

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
NL MAASTRI01/PSICOLOGIA	See mobility section B	See mobility section B	See mobility section B	See mobility section B	CEFR 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)

NL MAASTRI 01:

Refer to www.maastrichtuniversity.nl/fpn/exchange

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.	
NL MAASTRI01/PSICOL OGIA	Nomination deadline Fall / Year: April 30 Application deadline Fall / Year: May 15 Academic calendar: http://www.maastrichtuniversity.nl/fpn/exchange/	Nomination deadline Spring: September 30 Application deadline Spring: October 31 Academic calendar: http://www.maastrichtuniversity.nl/fpn/exchange/

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	Erasmus code
WWW for Incoming Students	http://www.unifi.it/vp-729-incoming-erasmus-students.html	NL MAASTRIO1/PSICOLOGIA
WWW Course Catalogue	http://www.unifi.it/cmpro-v-p-9488.html	www.maastrichtuniversity.nl/fpn/exchange
Housing⁷	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	www.MaastrichtHousing.com www.HousingAnywhere.com www.studentflatmaastricht.com
WWW Visa Information⁸	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Website UM Visa Office: http://www.maastrichtuniversity.nl/visa and http://www.maastrichtuniversity.nl/fpn/exchange
WWW Insurance Information⁹	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	http://www.maastrichtuniversity.nl/fpn/exchange and http://www.maastrichtuniversity.nl/web/main/prospectivestudents/bachelors/costs1/insurance.htm
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	http://www.maastrichtuniversity.nl/fpn/exchange

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


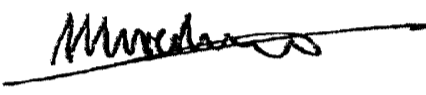
⁸ The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

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.

	ECTS system.	
Contact details	http://www.unifi.it/cmpro-v-p-743.html	http://www.maastrichtuniversity.nl/fpn/exchange
WWW Students and Staff with Disabilities	www.cedis.unifi.it , (Centro Studi e Ricerche per le Problematiche della Disabilità), cespd@unifi.it	http://www.maastrichtuniversity.nl/fpn/exchange

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector	19/12/2013	
NL MAASTRIO1	FPN Merlijne van Overbruggen Head of the International Relations Office - FPN	28/11/2013	

¹¹ Scanned signatures are accepted

Oggetto: Re: Erasmus+ Agreement proposal Urgent NL MAASTRIO1 - I FIRENZE01
psychology URGENT
Mittente: erasmusplus <erasmusplus@adm.unifi.it>
Data: Thu, 08 May 2014 17:31:57 +0200
A: "Overbruggen Merlijne (van) (PSYCHOLOGY)"
<mf.vanoverbruggen@maastrichtuniversity.nl>

Dear colleagues

further to your attached message in the meantime we have approached our deadline for nominating outgoing Erasmus students and since we need to nominate them on the basis of signed

Erasmus Agreements (actual documents) for the academic year 2014/2015, we kindly ask you if you can consider signing the attached Agreement proposal and sending it back to us before tomorrow afternoon to our mailbox (erasmusplus@adm.unifi.it)

We apologize again for bothering you so late with such an urgent request, but it came out that some students

are choosing your Faculty as destination for their Erasmus mobility if it is possible we hope we can trust in your cooperation.

With our best regards

Central Erasmus office

I FIRENZE01

Università degli Studi di Firenze
Area Didattica e Servizi agli Studenti
Ufficio Orientamento, Mobilità Internazionale e Servizi agli studenti
Piazza San Marco, 4 - 50121 Firenze (IT)
Tel. +39 055 2757682/7636/7632/7690
fax +39 055 2756338

Il 10/04/2014 13:22, Overbruggen Merlijne (van) (PSYCHOLOGY) ha scritto:

Dear colleague,

Thank you for your message. I hope all is fine in Firenze!

Regarding the extension of our Erasmus exchange agreement in Psychology, please take note of the following:

As mentioned in an earlier message we have only recently received the confirmation from the Dutch Erasmus authorities and our central office regarding the authorized person for signing agreements (the Dean of our faculty instead of the faculty's International Office). Much to our regret, this caused an unforeseen delay in completing, signing and returning the new Erasmus+ agreements. Our utmost apologies for any inconvenience. I am awaiting the signed agreement from our Dean.

While awaiting the signed agreement, I would like to confirm that we would be pleased to renew our Bilateral Agreement of the Erasmus + Programme in the field of Psychology. I hope you can proceed based on our confirmation.

If you need the actual signed agreement now/soon in order to proceed, please let me know. In that case, to avoid a further delay, I can sign the agreement myself pending the copy signed by our Dean.

Oggetto: RE: Erasmus+ Agreement proposal Urgent NL MAASTRI01 - I FIRENZE01 psychology
Mittente: "Overbruggen Merlijne (van) (PSYCHOLOGY)"
<mf.vanoverbruggen@maastrichtuniversity.nl>
Data: Thu, 10 Apr 2014 13:22:11 +0200
A: 'erasmusplus' <erasmusplus@adm.unifi.it>

Dear colleague,
Thank you for your message. I hope all is fine in Firenze!

Regarding the extension of our Erasmus exchange agreement in Psychology, please take note of the following:
As mentioned in an earlier message we have only recently received the confirmation from the Dutch Erasmus authorities and our central office regarding the authorized person for signing agreements (the Dean of our faculty instead of the faculty's International Office). Much to our regret, this caused an unforeseen delay in completing, signing and returning the new Erasmus+ agreements. Our utmost apologies for any inconvenience. I am awaiting the signed agreement from our Dean.
While awaiting the signed agreement, I would like to confirm that we would be pleased to renew our Bilateral Agreement of the Erasmus + Programme in the field of Psychology. I hope you can proceed based on our confirmation.

If you need the actual signed agreement now/soon in order to proceed, please let me know. In that case, to avoid a further delay, I can sign the agreement myself pending the copy signed by our Dean.

Rest assured that we would be most happy to welcome your students in Maastricht! You can send the nomination data of the students you selected to my colleague Ms. Ellen Blaauw, responsible for our incoming exchange students through iro-incoming-fpn@maastrichtuniversity.nl.

We look forward to continuing our fruitful collaboration!

Best wishes from Maastricht,
Merlijne van Overbruggen



Maastricht University

Merlijne van Overbruggen
International Relations Office (IRO)
Faculty of Psychology and Neuroscience
mf.vanoverbruggen@maastrichtuniversity.nl
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-----Original Message-----

From: erasmusplus [mailto:erasmusplus@adm.unifi.it]
Sent: dinsdag 8 april 2014 16:35
To: Overbruggen Merlijne (van) (PSYCHOLOGY)
Subject: Erasmus+ Agreement proposal Urgent NL MAASTRI01 - I FIRENZE01 psychology