

### 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 instruction 1	Language of instruction 2	Recommended language of instruction level: Student Mobility for Studies [Minimum recommended level: B1]	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: <a href="http://www.unifi.it/cm/pro-v-p-743.html">http://www.unifi.it/cm/pro-v-p-743.html</a>
D KONSTAN01					

<sup>6</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://eur.pass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**D. Additional requirements**

Università degli Studi di Firenze:

- a- Application forms for incoming students are available in the official website: [www.unifi.it](http://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 (<http://www.unifi.it/cmpro-v-p-743.html>) (contact list available at: <http://www.unifi.it/taclat/>)
- 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/taclat/>
- 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](mailto:cespd@unifi.it) ([www.cedis.unifi.it](http://www.cedis.unifi.it))

DES-UNI: non completa

**E. Calendar**

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

Receiving Institution	Autumn term	Spring term
I FIRENZE01	[month]	[month]
D KONSTAN01	non completa	non completa

- 2. The receiving institution will send its decision within 4 weeks after the application term set by the School.

3. 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. 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.  
 The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

**F. Information**

	<b>WWW for Incoming Students</b>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a>
	<b>WWW Course Catalogue</b>	<a href="http://www.unifi.it/cmpro-v-p-9488.html">http://www.unifi.it/cmpro-v-p-9488.html</a>
	<b>Housing?</b>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful information
	<b>WWW Visa Information<sup>8</sup></b>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful information
	<b>WWW Insurance Information<sup>9</sup></b>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful information
	<b>Grading System<sup>10</sup></b>	UNFI 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. UNFI is currently working on the introduction of the ECTS system.
	<b>Contact details</b>	<a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a>
	<b>WWW Students and Staff with Disabilities</b>	<a href="http://www.cedis.unifi.it">www.cedis.unifi.it</a> , (Centro Studi e Ricerche per le problematiche della Disabilità), <a href="mailto:cespd@unifi.it">cespd@unifi.it</a>

Erasmus code



I FIRENZE01

D KONSTAN01

Non Couper l'etichetta!

<sup>7</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.  
<sup>8</sup> 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.  
<sup>9</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE.  
<sup>10</sup> The sending and receiving institutions will inform mobile participants of cases in which insurance cover is not automatically provided.  
<sup>11</sup> 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.

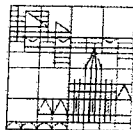
**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution	Name, function	Date	Signature
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector		
D KONSTAN01	UNIVERSITÄT KONSTANZ Vize-Rektor	21.11.14	

Scanned signatures are accepted

# Annex 1 to Erasmus+ Inter-Institutional Agreement

Universität  
Konstanz



## Institutional Factsheet: D KONSTAN01

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Universität Konstanz
Erasmus Code	D KONSTAN01
EUC	Nr. 29950
Institution website	<a href="http://www.uni-konstanz.de/willkommen/">http://www.uni-konstanz.de/willkommen/</a>
Online course catalogue	<a href="http://www.studium.uni-konstanz.de/lehveranstaltungen/">http://www.studium.uni-konstanz.de/lehveranstaltungen/</a>

#### 1.2. Main contacts

Contact person	Renate Krüßmann
Responsibility	ERASMUS+ Institutional Coordinator Central management of the ERASMUS+ program Contact person for Erasmus + Agreements and Staff Mobility
Contact details	Phone: +49 (0)7531 88 5234 - Fax: +49 (0)7531 88 3037 Email: <a href="mailto:renate.kruessmann@uni-konstanz.de">renate.kruessmann@uni-konstanz.de</a>

Contact person	Alexandra Frasch, Marita Mau, Uschi Lindel et al
Responsibility	Contact person for incoming students
Contact details	<a href="mailto:international.incoming@uni-konstanz.de">international.incoming@uni-konstanz.de</a> , Tel +49-7531-885029

Contact person	Verena Wagner
Responsibility	Contact person for outgoing students
Contact details	Phone: +49 (0)7531 88 2688 - Fax: +49 (0)7531 88 3037 Email: <a href="mailto:erasmus@uni-konstanz.de">erasmus@uni-konstanz.de</a>

### 2. Detailed requirements and additional information

#### C. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies	Any	German and/or English	B1
Staff Mobility for Teaching	Any	German and/or English	C1

#### D. Additional requirements

Information about infrastructure to welcome students and staff with disabilities available on individual request depending on special needs. Please contact: [erasmus@uni-konstanz.de](mailto:erasmus@uni-konstanz.de)

## E. Calendar

ii. **Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

Autumn term (mid Oct. till end of Feb)	May 15th
Spring term (mid April till end of July)	November 15th

- iii. **Decision Response :** As receiving institution D KONSTAN01 will send its decision within 12 weeks.
- iv. **Transcripts of Records :** A Transcript of Records will be issued by the receiving institution D KONSTAN01 no later than five weeks after the assessment period has finished
- v. **Termination of Agreement :** A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.]"

## F. Additional information

### a. Grading system :

<http://www.international.uni-konstanz.de/en/international-students/studying-in-konstanz/grading-system/>

### b. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

<b>Contact person</b>	Alexandra Frasch, Marita Mau, et al
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +49-7531-885029 - Fax: +49 7531 883037 Email: <a href="mailto:international.incoming@uni-konstanz.de">international.incoming@uni-konstanz.de</a>
<b>Website</b>	<a href="http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/visa/">http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/visa/</a>

### c. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	Alexandra Frasch, Marita Mau, et al
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +49-7531-885029 - Fax: +49 7531 883037 Email: <a href="mailto:international.incoming@uni-konstanz.de">international.incoming@uni-konstanz.de</a>
<b>Website</b>	<a href="http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/health-insurance/">http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/health-insurance/</a>

### d. Housing

Our institution will guide incoming student/staff 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:

<b>Contact person</b>	Ursula Lindel et al
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +49-7531-88 3219- Fax: +49 7531 883037 Email: <a href="mailto:international.incoming@uni-konstanz.de">international.incoming@uni-konstanz.de</a>
<b>Website</b>	<a href="http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/accommodation/">http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/accommodation/</a>