Please read following carefully before you fill in the learning agreement.

* The Learning Agreement is a list of the modules you would like to study whilst you are overseas. You need to complete the Learning Agreement as part of your application to our partner. Students should research host institution’s website or any other available resources and discuss with their UNNC school exchange coordinator for the study plan.
* All students on an exchange/study abroad must complete a **learning agreement** setting out their proposed study plan and have this signed off by their home School/division. This will also need to be signed off/registered at the host institution and any changes of courses noted by UNNC school/department exchange coordinator. **Travel to an overseas institution must not take place before any difficulties with module selection are resolved, and signed off by the Director of Undergraduate Programmes.**
* Students who **have compulsory language module requirements** must go to the **[exchange advisors in the UNNC language centre](http://www.nottingham.edu.cn/en/international/documents/school-exchange-coordinators-contact.pdf)** for advice.
* The School/division coordinator is responsible for ensuring that the modules selected are at the correct level and cover the appropriate topics. The Learning Agreement should normally be signed by the School/division Coordinator prior to departure. The student is responsible for ensuring that the School/division Coordinator is aware of what he/she is studying whilst abroad by returning the completed Learning Agreement.
* **If a student needs to change modules due to capacity or time clash in host institution, he/she needs to confirm and get approval from UNNC school exchange coordinator.** Failed by doing so may lead to be refused for the credits to be transferred back to UNNC. In that case, they may not be able to progress and need to re-take required modules back at UNNC for an extra year.
* The learning agreement does not constitute a pre-registration of those modules at host institution. Students still need to get these modules registered before they travel or after their arrival at host institution based on host institution’s pre-requirement, capacity, timetable etc. Thus, there is still possibility that some of the core modules cannot be registered at host institution due to capacity or time clash even after the learning agreement been signed off. In that case, student needs to seek their school exchange coordinator’s advice and in the worst case, they may need to cancel exchange and stay at UNNC.
* Outgoing exchange students from UNNC must always take at least the minimum credit load at the partner university in order to register as a full-time student. In some countries, such as Australia, taking the minimum credit load is a condition of the student visa and is not negotiable.
* Please note that once you finish study at host institution your grades will not be used directly towards your UNNC degree but will be transferred based the general mark transfer guideline which was/will be set by comparing the two different marking systems between host institution and UNNC. The decision will be made by your school at UNNC. Students need to consult to [school exchange coordinator](http://www.nottingham.edu.cn/en/international/documents/school-exchange-coordinators-contact.pdf) or staffs in their faculty office for detail information about grade transfer prior their exchange or study abroad.
* The granting of a visa is the responsibility of the government of the host institution. The offer of an exchange place at a university does not guarantee that a visa will be granted for the student to take up that place.

**SUBMIT YOUR APPLICATION**

* The learning agreement should be approved by your school exchange coordinator before you submit a copy to the International office. The original learning agreement should be kept by school exchange coordinator and a copy should be submitted to the International Office (AB350) together with other exchange programme application material before deadline.
* The International Office is not able to process your application until we receive the copy of Learning Agreement which has been signed by your exchange coordinator.   
  If you have any queries, please email to [UNNCabroad@nottingham.edu.cn](mailto:UNNCabroad@nottingham.edu.cn)

**Please fill in below electronically!!**

|  |  |
| --- | --- |
| **Name of student** | **Student ID:** |
| **School:** | **Major:** |
| **Study abroad destination**: | |
| **Study abroad duration**: | |

**Semester One**

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**.Semester Two**

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If you have compulsory language module requirements, your learning agreement must be signed off by one of the language center advisor.

**Student declaration:** I hereby confirm that I have read all the above terms and conditions and will follow those instructions. I also understand that a signature below from the school does not guarantee a place on these modules at my exchange institution.

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNNC School approval:** I confirm that this proposed programme of study agreement is approved.

**School coordinator’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Language center signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT** (to be completed ONLY if changes have been made to original list)

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| **Name of student** | **Student ID:** |
| **School:** | **Major:** |
| **Study abroad destination**: | |

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**CATCH UP MODULES AFTER EXCHANGE (IF APPLICABLE)**

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| **Code** | **MODULE TITLE** | **Credit** | Notes |
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**Student declaration:** I hereby confirm that I have read all the above terms and conditions and will follow those instructions. I also understand that a signature below from the school does not guarantee a place on these modules at my exchange institution.

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNNC School approval:** I confirm that this proposed programme of study agreement is approved.

**School coordinator’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Language center signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_