

User Manual Online Learning Agreement (OLA)

2021

AGROCAMPUS OUEST

Created by : Léa Bouillé

l'institut Agro

agriculture • alimentation • environnement



Learning Agreement

The learning agreement is a compulsory document in the framework of your Erasmus exchange and must be signed before the beginning of your mobility by you, the coordinator of your home university and the Agrocampus Ouest coordinator (Angers: Aurélie Guineberteau / Rennes: Christelle Harché). It includes the list of courses (title, code, number of ECTS / number of hours). In order to facilitate the administrative procedures, the learning agreement is now to be filled in and signed via the Erasmus + mobile application or on the online platform Online Learning Agreement.

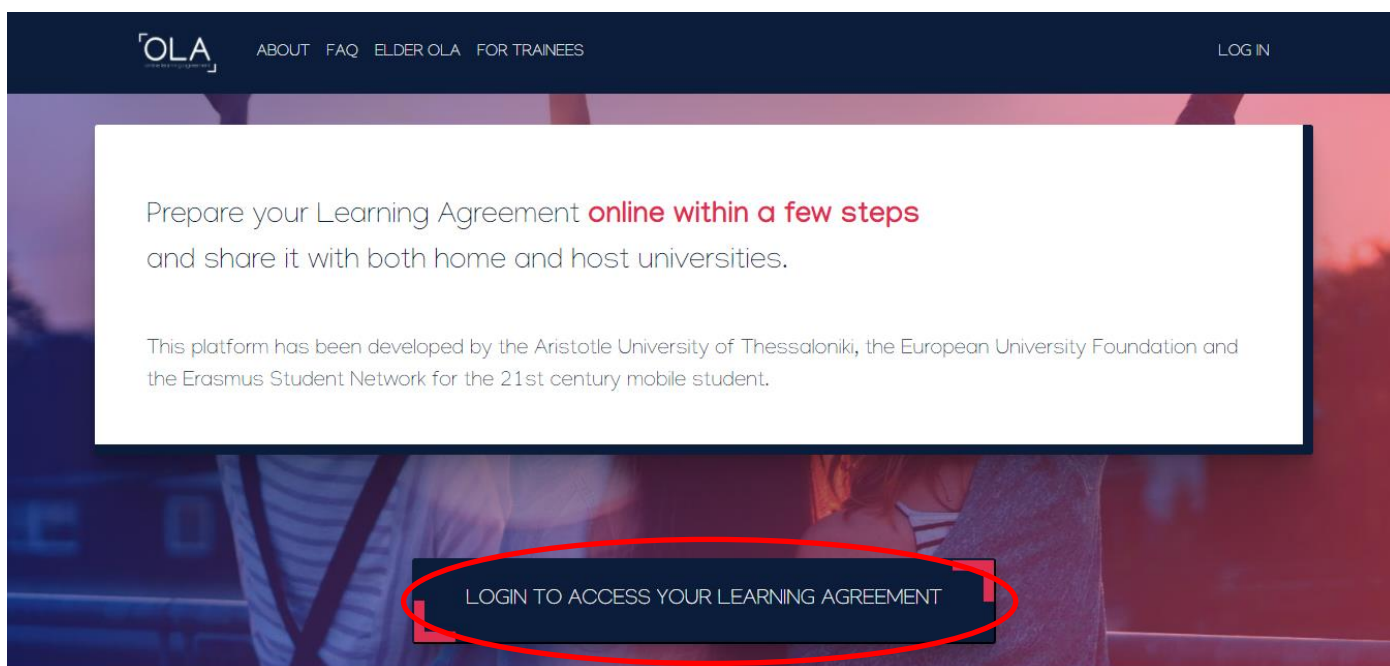
The following guidelines will help you to register on this platform, to fill in the learning agreement and sign it. Once signed by you, it will automatically be sent to the indicated coordinator at your home university for validation and signature.

1. Create your « ERASMUS+ profile »

Click on the following link :

<https://www.learning-agreement.eu/>

Click on « LOGIN TO ACCESS YOUR LEARNING AGREEMENT » then on « Log in »

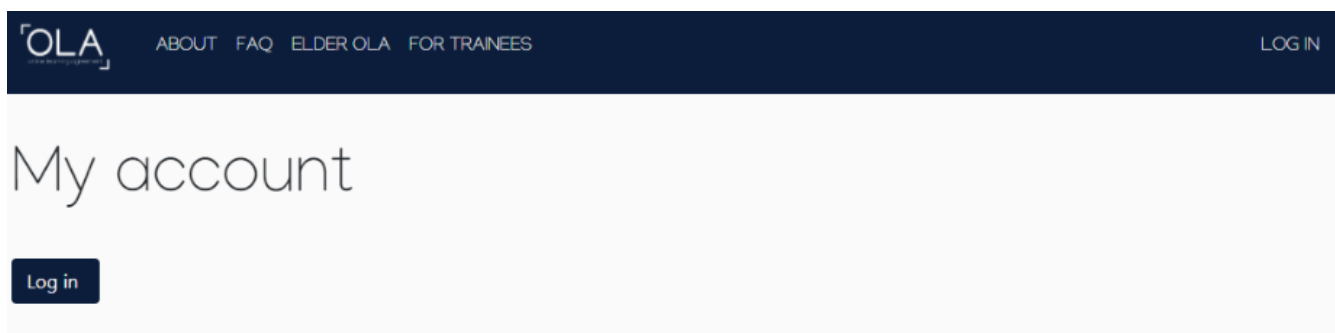


OLA
ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

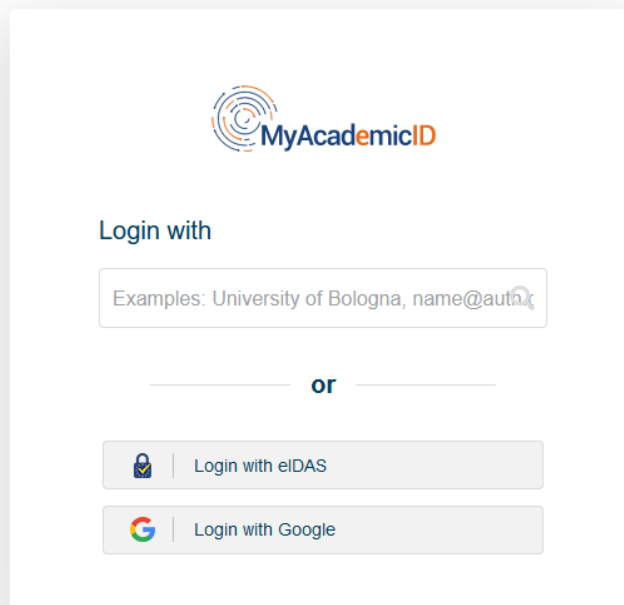


OLA
ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

My account

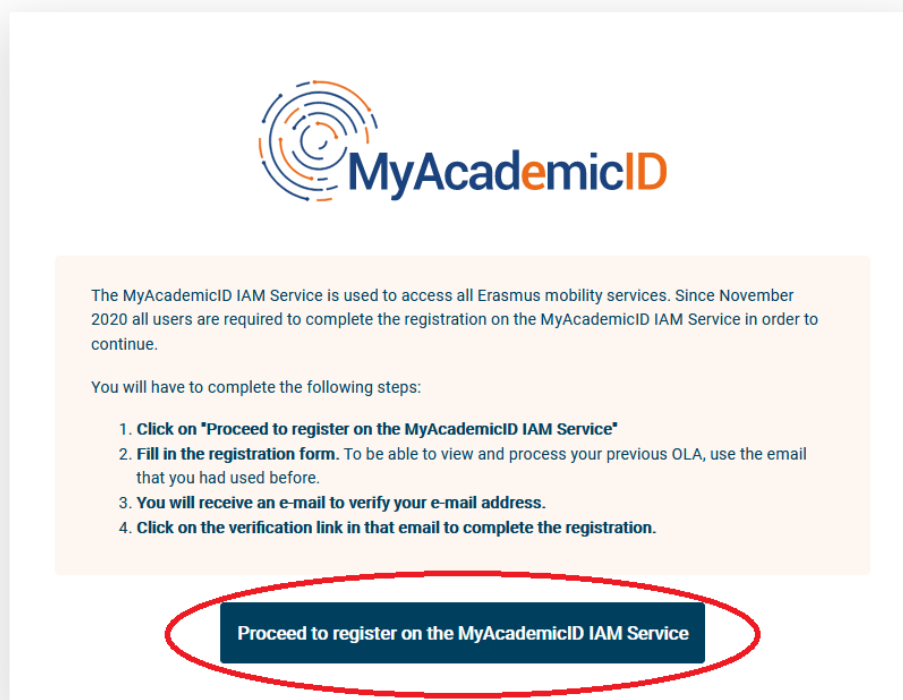
Log in

Enter the name of your home institution.



The image shows a login interface for MyAcademicID. At the top is the MyAcademicID logo. Below it, the text "Login with" is followed by a text input field containing the placeholder text "Examples: University of Bologna, name@autn". Below the input field is the word "or" centered between two horizontal lines. At the bottom, there are two buttons: "Login with eIDAS" with a lock icon and "Login with Google" with the Google logo.

Then, click on « Proceed to register on the MyAcademicID IAM Service ».



The image shows a registration instruction page for MyAcademicID. At the top is the MyAcademicID logo. Below it, a text box contains the following information:

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.**

At the bottom of the page, a dark blue button with the text "Proceed to register on the MyAcademicID IAM Service" is circled in red.

Indicate your name, first name, home university_email address and username (example : firstnamename).

The screenshot shows the 'MyAcademicID Registration' page. At the top, there is a navigation bar with the 'eduTEAMS' logo, 'Registrar', and links for 'Form', 'Submitted registrations', and 'Sign out'. The main form contains the following fields: 'Name*' with the value 'Lea BOUILLE', 'E-mail*' with the placeholder 'Firts name NAME', and 'Username*' with a dropdown menu. Below the form, there is a section for 'MyAcademicID Acceptable Use Policy' with a 'Confirm' checkbox checked and a 'Submit' button.

A confirmation email will be sent to the indicated email address. Click on the link sent in the email to confirm the creation of your user account.

Enter your personal information :

Field of education :

- Agriculture (081)
- Horticulture (0812)
- Landscape (0731)

Study Cycle:

Bachelor or equivalent first cycle (EQF level 6)

Master or equivalent second cycle (EQF level 7)

Doctorate or equivalent third cycle (EQF level 8)

The screenshot shows the 'My Personal Information' form in the OLA system. The form includes fields for 'Firstname*', 'Lastname*', 'Date of birth*' (with a calendar icon), 'Gender*' (with a dropdown menu), 'Nationality*', 'Field of education*', and 'Study cycle*'. At the bottom, there is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy*' and a 'Save' button.



2. Create your Learning Agreement

-Click on Create New :

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

My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

You have not created any Learning Agreements yet

Create New

-Select your mobility type: « Semester Mobility » :

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

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** 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.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** 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.

1- Student Information : check the accuracy of the information and click on «Next»

Academic year *
2021/2022

Student

First name(s) *
Prénom

Last name(s) *
Nom

Email *
prenom.nom@agrocampus-ouest.fr

Date of birth *
28/07/2001

Gender *
Female

Nationality *
France (280)
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *
Horticulture (0812) (B25)
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.

Field of Education Comment

Study cycle *
Master or equivalent second cycle (EQF le
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

2- Sending Institution: choose the name of your home university, then the name and email address of the responsible person at the Sending Institution, who will have the authority to approve your Learning Agreement.

Academic year *
2021/2022

Sending

Sending Institution

Country *
Country of the institution

Name *
Name of the institution



| Sending Responsible Person | Sending Administrative Contact Person |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First name(s) * <input type="text"/> | First name(s) <input type="text"/> |
| Last name(s) * <input type="text"/> | Last name(s) <input type="text"/> |
| Position * <input type="text"/> | Position <input type="text"/> |
| Email * <input type="text"/> | Email <input type="text"/> |
| Phone number <input type="text"/> | Phone number <input type="text"/> |
| <small>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.</small> | <small>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.</small> |
| Previous | Next |

3- Receiving Institution : choose the country, then « Institut National d’Enseignement Supérieur pour l’Agriculture, l’Alimentation et l’Environnement », the Faculty (Angers or Rennes campus), then the name and email address of the responsible person at Agrocampus Ouest.

Receiving responsible person and Receiving administrative contact person (Angers campus) : Aurélie Guineberteau - student.mobility@agrocampus-ouest.fr - International Exchange Coordinator

Receiving responsible person and Receiving administrative contact person (Rennes campus) : Christelle Harché - student.mobility@agrocampus-ouest.fr- Outgoing Student Officer

Faculty / Department : Angers campus or Rennes campus



Academic year *
2021/2022

Receiving

Receiving Institution

Country *
Country of the institution

Name *
Name of the institution

| Receiving Responsible Person | Receiving Administrative Contact Person |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| First name(s) * <input type="text"/> | First name(s) <input type="text"/> |
| Last name(s) * <input type="text"/> | Last name(s) <input type="text"/> |
| Position * <input type="text"/> | Position <input type="text"/> |
| Email * <input type="text"/> | Email <input type="text"/> |
| Phone number <input type="text"/> | Phone number <input type="text"/> |
| <small>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.</small> | |

4- Proposed Mobility Programmes:


4-1 - Fill in the period of your mobility and complete « Table A » with the list of Agrocampus Ouest courses you have chosen.

Here is the link to access the course offer at Agrocampus Ouest : <https://www.agrocampus-ouest.fr/international/etudier-agrocampus-ouest/venir-en-semester-dechange> (FR) and <https://international.agrocampus-ouest.fr/autumn-semester> (ENG)



Preliminary LA

Planned start of the mobility *

jj/mm/aaaa 

Planned end of the mobility *




jj/mm/aaaa 

Table A - Study programme at the Receiving institution *


| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Component to Table A Remove | | |
| Component title at the Receiving Institution (as indicated in the course catalogue) * | | |
| <input type="text"/> | | |
| <small>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.</small> | | |
| Component Code * | Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * | Semester * |
| <input type="text"/> | <input type="text"/> | - Select a value -  |
| <small>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.</small> | | |
| Deleted Component: <i>Component t...</i> Confirm removal  | | |

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 *

- Select a value - 

The level of language competence *

- Select a value - 

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>



4-2- Then complete « Table B » with the course list from your sending institution.

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 * |
| <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.

Automatically recognised towards student degree

Automatic recognition comment

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>.

Previous Next

5- Virtual Components : Skip this step.

6- Commitment : Please update the academic year if necessary (academic year of the planned mobility) and sign in the frame with your computer mouse or your smartphone, then click on « Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review ».

The screenshot displays a progress bar at the top with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Commitment' step is highlighted in red. Below the progress bar, there is a text input field for 'Academic year' with '2020/2021' entered. Underneath is a section titled 'Commitment Preliminary' containing a large text area with a 'Clear' button. The text in this area reads: '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.'

The screenshot shows two navigation buttons: 'Previous' and 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review'. The second button is highlighted with a red oval.

Your Learning Agreement will be automatically sent to sign to the responsible person of your home university, then to the responsible person of Agrocampus Ouest (you do not need to send it). At any time, the learning agreement can be downloaded in pdf format.

If you have a problem, please contact the International Relations Office at the following address : student.mobility@agrocampus-ouest.fr



Erasmus+