

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 [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
P LISBOA17	See mobility section B	See mobility section B	See mobility section B	See mobility section B	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)

ISPA – Instituto Universitário de Ciências Psicológicas, Sociais e da Vida:

Information on infrastructures to welcome students and staff with disabilities will be provided upon request. Please contact: erasmus@ispa.pt

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 LISBOA17	July	November

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	P LISBOA17
WWW for Incoming Students	http://www.unifi.it/vp-729-incoming-erasmus-students.html	http://en.ispa.pt
WWW Course Catalogue	http://www.unifi.it/cmpro-v-p-9488.html	http://en.ispa.pt/cursos/all
Housing⁷	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	http://international.ispa.pt/pagina/general-information-students
WWW Visa Information⁸	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	international@ispa.pt phone: +351 21881 1755 http://www.sef.pt/portal/V10/EN.aspx/page.aspx
WWW Insurance Information⁹	http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information	http://international.ispa.pt/pagina/general-information-students
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.	Students are graded on a 0 to 20 point scale (minimum passing grade is 10) and according to the ECTS Grading Scale. (For more information please see institutional fact sheet at http://international.ispa.pt/pagina/incoming-students)
Contact details	http://www.unifi.it/cmpro-v-p-743.html	email: erasmus@ispa.pt phone: +351 21881 1755
WWW Students and Staff with Disabilities	www.cedis.unifi.it , (Centro Studi e Ricerche per le Problematiche della Disabilità), cespd@unifi.it	email: erasmus@ispa.pt phone: +351 21881 1755


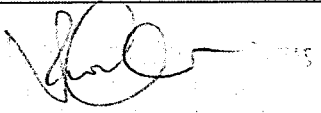
⁷ The receiving institution will guide Incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

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 LISBOA17	Professor Rui Filipe Nunes Pais de Oliveira, Rector	13/01 2014	

For the University of Florence, the Rector is the legal representative of the University. For the University of Lisbon, the Rector is the legal representative of the University.

¹¹ Scanned signatures are accepted