

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 MURCIA01	See mobility section B	Spanish	English (only for Management Administration at undergraduate level and Computer Engineering at master level)	B1	B2

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 MURCIA01:

The University of Murcia will not be able to accept incoming students from subject areas not covered by this bilateral agreement. However, students can enroll in any extra subject from other subject areas provided that: 1) they do not represent the majority of the Learning Agreement, 2) the academic advisor is in agreement with the Learning Agreement prior to the arrival of the student. Furthermore, we will only be able to accept students for Master degrees if the bilateral agreement includes this level.

There is only one application deadline for students in the areas of Medicine, Pharmacy, Dentistry and Physiotherapy. These areas are taken at the Faculty of Medicine which has its own admission procedure as follows:

- Read the information provided in:
<http://www.um.es/web/medicina/idioma/movilidad>
- Send the Learning Agreement to srimedic@um.es before the 20th June.
- Signed Learning Agreements will be returned before the 30th June.
- Once the applicant receives confirmation of acceptance of the Learning Agreement he/she should register in <http://erasmus.um.es> by the 30th June.

The University of Murcia has adapted its facilities in order to allow access to people with disabilities. Furthermore, there is an office, within the University, which provides guidance and assistance to students with disabilities and special needs. Some of the services they render include the following: access to adapted computers, technical support, academic support, and psychological help. Incoming students in need of special support should inform the International Relations Office during the application procedure.

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 MURCIA01 (all areas except Medicine, Dentistry, Pharmacy and Physiotherapy-see D above)	June 30th	November 30th

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

The University of Murcia, as receiving institution, will send its decision within 3 weeks

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]*

A Transcript of Records will be issued by the University of Murcia as receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

4. Modification and/or 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

	I FIRENZE01	Erasmus code		
WWW for Incoming Students	http://www.unifi.it/vp-729-incoming-erasmus-students.html	E MURCIA01		
WWW Course Catalogue	http://www.unifi.it/cmpro-v-p-9488.html	www.um.es/web/universidad/contenido/unidades-organizativas/centros-universitarios		
Housing⁷	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	VIMUR Email: vimur@um.es https://erasmus.um.es		
WWW Visa Information⁸	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	https://erasmus.um.es		
WWW Insurance Information⁹	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	VIMUR Email: vimur@um.es https://erasmus.um.es		
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.			
	GRADE CONVERSION CHART E MURCIA01			
	Spanish Grading Scale	ECTS Grading Scale		
	9-10 MH	Matricula de Honor	A	Excellent with Distinction
	9-10 SB	Sobresaliente	A	Excellent
	8-8,9 NT	Notable	B	Very Good
	7-7,9 NT	Notable	C	Good
	6-6,9 AP	Aprobado	D	Satisfactory
	5-5,9 AP	Aprobado	E	Sufficient
	<5	Suspensio	F	Fail
Contact details	http://www.unifi.it/cmpro-v-p-743.html	International Relations Office Tel: +34868884074 Email: incoming@um.es		

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


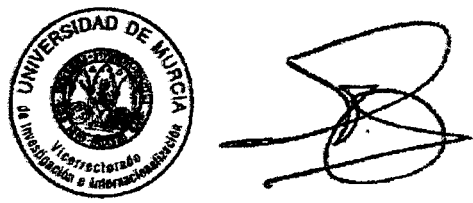
⁸ The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

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.

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.

WWW Students and Staff with Disabilities	www.cedis.unifi.it , (Centro Studi e Ricerche per le Problematiche della Disabilità), cespd@unifi.it	<p>The University of Murcia has adapted its facilities in order to allow access to people with disabilities. Furthermore, there is an office, within the University, which provides guidance and assistance to students with disabilities and special needs. Some of the services they render include the following: access to adapted computers, technical support, academic support, and psychological help. Incoming students in need of special support should inform the International Relations Office during the application procedure.</p>
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector		
E MURCIA01	Prof. Gaspar Ros Berruezo, Vice-Chancellor for Research and Internationalisation	14/03/2014	

¹¹ Scanned signatures are accepted