

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	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	See mobility section B	Address School Erasmus coordinators at: http://www.unifi.it/comp-ro-v-p-743.html
D MUNCHEN01		German	English (when applicable)		B1	Address School Erasmus coordinators: see faculty websites http://www.unl-muenchen.de/einrichtungen/fakultaeten/index.html

⁶ 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>

Receiving institution	Autumn term	Spring term
I FIRENZE01	[month]	[month]
D MUNCHEN01	Autumn term: June 15	Spring term: December 15

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

E. Calendar

See annex

D MUNCHEN01:

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/itaca/>

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)

D. Additional requirements

Università degli Studi di Firenze:

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

D MUNCHEN01: The receiving institution will send its decision within 6 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]*

D MUNCHEN01: see annex.

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

	I FIRENZE01	D MUNCHEN01
WWW for Incoming Students	http://www.unifi.it/vp-729-incoming-erasmus-students.html	www.lmu.de/en/international/incoming
WWW Course Catalogue	http://www.unifi.it/cmpro-v-p-9488.html	www.lsf.lmu.de
Housing⁷	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Contact: Christine.kern@lmu.de www.lmu.de/en/international/incoming >living in Munich>accommodation
WWW Visa Information⁸	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Contact: erasmus-incoming@lmu.de www.lmu.de/en/international/incoming >living in Munich>visa
WWW Insurance Information⁹	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Contact: erasmus-incoming@lmu.de www.lmu.de/en/international/incoming >living in Munich>health insurance


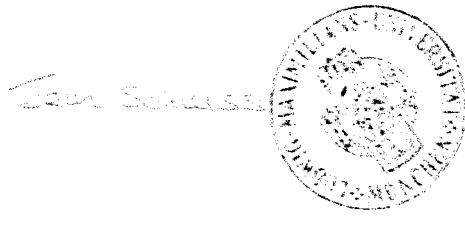
⁷ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁸ 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.

⁹ 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.

Grading System ¹⁰	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.lmu.de/en/international/incoming >studying at LMU>grading system
Contact details	http://www.unifi.it/cmpro-v-p-743.html	See annex
WWW Students and Staff with Disabilities	www.cedis.unifi.it , (Centro Studi e Ricerche per le Problematiche della Disabilità), cespd@unifi.it	See annex

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector		
D MUNCHEN01	Jean Schleiss, Institutional Coordinator	05.02.2014	

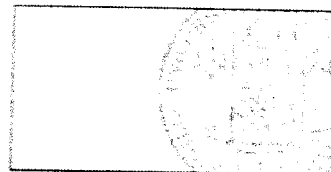
¹⁰ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹¹ Scanned signatures are accepted



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Erasmus+ at LMU

Annex for Inter-Institutional Agreements

The annex is an integral part of the Inter-Institutional Agreement. The Inter-Institutional Agreement is only valid on condition that both parties hold the Erasmus Charter for Higher Education.

Institution Details

Name of Institution	Ludwig-Maximilians-Universität (LMU)
Erasmus ID Code	D MUNCHEN01
Postal Address	International Affairs Geschwister-Scholl-Platz 1 80539 München Germany
Visiting Address	Ludwigstraße 27, room G007, 80539 München
Website	www.lmu.de/en/international/incoming

Erasmus Contacts

Erasmus Inter-Institutional Agreements Coordinator	Jean Schleiss Phone: +49 89 2180 - 3807; Fax: +49 89 2180 - 3136 jean.schleiss@lmu.de
Incoming Students	Claudia Gebhard and Catherine Ubl Phone: +49 89 2180 - 2799 erasmus-incoming@lmu.de
Outgoing Students	Ms Claudia Wernthaler Phone: +49 89 2180 - 3795; Fax: +49 89 2180 - 3136 claudia.wernthaler@lmu.de

Nomination of Exchange Students

We ask partner universities to nominate exchange students to erasmus-incoming@lmu.de no later than:

Winter Semester: May 15

Summer Semester: November 15

Application and Registration Procedures

Application

After completing the online application at our website, students should print out the form and have it signed by the relevant coordinator at the home university. The application should then be sent with all supporting documents to the LMU International Office.

Application Deadlines

Winter Semester: June 15

Summer Semester: December 15

Registration

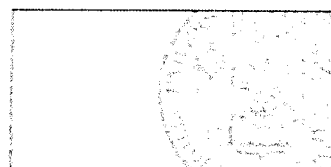
Registration of new Erasmus incoming students usually takes place in October and April respectively. Students are informed about registration dates in the official letter of acceptance (Zulassungsbescheid), which they will receive not later than 6 weeks after the application deadline.

www.lmu.de/en/international/incoming > Application and Admission



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Recommended Language Skills

As the language of instruction of most undergraduate courses is German, the recommended language of instruction level is generally B1 (according to the "Common European Framework of Reference for Languages") and for courses taught in English the minimum language requirement is generally B1.

For both German/English some faculties/departments require higher levels of proficiency:
www.lmu.de/en/international/incoming > Application and Admission > Language Requirements

Language Courses

www.lmu.de/en/international/incoming > Living in Munich > Language Courses

Additional Requirements

Choosing courses outside the subject area defined in the Inter-Institutional Agreement

With some restrictions, exchange students may take courses outside the subject area of the Inter-Institutional Agreement on condition that they have previous knowledge in that subject area. However, places cannot be guaranteed to students in subject areas which are not defined in the Inter-Institutional Agreement.

www.lmu.de/en/international/incoming > Studying at LMU > Choosing Courses

Welcome Day

At the beginning of each semester LMU organises a Welcome Day. Erasmus students are also informed about orientation sessions which are offered in the faculties/departments.

www.lmu.de/en/international/incoming > Welcome Day

Buddy Program

As well as many social programs, LMU has a buddy program which exchange students are encouraged to join.

www.lmu.de/en/international/incoming > Living in Munich > International Student Life

Students with special needs / Students with children

To find out about on the kind of facilities available at LMU before going abroad, students should contact the LMU Erasmus-Incoming-Team directly (erasmus-incoming@lmu.de).

www.uni-muenchen.de/barrierefrei
www.uni-muenchen.de/studierenmitkind

Studying at LMU Munich

Academic Year

The academic year consists of two semesters – winter and summer.

The months of March, April, August, and September are officially free of lectures. However, students may have examinations, additional courses, or papers to concern themselves with during these months. Students should ask their departmental coordinators about the examination schedule.

www.lmu.de/en/international/incoming > Studying at LMU > Academic Calendar

Course Information

The up-to-date course catalogue is available only two months before the beginning of each semester. Before the catalogue goes online students may consult the faculty websites where there is often general information about choosing courses etc.

www.lmu.de/en/international/incoming > Studying at LMU > Choosing Courses



Grading System

At LMU Munich credit for Bachelor and Master Courses is given in accordance with the European Credit Transfer System (ECTS). The recommended workload is 30 ECTS per semester. All coursework will be graded in accordance with the German grading system.

General Grading System

< 1,00 exceptional (not given in all departments)
1,00 – 1,50 very good (sehr gut)
1,51 – 2,50 good (gut)
2,51 – 3,50 satisfactory (befriedigend)
3,51 – 4,00 sufficient (ausreichend)
> 4,00 deficient (mangelhaft)

Grading System for Law

16 – 18 points: very good (outstanding)
13 – 15 points: good (well above average)
10 – 12 points: fully satisfactory (above average)
07 – 09 points: satisfactory (meets all normal requirements)
04 – 06 points: sufficient (meets requirements, some weakness)
01 – 03 points: deficient (considerable weakness, unacceptable)
0 points: inadequate/unsatisfactory (wholly unacceptable)

Transcript of Records

Every effort will be made to issue transcripts of records 5 weeks after the assessment period at LMU has finished. As each department/faculty has different regulations, it may not always be possible to adhere to this deadline.

General Information

Accommodation

The "Studentenwerk" is responsible for providing accommodation for Erasmus students. The allocation of rooms in student residences run by the Studentenwerk is, however, coordinated at the International Office.

Contact person: christine.kern@lmu.de

Accommodation cannot be guaranteed to all Erasmus students. The International Office will however provide information and assistance to incoming students according to the requirements of the Erasmus Charter for Higher Education.

www.lmu.de/en/international/incoming > Living in Munich > Accommodation

VISA

Depending on the country of origin, there are different entry and residence regulations for students.

www.lmu.de/en/international/incoming > Downloads > Exchange Student Guide

Insurance

Adequate health insurance is obligatory for all exchange students. There are different regulations depending on the students' country of origin. Detailed information can be found at:

www.lmu.de/en/international/incoming > Living in Munich > Health Insurance

LMU also strongly recommends an accident, personal and third party liability insurance for the duration of stay in Germany.

Exchange Student Guide

Detailed information about all points mentioned above and other useful information can be found at:

www.lmu.de/en/international/incoming > Downloads > Exchange Student Guide