User Manual
Online Learning Agreement (OLA)
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 »
Enter the name of your home institution.

Then, click on « Proceed to register on the MyAcademicID IAM Service ».
Indicate your name, first name, home university email address and username (example: firstnamename).

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)
2. Create your Learning Agreement

-Click on Create New:

-Select your mobility type: « Semester Mobility »:
1- **Student Information**: check the accuracy of the information and click on «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.
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
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-semestre-dechange](https://www.agrocampus-ouest.fr/international/etudier-agrocampus-ouest/venir-en-semestre-dechange) (FR) and [https://international.agrocampus-ouest.fr/autumn-semester](https://international.agrocampus-ouest.fr/autumn-semester) (ENG)
Table A - Study programme at the Receiving institution

Component code at the Receiving Institution (as indicated in the course catalogue) *

Component Code *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Component Code *

Published Component: Component 1...

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 institutions 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 outcomes. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. (Use only one line)

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/metadata/european-language-descrip-tion
4-2 - Then complete « Table B » with the course list from your sending institution.

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

<table>
<thead>
<tr>
<th>Component to Table B</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue) *</th>
</tr>
</thead>
</table>

An “educational component” is a self-contained and formally-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.

<table>
<thead>
<tr>
<th>Component Code *</th>
<th>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *</th>
<th>Semester *</th>
</tr>
</thead>
</table>

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]

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

**Erasmus+**
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 ».

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