

B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Student Mobility (SMS)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration]
I FIRENZE 01	F PARIS005	311	Psychology	2 nd (Master) 3 rd	1 student for 6 months
F PARIS005	I FIRENZE 01	311	Psychology	2 nd (Master) or 3 rd	1 students for 6 months

FROM (Erasmus code of the sending institution)	TO (Erasmus code of the receiving institution)	Subject area code* (ISCED)	Subject area name*	Number of staff mobility periods Staff Mobility for Teaching Staff Mobility for Training* (total number of days of teaching periods or average duration*)
F PARIS 005	I FIRENZE 01	311	Psychology	2 teachers for 1 week, 5 hours per week 2 : E. Veneziano, M.H. Plumet
I FIRENZE 01	F PARIS 005	311	Psychology	2 teachers for 1 week, 5 hours per week 2 : A. Smorti, F. Tani

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I FIRENZE 01	311	Italian		B1	Address School Erasmus coordinators at: http://www.unifi.it/cmpro-v-p-743.html
F PARIS005	311	French		C1(MA, PhD)	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

I FIRENZE 01

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)

¹ 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>

F PARIS005:

- Intensive courses of Language and civilization (SILC) are offered before the terms starts. Exchange students are welcome and participation is recommended during one week.

In Beginning of September, Paris Descartes University organizes a special integration period with French courses, free of charge, for exchange students.

- For more information concerning specific infrastructures for disabled persons, one should directly contact the international office of the concerned faculties.

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 FIRENZE 01	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.	
F PARIS005	Deadline for nomination via MoveOn: May, 15 th Deadline to send applications: May, 31 st	Deadline for nomination via MoveOn: November, 15 th Deadline to send applications: November, 30 th

[* to be adapted in case of a trimester system]

I FIRENZE 01

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

F PARIS005:

Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)

2. The receiving institution will send its decision within 6 weeks.

F PARIS 005: Students will receive an answer from Paris Descartes University within 2 months after the submission of their online applications. Please note that this time frame can vary according to the faculties' calendars' specificities.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work have been submitted by the student.

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

1. Grading systems of the institutions

I FIRENZE 01

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 framework each School adopts its own conversion tables. UNIFI is currently working on the introduction of the ECTS system.

F PARIS005:

Grade out of 20	Grade (letter)	Definition
16 or plus	A	Excellent: outstanding performance with only minor errors
14-15	B	Very good: above average but with some errors
12-13	C	Good: generally sound work with a number of notable errors
11	D	Fair: but with significant shortcomings
10	E	Sufficient: performance meets the minimum criteria
8-9	FX	Fail: Some more work required before the credit can be awarded
7 or less	X	Fail: considerable further work is required

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
I FIRENZE 01	http://www.unifi.it/vp-729-incoming-erasmus-students.html	Handbook - Useful Information
F PARIS005	Alain.bernard@parisdescartes.fr Tel: +33 1 76 53 17 50	http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes/Informations-utiles/Titre-de-sejour

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
I FIRENZE 01	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	
F PARIS005	Echanges.etudiants@parisdescartes.fr	http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes/Informations-utiles/Sante-Assurances

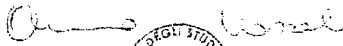

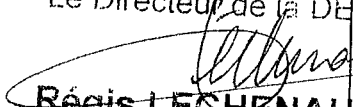
4. Housing

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
I FIRENZE 01	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	
F PARIS005	Echanges.etudiants@parisdescartes.fr Tel : +33 1 76 53 17 70	http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes (housing application is included in MoveOn application)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
I FIRENZE 01	Prof. Anna Nozzoli Vice-Rector	17/02/2014	 
F PARIS005	M. Frederic DARDEL, President		<p>Pour le Président et par délégation, Le Directeur de la DEVU</p>  <p>Régis LECHENAULT</p>

UNIVERSITÉ
PARIS DESCARTES

² Scanned signatures are accepted