

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.

Workflow

For further help please expand this bar!

Last name	Test2	Study field	BA (Hons) International Communications Studies - BAIC
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 5 /			
<input checked="" type="checkbox"/>	10.01.2025		Show application
<input checked="" type="checkbox"/>	10.01.2025	Automatically generated	
<input checked="" type="checkbox"/>	10.01.2025		
<input checked="" type="checkbox"/>	03.01.2025	Francesca2 Test2	Click here to confirm personal data
<input checked="" type="checkbox"/>			
Before the mobility 3 /			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			Enter courses into Learning Agreement Before the Mobility
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

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

Edit learning agreement

For further help please expand this bar!

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**. Regarding the equivalent to UNNC credits, please find details in [Partner list - University of Nottingham Ningbo China](#) “credits” part.

Edit learning agreement

Host institution: University of Nottingham - UON [?]
 Study area: International Communications
 Subject: BA (Hons) International Commu...
 Academic year: 2025/2026 [?]
 Semester: Autumn 2025 [?]

Course unit code at the host institution: 14345
 There are still 195 characters available

Course unit title at the host institution: Test course 1
 There are still 242 characters available

Number of lessons at the host institution: [input field]
 Number of credits at the host university: 9,00

Link to course at the host institution: testlink
 There are still 99992 characters available

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

Edit learning agreement

For further help please expand this bar!

Last name: Test2
 Home institution: University of Nottingham Ningbo China
 First name: Francesca2
 Country of the home institution: China
 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			

Show 30 entries Display all records Showing 1 to 1 of 1 entries First Previous 1 Next

All added courses: 0,00 Credits total for 0
 All deleted courses: 0,00 Credits total for 0

Back Enter further courses...

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

Workflow

For further help please expand this bar!

Last name: Test2
 First name: Francesca2
 Date of birth: 02.10.2001
 Study field: BA (Hons) International Communications Stu
 Country of host institution (1 choice): United Kingdom
 Host institution (1 choice): UON - University of Nottingham
 Country of the home institution: China
 Home institution: NINGBO01 - University of Nottingham Ningbo China
 Stay from: 15.09.2025
 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 Before the Mobility	<input type="checkbox"/>			

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

Necessary steps	Done	Done on	Done by	Direct access via following link
Application and registration				
Application	<input checked="" type="checkbox"/>	10.01.2025		Show application
Application 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
Registration to application not possible anymore (due to deadline)	<input checked="" type="checkbox"/>			
Application before the mobility				
Application spot accepted	<input checked="" type="checkbox"/>			
Application nominated at partner institution	<input checked="" type="checkbox"/>			
Application 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	<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	Click here to view your Learning Agreement Before the Mobility
Overview of the status of your Learning Agreement Before the Mobility	<input type="checkbox"/>			Download approved Learning Agreement
Optional: approved Learning Agreement Before the Mobility downloaded	<input type="checkbox"/>			
Offer received by partner institution uploaded	<input type="checkbox"/>			Student upload offer received from partner institutions