

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 ⁶ 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: http://www.unifi.it/cmpro-v-p-743.html
E MADRID04		Spanish		- Minimum B1 for graduate studies (B2 recommended) - B2 for: Faculty of Economics and Business Administration, Hispanic Studies Degree and Postgraduate Studies With the exception of specific studies that request a specific level	B2 recommended

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>

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 MADRID04:

- Postgraduate students must fulfill the requirements of the specific Master or Doctoral Programme, for more information they must contact the international Relations Office of the Faculty concerned.
- There is an office in charge of counseling and helping disabled students that can be contacted by email at programa.discapacidad@uam.es

E. Calendar

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

Receiving institution [Erasmus code]	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.	
E MADRID04	31 st May	31 st October

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

	I FIRENZE01	E MADRID04
WWW for Incoming Students	http://www.unifi.it/vp-729-incoming-erasmus-students.html	www.uam.es/erasmus-incoming
WWW Course Catalogue	http://www.unifi.it/cmpro-v-p-9488.html	
Housing⁷	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid Phone: 91 497 74 12/ 69 07/ 69 06/ 36 99 oficina.acogida@uam.es http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451
WWW Visa Information⁸	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid Phone: 91 497 74 12/ 69 07/ 69 06/ 36 99 oficina.acogida@uam.es http://www.uam.es/ss/Satellite/es/1242652242790/sub

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.

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WWW Insurance Information⁹	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid Phone: 91 497 74 12/ 69 07/ 69 06/ 36 99 oficina.acogida@uam.es http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina de acogida.htm?idenlace=1234886376451																								
Grading System¹⁰	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.	<table border="0"> <tr> <td>UAM</td> <td>ECTS</td> <td></td> </tr> <tr> <td>9,0-10: MH - Matrícula de Honor (5%)</td> <td></td> <td>A - Excellent</td> </tr> <tr> <td>9,0-10: SB - Sobresaliente A - Excellent</td> <td></td> <td></td> </tr> <tr> <td>8,0-8,9: NT - Notable</td> <td>B - Very good</td> <td></td> </tr> <tr> <td>7,0-7,9 : NT - Notable</td> <td>C - Good</td> <td></td> </tr> <tr> <td>6,0-6,9: AP - Aprobado</td> <td>D - Satisfactory</td> <td></td> </tr> <tr> <td>5,0-5,9 : AP - Aprobado</td> <td>E - Sufficient</td> <td></td> </tr> <tr> <td>0,0-4,9 : SS - Suspenso</td> <td>FX-F - Fail</td> <td></td> </tr> </table>	UAM	ECTS		9,0-10: MH - Matrícula de Honor (5%)		A - Excellent	9,0-10: SB - Sobresaliente A - Excellent			8,0-8,9: NT - Notable	B - Very good		7,0-7,9 : NT - Notable	C - Good		6,0-6,9: AP - Aprobado	D - Satisfactory		5,0-5,9 : AP - Aprobado	E - Sufficient		0,0-4,9 : SS - Suspenso	FX-F - Fail	
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Contact details	http://www.unifi.it/cmpro-v-p-743.html																									
WWW Students and Staff with Disabilities	www.cedis.unifi.it , (Centro Studi e Ricerche per le Problematiche della Disabilità), cespd@unifi.it	There is an office in charge of counseling and helping disabled students that can be contacted by email at programa.discapacidad@uam.es																								


G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹

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.

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

I FIRENZE01	Prof. Anna Nozzoli Vice-Rector		
E MADRID04	Amaya Mendikoetxea Institutional Coordinator	17/03/2014	