

TUTORIAL CHANGE LA

HOW TO FILL OUT THE FORM CORRECTLY



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Economia e
Management**





IMPORTANT



This tutorial is for students who have submitted their Learning Agreement in paper form and who will therefore have to modify it in paper form.

Those who have drawn up their learning agreement via EWP (i.e. online) will be able to modify it via EWP, i.e. on the same platform where they submitted the first Learning Agreement.



REMEMBER: only ONE CHANGE of LA is allowed per semester

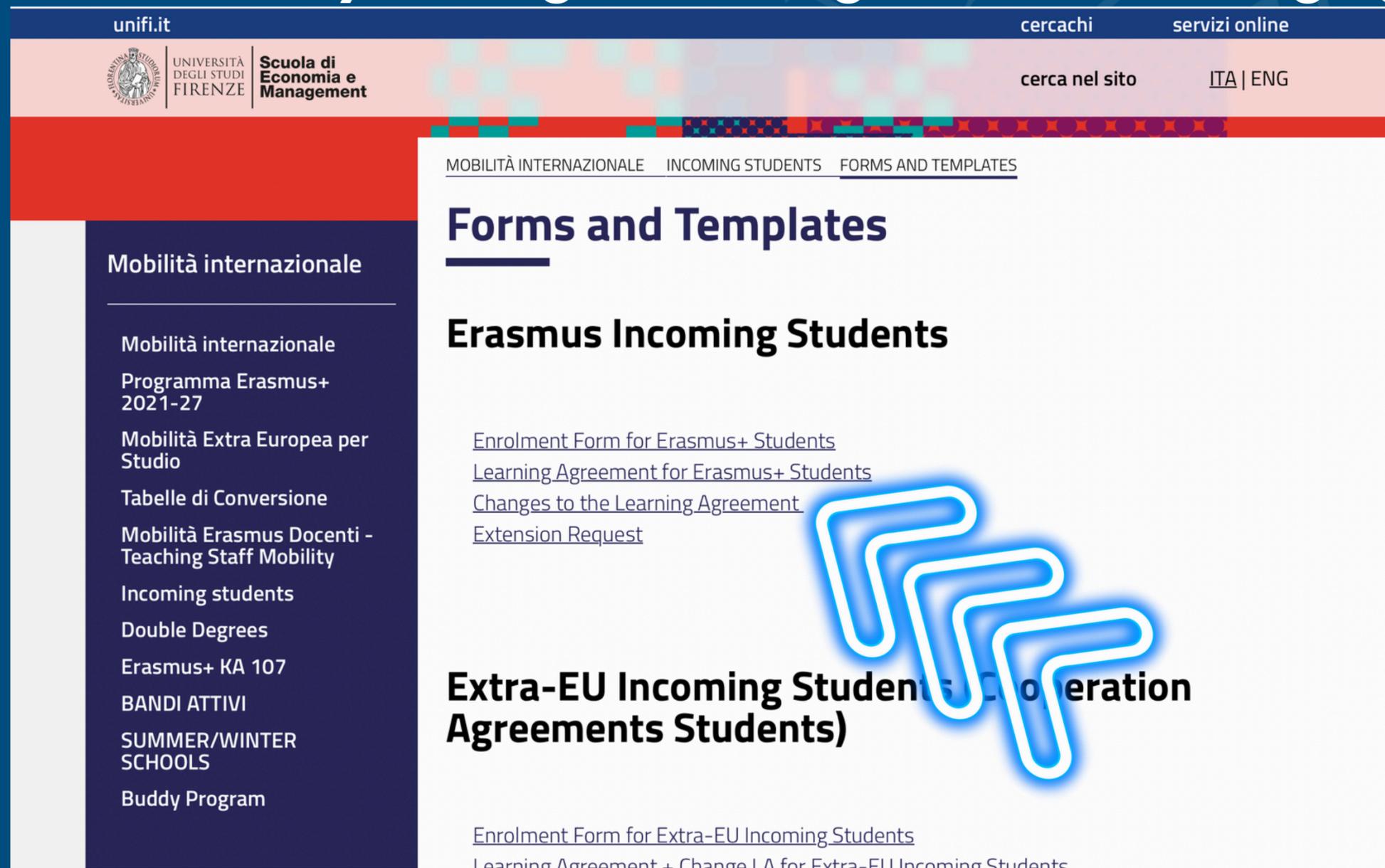
Change deadline:

- **1st semester: 15th October**
- **2nd semester: 15th March**



STEP 0:

- Go to <https://www.economia.unifi.it/vp-353-forms-and-templates.html>
- Download the form by clicking on “Changes to the Learning Agreement”



The screenshot shows the website interface for the Scuola di Economia e Management at the University of Florence. The main navigation bar includes 'unifi.it', 'cercachi', and 'servizi online'. The header also features the university logo and 'Scuola di Economia e Management'. The breadcrumb trail indicates the path: 'MOBILITÀ INTERNAZIONALE > INCOMING STUDENTS > FORMS AND TEMPLATES'. The main heading is 'Forms and Templates', followed by a sub-heading 'Erasmus Incoming Students'. A list of links is provided: 'Enrolment Form for Erasmus+ Students', 'Learning Agreement for Erasmus+ Students', 'Changes to the Learning Agreement' (highlighted with a blue arrow), and 'Extension Request'. Below this, there is a section for 'Extra-EU Incoming Students (Cooperation Agreements Students)' with links for 'Enrolment Form for Extra-EU Incoming Students' and 'Learning Agreement + Change LA for Extra-EU Incoming Students'. A left sidebar menu lists various mobility and internationalization options.

unifi.it cercachi servizi online

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MOBILITÀ INTERNAZIONALE INCOMING STUDENTS FORMS AND TEMPLATES

Forms and Templates

Erasmus Incoming Students

- [Enrolment Form for Erasmus+ Students](#)
- [Learning Agreement for Erasmus+ Students](#)
- [Changes to the Learning Agreement](#)
- [Extension Request](#)

Extra-EU Incoming Students (Cooperation Agreements Students)

- [Enrolment Form for Extra-EU Incoming Students](#)
- [Learning Agreement + Change LA for Extra-EU Incoming Students](#)

Mobilità internazionale

- Mobilità internazionale
- Programma Erasmus+ 2021-27
- Mobilità Extra Europea per Studio
- Tabelle di Conversione
- Mobilità Erasmus Docenti - Teaching Staff Mobility
- Incoming students
- Double Degrees
- Erasmus+ KA 107
- BANDI ATTIVI
- SUMMER/WINTER SCHOOLS
- Buddy Program

STEP 1:

Enter with your Personal Data and Contacts of your university



Erasmus+

Online Learning Agreement Student Mobility for Studies

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Università degli Studi di Firenze	Economics and Management	I FIRENZE01	Italy	MONICA FARAONI FRANCESCO GUIDI BRUSCOLI incoming@economia.unifi.it +39 055 275 9031

The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2 Native speaker

STEP 2:

Indicates the type of mobility and duration

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none">• Semester(s) <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/>• Blended mobility with short-term physical mobility <input type="checkbox"/>• Short-term doctoral mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/>	Planned period of the physical mobility: <ul style="list-style-type: none">• from [day (optional)/month/year]• to [day (optional)/month/year]

Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.



STEP 3:

TABLE A2

- 1 Indicate the **CODE** and **NAME** of the course you want to **DELETE** and then tick the “deleted component” box, as shown below
- 2 Indicate the **CODE** and **NAME** of the course you want to **ADD** and then tick the “added component” box, as shown below

Changes to the learning agreement

Mobility type: Semester(s)

Exceptional changes to Table A (to be digitally approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
1	INDICATE THE CODE BOXXXXX	INDICATE THE TITLE OF THE COURSE YOU WANT TO DELETE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
2	INDICATE THE CODE BOXXXXX	INDICATE THE TITLE OF THE COURSE YOU WANT TO ADD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

STEP 4:

Write the corresponding exams at your Sending University

Exceptional changes to Table B (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)						
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Automatic recognition
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exceptional changes to Table C (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Reason for change	Number of ECTS credits to be awarded	Automatic recognition
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

STEP 5:

COMMITMENT OF THE THREE PARTIES

Fill in the table with the requested data, including your signature and the signature of the Responsible Person at the Sending Institution

Commitment of the three parties

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online 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. The Beneficiary 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 are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. 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.

Commitment	Name	Email	Position	Date	Digital Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution	MONICA FARAONI FRANCESCO GUIDI BRUSCOLI	incoming@economia.unifi.it	Erasmus Coordinator		

In case of changes to the learning agreement for mobility types: Blended mobility with short-term physical mobility or Short-term doctoral mobility, please create a new learning agreement

FINAL STEP



Mail the filled form back to us
incoming@economia.unifi.it

Our Erasmus Coordinator will sign
the form and we will send it to the
Erasmus Desk in Novoli that will
update your study plan