



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di
Architettura
DIDA
Dipartimento di Architettura



BEFORE MOBILITY

Erasmus+





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.



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.



TOR

Transcript of Records before the mobility

TOR before the mobility can be downloaded directly from your SOL | Student Career Management page from:

Menù → Segreteria → Certificati → **Autocertificazione
Iscrizione con Esami Superati (English Version)**



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



Erasmus+

Online Learning Agreement
Student Mobility for Studies

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
	do not fill in				
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Università degli Studi di Firenze	Architecture	I FIRENZE 01	Italy	Emanuela Ferretti; archint@unifi.it 055 2755422
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
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"/>					

STUDENT INFORMATION

STUDENT INFORMATION

SENDING UNIVERSITY
INFORMATION

HOST UNIVERSITY
INFORMATION

DECLARED LEVEL OF
LANGUAGE PROFICIENCY

Search 'Field of education' here:

https://www.unifi.it/sites/default/files/migrated/documents/dr_41_erasmus_studio_130224_all3_isced.pdf

Example:

Field of education (ISCED) : **0731**

Field of education (clarification) : **Architecture and town planning**





COMPILATION OF THE LEARNING AGREEMENT

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> • Semester(s) <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> • Blended mobility with short-term physical mobility <input type="checkbox"/> • Short-term doctoral mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> 	Planned period of the physical mobility: <ul style="list-style-type: none"> • from [day (optional)/month/year] • to [day (optional)/month/year]
<p>Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.</p>	

**ESTIMATED
MOBILITY
PERIOD**

SEMESTER (S) : Choose this mobility type if you plan to undertake a traditional study abroad programme with a duration of 2 months (or one academic term) up to 12 months. You also have the option of adding '**VIRTUAL COMPONENT**' to the study mobility before, during, or after, in case it is intended to undertake a virtual component during the mobility period.

BLENDED MOBILITY WITH SHORT-TERM PHYSICAL MOBILITY : Choose this mobility type if you are applying to undertake a short-term mobility abroad with a duration of 5-30 days and a **mandatory virtual component**. This choice applies to students who cannot participate in the traditional study mobility due to various reasons (field of study, fewer opportunities)

SHORT-TERM DOCTORAL MOBILITY : Doctoral students select this type of mobility when applying to undertake a short-term physical mobility of 5-30 days. If doctoral students plan to add '**VIRTUAL COMPONENT**' to their mobility period, they must also select the optional virtual component as part of their mobility type.





COMPILATION OF THE LEARNING AGREEMENT

Study Programme at the Receiving Institution

Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (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

COURSE CODE

Courses chosen at the Host University

Recognition at the Sending Institution

Mobility type: Semester(s)

Table B	Component code (if any)	Component title at the Sending Institution (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	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

Exams to be recognized in Italy

N.B. Automatic recognition means that the student is granted recognition of the foreign examination without the need for further integrations upon return, provided that the student has passed the examination abroad. Since partial recognition is not provided, the “yes” box will need to be selected.



COMPILATION OF THE LEARNING AGREEMENT

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

Mobility type: Semester(s)

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>

To be filled in if the mobility type is
SEMESTER

Study Programme at Receiving Institution and recognition at the Sending Institution

Mobility type: Blended mobility with short-term physical mobility

	Component code (if any)	Component title or description of the mobility programme	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>

To be filled in if the mobility type is
BLENDED

Study Programme at Receiving Institution and recognition at the Sending Institution

Mobility type: Short-term doctoral mobility

	Component code (if any)	Component title or description of the mobility programme	Short description of the virtual component (optional field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>

To be filled in if the mobility type is
SHORT TERM DOCTORAL






COMPILATION OF THE LEARNING AGREEMENT

Commitment of the three parties *Any Mobility type*

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online 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. 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 are in line with its course catalogue or as agreed otherwise 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. 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.

Date, signature, stamps

Commitment	Name	Email	Position	Date	Digital Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Student

Università di Firenze

Host University



COMPILATION OF THE LEARNING AGREEMENT

It is possible to include:

- **mandatory exams**
- **internship** (if provided by the host university)
- **free-choice courses (e.g., Thematic Seminars)**
- **thesis research**



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**» signed by the professor of the foreign (Host) university and stamped by the Host University



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



OPTING OUT

If you intend to opt out of your mobility prior to departure, **you must send a notice by e-mail to:**

- archint@unifi.it with outgoing.erasmus@unifi.it in copy (Cc)



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



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YOU'RE READY TO GO

Erasmus+

