

# Erasmus+ Programme

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

## **Inter-institutional agreement 2017/2018- 2020/2021**

**between programme countries**

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**

<b>Name of the Institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details</b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
Università degli Studi di Firenze	I FIRENZE01	Piazza San Marco, 4 50121 Firenze, Italia  e-mail: <a href="mailto:erasmusplus@adm.unifi.it">erasmusplus@adm.unifi.it</a> Tel. +39 055 2757682-7690  <i>Head of the Institution</i> Prof. Luigi Dei  <i>Academic coordinators:</i> <i>BARTOLI Scuola di GIURISPRUDENZA</i> <i>PAPINI A.M. Scuola di Scienze Matematiche fisiche e naturali</i>	<a href="http://www.unifi.it/changelang-eng.html">http://www.unifi.it/changelang-eng.html</a>  <a href="http://www.unifi.it/cmpro-l-s-43.html">http://www.unifi.it/cmpro-l-s-43.html</a>
Universidad de Jaen	E JAEN01	<a href="mailto:sbruque@ujaen.es">sbruque@ujaen.es</a> , <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a> , <a href="mailto:jraez@ujaen.es">jraez@ujaen.es</a> , <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>  <i>Academic coordinators</i> <i>CRUZ BLANCA Law</i> <i>GODINO SALIDO</i>	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">www.ujaen.es/serv/vicint/home/academics_home.php</a>

Sebastian Bruque Camara/Juan  
Raez Padilla

## B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> (bach), 2 <sup>nd</sup> (mas) or 3 <sup>rd</sup> (PhD)]	Number of student mobility periods Student Mobility for Studies Stud x months  [total number of months of the study periods or average duration]
E JAEN01	I FIRENZE01	042	Law	1	1x10
E JAEN01	I FIRENZE01	0531	Chemistry	1,2,3	2x12
E JAEN01	I FIRENZE01	0923	Social work and counseling	1,2,3	2x5
I FIRENZE01	E JAEN01	042	Law	1	1x10
I FIRENZE01	E JAEN01	0531	Chemistry	1,2,3	2x10
I FIRENZE01	E JAEN01	0923	Social work and counseling	1,2,3	2x5

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Number of staff mobility periods Staff Mobility for Teaching Staff Mobility for Training  [total number of days of teaching periods or average duration]
I FIRENZE01	E JAEN01	042	Law	1 x 1 week See section D

E JAEN01	I FIRENZE01	042	Law	1 x 1 week	See Section D
E JAEN01	I FIRENZE01	0531	Chemistry	2 x 1 week	See Section D
I FIRENZE01	E JAEN01	0531	Chemistry	2 x 1 week	See Section D
E JAEN01	I FIRENZE01	0923	Social work and counseling	1 x 1 week	See Section D
I FIRENZE01	E JAEN01	0923	Social work and counseling	1 x 1 week	See Section D

### 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
I FIRENZE01	0923		IT	B1	Contact School coordinator at <a href="http://www.unifi.it/vp-743-school-coordinators.html">http://www.unifi.it/vp-743-school-coordinators.html</a>
	042, 0531	IT	EN	B1, B2	
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English

### D. Additional requirements

Università degli Studi di Firenze ( I FIRENZE01):

a- Application forms for incoming students are available in the official website: [www.unifi.it](http://www.unifi.it) - English version: Section: Students / Erasmus students, address: <http://www.unifi.it/cmpro-v-p-10340.html>)

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/vp-743-school-coordinators.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: Homepage in English: Language Centre, address: <http://www.unifi.it/cmpro-v-p-10309.html>

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/vp-743-school-coordinators.html>) for further information on language certification requirements when nominating your outgoing students.

e Student mobility for traineeship 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 Centro di Studio e Ricerca per le problematiche delle disabilità (CESPD), e-mail : [cespd@unifi.it](mailto:cespd@unifi.it)

#### Universidad de Jaen E JAEN01

#### **E JAEN01:**

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/Inicio>

### **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 ( <a href="http://www.unifi.it/vp-743-school-coordinators.html">http://www.unifi.it/vp-743-school-coordinators.html</a> ) of the hosting School when nominating your students to UNIFI, because terms may be set for organizational reasons	
E JAEN01	30 June	30 November

2. The receiving institution will send its decision within 4 week from 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.

#### 4. 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	E JAEN01
WWW for Incoming Students	<a href="http://www.unifi.it/cmpro-v-p-10340.html">http://www.unifi.it/cmpro-v-p-10340.html</a>	<a href="http://www.ujaen.es/serv/vicint/home/erasmus">http://www.ujaen.es/serv/vicint/home/erasmus</a>
WWW Course Catalogue	<a href="http://www.unifi.it/cmpro-l-s-43.html">http://www.unifi.it/cmpro-l-s-43.html</a>	<a href="http://www.ujaen.es/serv/vicint/home/page/17/50">http://www.ujaen.es/serv/vicint/home/page/17/50</a> <a href="http://www.ujaen.es/serv/vicint/home/academics_home">http://www.ujaen.es/serv/vicint/home/academics_home</a>
Housing <sup>1</sup>	<a href="http://www.unifi.it/vp-10301-catering-and-accommodation.html">http://www.unifi.it/vp-10301-catering-and-accommodation.html</a>	<a href="http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f">http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f</a> <a href="http://www.ujaen.es/serv/vicint/home/alotamiento">http://www.ujaen.es/serv/vicint/home/alotamiento</a>
WWW Visa Information <sup>2</sup>	<a href="http://www.unifi.it/cmpro-v-p-10340.html">http://www.unifi.it/cmpro-v-p-10340.html</a>	<a href="http://www.ujaen.es/serv/vicint/home/index">http://www.ujaen.es/serv/vicint/home/index</a>
WWW Insurance Information <sup>3</sup>	<a href="http://www.unifi.it/vp-10340-erasmus-students.html">http://www.unifi.it/vp-10340-erasmus-students.html</a>	<a href="http://www.ujaen.es/serv/vicint/home/seguro_sanitario">http://www.ujaen.es/serv/vicint/home/seguro_sanitario</a>
Grading System <sup>4</sup>	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.	0 (lowest mark) 10 (highest mark)

<sup>1</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.



<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

	UNIFI is currently working on the introduction of the ECTS system.	
Contact details	<a href="http://www.unifi.it/vp-743-school-coordinators.html">http://www.unifi.it/vp-743-school-coordinators.html</a>	
WWW Students and Staff with Disabilities	<a href="http://www.unifi.it/vp-10400-students-with-disabilities.html">http://www.unifi.it/vp-10400-students-with-disabilities.html</a> e-mail: <a href="mailto:cespd@unifi.it">cespd@unifi.it</a>	<a href="http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio">http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio</a>

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

Institution (Erasmus code)	Name, function	Date	Signature <sup>5</sup>
I FIRENZE01	Prof. Luigi Del, Rettore	16/11/16	
E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	27.10.16	

<sup>5</sup> Scanned signatures are accepted