



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Architettura**
DIDA
Dipartimento di Architettura



DURING THE MOBILITY





DURING THE MOBILITY

Step 1: EMAILING THE INTERNSHIP PERIOD CERTIFICATE

Once you arrive at the location abroad, you should indicate your **mobility start date in the Internship Period**.

The Certificate signed by the host university should be sent within a maximum of 15 days from the date indicated to the e-mail address:

outgoing.erasmus@unifi.it



Step 2: CHANGES TO LEARNING AGREEMENT

Should you intend to change your **internship plan** you will need to proceed as follows:

1. Fill out the section «**DURING THE MOBILITY**» of the Learning Agreement, requesting the Studio/Company **signature and stamp** in the relative table and have it personally signed yourself;
2. Send the LA to the International Relations Office (Ufficio Relazioni Internazionali - archint@unifi.it) in order to have it signed and approved by the Erasmus Delegate.



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 Studio/Company;
 - 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+ Traineeship > Modulistica e FAQ > Domanda di prolungamento*
 2. **Sign** and send to archint@unifi.it



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PRIOR TO RETURN FROM THE MOBILITY





BEFORE RETURN FROM THE MOBILITY Internship Period Certification and ToW

Before returning to Italy, it is necessary to request from the Company:

1. **END DATE OF MOBILITY** to be included in the Internship Period Certificate;
2. **Transcript of Work (ToW)**, a document in which the Company certifies the activities sustained



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YOU ARE READY TO RETURN

