **complementary studies, or to replace compulsory studies**, so be sure to research the course offerings of the host university.

This is how you'll fill out your OLA:

1. Once you have been accepted on an exchange program at one of Laurea's host universities, you may start filling out your Online Learning Agreement (OLA). Go to your exchange application on Solemove. First confirm your placement at the host university by clicking "I confirm". Then proceed by clicking "Create Learning Agreement". Now an OLA will be created for you for the upcoming exchange semester.



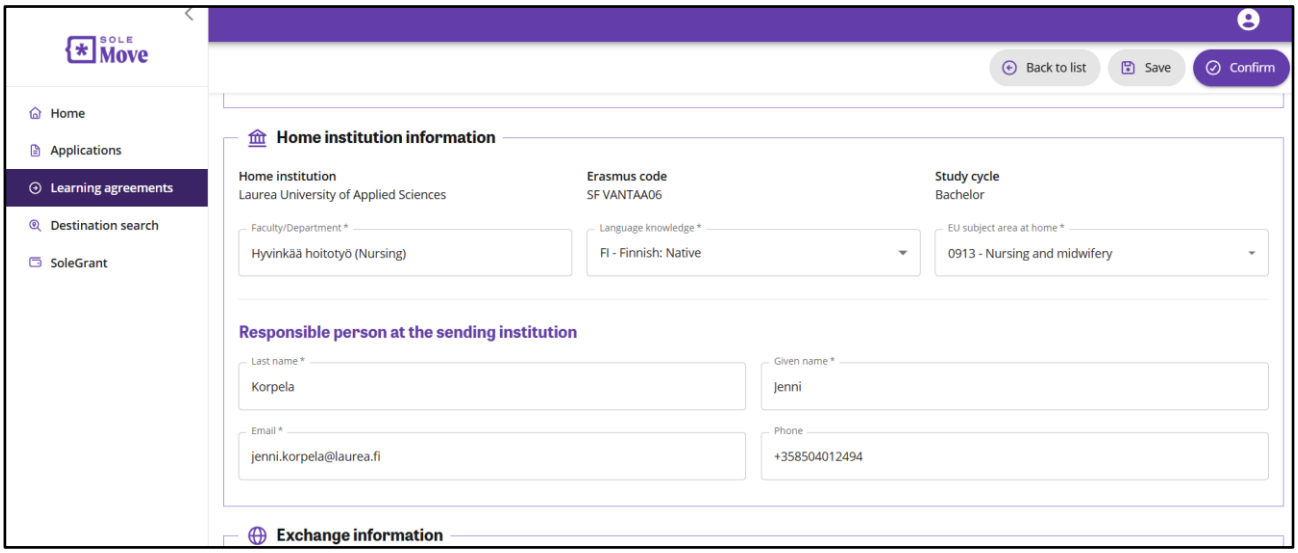
2. Proceed to the Tab "Learning Agreements" (on the left side). Here you should now see the newly created OLA. Click on the right side on the pen icon in order to start modifying your OLA.



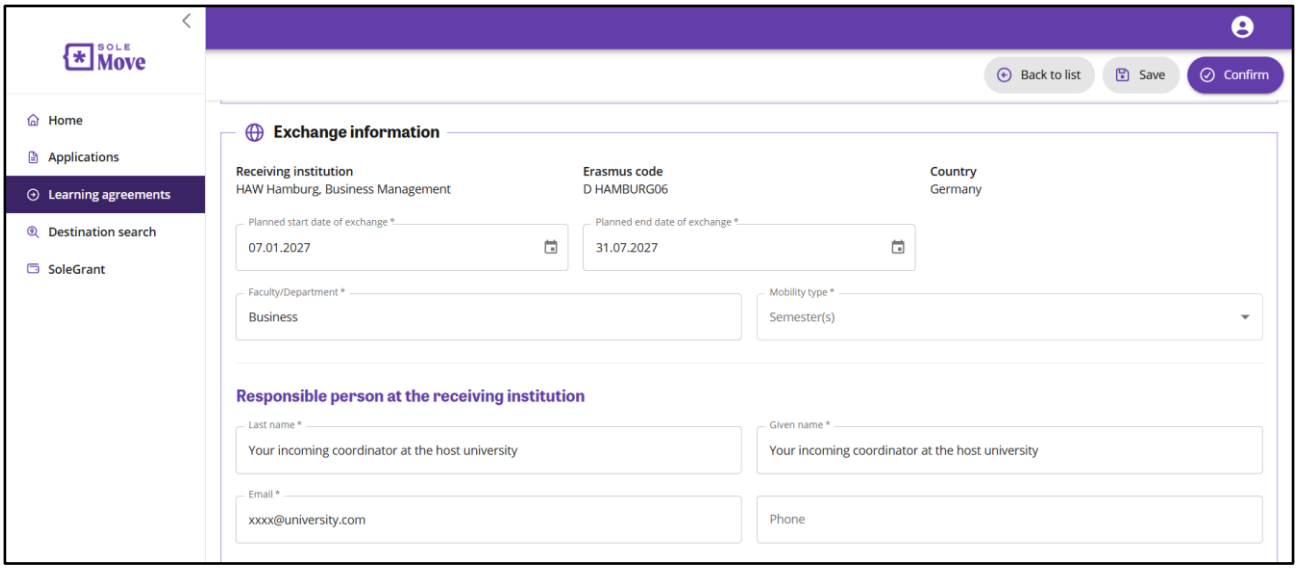
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3. Start by filling out the information about your studies at Laurea.

Responsible person at the sending institution (sending = Laurea) is your outgoing coordinator Jenni Korpela. Add her details there (see the screenshot with correct details).

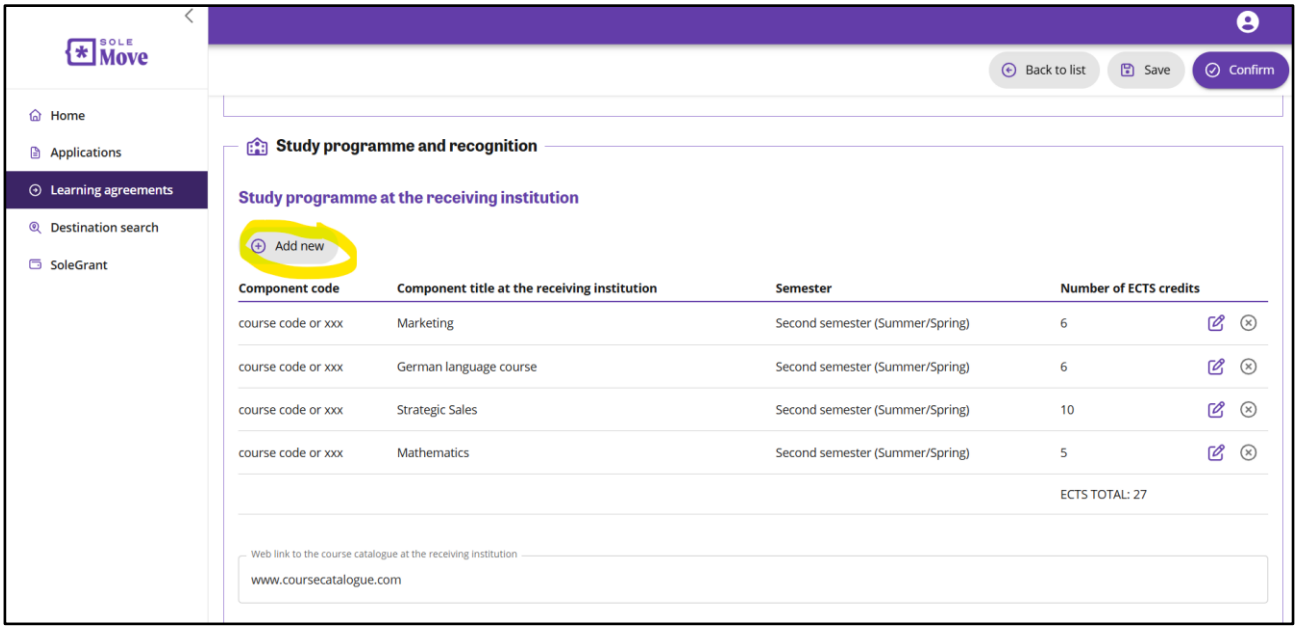


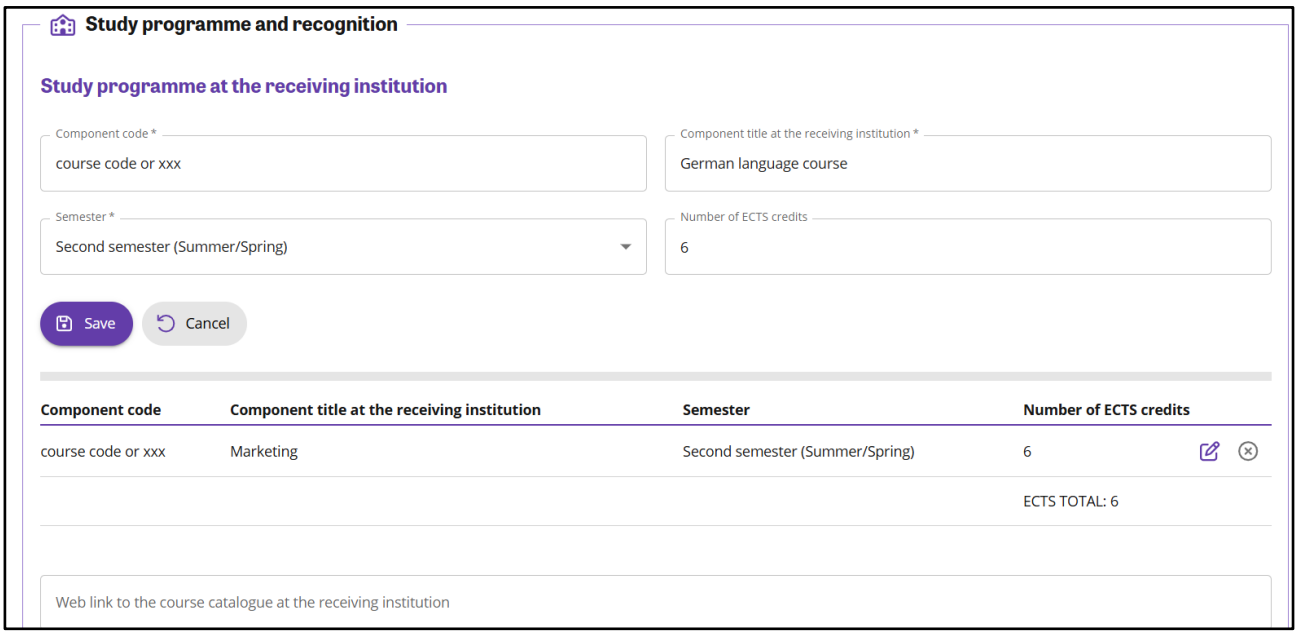
4. Continue with the information regarding the receiving institution (= your host university abroad). Please add here the name and email address of the host university's incoming coordinator. You might have received an email from that person regarding your application, so use that information. If you don't know who your coodinator is, you can contact Jenni from Laurea's International Affairs office and ask her (jenni.korpela@laurea.fi)



Instructions on how to fill out the Online Learning Agreement (OLA) in Solemove

5. Continue by adding the courses you would like to take at the partner university under the “Study programme at the receiving institution”.
    - Click “Add new” and then proceed by filling out the component (course) code or if you don’t know it (or there is no code), you can just add xxx.
    - Add the name of the course to “component title”.
    - Add the semester when you’ll be doing the courses.
    - Add the amount of ECTS credits per course.
    - If you have a link to the course catalogue at the host university, add that.



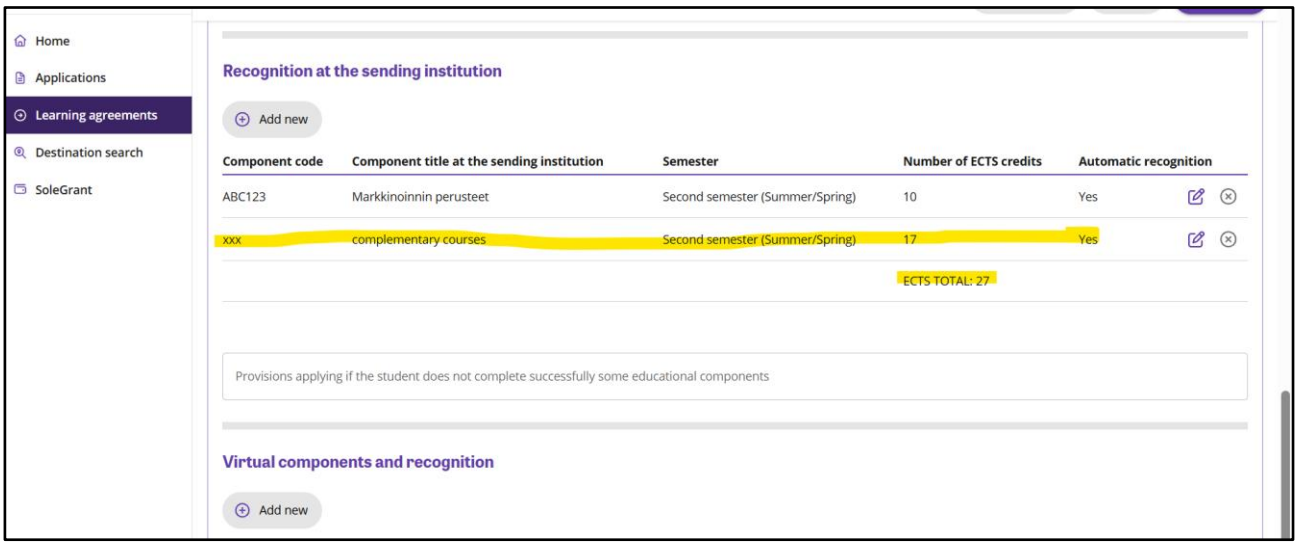


Instructions on how to fill out the Online Learning Agreement (OLA) in Solemove

6. Under the ”Recognition at the sending institution” you will add which courses from Laurea will you replace with the courses at the host university. If you will place all your courses from the exchange into your complementary studies (vapaavalintaiset), you can just add one line and add the information marked down below with yellow.

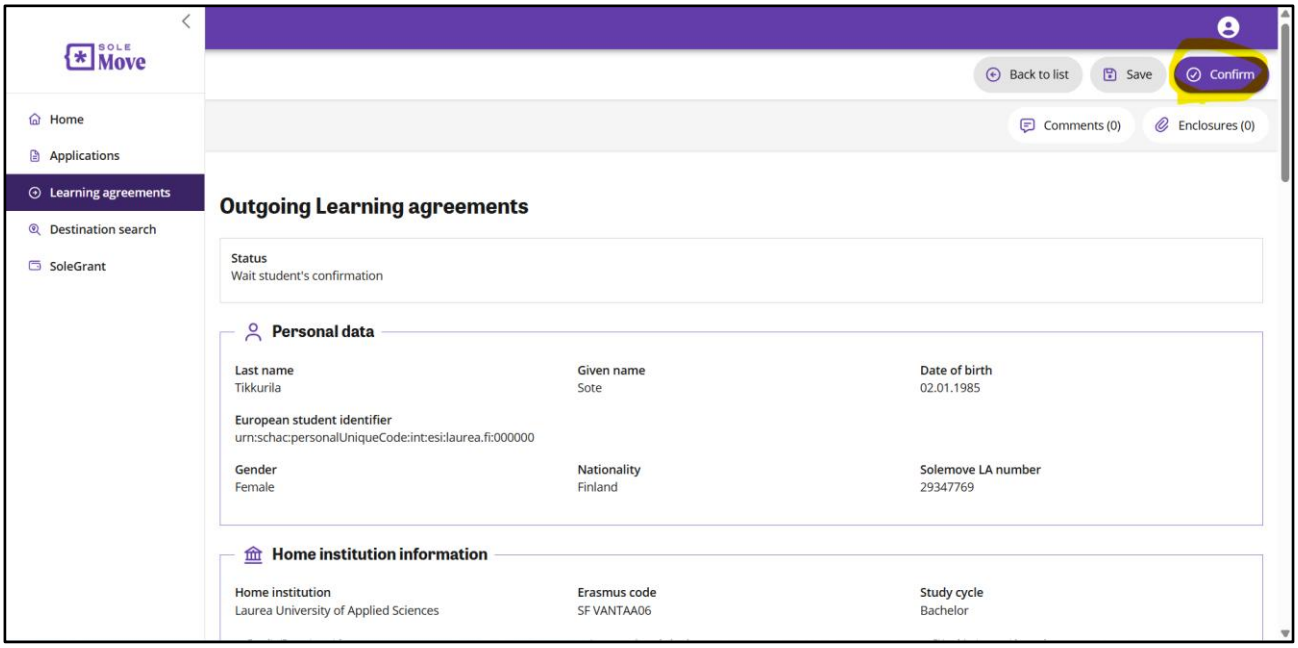
   However, if you are replacing specific courses from Laurea with the courses abroad, please add exact information about the courses being replaced.

   Please make sure that the ECTS amount at this table is exactly the same as in the table above.



7. Once you are done with listing all the courses, remember to click “save” and then proceed by clicking “Confirm” on the upper right corner of the page.

Once you have clicked “Confirm”, you cannot change any information anymore, so make sure that everything is correctly filled out before doing so.

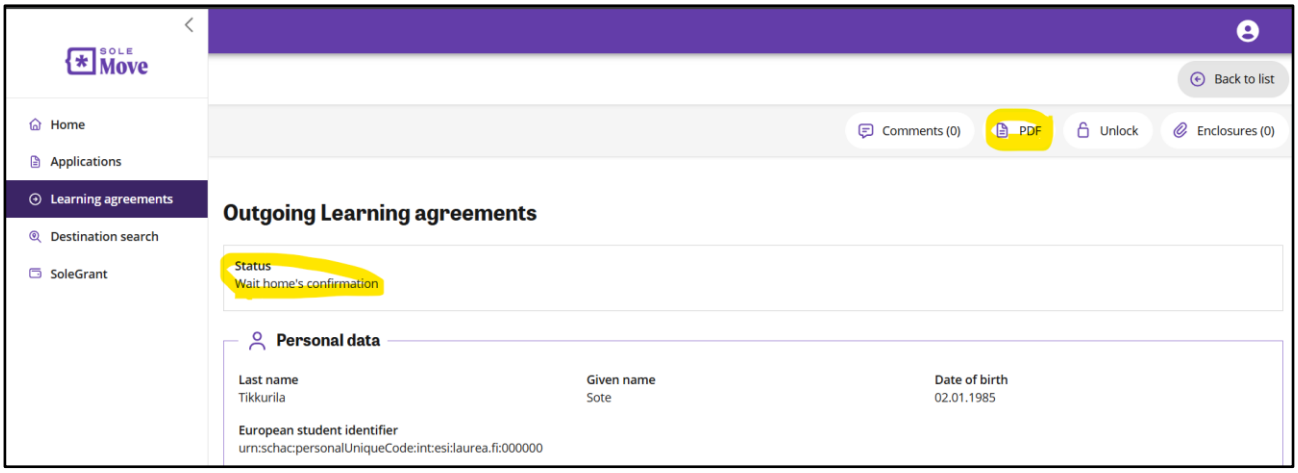


8. Once you have clicked ”Confirm”, the status should be “wait for home’s confirmation”. This means that you have done your part and now your home institution (Laurea) needs to confirm your course selection.

Please do the following: export this OLA as PDF and send it to your tutor teacher. She/he needs to confirm that the courses you have listed will fit your study plan at Laurea. It is helpful to send her/him the course description as well, especially if you are not placing all the courses from the exchange into complementary studies.

Once your tutor teacher has given an “ok” for the OLA **in written form** (i.e. email), please send a screenshot of the written confirmation or forward the email to Jenni Korpela from Laurea’s International Affairs team. Once Jenni has received the “ok” from you/your tutor teacher, she can go into Solemove and confirm the course selection from Laurea’s side.

After that is done, the partner university receives the OLA and can confirm on their side. You can see always in the status of the OLA who is the next one to confirm.



Once you, Laurea and the host university have confirmed your Learning Agreement, you are done with the process.

Please remember that if you need to change courses during the semester abroad, please contact Jenni Korpela, so that you can add/drop courses in your OLA. You will get access to the OLA only if Jenni “opens” the OLA for you again.