

# Course selection – creating a Learning Agreement in Mobility Online

Marco Polo programme (Students from partner universities outside Europe and in the UK)

- Log in to [Mobility Online](#) (use the external login button).
- If you have not done so yet, download the letter of invitation in the ‘Before the Mobility – Application’ section of the application workflow:

The screenshot shows the 'Necessary steps' section with a progress bar at 9/29. The 'Before the Mobility - Learning Agreement' section is highlighted in orange and shows a progress bar at 0/5. A congratulatory message is displayed, followed by a checklist of tasks:

- Courses for the Learning Agreement (before the mobility) completed
- Office: Courses for the Learning Agreement (before the mobility) approved by the international office
- Learning Agreement (before the mobility) downloaded
- Learning Agreement (before the mobility) signed by all parties uploaded
- Emergency contact information completed

- Click on ‘Complete courses for the Learning Agreement (before the mobility)’ in the ‘Before the Mobility – Learning Agreement’ section of the application workflow.

The 'Edit learning agreement' page includes a 'Back' button and an 'Enter further courses...' button. Personal details are as follows:

- Last name: [Redacted]
- Home institution: [Redacted]
- Host institution: Faculty of Spatial Sciences
- Academic year: 2024/2025
- First name: [Redacted]
- Country of the home institution: [Redacted]
- Country of host institution: Netherlands
- Name of Semester: Spring 2025

The course selection table is currently empty:

Course unit title at the host institution	Course no./host	Course unit title at the home institution	Course no./home	Acad.year	Semester	Credits	
<b>All original courses</b>							
No records found!							
<b>All added courses</b>							
No records found!							
<b>All deleted courses</b>							
No records found!							
No courses found! Please select left icon to enter a new course.							
						<b>Sum of ECTS credits:</b>	<b>0,00</b>

At the bottom, there are 'Back' and 'Enter further courses...' buttons.

- Click on ‘Enter further courses...’

- For each course that you would like to take, fill in the following information:

Edit learning agreement

Back
Create

Host institution	<input type="text" value="University of Groningen - GRONIN..."/>
Study area	<input type="text" value="← Please select →"/>
Study programme	<input type="text" value="← Please select →"/>
Academic year	<input type="text" value="2024/2025"/>
Semester	<input type="text" value="Autumn 2024"/>
Course unit code at the host institution	<input type="text" value="GEMOBIPL"/>
Course unit title at the host institution	<input type="text" value="Mobility and Infrastructure Planning"/>
Number of credits at the host university	<input type="text" value="10,00"/>
Link to course at the host institution	<input type="text" value="https://ocasys.rug.nl/current/catalog/course/GEMOBIPL"/>
Course unit title at the home institution	<input type="text" value="Mobility and Infrastructure Planning/ title of home university course that the course Mobility and Infrastructure replaces"/>
Number of credits at the home institution	<input type="text" value="10,00/20,00/??"/>

Back
Create

University of Groningen course code, see [Ocasys](#)

University of Groningen course title, see [FSS courses website/Ocasys](#)

ECs, see [FSS courses website/Ocasys](#)

Link of course in [Ocasys](#) (optional)

Title of course in home university curriculum that is replaced by this UG course or same as 'course title at host institution'

Number of home university credits that you will receive for this course

- Click on 'Create' to save the course
- Add the next course by repeating the three previous steps. The compulsory course Spatial Problems and Spatial Policies needs to be added as well.

As soon as your courses have been approved, you will receive an email explaining you what to do next:

- Download the Learning Agreement, check the details carefully, fill in any missing details and sign the Learning agreement.
- Send the Learning Agreement to [exchange.fss@rug.nl](mailto:exchange.fss@rug.nl) and ask Chris Diederiks to sign it on behalf of the receiving institution. He will send the version with his signature back to you.
- Ask your Home University exchange coordinator to sign the Learning Agreement too.
- Upload the fully signed Learning agreement in Mobility Online (it then contains 3 signatures: yours, ours and your home university's signature).

Please note that a signed learning agreement does not guarantee your enrollment in the courses, because at the moment of signing, timetables may not be available and admission to courses from other faculties and courses with restricted capacity cannot always be checked yet.