




PROCEDURE Online Learning Agreement (OLA)

1. Créer votre “profil Erasmus+” en suivant le lien :

<https://www.learning-agreement.eu/student/home/login.php>

Create an Erasmus+ profile 

I have read and agree to the [privacy policy](#)

REGISTER



2. Accéder au formulaire en ligne avec les coordonnées du profil Erasmus+ que vous venez de créer :



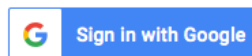
Student login form (For HEI and Erasmus+APP users)

Email

Password

LOGIN

[I don't remember password send me reminder](#)



Google login is for registered users only!



3. Cliquer sur NEW LEARNING AGREEMENT

Learning Agreement (before mobility)

NEW LEARNING AGREEMENT

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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Changes to learning agreement (during mobility)

NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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[Privacy Policy and Terms and Conditions](#). We encourage you to review the documentation and let us know if you have any questions.
2015-2019 European University Foundation



4. Saisissez vos informations personnelles :


Student Information

Nationality *

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth *

Sex *


Student ID number

At student's home/sending institution


Phone Number

Numbers, spaces and '+' symbol are accepted

Study cycle *

Academic Year *

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.

SAVE

NEXT STEP >



5. **SENDING INSTITUTION** : Choisissez « Université de Pau et des Pays de l'Adour » (UPPA) dans la liste déroulante et indiquez le nom du département concerné, puis le nom et l'adresse e-mail de votre enseignant coordinateur à l'UPPA.

Sending institution

Sending institution name *

UNIVERSITE DE PAU ET DES PAYS DE L'ADOUR

CHOOSE

Address

Avenue de l'Université, Pau, 64000, France

Country

France

Erasmus Code

F PAU01

Faculty/Department *

Contact person name *

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.

Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

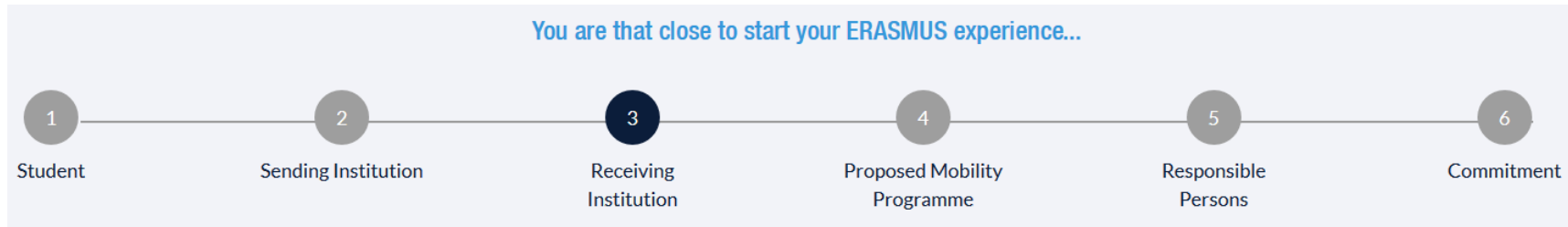
< PREVIOUS

SAVE

NEXT STEP >



6. **RECEIVING INSTITUTION** : Choisissez le nom de votre Université d'accueil et indiquez le nom du Département/ Faculté, puis le nom et l'adresse e-mail de votre enseignant coordinateur dans votre Université d'accueil (Contact person name). Se reporter à la liste des coordinateurs consultable sur votre profil Mobility Online.



Receiving institution

Receiving institution name *

Faculty/Department *

Contact person name *

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.

Contact person email *

Contact person phone

Numbers, spaces and '+' symbol are accepted

< PREVIOUS

SAVE

NEXT STEP >



7. **Compléter le tableau « Table A ».** Veuillez-vous rapprocher de votre collège (ex-UFR) pour accéder à la liste des cours à l'UPPA. Compléter ensuite le tableau B « Table B » avec la liste des cours suivi à l'université d'accueil. *Nous vous rappelons que chaque semestre doit totaliser 30 ECTS sauf cas exceptionnel à nous signaler.*

▼ **TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION** + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

▼ **TABLE B: RECOGNITION AT THE SENDING INSTITUTION** + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the sending institution describing the learning outcomes.

Link to provisions

If the student does not complete successfully some educational components, the following provisions will apply.



8. Planned Period of the mobility :

Année entière : de septembre à mai/juin

Semestre 1 : de septembre à janvier

Semestre 2 : de janvier à mai/juin

Planned period of the mobility

From *

To *

Language competence of the student

The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language *

Level *

< PREVIOUS

SAVE

NEXT STEP >



9. Cette page est pré-remplie automatiquement avec les coordonnées des enseignants coordinateurs que vous avez saisies précédemment.
ATTENTION : veuillez compléter uniquement la rubrique « Position » en indiquant « Enseignant coordinateur ».

Responsible Persons

Responsible person at the Sending institution

Responsible person at the Sending 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 in Step 2.

Name *

Position *

Email *

Phone Number

Numbers, spaces and '+' symbol are accepted

Responsible person at the Receiving institution

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 in Step 3.

Name *

Position *

Email *

Phone Number

Numbers, spaces and '+' symbol are accepted

< PREVIOUS

SAVE

NEXT STEP >



10. Cliquer sur « SIGN ONLINE » et signez dans le « Signature field » à l'aide de votre souris ou depuis votre Smartphone, enfin, cliquez sur « SEND TO SENDING INST . COORDINATOR » :

Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

STUDENT'S SIGNATURE

Date:

← PREVIOUS

SEND TO SENDING INST. COORDINATOR



Signature field

This field works best on touch screen (ex. on mobile phones or laptop with touch screen)

If you experience difficulties signing please use other browser (i.e. Google Chrome)

Clear

Sign Document

Vous avez terminé !

Votre contrat pédagogique (learning agreement) sera signé par le coordinateur académique à l'UPPA « à moins qu'il ne vous demande d'effectuer des changements via la plateforme), puis par le coordinateur à l'université d'accueil. A tout moment, le contrat pédagogique est téléchargeable au format .pdf



NOTE : Il vous sera possible de modifier votre learning agreement une fois que vous serez sur place en raison d'un changement de cours ou de problème d'emploi du temps par exemple. Toutefois, cela doit rester exceptionnel et devra être transmis au plus tard 1 mois après votre arrivée à l'université d'accueil. Vous devrez alors procéder à la signature du document en suivant les mêmes étapes que pour le learning agreement initial.

Changes to learning agreement (during mobility)

NEW LEARNING AGREEMENT WITH CHANGES

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
<p>Co-funded by the Erasmus+ Programme of the European Union</p> <p>Privacy Policy and Terms and Conditions. We encourage you to review the documentation and let us know if you have any questions. 2015-2019 European University Foundation</p>						

Select base agreement for creating changes agreement

RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	ACTION
			/0	/0	NOT SIGNED BY ALL
			/0	/0	NOT SIGNED BY ALL
		Master or equivalent second cycle (EQF 7)	00/0	00/0	NOT SIGNED BY ALL
UNIVERSIDAD COMPLUTENSE DE MADRID	Spain	Master or equivalent second cycle (EQF 7)	09/2019	01/2020	CREATE
			/0	/0	NOT SIGNED BY ALL

BACK