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.

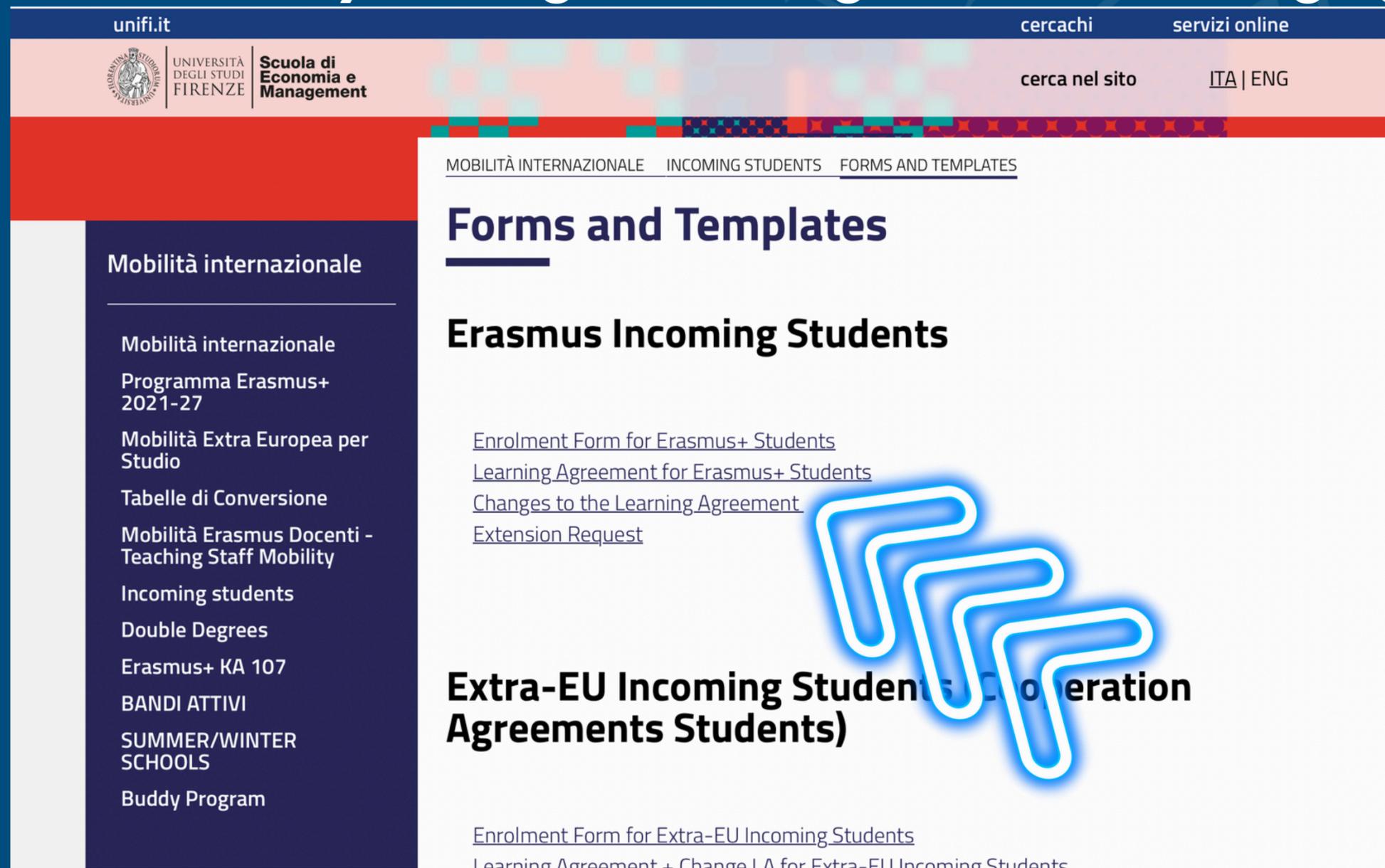⚠️ REMEMBER: only ONE CHANGE of LA is allowed per semester

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''

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)
• Semester(s) □ / Virtual component *(only if applicable)* □ • Blended mobility with short-term physical mobility □ • Short-term doctoral mobility □ / Virtual component *(only if applicable)* □	Planned period of the physical mobility: • 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)

Table A2	Compone nt code (if any)	**Component title at the Receiving Institution** (as indicated in the course catalogue)	**Deleted compone nt** [tick if applicable]	**Added compone nt** [tick if applicable]	**Reason for change**	**Number of ECTS credits (or equivalent)**
1	INDICATE THE CODE **B0XXXXXX**	INDICATE THE TITLE OF THE COURSE YOU WANT TO <u>DELETE</u>	✗	☐	Choose an item.	
2	INDICATE THE CODE **B0XXXXXX**	INDICATE THE TITLE OF THE COURSE YOU WANT TO <u>ADD</u>	☐	✗	Choose an item.	
			☐	☐	Choose an item.	
			☐	☐	Choose an item.	

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)

STEP 4:

Write the corresponding exams at your Sending University

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	Number of ECTS credits (or equivalent)	Automatic recognition
Exceptional changes to Table B (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)							
			☐	☐	Choose an item.		Yes ☐ No ☐
			☐	☐	Choose an item.		Yes ☐ No ☐

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
Exceptional changes to Table C (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)						
						Yes ☐ No ☐
						Yes ☐ No ☐

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