

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.

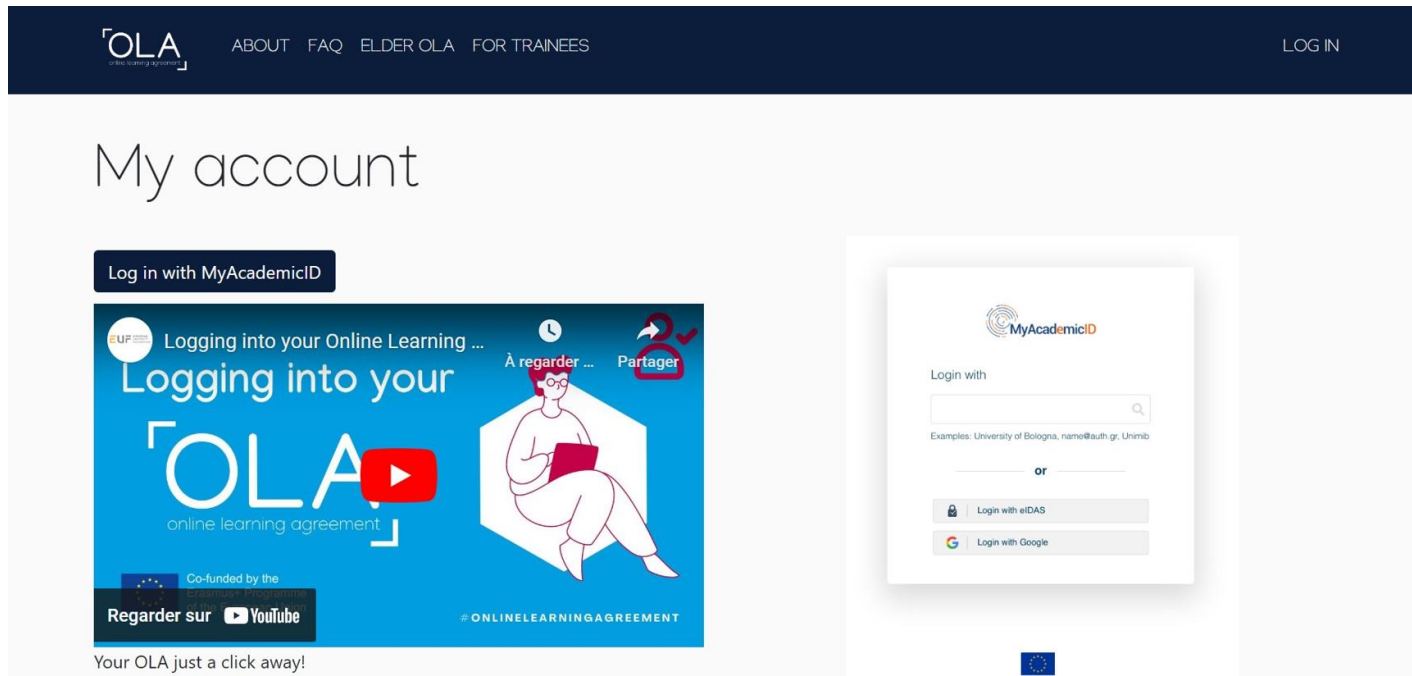
Elle permet d'éviter l'impression des contrats pédagogiques pour privilégier la signature électronique à distance.

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.

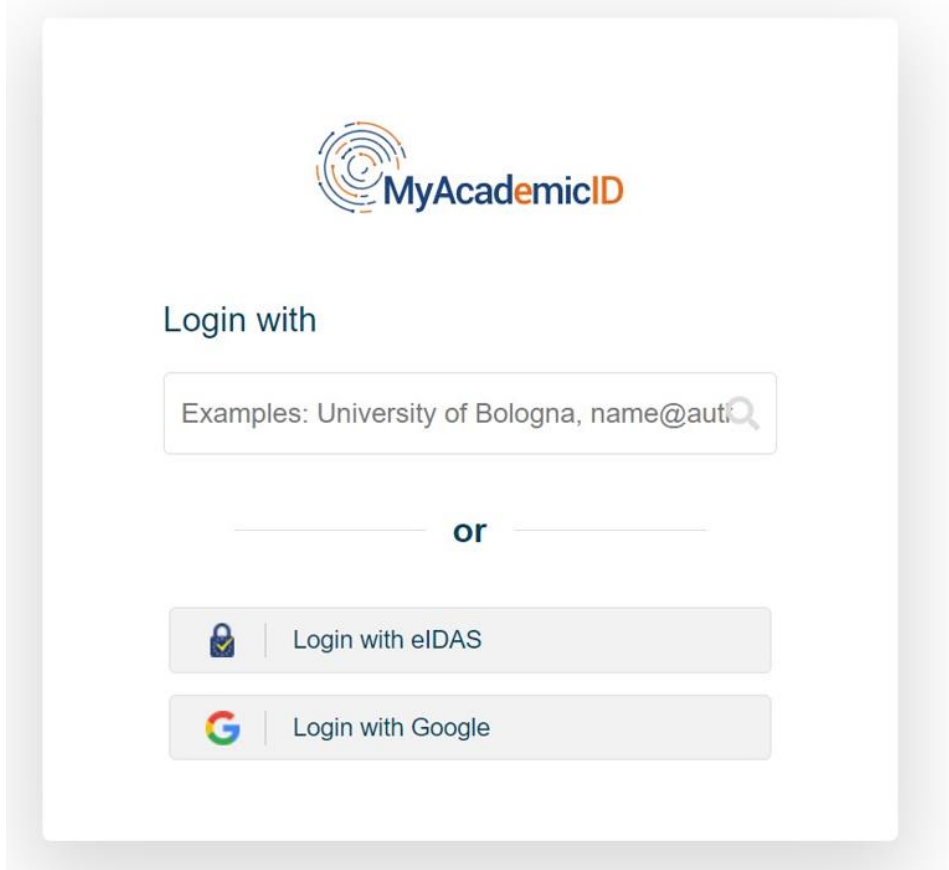
CREATION DU COMPTE



The screenshot shows the OLA website interface. At the top, there is a dark blue navigation bar with the OLA logo on the left and the text "ABOUT FAQ ELDER OLA FOR TRAINEES" in the center. On the right side of the navigation bar, there is a "LOG IN" link. Below the navigation bar, the main content area has the heading "My account". Underneath, there is a dark blue button that says "Log in with MyAcademicID". To the left of this button is a video player with a blue background. The video player has a title "Logging into your Online Learning ..." and "Logging into your OLA online learning agreement". It also features a play button icon, a clock icon with the text "À regarder ...", and a share icon with the text "Partager". At the bottom of the video player, it says "Co-funded by the" with the European Union flag, "Regarder sur" with the YouTube logo, and "#ONLINELEARNINGAGREEMENT". Below the video player, there is a small text that says "Your OLA just a click away!". To the right of the video player is a white login form with the MyAcademicID logo at the top. The form has a "Login with" label, a search input field, and examples: "University of Bologna, name@auth.gr, Unimb". Below the input field, there is an "or" separator and two buttons: "Login with eIDAS" and "Login with Google". At the bottom of the login form, there is a small European Union flag icon.

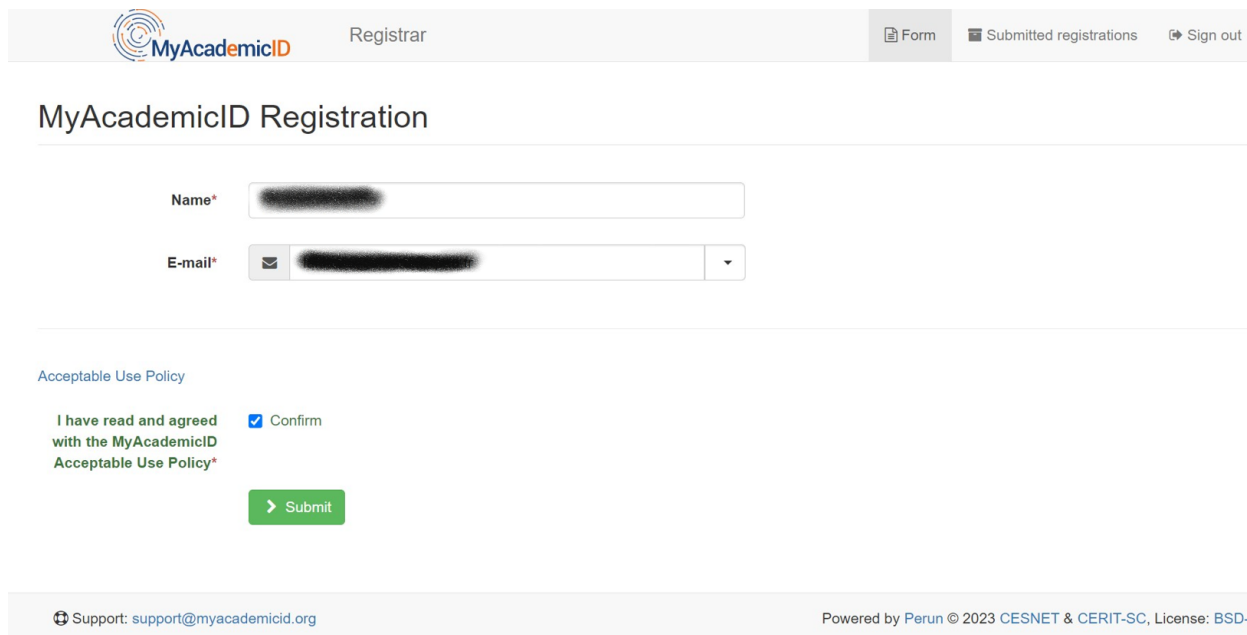
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Saisir « Université de Pau et des Pays de l'Adour » ou l'adresse email de l'UPPA (ENT) pour se connecter.



The screenshot shows the MyAcademicID login page. At the top is the MyAcademicID logo. Below it, the text "Login with" is followed by a search input field containing the text "Examples: University of Bologna, name@auti" and a magnifying glass icon. 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 padlock icon and "Login with Google" with the Google logo icon.

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



The screenshot shows the MyAcademicID Registration interface. At the top, there is a navigation bar with the MyAcademicID logo, the word "Registrar", and three menu items: "Form", "Submitted registrations", and "Sign out". Below the navigation bar, the title "MyAcademicID Registration" is displayed. The form contains two input fields: "Name*" and "E-mail*", both of which are filled with redacted text. Below the form, there is a section for the "Acceptable Use Policy" with a checkbox labeled "Confirm" that is checked. A green "Submit" button is located below the policy section. At the bottom of the page, there is a footer with the support email "support@myacademicid.org" and the text "Powered by Perun © 2023 CESNET & CERIT-SC, License: BSD-2".

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



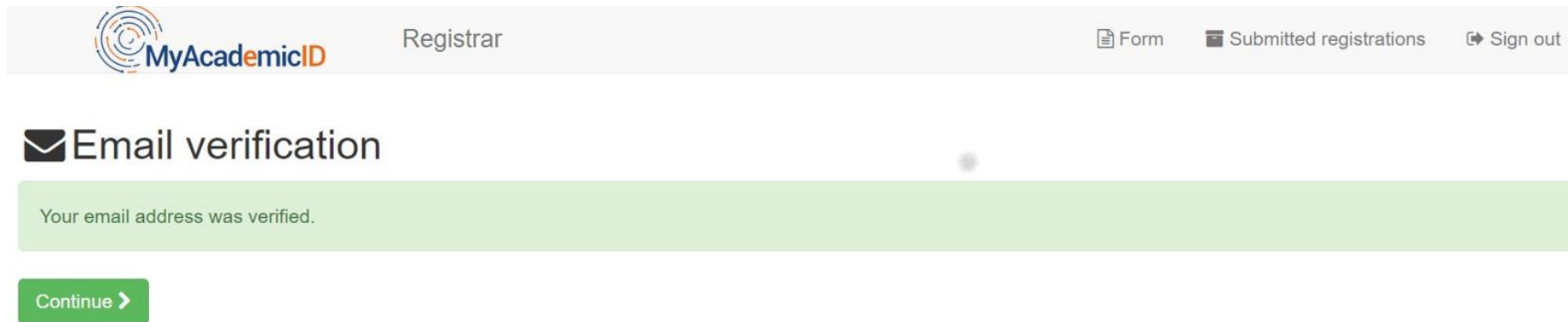
The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

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

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



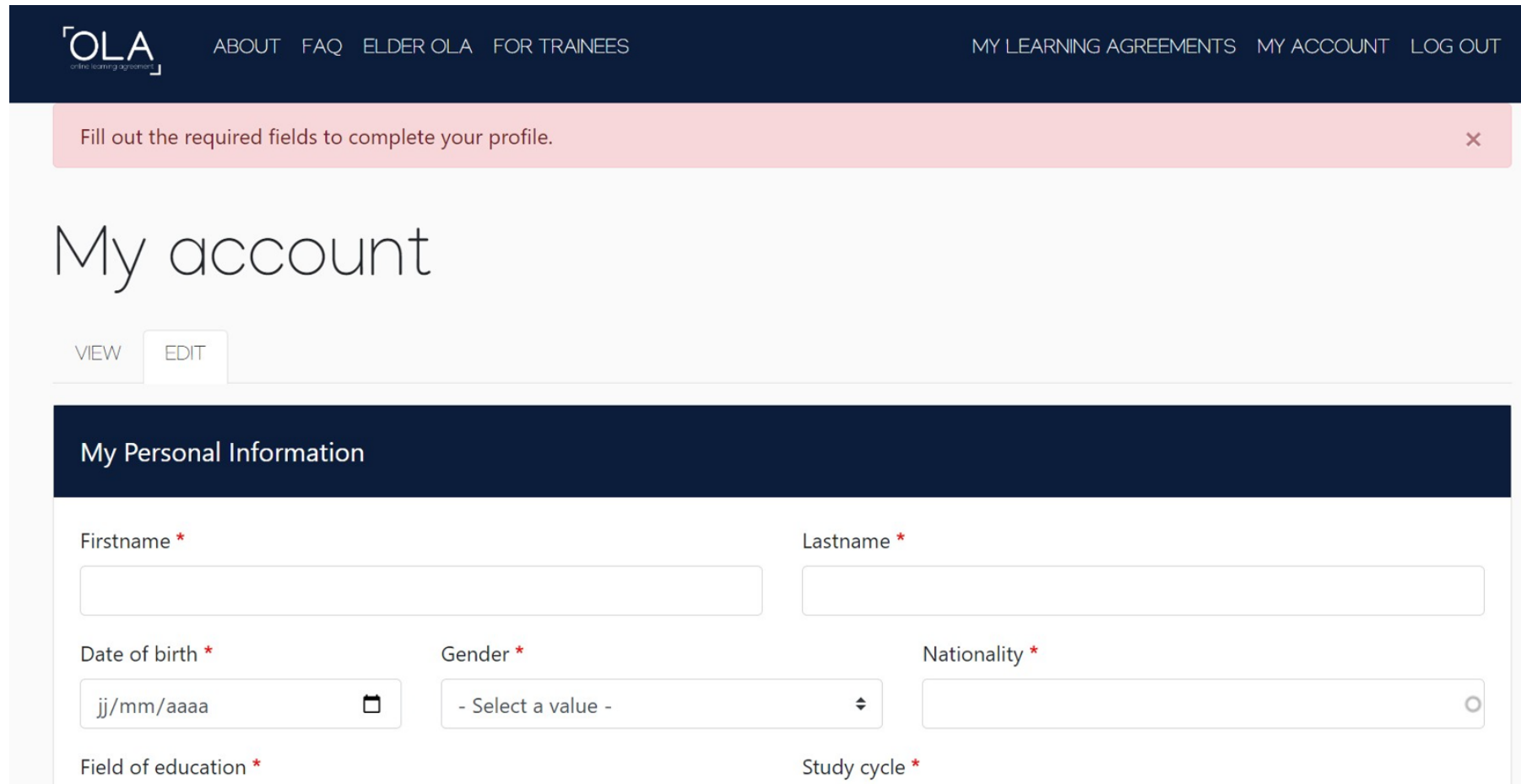
The screenshot shows the MyAcademicID Registrar interface. At the top left is the MyAcademicID logo. To its right is the word "Registrar". On the right side of the header, there are three links: "Form", "Submitted registrations", and "Sign out". Below the header, the main content area displays "Email verification" with an envelope icon. A green message box contains the text "Your email address was verified." Below this message is a green button labeled "Continue >".

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SAISIE DES DONNEES PERSONNELLES

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

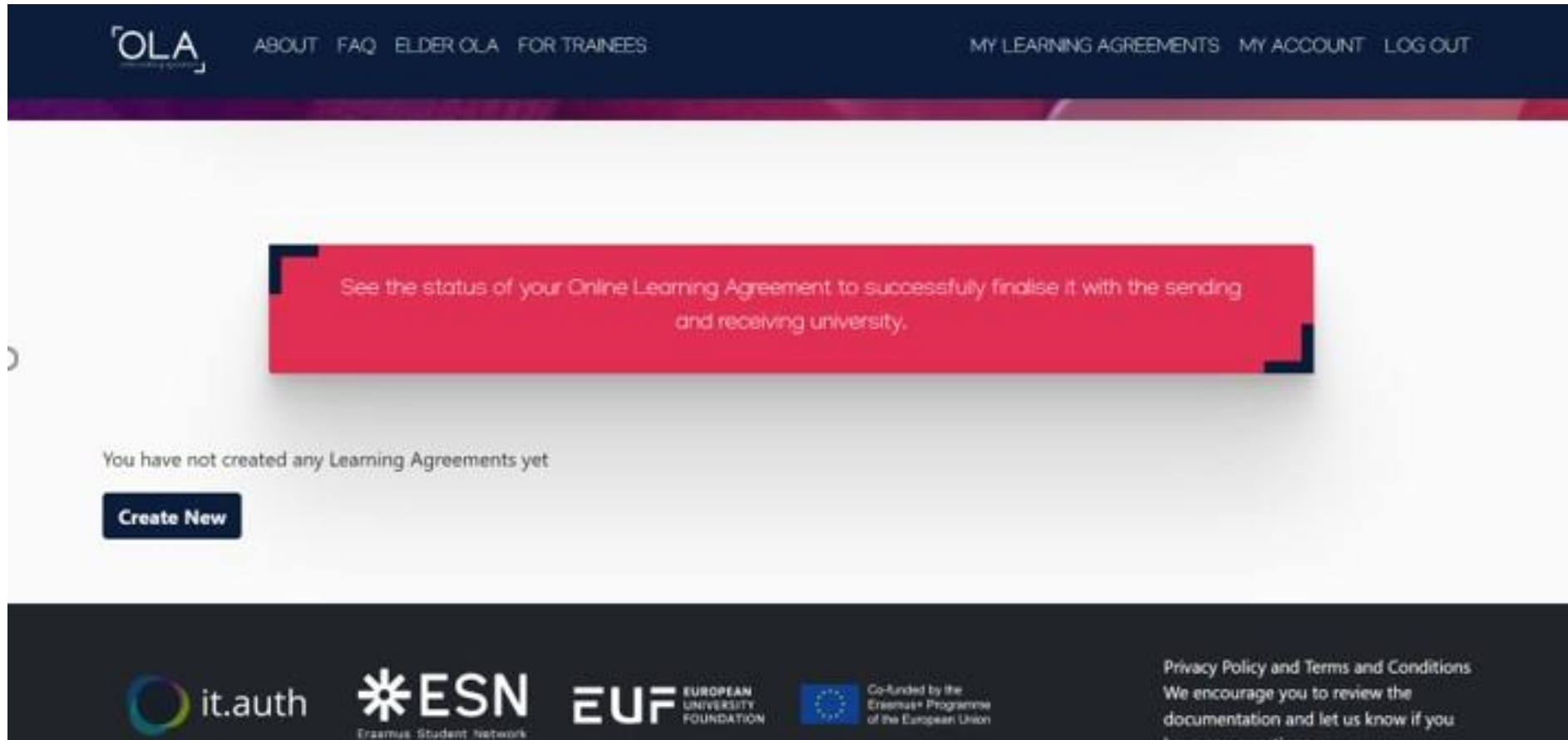
Puis compléter tous les champs demandés et cliquer sur « save ».



The screenshot shows the OLA 'My account' page. At the top, there is a dark blue navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar is a pink notification box that says 'Fill out the required fields to complete your profile.' with a close button. The main content area is titled 'My account' and has 'VIEW' and 'EDIT' buttons. Below this is a dark blue header for 'My Personal Information'. The form contains several fields, all marked with a red asterisk to indicate they are required: 'Firstname *' (text input), 'Lastname *' (text input), 'Date of birth *' (calendar icon, placeholder 'jj/mm/aaaa'), 'Gender *' (dropdown menu, placeholder '- Select a value -'), 'Nationality *' (dropdown menu), 'Field of education *' (text input), and 'Study cycle *' (text input).

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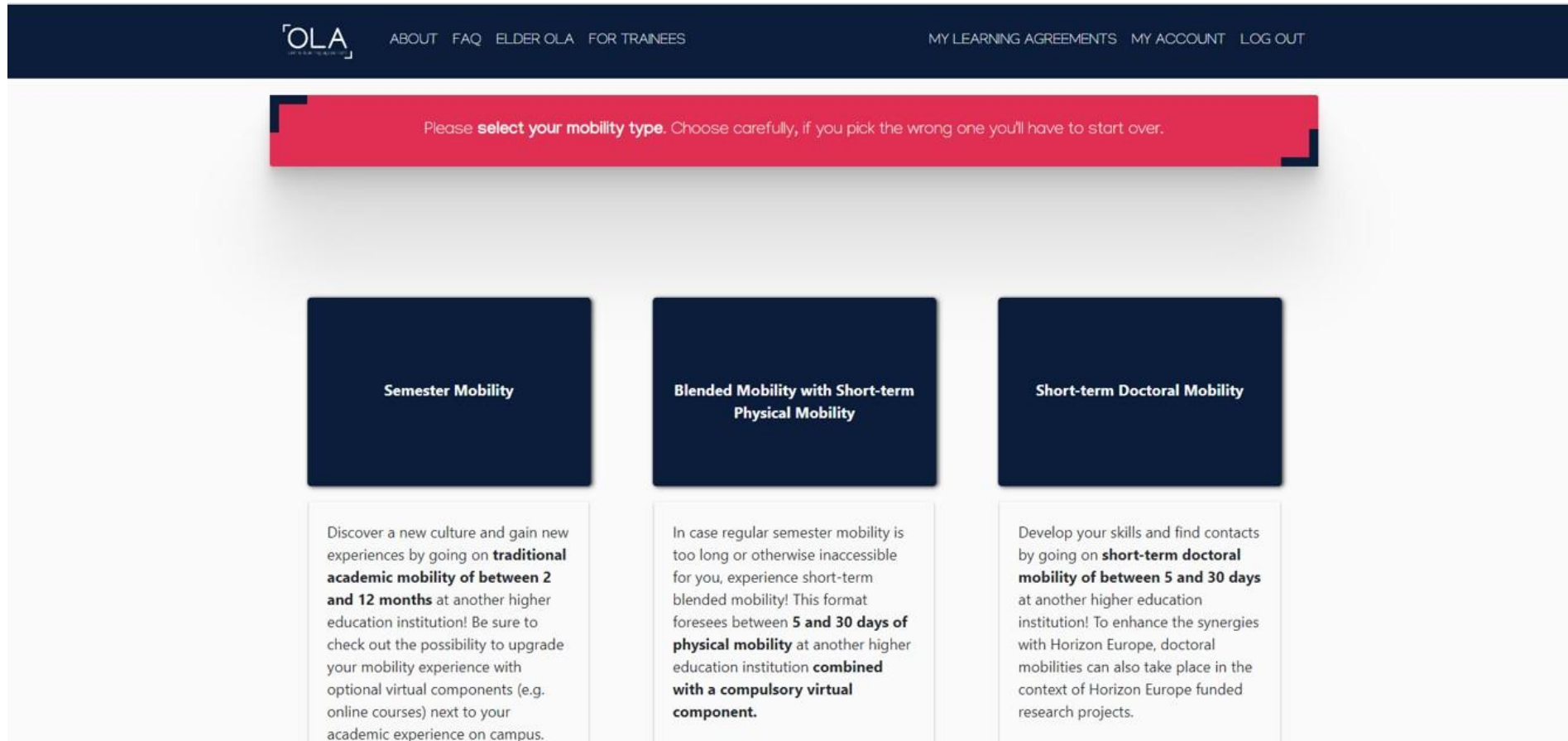
Puis cliquer sur « Create New » pour accéder à la suite de la saisie.



The screenshot shows the OLA web application interface. At the top, there is a dark blue navigation bar with the OLA logo on the left and menu items: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, a large red banner contains the text: "See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university." Below the banner, the text reads: "You have not created any Learning Agreements yet". A dark blue button labeled "Create New" is positioned below this text. At the bottom of the page, there is a dark blue footer containing logos for it.auth, ESN (Erasmus Student Network), EUF (European University Foundation), and the European Union flag with the text "Co-funded by the Erasmus+ Programme of the European Union". On the right side of the footer, there is a link for "Privacy Policy and Terms and Conditions" with the text: "We encourage you to review the documentation and let us know if you have any questions".

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Cliquer sur « Semester Mobility »



The screenshot shows the OLA website interface. At the top, there is a dark blue navigation bar with the OLA logo on the left and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT' on the right. 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. The first box is 'Semester Mobility', the second is 'Blended Mobility with Short-term Physical Mobility', and the third is 'Short-term Doctoral Mobility'. Each box has a corresponding text block below it describing the option.

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

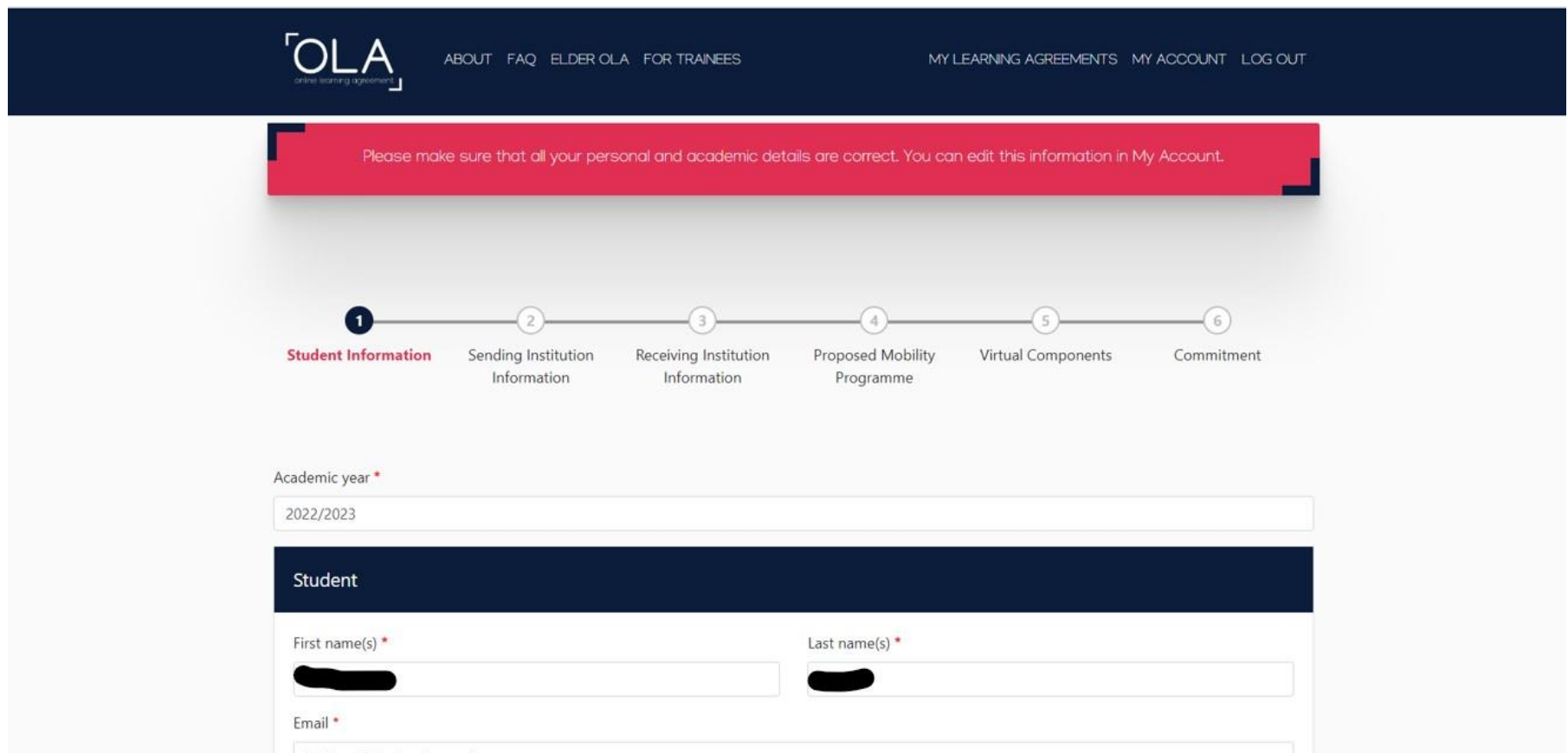
Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

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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.

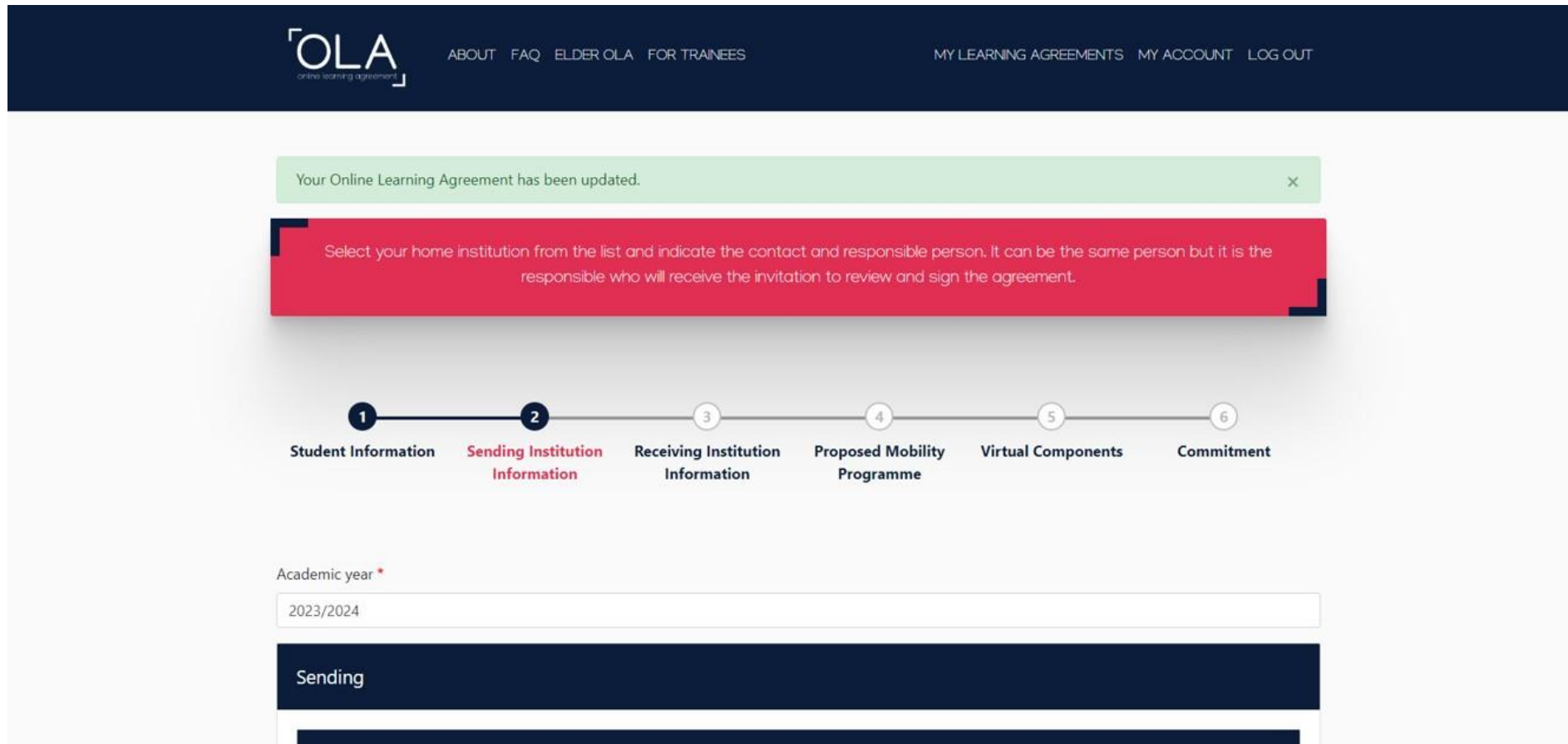
Pensez à consulter l'adresse email que vous avez saisie (y compris vos spams) pour le suivi de signature du contrat pédagogique.



The screenshot shows the OLA web interface. At the top, there is a dark blue navigation bar with the OLA logo and links for 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 make sure that all your personal and academic details are correct. You can edit this information in My Account." A progress bar below the banner shows six steps: 1. Student Information (highlighted in red), 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The main content area is titled "Academic year *" and contains a dropdown menu with "2022/2023" selected. Below this is a dark blue header for the "Student" section. Underneath, there are three input fields: "First name(s) *" (with a redacted value), "Last name(s) *" (with a redacted value), and "Email *" (with a redacted value).

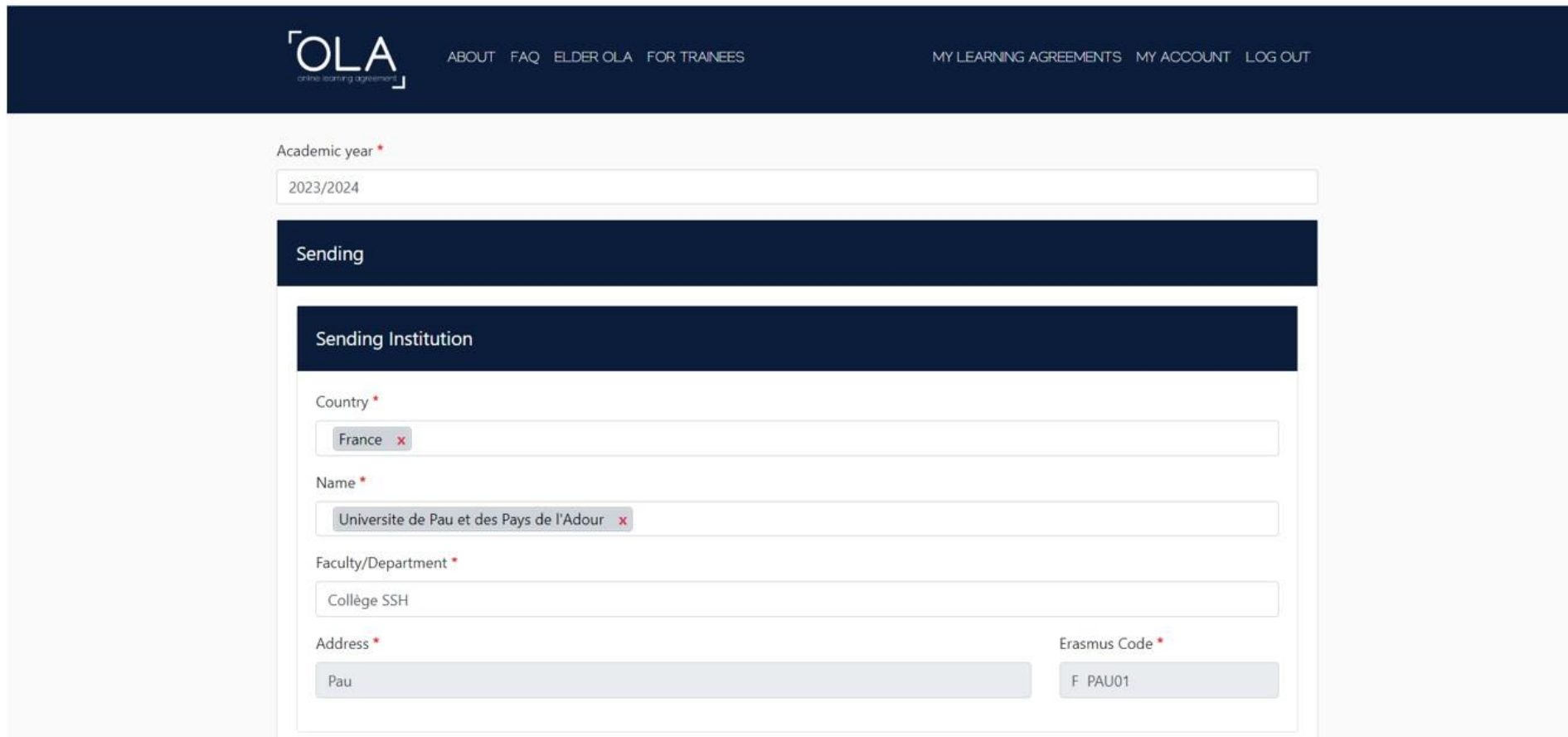
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② **Sending Institution Information** : Saisir « Pau » et choisir « Université de Pau et des pays de l'Adour » dans la liste déroulante.



The screenshot displays the OLA web application interface. At the top, there is a dark blue navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. Below the navigation bar, a green notification box states "Your Online Learning Agreement has been updated." followed by a red instruction box: "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." A progress indicator shows 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. Below the progress indicator, there is a form with a label "Academic year" and a dropdown menu showing "2023/2024". A dark blue button labeled "Sending" is visible at the bottom of the form.

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

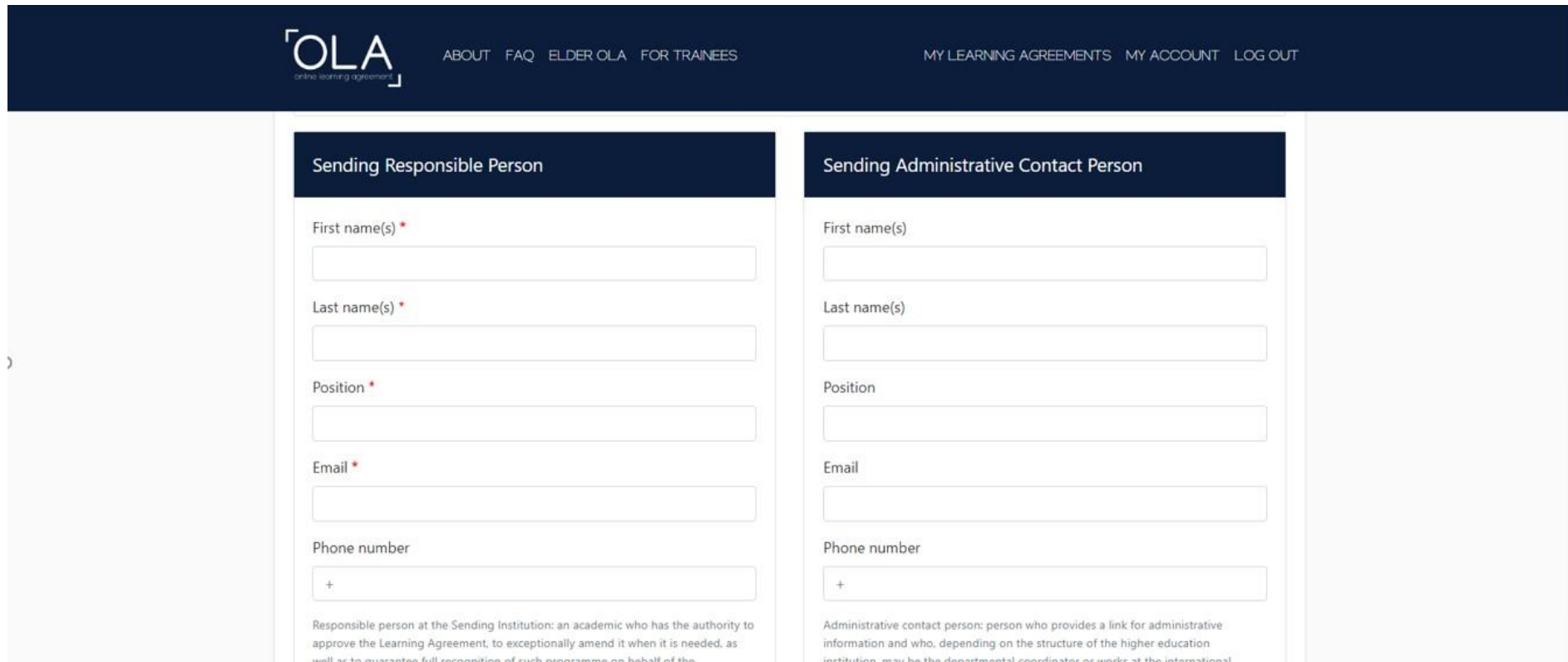


The screenshot shows the OLA web application interface. At the top, there is a dark blue navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, the 'Academic year' field is set to '2023/2024'. The main form is titled 'Sending Institution' and contains the following fields:

- Country**: France
- Name**: Université de Pau et des Pays de l'Adour
- Faculty/Department**: Collège SSH
- Address**: Pau
- Erasmus Code**: F PAU01

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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 ».



The screenshot displays the OLA web interface with a dark blue header. The 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, there are two main form sections:

- Sending Responsible Person:** This section includes five input fields: First name(s) *, Last name(s) *, Position *, Email *, and Phone number. The phone number field has a '+' icon for the country code.
- Sending Administrative Contact Person:** This section includes five input fields: First name(s), Last name(s), Position, Email, and Phone number. The phone number field has a '+' icon for the country code.

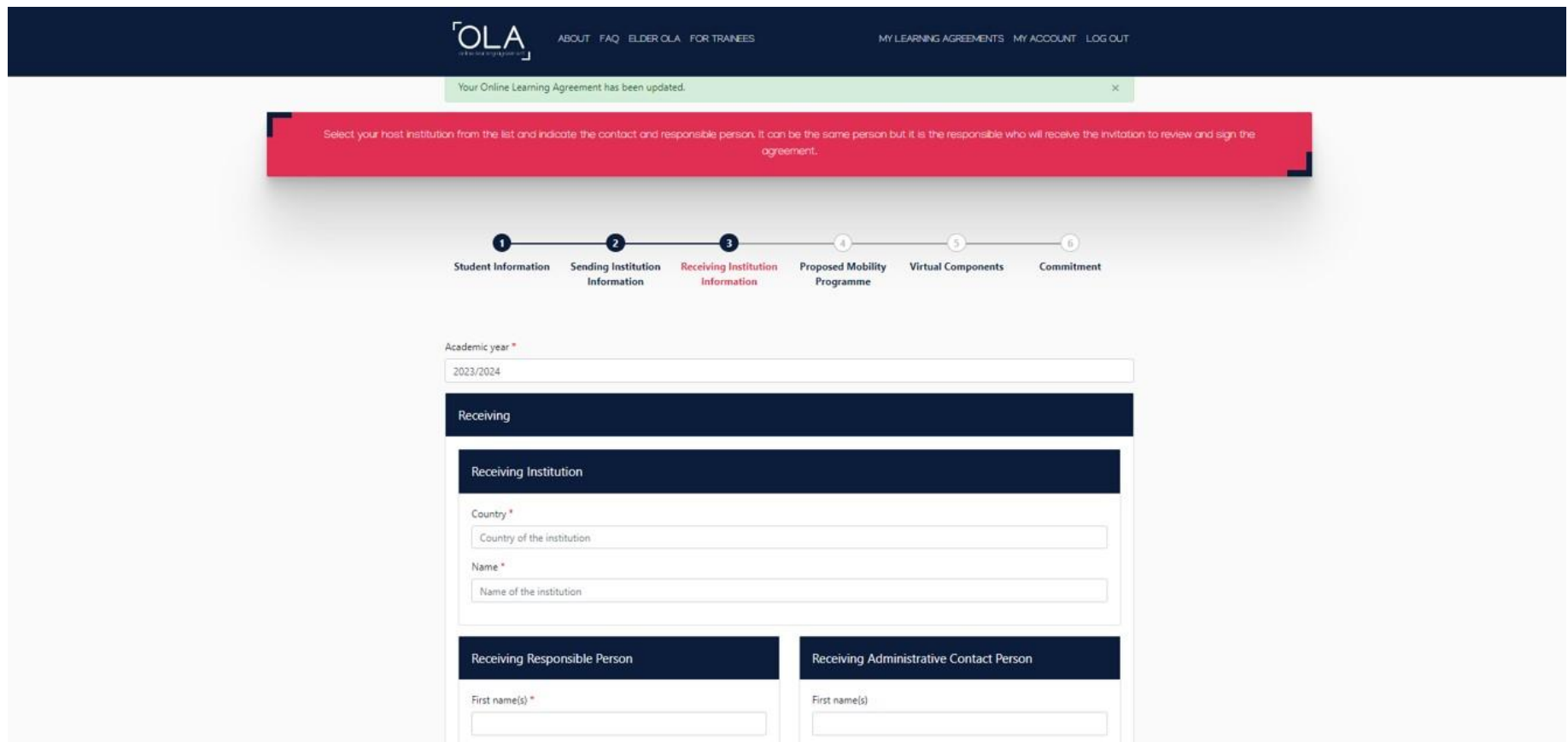
Below each form section, there is a small text block providing definitions:

- 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...
- 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...

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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



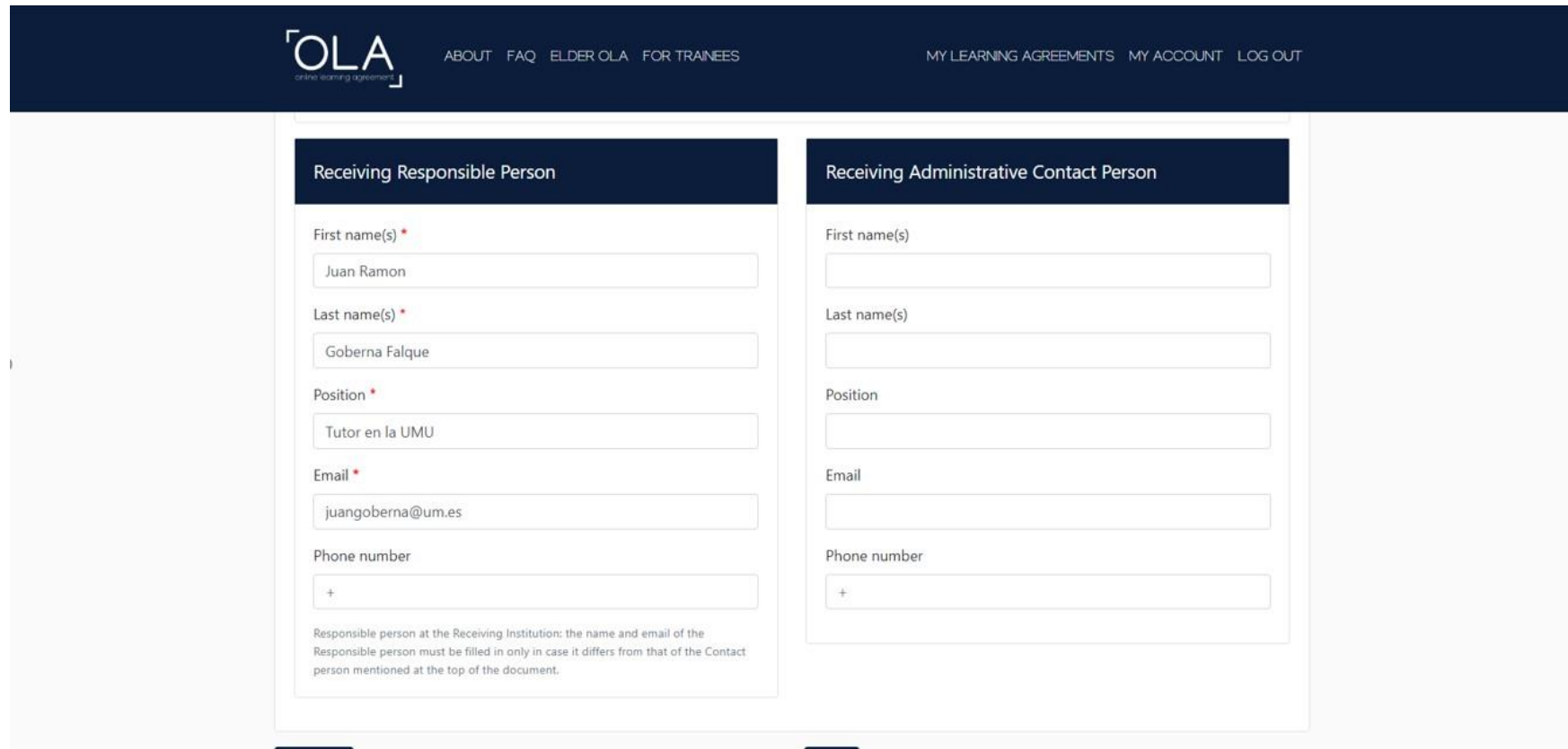
The screenshot displays the OLA web application interface. At the top, there is a dark blue navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, a green notification bar states 'Your Online Learning Agreement has been updated.' A red banner contains the instruction: '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 indicator shows six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment.

The 'Receiving Institution Information' section includes a dropdown for 'Academic year *' with '2023/2024' selected. Below this, there are two main sections:

- Receiving Institution**: Includes a 'Country *' dropdown (with 'Country of the institution' as a placeholder) and a 'Name *' text input (with 'Name of the institution' as a placeholder).
- Receiving Responsible Person**: Includes a 'First name(s) *' text input.
- Receiving Administrative Contact Person**: Includes a 'First name(s)' text input.

Exemple du formulaire complété :

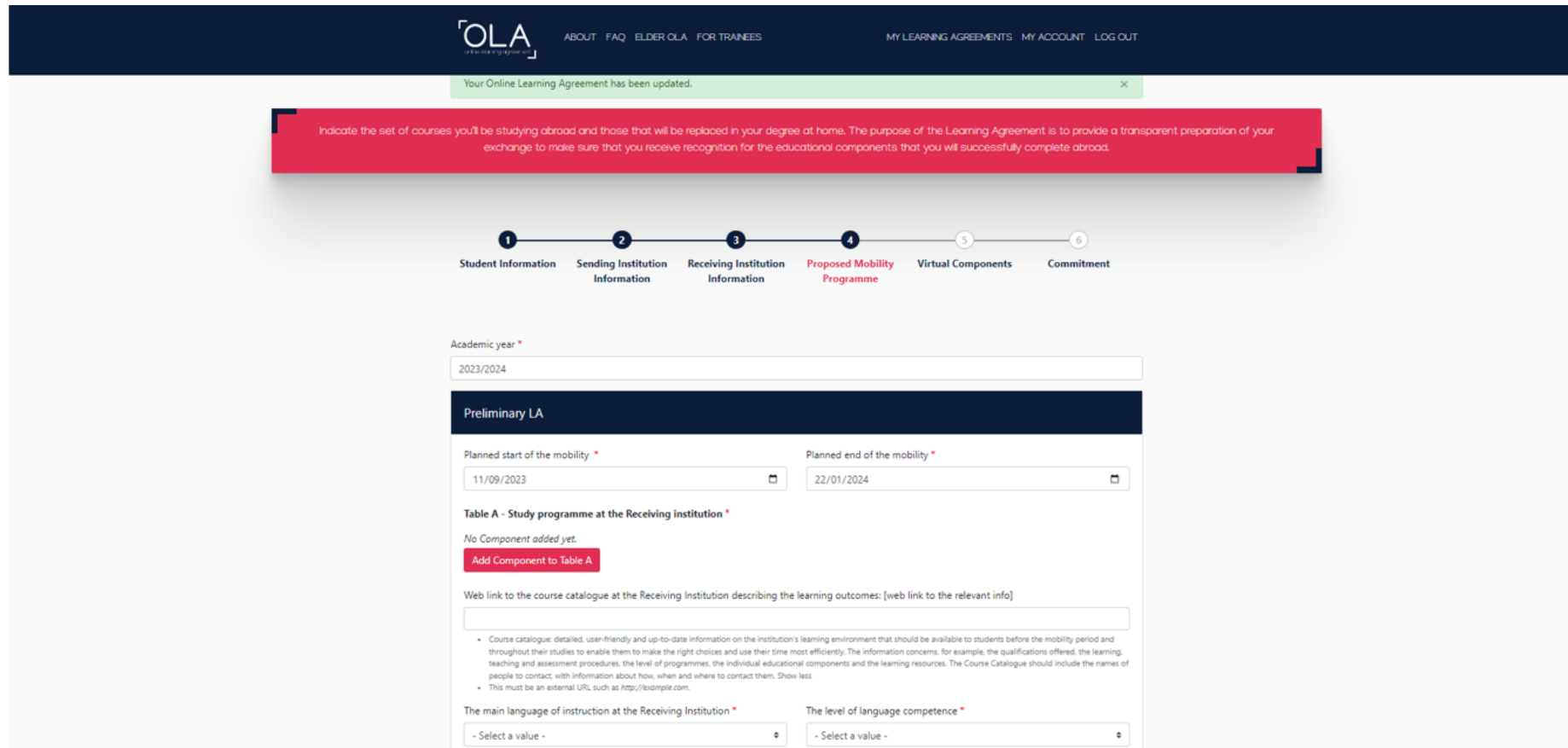


The screenshot shows the OLA online learning agreement form. The header is dark blue with the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, LOG OUT. The main content area is white and contains two columns of form fields. The left column is titled 'Receiving Responsible Person' and contains fields for First name(s) (Juan Ramon), Last name(s) (Goberna Falque), Position (Tutor en la UMU), Email (juangoberna@um.es), and Phone number (+). The right column is titled 'Receiving Administrative Contact Person' and contains empty fields for First name(s), Last name(s), Position, Email, and Phone number (+). A small note at the bottom of the left column states: '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.'

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

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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 »

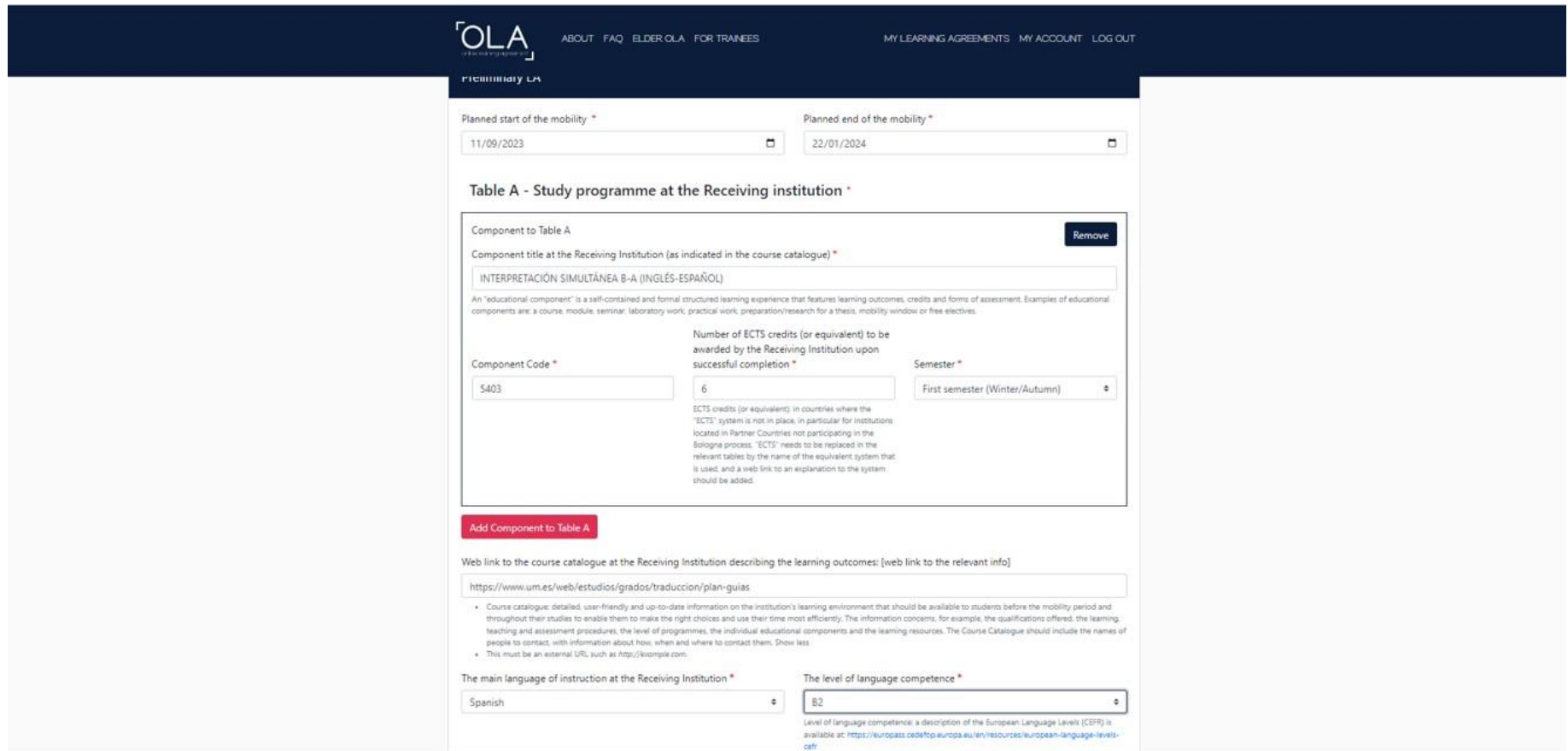


The screenshot shows the OLA web application interface. At the top, there is a navigation bar with the OLA logo and links for ABOUT, FAQ, ELDER OLA, FOR TRAINEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT. A green notification bar states "Your Online Learning Agreement has been updated." Below this is a red banner with instructions: "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." A progress bar below the banner shows 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 main form area is titled "Preliminary LA" and includes fields for "Academic year" (2023/2024), "Planned start of the mobility" (11/09/2023), and "Planned end of the mobility" (22/01/2024). Below these is a section for "Table A - Study programme at the Receiving Institution" with a red button "Add Component to Table A". There is also a text field for "Web link to the course catalogue at the Receiving Institution" and two dropdown menus for "The main language of instruction at the Receiving Institution" and "The level of language competence".

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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 »



The screenshot shows the OLA web interface. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar, the main content area is titled 'Table A - Study programme at the Receiving institution'. It contains several form fields: 'Planned start of the mobility' (11/09/2023), 'Planned end of the mobility' (22/01/2024), and a 'Component to Table A' section. This section includes a 'Remove' button, a text field for 'Component title at the Receiving Institution' (INTERPRETACIÓN SIMULTÁNEA B-A (INGLÉS-ESPAÑOL)), a 'Component Code' field (5403), a 'Number of ECTS credits' field (6), and a 'Semester' dropdown menu (First semester (Winter/Autumn)). Below this, there is a red 'Add Component to Table A' button, a 'Web link to the course catalogue' field (https://www.um.es/web/estudios/grados/traduccion/plan-guias), and a 'The level of language competence' dropdown menu (B2). The interface also includes explanatory text and footnotes regarding educational components and language levels.

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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) *

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" value="UE9 EC1"/>	<input type="text" value="2.5"/>	<input type="text" value="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

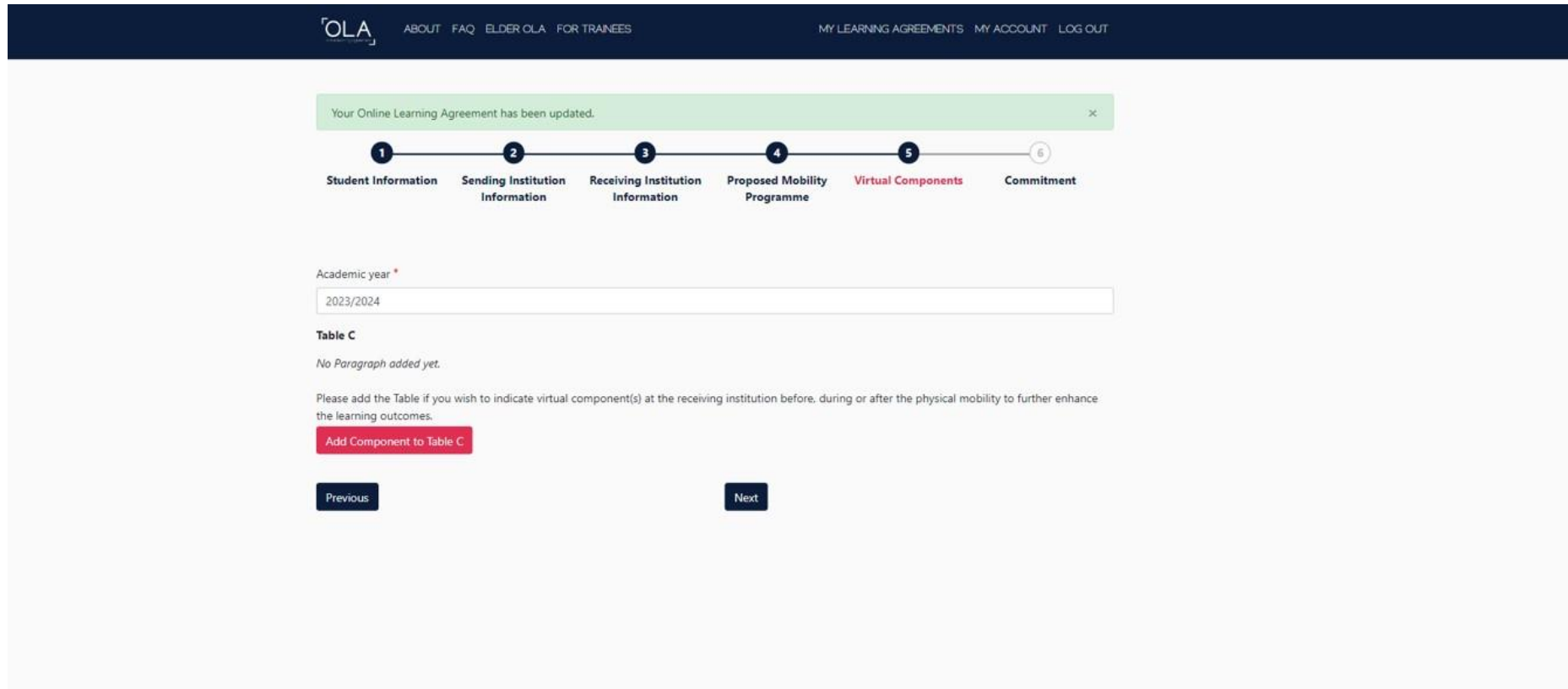
Automatic recognition comment

Add Component to Table B

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

Cliquer sur « Next ».

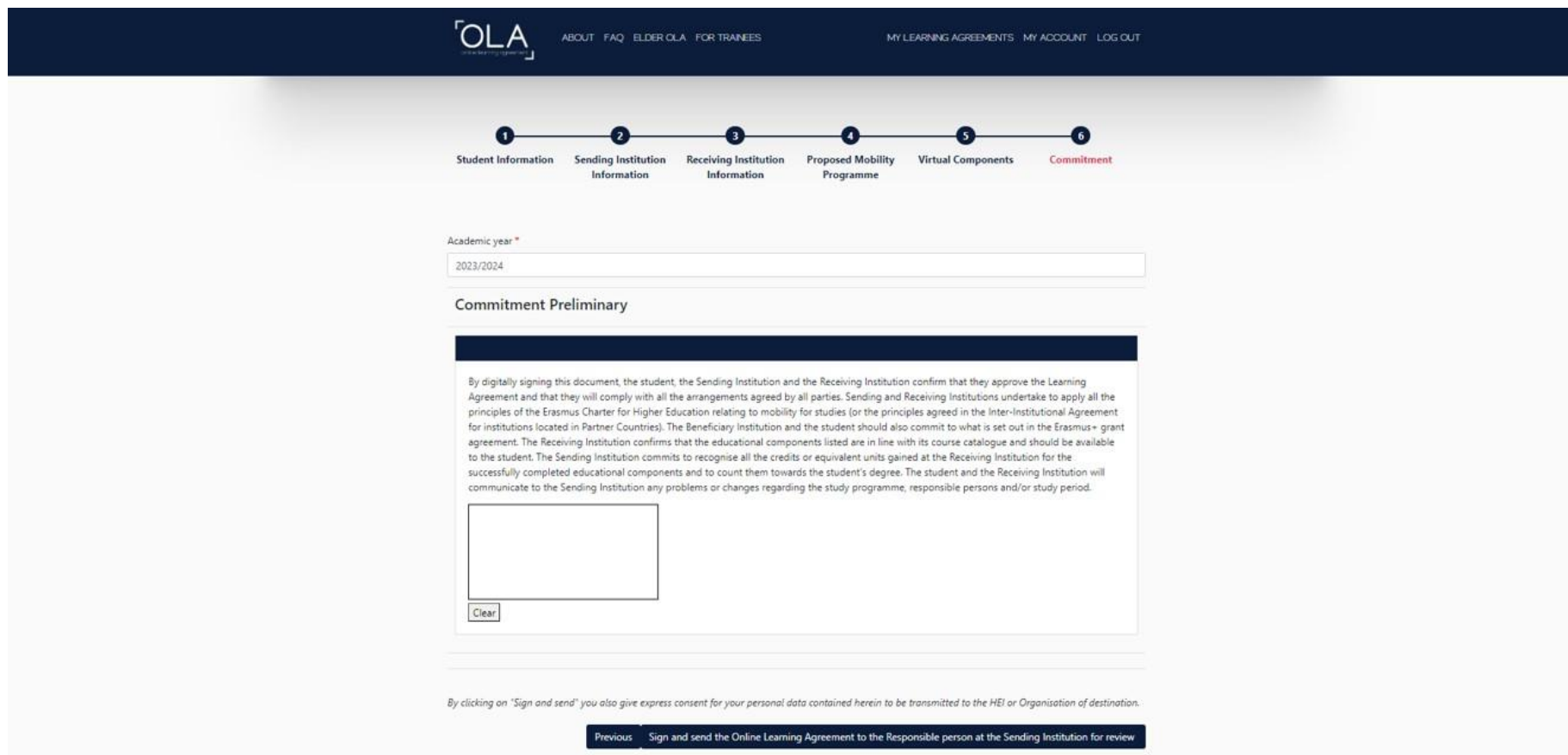


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⑥ **Commitment** : A cette page, votre signature est requise. Attention : ne signez que si vous bien saisis TOUS les cours à l'étape 4.

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 web interface. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar is a progress indicator with 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). Below the progress indicator is a form for 'Academic year *' with the value '2023/2024'. The main section is titled 'Commitment Preliminary' and contains a text box with the following text: '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.' Below the text box is a 'Clear' button. At the bottom of the page, there is a footer with the text: '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'.