



ONLINE LEARNING AGREEMENT

Vous êtes étudiant.e Erasmus+,

le Online Learning Agreement (OLA) est un outil en ligne qui facilitera les démarches liées à votre mobilité. Ce tutoriel élaboré par le pôle Erasmus+ de la Direction Internationale vous aidera à bien remplir et valider votre contrat pédagogique sur la plateforme OLA.

4 étapes pour valider le OLA

- Étape 1 : complétion et validation du contrat en ligne par l'étudiant
- Étape 2 : validation ou demande de modification du contrat par le responsable pédagogique de votre école d'envoi.
- Étape 3 : validation ou demande de modification du contrat par le responsable pédagogique de l'établissement d'accueil.
- Étape 4 : après validation par l'établissement d'accueil, vous serez prévenu.e par mail. Vous pourrez alors télécharger le PDF du contrat pédagogique et le communiquer à votre Coordinatrice Erasmus+ - erasmusplus@igensia.com.
- Étape 5 (si applicable) : changement de cours et revalidation par toutes les parties.

Voici le détail des étapes à suivre pour compléter le OLA/contrat pédagogique

- Connectez-vous sur la plateforme : <https://www.learning-agreement.eu/>

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

Online Learning Agreement

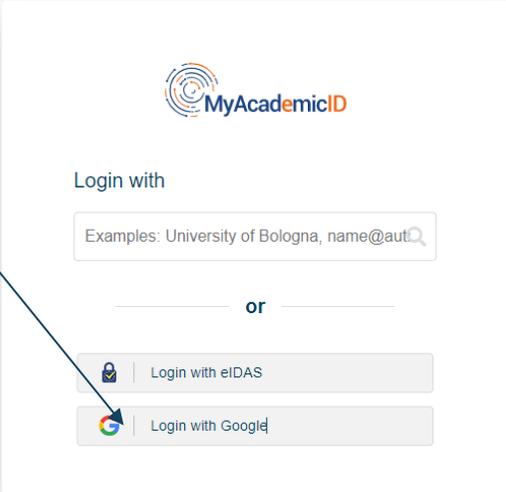
Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

The University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile students

Une fois sur la plateforme OLA, cliquez sur ce bouton pour accéder à la page de connexion

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

Créez votre compte en utilisant un compte Google



The image shows a screenshot of the MyAcademicID login page. At the top is the MyAcademicID logo. Below it, the text 'Login with' is followed by a text input field containing the text 'Examples: University of Bologna, name@aut'. Below the input field is the word 'or' centered between two horizontal lines. Underneath are two buttons: 'Login with eIDAS' with a key icon and 'Login with Google' with the Google logo icon. A blue box on the left contains the text 'Créez votre compte en utilisant un compte Google' with an arrow pointing to the 'Login with Google' button.



Co-financed by the Connecting Europe Facility of the European Union

This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

Pour plus d'informations sur le processus d'inscription à la plateforme :

<https://www.youtube.com/watch?v=rplepEmQF3Y>

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 large banner image of students in a classroom. Overlaid on the banner is a white box with the text 'My Learning Agreements'. A yellow arrow points from a text box to a red 'Create New' button. The text box contains the instruction: 'Créez votre OLA en cliquant sur le bouton « create new »'. Below the banner is a red horizontal bar with the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.'

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

My Learning Agreements

Créez votre OLA en cliquant sur le bouton « create new »

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

Create New

Pour plus d'informations sur le processus de création du OLA :

<https://www.youtube.com/watch?v=palkpHJvTlg>



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 take advantage of this opportunity to upgrade your skills and gain experience with different components (e.g. research, teaching) related to your field of study on campus.



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.**



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.

Vous partez en mobilité pour un semestre ou une année académique ?
Le type de mobilité à choisir est « Semester Mobility »

Vous arrivez sur la première page du OLA. Veuillez remplir vos informations personnelles.

Academic year *

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *

Field of Education Comment

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.

Study cycle *

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).

Selon votre école et/ou le cursus suivi, indiquez le domaine d'études, et le code correspondant :

- **ABS, ICD PGE, ICD BBD, IGS-RH : 0410**
Business and Administration
- **ESAM, BTS SAM : 0413**
Management and Administration
- **ISCPA Com, ICD BEM: 0414**
Marketing and advertising
- **ISCPA Journalisme et production : 0320**
Journalisme and Information

Next

Ici, choisissez le niveau du diplôme que vous préparez :

- niveau « Licence/ Bachelor » (1^{ère} à 3^{ème} année)
- niveau « Master » (4^{ème} et 5^{ème} année).



La seconde étape concerne les informations relatives à votre établissement d'envoi en France.

ATTENTION, les informations sont différentes en fonction de l'établissement dans lequel vous étudiez !

Academic year *
2022/2023

Sending

Sending Institution

Country *
France x

Name *
Name of the institution

Name *
Institut de Gestion Sociale x

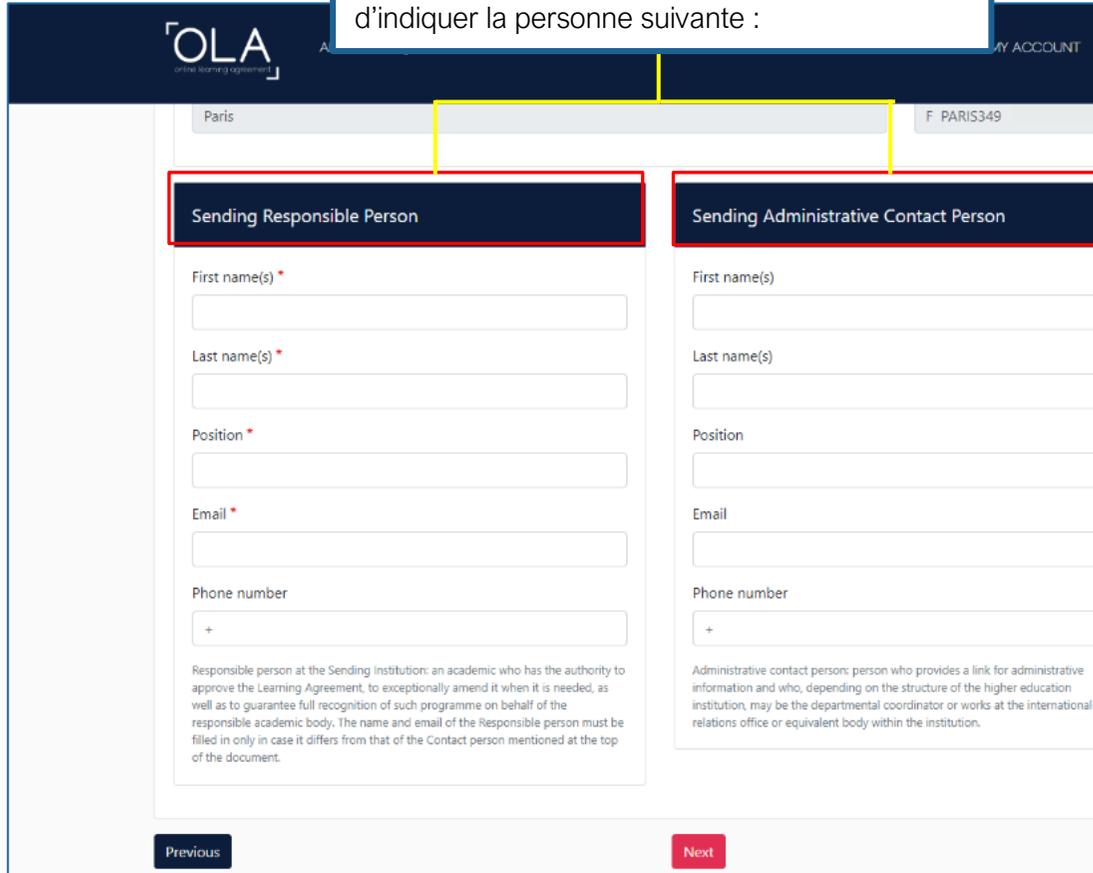
Faculty/Department *
[Empty field]

Address *
Paris

Erasmus Code *
F PARIS363

Veuillez sélectionner dans la liste déroulante « Institut de Gestion Sociale » et indiquer le nom et le campus de votre établissement dans l'encart « Faculty/Department » (ex : ESAM Lyon ou IGS RH Paris).
Le code **FPARIS363** s'affichera automatiquement.

Les deux personnes de contact **sont les mêmes !**
En fonction de votre établissement d'envoi, merci
d'indiquer la personne suivante :



OLA Online Learning Agreement

Paris F PARIS349

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 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.

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 relations office or equivalent body within the institution.

Previous Next

ABS : Nadia MALAS – Assistante Pédagogique
visitingabsparis@igensia.com - +33 1 80 97 95 45

ESAM Paris : Samira NEMRAOUI – Directrice d'Activité Adjointe
snemraoui@igensia.com - +33 1 80 97 45 54

ESAM Lyon : Isabelle DUMAS – Directrice
idumas@igensia.com - +33 4 72 85 71 76

IGS-RH Paris : Eluan BESCOND – International Relations Manager
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IGS-RH Lyon : Laurence VITALI – Directrice Pédagogique
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IGS-RH Toulouse : Isabelle SAGON – Directrice
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ISCPA Lyon : Aude RISTAT – Responsable de formations
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ISCPA Toulouse filière communication : Sabine WETZEL - Responsable de Formation
swetzel@igensia.com - +33 5 31 08 70 53

ISCPA Toulouse filière journalisme : Sylvie LAGARRIGUE - Responsable de Formation
slagarrigue@igensia.com - +33 5 31 08 70 18



Academic year *

Receiving
Receiving Institution
Country *

Name *

Receiving Responsible Person
First name(s) *

Last name(s) *

Position *

Email *

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

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Troisième étape : complétion des informations relatives à l'établissement d'accueil.

Les informations de contact sont disponibles dans la fiche de l'établissement sur l'intranet.

Si vous n'êtes pas sûr.e, renseignez-vous auprès de votre Responsable Pédagogique/ Responsable de Mobilités pour obtenir ces informations.



Quatrième étape : complétion des informations relatives au programme de cours dans l'établissement d'accueil.

Dates indiquées sur la lettre d'acceptation

Planned start of the mobility *

Planned end of the mobility *

Etablissez votre liste de cours en fonction du catalogue de cours disponible sur l'intranet, dans la fiche de présentation de l'établissement d'accueil.

Un « Component to Table A » équivaut à un cours. Pour ajouter un cours à la liste, il faut cliquer sur le bouton « Add Component to Table A »

Les informations demandées sont disponibles sur l'intranet, dans la fiche de présentation de l'établissement d'accueil.

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) *

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.

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

Semester *

Component Code *

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.

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the ...]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The 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 *

The level of language competence *

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>

Si le catalogue de cours du partenaire ne contient pas le numéro du cours en question, veuillez indiquer **XX00**.

Informations sur la reconnaissance des cours dans votre établissement d'envoi.

Les informations demandées ici sont disponibles sur le catalogue de cours de votre établissement en France.

En cas de doute, contactez votre responsable et/ou assistant.e pédagogique.

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 *

- 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



Il est maintenant temps de signer votre contrat pédagogique.

Pour ce faire, il faut signer dans l'encart dédié puis cliquer sur le bouton « **Sign and send the Online Learning agreement to the Responsible person at Sending institution for review** ».

Il sera par la suite envoyé directement aux établissements d'envoi et d'accueil pour validation et signature. Vous serez informé.e de toutes ces étapes en temps réel.

Academic year *

2022/2023

Commitment Preliminary

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.

Clear

!! AVANT DE SIGNER, ASSUREZ-VOUS QUE LES INFORMATIONS QUE VOUS AVEZ RENSEIGNÉES SONT CORRECTES, UNE ERREUR VOUS OBLIGERA A RECOMMENCER LE PROCESSUS OLA !!

Il se peut que vous ayez à effectuer des changements de cours au début de votre semestre.

Si tel est le cas, il vous faut revenir sur votre compte OLA et cliquer sur « Apply changes ».

Attention, ces changements peuvent être effectués seulement si votre OLA a été signé auparavant par toutes les parties.

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

Create New

| Sending Institution | Receiving Institution | Status | Created ▾ | View or Edit |
|---------------------|-----------------------|---------------|----------------------------|---|
| Sending Institution | Receiving Institution | Ready to Edit | Wed, 02/15/2023 - 16:06 | Apply Changes Download PDF History |

Pour plus d'informations sur le processus de changement de cours sur le OLA :

<https://www.youtube.com/watch?v=DJQrbAD7038>

Ici se trouvent les cours que vous avez préalablement choisis.

Supprimez le(s) cours que vous ne suivez plus et ajoutez le(s) cours qui le(s) remplace(nt), en cliquant sur « Add Component Final Table A2 ».

Academic year *
2022/2023

Learning Agreement

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) *

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 awarded by the Receiving Institution upon successful completion * Semester *

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.

Add Component to Table A

Final LA Table A2
No Component added yet.

Add Component Final Table A2

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

Si applicable, faites de-même pour la Table B, en page suivante.

Signez à nouveau dans l'encart dédié puis cliquer sur le bouton « Sign and send the Online Learning agreement to the Responsible person at Sending institution for review ».

Les changements de cours devront être vérifiés puis validés par votre organisation d'envoi et votre organisation d'accueil. Vous serez informé.e de toutes ces étapes en temps réel.



Academic year *

2022/2023

Commitment Final

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.

Clear

"Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Une fois votre OLA validé par toutes les parties, veuillez télécharger le PDF du contrat pédagogique et le communiquer à votre Coordinatrice Erasmus+ - erasmusplus@igensia.com.



Dernière mise à jour le 10/10/2024

Pour toute information complémentaire concernant la pédagogie, prendre directement contact avec votre responsable pédagogique.

Pour toute information complémentaire liée à la procédure de demande de bourse Erasmus+ ou au programme communautaire dans son ensemble, envoyer un mail à erasmusplus@igensia.com.