

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

Inter-institutional¹ agreement 2019-20[21]²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Università degli Studi di Firenze Italy	IFIRENZE01	Piazza San Marco, 4 – 50121 Firenze, Italia Coordinamento Relazioni Internazionali lorella.palla@unifi.it Phone +39 055 2757443	https://www.unifi.it/index.php https://www.sc-saluteumana.unifi.it/vp-105-scuole-di-specializzazione.html

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

Université Cheikh Anta Diop de Dakar (UCAD) Senegal	DAKAR (Senegal) PIC 999844185	Directeur de la coopération internationale; UCAD Professor Amadou Gallo Diop Phone: +221338255596/+221338650040 Fax: +221338650051 E. mail: drci@ucad.edu.sn; agallodiop@gmail.com	https://www.ucad.sn/
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B. Mobility numbers⁷ 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 no later than the end of January in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Stud y cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
[total number of months of the study periods or average duration*]						
IFIRENZE01	DAKAR (Senegal) PIC 999844185	0912	MEDICINE (Pediatrics)	3 RD	Total: 9 months (Combined mobility study + traineeship)	
DAKAR (Senegal) PIC 999844185	IFIRENZE01	0912	MEDICINE (Pediatrics)	3 RD	Total: 9 months (Combined mobility study + traineeship)	

⁷ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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 *]					
IFIRENZE01	DAKAR (Senegal) PIC 999844185	0912	MEDICINE (Pediatrics)	Total: 6 months	
DAKAR (Senegal) PIC 999844185	IFIRENZE01	0912	MEDICINE (Pediatrics)	Total: 6 months	

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 or city]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
IFIRENZE01		ITALIAN	ENGLISH	B1 ENGLISH OR FRENCH Italian B1 ⁹	B2 ENGLISH OR FRENCH
DAKAR (Senegal) PIC 999844185		FRENCH	ENGLISH	B1 ENGLISH OR FRENCH	B2 ENGLISH OR FRENCH

⁸ 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>

⁹ A knowledge of the Italian language corresponding to B1 level is strongly recommended to attend courses in Italian. Officially no certification is required

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the

information / insurance section for contact details.

- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

For the implementation of the project the partners will comply with the cooperation arrangements specified in the submitted and approved learning agreement.

Organizational support funds for all the actions will be managed by University of Florence that receives the list of the student and administration staff mobility.

As for UNIFI, Incoming Erasmus students can attend one Italian Language course without paying any fees. To register to this course students should fill an on-line application available at: Homepage in English: Language Centre, address: <https://www.cla.unifi.it/index.php>

Both partner institutions have adequate infrastructures to welcome students with disabilities.

As for UNIFI, 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

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
IFIRENZE01	AT LEAST 5 MONTHS BEFORE THE BEGINNING OF ACTIVITIES (1ST SEPTEMBER – 10 JULY)	AT LEAST 5 MONTHS BEFORE THE BEGINNING OF ACTIVITIES (1ST SEPTEMBER – 10 JULY)
DAKAR (Senegal) PIC 999844185	AT LEAST 3 MONTHS BEFORE THE BEGINNING OF ACTIVITIES (1ST SEPTEMBER – 10 JULY)	AT LEAST 3 MONTHS BEFORE THE BEGINNING OF ACTIVITIES (1ST SEPTEMBER – 10 JULY)

2. The receiving institution will send its decision within 5 weeks.
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

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 2019 will only take effect as of 1 September 2020. 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. Information

1. Grading systems of the institutions

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 framework each School adopts its own conversion tables.

UNIFI is currently working on the introduction of the ECTS system.

UNIFI – School of Human Sciences	ECTS GRADE	ECTS Definition	SENEGAL Grade
30 con Lode	A	Excellent	≥10 = validated
29-30	B	Very Good	
27-28	C	Good	
25-26	D	Satisfactory	
18-24	E	Pass	
0-17	FX - F	Fail	<10/20 = fail

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 [Erasmus code or city]	Contact details (email, phone)	Website for information
IFIRENZE01	<p>Welcome Service – International Relations Office</p> <p>welcomeservice@unifi.it</p> <p>Dip.to DSS</p> <p>alessandra.gentile@unifi.it</p> <p>+39 055 275 1887</p>	<p>https://www.unifi.it/vp-10340-erasmus-students.html</p> <p>https://www.unifi.it/vp-11374-visa-formalities-and-residence-permit.html</p> <p>https://www.sc-saluteumana.unifi.it/vp-105-scuole-di-specializzazione.html</p> <p>https://www.sc-saluteumana.unifi.it/vp-317-incoming-students.html</p>
<p>DAKAR</p> <p>(Senegal)</p> <p>PIC 999844185</p>	<p>Directeur de la coopération internationale; UCAD</p> <p>Professor Amadou Gallo Diop</p> <p>Phone: +221338255596/+221338650040</p> <p>Fax: +221338650051</p> <p>E. mail: drci@ucad.edu.sn; agallodiop@gmail.com</p>	<p>https://www.ucad.sn/</p>

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 [Erasmus code or city]	Contact details (email, phone)	Website for information
IFIRENZE01	Welcome Service – International Relations Office welcomeservice@unifi.it Dip.to DSS alessandra.gentile@unifi.it +39 055 275 1887	https://www.unifi.it/vp-10340-erasmus-students.html https://www.unifi.it/vp-11336--insurance-covers.html https://www.sc-saluteumana.unifi.it/vp-105-scuole-di-specializzazione.html https://www.sc-saluteumana.unifi.it/vp-317-incoming-students.html
DAKAR (Senegal) PIC 999844185	Directeur de la coopération internationale; UCAD Professor Amadou Gallo Diop Phone: +221766805297 E. mail: agallodiop@gmail.com	https://www.ucad.sn

4. Housing

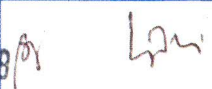

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
IFIRENZE01	Welcome Service – International Relations Office welcomeservice@unifi.it Dip.to DSS alessandra.gentile@unifi.it	https://www.unifi.it/vp-10340-erasmus-students.html https://www.unifi.it/vp-10832-accommodation.html

	+39 055 275 1887	https://www.sc-saluteumana.unifi.it/vp-105-scuole-di-specializzazione.html https://www.sc-saluteumana.unifi.it/vp-317-incoming-students.html
DAKAR (Senegal) PIC 999844185	Directeur de la coopération internationale; UCAD Professor Amadou Gallo Diop Phone: +221338255596/+221338650040 Fax: +221338650051 E. mail: drci@ucad.edu.sn; agallodiop@gmail.com	https://www.ucad.sn

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
IFIRENZE01	Prof. Luigi Dei Rector	6 NOV 2018	
DAKAR (Senegal) PIC 999844185	Recteur (Chancellor) de l'Université de Dakar	17.7 NOV 2018	 Président de l'Assemblée de l'Université Cheikh Anta Diop de Dakar Le Professeur Ibrahima THIOUB

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation