

E SEVILLA01

I FIRENZE01	E SEVILLA01	349	Business and administration (others)	1
I FIRENZE01	E SEVILLA01	38	Law	1
E SEVILLA01	I FIRENZE01	38	Law	1
I FIRENZE01	E SEVILLA01	380	Law	1
E SEVILLA01	I FIRENZE01	380	Law	1
E SEVILLA01	I FIRENZE01	48	Computing	3
I FIRENZE01	E SEVILLA01	48	Computing	3
E SEVILLA01	I FIRENZE01	523	Electronics and automation	1
I FIRENZE01	E SEVILLA01	523	Electronics and automation	1
E SEVILLA01	I FIRENZE01	581	Architecture and town planning	1
I FIRENZE01	E SEVILLA01	581	Architecture and town planning	1
E SEVILLA01	I FIRENZE01	589	Architecture and building (others)	1
I FIRENZE01	E SEVILLA01	589	Architecture and building (others)	1
E SEVILLA01	I FIRENZE01	721	Medicine	1
I FIRENZE01	E SEVILLA01	721	Medicine	1
E SEVILLA01	I FIRENZE01	723	Nursing and caring	2
I FIRENZE01	E SEVILLA01	723	Nursing and caring	2
E SEVILLA01	I FIRENZE01	727	Pharmacy	1
I FIRENZE01	E SEVILLA01	727	Pharmacy	1
I FIRENZE01	E SEVILLA01	812	Travel, tourism and leisure	1
E SEVILLA01	I FIRENZE01	812	Travel, tourism and leisure	1

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	Area Name	Language 1	Language 2	Student	Staff
E SEVILLA01	Architecture and building (others)	ESPAÑOL		A2	B2
I FIRENZE01	Architecture and building (others)	ITALIANO		A2	B2
I FIRENZE01	Architecture and town planning	ITALIANO		A2	B2
E SEVILLA01	Architecture and town planning	ESPAÑOL		A2	B2
E SEVILLA01	Business and administration (others)	ESPAÑOL		A2	B2
I FIRENZE01	Business and administration (others)	ITALIANO		A2	B2
I FIRENZE01	Computing	ITALIANO		A2	B2
E SEVILLA01	Computing	ESPAÑOL		A2	B2
I FIRENZE01	Economics	ITALIANO		A2	B2
E SEVILLA01	Economics	ESPAÑOL		A2	B2
E SEVILLA01	Education science	ESPAÑOL		A2	B2
I FIRENZE01	Education science	ITALIANO		A2	B2
E SEVILLA01	Electronics and automation	ESPAÑOL		A2	B2
I FIRENZE01	Electronics and automation	ITALIANO		A2	B2

E SEVILLA01	Finance, banking, insurance	ESPAÑOL	A2	B2
I FIRENZE01	Finance, banking, insurance	ITALIANO	A2	B2
E SEVILLA01	Foreign languages	ESPAÑOL	A2	B2
I FIRENZE01	Foreign languages	ITALIANO	A2	B2
I FIRENZE01	Journalism and reporting	ITALIANO	A2	B2
E SEVILLA01	Journalism and reporting	ESPAÑOL	A2	B2
E SEVILLA01	Law	ESPAÑOL	A2	B2
I FIRENZE01	Law	ITALIANO	A2	B2
I FIRENZE01	Medicine	ITALIANO	A2	B2
E SEVILLA01	Medicine	ESPAÑOL	A2	B2
E SEVILLA01	Mother tongue	ESPAÑOL	A2	B2
I FIRENZE01	Mother tongue	ITALIANO	A2	B2
E SEVILLA01	Nursing and caring	ESPAÑOL	A2	B2
I FIRENZE01	Nursing and caring	ITALIANO	A2	B2
I FIRENZE01	Pharmacy	ITALIANO	A2	B2
E SEVILLA01	Pharmacy	ESPAÑOL	A2	B2
E SEVILLA01	Psychology	ESPAÑOL	A2	B2
I FIRENZE01	Psychology	ITALIANO	A2	B2
E SEVILLA01	Sociology and cultural studies	ESPAÑOL	A2	B2
I FIRENZE01	Sociology and cultural studies	ITALIANO	A2	B2
I FIRENZE01	Teaching and training	ITALIANO	A2	B2
E SEVILLA01	Teaching and training	ESPAÑOL	B1	B2
E SEVILLA01	Teaching and training	ESPAÑOL	A2	B2
I FIRENZE01	Teaching and training	ITALIANO	B1	B2
E SEVILLA01	Training for teachers at basic levels	ESPAÑOL	B1	B2
E SEVILLA01	Training for teachers at basic levels	ESPAÑOL	A2	B2
I FIRENZE01	Training for teachers at basic levels	ITALIANO	B1	B2
I FIRENZE01	Training for teachers at basic levels	ITALIANO	A2	B2
E SEVILLA01	Travel, tourism and leisure	ESPAÑOL	A2	B2
I FIRENZE01	Travel, tourism and leisure	ITALIANO	A2	B2
I FIRENZE01	Working life	ITALIANO	A2	B2
I FIRENZE01	Working life	ITALIANO	B1	B2
E SEVILLA01	Working life	ESPAÑOL	A2	B2
E SEVILLA01	Working life	ESPAÑOL	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

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. Calendar

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

Receiving institution	Autumn term	Spring term
E SEVILLA01 Academic Calendar: http://www.us.es/estudios/calendario/index.html	DEADLINE FOR APLICATION: 30 TH JUNE	DEADLINE FOR APLICATION: 30 TH 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.	

2. The receiving institution will send its decision within 4 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.
4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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

1. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide¹. 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.

<http://servicio.us.es/academica/normativa-documentacion>

<http://www.us.es/downloads/acerca/normativa/normativa-examenes.pdf>

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	Contact details	Website for information
E SEVILLA01		
I FIRENZE01	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/VisadosDeLargaDuracion.aspx>

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

¹ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

the following contact points and information sources:

Institution	Contact details	Website for information
E SEVILLA01	RELINT19@US.ES RELINT21@US.ES	
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	Contact details	Website for information
E SEVILLA01	accommodation@us.es	
I FIRENZE01	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
E SEVILLA01	INSTITUTIONAL COORDINATOR FOR INTERNACIONAL OFFICE DIRECTOR ENRIQUE LÓPEZ LARA Avda. Ciudad Jardín 20-22 41005 Sevilla	12/11/2013	 
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector	07/02/2014	