

TUTORIAL CALL FOR MOBILITY FOR STUDY ERASMUS 2025/2026

HOW TO APPLY



STEP 1:

Access to TURUL

- 1.Go to the link https://ammissioni.unifi.it/INFO/
- 2. Select "Login"











STEP 2: proceed with authentication

ITA | ENG



Sistema di Autenticazione

Turul

ammissioni, test, orientamento, erasmus

Torna alla home



Entra con SPID



Entra con CIE

Se non hai le credenziali SPID o CIE e rientri in una delle <u>tipologie</u> <u>previste(*)</u> puoi accedere con le credenziali UNIFI.

Utente

Password

accedi

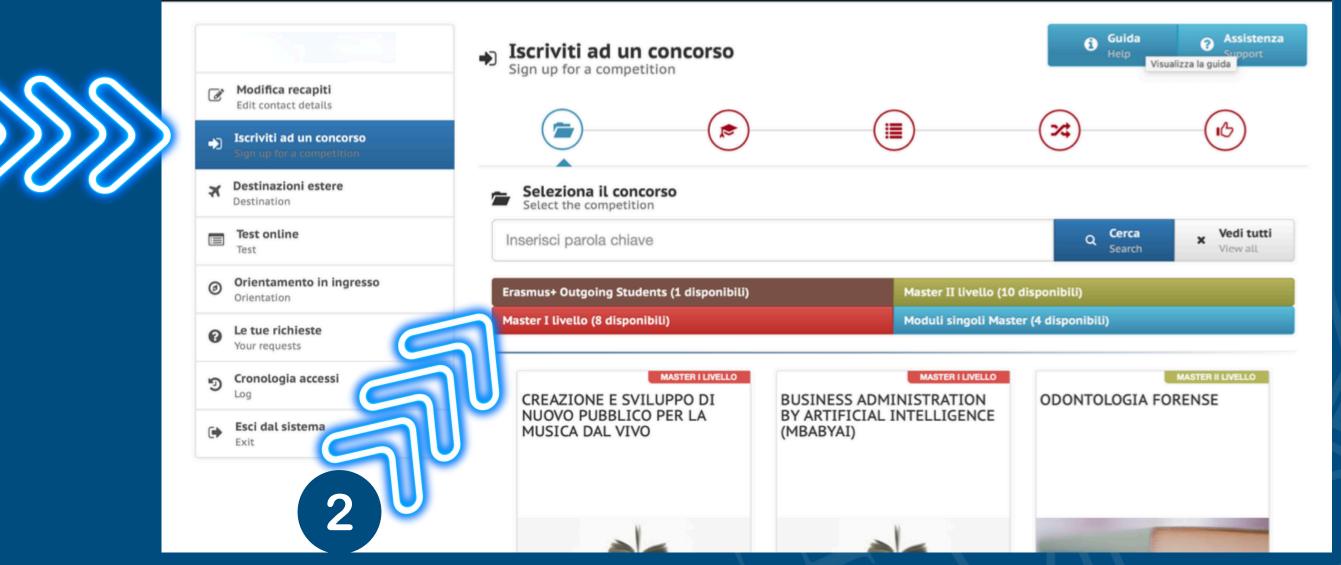
STEP 3: sign up for a competition

1. Enter the appropriate area by clicking on "sign up for a competition"

2. Select "Erasmus+ Outgoing Students"







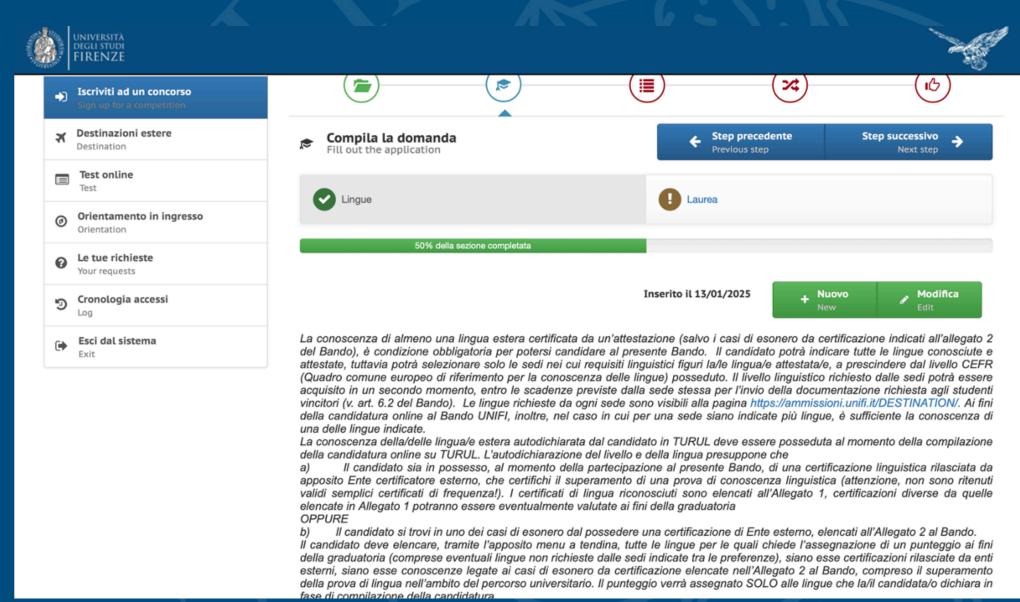
• Click on"Sign up for the competition"





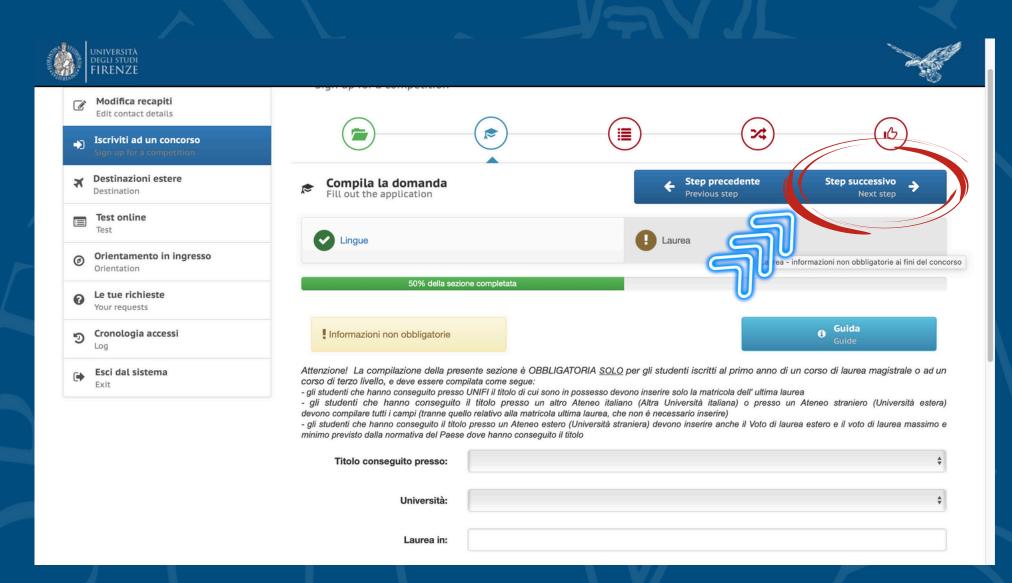
STEP 4: "LANGUAGES" section

- Complete the section keeping in mind that knowledge of at least one foreign language certified by a certificate (except in the cases of exemption from certification indicated in Annex 2), is a mandatory condition for applying to this notice.
- You will be able to indicate all the languages known and attested by you, however you will be able to select only the locations in which the attested language(s) appear in the linguistic requirements, regardless of the CEFR (Common European Framework of Reference for the knowledge of languages) level held.
- Once you have completed the section, click on the "Graduation" section to proceed with completing the application



STEP 5: "GRADUATION" section

- Completing this section is MANDATORY ONLY for students enrolled in the first year of a master's degree course or a third level course, and must be completed as follows:
- Students who have obtained the qualification they possess at UNIFI must only enter the serial number of their last degree
- Students who have obtained their qualification from another Italian University or from a foreign University must complete all the fields (except that relating to the last degree matriculation number, which it is not necessary to enter)
- Students who obtained their degree from a foreign university (foreign university) must also enter the foreign degree mark and the maximum and minimum degree mark required by the legislation of the country where they obtained the degree



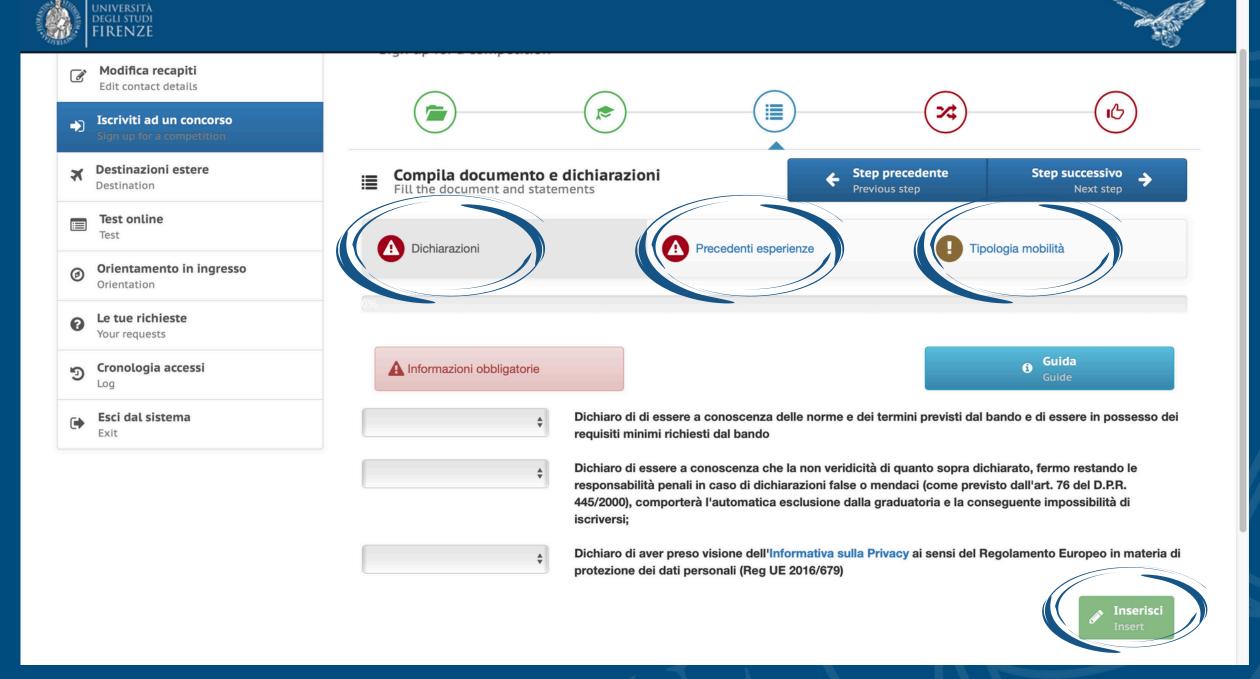


Remember to select "next step" to be able to move forward in the application process!

STEP 6

Fill in the three subsections:

- Statements
- Previous experiences
- Mobility type



N.B. Remember to click on "insert" when completing the compilation of each subsection, otherwise the system will not allow you to proceed!

STEP 7 choice of partner universities

1. In the drop-down menu select "PARTNER UNIVERSITIES"

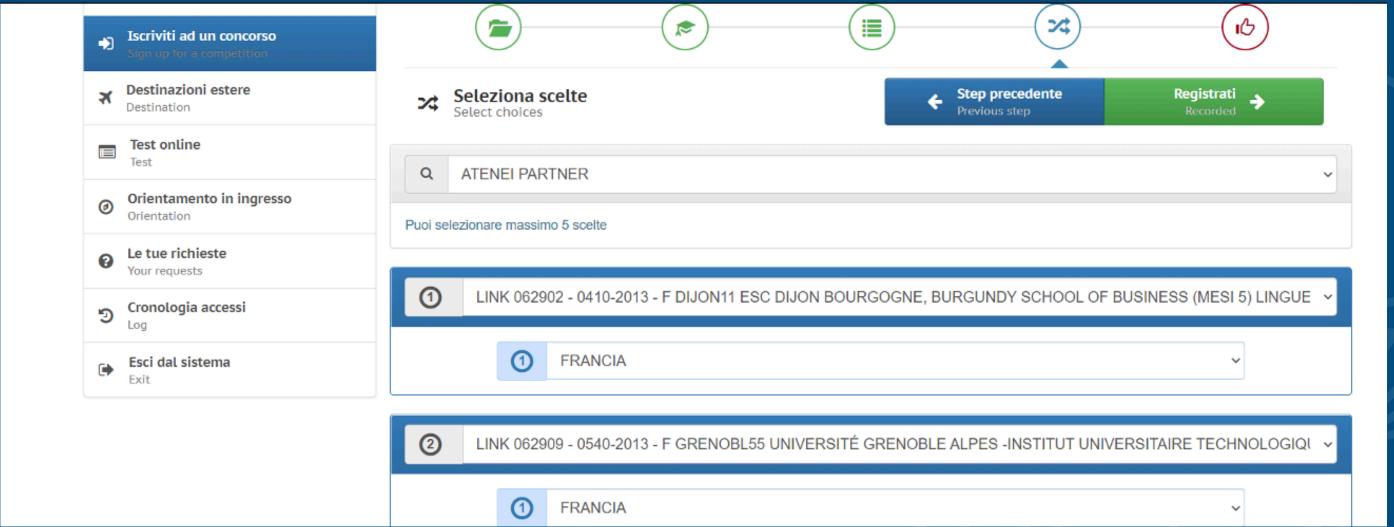
2. Select up to a maximum of 5 preferences



N.B. pay VERY careful attention to which locations to choose, before proceeding carefully consult the link: https://docs.google.com/spreadsheets/d/1YJb4cLL6_BB01RgSwROrRtiDaZUGsQxT9Uszqq4jp-E/edit?gid=0#gid=0

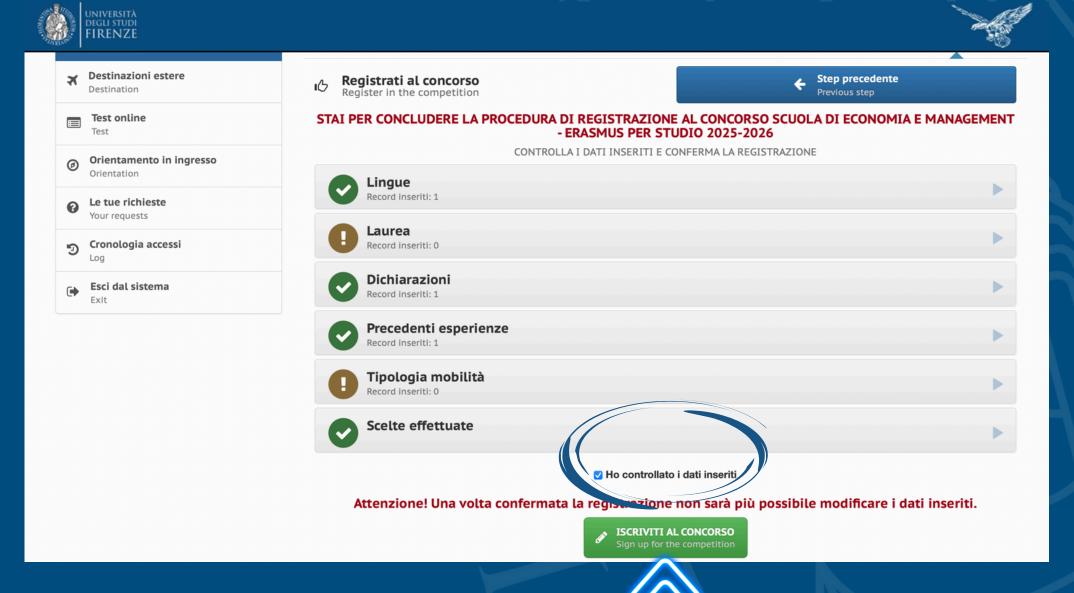
and search for partner offices as indicated in the following slides (slides 16/19)





STEP 8: Register in the competition

- Select "Ho controllato i dati inseriti"
- Click on "Sign up for the competition" keeping in mind that once registration has been confirmed it
 will no longer be possible to modify the data entered





PLEASE NOTE:

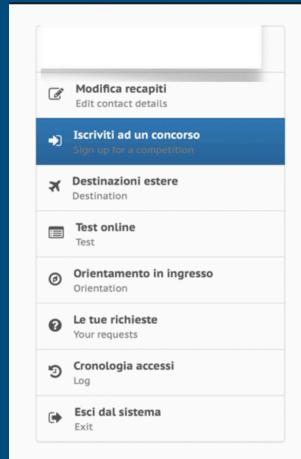
- only once the application has been registered is it possible to view and enter the Learning Agreement (mandatory at least for the first location)
- to definitively close the application it is essential to complete the Learning Agreement for the first location
- if the LA is not completed, the application will not be sent

Once you have registered your question, you will be faced with this screen.

Select "Download form"



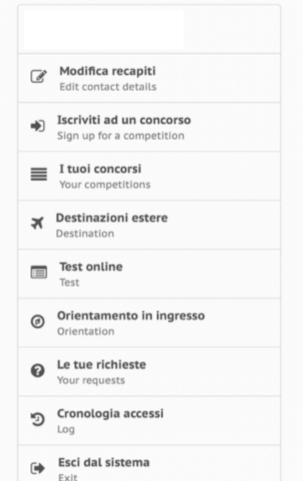






- 1. From the drop-down menu select "Scelta n°1 (Obbligatoria ai fini dell'iscrizione al concorso)"2. Enter the number of months and the semester (or whole year) to
- be spent abroad 3.Click on "Save"









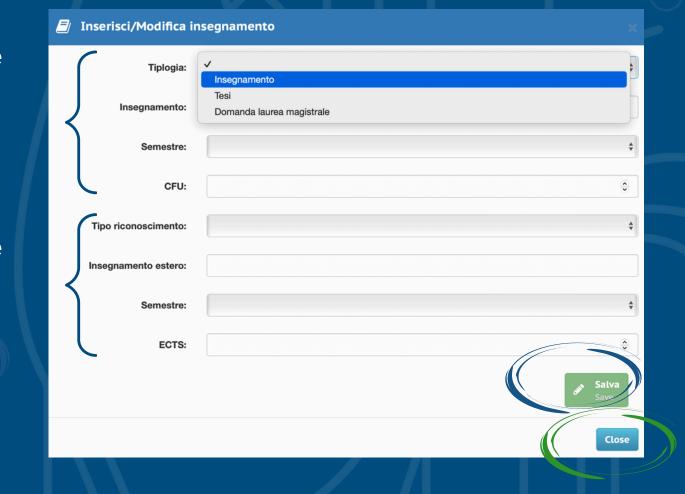
Click on the green symbol +



Fill in the form specifying the type of teaching you should have taken at UNIFI and the related CFU and semester

Fill in the form specifying the type of foreign teaching and the related ECTS (equivalent CFU) and semester of provision

Click on "Save" and finally "Close"







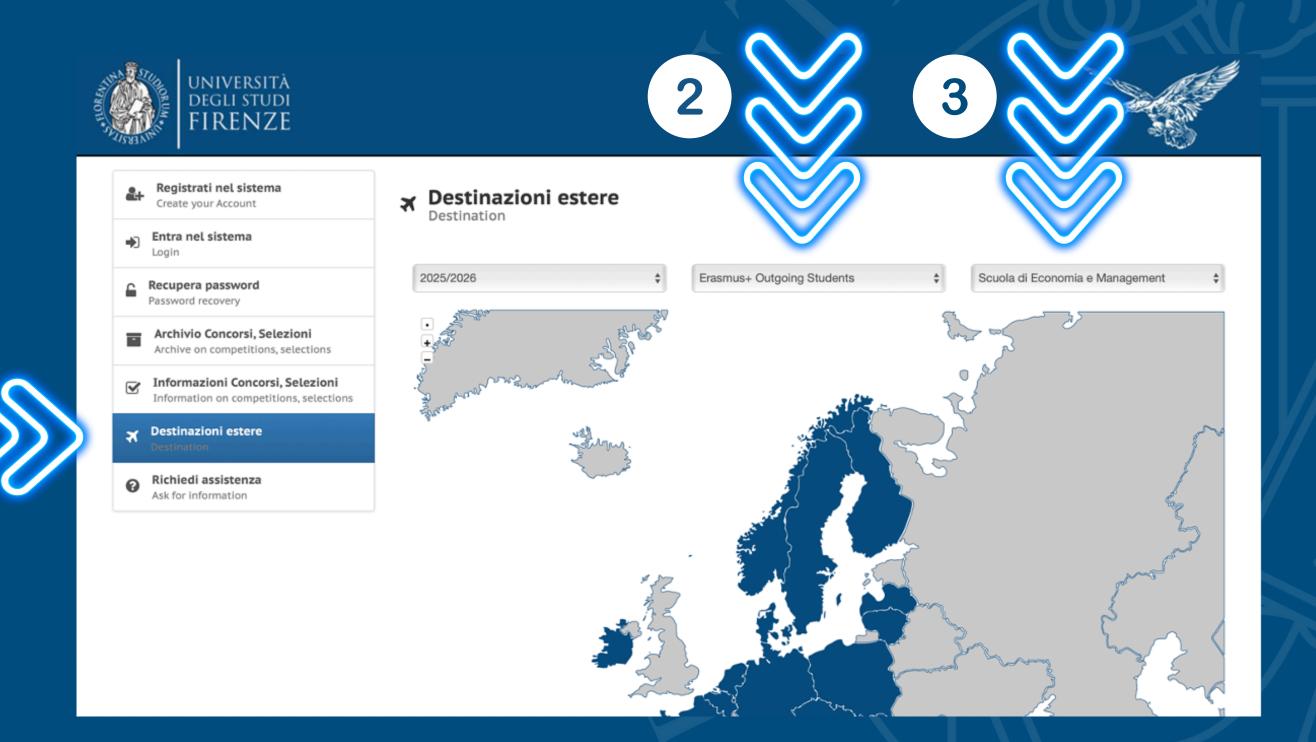
Each candidate is invited to consult the status of their admission to the Call on the TURUL application by connecting to the address https://ammissioni.unifi.it and checking, after logging in, in the "your competitions" section, that the registration was successful (the day after sending).

Please note that the TURUL application requires a few hours to update the operations carried out.

Any anomalies must be reported via the "request assistance" service of the IT application.

Search for foreign universities

- 1. Click on "Destination"
- 2. From the second drop-down menu select "Erasmus+ Outgoing Students"
- 3. From the third drop-down menu select "School of Economics and Management"





By moving the cursor over the map and clicking on the individual countries you can obtain more information on the partner universities where it is possible to spend the international mobility period



By clicking on each individual code you can obtain more detailed information on the specific partner

CHECK YOUR ISCED CODE (DISCIPLINARY SECTOR)

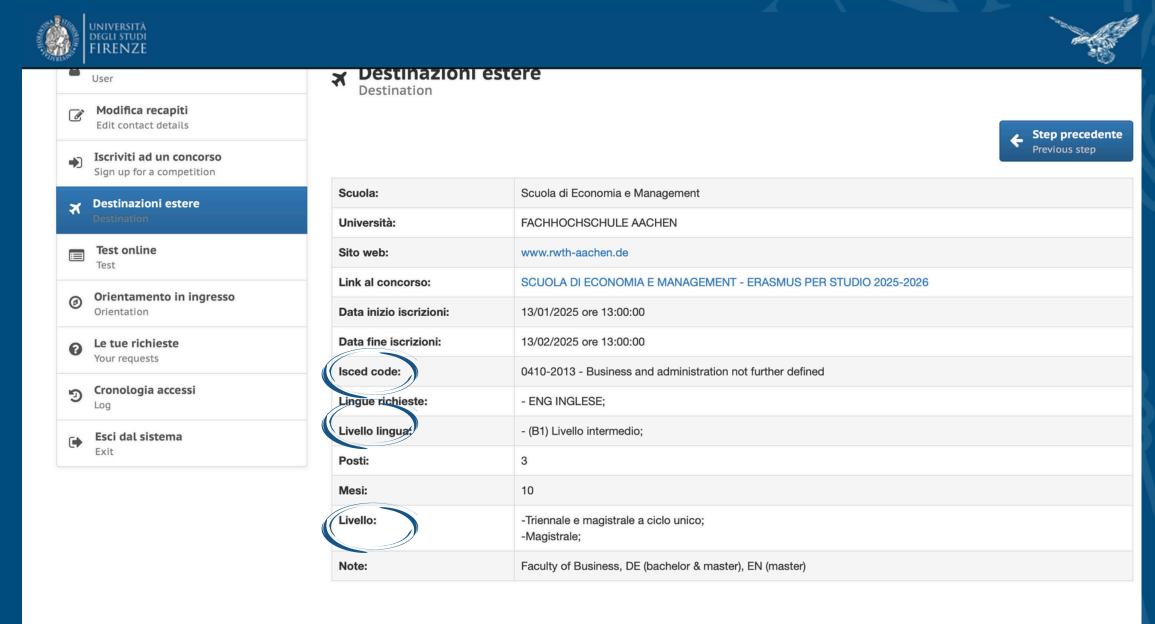




041/0413/0419 Business and Administration 0311 Economics 0312/316 International Relations 1015 Turism 0542 Statistics



After clicking on the single code, a summary screen of the main characteristics of the partner university will open, as exemplified by the image below





- three-year students must choose three-year agreements (i.e. first cycle)
- master's students must choose agreements where master's degree is written, i.e. second cycle (and NOT single-cycle master's degree)





International Relations Service

Organization

International Relations Coordinators of the School of Economics and Management:

-prof.ssa Monica Faraoni -prof. Francesco Guidi Bruscoli

Staff:
-Monica Pirioni
-Barbara Sabatini

relint@economia.unifi.it

Tutor Serena Zullo tutorrelintsem@gmail.com



ERASMUS ORIENTATION

EVERYDAY
FROM MONDAY TO FRIDAY
FROM 12 TO 1PM

BY CONNECTING TO THE LINK

https://meet.google.com/gmv-wnbe-vvd

Erasmus Study Course Delegates • Support in drawing up the Learning Agreement

BACHELOR'S Degree Course	ERASMUS DELEGATE	e-mail
Economia aziendale	Matilde Milanesi	matilde.milanesi@unifi.it
Sustainable Business for Societal Challenges	Federico Maglione	federico.maglione@unifi.it
Economia e commercio	Francesco Ammannati	francesco.ammannati@unifi.it
Sviluppo sostenibile, cooperazione e gestione dei conflitti	Silvia Sassi	silvia.sassi@unifi.it
Statistica	Raffaele Guetto	raffaele.guetto@unifi.it
MASTER'S Degree Course	ERASMUS DELEGATE	e-mail
Design of sustainable tourism system	Francesca Giambona	francesca.giambona@unifi.it
Governo e direzione di impresa	Matilde Milanesi	matilde.milanesi@unifi.it
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