

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]	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]
E MALAGA01	SPANISH	Some courses are offered in ENGLISH http://www.uma.es/media/files/ISI_Titulaciones_GRADO_S_asig_autorizadas_impactir_docencia_Ingles_1314.pdf	B1	B2
I FIRENZE01	ITALIAN		B1	Address School Erasmus coordinator at: http://www.unifi.it/cmpro-v-p-743.htm

No certification is requested.

For more details on the language of instruction recommendations
<http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/>

D. Additional requirements

Home institution has to provide the International Relations and Cooperation Office with the "Nomination of incoming Erasmus students selected" to study at the University of Málaga. Nomination is essential for acceptance.

UMA can only accept the number of students stipulated in the actual inter-institutional agreement.

UMA cannot accept Erasmus students from areas of study different from those stipulated in the actual inter-institutional agreement.

Some modules have limited places (especially in the Faculty of Languages and Humanities). Different options for modules/subjects should be considered.

No hard copies are required for application forms or learning agreements (online procedure for both documents).

The University of Málaga has the infrastructure to welcome students and staff with disabilities. Acceptance and further arrangements need to be agreed in advance.

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]
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E MALAGA01	15 th June	1 st November*
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	

*Medicine students only 15th June for 1st and 2nd semester and full academic year.

2. E MALAGA01

The receiving institution will send its decision within a number of weeks depending on the date of the reception of the official nomination of students selected. Nevertheless it will always be by the 15th of June.

I FIRENZE01 see above

3. E MALAGA01

A Transcript of Records will be issued by the International Relations and Cooperation Office no later than 7 weeks after the assessment period has finished at UMA.

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

I FIRENZE01

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]*

F. Information

1. Grading systems of the institutions

The grading system used by Spanish universities is based on specific attainment levels, rather than on a numerical scale or statistical basis. It should be noted that the mark, 'Matrícula de Honor', which is the highest grade, is rarely given.

Spanish denomination	English denomination	Local Scale (0-10)	ECTS Grade
Matrícula de Honor	First Class with Distinction	10 Matrícula de Honor	A
Sobresaliente	First Class	9-10	A
Notable	Second Class	7-8'9	B, C
Aprobado	Pass Mark	5-6'9	D, E
Suspenseo	Fail	0-4'9	FX, F
No presentado	Fail	0	F

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
E MALAGA01	M. Carmen González Zorrilla mcgonzo@uma.es +34 952134283	http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/
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
E MALAGA01	M. Carmen González Zorrilla mcgonzo@uma.es +34 952134283	http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/
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
E MALAGA01	alojamiento@uma.es +34 952132562/6566	http://www.uma.es/alojamiento/ http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/
I FIRENZE01	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	