

I FIRENZE01	B LIEGE01	0521	1	FR	B1	2	5	10	Caporali	DICEA	Scienze motorie
B LIEGE01	I FIRENZE01	1014	1,2	IT, EN	A2, B1	2	10	20	Cloes	Faculty of Medicine	Scienze motorie
I FIRENZE01	B LIEGE01	1014	1,2	FR/EN	B1	2	10	20	Minciacchi	Dipartimento di Medicina Sperimentale e Clinica	Scienze motorie
B LIEGE01	I FIRENZE01	0715	2	IT	B1	1	5	5	Noels	Faculty of Applied Sciences	
I FIRENZE01	B LIEGE01	0715	2	FR/EN	B1	2	5	10	Manfrida	DIEF	
B LIEGE01	I FIRENZE01	0916	1,2	IT	B1	2	3	6	Frederich	Faculty of Medicine	Farmacia
I FIRENZE01	B LIEGE01	0916	1,2	FR/EN	B1	1	5	5	Mura	Dipartimento di Chimica "Ugo Schiff"	Farmacia

FROM		TO		Subject area code*		Staff Mobility for Teaching [total number of days of teaching periods or average duration *]		Number of staff mobility periods		Contact person*		Ref.		Notes	
				ISCED 2013		Nr staff		Nr weeks		Total weeks					
B LIEGE01	I FIRENZE01	I FIRENZE01	B LIEGE01	041	041	1	1	1	1	1	1	Snakers	HEC-ULg Management School		
I FIRENZE01	B LIEGE01	B LIEGE01	I FIRENZE01	041	041	1	1	1	1	1	1	Scaramuzzi	Dipartimento di Scienze per l'Economia e l'Impresa		
I FIRENZE01	B LIEGE01	B LIEGE01	I FIRENZE01	071	071	1	1	1	1	1	1	Corvi	DIEF		
B LIEGE01	I FIRENZE01	I FIRENZE01	B LIEGE01	071	071	1	1	1	1	1	1	Hamande	Faculty of Applied Sciences		
B LIEGE01	I FIRENZE01	I FIRENZE01	B LIEGE01	0232	0232	1	1	1	1	1	1	To be defined	Faculty of Philosophy and Languages		
I FIRENZE01	B LIEGE01	B LIEGE01	I FIRENZE01	023	023	1	1	1	1	1	1	Dolfi	Scuola di Studi Umanistici e della Formazione (Lett.Filosofia)		
B LIEGE01	I FIRENZE01	I FIRENZE01	B LIEGE01	023	023	1	1	1	1	1	1	Curreri	Faculty of Philosophy and Languages		
I FIRENZE01	B LIEGE01	B LIEGE01	I FIRENZE01	023	023	1	1	1	1	1	1	Nocentini	Scuola di Studi Umanistici e della Formazione (Lett.Filosofia)		
B LIEGE01	I FIRENZE01	I FIRENZE01	B LIEGE01	042	042	2	1	1	2	2	2	Schneider	Faculty of Law and Political Science		
I FIRENZE01	B LIEGE01	B LIEGE01	I FIRENZE01	042	042	2	1	1	2	2	2	Simoni	Giurisprudenza		
B LIEGE01	I FIRENZE01	I FIRENZE01	B LIEGE01	0521	0521	1	1	1	1	1	1	Ozer	Faculty of Sciences (campus Arlon)		
I FIRENZE01	B LIEGE01	B LIEGE01	I FIRENZE01	0313	0313	1	1	1	1	1	1	Meringolo	Faculty of Psychology and education		
B LIEGE01	I FIRENZE01	I FIRENZE01	B LIEGE01	0715	0715	1	1	1	1	1	1	Manfrida	DIEF		
I FIRENZE01	B LIEGE01	B LIEGE01	I FIRENZE01	0521	0521	1	1	1	1	1	1	Caporali	DICEA		
I FIRENZE01	B LIEGE01	B LIEGE01	I FIRENZE01	0916	0916	1	1	1	1	1	1	Mura	Dipartimento di Chimica "Ugo Schiff"	Farmacia	
B LIEGE01	I FIRENZE01	I FIRENZE01	B LIEGE01	0916	0916	1	1	1	1	1	1	Frederich	Faculty of Medicine	Farmacia	

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Student Mobility for Studies [Minimum recommended level: B1]	Recommended language of instruction level ² Staff Mobility for Teaching [Minimum recommended level: B2]
I FIRENZE01	See mobility section B	See mobility section B	See mobility section B	See mobility section B	Address School Erasmus coordinators at: http://www.unifi.it/cmpro-v-p-743.html
B. LIEGE01					

D. Additional requirements

Università degli Studi di Firenze:

- Application forms for incoming students are available in the official website: www.unifi.it - under Section: Students from Abroad/ Incoming Erasmus students
- There is no official application deadline in UNIFI, but some Schools may ask for it due to organizational reasons, so please address the Erasmus coordinator of the hosting School when nominating your outgoing students (contact list available at: <http://www.unifi.it/cmpro-v-p-743.html>).
- Incoming Erasmus students can attend one Italian Language course without paying any fees, but courses are offered starting from A2 level, considering the basic A1 level as acquired. To register to this course students should fill an on-line application available at: <http://www.unifi.it/italia/>
- A knowledge of the Italian language corresponding to B1 level is strongly recommended to attend courses in Italian. Officially no certification is required, but some Schools may ask for it, so please address the Erasmus coordinator of the hosting School (<http://www.unifi.it/cmpro-v-p-743.html>) for further information on language certification requirements when nominating your outgoing students.
- Student mobility for placement purposes (SMP) is possible only upon specific or individual agreement (Letter of Intent) between the sending and the hosting School/Department.
- For the implementation of staff training mobility (STT) a letter of invitation, issued by a contact person in UNIFI, is required.
- Students and staff with disabilities may ask in advance information on available supports at: cespd@unifi.it (www.cedis.unifi.it)

B. LIEGE01:

- Integration of mobile students: Welcome Days, tutoring, French lessons: www.ulg.ac.be/erasmus/in.
- Disabled students: www.ulg.ac.be/etudiants/handicap
- The yearly updated information sheet for incoming students (application procedure,...) will be provided with this agreement.
- Application procedure: through www.ulg.ac.be/erasmus/in/dossier

E. Calendar

- Applications/information on nominated students must reach the receiving institution by:

Institution	Autumn term * [month]	Spring term * [month]
I FIRENZE01	There is no official deadline but please address the Erasmus Coordinator (http://www.unifi.it/cmpro-v-p-743.html) of the hosting School when nominating your students to UNIFI, because terms may be set for organizational reasons.	
B. LIEGE01	15 May (online) – 31 May (printed)	1 November (online) – 15 November (printed)

- The receiving institution will send its decision within 4 weeks after the application term set by the School.
- A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. Modification and/or Termination of the agreement


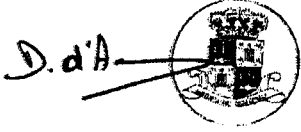
In the event of amendments or unilateral termination of existing inter-institutional agreements a notice of at least one academic year should be given. This means that also a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. In case of any change of section B (mobility numbers) the signature of a new Inter-institutional Agreement is required. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

² For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

F. Information

	I FIRENZE01	B LIEGE01
WWW for Incoming Students	http://www.unifi.it/vp-729-incoming-erasmus-students.html	www.ulg.ac.be/erasmus/in
WWW Course Catalogue	http://www.unifi.it/cmpro-v-p-9488.html	progours.ulg.ac.be
Housing ³	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Sofia.Lothe@ulg.ac.be http://logement.ulg.ac.be
WWW Visa Information ⁴	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	www.ulg.ac.be/cms/c_14084/preparation-au-depart
WWW Insurance Information ⁵	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	www.ulg.ac.be/erasmus/in/sante
Grading System ⁶	UNIFI adopts a system compatible with ECTS. The grading system ranges from 0 to 30, with 18 as passing grade. A "cum laude" may be added to the highest grade (30) as a mention of special distinction. Under this frame work each School adopts its own conversion tables. UNIFI is currently working on the introduction of the ECTS system.	www.ulg.ac.be/cms/c_14663/exams
Contact details	http://www.unifi.it/cmpro-v-p-743.html	mobil.in@ulg.ac.be
WWW Students and Staff with Disabilities	www.cedis.unifi.it , (Centro Studi e Ricerche per le Problematiche della Disabilità), cespd@unifi.it	www.ulg.ac.be/etudiants/handicap

G. Signatures of the institutions (legal representatives)

Institution	Name, function	Date	Signature ⁷
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector		
B LIEGE01	Ms. Dominique d'Arripe Institutional Coordinator	7/1/2014	

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

⁶ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

⁷ Scanned signatures are accepted



STUDENT MOBILITY
Information Sheet 2013-2014

Name of the institution	Université de Liège
Erasmus Code	B LIEGE01
Website	http://www.ulg.ac.be
Head of institution	Prof. Bernard RENTIER, Recteur

International Office	Relations internationales place du 20-Août, 7 (Bât. A1) - B-4000 Liège - Belgique Fax : +32 4 366 57 25
Head of the office	Patricia PETIT Tel. : +32 4 366 56 34 - patricia.petit@ulg.ac.be
Institutional Erasmus Coordinator	Dominique D'ARRIPE Tel. : +32 4 366 52 35 - dominique.darripe@ulg.ac.be
Bilateral agreements	Christine REYNDERS Tel. : +32 4 366 46 09 - christine.reynders@ulg.ac.be
Incoming students http://www.ulg.ac.be/erasmus/in	Marta KUCHARSKA ; Raquel MELARA Tel. : +32 4 366 55 47 ; +32 4 366 41 66 Marta.Kucharska@ulg.ac.be ; r.melara@ulg.ac.be
Placements	Anne-Laure VILLEMINOT Tel. : +32 4 366 56 49 - anne-laure.villeminot@ulg.ac.be
Outgoing students http://www.ulg.ac.be/erasmus/out	Anne-Françoise ROGISTER ; Dominique FRÈRE Tel. : +32 4 366 53 55 ; +32 4 366 55 75 Anne-Francoise.Rogister@ulg.ac.be ; Dominique.Frere@ulg.ac.be

3 Campuses	- Liège and Sart Tilman - Gembloux - Arlon
Accommodation office	To help students find accommodation in the university residence or in private accommodation http://www.logement.ulg.ac.be
University Residence (for periods of max. 5 months)	Contact : Georges HABRAND - Service Logement Sart Tilman (Bât. B13) - B-4000 Liège - Belgique Tel. : +32 4 366 53 16 - Fax : +32 4 366 47 60 g.habrand@ulg.ac.be
Deadline for reservation in the university residence	As soon as possible but at the latest 2 months before arrival
Private accommodation	Contact : Sofia LOTHE - Service Logement place du 20-Août, 7 (Bât. A1) - B-4000 Liège - Belgique Tel. : +32 4 366 52 23 - Fax : +32 4 366 57 39 sofia.lothe@ulg.ac.be

Academic year 2013-2014	1st semester : 16 September 2013 – 25 January 2014 2nd semester : 3 February 2014 – 30 June 2014 It is very important that exchange students arrive for the beginning of the classes. In case of late arrival (over 15 days), they could be denied attendance.
Holiday periods	http://www.ulg.ac.be/erasmus/in/calendrier/academique
ONLINE Application Form	Students who arrive in Liège without having applied online and sent the application (signed and stamped) by ordinary mail will not be able to register. Online Application Form is available on the webpage http://www.ulg.ac.be/erasmus/in/dossier and must be sent to Relations Internationales- Incoming students
Deadline for applications	1st semester arrival : 15 May (online) - 31 May (printed) 2nd semester arrival : 1 November (online) - 15 November (printed)
Courses programmes	http://progocours.ulg.ac.be
Language requirement	We insist that our exchange students should have a minimal knowledge of French (English if all their courses are in English) to attend classes and take exams. <u>Therefore we ask them to join to their Application Form a document testifying their level of French (English).</u> The minimal required level is B1 (B2 for HEC-Management School) (Common European Framework of Reference).
French language course	French courses are offered free of charge <ul style="list-style-type: none"> • intensive course before each semester • evening classes during the academic year A level test is organised at the beginning of each semester. http://www.isiv.ulg.ac.be
ECTS Grading table	http://www.ulg.ac.be/cms/c_14663/fr/examens
Welcome days	http://www.ulg.ac.be/erasmus/in/accueil
Estimated cost of living	600 € / month