# 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 |
| P PORTO02 | Psychology | Portuguese | English | Portuguese/English B1 | English B1 |

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[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)


University ofg Porto

For information concerning specific infrastructures for disabled persons, one should contact directly the International Office of our Faculty: erasmus@fpce.up.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 PORTO02/PSICOLOGIA | 15th June | 30th 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 | Erasmus code |
|---|---|---|
| **WWW for Incoming Students** | http://www.unifi.it/vp-729-incoming-erasmus-students.html | P PORTO02/PSICOLOGIA |
| **WWW Course Catalogue** | http://www.unifi.it/cmpro-v-p-9488.html | https://sigarra.up.pt/fpceup/en/cur_geral.cur_inicio |
| **Housing**[7] | http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information | Teresa Medeiros Tel: +351 22 040 80 56 E-mail: incoming.mobility@reit.up.pt http://sigarra.up.pt/up_uk/web_base.gera_pagina?p_pagina=122271 |
| **WWW Visa Information**[8] | http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information | |
| **WWW Insurance Information**[9] | http://www.unifi.it/vp-729-incoming-erasmus-students.html - Handbook - Useful Information | |
| **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. | a) |
| **Contact details** | http://www.unifi.it/cmpro-v-p-743.html | incoming.mobility@reit.up.pt http://sigarra.up.pt/up_uk/web_base.gera_pagina?p_pagina=122271 |

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[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.

a) **P PORTO02:**The University of Porto uses the ECTS Grading system. The number of ECTS credits for each course reflects the total number of hours a student is expected to devote to the course (in the form of lectures, homework, reading, essays, consultations, seminars, etc.). 60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. At the University of Porto, one credit corresponds to 27 hours of student total work.

full academic year = 60 credits
1 semester = 30 credits

Local Grades awarded on a scale of 0-20 (pass mark 10)

| | |
|---|---|
| 18 to 20 | Excellent |
| 16 and 17 | Very good |
| 14 and 15 | Good |
| 10 to 13 | Sufficient |
| 0 to 9 | Fail |

**ECTS Grades:** The ECTS grading scale is based on the percentile (similar but not identical to the class rank) of a student in a given assessment, that is how was his/her performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Therefore, ECTS grade does not have a direct fixed correspondence to the local grade.

| ECTS Grade Nota ECTS | % of students who have achieved this grade % de alunos que obtiveram esta nota |
|---|---|
| A | 10 |
| B | 25 |
| C | 30 |
| D | 25 |
| E | 10 |
| FX | - |

# Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for pro candidates so that they can have the recommended language skills at the start of the study or teach

| Receiving institution [Erasmus code] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended Student Mobility for Studies [Minimum recommended level: B1] |
|---|---|---|---|---|
| I FIRENZE01 | See mobility section B | See mobility section B | See mobility section B | See mobility section B |
| P PORTO02 | Psychology | Portuguese | English | Portuguese/English B1 |