



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Architettura**
DIDA
Dipartimento di Architettura



BEFORE MOBILITY

EXTRA UE





BEFORE MOBILITY

Step 1: NOMINATION ✓

(under the responsibility of the International Relations Office)

Once the eligibility ranking has been published, the International Relations Office of your School will **NOMINATE YOU** at the Host University.



Step 2: APPLICATION

Once your name and data have been received, the Host University will send you an email to nome.cognome@edu.unifi.it with the instructions and deadlines to proceed with the APPLICATION.

REMEMBER that, after obtaining the Acceptance Letter from the foreign office, it will be necessary to request the **study visa**



Step 2: APPLICATION

APPLICATION is the first step in the application procedure at the Host University. It consists of sending documents according to the methods and deadlines indicated by the foreign institution:

- Personal data;
- Photocopies of identification documents;
- Learning Agreement;
- Any required language certifications;
- Other: e.g. Transcript of Records Before the Mobility, portfolio, etc.



Step 2: APPLICATION

WEBSITE of the **Host University** is a useful tool to consult to proceed with your Application. You will be able to obtain information on:

- A - Deadlines;
- B - Language certifications required for incoming students;
- C - Educational offer;
- D - Teaching calendar and lesson timetable.



Step 2: APPLICATION

A. Deadlines



Each host University has its own DEADLINES for sending the Application. There are generally 2 deadlines:

- One for students leaving for the **first semester** and the **entire year**;
- One for students leaving for the **second semester**.

**IF YOU DON'T COMPLY WITH THEM,
YOU MIGHT NOT BE ACCEPTED!**



Step 2: APPLICATION

B. Language certificates required for incoming students

If you are a winner for a specific destination, you should have the **MINIMUM LANGUAGE LEVEL** required by the Host University.

Some Universities, however, may require specific Certifications issued by language institutes, for example Cambridge ESOL (English), DELE (Spanish), DELF (French), etc.



PLEASE CAREFULLY CONSULT THE HOST UNIVERSITY WEBSITE
for definitive information.



Step 2: APPLICATION

C. Academic Offer;

D. Teaching calendar and lesson timetable.



COMPILATION OF THE LEARNING AGREEMENT

LEARNING AGREEMENT is a document required by the Host University during the Application phase in which the student has to indicate:

- Educational activities that you intend to carry out abroad;
- Educational activities that you intend to get recognized in Italy.



STEPS FOR COMPLETING THE LA

- 1. Consult the Host University's website**, identify the **courses** you intend to attend and the related teaching programs;
- 2. Contact the Erasmus+ Contact Person for your Course of Study**, in order to have the chosen courses approved or possibly modified;
- 3. Download the Learning Agreement** from the *Modulistica e FAQ* section of the School's website, fill it out and also fill in the document requested by the Host University
- 4. Once filled in and signed**, send the documents **via mail** to the **International Relations Office** (archint@unifi.it), with the Contact Person in Copy (Cc) in order to obtain the signature of the Erasmus+ Delegate and the International Mobility Office
- 5. Completed and signed**, attach it to the **Application** and send it to the **Host University**, awaiting the approval.



COMPILATION OF THE LEARNING AGREEMENT

LEARNING AGREEMENT

STUDENT			
Last name(s).....	First name(s).....	Mobile.....	
Date of birth.....	Nationality.....	Sex (M/F).....	
Study cycle.....	Field of education	Identification n°.....	

Student information

SENDING INSTITUTION		
Name: UNIVERSITÀ DEGLI STUDI DI FIRENZE	Faculty/Department: SCUOLA DI ARCHITETTURA	Erasmus Code: I FIRENZE01
Address: VIA DELLA MATTONAIA, 8	Country: ITALY	Contact Person name: PROF.SSA CAMILLA PERRONE ARCHINT@UNIFI.IT

UniFi - International Relations

RECEIVING INSTITUTION		
Name:	Faculty/Department:	Erasmus Code:
Address:	Country:	Contact Person name, email, phone:

Receiving University

BEFORE THE MOBILITY			
Table A - Study Programme at the Receiving Institution			
Planned period of the mobility: from [month/year] to [month/year]			
The level of language competence in [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>			
Component code (if any)	Component title at the Receiving Institution + Web link (as indicated in the course catalogue)	Semester [e.g. autumn spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
1			
2			
3			
4			
5			
6			
7			

Courses chosen at the Receiving University



COMPILATION OF THE LEARNING AGREEMENT

Table B - Recognition at the Sending Institution

Component code (if any)	Component title at the Receiving Institution + Web link to the course catalogue (as indicated in the course catalogue)	Semester [e.g. autumn spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
1			
2			
3			
4			
5			
6			

Exams to be recognized
in Italy

!!! COURSE CODE !!!

COMMITMENT

By 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 in Table A 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 as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. 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.

Commitment	Name	Email	Position	Date	Signature and STAMP
Student			Student		
Responsible person at the Sending Institution	Prof. Camilla Perrone	archint@unifi.it	Erasmus Delegate		
Responsible person at the Receiving Institution					

Date, signature, stamps

Student

Università di Firenze

Receiving University



COMPILATION OF THE LEARNING AGREEMENT

It is possible to include:

- mandatory exams and/or required internship
- free-choice courses (e.g., Thematic Seminars)
- thesis research (with the code of the final exam)

...check if they are present in your **Study Plan (Piano di Studi)** or update it as soon as possible

ATTENTION!

Sum of credits
earned abroad

≥

Sum of credits intended
to be recognized at the
UniFi



COMPILATION OF THE LEARNING AGREEMENT

Examples:

History of Contemporary Architecture
(10 ECTS)

=

Storia dell'architettura contemporanea
(10 CFU)



Geometria Descrittiva I (5ECTS)
+
Geometria Descrittiva II (4ECTS)

>

Geometria Descrittiva
(8 CFU)



AED1 Architecture, Écologie, Durabilité
(10 ECTS)

<

Laboratorio di Architettura e Ambiente
(18 CFU)





COMPILATION OF THE LEARNING AGREEMENT in the case of THESIS RESEARCH

- It is necessary to have a **teacher on site** to act as a contact person
- In addition to the Learning Agreement, also complete the «**Thesis Research Declaration**» (*Dichiarazione ricerca tesi*) signed by the professor of the foreign (Host) university and stamped by the Host University (*Scuola di Architettura unifi > Mobilità internazionale > Mobilità Extra-Europea > Modulistica e FAQ*)



The **CODE** for the **thesis research** to be indicated in the learning agreement is the **FINAL EXAM** code



Consult your supervisor on the number of **CFU** credits to indicate in the Learning Agreement



Step 2: APPLICATION



- obtained all the information
- completed and approved the Learning Agreement
- collected all the documents and any required certifications

Your **Application** can be sent to the **Host University**, according to the methods specified.



Step 3: obtain the full LA with signatures

- When the host university confirms the acceptance of your application, be sure to have the learning agreement signed by their coordinator as well, in the "BEFORE THE MOBILITY" section



BEFORE SIGNING THE MOBILITY GRANT AGREEMENT, send the completed document with signatures to the School's International Relations Office at: archint@unifi.it



Step 4: SIGNING THE MOBILITY GRANT AGREEMENT

Approximately one month before your departure, you will be contacted by the Teaching Services Office (*Ufficio Servizi alla Didattica*), to sign the **MOBILITY GRANT AGREEMENT**.

As an Erasmus+ Mobility student, you are entitled to a **FINANCIAL CONTRIBUTION**, provided that you obtain **at least one training credit**, according to the agreed Learning Agreement.



Step 4: SIGNING THE MOBILITY GRANT AGREEMENT

STUDY PERIOD CERTIFICATE

In addition to the copy of the signed contract, you will receive the **CERTIFICATE OF STUDY PERIOD**. This is a document that you will need to bring with you upon departure.

The Office of the host University must indicate in the document **YOUR ARRIVAL DATE**, which is necessary to determine the start date of your mobility and, based on it, the release of the financial contribution.



Step 4: SIGNING THE MOBILITY GRANT AGREEMENT

GENERAL INFORMATION

For further information on financial contributions and the mobility grant contract you can:

- Consult the **official Call for selection for the assignment of financial contributions for Erasmus+ international mobility for study**
- Contact **Teaching Services Office** (*Ufficio Servizi alla Didattica*): outgoing.erasmus@unifi.it



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Architettura**



Consult the **Teaching Calendar** of your host University.
The start and end of semesters may be different from
those of the School of Architecture

YOU ARE READY!

EXTRA UE

