

I FIRENZE 01	D BERLIN 01	311	Psychology	1 st (Bachelor) or 2 nd (Master) or 3 rd (PhD)	2 students each for 5 months
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Staff Mobility (STT or STA)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Number of staff mobility periods Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration]</i>
D BERLIN 01	I FIRENZE 01	311	Psychology	1 person/ 1 week (8 teaching hours per week)
I FIRENZE 01	D BERLIN 01	311	Psychology	1 person/ 1 week (8 teaching hours per week)

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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level¹	
				Student Mobility for Studies [Minimum]	Staff Mobility for Teaching [Minimum]

¹ 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>

				recommended level: B1]	recommended level: B2]
D BERLIN 01	311	German		B1	
I FIRENZE01	311	<i>Please fill in the missing data</i>	<i>Please fill in the missing data</i>	<i>Please fill in the missing data</i>	<i>Please fill in the missing data</i>

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

D. Additional requirements

D BERLIN 01:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.
 - PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
 - It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
 - Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.
- Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero
- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service), Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de
www.fu-berlin.de/service/behinderung

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.

I FIRENZE01:

D. Additional requirements

Università degli Studi di Firenze:

- a- Application forms for incoming students are available in the official website: www.unifi.it –under Section: Students from Abroad/ Incoming Erasmus students
- b- 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>).
- c- 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/itacla/>
- d 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.
- e 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.
- f For the implementation of staff training mobility (STT) a letter of invitation, issued by a contact person in UNIFI, is required.
- g Students and staff with disabilities may ask in advance information on available supports at: cespd@unifi.it (www.cedis.unifi.it)

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D BERLIN 01	May, 1st	November, 1st
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	

[* to be adapted in case of a trimester system]

D BERLIN 01:

Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)

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

2. The receiving institution will send its decision within 6 weeks.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

D BERLIN 01:

ECTS Credits: The Freie Universität Berlin uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Freie Universität Berlin	ECTS	
Grade	Grade	Predicate
1,0 - 1,5	A	Excellent
1,6 - 1,7	B	Very Good
1,8 - 2,0		
2,1 - 2,7	C	Good
2,8 - 3,0		
3,1 - 3,5	D	Satisfactory
3,6 - 3,7	E	Sufficient
3,8 - 4,0		
4,1 - 5,0	F	Fail
P	Participation; i.e. the student has successfully and regularly attended the course.	

I FIRENZE01:

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.

2. Visa

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 Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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D BERLIN 01	Info-Service Brümmerstr. 50 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum
I FIRENZE01	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D BERLIN 01	Info-Service Brümmerstr. 50 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung
I FIRENZE01	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	

4. Housing




The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D BERLIN 01	Accommodation Otto-von-Simson- Straße 26 Room L111	http://www.fu-berlin.de/en/sites/unterbringung

	14195 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470	
I FIRENZE01	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
D BERLIN 01	Legal Representative: Peter Lange, Director of Administration and Finance	24.1.2014	 Freie Universität Berlin International Affairs -International Student Mobility- ERASMUS Programme Brümmerstr. 52 14195 Berlin
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector	23-01-2014	 

² Scanned signatures are accepted