

## Comment utiliser le OLA - Online Learning Agreement

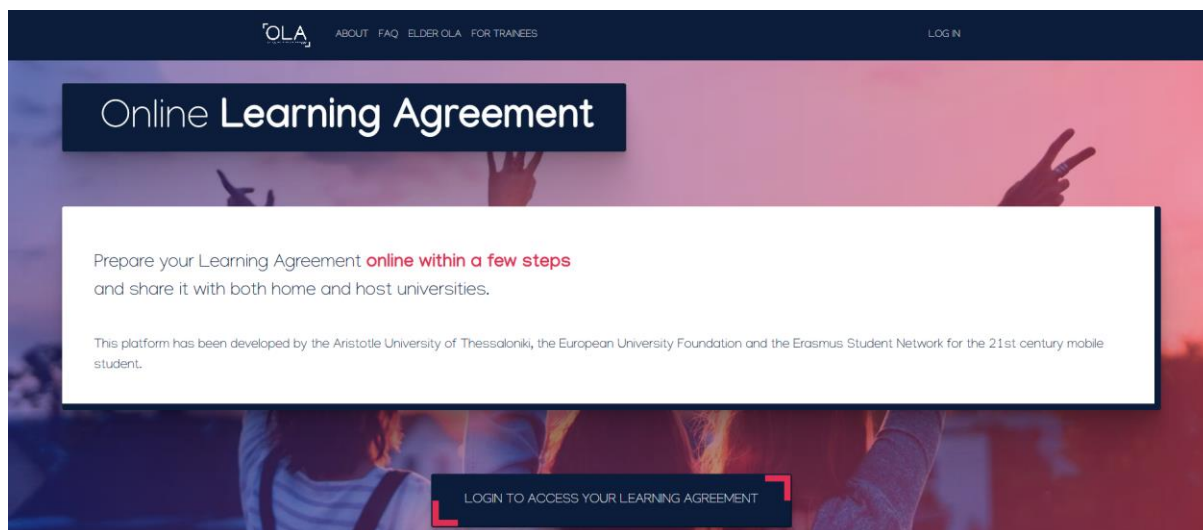
**Le contrat d'études ou Learning Agreement (LA)**, est un document **officiel et obligatoire** dans le cadre d'un échange Erasmus. Il est signé par vous et les enseignants responsables des universités d'envoi et d'accueil. Il permet de vous mettre d'accord sur un programme d'étude pendant votre échange en vue de la reconnaissance de ce programme dans votre diplôme d'origine.

Ce contrat doit être signé par les trois parties **avant le début de l'échange**. Dans le programme Erasmus, vous établir un contrat d'études en ligne.

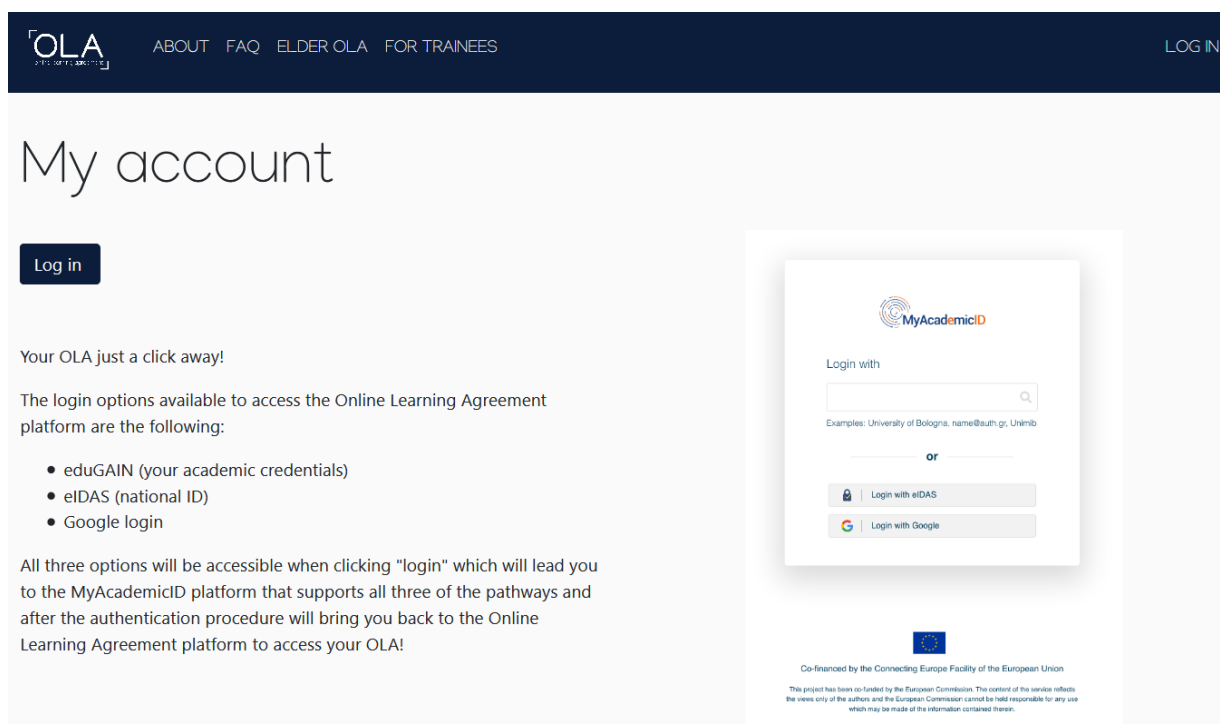
Voici comment créer votre contrat d'études en ligne (Online Learning Agreement). Notez qu'il n'est pas nécessaire que l'établissement d'accueil utilise le même outil. L'enseignant-coordonateur de l'université d'accueil recevra une notification grâce à l'email que vous aurez renseigné, ou via l'outil utilisé par son établissement.

**L'utilisation de la plateforme OLA est obligatoire** pour les étudiants de l'Université Paris Nanterre. Vous avez la possibilité d'éditer le contrat au format PDF sur la plateforme et ensuite de le transmettre à votre université d'accueil si besoin.

1- Accédez au site internet du [OLA](#)



2- Cliquez sur l'option « **Login to access your Learning Agreement** ».



3- Puis, cliquez sur « **Log in** » et ensuite dans la barre de recherche tapez « Nanterre » et sélectionnez « University Paris Nanterre ». Vous pourrez alors utiliser vos identifiants du portail numérique UPN pour accéder au OLA.



Login with

Examples: University of Bologna, name@auth.gr,  
Unimib

or



Login with eIDAS



Login with Google

4- Veuillez noter que vous pouvez accéder à la plateforme via le site internet ou [l'application E+](#) depuis votre portable.



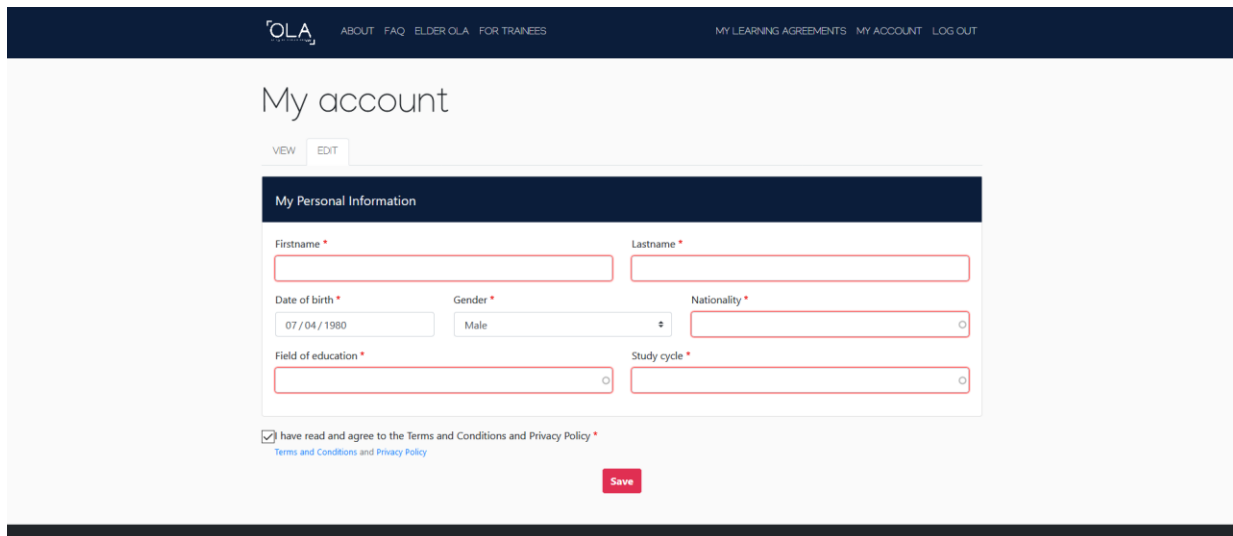
The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

**Proceed to register on the MyAcademicID IAM Service**

5- Une fois le login effectué, vous devez compléter vos informations personnelles dans votre espace personnel sur le site internet du OLA.



OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

## My account

VIEW EDIT

### My Personal Information

Firstname \*

Lastname \*

Date of birth \*

Gender \*

Nationality \*

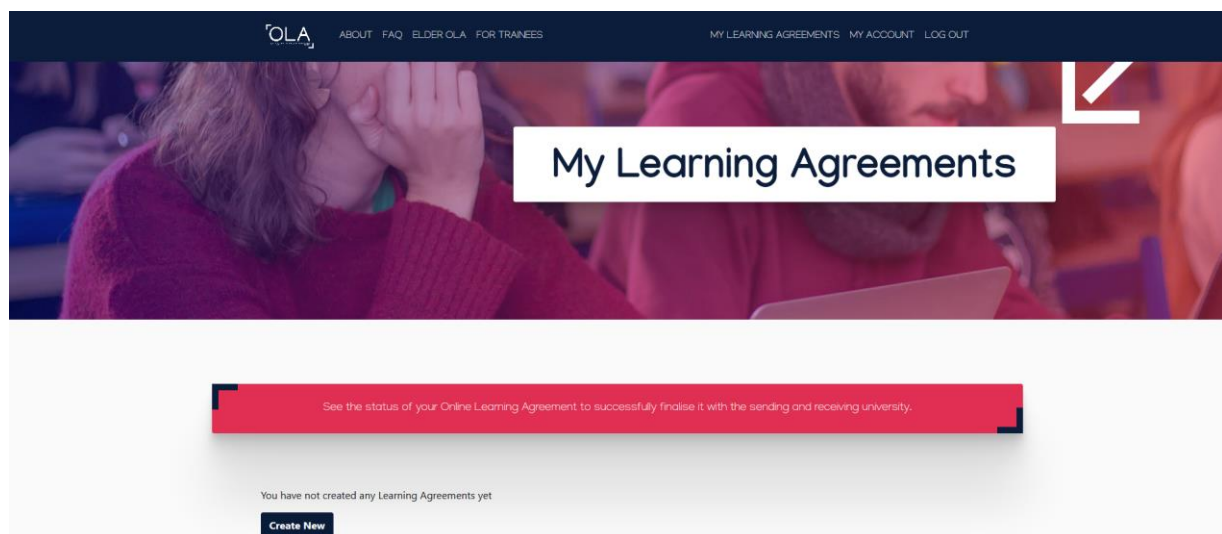
Field of education \*

Study cycle \*

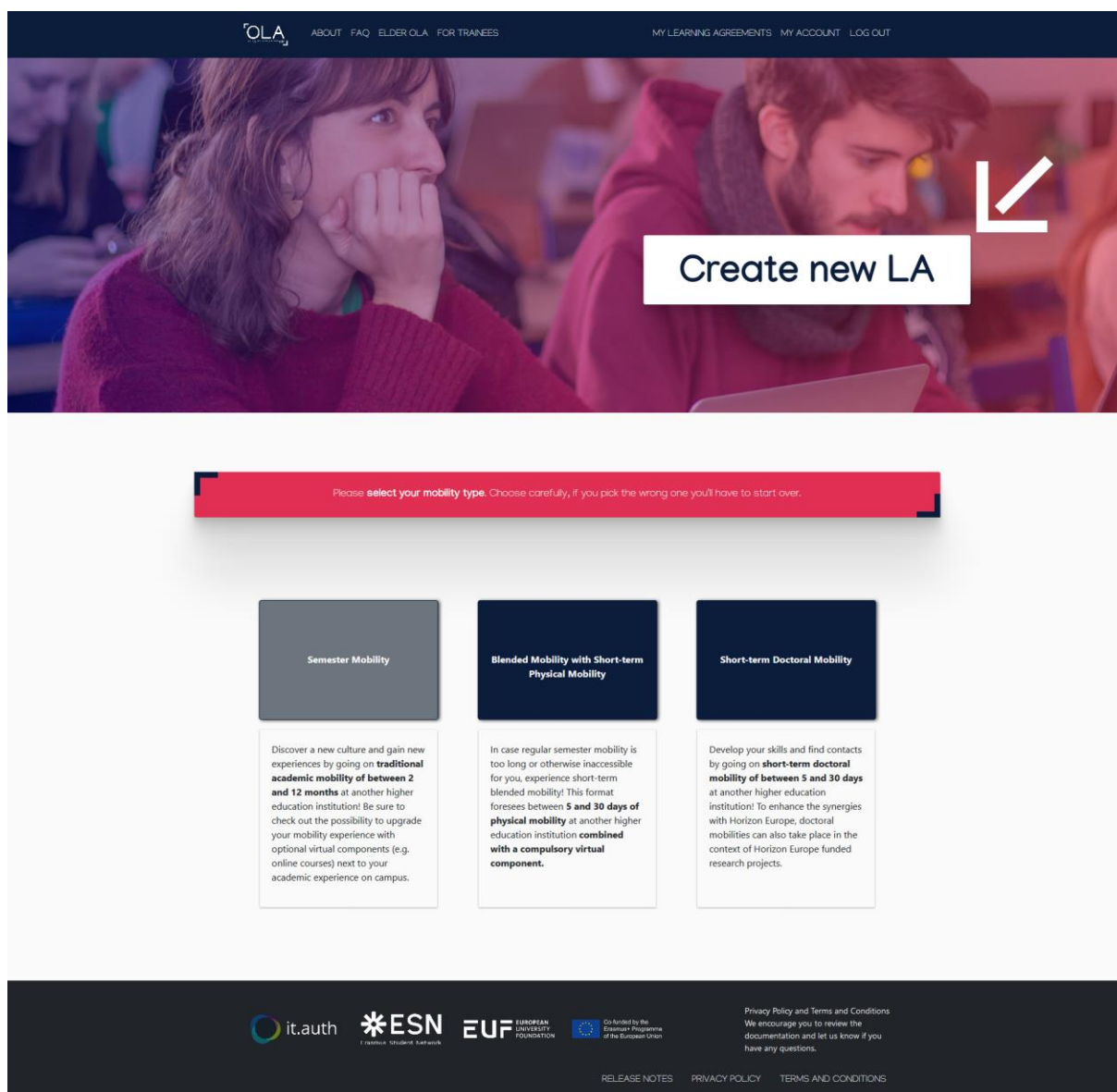
☒ I have read and agree to the Terms and Conditions and Privacy Policy \*  
[Terms and Conditions and Privacy Policy](#)

Save

6- Après avoir saisi et sauvegardé l'information, vous aurez accès à la page d'accueil du OLA, où vous trouverez vos Learning Agreements. Ensuite, vous pouvez procéder à créer un nouveau Learning Agreement en cliquant sur l'option « **Create New** ».



7- Ensuite, vous devez choisir le type de votre mobilité à partir des options disponibles : « **Semester Mobility** », « **Blended Mobility with Short-term Physical Mobility** », ou « **Short-term Doctoral Mobility** ».



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**Create new LA**

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

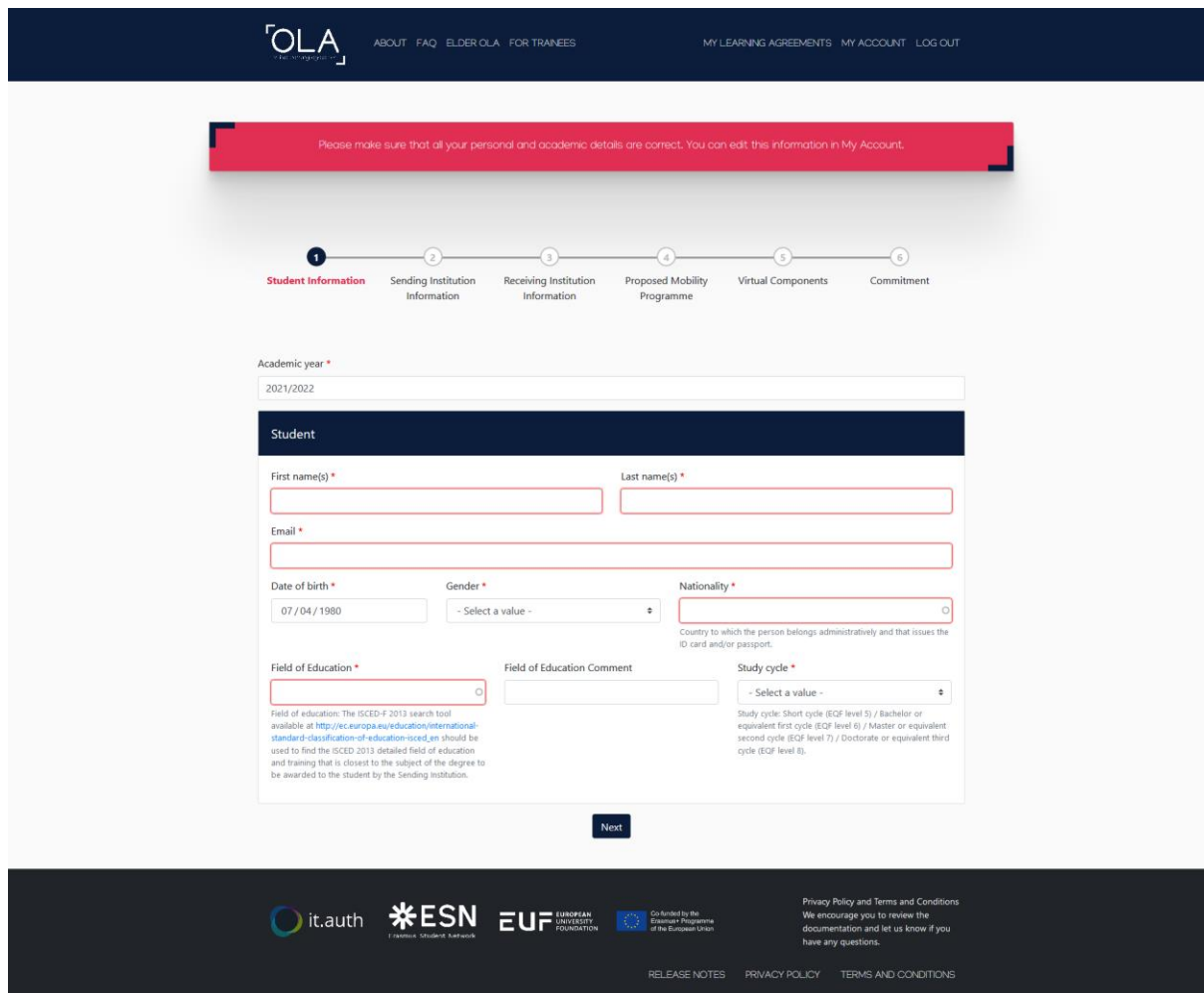
Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral Mobility
Discover a new culture and gain new experiences by going on <b>traditional academic mobility of between 2 and 12 months</b> at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.	In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between <b>5 and 30 days of physical mobility</b> at another higher education institution <b>combined with a compulsory virtual component</b> .	Develop your skills and find contacts by going on <b>short-term doctoral mobility of between 5 and 30 days</b> at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

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8- Après, vous accéderez aux différentes étapes pour la création de votre Learning Agreement, en commençant par la partie « **Student information** ».



Please make sure that all your personal and academic details are correct. You can edit this information in My Account.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year \*

2021/2022

**Student**

First name(s) \* Last name(s) \*

Email \*

Date of birth \* Gender \* Nationality \*

07 / 04 / 1980 - Select a value - Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \* Field of Education Comment Study cycle \*

- Select a value -

Field of education: The ISCED-F 2013 search tool available at <http://ec.europa.eu/education/international-standard-classification-of-education-isced-en> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

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9- « **Sending institution** » : choisissez le pays (France) et le nom de l'établissement d'origine (Université Paris Nanterre) et indiquez le nom du département concerné par l'accord Erasmus. Puis, vous devez remplir le cadre « **Sending Responsible Person** » avec le nom, la fonction et l'adresse e-mail de l'enseignant coordinateur à l'Université Paris Nanterre, qui est le signataire de votre Learning Agreement.

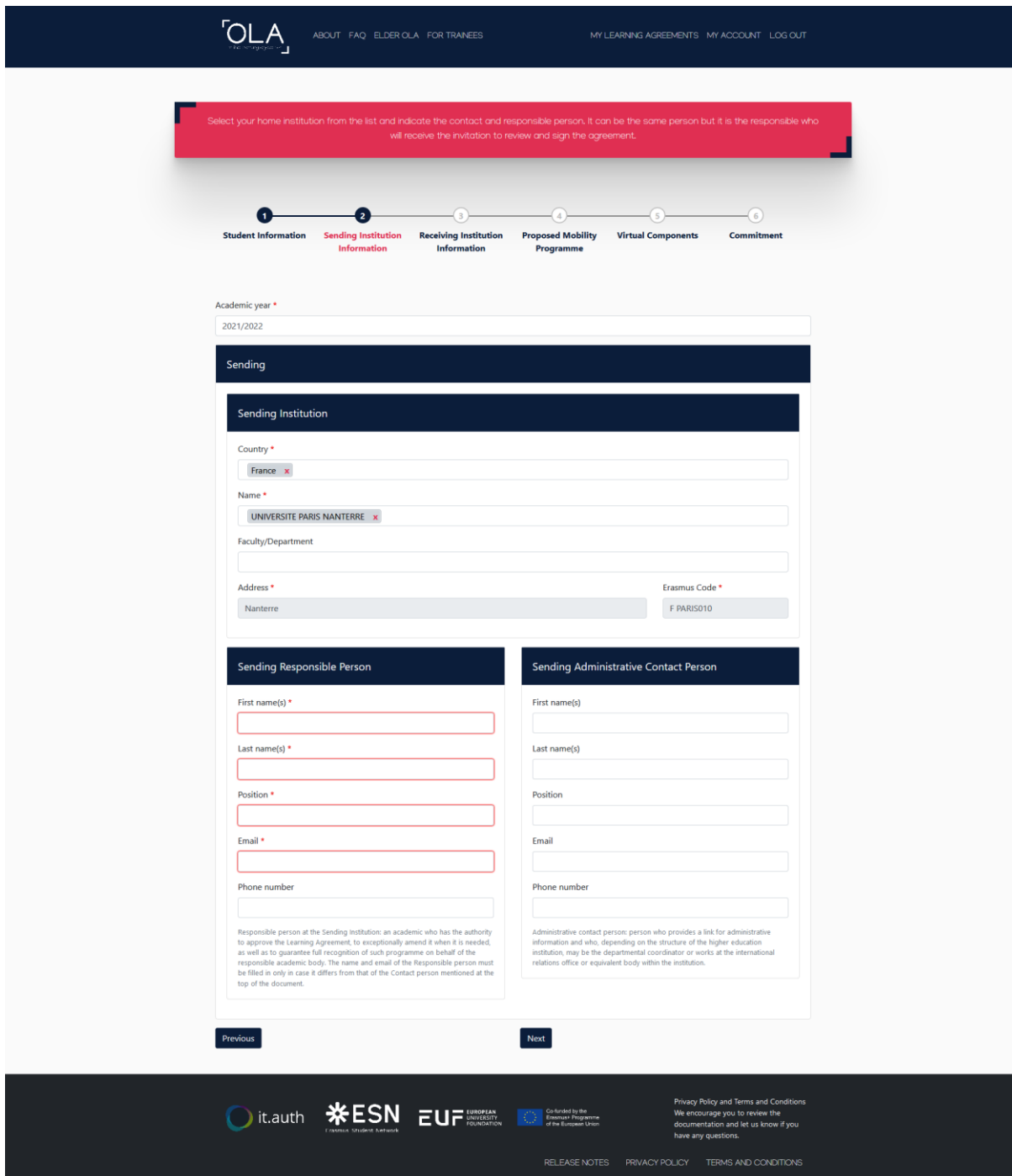
**IMPORTANT** : c'est **indispensable** de bien remplir les champs pour le « **Sending Responsible Person** » car **seules cette personne est habilitée à signer le contrat d'études**. En cas d'erreur, le processus de signature serait considérablement ralenti car à partir du moment où vous avez signé le contrat d'études, vous ne pouvez plus le modifier. **Pour pouvoir le modifier** et indiquer la personne correcte, le contrat d'études doit être préalablement rejeté, soit par le destinataire incorrect que vous avez indiqué, soit par le Service des Relations Internationales. Adressez-vous en priorité à votre gestionnaire du SRI et demandez-lui de rejeter votre contrat d'études pour pouvoir le modifier. Vous trouverez la liste des enseignants coordinateurs de Nanterre [ici](#).

Vous avez l'option de remplir le cadre « **Sending Administrative Contact Person** » avec le nom, la fonction et l'adresse e-mail de votre gestionnaire du Service des relations internationales à l'Université Paris Nanterre (ce champ n'est pas obligatoire).

Gestionnaires de la mobilité sortante à l'Université Paris Nanterre (Administrative Contact Person) :

- Pour les étudiants dans une formation avec une mobilité obligatoire (double diplôme ou autre) : Sarah CHAOUCHI : [s.chaouchi@parisnanterre.fr](mailto:s.chaouchi@parisnanterre.fr)

- Pour les autres étudiants Erasmus : Nadia TAHRI : [n.tahri@parisnanterre.fr](mailto:n.tahri@parisnanterre.fr)



The screenshot shows the 'Sending Institution' step of the OLA process. At the top, a pink banner instructs users to select their home institution and indicate the contact and responsible person. Below this is a progress bar with six steps: 1. Student Information, 2. Sending Institution Information (current step), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

The 'Sending Institution' section includes fields for:

- Academic year: 2021/2022
- Country: France
- Name: UNIVERSITE PARIS NANTERRE
- Faculty/Department: (empty)
- Address: Nanterre
- Erasmus Code: F PARIS010

Below these are two columns for contact information:

- Sending Responsible Person:** Fields for First name(s), Last name(s), Position, Email, and Phone number. A note states: 'Responsible person at the Sending institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.'
- Sending Administrative Contact Person:** Fields for First name(s), Last name(s), Position, Email, and Phone number. A note states: 'Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.'


At the bottom are 'Previous' and 'Next' buttons.

The footer contains logos for it.auth, ESN (Erasmus Student Network), EUP (European University Foundation), and the European Union flag, along with links for Privacy Policy and Terms and Conditions.

10- « **Receiving institution** »: choisissez le pays et le nom de votre université d'accueil. Puis remplissez les informations pour les cadres « **Receiving Responsible Person** » et « **Receiving Administrative Contact Person** ».

**IMPORTANT :** c'est **indispensable** de bien remplir les champs pour le « **Receiving Responsible Person** »

avec les coordonnées de l'enseignant coordinateur de l'université d'accueil (sauf si l'université d'accueil vous indique une autre adresse spécifique, dans ce cas-là suivez leurs instructions) car **seules cette personne est habilitée à signer le contrat d'études**. En cas d'erreur, le processus de signature serait considérablement ralenti car à partir du moment où vous avez signé le contrat d'études, vous ne pouvez plus le modifier. **Pour pouvoir le modifier** et indiquer la personne correcte, le contrat d'études doit être préalablement rejeté, soit par le destinataire incorrect que vous avez indiqué, soit par le Service des Relations Internationales. Adressez-vous en priorité à votre gestionnaire du SRI et demandez-lui de rejeter votre contrat d'études pour pouvoir le modifier.


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Select your host institution from the list and indicate the contact and responsible person. It can be the same person but it is the responsible who will receive the invitation to review and sign the agreement.

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Student Information
Sending Institution Information
**Receiving Institution Information**
Proposed Mobility Programme
Virtual Components
Commitment

Academic year \*  
2021/2022

Receiving

Receiving Institution

Country \*  
Country of the institution

Name \*  
Name of the institution

Receiving Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

Receiving Administrative Contact Person

First name(s)

Last name(s)





Position

Email

Phone number

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

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Next

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11- Dans la section « **Proposed Mobility Programme** », vous devez d'abord cliquer sur « **Add Component to Table A** » afin d'ajouter les cours que vous allez suivre à l'université d'accueil. Chaque cours doit être ajouté séparément. En principe, le catalogue ou la liste des cours ouverts aux étudiants d'échange est disponible via le site internet de l'université d'accueil (rubrique « International », « Exchange students », « Incoming students », etc.). A la suite de votre nomination, vous devriez également recevoir une information à ce sujet de la part de l'université d'accueil.

OLA

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Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.

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Student Information

Sending Institution Information

Receiving Institution Information

Proposed Mobility Programme

Virtual Components

Commitment

Academic year \*

2021/2022

Preliminary LA

Planned start of the mobility \*

06 / 09 / 2021

Planned end of the mobility \*

15 / 01 / 2022

**Table A - Study programme at the Receiving Institution \***

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*

English

The level of language competence \*

B2

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**Table B - Recognition at the Sending Institution \***

No Component added yet.

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

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Component to Table A			<a href="#">Remove</a>
<b>Component title at the Receiving Institution (as indicated in the course catalogue) *</b>			
<input type="text"/>			
An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.			
<b>Component Code *</b>	<b>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *</b>	<b>Semester *</b>	
<input type="text"/>	<input type="text"/>	- Select a value -	
ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.			


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Open Learning Agency

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### Table B - Recognition at the Sending institution \*

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) \*

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code \*

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*

Semester \*


Select a value

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

☒ Automatically recognised towards student degree

Automatic recognition comment

10


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Student Information
Sending Institution Information
Receiving Institution Information
Proposed Mobility Programme
Virtual Components
Commitment

Academic year \*

**Table C**  
  
Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.  
[Add Component to Table C](#)


[Previous](#)
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13- Finalement, dans la section « **Commitment** » vous allez signer votre Learning Agreement en cliquant sur « **Sign and send the Online Learning Agreement to the Responsible Person at the Sending Institution for review** ». Le LA sera transmis au professeur coordinateur de l'Université Paris Nanterre pour ça validation.


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Student Information
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Virtual Components
**Commitment**

Academic year \*





**Commitment Preliminary**

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

[Previous](#)
[Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review](#)





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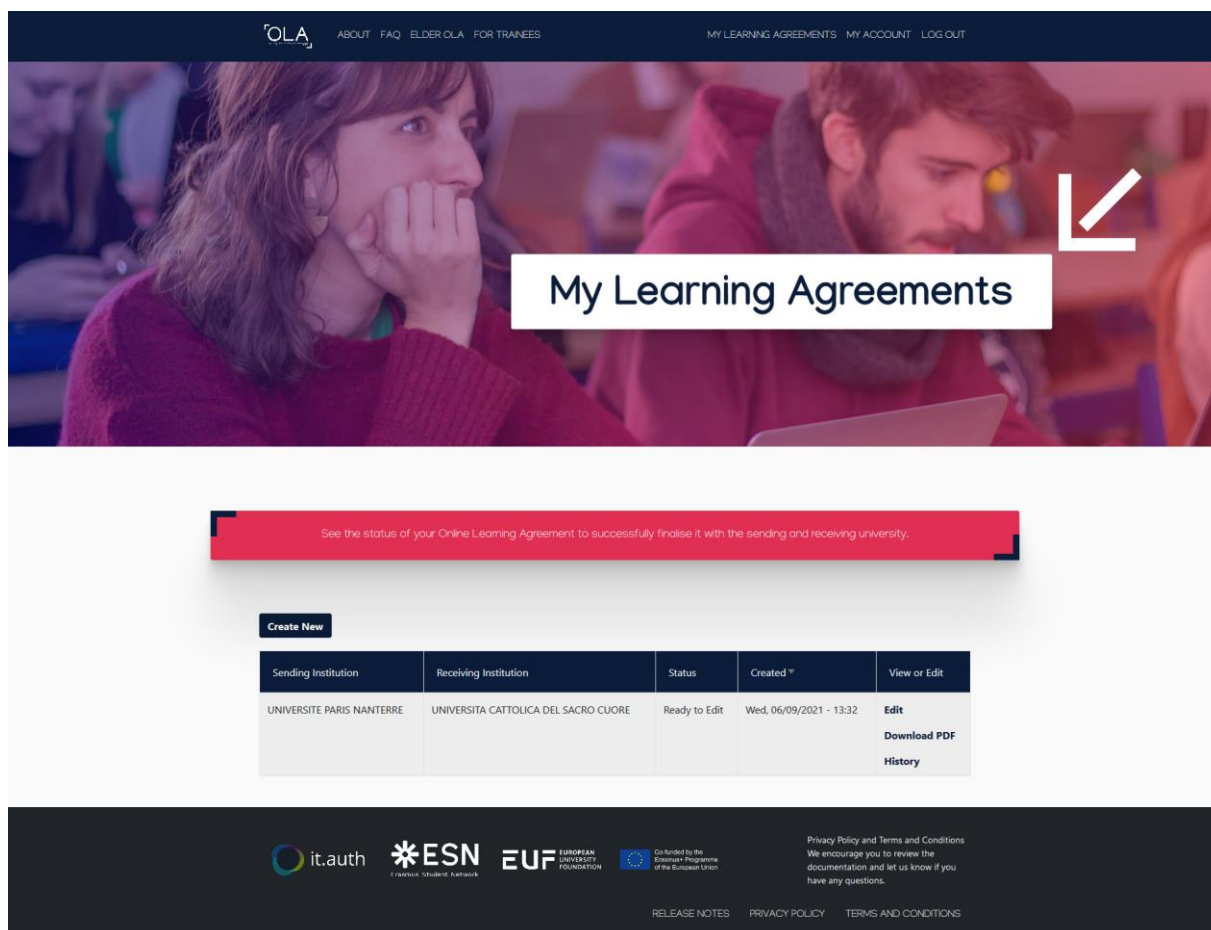
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## Modification du contrat d'études

Au début de votre échange, vous devrez peut-être y apporter des modifications (du fait de l'indisponibilité d'un cours, ou d'un conflit d'emploi du temps par exemple). Cela sera possible à condition que le contrat d'études initial - « Learning Agreement (before mobility) » - ait été signé par les trois parties.

Pour modifier votre Learning Agreement, connectez-vous à la plateforme et cliquez sur « **Edit** ».



Sending Institution	Receiving Institution	Status	Created **	View or Edit
UNIVERSITE PARIS NANTERRE	UNIVERSITA CATTOLICA DEL SACRO CUORE	Ready to Edit	Wed, 06/09/2021 - 13:32	<a href="#">Edit</a> <a href="#">Download PDF</a> <a href="#">History</a>

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