

### C. Required 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 required language skills at the start of the study or teaching period:

Receiving institution	Language of instruction 1	Language of instruction 2	Required language of instruction level	
I FIRENZE01	Italian		B1	Address School Erasmus coordinator at: <a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a>
NL LEIDEN 01	English		Minimum required level: IELTS 6.5, TOEFL 90/575 <sup>1</sup>	B2

For more details on the language of instruction recommendations, see:

For NL LEIDEN 01: <http://prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/admission-requirements.html#2-english-language-requirements>

For : [website or course catalogue]

### D. Additional requirements

- 2 Years prior study, GPA 3.2 out of 4 (or equivalent)
- Host decides on admission to programme and per course
- Rights and obligations in principle same as other (international) students at same academic level
- No tuition for regular academic courses
- Credit transfer as per home institute rules
- Mandatory Orientation Week (fee based)
- Online application via: <https://www.apply.leiden.edu/exchange-studyabroad/>
- No students will be admitted without an application according to host procedures

Students with a physical or psychological disability, chronic illness or dyslexia can contact the Fenestra Disability Centre for personalised advice before or in the early stages of their application.

Università degli Studi di Firenze:

<sup>1</sup> Scores may be subject to change. Please see: <http://prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/admission-requirements.html> for latest information.

- a- Application forms for Incoming students are available in the official website: [www.unifi.it](http://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](mailto:cespd@unifi.it) ([www.cedis.unifi.it](http://www.cedis.unifi.it))

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term	Spring term	Third term
I FIRENZE01	There is no official deadline but please address the Erasmus Coordinator ( <a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a> ) of the hosting School when nominating your students to UNIFI, because terms may be set for organizational reasons.		
NL LEIDEN 01	1 April (for students needing a visa and/or housing); or 15 June (for students <b>not</b> needing a visa and/or housing)	15 October (for students needing a visa and/or housing); or 1 December (for students <b>not</b> needing a visa and/or housing)	x

2. The receiving institution will send its decision within [5-6] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5-6 weeks after the assessment period has finished at the receiving HEI.

#### 4. Termination of the agreement

The Agreement may be renewed by mutual written consent at least twelve (12) months prior to the expiration date.

This Agreement may be amended or modified at any time by the mutual written consent of both universities.

The Agreement may be terminated by either university at any time provided that the terminating university gives written notice of its intention at least twelve months prior to the termination date and that no activities already in progress are unduly affected by such termination.

In particular, the termination of this Agreement shall allow for any participating students who have commenced at either university before or at the date of the termination to complete their approved course of study.

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

NL Leiden 01: <http://www.students.leiden.edu/your-study/education/academic-system.html>

I FIRENZE01 : 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.

### 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	Contact details	Website for information
I FIRENZE01	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	
NL Leiden 01	Admissions Office, Info@leidenuniv.nl, +31 71 527 8011	<a href="http://www.students.leiden.edu/application-admission/visa-residence-permit/">http://www.students.leiden.edu/application-admission/visa-residence-permit/</a>

### **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	Contact details (email, phone)	Website for information
I FIRENZE01	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	
NL Leiden 01	International Students Advisor, Tel: +31 (0)71 527 3245 E-mail: <a href="mailto:j.delwel@sea.leidenuniv.nl">j.delwel@sea.leidenuniv.nl</a>	<a href="http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/insurances/insurances.html">http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/insurances/insurances.html</a>


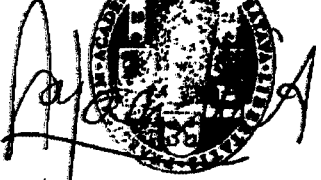
### **4. Housing**

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	Contact details (email, phone)	Website for information
I FIRENZE01	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	
NL Leiden 01	E-mail: <a href="mailto:housing@leidenuniv.nl">housing@leidenuniv.nl</a>  Tel +31 (0)71 527 5330	<a href="http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/housing/housing.html">http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/housing/housing.html</a>

## **G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector	25/03/2014	
NL Leiden 01	Mr. Dr. A.P. Wit Director of Studies	29/03/14	 <p data-bbox="1023 808 1358 880">Universiteit Leiden Instituut Psychologie</p>

<sup>2</sup> Scanned signatures are accepted