

Learning Agreement form guide

When you receive the exchange result, the next step is to fill up learning agreement.

1. Click the button in below picture.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration 5 /				
Online Application	<input checked="" type="checkbox"/>	10.01.2025		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	10.01.2025	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	10.01.2025		
Personal data completed	<input checked="" type="checkbox"/>	03.01.2025	Francesca2 Test2	Click here to confirm personal data
Changes to application not possible anymore (due to deadline)	<input checked="" type="checkbox"/>			
Before the mobility 3 /				
Allocated spot accepted	<input checked="" type="checkbox"/>			
Application nominated at partner institution	<input checked="" type="checkbox"/>			
Guide of application to partner institutions received	<input checked="" type="checkbox"/>			
Courses at host institution entered into Learning Agreement Before the Mobility	<input type="checkbox"/>			Enter courses into Learning Agreement Before the Mobility
Courses for the Learning Agreement Before the Mobility submitted for review	<input type="checkbox"/>			
Overview of the status of your Learning Agreement Before the Mobility	<input type="checkbox"/>			
Offer received by partner institution uploaded	<input type="checkbox"/>			
Registration completion proof uploaded	<input type="checkbox"/>			

2. You will see the list like below picture, click "**enter further courses**"

Last name	Test2
Home institution	University of Nottingham Ningbo China
Host institution	University of Nottingham
Academic year	2025/2026

All original courses

All added courses

All deleted courses

Back Enter further courses...

3. Fill up course information one by one, **one form for one course**. Please be careful that all information should be the modules you will take in **host campus and the equivalence in UNNC**. Regarding the equivalent to UNNC credits, please find details in [Partner list - University of Nottingham Ningbo China](#) "credits" part.

Semester: Spring 2020

Course unit code at the host institution:

There are still 200 characters available

Course unit title at the host institution:

There are still 255 characters available

Number of credits at the host university:

Description of courses at the host institution:

There are still 100000 characters available

Course unit title at the home institution:

There are still 255 characters available

Number of credits at the home institution:

For Outgoing students: Please enter the converted UNNC credits in this field!

4. To enter another course, please click “enter further courses” again.

Edit learning agreement

For further help please expand this bar!

Last name	Test2	First name	Francesca2
Home institution	University of Nottingham Ningbo China	Country of the home institution	China
Host institution	University of Nottingham	Country of host institution	United Kingdom
Academic year	2025/2026	Name of Semester	Autumn 2025

All original courses: 9,00 Credits total for 1

Course no./host	Course unit title at the host institution	Credits	Semester	Status	Reason for approval	Note for rejection
001	test	9,00	Autumn 2025			

Showing 1 of 1 entries

All added courses: 0,00 Credits total for 0

All deleted courses: 0,00 Credits total for 0

Buttons: Back, Enter further courses...

5. After completing the module list, please confirm. Click **submit your learning agreement before mobility for review, then update**

Before the mobility

Allocated spot accepted	<input checked="" type="checkbox"/>		
Application nominated at partner institution	<input checked="" type="checkbox"/>	03.11.2025	Kris Mao
Guide of application to partner institutions received	<input checked="" type="checkbox"/>	04.11.2025	Kris Mao
Courses at host institution entered into Learning Agreement Before the Mobility	<input checked="" type="checkbox"/>		
Courses for the Learning Agreement Before the Mobility submitted for review	<input type="checkbox"/>		
Overview of the status of your Learning Agreement Before the Mobility	<input type="checkbox"/>		
Offer received by partner institution uploaded	<input type="checkbox"/>		
Safety agreement uploaded	<input type="checkbox"/>		

Enter courses into Learning Agreement Before the Mobility

Submit your Learning Agreement Before the Mobility for review (MANDATORY!)

Applications outgoing

[Back](#)[Update](#)

Internal information

I confirm that my Learning Agreement Before the Mobility is ready and I would like to *
officially submit it.

[Back](#)[Update](#)

Submitting the courses automatically blocks any further changes to the LA, therefore students cannot enter any other courses and need to wait for review.

If your module is rejected

If any of the modules was rejected by the coordinator, student can check the status and notes by click “Enter courses into Learning agreement before mobility”

For further help please expand this bar!

Last name	Test2	Study field	BA (Hons) International Communications
First name	Francesca2	Country of host institution (1. choice)	United Kingdom
Date of birth	02.10.2001	Host institution (1. choice)	UON - University of Nottingham
Country of the home institution	China	Stay from	15.09.2025
Home institution	NINGBO01 - University of Nottingham Ningbo China	Stay until	17.01.2026

Essential steps	Done	Done on	Done by	Direct access via following link
Enter the mobility - Application and registration				
Application	<input checked="" type="checkbox"/>	10.01.2025		Show application
Registration e-mail online application	<input checked="" type="checkbox"/>	10.01.2025	Automatically generated	
Registration	<input checked="" type="checkbox"/>	10.01.2025		
Personal data completed	<input checked="" type="checkbox"/>	03.01.2025	Francesca2 Test2	Click here to confirm personal data
Access to application not possible anymore (due to deadline)	<input checked="" type="checkbox"/>			
Enter the mobility				
Application spot accepted	<input checked="" type="checkbox"/>			
Application nominated at partner institution	<input checked="" type="checkbox"/>			
Approval of application to partner institutions received	<input checked="" type="checkbox"/>			
Courses at host institution entered into Learning Agreement before the Mobility	<input checked="" type="checkbox"/>	10.01.2025	Francesca2 Test2	Enter courses into Learning Agreement Before the Mobility
Signature for the Learning Agreement Before the Mobility	<input type="checkbox"/>			Submit your Learning Agreement Before the Mobility

IMPORTANT NOTE: you need to DELETE (bin icon) the rejected courses and add new courses with the corrected information

Edit learning agreement

For further help please expand this bar!

Last name	Test2	First name	Francesca2
Home institution	University of Nottingham Ningbo China	Country of the home institution	China
Host institution	University of Nottingham	Country of host institution	United Kingdom
Academic year	2025/2026	Name of Semester	Autumn 2025

9,00 Credits total for 1 course

Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits	Status	Reason for approval	Note for rejection
test	001	2025/2026	Autumn 2025	9,00	Rejected		test rejection
test2	002	2025/2026	Autumn 2025	9,00	Status	test approval	

Once the information is correct, please go back to submit the course again.

Last name	Test2	Study field	BA (Hons) International Communications Studies
First name	Francesca2	Country of host institution (1. choice)	United Kingdom
Date of birth	02.10.2001	Host institution (1. choice)	UON - University of Nottingham
Country of the home institution	China	Stay from	15.09.2025
Home institution	NINGBO01 - University of Nottingham Ningbo China	Stay until	17.01.2026

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration				
Online Application	<input checked="" type="checkbox"/>	10.01.2025		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	10.01.2025	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	10.01.2025		
Personal data completed	<input checked="" type="checkbox"/>	03.01.2025	Francesca2 Test2	Click here to confirm personal data
Changes to application not possible anymore (due to deadline)	<input checked="" type="checkbox"/>			
Before the mobility				
Allocated spot accepted	<input checked="" type="checkbox"/>			
Application nominated at partner institution	<input checked="" type="checkbox"/>			
Guide of application to partner institutions received	<input checked="" type="checkbox"/>			
Courses at host institution entered into Learning Agreement Before the Mobility	<input checked="" type="checkbox"/>	10.01.2025	Francesca2 Test2	Enter courses into Learning Agreement Before the Mobility
Courses for the Learning Agreement Before the Mobility submitted for review	<input type="checkbox"/>			Submit your Learning Agreement Before the Mobility for review (MANDATORY!)
Overview of the status of your Learning Agreement	<input type="checkbox"/>			

After all courses approved, you can download the signed learning agreement

Workflow				
For further help please expand this bar!				
Last name	Test2	Study field	BA (Hons) International Communications Studies	
First name	Francesca2	Country of host institution (1. choice)	United Kingdom	
Date of birth	02.10.2001	Host institution (1. choice)	UON - University of Nottingham	
Country of the home institution	China	Stay from	15.09.2025	
Home institution	NINGBO01 - University of Nottingham Ningbo China	Stay until	17.01.2026	

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	10.01.2025		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	10.01.2025	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	10.01.2025		
Personal data completed	<input checked="" type="checkbox"/>	03.01.2025	Francesca2 Test2	Click here to confirm personal data
Changes to application not possible anymore (due to deadline)	<input checked="" type="checkbox"/>			
Before the mobility				
Allocated spot accepted	<input checked="" type="checkbox"/>			
Application nominated at partner institution	<input checked="" type="checkbox"/>			
Guide of application to partner institutions received	<input checked="" type="checkbox"/>			
Courses at host institution entered into Learning Agreement Before the Mobility	<input checked="" type="checkbox"/>	10.01.2025	Francesca2 Test2	
Courses for the Learning Agreement Before the Mobility submitted for review	<input checked="" type="checkbox"/>	10.01.2025	Francesca2 Test2	
Learning Agreement Before the Mobility accepted and signed by School Exchange Coordinator	<input checked="" type="checkbox"/>	10.01.2025	Zhan Zhang	
Overview of the status of your Learning Agreement Before the Mobility	<input type="checkbox"/>			Click here to view your Learning Agreement Before the Mobility
Optional: approved Learning Agreement Before the Mobility downloaded	<input type="checkbox"/>			Download approved Learning Agreement
Offer received by partner institution uploaded	<input type="checkbox"/>			Student upload offer received from partner institutions