



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

1

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year*
Start of validity	[2025/2026]
End of validity	[2027/2028]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General /Faculties/ Course catalogue)
Università Degli Studi di Firenze	I FIRENZE01	Legal Representative Prof.ssa Alessandra Petrucci, Rettrice Administrative contact Mobilità Internazionale Via della Pergola, 60 - 50121 Firenze email: erasmusplus@adm.unifi.it Phone 0039 055 2756973 Academic contact: School of Economics and Management (iscd 0542) Email: relint@economia.unifi.it , incoming@economia.unifi.it School of Mathematical, Physical and Natural Sciences (iscd 0613) Email: relint@scienze.unifi.it , incoming@scienze.unifi.it	https://www.unifi.it/ https://www.unifi.it/en/study-us/degree-programmes

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Fakulteta za informacijske študije Novo mesto (Faculty of information studies in Novo mesto)	SI NOVO-ME05	Consultant for international mobility: Katarina Krapež, PhD Associate Professor Erasmus+ contact: erasmus@fis.unm.si	https://www.fis.unm.si/?lang=en
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B. Mobility numbers³ per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
I FIRENZE 01	SI NOVO-ME05	0542	Statistics		2 nd , 3 rd	2	(x6) 12	NA	NA
SI NOVO-ME05	I FIRENZE 01	0542	Statistics		2 nd , 3 rd	2	(x6) 12	NA	NA
I FIRENZE 01	SI NOVO-ME05	0613	Software and applications development and analysis		2 nd , 3 rd	2	(x6) 12	NA	NA
SI NOVO-ME05	I FIRENZE 01	0613	Software and applications development and analysis		2 nd , 3 rd	2	(x6) 12	NA	NA

Short-term blended mobility option for students

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
I FIRENZE 01	SI NOVO-ME05	0542	Statistics	3	3 - 5 days	NA	NA
SI NOVO-ME05	I FIRENZE 01	0542	Statistics	3	3 - 5 days	NA	NA
I FIRENZE 01	SI NOVO-ME05	0613	Software and applications development and analysis	3	3 - 5 days	NA	NA
SI NOVO-ME05	I FIRENZE 01	0613	Software and applications development and analysis	3	3 - 5 days	NA	NA

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching

⁴ 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>

					[Minimum recommended level: B2]
I FIRENZE01		Italian	English, where applicable	Certified B1 level of Italian mandatory to attend courses held in Italian Certified B2 English mandatory to attend courses held in English, where applicable For accepted certifications please refer to the relevant School https://www.unifi.it/en/study-us/access-and-enrolment/international-students/international-relations-offices-and-school	Please contact the School coordinator
SI NOVO-ME05		Slovenian	English	Certified B2 level of Slovenian mandatory to attend courses held in Slovenian Certified B2 English mandatory to attend courses held in English	B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
I FIRENZE01	by May 31 (full year and first semester)	October 31
SI NOVO-ME05	15 May	15 November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
I FIRENZE01	June 30 (full year and first semester)	November 30
SI NOVO-ME05	15 May	15 November

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
I FIRENZE01	https://www.unifi.it/en/study-us/access-and-enrolment/international-students/international-relations-offices-and-school	https://www.unifi.it/en/study-us/access-and-enrolment/incoming-erasmus-students
SI NOVO-ME05	erasmus@fis.unm.si	https://www.fis.unm.si/mednarodnemobilnosti/?lang=en

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
I FIRENZE01	Academic requirements CV Motivation letter Other See with Departmental Coordinators	- Number of ECTS credits completed - Subject area code - ISCED - EQF level	
SI NOVO-ME05	Academic requirements Other	- Number of ECTS credits completed - Subject area code - ISCED	

The receiving institution will send its decision within 4 weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
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I FIRENZE0 1	- support offered on request for students with disabilities	Unifi Include	+39 331 2348623 +39 331 2348583	https://unifinclude.unifi.it/# https://unifinclude.unifi.it/p44.html
SI NOVO-ME05				

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
I FIRENZE01	- Reduced mobility - Hearing impairments - Visual impairments	Unifi Include	+39 331 2348623 +39 331 2348583	https://unifinclude.unifi.it/# https://unifinclude.unifi.it/p44.html
SI NOVO-ME05				

F. Information

1. 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 [Erasmus code]	Contact details (email, phone)	Website for information
I FIRENZE01	https://www.unifi.it/en/study-us/access-and-enrolment/international-students/international-relations-offices-and-school ; welcomeservice@unifi.it	https://www.unifi.it/en/university/around-world/city-florence/accommodation

SI NOVO-ME05	erasmus@fis.unm.si	https://dijaskidom.org/ https://www.booking.com/hotel/si/hostel-situla.sl.html
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2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 [Erasmus code]	Contact details (email, phone)	Website for information
I FIRENZE01	https://www.unifi.it/en/study-us/access-and-enrolment/international-students/international-relations-offices-and-school;	https://www.unifi.it/en/university/around-world/welcome-unifi/stay-italy-and-practical-information
SI NOVO-ME05	erasmus@fis.unm.si	https://www.policija.si/eng/areas-of-work/state-border-control/conditions-of-entry-and-residence-of-foreigners

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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 [Erasmus code]	Contact details (email, phone)	Website for information
I FIRENZE01	https://www.unifi.it/en/study-us/access-and-enrolment/international-students/international-relations-offices-and-school;	https://www.unifi.it/en/university/around-world/welcome-unifi/stay-italy-and-practical-information
SI NOVO-ME05	erasmus@fis.unm.si	https://www.gov.si/novice/2020-09-23-zdravstveno-zavarovanje-tujih-studentov/

4. Additional information

Receiving institution	Information on recognition	Contact details (email, phone)	Website for information
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[Erasmus code]	process / other useful information:		
I FIRENZE01	ECTS and Grading System (see below)	https://www.unifi.it/en/study-us/access-and-enrolment/international-students/international-relations-offices-and-school	
SI NOVO-ME05			

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.

Mark	ECTS Grade	ECTS Definition
30-30 e lode	A	Excellent
28-29	B	Very good
26-27	C	Good
20-25	D	Fair
18-19	E	Pass
RESPINTO	F	FX Failure

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.

Any other information regarding the terms of the agreement (optional)

I FIRENZE01

- Academic offer in English is limited so please consult the courses list in our website to make sure where English courses are available
- For detailed information on accepted language certifications for both study and teaching mobility, please contact the Erasmus coordinator of the hosting School <https://www.unifi.it/en/study-us/access-and-enrolment/international-students/international-relations-offices-and-school>
- Student mobility for traineeship is possible only upon specific or individual agreement between the sending and the hosting School/Department;

- Staff training mobility (STT) is possible only with an invitation letter issued by a contact person in UNIFI.

SI NOVO-ME05

Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
I FIRENZE01	Prof.ssa Alessandra Petrucci, Rettrice		ALESSANDRA PETRUCCI 17.01.2025 15:34:56 FIRENZE GMT+02:00
SI NOVO-ME05	prof. Matej Makarovič, PhD Dean of Faculty of information studies in Novo mesto		

Marco Degli
Esposti
17.01.2025
13:49:54
GMT+01:00

⁵ Scanned signatures are accepted