



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

**Scuola di  
Economia e  
Management**

*Dear Erasmus+ Partners,*

We are responsible for the Erasmus Program at the School of Economics and Management of the University of Florence. Together with Barbara Sabatini ([incoming@economia.unifi.it](mailto:incoming@economia.unifi.it)), who is responsible for the administrative Erasmus office - Incoming Students of the School of Florence, we are looking forward to welcoming your students in the 2024/25 academic year.

In order to help your students gain the utmost benefits from their mobility experience, the School of Economics and Management of the University of Florence will be strict in verifying the respect of the prescribed linguistic skills, as they are crucial to be properly engaged in the teaching activities. For this reason, we have to kindly remind you that incoming students must have a **certificate of level B1 in Italian** if they wish to attend courses taught in **Italian** and **level B2 in English** if they wish to attend courses in **English**.

Please, consider that we accept only language certifications issued by official bodies (Cambridge, TOEFL, IELTS, DET, etc.), by Language Schools, and by University Linguistic Institutes.

OSL self-evaluation tests or certificates of attendance of language courses (without exams) are not accepted.

We would like to remind you also that our exams need to be taken in person at the University of Florence. They may be written, oral, or written and oral and no exceptions are allowed for exchange students. The **exams** take place in the **period** from mid-December to the end of February (first semester) and from the beginning of June to the end of July and mid-September (second semester). This is why as a general rule we kindly ask you to write those final dates, according to our Academic Calendar, in the student's enrolment form; this will avoid the need of extending the mobility for a few days. Obviously, students will be able to end their mobility earlier, as soon as they finish their exams.

Lastly, we kindly ask you to notice that, for administrative reasons, our offices will only issue documents such as Letter of Acceptance, Arrival Confirmation, Certificate: End of Study Period and Transcript of Records (usually sent by email to your offices) exclusively on **University of Florence forms**. **No other form will be signed**, we will not fill in and sign printed forms coming from other institutions.

Please do not hesitate to contact us for any further clarification you may need.

With kindest regards,

*International Relations Office  
Prof. Monica Faraoni  
Prof. Francesco Guidi Bruscoli*