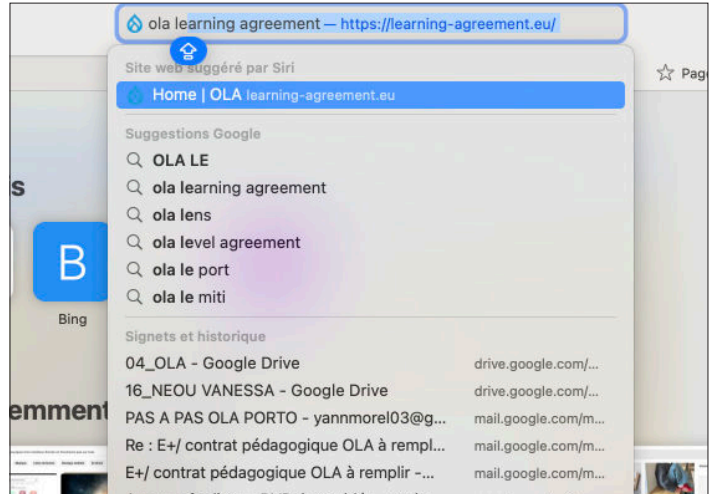
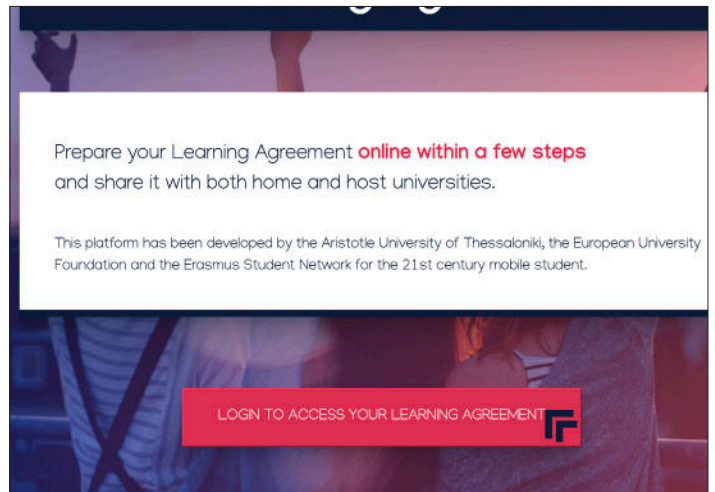


# STEPS BY STEPS: OLA

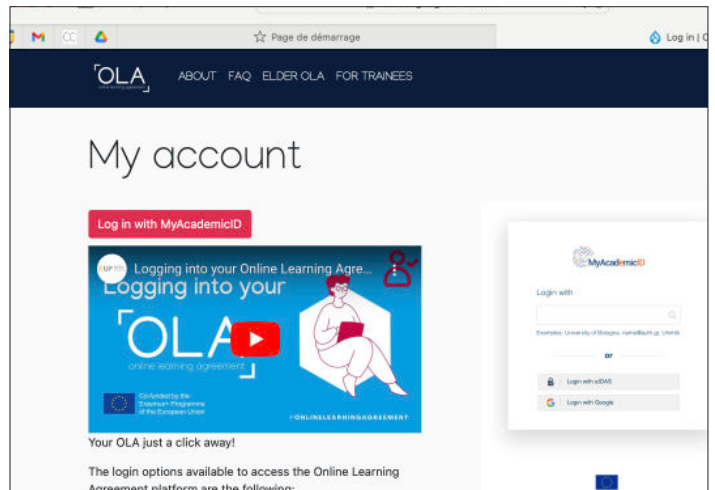
Sur la barre de recherche :  
**OLA learning agreement**



Sur le site internet :  
Cliquer sur **«LOGIN TO ACCESS YOUR  
LEARNING AGREEMENT»**



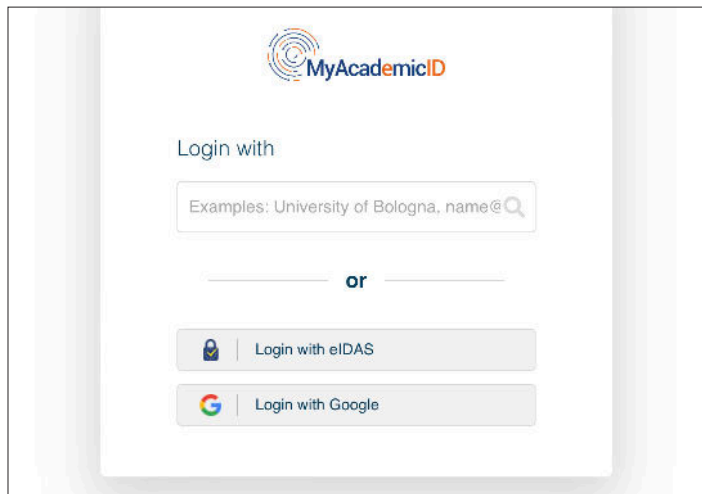
Cliquer sur **«Login in with MyAcademicID»**



# STEPS BY STEPS: OLA

Connecter vous avec votre adresse mail :

**GOOGLE**



Après avoir confirmé, validé etc.

Vous arrivez sur cette page : remplir

-PRÉNOM

- NOM

- DATE NAISSANCE

-GENRE

-NATIONALITÉ : **FRANCE**

FIELD OF EDUCATION :

**Fashion interior and industrial design**

(écrivez seulement le début... il vous trouve la suite = sélectionner l'onglet proposé)

STUDY CYCLES : **Bachelor**

(IDEM, vous propose un onglet)

Voici les réponses :

Attention nationalité sélectionner **France**

cocher

**I HAVE READ AND AGREE TO THE TERMS  
AND CONDITIONS AND PRIVACY POLICY.**

**APPUYER SUR NEXT**

# STEPS BY STEPS: OLA

Vous arrivez sur cette page :  
**STUDENT INFORMATION**

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

Please make sure that all your personal and academic details are correct. You can edit this information in My Account.

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Mobility Programme 5 Commitment

Academic year \*  
2023/2024

Mobility Type \*  
Blended mobility with short-term physical mobility

Student

First name(s) \* Last name(s) \*

Vérification des informations :  
**Ajouter 03.5 Graphic design**

e(s) \* Last name(s) \*  
Morel

morel03@gmail.com

Year of Birth \* Gender \* Nationality \*  
2003 Male France (280)

Field of Education \* Field of Education (clarification) Study cycle \*  
n, interior and industrial de 03.5 Graphic design Bachelor or equivalent first 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).

Education: The ISCED-F 2013 search file at <https://www.unesco.org/education/international-classification-of-education> could be used to find the ISCED field of education and training best to the subject of the degree to be awarded to the student by the Sending Institution.

## APPUYER SUR NEXT

Vous arrivez sur cette page :  
**Sending institution information**

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

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Mobility Programme 5 Commitment

Academic year \*  
2023/2024

Mobility Type \*  
Blended mobility with short-term physical mobility

Sending Institution

Country \*  
Country of the institution

Name \*  
Name of the institution

# STEPS BY STEPS: OLA

Informations suivantes :

-COUNTRY : **France**

- NOM DE L'ETABLISSEMENT :

**Lycee brequigny**

(IDEM, vous est proposé un onglet) (sans accent)

<b>Country *</b>
France x
<b>Name *</b>
lycee br
<b>LYCEE BREQUIGNY</b>

Informations suivantes :

## 1) SENDING RESPONSIBLE PERSON

- PRÉNOM : **TIFENN**

- NOM : **GARGAM**

- POSITION : **Erasmus Coordinator**

- E-mail : **gargam.education@gmail.com**

-TEI : **+33 789453776**

## 2) SENDING ADMINISTRATIVE PERSON

- PRÉNOM : **MARC**

-NOM : **DURAN**

-POSITION : **OLA Administrator**

-E-mail : **ce.0350028r@ac-rennes.fr**

-TEL : **+33 299868200**

Sending Responsible Person	Sending Administrative Contact Person
<b>First name(s) *</b>	First name(s)
Tifenn	Marc
<b>Last name(s) *</b>	Last name(s)
Gargam	Duran
<b>Position *</b>	Position
Erasmus Coordinator	OLA Administrator
<b>Email *</b>	Email
gargam.education@gmail.com	ce.0350028r@ac-rennes.fr
<b>Phone number</b>	<b>Phone number</b>
+33789453776	+33299868200
<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>	<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>

**APPUYER SUR NEXT**

# STEPS BY STEPS: OLA

Vous arrivez sur cette page :

## **Receiving institution information**

The screenshot shows a progress bar with four steps: 1. Student Information, 2. Sending Institution Information, 3. Receiving Institution Information (highlighted in red), and 4. Mobility Program. Below the progress bar, the 'Academic year' is set to '2023/2024' and 'Mobility Type' is 'Blended mobility with short-term physical mobility'. A dark blue bar at the bottom contains the text 'Receiving' and 'Receiving Institution'.

Informations de l'établissement receveur :

-COUNTRY : **PORTUGAL**

-NAME : **CENTRO DE ...**

(IDEM, écrivez un peu... puis vous proposez)

-FACULTY DEPARTEMENT : **Graphic design**

-ADDRESS : AUTOMATIQUE

The 'Receiving Institution' form contains the following fields: 'Country' (Portugal), 'Name' (CENTRO DE INVESTIGACAO E FORMACAO EM ARTES E DESIGN LDA), 'Faculty/Department' (Graphic design), 'Address' (Senhora da Hora), and 'Erasmus Code' (P MATOSIN01).

Informations suivantes :

### **1) Receiving Responsible person**

-PRENOM : **Marta**

-NOM : **Varzim**

- POSITION : **GERI**

-E-mail : **martavarzim@esad.pt**

- TEL : **+351229578750**

### **2) Receiving Administrative person**

- PRENOM : **Marta**

-NOM : **Varzim**

-POSITION : **Erasmus Ambassador**

-E-mail : **international@esad.pt**

-TEL : **+351229578750**

The screenshot shows two side-by-side forms. The 'Receiving Responsible Person' form has fields for First name(s) (Marta), Last name(s) (Varzim), Position (GERI), Email (martavarzim@esad.pt), and Phone number (+351229578750). The 'Receiving Administrative Contact Person' form has fields for First name(s) (Marta), Last name(s) (Varzim), Position (Erasmus Ambassador), Email (international@esad.pt), and Phone number (+351229578750). A note at the bottom states: '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.'

# STEPS BY STEPS: OLA

## APPUYER SUR NEXT

Vous arrivez sur cette page :

**Mobility Programme**

1 Student Information 2 Sending Institution Information 3 Receiving Institution Information 4 Mobility Programme

Academic year \*  
2023/2024

Mobility Type \*  
Blended mobility with short-term physical mobility

Preliminary LA

Planned start of the mobility \* 17/12/2023  
Planned end of the mobility \* 17/12/2023

Study Programme at Receiving Institution and recognition at the Sending Institution  
No Component added yet.

Informations dates début - fin :

-PLANNED START OF THE MOBILITY :

**19/02/2024**

-PLANNED END OF THE MOBILITY :

**23/02/2024**

Planned start of the mobility \* 19/02/2024  
Planned end of the mobility \* 23/02/2024

Study Programme at Receiving Institution and recognition at the Sending Institution

## VOUS CLIQUER SUR ADD COMPONENT

Infos a entrer dans les cases :

COMPONENT TITLE OR DESCRIPTION :

**Bip flags letters and typesfaces**

COMPONENT CODE : **NONE**

NUMBER OF CREDIT ECTS : **3**

SHORT DESCRIPTION : **collaborative**

**workshop - creative writing**

Study Programme at Receiving Institution and recognition at the Sending Institution

Remove

Component title or description at the Receiving Institution \*  
Bip flags letters and typesfaces

Component Code \*  
NONE

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*  
3

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.

Short description of the virtual component  
collaborative workshop - creative writing

Automatically recognised towards student degree

# STEPS BY STEPS: OLA

Vous continuez en bas :  
sélectionner la langue : **English**  
puis le level : **B2**

## APPUYER SUR NEXT

Vous arrivez sur la page : **Commitment**

### **Signer électroniquement avec le PAD**

(clear = supprimer votre signature si pas satisfait)

Ensuite cliquer sur **«sign and send the online learning agreement to the ...»**

Short description of the virtual component

collaborative workshop - creative writing

Automatically recognised towards student degree

Automatic recognition comment

Add Component

The main language of instruction at the Receiving Institution \*

English

The level of language competence \*


B2

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://eurpass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

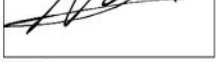
Previous Next

Commitment

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



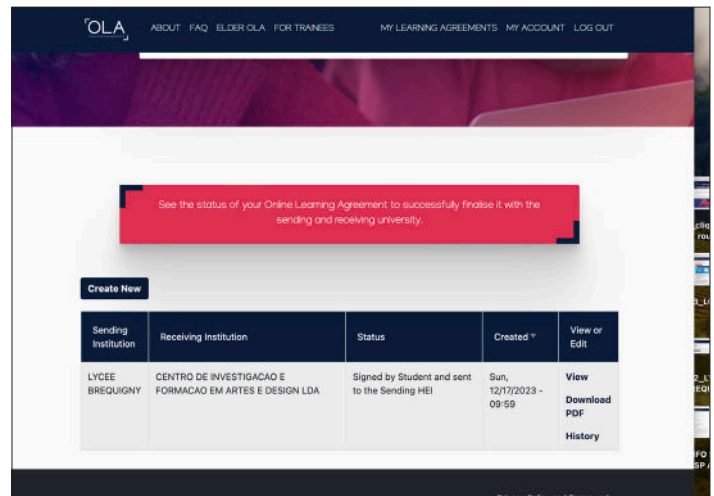
Clear

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.

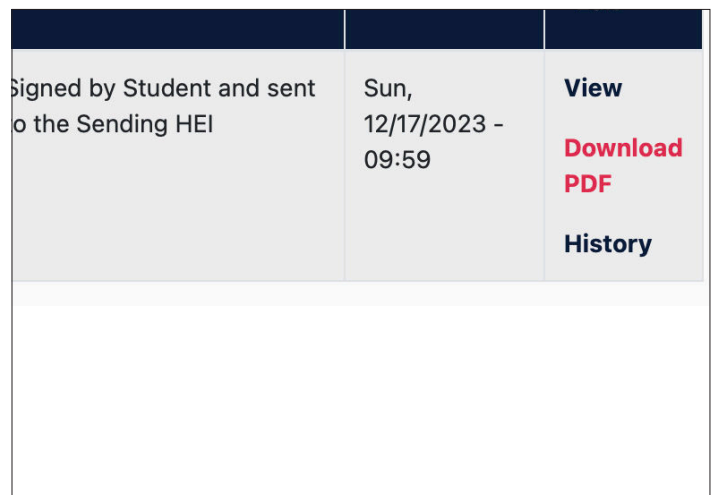
Previous Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

# STEPS BY STEPS: OLA

Vous arrivez sur cete page :

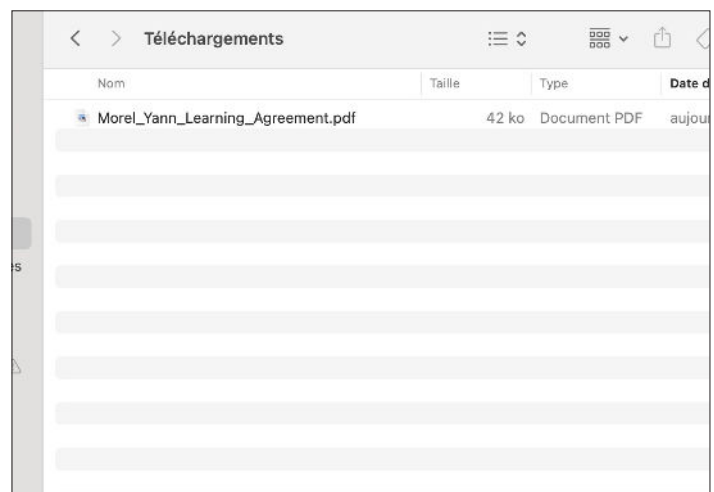


Vous téléchargez le PDF



Dans vos téléchargements vous récupérez votre documents et le glisser dans le drive prévue a votre nom

**04\_OLA**





**MERCI DE**

**LE FAIRE**

**AU + VITE**

**;) )**