

User Manual Online Learning Agreement (OLA)

2021

AGROCAMPUS OUEST

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l'institut Agro

agriculture • alimentation • environnement



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.

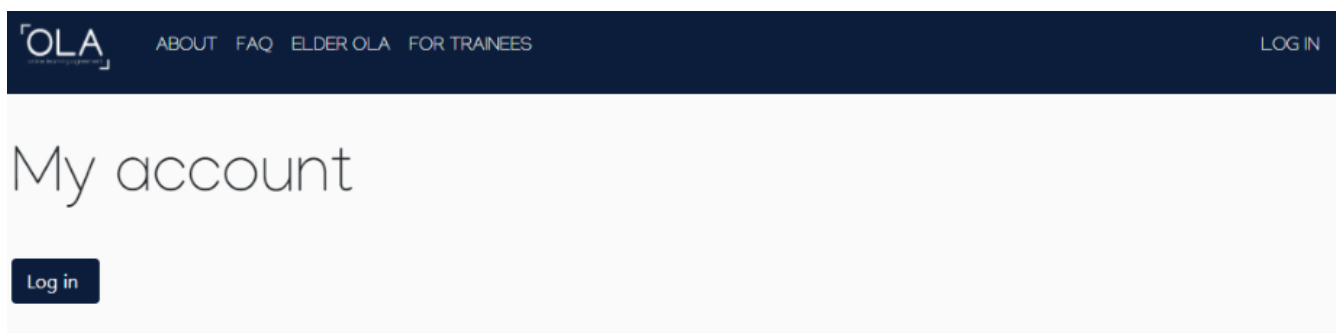
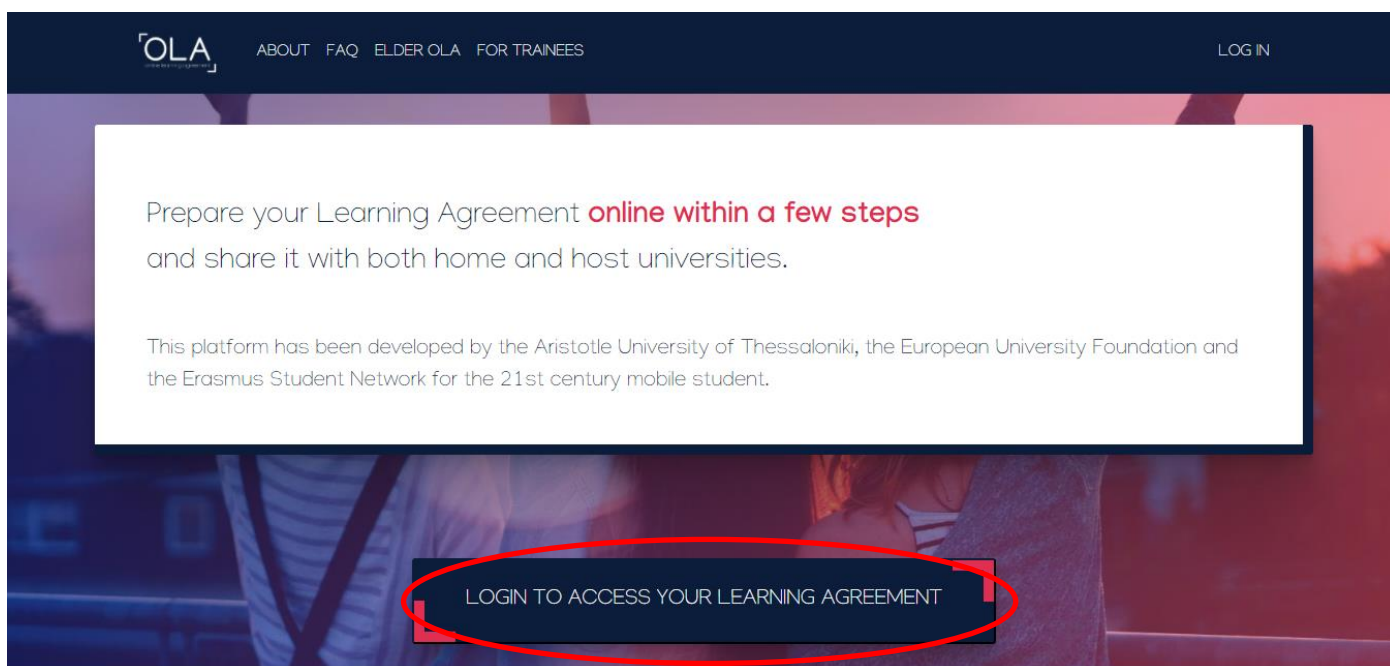


1. Create your « ERASMUS+ profile »

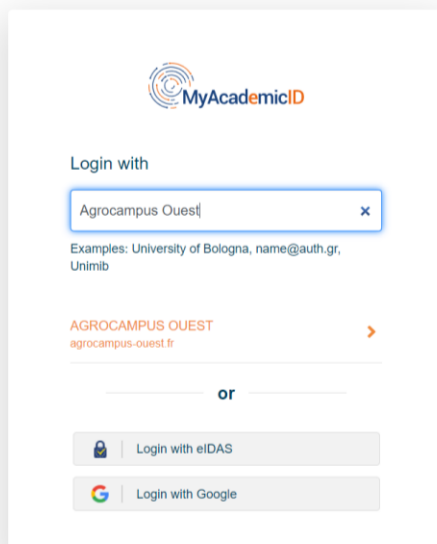
Click on the following link :

<https://www.learning-agreement.eu/>

Click on « LOGIN TO ACCESS YOUR LEARNING AGREEMENT » then on « Log in »

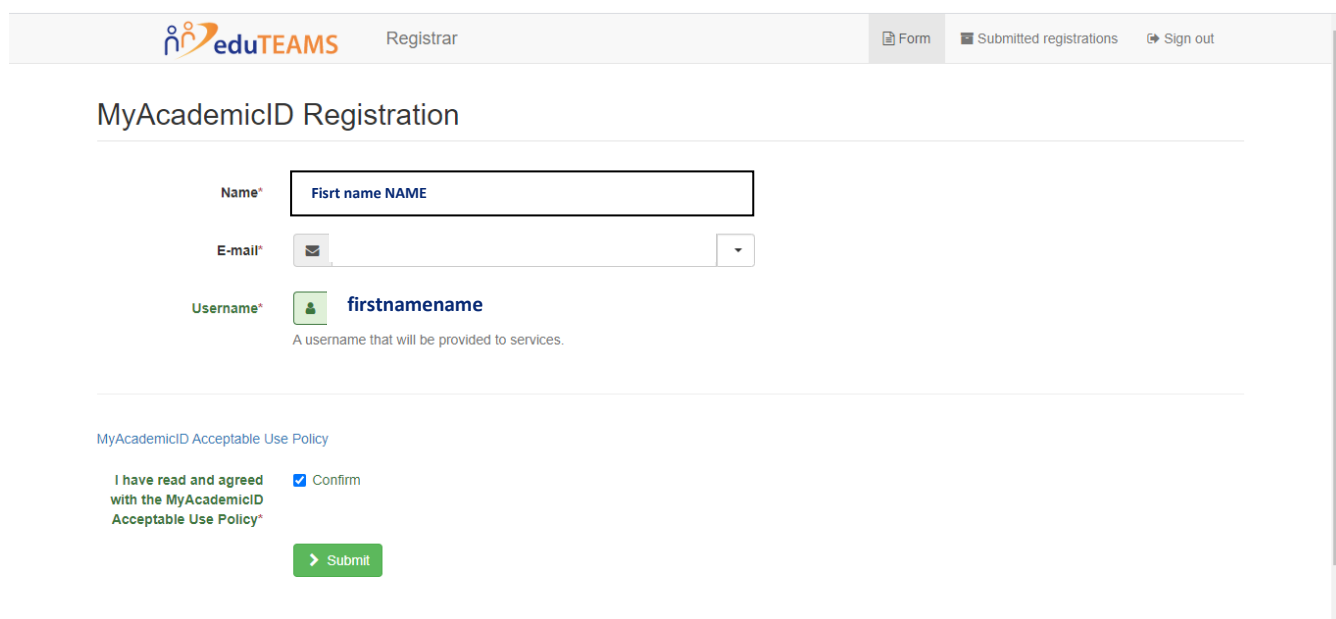


2. Enter the name of your home institution.



The screenshot shows the MyAcademicID login interface. At the top is the MyAcademicID logo. Below it, the text "Login with" is followed by a search input field containing "Agrocampus Ouesl" and a clear button (x). Underneath, there are examples: "University of Bologna, name@auth.gr, Unimib". A highlighted result for "AGROCAMPUS OUEST" is shown with the email "agrocampus-ouest.fr" and a right-pointing arrow. Below this, the word "or" is centered. At the bottom, there are two buttons: "Login with eIDAS" (with a lock icon) and "Login with Google" (with the Google logo).

Indicate your name, first name, home university_email address and username (example : firstnamename).



The screenshot shows the "MyAcademicID Registration" page on the eduTEAMS Registrar portal. The header includes the eduTEAMS logo, "Registrar", and navigation links for "Form", "Submitted registrations", and "Sign out". The main form has three fields: "Name*" with the value "Fisrt name NAME", "E-mail*" with an email icon and a dropdown arrow, and "Username*" with a person icon and the value "firstnamename". A note below the username field states: "A username that will be provided to services." Below the form, there is a link for "MyAcademicID Acceptable Use Policy". A confirmation section contains the text "I have read and agreed with the MyAcademicID Acceptable Use Policy*" and a checked "Confirm" checkbox. A green "Submit" button is at the bottom.

A confirmation email will be sent to the indicated email address.

3. 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)

The screenshot shows a web browser window displaying the 'OLA' portal. The top navigation bar includes 'OLA', 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. The main content area is titled 'My Personal Information' and contains the following fields:

- 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 * (dropdown menu)
- Study cycle * (dropdown menu)

Below the form, there is a checkbox: I have read and agree to the Terms and Conditions and Privacy Policy *. A link for 'Terms and Conditions and Privacy Policy' is provided. A red 'Save' button is located at the bottom of the form.

4. Click on Create New :

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

My Learning Agreements

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](#)

5. 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 the Learning Agreement.

Academic year *
2020/2021

Sending

Sending Institution

Country *
France x

Name *
INSTITUT SUPERIEUR DES SCIENCES AGRONOMIQUES, AGROALIMENTAIRES, HORTICOLES ET DU PAYSAGE x

Faculty/Department

Address * Erasmus Code *

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.

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6. **RECEIVING INSTITUTION** : Choose the country then « Institut Supérieur des Sciences Agronomiques, Agroalimentaires, Horticoles et du Paysage », 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 - aurelie.guineberteau@agrocampus-ouest.fr - International Exchange Coordinator

Receiving responsible person and Receiving administrative contact person (Rennes campus) : Christelle Harché - christelle.harche@agrocampus-ouest.fr - Outgoing Student Officer

Faculty / Department : Angers campus or Rennes campus

Academic year *

2020/2021

Receiving

Receiving Institution

Country *

Country of the institution

Name *

Name of the institution

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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7. Fill in the period of your mobility and then « 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-semester-dechange> (FR) and <https://international.agrocampus-ouest.fr/autumn-semester> (ENG)

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

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 *

Component Code *

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.

Deleted Component: Component t... Confirm removal

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 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 *

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>



8. Then complete « Table B » with the course list from your sending institution.

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"/>	<input type="text"/>	- 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

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

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>.

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Next

9. 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 ».

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *

2020/2021

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

Previous **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

