

Online Learning Agreement

Mobilités programme Erasmus+



• ÉCOLE NATIONALE SUPÉRIEURE D'ARCHITECTURE & DE PAYSAGE

1. Se connecter

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

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

Cliquez ici →

LOGIN TO ACCESS YOUR LEARNING AGREEMENT

1. Se connecter

My account

Log in with MyAcademicID

← Cliquez ici

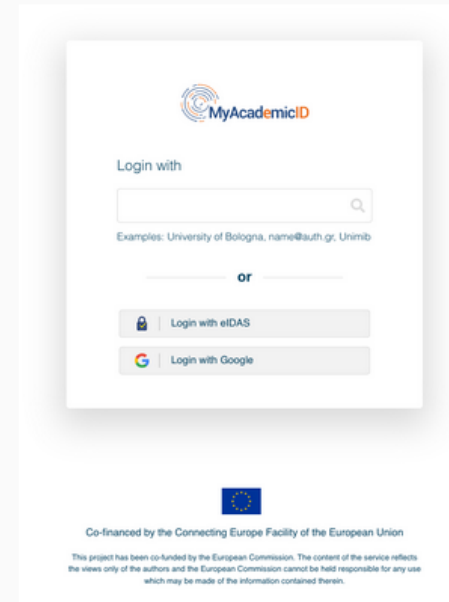


Your OLA just a click away!

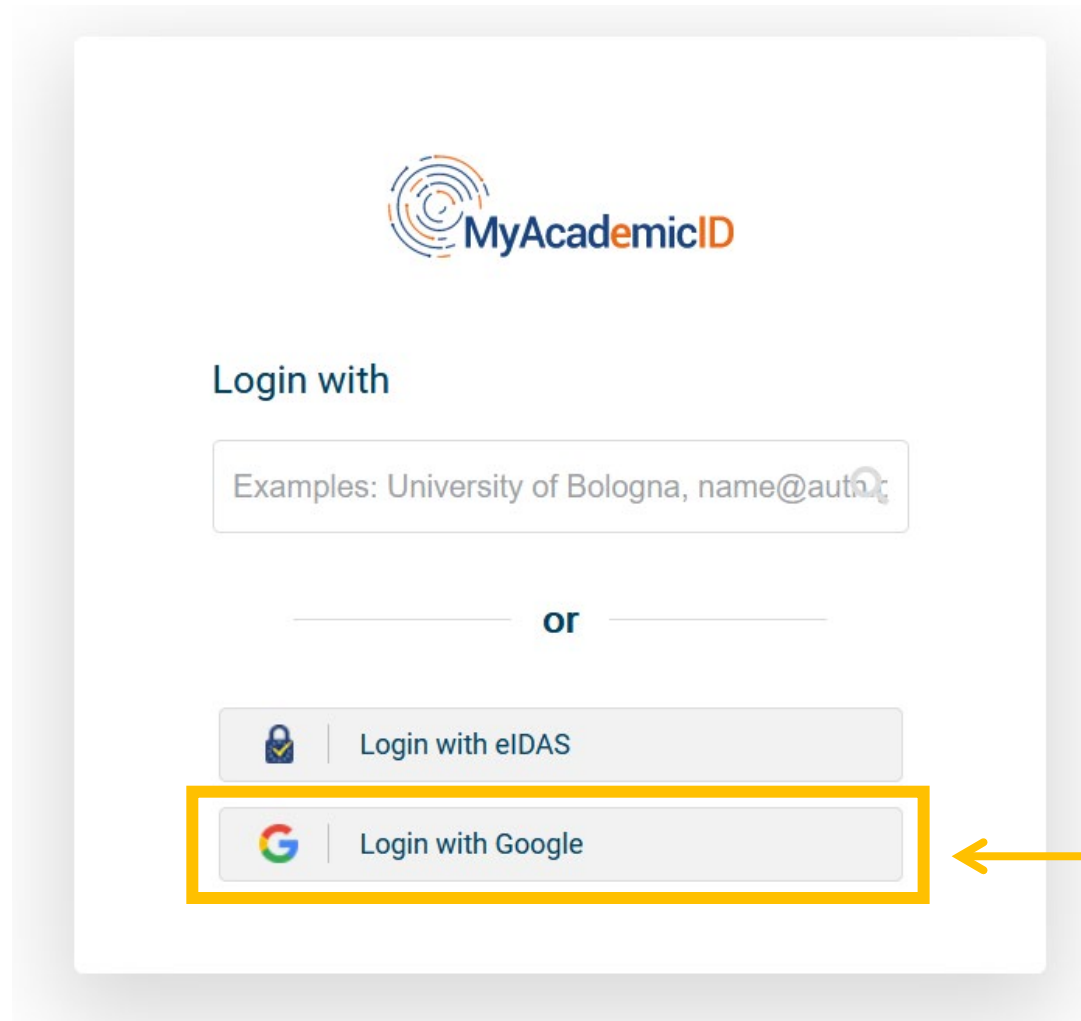
The login options available to access the Online Learning Agreement platform are the following:

- 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!



1. Se connecter



Cliquez ici

2. Créer son compte OLA

My account

VIEW EDIT

My Personal Information

Firstname *

Surname *

Date of birth *

Gender *

Nationality *

Field of education *

Study cycle *

I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions](#) and [Privacy Policy](#)

Save

3. Créer son Learning Agreement



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

Create New



Cliquez ici

3. Créer son Learning Agreement

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

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.

Choisissez « Semester Mobility »

3. Créer son Learning Agreement

Academic year *

2023/2024

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: 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.

Field of Education Comment

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).

Next

Vérifiez vos informations personnelles

3. Créer son Learning Agreement

The screenshot shows a multi-step process for creating a Learning Agreement. The steps are: 1. Student Information, 2. Sending Institution Information (highlighted in red), 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The current step is 'Sending Institution Information', which includes a form for 'Academic year' (with '2023/2024' entered) and a section for 'Sending Institution' with fields for 'Country' and 'Name'.

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

Academic year *

2023/2024

Sending

Sending Institution

Country *

Country of the institution

Name *

Name of the institution

Indiquez les informations concernant votre établissement d'envoi = ENSAP Bordeaux

Code Erasmus = F BORDEAU16

3. Créer son Learning Agreement

Sending Responsible Person	Sending Administrative Contact Person
<p>First name(s) *</p> <input type="text"/>	<p>First name(s)</p> <input type="text" value="Lisa"/>
<p>Last name(s) *</p> <input type="text"/>	<p>Last name(s)</p> <input type="text" value="Casamajou"/>
<p>Position *</p> <input type="text"/>	<p>Position</p> <input type="text" value="Mobility officer"/>
<p>Email *</p> <input type="text"/>	<p>Email</p> <input type="text" value="international@bordeaux.archi.fr"/>
<p>Phone number</p> <input type="text" value="+"/> <small>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.</small>	<p>Phone number</p> <input type="text" value="+33557331124"/> <small>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.</small>
Previous	Next

« Sending Responsible Person »
= enseignant référent

« Sending Administrative
Contact Person » = Lisa
Casamajou

3. Créer son Learning Agreement

The screenshot displays a multi-step process for creating a Learning Agreement. A progress bar at the top 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. Below the progress bar, the 'Academic year' field is set to '2023/2024'. The current step, 'Receiving Institution Information', is highlighted in a dark blue bar. The form contains two required fields: 'Country' (with a dropdown menu showing 'Country of the institution') and 'Name' (with a text input field showing 'Name of the institution').

Indiquez les informations concernant votre établissement d'accueil

En choisissant le pays, vous allez avoir accès à une liste d'établissements

3. Créer son Learning Agreement

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

Academic year *

2023/2024

Receiving

Receiving Institution

Country *

Spain x

Name *

Universidad de Granada x

Faculty/Department

Address *

Granada

Erasmus Code *

E GRANADA01

Pour vérifier que vous avez sélectionné le bon établissement, regardez le code Erasmus

Celui-ci doit être le même que dans la fiche de présentation de l'établissement envoyée par mail par Mme Creuzin

3. Créer son Learning Agreement

Receiving Responsible Person	Receiving Administrative Contact Person
First name(s) *	First name(s)
<input type="text"/>	<input type="text"/>
Last name(s) *	Last name(s)
<input type="text"/>	<input type="text"/>
Position *	Position
<input type="text"/>	<input type="text"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number	Phone number
<input type="text"/>	<input type="text"/>
<small>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.</small>	

[Previous](#) [Next](#)

Vous trouverez les contacts dans la fiche de présentation de l'établissement

3. Créer son Learning Agreement

Academic year *

2023/2024

Preliminary LA

Planned start of the mobility *

01 / 09 / 2023

Planned end of the mobility *

04 / 02 / 2024

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) *		
Titre du cours		
<small>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.</small>		
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *
112	2	First semester (Winter/Autumn)
<small>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.</small>		

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 *

Spanish

The level of language competence *

B2

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>

Tableau A : entrez les informations concernant votre liste de cours : il faut ajouter les cours un par un

Les informations nécessaires pour trouver les cours disponibles sont envoyées par l'établissement d'accueil au moment de l'inscription et sont généralement trouvables sur la site de l'établissement

3. Créer son Learning Agreement

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 *

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>.

Previous Next

Tableau B : entrez les informations concernant les cours que vous auriez du suivre à l'ENSAP Bordeaux. Les informations se trouvent sur le site internet de l'école et sur Taiga (Année / Fiche d'enseignement)

Vous devez écrire uniquement les cours que vous allez valider par équivalence et non ceux que vous suivrez à distance

Il ne faut donc pas écrire les cours de séminaire

3. Créer son Learning Agreement

Vérifiez bien l'année
d'études sélectionnée



Academic year *

2023/2024

Table C

No Paragraph added yet.

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

3. Créer son Learning Agreement

The screenshot shows a progress bar at the top with six steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information, 4. Proposed Mobility Programme, 5. Virtual Components, and 6. Commitment. The 'Commitment' step is highlighted in red. Below the progress bar, there is a form for 'Academic year' with the value '2023/2024'. The main section is titled 'Commitment Preliminary' and contains a text box with a dark blue header. The text in the box reads: '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 is a large empty rectangular box for a signature, with a 'Clear' button underneath it. At the bottom of the form, there is a small 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.' At the very bottom, there is a dark blue button with the text 'Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review'.

Signez →

← En cliquant ici, vous validez et envoyez l'OLA à la validation de l'ENSAP Bordeaux

4. Modifier son OLA

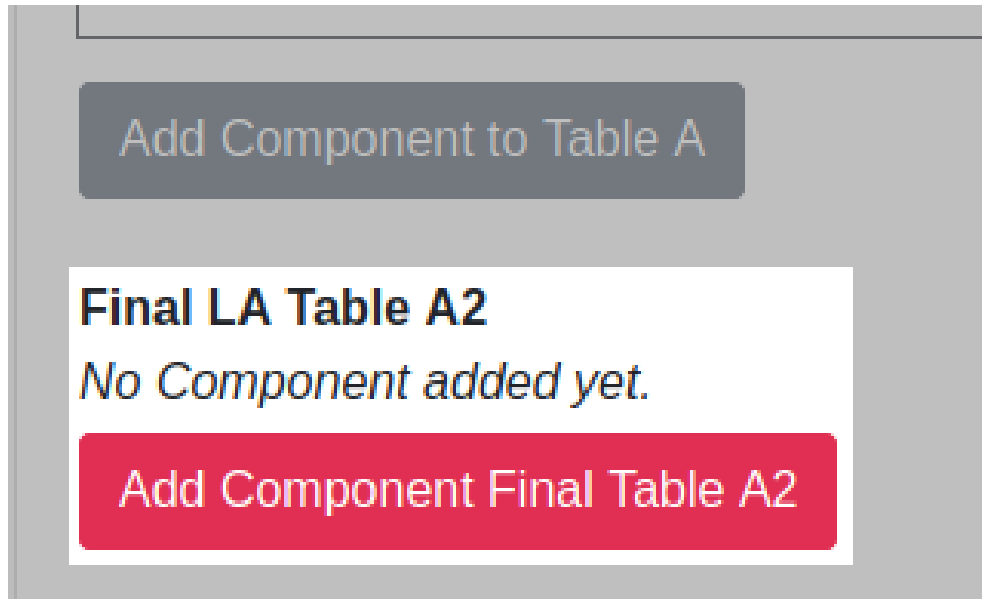
Une fois le OLA validé par les trois parties, vous verrez qu'il n'est plus possible de modifier les cours dans les tableaux A et B.

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) *			
Wrong course			
<small>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.</small>			
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *	
TEST-123	23	Second semester (Summer/Spring) ▾	
	<small>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.</small>		

← La touche « remove » est grisée

4. Modifier son OLA



Pour modifier les cours suivis à l'étranger (tableau A), il faut ajouter un tableau A2, en cliquant sur « Add Component Final Table A2 »

Pour modifier les cours suivis à l'ENSAP, vous devez ajouter le tableau B2.

4. Modifier son OLA – supprimer un cours

Final LA Table A2

Component Final Table A2

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Wrong course

Component Code *

TEST-123

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

23

Semester *

Second semester (Summer/Spring)

Component Added or Deleted *

Deleted

Reason Change Deleted

Previously selected educational component is not available at the Receiving Institution

Pour chaque cours à supprimer, vous devez indiquer :

- Le nom du cours
- Le code du cours
- Le nombre d'ECTS
- Le semestre

Ces informations doivent être les mêmes que dans le tableau A !

Vous devez ensuite choisir « deleted »

Add Component Final Table A2

Cliquez ensuite sur « Add composent Final Table A2 » pour supprimer ou ajouter d'autres cours ou sur « Next » pour passer à l'étape de la validation

4. Modifier son OLA – ajouter un cours

Final LA Table A2

Component Final Table A2

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

NEW-CLASS

Component Code *

TEST-456

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

12

Semester *

Second semester (Summer/Spring)

Component Added or Deleted *

Added

Reason Change Added

Substituting a deleted component

Add Component Final Table A2

Pour chaque cours à ajouter, vous devez indiquer :

- Le nom du cours
- Le code du cours
- Le nombre d'ECTS
- Le semestre

Vous devez ensuite choisir « added »

Cliquez ensuite sur « Add composent Final Table A2 » pour supprimer ou ajouter d'autres cours ou sur « Next » pour passer à l'étape de la validation

4. Modifier son OLA

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

Academic year *

2023/2024

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

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.

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

Vous devez à nouveau valider votre OLA.

Une fois validé, il est automatiquement transmis à l'ENSAP puis à votre établissement d'accueil.

Chaque modification suit la même procédure

4. En résumé

- Le Learning Agreement est un contrat entre l'étudiant·e, l'ENSAP Bordeaux et l'établissement d'accueil
- Prenez contact en amont avec votre enseignant référent pour échanger sur vos choix de cours
- Vous avez la possibilité de modifier votre OLA. Chaque modification sera soumis à validation, selon la procédure suivante : validation de l'étudiant·e -> de l'ENSAP Bordeaux -> de l'établissement d'accueil
- Si l'ENSAP Bordeaux ou l'établissement d'accueil estime que certains cours ne sont pas autorisés, le OLA sera refusé et vous recevrez une notification par e-mail
- Lorsque vous partez en échange, vous restez étudiant·e de l'ENSAP Bordeaux et vous devez valider votre semestre à l'école, par équivalence. Vous devez donc obtenir le même nombre d'ECTS que si vous étiez resté·e à l'école = 30 ECTS / semestre. Exception pour les étudiant·e·s de DEP3/M2 qui ont des cours obligatoires au S9 et pour les étudiant·e·s qui suivront le séminaire (travail de recherche) de master à distance

4. En résumé

CONTACTS / Référents Architecture Erasmus+

Hocine ALIOUANE : Roumanie (Bucarest), Turquie (Istanbul ITU – Istanbul Mimar Sinan)

BARLET Aline / LE NORMAND Régis : Bulgarie (Sofia), Pologne (Cracovie)

Valéry BRANDELA : Italie (Ferrare – Florence – Milan - Venise)

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Carlos GOTLIEB : Espagne (Madrid – Pampelune - San Sébastian), Italie (Rome)

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Aline RODRIGUES-LEFORT : Portugal (Evora – Porto)

4. En résumé

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4. En résumé

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