



UNIVERSITÀ
DEGLI STUDI
FIRENZE



HR EXCELLENCE IN RESEARCH

ITALIAN ERASMUS

Meet online with outgoing UNIFI students
A.Y. 24/25
19th February 2025

Internationalisation Unit - International Mobility Office

What is Italian Erasmus

The Italian Erasmus is a **national** mobility programme established by Ministerial Decree No. **548/2024**, which allows students enrolled on degree courses, master's degree courses or single-cycle master's degree courses to **spend a period of study at an Italian university** that has signed an agreement **with the University of Florence**.

It allows the mobile student to access the same services offered to students regularly enrolled at the partner institution, without paying additional tuition fees beyond those paid at their home institution.

It ensures the **recognition of the study period** undertaken at the host university, based on what has been agreed in advance with the course of study to which the student belongs and with the host university.

Web site UNIFI [Home/Studia con noi /Erasmus italiano](#)



Which activities are possible within the national Erasmus

The following activities can be envisaged within the framework of national mobility:

- ✓ spend a study period and taking the examination at the end of the teaching units attended;
- ✓ do a traineeship;
- ✓ elaborate the thesis or part of it on the basis of a work plan approved by the supervisor and the responsible lecturer at the host university (including quantification of the cfu obtained during the mobility).

The activities to be carried out at the host institution must all be approved by the University of Florence and the host university **before departure**.

a. Before leaving



- ✓ Completion of the selection procedure
- ✓ Acceptance of the assigned location (student)
- ✓ Approval of the study programme by the competent teaching structures (**student, President of the UNIFI cds, reference lecturer at the host University**)
- ✓ Signature of the individual mobility agreement (financial contract) (**student and UNIFI official**)

Departure for Erasmus Italian mobility for study is subject to:

- ✓ maintenance, for the academic year 2024/25, of full-time enrolment on the same course for which the application has been submitted
- ✓ regularity of contributions at the date of departure



The Study Programme/Learning Agreement (1)

This agreement sets out the examinations/thesis/internship that will be taken during the mobility period. The competent teaching structures must approve the program before departure (**student, President of the UNIFI Degree Course, reference lecturer at the host university**).

For mobile thesis preparatory work, the following are also required

- ✓ authorization from the UNIFI supervisor (before departure)
- ✓ certification, by the co-rapporteur (or contact person) of the host university, of the work carried out by the student (at the end of the mobility)

The Study Programme/Learning Agreement (2)

Please note: To maintain the grant, a minimum of 3 cfu is required for each month of mobility, or a monthly workload equivalent to 3 credits in the case of mobility not involving the recognition of credits (e.g. thesis preparation/internship).

During your mobility, if necessary, you may change your study programme by filling in the 'Changes to Learning Agreement' section. This section must also be approved by both universities during your stay at the host institution.



The individual mobility agreement (so-called financial contract)(1)

Before departure it is **MANDATORY** for the student to sign the individual mobility agreement. It is not possible to sign the agreement before having agreed with the course of study the list of educational activities to be carried out in mobility.

Data required from the student in the agreement

- ✓ Provisional Departure Date
- ✓ IBAN in the student's name or co-owned by the student



The individual mobility agreement (so-called financial contract)(2)

Mobility grant amount: 800 euros per month of mobility

- ✓ based on actual days of mobility attested by the host institution.
- ✓ the payment procedure starts upon receipt of the certificate of arrival at the host institution (completed within 45 days)

The individual mobility agreement (so-called financial contract)(3)

Partial return of the grant: if the period spent in mobility is less than that agreed in the individual agreement (tolerance of 5 days)

Total return of the grant: if at least 3 cfu are not acquired for each month of mobility, or, in the case of mobility not involving the recognition of credits (e.g. preparation of thesis/internship), a monthly workload equivalent to 3 credits.

If the student achieves a number of credits lower than the required number, the UNIFI contact person for the course of study, having heard the student and weighed up the causes, may assess whether the formally insufficient results for the number of credits required are justifiable. At the end of the investigation, the UNIFI contact person must send the International Mobility Office a note containing the assessment of the cases reported.

b. Upon arrival at the host university

The host university fills in the student's certificate, indicating the date of arrival, and sends the document to the International Mobility Office at [mobilita.nazionale\(AT\)unifi.it](mailto:mobilita.nazionale(AT)unifi.it) **(at the charge of the host university or the student)**

- ✓ certificates issued by the host university on its own format are also accepted
- ✓ the forms to be used will be sent to the student by the UNIFI International Mobility office and will also be available on the UNIFI website [Home/Studia con noi /Erasmus italiano](#)



c. At the end of the mobility

Before leaving the host university:

- ✓ Fill in the certificate of stay with the end date of the mobility (**host institution**)
- ✓ Delivery to the student of the certificate with the exams taken and/or certification of the activity carried out in the case of an internship or work on the thesis (**host institution**)

After returning to Florence:

- ✓ Submission to [mobilita.nazionale\(AT\)unifi.it](mailto:mobilita.nazionale(AT)unifi.it) of the certificate of stay and copy of the certificate with the exams taken (**student**)
- ✓ Submission of the request for recognition of the activities undertaken during the mobility period (together with the certificate with the exams taken) to the Didactic Secretariat of the course of study (**student**)

Useful documents

The forms will be sent to all students to the institutional email and will be available shortly at [Home/Studia con noi /Erasmus italiano](#)

FORMS





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International Mobility Office

Via della Pergola, 60

Tel. 055 2756973 on Mondays, Tuesdays and Wednesdays from 9.30 a.m. to 12.30 p.m.

on Thursdays from 2.30 p.m. to 5 p.m.

Mail: mobilita.nazionale@unifi.it