

Remplir son Online Learning Agreement (OLA)

Le **contrat pédagogique** (Learning Agreement, LA) est le document qui engage et couvre l'étudiante ou l'étudiant en échange, l'établissement d'envoi et l'établissement d'accueil lors d'une mobilité étudiante. Il doit être approuvé par toutes les parties **avant le début de l'échange**.

Le contrat pédagogique définit le **programme d'études** à l'étranger en détaillant les matières qui seront remplacées dans le diplôme de l'élève une fois que celui-ci aura suivi avec succès le programme d'études à l'étranger. C'est le principe de **reconnaissance automatique** : tous les crédits obtenus à l'étranger (relevé de notes à l'appui) seront comptabilisés dans le diplôme de l'étudiante ou étudiant sans travail supplémentaire.

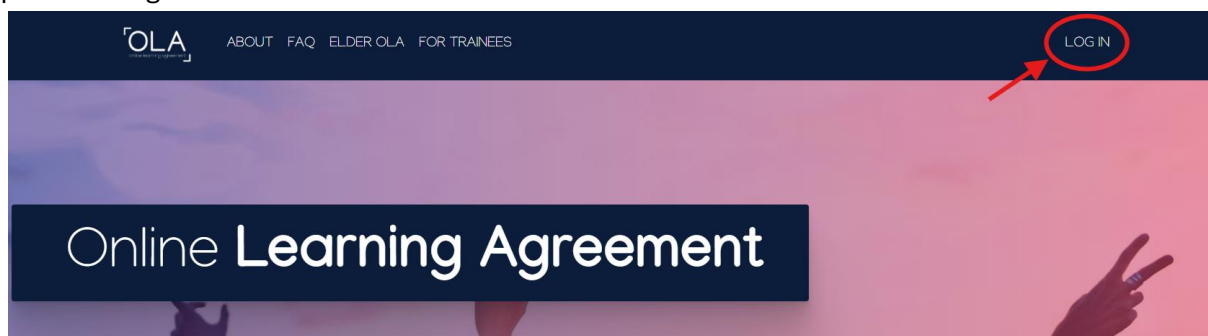
Les contrats pédagogiques sont **numériques** dans le programme Erasmus+ 2021-2027. Lorsque cela est possible, il faut privilégier la saisie du contrat d'études en ligne sur la plateforme Online Learning Agreement.

Le guide suivant vous aidera à remplir votre OLA.

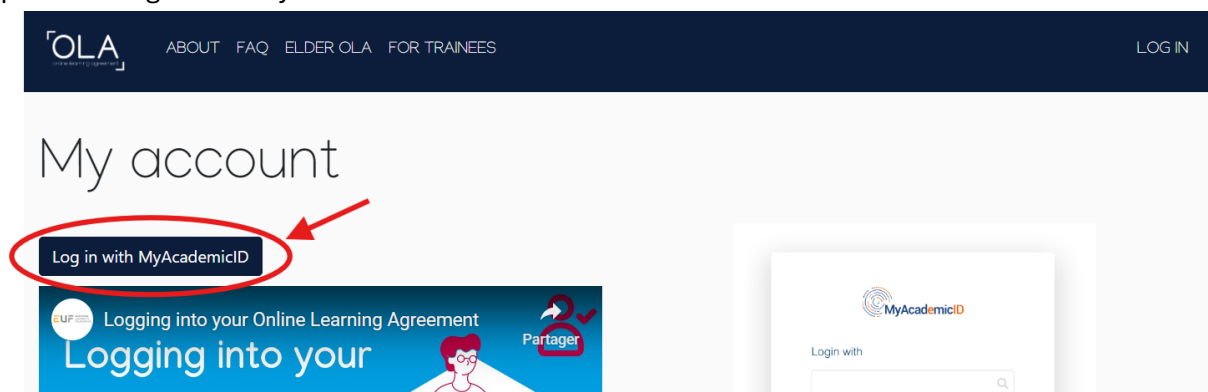
I. Connexion à la plateforme OLA et création de compte

Lien : [Home](#) | [OLA](#)

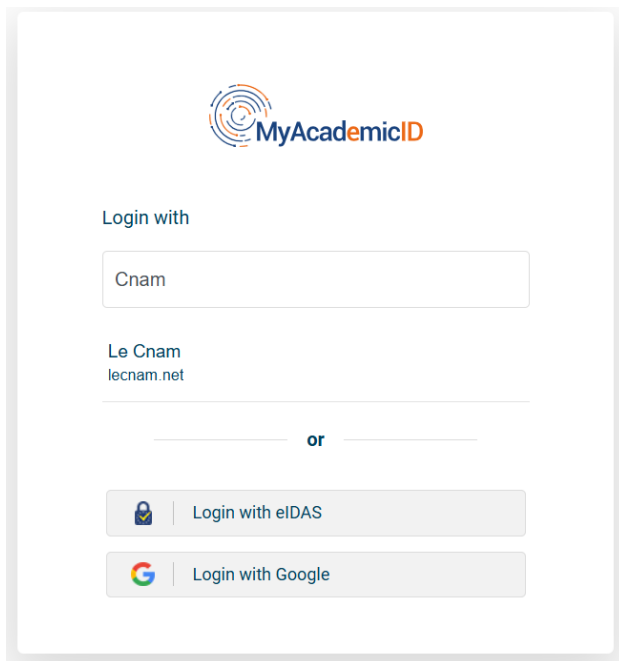
Cliquer sur "Log in" :



Cliquer sur "Log in with MyAcademicID" :



Saisir “Cnam” dans le champ “Login with” puis le sélectionner :



The image shows a login interface for MyAcademicID. At the top is the MyAcademicID logo. Below it, the text "Login with" is followed by a text input field containing "Cnam". Underneath this field, the text "Le Cnam" and "lecnam.net" is displayed. A horizontal line with the word "or" in the center separates this from the bottom section. The bottom section contains two buttons: "Login with eIDAS" (with a blue padlock icon) and "Login with Google" (with the Google logo).

Vous êtes renvoyés sur la plateforme d’authentification du Cnam. Identifiez-vous avec vos identifiants habituels (adresse mail auditeur) :

AUTHENTIFICATION



The image shows a login form with a background image of a person's hands typing on a keyboard. The form itself is white and contains the following elements:

- A note: "Les champs marqués d'une astérisque (*) sont obligatoires"
- A text input field: "Adresse lecnam.net ou nom d'utilisateur*" (with an asterisk)
- A text input field: "Mot de passe*" (with an asterisk) and a toggle icon (an eye) to the right.
- A red button: "Se connecter"

Lors de la première connexion, il vous sera demandé de vous inscrire à MyAcademicID. Continuer en cliquant sur "Proceed to register on the MyAcademicID IAM Service" :



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](#)

Remplir les champs demandés (adresse e-mail Cnam auditeur) et accepter la politique d'utilisation :

MyAcademicID Registration

Given name*

Surname*

E-mail* 

[Acceptable Use Policy](#)

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

[Submit](#)

Un email vous est envoyé pour valider la création de votre compte. Vérifier son adresse mail Cnam :

Email verification

 Email verification needed

Your email address was verified.

II. Créer son OLA

Commencer par saisir ses informations personnelles.

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

My account

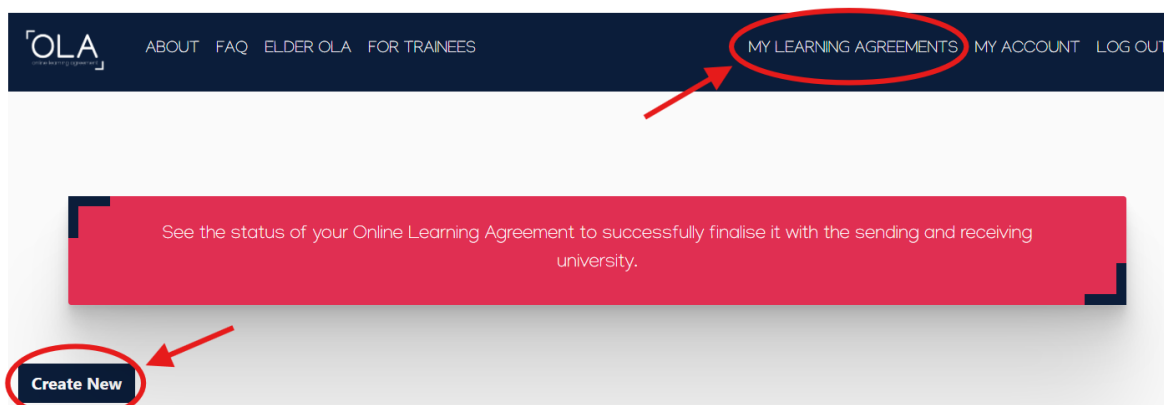
VIEW EDIT

My Personal Information

Firstname *				Lastname *			
Date of birth *	jj/mm/aaaa	Gender *	- Select a value -	Nationality *			
Field of education *	Audio-visual techniques and media production (0211) (743)			Study cycle *	Master or equivalent second cycle (EQF level 7) (20)		

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

Cliquer ensuite sur “My Learning Agreements” puis “Create new” :



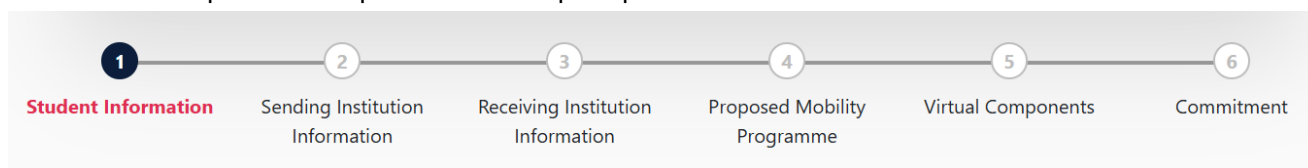
Choisir “Semester Mobility” :

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. Les 6 étapes du OLA

Vous devez remplir les 6 étapes ci-dessous pour pouvoir transmettre votre OLA :



1) Student information

Vérifier les informations saisies précédemment.

Rappel : Dans "Field of Education", indiquer "Audio-visual techniques and media production (0211) (743)".

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

Field of Education *

Field of Education Comment

Study cycle *

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

Country to which the person belongs administratively and that issues the ID card and/or passport.

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

Remplir comme cela :

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

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, Chargée de mission internationale, 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 *

Chargée de mission internationale

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

Remplir les champs correspondants :

Receiving
Receiving Institution Country * Country of the institution Name * Name of the institution

Pour les étudiantes et étudiants du programme de double-diplomation avec le Cologne Game Lab :

Country: Germany

Name: Technische Hochschule Koeln

Faculty/Department: Cologne Game Lab

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

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

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

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

4) Proposed Mobility Programme

- Planned start/end of the mobility: période d'activité dans l'établissement d'accueil et non de voyage. Renseigner des jours ouvrés (pas de week-ends ou jours fériés). Se référer au calendrier universitaire de l'établissement d'accueil.

Preliminary LA

Planned start of the mobility *

jj/mm/aaaa

Planned end of the mobility *

jj/mm/aaaa

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 *

- Select a value -

The level of language competence *

- Select a value -

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>

Renseigner les cours choisis dans l'établissement d'accueil.

Cliquer sur "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

Pour le 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: laisser vide

The main language of instruction at the Receiving Institution: English

The level of language competence: sélectionner votre niveau

Renseigner les cours reconnus dans l'établissement d'envoi (Cnam-Enjmin).

Cliquer sur "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>.

Pour le CGL, remplir les 3 cours du tronc commun suivants et les 2 cours de spécialité selon la vôtre. Se référer au [programme de cours](#) M2 du master JMIN en ligne ou au document en Annexe 1 reprenant l'intitulé des cours du S3 JMIN en anglais.

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)
Cours de spé 1*		6	First semester (Winter/Autumn)
Cours de spé 2*		6	First semester (Winter/Autumn)

* voir Annexe 1

5) Virtual components

De manière générale, laisser vide :

Academic year *

2024/2025

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

Signer le Commitment Preliminary et envoyer pour signature avec le bouton “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.

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

Tant que le document n'est pas envoyé pour signature, il est possible de revenir dessus pour le modifier. Vous pouvez quitter la plateforme et revenir dessus ultérieurement en vous rendant dans l'onglet “My Learning Agreements”.

Une fois votre LA envoyé pour signature, vous pouvez suivre l'avancement depuis l'onglet “My Learning Agreements” dans “History”. Vous ne pouvez plus le modifier tant qu'il n'est pas signé ou rejeté par l'établissement d'envoi et d'accueil. Vous avez également la possibilité de télécharger une version PDF de votre OLA. Celui-ci devra être transmis à votre référent de mobilité.

[View or Edit](#)[View](#)[Download
PDF](#)[History](#)

En cas de doute, n'hésitez pas à prendre contact avec votre référent mobilité (fantine.amiel@lecnam.net).

Mise à jour du document le 31/03/2025

Annexe 1 : Programme de cours du S3 master JMIN en anglais

Aide pour compléter la liste des cours pour les étudiantes et étudiants qui partent au CGL.

Master JMIN, semestre 3 :

	Modules	Course 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