Instructions how to fill in **Online Learning Agreement (OLA)**

Erasmus+ programme Exchange Students who are coming within the inter-institutional agreements can use the [OLA](#).

Register and create a profile in [Student login form](#), or you can login with your google account.

SIX steps:

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**Step 1:** Fill in **Student** information

**Step 2:** Fill in **Sending Institution** information

**Step 3: Receiving Institution**

Receiving institution name: TARTU ULIKOOL

Faculty/Department (choose correct **faculty**):

- Faculty of Arts and Humanities
- Faculty of Social Sciences
- Faculty of Science and Technology
- Faculty of Medicine

Contact person name: Annika Kalda

Contact person email: annika.kalda@ut.ee

Contact person phone: +372 737 6085

**Step 4: Proposed Mobility Programme**

Table A: Study programme at the receiving institution: [https://www.ut.ee/en/courses-taught-english](https://www.ut.ee/en/courses-taught-english)
Table B: Recognition at the sending institution: recognition for the courses by sending institution. Please agree the courses with your home university.

Planned period of the mobility: from 09/2020 to 02/2021.

Language competence of the student: please indicate English language skills according to CEFR.

**Step 5: Responsible persons**

Responsible person at the Sending institution: please make sure to fill all fields correctly!

- Responsible person at the Receiving institution: student will be informed together with nomination email who is responsible person
- e-mail: ola@ut.ee
- position can be filled in as: Coordinator

**Step 6: Commitment**

Sign your OLA in the signature field in the computer with mouse or in touch screen. You can also download Erasmus APP to sign the OLA. After you have signed it, you must press the button send to the sending inst. coordinator.

Please note! OLA can be approved by UT only if all fields are filled in correctly and signed by your home university coordinator.

You can also make changes to OLA after you have arrived and fixed your study plan in Study Information System. In OLA, you will fill in During the Mobility part and it will be signed again by Student, Sending institution and Receiving Institution.