

# TUTORIEL OLA

## INTRODUCTION

Une bonne préparation de votre contrat pédagogique (Learning Agreement) est la clé de la réussite de votre expérience de mobilité et assure la reconnaissance académique de votre période de mobilité. Il expose les détails des activités prévues à l'étranger (y compris les crédits ECTS à obtenir qui seront intégrés dans votre cursus universitaire).

Avant d'élaborer la version définitive du contrat pédagogique, vous devrez présenter au coordinateur académique de votre formation un projet de proposition d'études dans lequel figurent les matières choisies à l'université étrangères et qui seront reconnues à l'UPPA.

La version définitive de votre **contrat pédagogique "learning agreement"** devra être saisie sur la plateforme **OLA** : <https://www.learning-agreement.eu/>

Le contrat pédagogique a une valeur contractuelle, de sorte que seul ce qui figure dans la proposition sera reconnu. Ce document sera la garantie de votre reconnaissance des matières choisies à l'étranger à votre retour et devra être signé par toutes les parties (étudiant, enseignant à l'UPPA et enseignant à l'université d'accueil).

La plateforme OLA <https://www.learning-agreement.eu/> permettra de vous faciliter ces démarches et vient en complément de l'application des candidatures Erasmus Mobility Online.

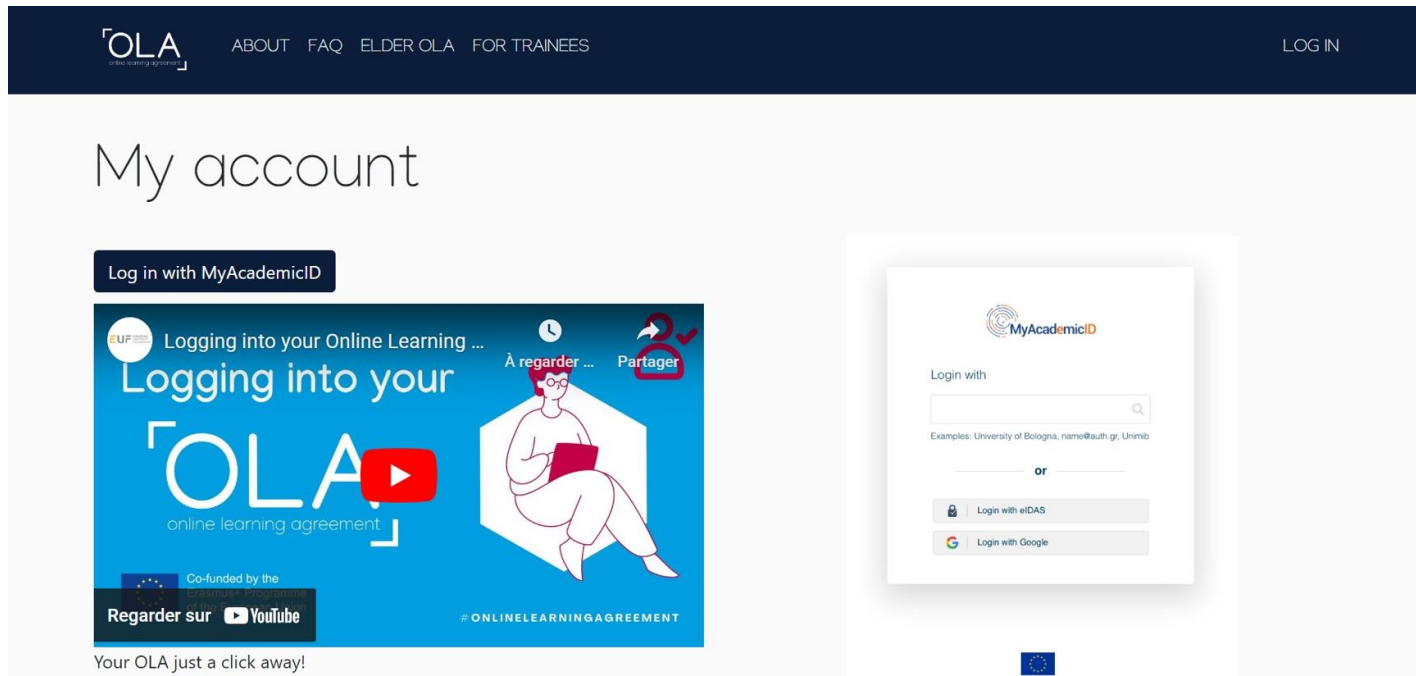
Elle permet d'éviter l'impression des contrats pédagogiques pour privilégier la signature électronique à distance.

Les modifications éventuelles du contrat pédagogique devront également se faire via OLA. Ces modifications doivent rester exceptionnelles et effectuées dans les délais fixés par vos établissements d'envoi et d'accueil (au plus tard 5 semaines après votre arrivée à l'institution d'accueil).

Les modifications visant à prolonger la durée de la période de mobilité doivent également être effectuées dans les délais prévus dans les établissements.

Vous trouverez ci-après les captures d'écran des différentes étapes que vous allez rencontrer pour créer votre contrat pédagogique sur OLA.

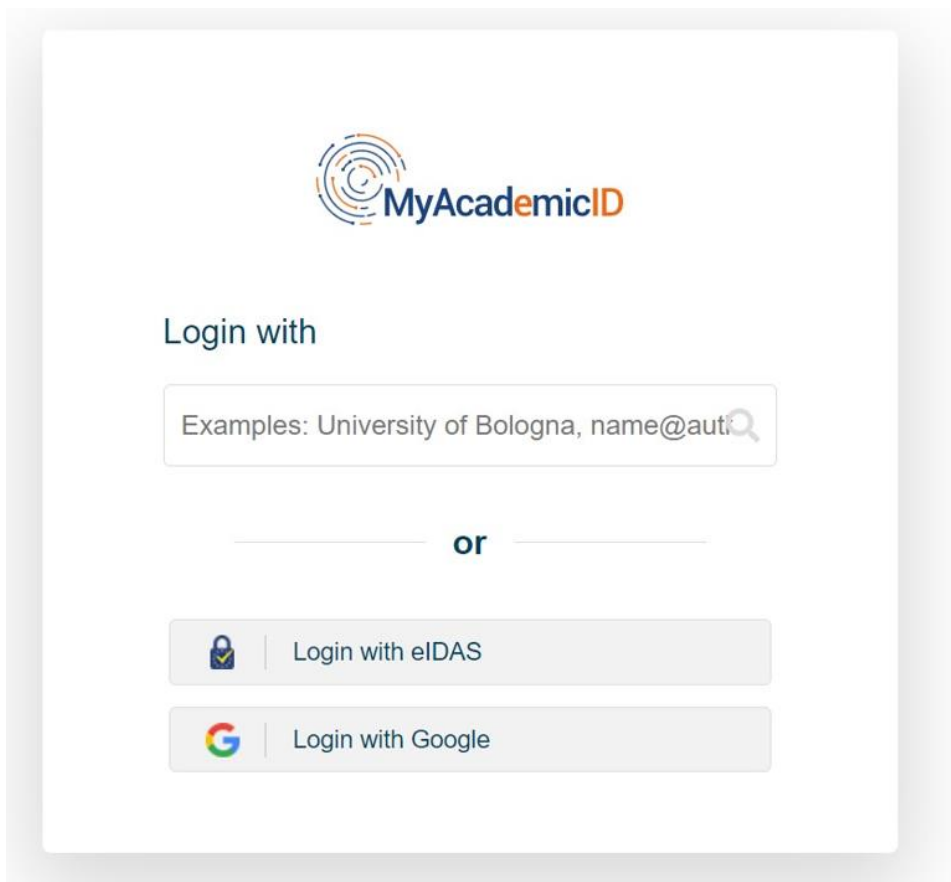
## CREATION DU COMPTE



The screenshot displays the OLA website interface. At the top, a dark blue navigation bar contains the OLA logo, links for ABOUT, FAQ, ELDER OLA, and FOR TRAINEES, and a LOGIN button. Below the navigation bar, the main heading "My account" is visible. A prominent blue banner features the text "Logging into your Online Learning ..." and "OLA online learning agreement". It includes a red play button icon, a clock icon with the text "À regarder ...", and a red speech bubble icon with the text "Partager". The banner also mentions "Co-funded by the European Union" and "Regarder sur YouTube". Below the banner, the text "Your OLA just a click away!" is displayed. To the right, a white login box titled "MyAcademicID" shows a "Login with" field, a search icon, and examples of login credentials. Below the login field, there are buttons for "Login with eIDAS" and "Login with Google". A small European Union flag is visible at the bottom of the login box.

## TUTORIEL OLA


Saisir « Université de Pau et des Pays de l'Adour » ou l'adresse email de l'UPPA (ENT) pour se connecter.



The image shows a login interface for MyAcademicID. At the top is the MyAcademicID logo, which consists of a circular icon with orange and blue lines and the text "MyAcademicID". Below the logo is the text "Login with". Underneath is a search input field with the placeholder text "Examples: University of Bologna, name@auti" and a magnifying glass icon. Below the input field is a horizontal line with the word "or" in the center. At the bottom are two login buttons: "Login with eIDAS" with a blue padlock icon and "Login with Google" with the Google logo.

# TUTORIEL OLA

Vérifier que les informations sont correctes avant de cliquer sur «Submit »

Registrar

FormSubmitted registrationsSign out

## MyAcademicID Registration

Name\*

E-mail\*

[Acceptable Use Policy](#)

I have read and agreed with the MyAcademicID Acceptable Use Policy\*

☒ Confirm

> Submit

Support: [support@myacademicid.org](mailto:support@myacademicid.org)

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## TUTORIEL OLA

La fenêtre suivante s'affichera : suivez les indications mentionnées pour pouvoir poursuivre la navigation.



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.

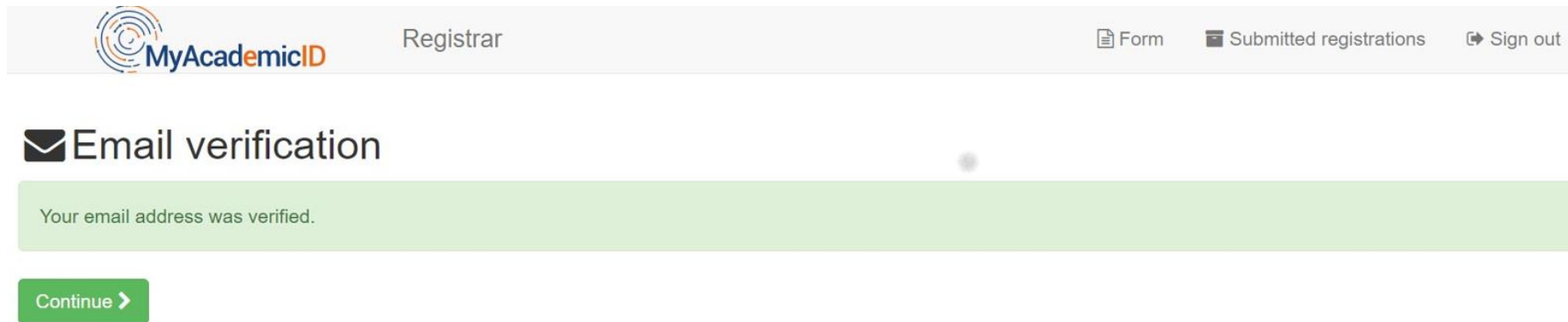
You will have to complete the following steps:

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**

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Voici ce qui s'affiche une fois que vous avez effectué la vérification demandée :



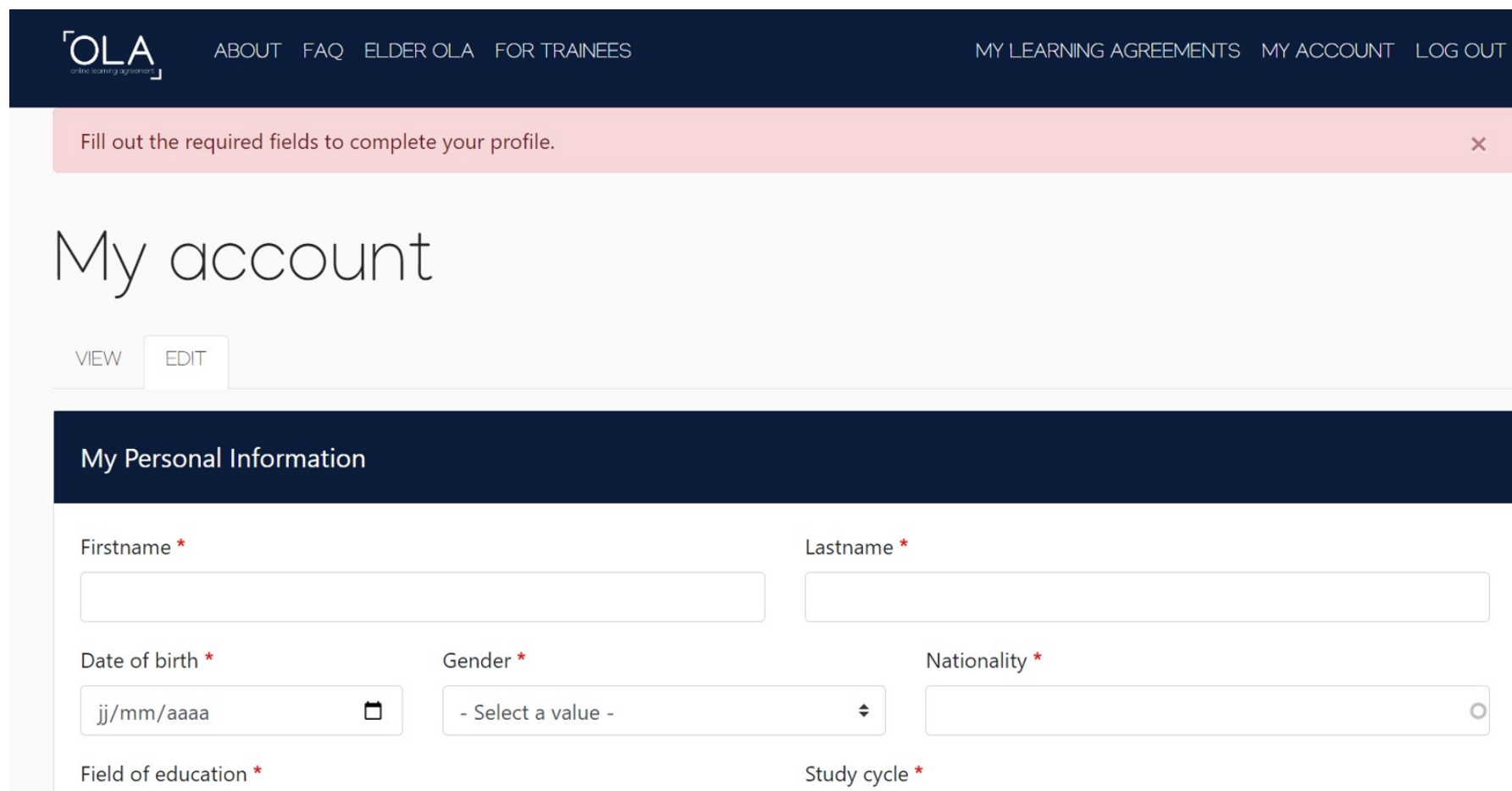
The screenshot shows the MyAcademicID Registrar interface. At the top, there is a navigation bar with the MyAcademicID logo, the word "Registrar", and links for "Form", "Submitted registrations", and "Sign out". Below the navigation bar, the main heading is "Email verification" with an envelope icon. A green message box states "Your email address was verified." Below this message is a green button labeled "Continue >".

## TUTORIEL OLA

### SAISIE DES DONNEES PERSONNELLES

Pour collecter les informations demandées, vous pouvez vous connecter sur Mobility Online et cliquer sur « Display application ».

Puis compléter tous les champs demandés et cliquer sur « save ».

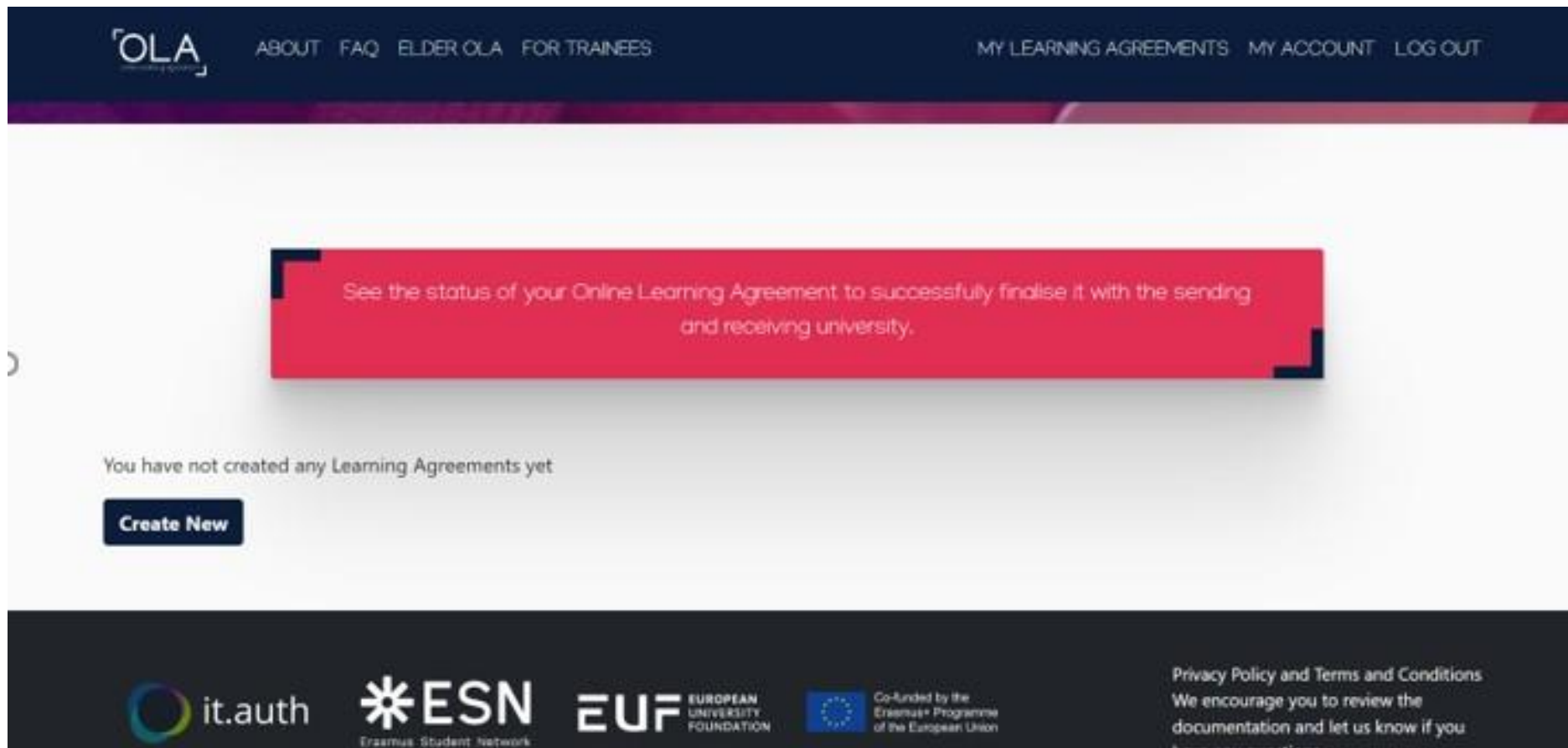


The screenshot shows the OLA 'My account' page. At the top, there is a dark blue navigation bar with the OLA logo and links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar is a pink notification bar that says 'Fill out the required fields to complete your profile.' with a close button. The main heading is 'My account'. Below it are two buttons: 'VIEW' and 'EDIT'. The 'My Personal Information' section contains several form fields, all marked with a red asterisk to indicate they are required:

- Firstname \*
- Lastname \*
- Date of birth \* (with a calendar icon and placeholder 'jj/mm/aaaa')
- Gender \* (with a dropdown menu showing '- Select a value -')
- Nationality \* (with a dropdown menu showing a globe icon)
- Field of education \*
- Study cycle \*

## TUTORIEL OLA

Puis cliquer sur « Create New » pour accéder à la suite de la saisie.



OLA  
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

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

it.auth

ESN  
Erasmus Student Network

EUF  
EUROPEAN  
UNIVERSITY  
FOUNDATION

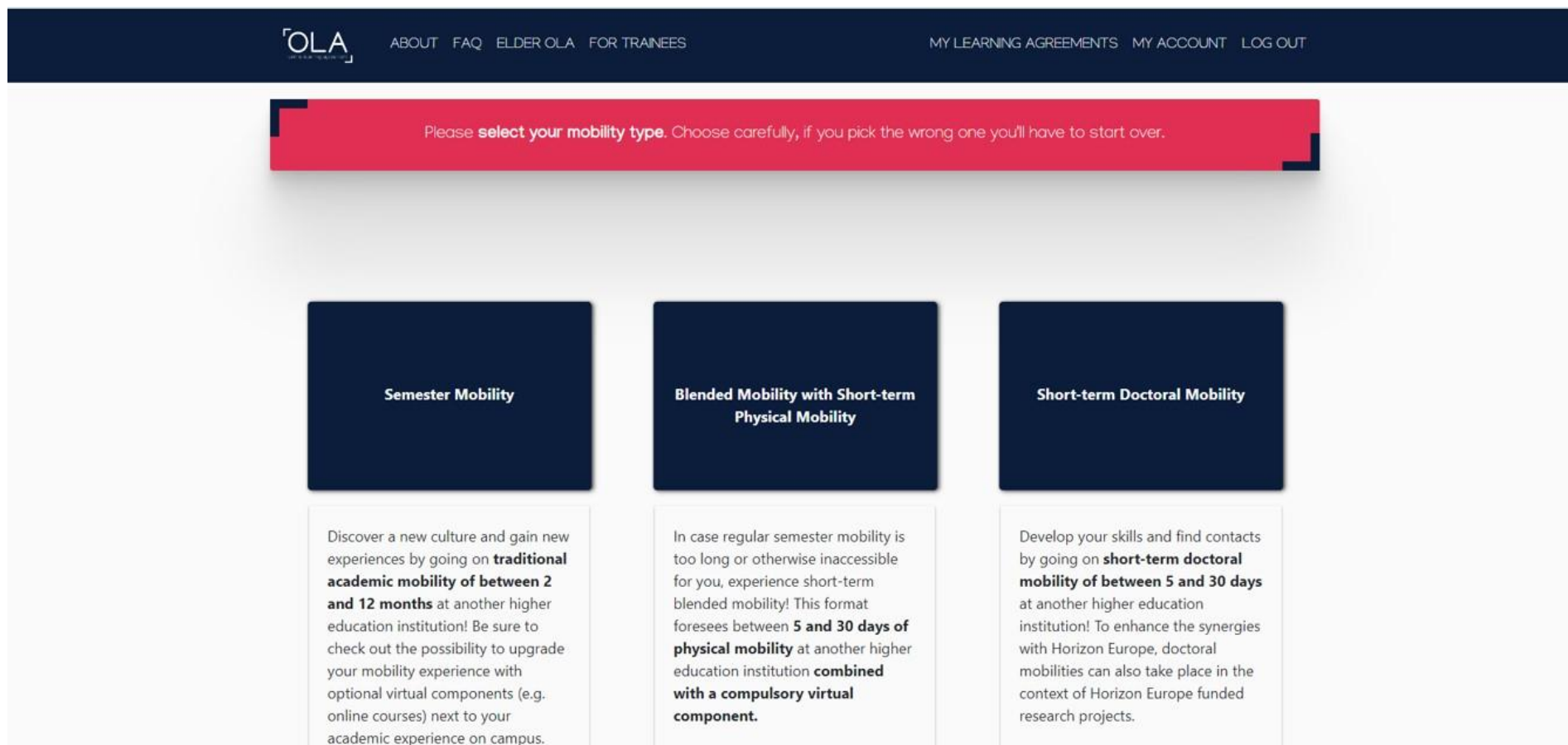
Co-funded by the  
Erasmus+ Programme  
of the European Union

Privacy Policy and Terms and Conditions  
We encourage you to review the  
documentation and let us know if you  
have any questions



## TUTORIEL OLA

Cliquer sur « Semester Mobility »



The screenshot shows the OLA (Online Learning Agreement) website interface. At the top is a dark blue navigation bar with the OLA logo and links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar is a red banner with the text: "Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over." Below the banner are three dark blue boxes, each representing a mobility option. Each box has a title and a description.

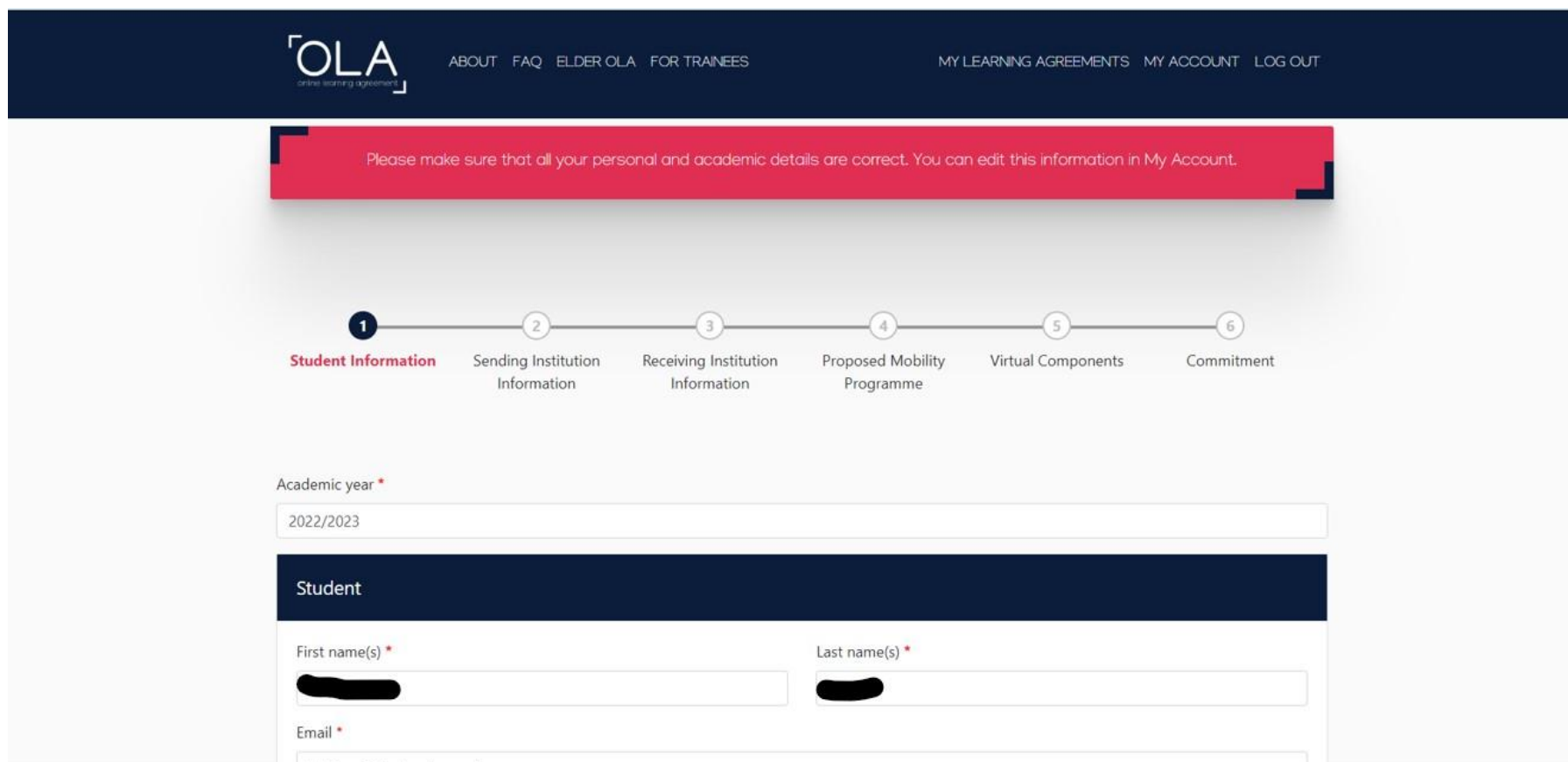
Semester Mobility	Blended Mobility with Short-term Physical Mobility	Short-term Doctoral Mobility
Discover a new culture and gain new experiences by going on <b>traditional academic mobility of between 2 and 12 months</b> at another higher education institution! Be sure to check out the possibility to 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.

## TUTORIEL OLA

Suivre et compléter les étapes proposées sauf l'étape 5 « Virtual Components » qui ne vous concerne pas si vous ne choisissez pas de cours à distance. Changer l'année académique affichée si nécessaire.

❶ **Student Information** : vérifier les informations avant de poursuivre à l'étape suivante.

Pensez à consulter l'adresse email que vous avez saisie (y compris vos spams) pour le suivi de signature du contrat pédagogique.



The interface shows the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, LOG OUT. A red banner states: "Please make sure that all your personal and academic details are correct. You can edit this information in My Account."

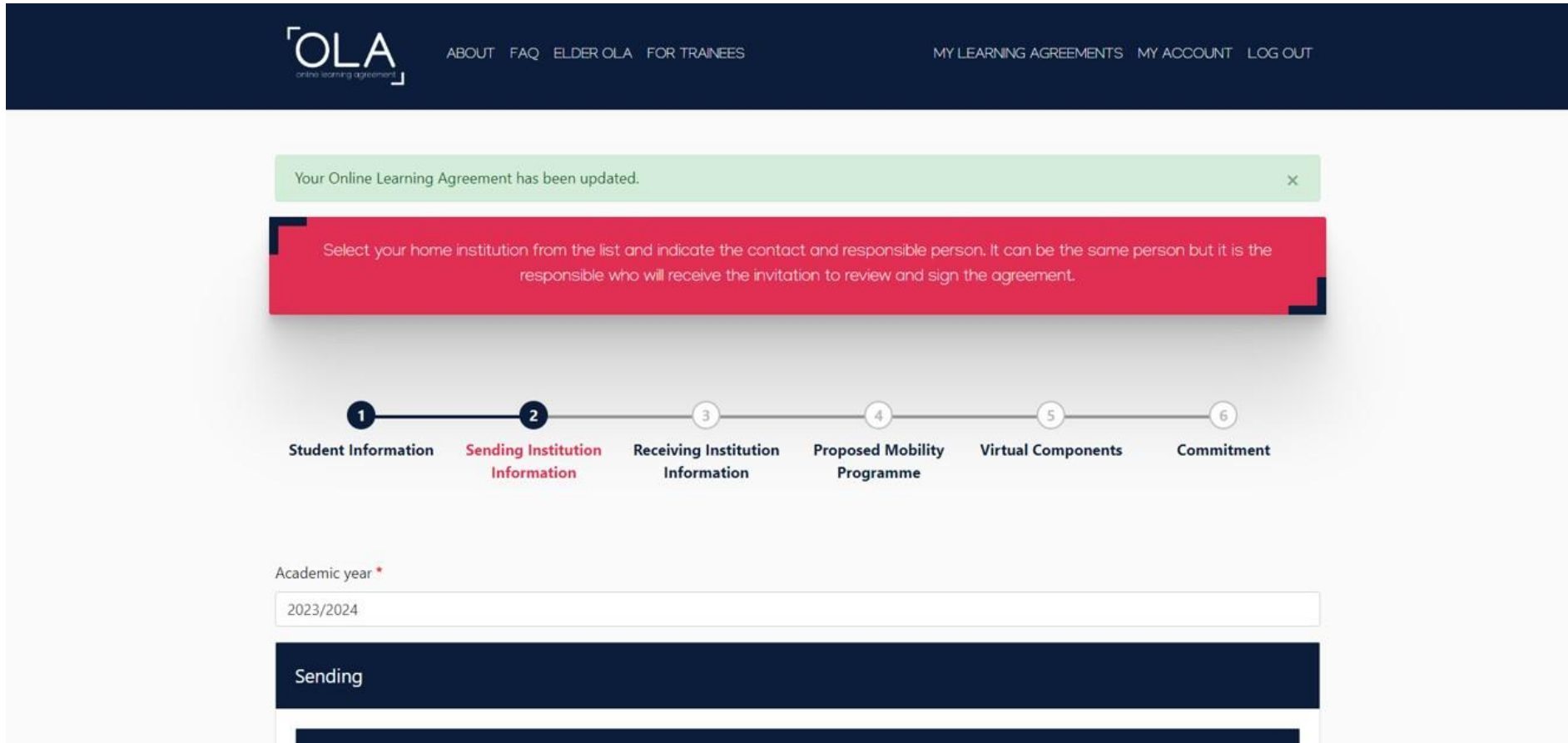
A progress bar indicates six steps: 1. Student Information (active), 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

Below the progress bar, the "Academic year" is set to 2022/2023. The "Student" section contains the following fields:

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


## TUTORIEL OLA

② **Sending Institution Information** : Saisir « Pau » et choisir « Université de Pau et des pays de l'Adour » dans la liste déroulante.



The screenshot shows the OLA web interface. At the top, there is a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, a green notification bar states: "Your Online Learning Agreement has been updated." with a close button (X). A red instruction box follows, stating: "Select your home 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." Below this is a progress bar with six steps: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. Under the progress bar, there is a form with a label "Academic year \*" and a dropdown menu showing "2023/2024". At the bottom, there is a dark blue button labeled "Sending".

Dans « Faculty/Department » saisir le collège correspondant à votre inscription à l'UPPA (ex : Collège SSH, Collège EEI, Collège STEE)

[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#) [MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Academic year \*

2023/2024

Sending

Sending Institution

Country \*

France x

Name \*

Université de Pau et des Pays de l'Adour x

Faculty/Department \*

Collège SSH

Address \*

Pau

Erasmus Code \*


F PAU01

## TUTORIEL OLA

Saisir les coordonnées de votre enseignant responsable à l'UPPA dans la colonne « Sending responsible person ».

Vous trouverez les coordonnées de votre coordinateur UPPA en vous connectant sur Mobility Online.

Dans « Position » saisir « Academic coordinator ».


[ABOUT](#)
[FAQ](#)
[ELDER OLA](#)
[FOR TRAINEES](#)
[MY LEARNING AGREEMENTS](#)
[MY ACCOUNT](#)
[LOG OUT](#)

### Sending Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

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

### Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

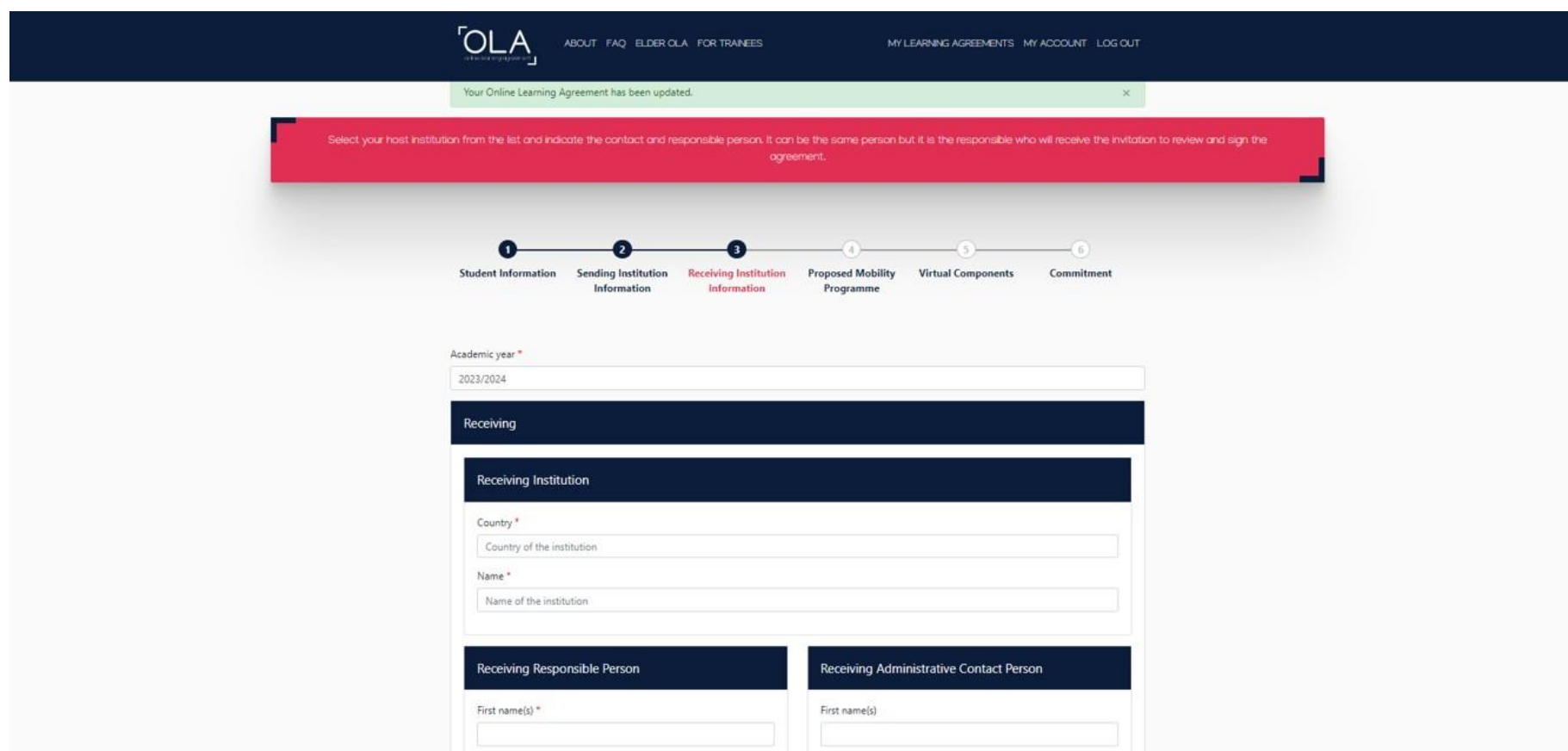
Phone number

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

## TUTORIEL OLA

③ **Receiving Institution Information : sélectionner l'université d'accueil, puis, pour récupérer les coordonnées de la « Receiving Responsible Person, trois possibilités :**

- Lors de votre inscription en ligne sur l'université d'accueil, cette information peut être disponible
- Sinon, veuillez contacter les relations internationales de l'université d'accueil qui pourra vous renseigner
- Ou bien, consultez sur le site de l'université d'accueil la page de la faculté où vous allez vous inscrire : vous pouvez y trouver les contacts des professeurs



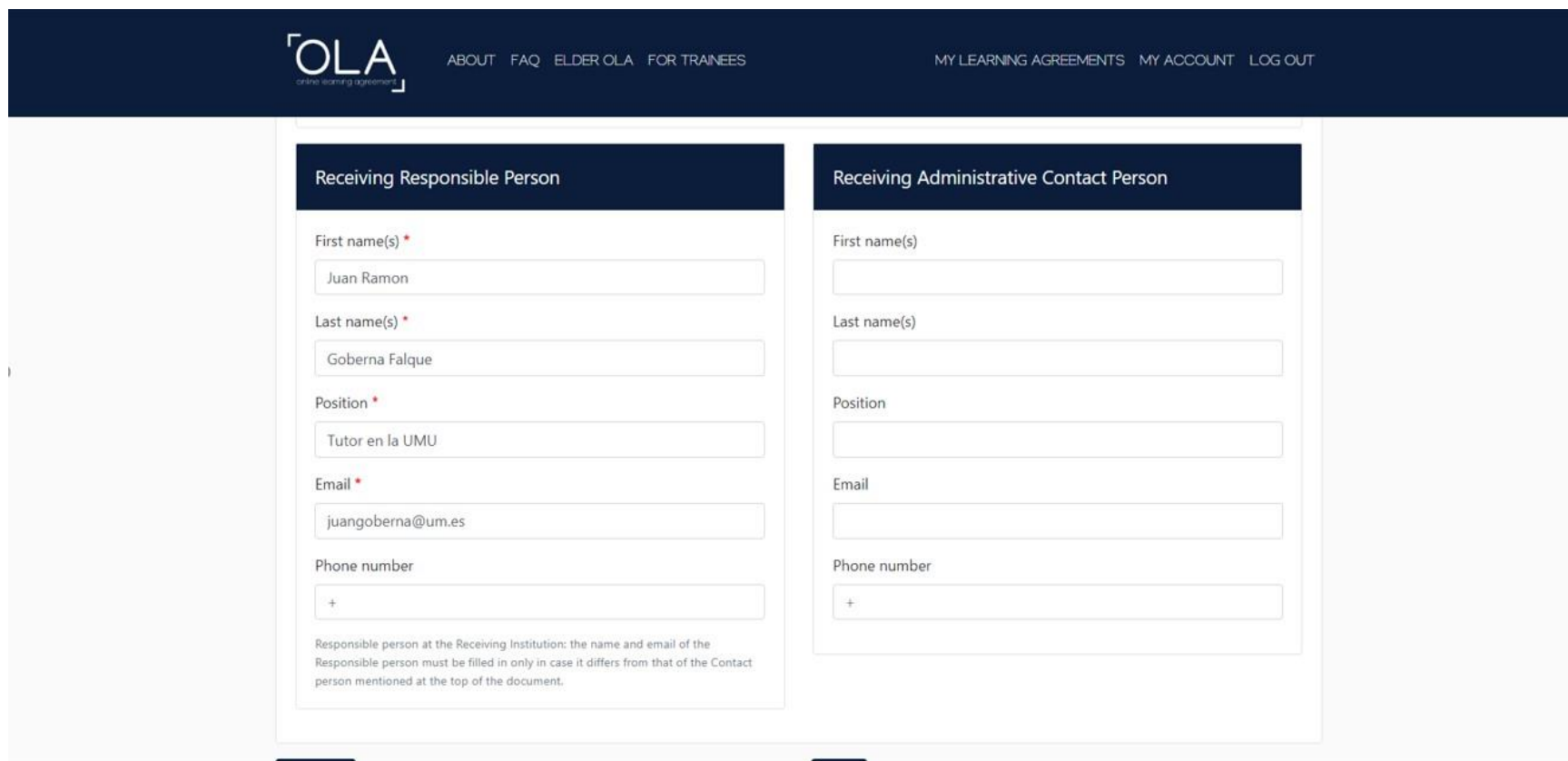
The screenshot displays the OLA web application interface. At the top, a dark blue header contains the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, a green notification bar states: "Your Online Learning Agreement has been updated." A red instruction box reads: "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."

A progress bar shows six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (current step), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

The main form area includes a dropdown for "Academic year \*" with "2023/2024" selected. Below this is a section titled "Receiving" with a dark blue header. Under "Receiving Institution", there are input fields for "Country \*" (with placeholder "Country of the institution") and "Name \*" (with placeholder "Name of the institution"). Below these are two columns: "Receiving Responsible Person" and "Receiving Administrative Contact Person", each with a "First name(s) \*" input field.

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Exemple du formulaire complété :



The screenshot shows the OLA (Online Learning Agreement) form. The header is dark blue with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. The main content area is white and contains two side-by-side form sections.

**Receiving Responsible Person**

First name(s) \*  
Juan Ramon

Last name(s) \*  
Goberna Falque

Position \*  
Tutor en la UMU

Email \*  
juangoberna@um.es

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.

**Receiving Administrative Contact Person**

First name(s)

Last name(s)

Position

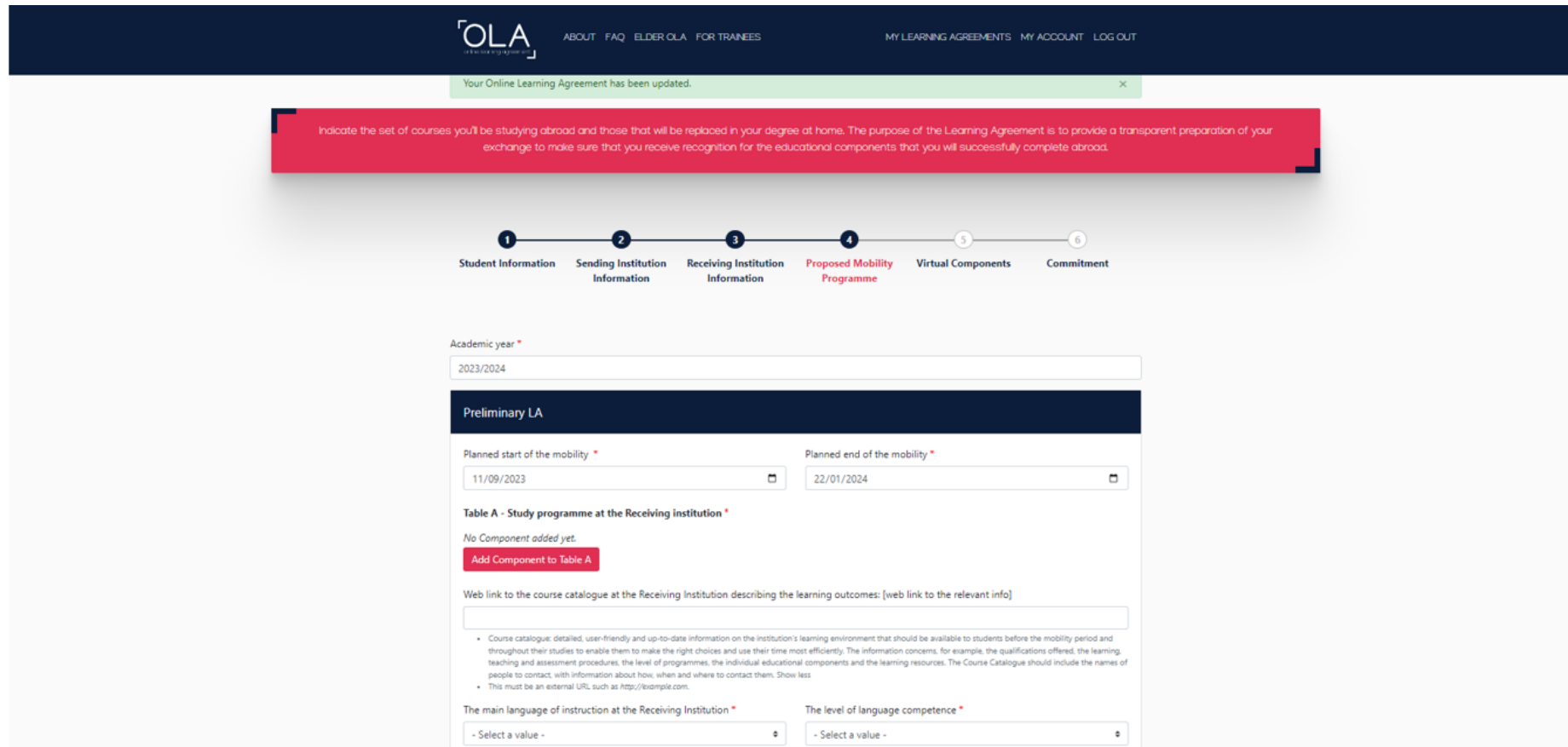
Email

Phone number  
+

Puis cliquer sur « Next » pour poursuivre à l'étape suivante.

## TUTORIEL OLA

**④ Proposed mobility programme :** Pour compléter la durée de votre mobilité, consultez le calendrier universitaire de votre université d'accueil en incluant la période d'examen  
Puis cliquer sur « Add component to Table A »



The screenshot shows the OLA web application interface. At the top, there is a dark blue header with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the header, a green notification bar states "Your Online Learning Agreement has been updated." with a close button (X).

A red banner with white text reads: "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."

Below the banner is a progress bar with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme (highlighted in red), 5. Virtual Components, and 6. Commitment.

The "Proposed Mobility Programme" section contains the following fields:

- Academic year \***: A dropdown menu showing "2023/2024".
- Preliminary LA**: A dark blue header for the section.
- Planned start of the mobility \***: A date picker showing "11/09/2023".
- Planned end of the mobility \***: A date picker showing "22/01/2024".
- Table A - Study programme at the Receiving Institution \***: A section with a red button "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]**: A text input field.
- The main language of instruction at the Receiving Institution \***: A dropdown menu showing "- Select a value -".
- The level of language competence \***: A dropdown menu showing "- Select a value -".

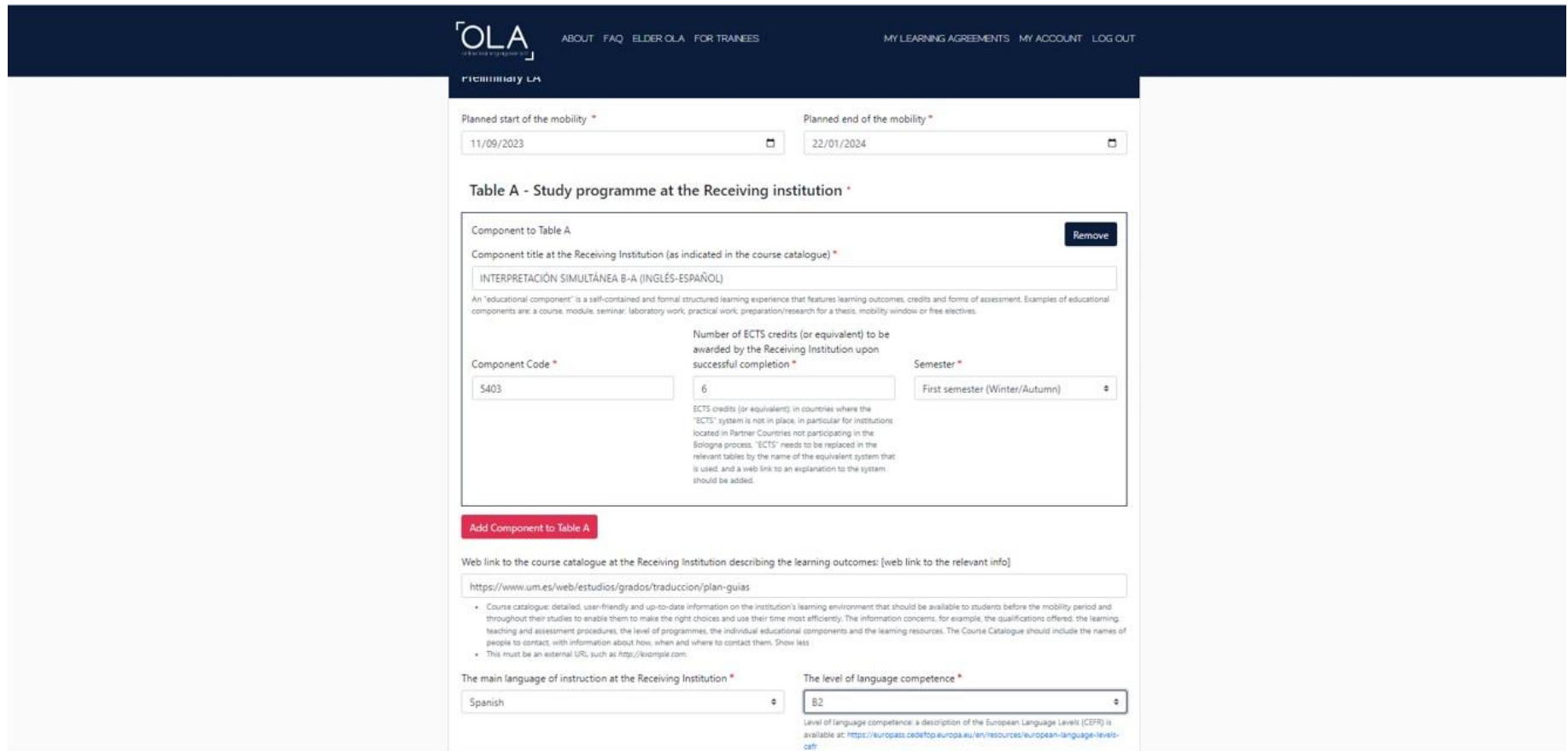
Below the "Web link" field, there is a list of bullet points providing instructions on what to include in the course catalogue link.



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Consultez l'offre de formation dans la faculté de l'université d'accueil pour collecter les informations dont vous avez besoin. Le choix des cours que vous saisissez doit être vu au préalable avec votre enseignant responsable à l'UPPA.

Pour ajouter plusieurs matières cliquer sur « add component to Table A »



OLA  
online learning agreement

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

Planned start of the mobility \* 11/09/2023

Planned end of the mobility \* 22/01/2024

Table A - Study programme at the Receiving institution \*

Component to Table A	Remove
<p>Component title at the Receiving Institution (as indicated in the course catalogue) *</p> <p>INTERPRETACIÓN SIMULTÁNEA B-A (INGLÉS-ESPAÑOL)</p> <p>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.</p> <p>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *</p> <p>Component Code * 5403</p> <p>6</p> <p>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.</p> <p>Semester * First semester (Winter/Autumn)</p>	Remove

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]

https://www.um.es/web/estudios/grados/traduccion/plan-guias

- 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 \* Spanish

The level of language competence \* B2

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

## TUTORIEL OLA

Dans « Table B », saisir la liste des cours que vous auriez suivis à l'UPPA pour la même période, si vous n'étiez pas partis en mobilité.

Consulter la maquette de votre formation et contacter le secrétariat de votre collège si vous ne trouvez pas ces informations.

Cliquer sur « Add Component to Table B » autant de fois que nécessaire pour ajouter vos cours.

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

Component to Table B

Remove

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

Version anglaise

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 \*

UE9 EC1

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

2.5

Semester \*

First semester (Winter/Autumn)

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

## TUTORIEL OLA

⑤ **Virtual Component** : NE PAS RENSEIGNER SI vous ne choisissez pas de cours virtuels.

Cliquer sur « Next ».


[ABOUT](#)
[FAQ](#)
[ELDER OLA](#)
[FOR TRAINEES](#)
[MY LEARNING AGREEMENTS](#)
[MY ACCOUNT](#)
[LOG OUT](#)

Your Online Learning Agreement has been updated.

1

2

3

4

5

6

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

Academic year \*

**Table C**

No Paragraph added yet.

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.

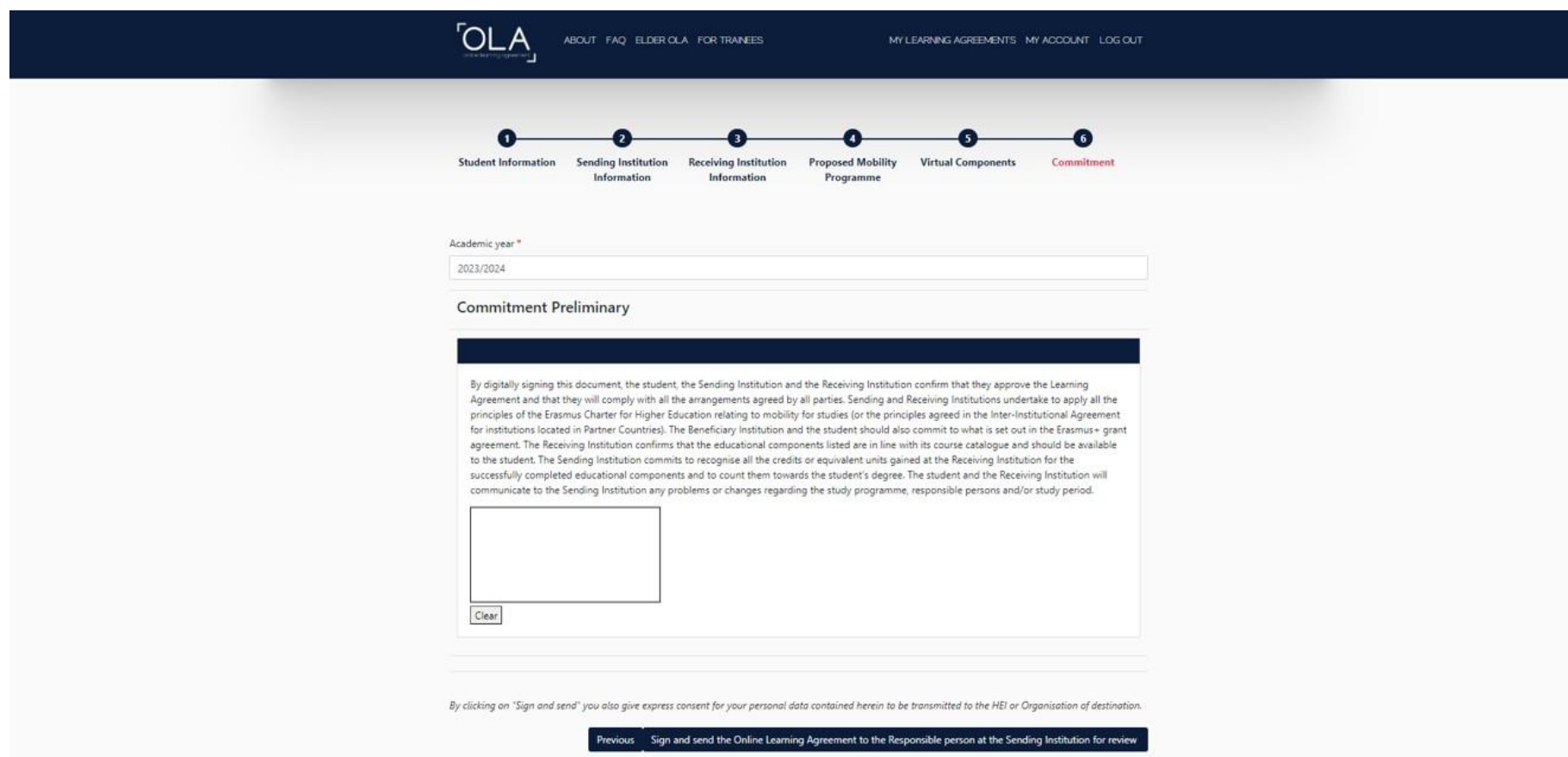
Add Component to Table C

Previous
 Next

## TUTORIEL OLA

**⑥ Commitment** : A cette page, votre signature est requise. Attention : ne signez que si vous bien saisis TOUS les cours à l'étape 4.

Dès que vous l'aurez signé, votre contrat pédagogique sera directement transmis aux enseignants pour qu'ils le signent également. Vous devez consulter régulièrement votre compte OLA pour vérifier le suivi des signatures. Une fois signé par toutes les parties, vous pourrez télécharger le fichier pdf et l'ajouter sur votre profil Mobility Online.



The screenshot shows the OLA (Online Learning Agreement) interface. At the top, there is a navigation bar with the OLA logo and links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, a progress bar indicates six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment (highlighted in red). The main content area is titled 'Commitment Preliminary'. It contains a text box for 'Academic year \*' with the value '2023/2024'. Below this, there is a large text block explaining the commitment process, followed by a signature box and a 'Clear' button. At the bottom, there is a disclaimer: '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.' and a navigation bar with 'Previous' and 'Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review' buttons.