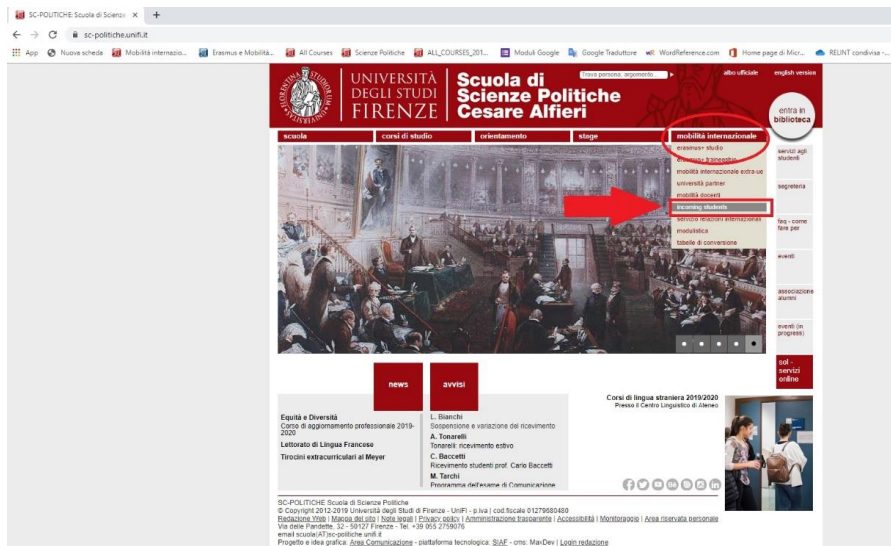


HOW TO ASK FOR AN EXTENSION OF YOUR ERASMUS STUDY PERIOD

Do you feel under pressure because it is almost time for you to go? If your study period is almost over and you realize that was not long enough to achieve your academic purposes you can ask for an extension. Follow this tutorial to know how to do it.

1. WHERE TO FIND THE REQUIRED FORM

First, from the homepage of the website of the *Scuola di Scienze Politiche "Cesare Alfieri"*, click on <<[incoming students](#)>> under the header <<**mobilità internazionale**>>.



Then, click on "[Changes to the Original Learning Agreement and Extension](#)".

sc-politiche.unifi.it/vp-293-incoming-students.html

UNIVERSITÀ DEGLI STUDI FIRENZE Scuola di Scienze Politiche Cesare Alfieri

cerca chi cerca nel sito albo ufficiale english version entra in biblioteca

scuola corsi di studio orientamento stage mobilità internazionale

home page > Mobilità internazionale > Incoming Students

Incoming Students

The International Relations Office promotes student exchanges within the Erasmus Programme. It provides information and assistance to all students participating in these study abroad programs. A substantial part of this activity is devoted to the orientation and support of foreign students, to whom the following sections are addressed.

APPLICATION & ENROLLMENT PROCEDURE

Take a look to all you need to be enrolled at UNIFI.

COURSES INFORMATION

All the details about your courses, online services and exams.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

How to change your study plan.

PRIOR TO DEPARTURE

All you need to do before leaving UNIFI.

services online

Download the form to get the document you need. The webpage also contains relevant information on deadlines and limitations of extension requests. You can ask for an extension **within one month prior to the end of the Erasmus period**. Please, be sure to comply with the deadline. The extension may be up to 12 months, but it cannot extend beyond the end of the academic year (September 30th).

To sum up:

- A. DEADLINE:** You can ask for an extension of the study period **within one month before the end of your Erasmus**. So, please respect the deadline.
- B. LIMIT 1:** You can ask for an extension up to 12 months.
- C. LIMIT 2:** Max extension up to 30th of September of each Academic Year.

Erasmus+ Studio
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Changes to the Original Learning Agreement and Extension

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

After starting classes, you may want to change the courses that do not suit you, but remember that you are allowed to do changes to the original study plan **just one time per semester**. Therefore, we advise you not to make changes immediately.

Changes deadline:

- 1st semester: 31st October
- 2nd semester: 31st March

Here is the procedure for changing your Learning Agreement:

1. Download the [form](#).
2. Fill in the form and send it to the Erasmus coordinator of your University, asking to sign and stamp it
3. Mail it back to us (relint@scpol.unifi.it) as soon as possible or bring it to the International Relations Office during Office Hours (D1, 3rd floor, room 3.05)
4. Our Erasmus Coordinator will sign the form and we will send it to the Erasmus Front Office in Novoli (Building D15), that will update your study plan

Do you want more details? Here we have a step by step tutorial on [HOW TO CHANGE YOUR LA](#).

Please note that in order to successfully complete the change of your study plan, **you have to use our form and follow our procedure**. If your Home University needs the same documents, we will be happy to sign them but **this cannot replace ours**.

Here's your form for changing the Learning Agreement: [Changes form template](#)

EXTENSION

The student can ask for an extension of the study period within one month before the end of his/her Erasmus. The extension can be up to a period of a total of 12 months but remember that you have to end your Erasmus mobility by 30th of September. Here is the procedure for extending your mobility:


1. Download the [form](#).
2. Fill in the form and send it to your University's Erasmus coordinator, asking to sign and to stamp it (scan version is ok)
3. Send the form approved by your University to relint@scpol.unifi.it or bring it to the International Relations Office
4. Go to the Erasmus Front Office in Novoli (Building D15) with the Libretto in order to update the new dates

Do you want more information? [Have a look here!](#)

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2. HOW TO FILL OUT THE FORM

Enter your **personal data** in the upper part of the form.



UNIVERSITÀ
DEGLI STUDI
FIRENZE

ERASMUS+

RICHIESTA DI PROLUNGAMENTO PERIODO ERASMUS+ PER STUDIO
ERASMUS + PERIOD OF STUDY EXTENSION
A.A. 20../20..

STUDENT'S PERSONAL DATA
DATI ANAGRAFICI DELLO STUDENTE

MATRICOLA n. : _____

Family name: _____ <small>Cognome</small>		First name(s): _____ <small>Nome</small>
Date of birth: _____ <small>Data di nascita</small>	Place of birth: _____ <small>Luogo di nascita</small>	Nationality: _____ <small>Cittadinanza</small>
Tel.: _____	Cell: _____	E-mail: _____

Then, provide information about your University. You are also required to give a **compelling reason for extending the study period**.

Request for Erasmus+ Period of Study Extension:

Richiesta Prolungamento del periodo Erasmus per Studio:

Home Institution <small>Istituzione di appartenenza</small>	Country <small>Paese</small>	Months according to the agreement <small>Mesi già assegnati</small>	Months of extension <small>Mesi di prolungamento</small>	Total <small>Totale mesi</small>	Total Period <small>From - To Inizio e fine periodo totale</small>
_____	_____	_____	_____	_____	_____

Brief statement of main reasons why I wish to extend my Erasmus+ period of study:

Principali motivi della richiesta di prolungamento per periodo Erasmus per Studio

Finally, specify **how long** you would like to extend your study period. If you are extending in order to take exams, the total period must include the date of your last exam.

Student's signature: _____
Firma dello studente

Date: _____

HOME INSTITUTION: _____	ERASMUS CODE: _____
We confirm that the above-mentioned student is allowed to extend his/her Erasmus Period	
Erasmus Delegate: _____	
Date (data) _____	
<u>Stamp and Signature</u> (timbro e firma):	

HOST INSTITUTION: Università degli Studi di Firenze – School of Political Science “Cesare Alfieri”	
ERASMUS CODE: IFIRENZE01	
We confirm that the above-mentioned student is accepted at our institution for the extended period	
Erasmus Delegate: Prof. Valeria Fargion	
Date (data) _____	_____
<u>Stamp and Signature</u> (timbro e firma):	

The form shall be duly signed by all parties (student, home institution, and host institution). Get in touch with the Erasmus delegate at your University to get the document signed and stamped. We do not need the hard copy; a scan version is definitely okay as well.

Once your University send you back the form, please forward it to the International Relations Office by email at relint@scpol.unifi.it.