



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Architettura**
DIDA
Dipartimento di Architettura



DURING THE MOBILITY

Erasmus+





DURING THE MOBILITY

Step 1: EMAILING THE INTERNSHIP PERIOD CERTIFICATE

Once you arrive at the destination abroad, the Host University must indicate your **mobility start date in the Study Period Certificate.**

The Certificate signed by the Host University must be scanned and sent within a maximum of 15 days from the date indicated to the email address: outgoing.erasmus@unifi.it



Step 2: CHANGES TO LEARNING AGREEMENT

1. Identify the new courses you may want to attend and make sure you can attend them before adding to your **Learning Agreement**;
2. Contact the **Erasmus Coordinator of your Degree Course** and agree on the changes to be made to your Learning Agreement;
3. After obtaining **approval from the coordinator**, fill in the «**DURING THE MOBILITY**» section of the LA, sign the document and send it to the International Relations Office(archint@unifi.it), putting your Erasmus Coordinator in copy (Cc), to obtain the signature of the Erasmus Delegate;
4. Deliver the signed document to the host university, obtain the signature and stamp and send it back to archint@unifi.it



**ONLY ONE LEARNING AGREEMENT DURING THE
MOBILITY MAY BE SUBMITTED PER SEMESTER.**



Step 2: CHANGES TO LEARNING AGREEMENT

Changes to the learning agreement *Mobility type: Semester(s)*

Exceptional changes to Table A (to be digitally approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

exams removed

exams added



N.B

For changes to the Learning Agreement in the case of *Blended mobility with short-term physical mobility* or *Short-term doctoral mobility*, a new Learning Agreement must be created.



Step 2: CHANGES TO LEARNING AGREEMENT

Complete :

- **'TABLE A2'** for changes to **'TABLE A'** (Courses chosen at the host university)
- **'TABLE B2'** for changes to **'TABLE B'** (Exams to be recognized in Italy)
- **'TABLE C2'** for changes to **'TABLE C'** (Virtual components at the host university)



Step 2: CHANGES TO LEARNING AGREEMENT



WARNING!

Always get signatures from **both universities** after agreeing on changes

Commitment of the three parties

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.

Commitment	Name	Email	Position	Date	Digital Signature
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					





Step 3: EXTENSION OF THE PERIOD

If you intend to extend the duration of mobility, it will be possible provided that:

- You send the request to the School's Office of International Relations at least **one month before the end of your mobility**;
 - The request is approved by the Host University;
 - The total duration of the mobility does not exceed **12 months**;
 - The mobility **ends by the date specified in the Call** (usually September 30).
1. Download the form from: *Scuola di Architettura unifi > Mobilità internazionale > Programma Erasmus+ > Erasmus+ Studio > Modulistica e FAQ > Domanda di prolungamento*
 2. Obtain the signature from the Host University and send it by email to archint@unifi.it



Step 2/3: CHANGES AND EXTENSION

Remember that before you can make any changes to your Learning Agreement and request an Extension (which implies adding activities to your study plan)

YOU MUST

consult your **Erasmus+ Coordinator**, who will approve or not the choices you have made.



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PRIOR TO RETURN FROM THE MOBILITY





PRIOR TO RETURN FROM THE MOBILITY

CERTIFICATION OF STUDY PERIOD AND ToR

Before returning to Italy, remember to request from the host University:

1. The **MOBILITY END DATE** to be included in the Study Period Certificate;
2. Only in the case of Thesis Research: **the stamp** on the Thesis Research Confirmation document (**Conferma di Ricerca Tesi**), signed by the on-site teacher who supervised you during the research activities;
3. The **Transcript of Records (TOR)**, the document in which the foreign institution certifies your **exams taken** and their assessments, and **any other activities** carried out during the mobility, agreed upon in the Learning Agreement.



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YOU ARE READY TO RETURN

