Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional\(^1\) agreement 2014-20[21]\(^2\)
between programme countries

[Minimum requirements]\(^3\)

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details(^4) (email, phone)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia</td>
<td>P LISBOA03</td>
<td>Institutional Coordinator: Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8 Subject Area Contact: Prof. Maria Filomena Dinis Email: <a href="mailto:mfmd@fct.unl.pt">mfmd@fct.unl.pt</a> Tel.: +351 21 294 83 00</td>
</tr>
</tbody>
</table>

\(^1\) Inter-institutional agreements can be signed by two or more higher education Institutions

\(^2\) Higher Education Institutions have to agree on the period of validity of this agreement

\(^3\) Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

\(^4\) Contact details to reach the senior officer in charge of this agreement and of its possible updates.
**B. Mobility numbers\(^5\) per academic year**

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by not later than the end of January in the preceding academic year.]

**Student mobility:**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>I FIRENZE01</td>
<td>0722</td>
<td>Materials (glass, paper, plastic and wood)</td>
<td>1(^{st}), 2(^{nd})</td>
<td>2 * 6 (each)</td>
</tr>
<tr>
<td>I FIRENZE01</td>
<td>P LISBOA03</td>
<td>0722</td>
<td>Materials (glass, paper, plastic and wood)</td>
<td>1(^{st}), 2(^{nd})</td>
<td>2 * 6 (each)</td>
</tr>
</tbody>
</table>

\(^5\) Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.}

**Staff mobility:**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>I FIRENZE01</td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching</td>
</tr>
<tr>
<td>I FIRENZE01</td>
<td>P LISBOA03</td>
<td></td>
<td></td>
<td>Staff Mobility for Training</td>
</tr>
</tbody>
</table>

C. 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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level6</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Erasmus code]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td></td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td>B1, B2</td>
</tr>
<tr>
<td>I FIRENZE01</td>
<td></td>
<td>Italian</td>
<td>English</td>
<td>B1, B2, B2</td>
</tr>
</tbody>
</table>

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
For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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)

E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term*</th>
<th>Spring term*</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
<tr>
<td>I FIRENZE01</td>
<td>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...</td>
<td></td>
</tr>
</tbody>
</table>
[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within [4] weeks (minimum).

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. Termination of the agreement

[In the event of unilateral termination, a notice of at least one academic year should be given. This means that 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. 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

1. Grading systems of the institutions

At P LISBOA03

Information available at:
http://www.fct.unl.pt/sites/default/files/erasmus.incoming/EU_Scale_FCT.pdf

At 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:
3. Insurance

At **P LISBOA03**

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

At **I FIRENZE01** [http://www.unifi.it/vp-729-incoming-erasmus-students.html](http://www.unifi.it/vp-729-incoming-erasmus-students.html) - Handbook - Useful Information

Information and assistance can be provided by the following contact points and information sources:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| **P LISBOA03** | Email: div.a.ae.mobilidade@fct.unl.pt  
Tel.: + 351 21 294 78 20/7 | --- |
| **I FIRENZE01** | [http://www.unifi.it/vp-729-incoming-erasmus-students.html](http://www.unifi.it/vp-729-incoming-erasmus-students.html) - Handbook - Useful Information | |

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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6
G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Prof. José Esteves Pereira Institutional Coordinator</td>
<td>26/02/2014</td>
<td>[Signature]</td>
</tr>
<tr>
<td>I FIRENZE01</td>
<td>Prof. Anna Nozzoli Vice-Rector</td>
<td>11/02/2014</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

7 Scanned signatures are accepted