

P COIMBRA01	I FIRENZE01	321 (032)	Journalism	1	1	1	Vargues		
I FIRENZE01	P COIMBRA01	321 (032)	Journalism	1	1	1	BRACCI	Dipartimento di Scienze Politiche e Sociali	
P COIMBRA01	I FIRENZE01	582 (0732)	Civil Engineering	1	1	1	Ana Bastos	Sciences and Technology	abastos@dec.uic.pt
I FIRENZE01	P COIMBRA01	582 (0732)	Civil Engineering	1	1	1	BORRI	DICEA	

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 levels Student Mobility for Studies	Staff Mobility for Teaching
I FIRENZE01	See mobility section B	See mobility section B	See mobility section B	[Minimum recommended level: B1]	[Minimum recommended level: B2]
P COIMBRA01		Portuguese	English	A2 (minimum), B1 (recommend.)	Address School Erasmus coordinators at: http://www.unifi.it/ernpro-v-p-743.html B2 (min.)

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-centr>

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/italia/>
- 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)

P COIMBRA01:

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

The University of Coimbra offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: *Support for Students with Special Educational Needs*

Colégio de S. Jerónimo

Largo de D. Dinis
 Apartado 3026
 3001-401 Coimbra
 Telefone: +351 239 857000 | E-mail: atped@dtp.uc.pt
http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee

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.	
P COIMBRA01	June 1 st	November 1 st

P COIMBRA01:

- Partner institutions should send nominations to **Regina Freitas** dri.intstudy@uc.pt
- **Online applications** at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

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 FIRENZE ¹	P COIMBRA ¹
WWW for Incoming Students	http://www.unifi.it/vp-729-incoming-erasmus-students.html	http://www.uc.pt/en/driic/mobilidade/in/ Academic calendar: http://www.uc.pt/en/ects/info_inst/calendario_academico/
WWW Course Catalogue	http://www.unifi.it/cmpro-v-p-9488.html	http://www.uc.pt/en/ects/catalogo
Housing ⁷	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt www.uc.pt/go/accommodation
WWW Visa Information ⁸	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	dri.intstudy@uc.pt http://www.uc.pt/en/driic/mobilidade/ac/
WWW Insurance Information ⁹	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	dri.intstudy@uc.pt http://www.uc.pt/en/ects/info_caracter_geral/
Grading System ¹⁰	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.	http://www.uc.pt/en/ects/info_inst/sg-ma/
Contact details	http://www.unifi.it/cmpro-v-p-743.html	http://www.uc.pt/en/driic
WWW Students and Staff with Disabilities	www.cedis.unifi.it , (Centro Studi e Ricerche per le Problematiche della Disabilità), cespd@unifi.it	Colégio de S. Jerónimo Largo de D. Dinis Apartado 3026 3001-401 Coimbra Telefone: +351 239 857000 E-mail: atped@dto.uc.pt http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee


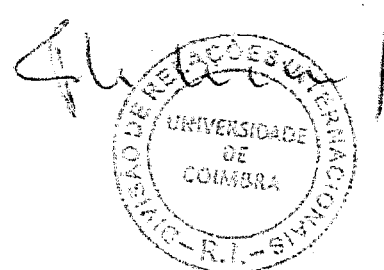
⁷ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector		
P COIMBRA01	Filomena Marques de Carvalho, ERASMUS Institutional Coordinator	13-02-2014	

¹¹ Scanned signatures are accepted