



PROCEDURE Online Learning Agreement

1. Accéder à la plateforme en suivant le lien : [Log in | OLA \(learning-agreement.eu\)](https://log.in|OLA.learning-agreement.eu). Cliquer sur login et accéder à la plateforme.

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

My account

Log in

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

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- Chercher Université-Paris 8-Vincennes Saint Denis
2. Cliquer sur université Paris 8.



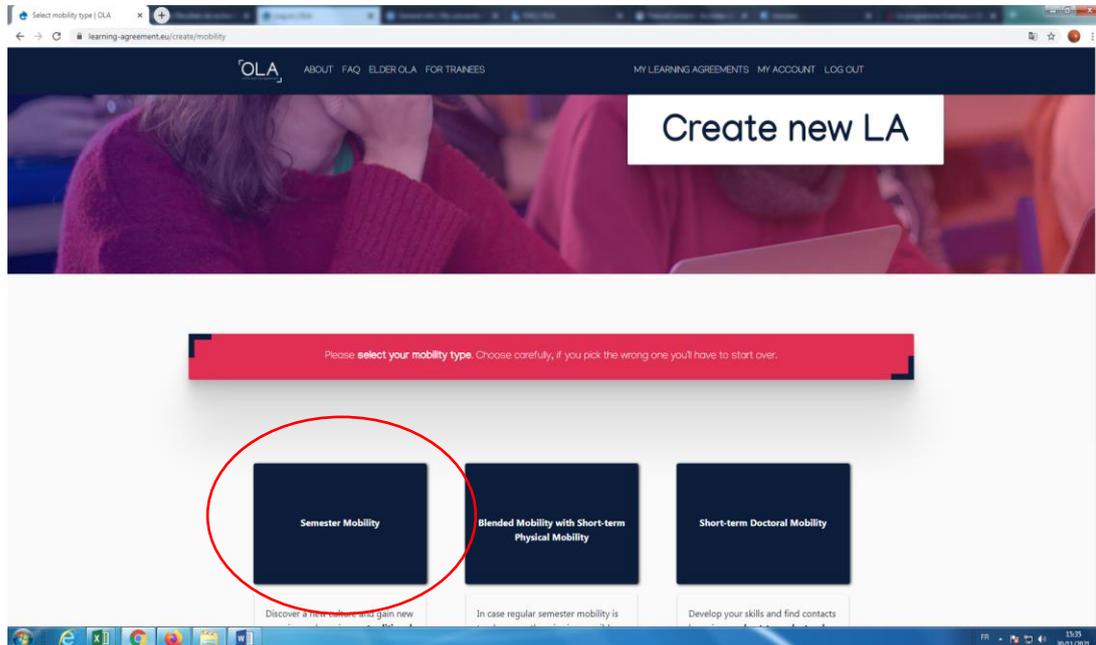
3. Accéder avec vos identifiants Paris 8



4. Cliquer sur "create now"

The screenshot shows the 'My Learning Agreements' dashboard. At the top, there is a navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', and 'FOR TRAINEES'. On the right side of the navigation bar, there are links for 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar is a large banner image with the text 'My Learning Agreements' overlaid. Underneath the banner, there is a red bar with the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' Below this, a message states: 'You have not created any Learning Agreements yet'. A red circle highlights the 'Create New' button, with two red arrows pointing towards it from the left and right. At the bottom of the page, there is a footer with logos for 'it.auth', 'ESN Erasmus Student Network', and 'EUF EUROPEAN UNIVERSITY FOUNDATION'. To the right of the logos, there is a notice: 'An updated Online Learning Agreement Privacy Policy and Terms and Conditions will come into effect on 9 July 2021. You can already find the revised version here.' Below the notice are links for 'RELEASE NOTES', 'PRIVACY POLICY', and 'TERMS AND CONDITIONS'. The browser's address bar shows the URL 'https://learning-agreement.eu/create/mobility'.

5. Cliquer sur semester mobility



6. Saisissez vos informations personnelles

The screenshot shows the 'Student Information' form on the OLA website. The form is titled 'Student Information' and includes the following fields:

- Academic year * (text input): 2021/2022
- Student section (dark blue header):
 - First name(s) * (text input)
 - Last name(s) * (text input)
 - Email * (text input)
 - Date of birth * (text input): jj/mm/aaaa
 - Gender * (dropdown menu): Female
 - Nationality * (dropdown menu): Italy (313)
- Field of Education * (text input)
- Field of Education Comment (text input)
- Study cycle * (dropdown menu): Bachelor or equivalent first cycle (EQF level 5)

Below the 'Field of Education' field, there is a small text block: '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.'

Below the 'Study cycle' field, there is a small text block: '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).'

The browser's address bar shows 'learning-agreement.eu/la/0'.

7. SENDING Institution : sélectionner votre Université d'origine

IMPORTANT : *Sending responsible person : indiquer le nom et l'adresse mail de l'enseignant.e responsable des relations internationales de votre département à l'Université Paris 8, en charge de la validation du learning agreement.*

Au lien suivant vous pouvez trouver la liste des enseignant.e.s : <https://www.univ-paris8.fr/Reseau-des-correspondants-mobilite>

Sending administrative contact person. Insérer les informations suivantes :

Filomena Fazio
 Manager for outgoing erasmus+ students
outgoing@univ-paris8.fr
 0033149406536

The screenshot shows a web browser window displaying the 'Learning Agreement step 1 | OLA' form. The browser address bar shows the URL: <https://learning-agreement.eu/ta/1/8fa473de-0758-4413-8ed2-127eb636960>. The OLA logo is visible in the top left corner of the page, with navigation links for ABOUT, FAQ, ELDER OLA, FOR TRANEES, MY LEARNING AGREEMENTS, MY ACCOUNT, and LOG OUT.

The main form is titled 'Sending Institution' and contains the following fields:

- Country ***: A dropdown menu with 'France' selected.
- Name ***: A text input field containing 'Université Paris 8 Vincennes-Saint Denis'.

Below the 'Sending Institution' section are two columns of fields:

- Sending Responsible Person**: Fields for First name(s), Last name(s), Position, Email, and Phone number.
- Sending Administrative Contact Person**: Fields for First name(s), Last name(s), Position, Email, and Phone number.

At the bottom of the form, there are two small text boxes: 'Responsible person at the Sending Institution: an academic who has the authority to' and 'Administrative contact person: person who provides a link for administrative'.

8. Receiving institution : entrez le pays et le nom de votre Université d'accueil.

Indiquer le nom et l'adresse mail du coordinateur dans votre Université d'accueil (Receiving responsible person). Si vous ne connaissez pas le nom et les coordonnées merci de contacter les collègues de l'Université d'accueil qui pourront vous fournir ces informations.

ATTENTION : Si pendant cette étape le message suivant s'affiche merci de nous contacter :

The Higher Education Institution you selected is not ready to exchange the Online Learning Agreement via The Erasmus Without Paper Network as of yet. Please refer to your mobility coordinator for advice on the next steps.



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www.learning-agreement.com

[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

receiving

Receiving Institution

Country *

Name *

Receiving Responsible Person

Receiving Administrative Contact Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

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.

9. Compléter le tableau « table A » en cliquant sur « Add component to table A » pour chaque cours que vous souhaitez suivre dans l'Université d'accueil. Il faudra également ajouter les crédits et le code de chaque cours. Vous trouverez toutes les informations sur le site de l'Université d'accueil en consultant l'offre de formation par rapport au domaine disciplinaire dans lequel vous avez été sélectionné.e.s

Compléter le tableau « table B » en cliquant sur « Add component to table B ». Il s'agit des équivalences à l'Université Paris 8.

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

Planned start of the mobility *
17/01/2022

Planned end of the mobility *
16/06/2022

Table A - Study programme at the Receiving institution *

No Component added yet.
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 choice 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 <https://example.com>.

The main language of instruction at the Receiving Institution *
- Select a value -

The level of language competence *
- Select a value -
Level of language competence: a description of the European Language Levels (CLEF) is available at: <https://european-council.europa.eu/en/resources/european-language-levels-clef>

Table B - Recognition at the Sending institution *

No Component added yet.
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 <https://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 <https://example.com>

10. Cliquer sur NEXT

Your Online Learning Agreement has been updated. X

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

Academic year *

2021/2022

Table C

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

11. Sur cette page vous pouvez signer votre Learning Agreement

Le Learning Agreement doit par la suite être validé par les enseignant.e.s de l'Université d'origine et l'Université d'accueil.

Vous pouvez rentrer dans la plateforme pour vérifier si votre learning a été validé ou s'il y a des modifications à apporter.

Une fois sur place si il y a des changements de cours vous pouvez toujours rentrer dans la plateforme et communiquer à l'enseignant.e référent des éventuelles modifications qui devront toujours être approuvées.

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

All three parties signing the Learning Agreement commit to comply with all the agreed arrangements, thereby ensuring that you will receive recognition for the studies successfully carried out abroad without any further requirements.

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

Academic year *

2021/2022

Commitment Preliminary

By digitally signing the 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.