



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Architettura**
DIDA
Dipartimento di Architettura



DURING THE MOBILITY

EXTRA UE





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.extraue@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 **Coordinating Professor of the Agreement** and **Erasmus Coordinator of your Degree Course** to 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

removex exams

added exams

DURING THE MOBILITY					
Table A2 - Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)					
Component code <i>(if any)</i>	Component title at the Receiving Institution <i>(as indicated in the course catalogue)</i>	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason of change <i>[choose an item]</i>	Number of ECTS credits (or equivalent)
1		<input type="checkbox"/>	<input type="checkbox"/>		
2		<input type="checkbox"/>	<input type="checkbox"/>		
3		<input type="checkbox"/>	<input type="checkbox"/>		
4		<input type="checkbox"/>	<input type="checkbox"/>		
5		<input type="checkbox"/>	<input type="checkbox"/>		
6		<input type="checkbox"/>	<input type="checkbox"/>		
7		<input type="checkbox"/>	<input type="checkbox"/>		
8		<input type="checkbox"/>	<input type="checkbox"/>		



Step 2: CHANGES TO LEARNING AGREEMENT



WARNING!

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

Changes of the Responsible person(s)			
In case of changes of the responsible person(s), the information below should be inserted by the Sending or Receiving Institution, where applicable			
	Name	Email	Position
New Responsible person at the Sending Institution			
New Responsible person at the Receiving Institution			

Signatures for the approval of the changes		
	Date	Signature
Student		
New Responsible person at the Sending Institution		
New Responsible person at the Receiving Institution		





Step 3: EXTENSION OF THE MOBILITY 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 > Mobilità Extra-Europea > 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 **Coordinating Professor of the Agreement** and the **Erasmus+ Coordinator**, who shall approve 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

A stylized blue graphic consisting of a horizontal bar with a jagged, city-scape-like top edge. The text 'EXTRA UE' is written in white, bold, sans-serif capital letters across the center of the bar.

EXTRA UE

