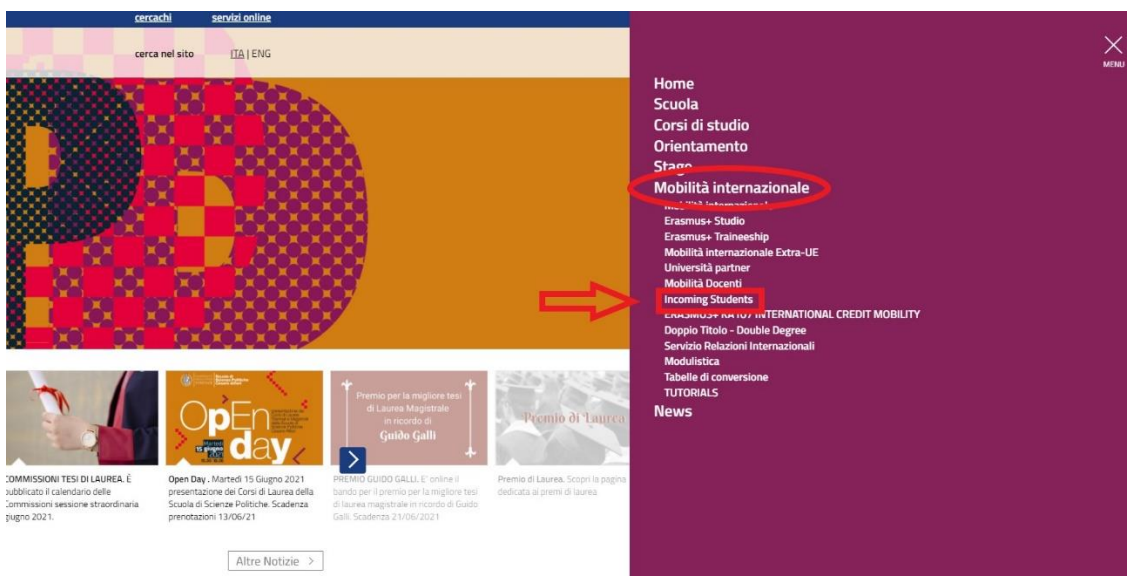


COMMENT DEMANDER UNE PROLONGATION DE VOTRE SÉJOUR D'ÉTUDES ERASMUS

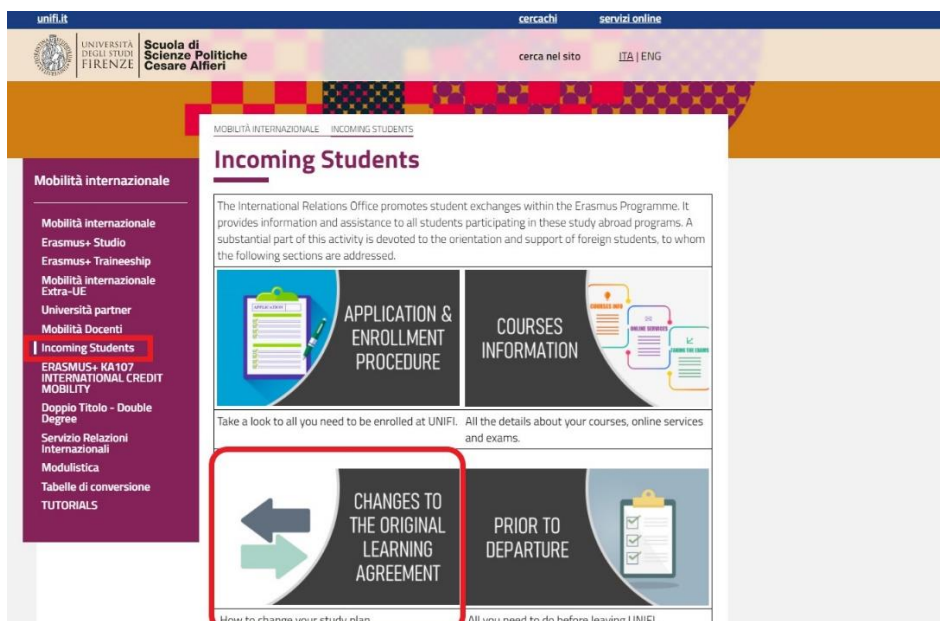
Il est presque temps pour vous de partir et la pression commence à monter ? Si votre période d'études est presque terminée et que vous vous rendez compte que ce n'était pas assez long pour atteindre vos objectifs académiques, vous pouvez demander une prolongation de séjour. Suivez ce tutoriel pour savoir comment procéder.

1. OÙ TROUVER LE FORMULAIRE REQUIS ?

Tout d'abord, à partir de la page d'accueil du site Internet de la *Scuola di Scienze Politiche "Cesare Alfieri"*, cliquez sur << [incoming students](#) >>, sous l'en-tête << **mobilità internazionale** >>.



Ensuite, cliquez sur “[Changes to the Original Learning Agreement and Extension](#)” (Modifications de la convention d'études initiale et prolongation).



Téléchargez le formulaire ici : [Download the form](#) pour obtenir le document dont vous avez besoin. La page web contient également des informations pertinentes sur les délais et les conditions des demandes de prolongation. Vous pouvez introduire une demande de prolongation dans un délai **d'un mois avant la fin de la période Erasmus**. Veuillez vous assurer de respecter la date limite. La prolongation peut aller jusqu'à 12 mois, mais elle ne peut pas s'étendre au-delà de la fin de l'année universitaire (30 Septembre).

Pour résumer :

- A. **DATE LIMITE** : Vous pouvez demander une prolongation de la période d'études dans un délai d'un mois avant la fin de votre Erasmus. Veuillez donc respecter la date limite.
- B. **CONDITION 1** : Vous pouvez demander une prolongation jusqu'à 12 mois.
- C. **CONDITION 2** : **Prolongation maximale jusqu'au 30 Septembre** de chaque année académique.

The screenshot shows a website page with a purple and orange header. The main content area is white with a purple sidebar on the left. The sidebar contains a list of navigation links: 'Mobilità internazionale', 'Erasmus+ Studio', 'Erasmus+ Traineeship', 'Mobilità internazionale Extra-UE', 'Università partner', 'Mobilità Docenti', 'Incoming Students', 'ERASMUS+ KA107 INTERNATIONAL CREDIT MOBILITY', 'Doppio Titolo - Double Degree', 'Servizio Relazioni Internazionali', 'Modulistica', 'Tabelle di conversione', and 'TUTORIALS'. The main content area has a title 'Changes to the Original Learning Agreement and Extension' and a sub-section 'CHANGES TO THE ORIGINAL LEARNING AGREEMENT'. It contains text about changing courses, a 'Changes deadline' section with dates for the 1st and 2nd semesters, and a list of steps for changing the Learning Agreement. A red circle highlights the word 'EXTENSION' in a sub-section. Below it, there is text about extending the study period and a list of steps for extension, with a red arrow pointing to the first step '1. Download the form'.

UNIVERSITÀ DEGLI STUDI FIRENZE Scuola di Scienze Politiche Cesare Alfieri

cerca nel sito ITA | ENG

Mobilità internazionale

Mobilità Internazionale Erasmus+ Studio Erasmus+ Traineeship Mobilità Internazionale Extra-UE Università partner Mobilità Docenti Incoming Students ERASMUS+ KA107 INTERNATIONAL CREDIT MOBILITY Doppio Titolo - Double Degree Servizio Relazioni Internazionali Modulistica Tabelle di conversione TUTORIALS

MOBILITÀ INTERNAZIONALE INCOMING STUDENTS CHANGES TO THE ORIGINAL LEARNING AGREEMENT AND EXTENSION

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 PDF](#)

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! PDF](#)

2. COMMENT REMPLIR LE FORMULAIRE ?

Entrez vos **données personnelles** dans la partie supérieure du formulaire.



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: _____

Ensuite, fournissez les informations relatives à votre université. Vous êtes également tenu de donner **une raison valable pour prolonger la période d'études**.

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

Enfin, spécifiez **la durée** pour laquelle vous souhaitez prolonger votre période d'études. Si vous la prolongez pour passer des examens, la période totale doit inclure la date de votre dernier examen.

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):	

Le formulaire doit être dûment signé par toutes les parties (étudiant, établissement d’envoi et établissement d’accueil). Contactez le délégué Erasmus de votre université pour faire signer et tamponner le document. Nous n'avons pas besoin de la copie papier ; une version numérisée est également acceptée et suffi.

Une fois que votre Université vous a renvoyé le formulaire, veuillez le transmettre au Bureau des Relations internationales par e-mail à relint@scpol.unifi.it.