

## HOW TO CHANGE YOUR LEARNING AGREEMENT DURING YOUR MOBILITY?

To enjoy your Erasmus experience to the fullest, no bureaucratic issue should be left to chance. Regarding the Learning Agreement (LA), filling it out correctly means avoiding problems with your University and ours.

However, we realized that incoming students may encounter some difficulties in changing the LA during the mobility. This tutorial provides you with some guidance to dispel any doubt.

### 1. DO YOU HAVE A LEGITIMATE REASON TO CHANGE YOUR LEARNING AGREEMENT?

The Erasmus experience is surely fun time, but it is also a serious stuff, and the Erasmus commitment you signed is more binding than you may think. Should you have the intention to modify your LA, check first if you have a legitimate reason to ask for changes.

There are two kinds of changes: either **to delete** an exam previously selected or **to add** a new exam.

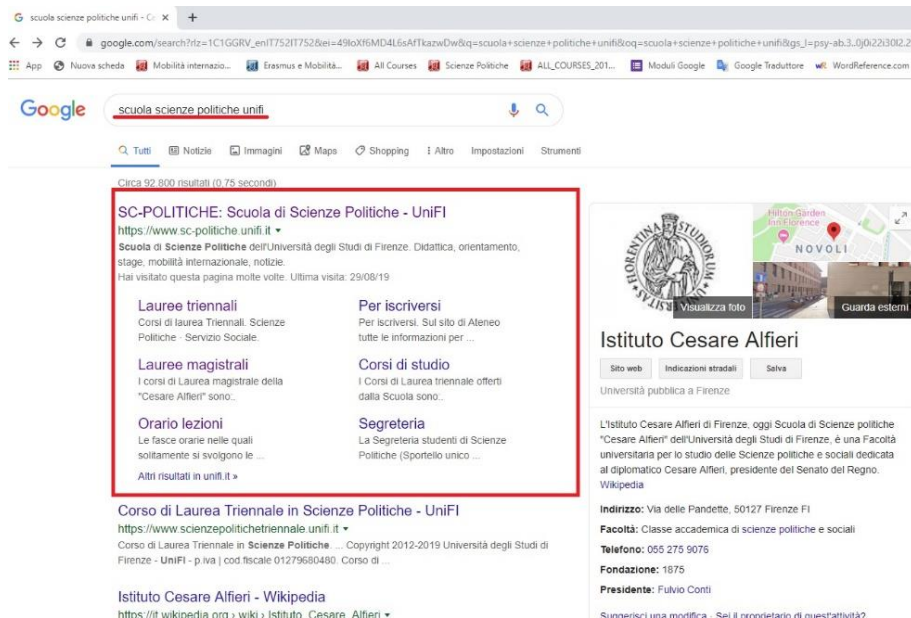
<i>Reasons for <b>deleting</b> a component</i>
1. The selected educational component is not available at the Receiving Institution
2. The Component is in a different language than that indicated in the course catalogue
3. Timetable conflict
4. Other (please specify)

<i>Reasons for <b>adding</b> a component</i>
5. Substituting a deleted component
6. Extending the mobility period
7. Other (please specify)

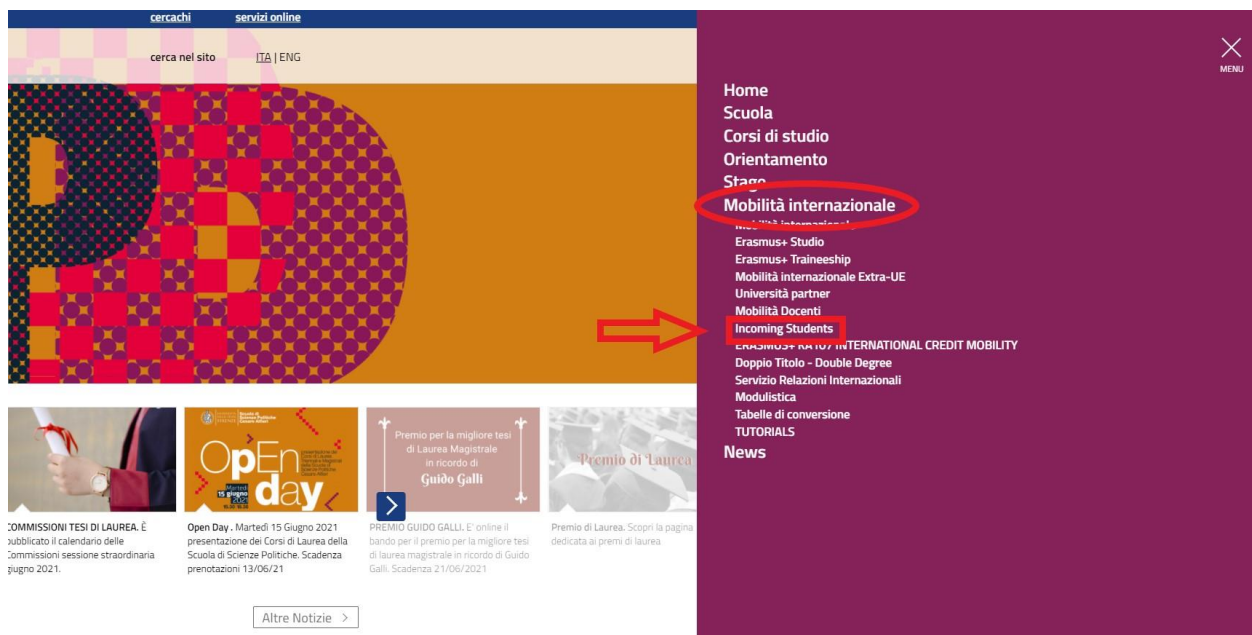
Bearing the tables above in mind, you must ask yourself whether or not there is a legitimate reason (or more than one) for changing the LA. If so, you can move to the next step -> **how to find the required form**.

## 2. HOW TO FIND THE REQUIRED FORM? [HERE!](#) Alternatively, you can also read below...

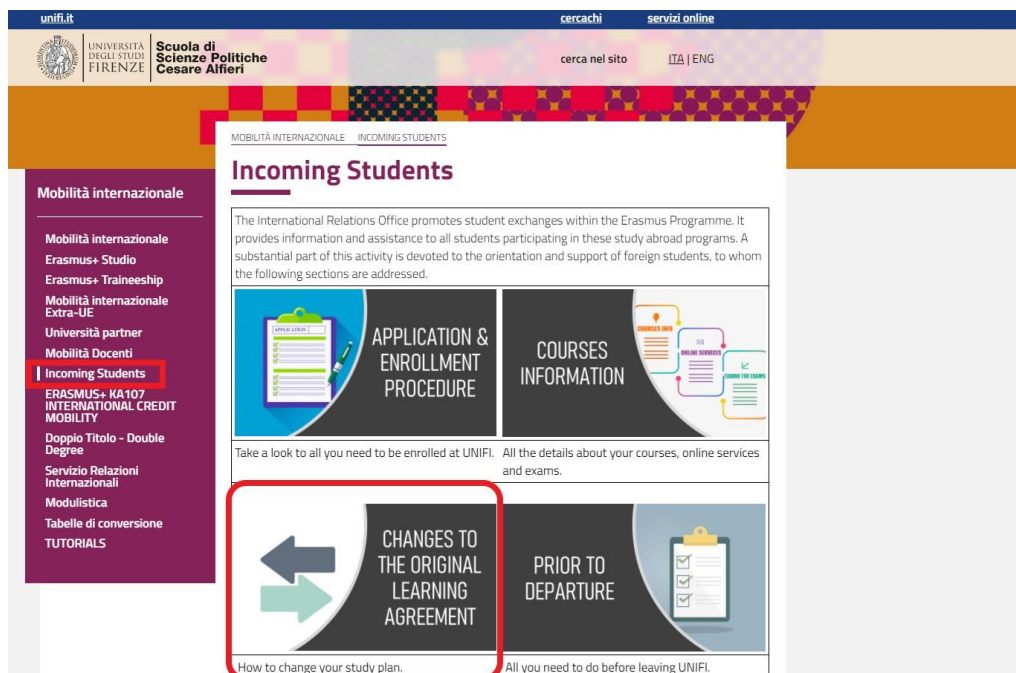
How to find the required form to change the LA? Just google << **scuola scienze politiche unifi** >> and click on the first search result.



You will be redirected to the **website** of the *Scuola di Scienze Politiche "Cesare Alfieri"*. Once there, get the pointer over << **mobilità internazionale** >> and then click on << [incoming students](#) >>.

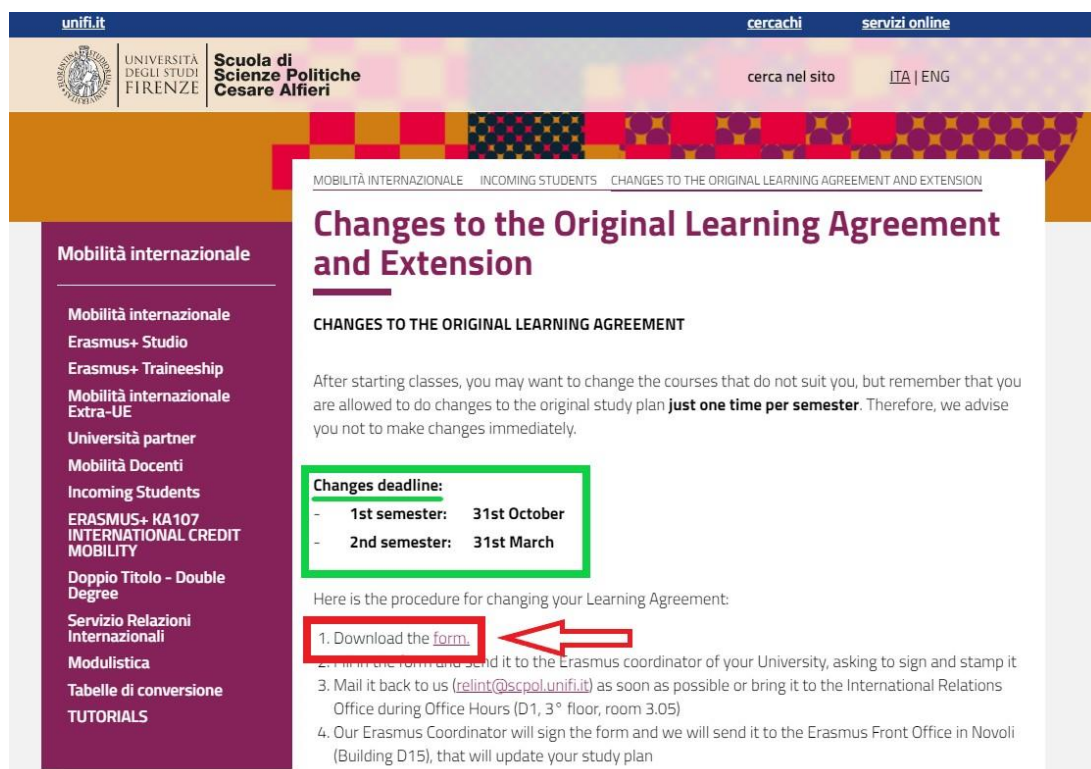


A new page, with a list of options, will pop up. If you click on << [Changes to the Original Learning Agreement and Extension](#) >>, it is almost done!



Here we are! By following the link, you will be redirected to a page where the form can be downloaded. All you have to do is to click on << [download the form](#) >> (in red below).

**NB! Pay attention: there are deadlines (in green below) to be met.** Once expired, you will not have the chance to make changes to the LA.




### 3. HOW TO (CORRECTLY) FILL OUT THE FORM

Let's see how to fill the form out step by step.

#### A. UPPER PART

The upper part of the form requires you to carefully fill all the blanks in. This tutorial dwells on a few specific items only (after all, you know your personal data better than us).

GFNA-II-C-Annex IV-Erasmus+ HE Learning Agreement for students-2015

 **Higher Education Learning Agreement for Studies**

Student's name  
Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Sending Institution	Name	Faculty/Department	Erasmus code (if applicable) <sup>4</sup>	Address	Country	Contact person name <sup>5</sup> ; email; phone
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	Università degli Studi di Firenze	POLITICAL SCIENCE "CESARE ALFIERI"	I FIRENZE01	VIA DELLE PANDETTE, 32	50127 FIRENZE ITALIA	Prof. Valeria Fargion <a href="mailto:relint@scpol.unifi.it">relint@scpol.unifi.it</a> +39 055 275 9764	

Please notice the superscript numbers (in green above): they refer to footnotes at the end of the document you may find useful.

**A/1. Study cycle:** As indicated, your choice is among:

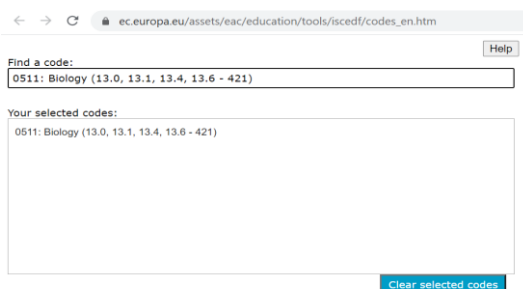
- Short cycle (EQF level 5)
- Bachelor or equivalent first cycle degree (EQF level 6)
- Master or equivalent second cycle degree (EQF level 7)
- Doctorate or equivalent third cycle degree (EQF level 8).

**NB!** You just need to write the relative code (e.g. "EQF level 7"), not the whole sentence.

**A/2. Field of Education:** As indicated, use the **search tool** at the [link](#) below to indicate the "detailed field of education that is closest to the subject of the degree to be awarded to the student by the Sending Institution".

- **LINK:** [https://ec.europa.eu/assets/eac/education/tools/iscedf/codes\\_en.htm](https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_en.htm)

**Example:** Let's assume you are studying Biology at your home university. Follow the link and enter "biology" to get the biology related-code.



**A/3. ERASMUS CODE:** This is the univocal code identifying your home university. If you do not know the code of your university, check it on its website or ask to your International Relations Office / Erasmus Mobility Office.

**Example:** the code of the University of Florence is -> **I FIRENZE01**

## B. MIDDLE PART (“DURING THE MOBILITY”)

The middle part of the document consists in two tables (**Table A2** and **Table B2**), which refer to **Table A** and **Table B** of your original LA.

During the Mobility						
Exceptional changes to Table A <small>(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)</small>						
Table A2 During the mobility	Component code <small>(if any)</small>	Component title at the Receiving Institution <small>(as indicated in the course catalogue)</small>	Deleted component <small>[tick if applicable]</small>	Added component <small>[tick if applicable]</small>	Reason for change <sup>6</sup>	Number of ECTS credits <small>(or equivalent)</small>
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) <small>(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)</small>					
Table B2 During the mobility	Component code <small>(if any)</small>	Component title at the Sending Institution <small>(as indicated in the course catalogue)</small>	Deleted component <small>[tick if applicable]</small>	Added component <small>[tick if applicable]</small>	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**Table A2 (in red)** includes information about the exams at the **Receiving Institution**. You should to make it clear if you are deleting or adding an exam by ticking the right option; then, you should explain the reasons of your choice.

**IMPORTANT!** Please do fill in the << **component code** >> blank too. If you do not know the code, please check either on the [list of Courses Available at the School](#), or through the [web tool of UNIFI](#). The component code has this format “B” followed by six numbers, for instance: **B026821** - EU POLITICS AND POLICIES IN THE CONTEMPORARY WORLD.

Do remember: **you can only select courses of the current academic year and available during your semester of mobility at UNIFI**. It means that if you arrive on February for the spring term, you will be allowed to take courses that will be held in that spring semester.

**Table B2 (in green)** includes information about the corresponding exams at the **Sending Institution**. The process is substantially the same.

**NB!** Pay attention that Table A and Table B are **connected**. Therefore:

- if you delete an exam from Table A, then you have to delete the correspondent exam from Table B, and vice versa;
- likewise, if you add an exam in the Table A, then you have to add a correspondent exam in the Table B, and vice versa.

Furthermore, please follow the same order: the first exam indicated in Table A (or Table A2) must refer to the first exam indicated in Table B (or Table B2).

### C. LOWER PART (TIME TO SIGN AND STAMP)

The lower part of the document is meant to collect all the required signatures and stamps.

<b>Commitment</b>					
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending 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 in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. 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.</p>					
Commitment	Name	Email	Position	Date	Signature and STAMP
Student			<i>Student</i>		
Responsible person <sup>7</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>8</sup>	Prof. Valeria Fargion	relint@scpol.unifi.it	ERASMUS DELEGATE		

**C/1. Student part:** complete this section with your data. Of course, no stamp needed here.

**C/2. Sending Institution part:** this section needs to be filled in by the Erasmus coordinator of your University. Send them the document. On our side, we do not need the hard copy of the document; the **scan version, duly completed and signed**, is fine.

**C/3. Receiving Institution part:** once your home university send you back the document, forward it to the International Relations Office by email to [relint@scpol.unifi.it](mailto:relint@scpol.unifi.it). Finally, our Erasmus Coordinator will sign and stamp the amended document and the Erasmus Front Office in Novoli (Building D15) will update your study plan.

**LAST WARNING:** Please note that in order to successfully change your study plan **you must use the form and following the procedure** detailed above. Should your home university require you filling in a similar form, we will be happy to sign also that documentation, but **this cannot replace ours**.