

Filling out your Online Learning Agreement (OLA)

The Learning Agreement, sometimes referred to as just LA, is the document that binds and covers the exchange student, the sending institution, and the receiving institution during a student mobility period. It must be approved by all parties **before the start of the exchange**.

The Learning Agreement defines the **study programme** abroad, detailing the subjects that will be replaced in the student's diploma once they have successfully completed the study abroad programme. This is the principle of **automatic recognition**: all the credits obtained abroad (with supporting transcripts) will be counted towards the student's degree without any additional work.

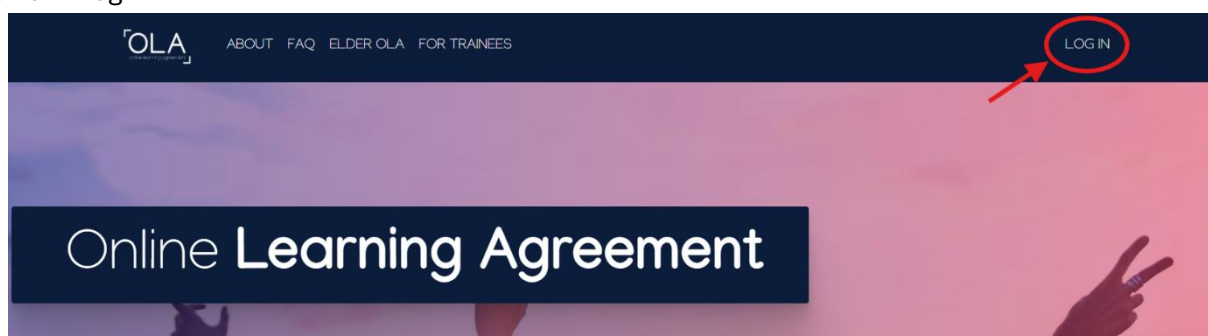
Learning Agreements are digital in the Erasmus+ 2021-2027 programme. Where possible, it is preferable to use the Online Learning Agreement (OLA) platform to generate your Learning Agreement.

The following guide will help you fill out your OLA.

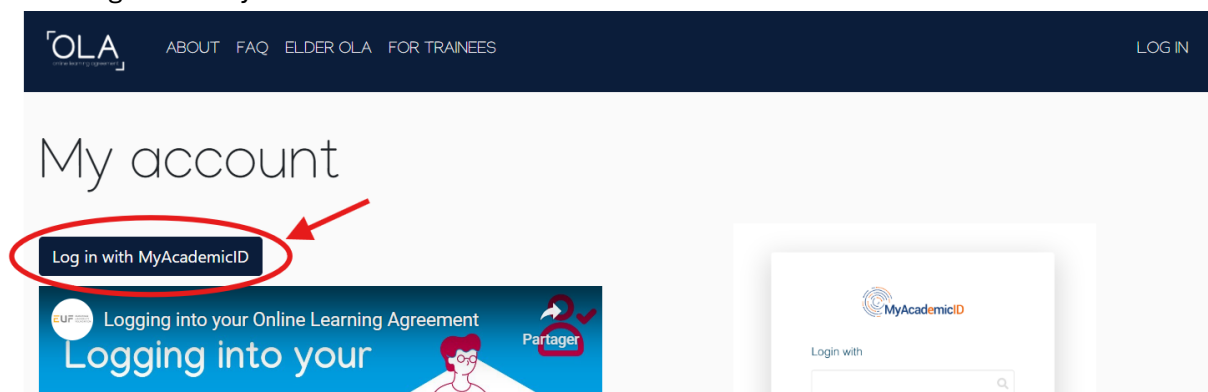
I. Log onto the OLA platform and create your account

Link: [Home | OLA](#)

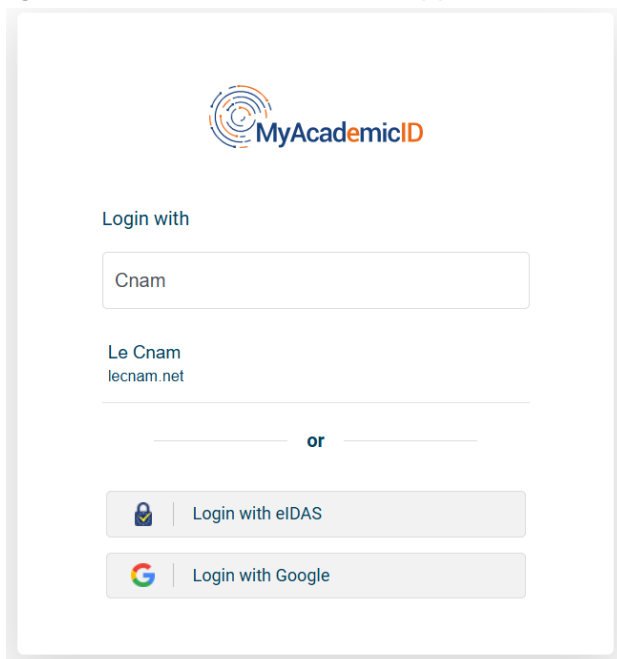
Click on “Log in”:



Click on “Log in with MyAcademicID”:



Enter “Cnam” in the field “Login with”, then select it when it appears:



The screenshot shows the MyAcademicID login page. At the top center is the MyAcademicID logo. Below it, the text "Login with" is followed by a search input field containing the text "Cnam". Underneath the search field, the text "Le Cnam" and "lecnam.net" is displayed. A horizontal line with the word "or" in the center separates this section from the login options below. There are two buttons: "Login with eIDAS" (with a padlock icon) and "Login with Google" (with the Google logo icon).

You will then be redirected to Cnam’s authentication platform. Log in using your normal log-in details (Cnam student email address):

AUTHENTIFICATION



Les champs marqués d'une astérisque () sont obligatoires*

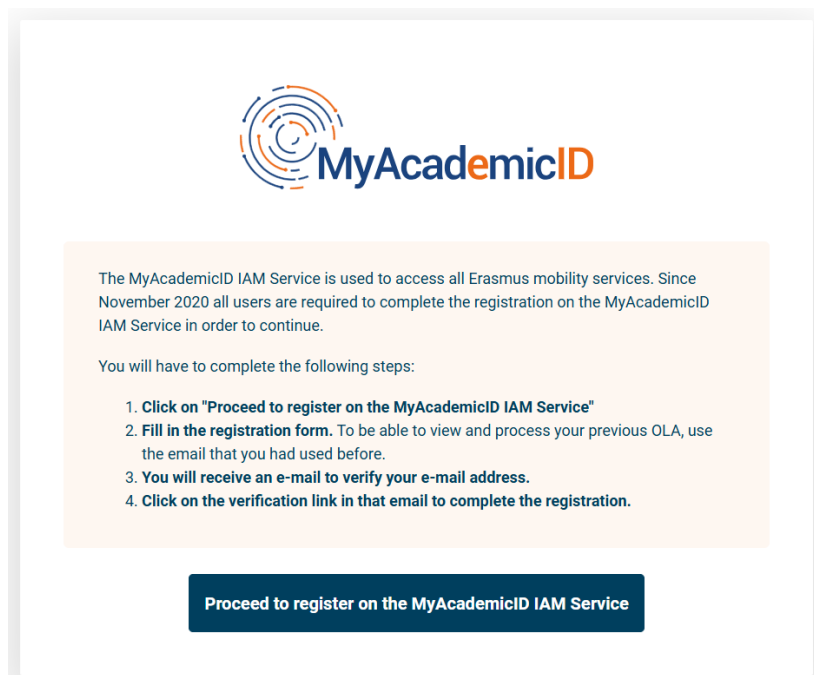
Adresse lecnam.net ou nom d'utilisateur*

Mot de passe*



Se connecter

When you log on for the first time, you will be asked to register with MyAcademicID. Continue by clicking on “Proceed to register on the MyAcademicID IAM Service”:



MyAcademicID

The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

Proceed to register on the MyAcademicID IAM Service

Fill in the required fields (Cnam student email address) and accept the use policy:

MyAcademicID Registration

Given name*

Surname*

E-mail*

Acceptable Use Policy

I have read and agreed with the MyAcademicID Acceptable Use Policy* Confirm

> Submit

An email will be sent to you to confirm the creation of your account. Check your Cnam email address:

 Email verification

 Email verification needed

Your email address was verified.

II. Create your OLA

Start by entering your personal information.

In “Field of education”, select “Audio-visual techniques and media production (0211) (743)”.

My account

VIEW EDIT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

Study cycle *

I have read and agree to the Terms and Conditions and Privacy Policy *

Then click on “My Learning Agreements” and then “Create new”:

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

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

Create New

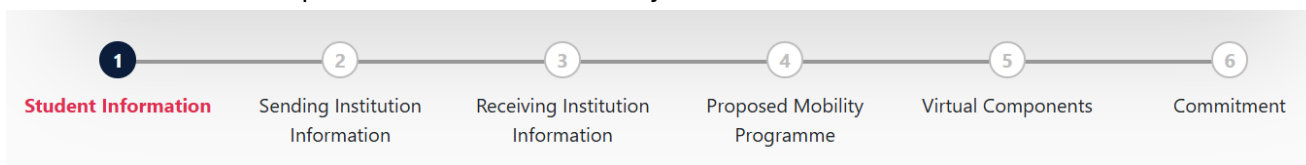
Choose “Semester Mobility”:

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.

III. The 6 Steps of the OLA

You must fill in the 6 steps below to be able to send your OLA:



1) Student information

Double-check the information that you previously entered.

Reminder: In “Field of Education”, select “Audio-visual techniques and media production (0211) (743)”.

Student

First name(s) *	Last name(s) *	
<input type="text"/>	<input type="text"/>	
Email *		
<input type="text"/>		
Date of birth *	Gender *	Nationality *
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Country to which the person belongs administratively and that issues the ID card and/or passport.		
Field of Education *	Field of Education Comment	Study cycle *
<input type="text" value="Audio-visual techniques and media producti"/>	<input type="text"/>	<input type="text" value="Master or equivalent second cycle (EQF le"/>
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		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).

2) Sending Institution Information

Fill in as follows:

- **Country:** France
- **Name:** Conservatoire national des arts et métiers
- **Faculty/Department:** Cnam-Enjmin

Academic year *
2024/2025

Sending

Sending Institution

Country *
France x

Name *
CONSERVATOIRE NATIONAL DES ARTS ET METIERS x

Faculty/Department *
Cnam-Enjmin

Address *
Paris

Erasmus Code *
F PARIS056

- **Sending Responsible Person:** Kim Vu, International Project Manager, kim.vu@lecnam.net
- **Sending Administrative Contact Person:** Fantine Amiel, International Operations Assistant, fantine.amiel@lecnam.net

Sending Responsible Person

First name(s) *
Kim

Last name(s) *
Vu

Position *
International Project Manager

Email *
kim.vu@lecnam.net

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)
Fantine

Last name(s)
Amiel

Position
International Operations Assistant

Email
fantine.amiel@lecnam.net

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.

3) Receiving Institution Information

Fill in the following fields:

Receiving

Receiving Institution

Country *

Name *

For students on the dual degree programme with The Cologne Game Lab:

Country: Germany

Name: Technische Hochschule Koeln

Faculty/Department: Cologne Game Lab

(Address: Köln / Cologne, Erasmus Code: D KOLN04)

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

Receiving Responsible Person: André Czauderna, Departmental Coordinator at CGL, andre.czauderna@th-koeln.de

Receiving Administrative Contact Person: Katleen Schünemeyer, Double Degree Coordinator at the Department of International Affairs, incomings-exchange@th-koeln.de

4) Proposed Mobility Programme

- Planned start/end of the mobility: Period of activity in the receiving institution and not travel time. Enter working days (not weekend or public holidays). Look at the academic calendar of the receiving institution.

Preliminary LA

Planned start of the mobility *

Planned end of the mobility *

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 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>

Enter the modules chosen at the receiving institution.

Click on “[Add Component to Table A](#)”:

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

For the CGL:

Component title at the Receiving Institution	Component Code	Number of ECTS credits	Semester
MA Thesis	MA.009	25	First semester (Winter/Autumn)
Reflection & Community 3	MA.010	5	First semester (Winter/Autumn)

Web link: Leave it blank

The main language of instruction at the Receiving Institution: English

The level of language competence: Select your level

Enter the recognised modules at the sending institution (Cnam-Enjmin).

Click on “Add Component to Table B”:

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 <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>.

For the CGL, enter the following 3 modules from the Common Core and the 2 modules related to your specialisation. Refer to the document in Appendix 1 which shows the names in English of the Semester 3 modules on the Master's degree in Video Games and Digital Interactive Media.

Component title at the Sending Institution	Component Code	Number of ECTS credits	Semester
Practice of Innovation: A Collaborative Approach	US3330	3	First semester (Winter/Autumn)
Interaction Design	US335V	9	First semester (Winter/Autumn)
Modelling Interactions	US335W	6	First semester (Winter/Autumn)
<i>Specialisation module 1*</i>		6	<i>First semester (Winter/Autumn)</i>
<i>Specialisation module 2*</i>		6	<i>First semester (Winter/Autumn)</i>

*See Appendix 1

5) Virtual components

Leave this blank unless you are told otherwise:

Academic year *

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

6) Commitment

Sign the Commitment Preliminary and send it for signature by clicking the button “Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review”.

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.

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

If the document has not been sent for signature, it is possible to return to it and modify it. You can leave the platform and return to it later by going to the “My Learning Agreements” tab.

Once your LA has been sent for signature, you can track its progress in the “My Learning Agreements” tab in “History”. You cannot modify it until it has been signed or rejected by the sending and receiving institutions. You can also download a PDF version of your OLA. This should be sent to your mobility advisor.

View or Edit

View

Download
PDF

History

If you have any doubts, do not hesitate to contact your Mobility Coordinator, [Fantine Amiel](#).

Document updated 31/03/2025

Appendix 1: Course Programme of Semester 3 modules on the Master's degree in Video Games and Digital Interactive Media

Document to help students going to CGL to complete the list of modules.

Master's degree in Video Games and Digital Interactive Media, Semester 3:

	Modules	Module Code	ECTS
Common Core	Practice of Innovation: A Collaborative Approach	US3330	3
	Interaction Design	US335V	9
	Modelling Interactions	US335W	6
Specialisations	<u>Game Programming:</u>		
	Advanced Programming	US335Z	6
	Game Programming in Practice	USMU0A	6
	<u>Game Design:</u>		
	Problems and Advanced Concepts in Game Design	US3333	6
	Game Design in Practice	USMU05	6
	<u>Sound Design:</u>		
	Advanced Sound Design for Video Games	US3334	6
	Sound Design in Practice	USMU07	6
	<u>Game Art:</u>		
	Game Art Seminars	US3335	6
	Visual Design in Practice	USMU06	6
	<u>Project Management:</u>		
	Organization of Production and Team Management	US3336	6
	Putting Project Management into Practice	USMU04	6
	<u>UX / UI Design:</u>		
	UX / UI and Accessibility	USMU08	6
	Putting UX/UI into Practice	USMU09	6