



*Università degli Studi di Firenze*

# Handbook for Socrates/Erasmus Students

Academic Year 2006/2007



## Checklist

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- Application Form (Enrolment Form + Learning Agreement)
- Accommodation Form
- European Health Insurance card or equivalent document
- Letter of Erasmus status from your University
- Copy of your passport or national identity card
- Four passport-size photos



*Welcome to Florence*



*Università degli Studi di Firenze*

**2006/2007**

# Handbook for Socrates/Erasmus Students



Academic Year 2006/2007



*Università degli Studi di Firenze*

**Curated by:** Ufficio Orientamento, Mobilità e Collaborazioni Studentesche  
Area dei Servizi alla Didattica e alla Ricerca

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*Università degli Studi di Firenze*

## Presentation of the University

**Rettore** Prof. Augusto Marinelli [rettore@unifi.it]

**Direttore Amministrativo** Dott. Michele Orefice [direttore.amministrativo@unifi.it]

The University of Florence is a relatively young Institution with ancient roots going back to the *Studium Florentinum* founded in 1321.

The official denomination of University was granted by an Act of Parliament passed in 1923. The University of Florence counts about 60,000 students, with almost 5% of them coming from foreign countries. Teaching staff and researchers number more than 2,300 and members of the administrative staff are almost 1,800.

With its 12 faculties (Agriculture, Architecture, Economics, Pharmacy, Law, Engineering, Arts, Medicine and Surgery, Psychology, Education, Mathematical, Physical and Natural Sciences, Political Sciences) the University of Florence offers 99 first cycle degree courses, 107 second cycle degree courses and 6 single-cycle degrees (*Lauree specialistiche o magistrali a ciclo unico*).

Faculties are located in the historical centre of Florence and in various “*Polì*” (decentralized structures) all over the town, in its suburbs with the “campus” of Sesto Fiorentino, a broad settlement of classrooms and research structures in the field of science and technology and in other cities of Tuscany.

One of the outstanding features of the University of Florence is the decentralization of its activities all over the territory, aimed at interconnecting the cultural and productive framework of the region where the activity is based.

For example, in Prato courses of Engineering, Economics, Political Sciences and Arts have been held for more than ten years: more recently in Scandicci, an industrial district where some outstanding fashion industries are based, a course on “Fashion Design” has been activated, and all related courses will be held in the historical villa of Castelpulci. Other courses are held in Calenzano, Pistoia, Empoli, San Casciano Val di Pesa, Figline Valdarno.

Study programmes include also 111 master degrees (14 of them in cooperation with other Universities) and 103 post-graduate courses (*Corsi di perfezionamento*).

Not only is our University open to its territory, but it also aims at achieving an international dimension, encouraging student-exchange programmes (Florence ranks among the top Italian institutions for student mobility figures within the Socrates/Erasmus programme). The University of Florence counts about 500 agreements of scientific and didactic cooperation with partner Institutions participating in the Socrates/Erasmus programme and is working on the implementation of courses specifically designed for obtaining a joint degree, a degree recognized both in Italy and in a partner country. In fact, Florence has already activated the French-Italian Degree in Law (together with the University of Paris I Panthéon-Sorbonne) and the analogous Italian-Spanish Degree in Law together with the Universidad Autónoma de Madrid.

With the same view the University of Florence organizes international doctorate courses. In 1999 our Institution was awarded the title of “European Centre of Excellence” by the European Union, in recognition of its specialisation in courses dealing with European integration.

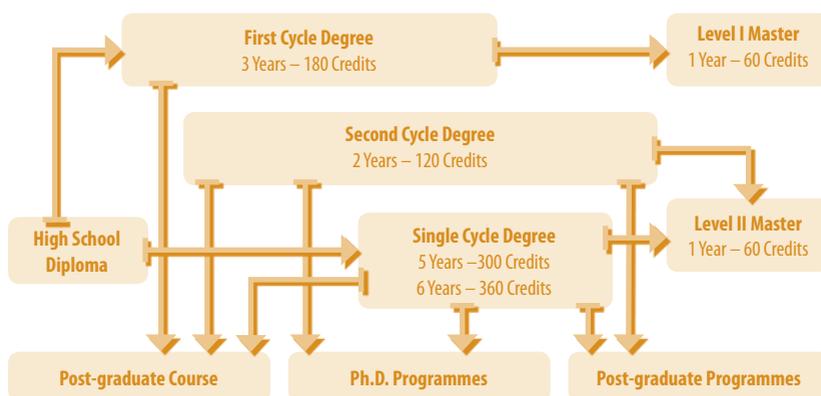
Florence actively participates in the programme of internationalization of the Italian University system, cooperates in particular with the Slav-Balkan territories and the Mediterranean countries and takes part in research projects financed by the European Union.

The University of Florence counts 70 Departments, a renowned Museum of Natural History (with five sections and several historical scientific collections), 10 research centres (*Centri di Ricerca, Trasferimento e Alta*

*Formazione*) destined to new and particularly advanced research themes, 12 Interdepartmental centres, 21 Interuniversity centres, and various facilities such as the *Centro Linguistico di Ateneo*, the *Centro di Cultura per Stranieri*, the *Centro Servizi Informatico dell'Ateneo Fiorentino*. Furthermore, it takes part in 27 interuniversity organizations. The University Library system consists of six big libraries (Biomedica, Scienze, Scienze Sociali, Scienze Tecnologiche, Umanistica and Biblioteca del Polo Universitario di Prato).

## Structure of the University

Starting from the 2001-2002 academic year, the Italian University system, in keeping with the “Bologna Declaration” of June 19, 1999, comprises two *Laurea* programmes (a first-level, three-years programme leading to a *Laurea* followed by a second-level, two-years programme leading to a *Laurea specialistica*) plus a third-level programme awarding the title of *Dottore di Ricerca*. There are also single-cycle degree courses (*Lauree magistrali a ciclo unico*) in Architecture, Medicine and Surgery, Odontology, Pharmaceutical Chemistry and Technology, Pharmacy and Law. Degree courses may be supplemented by continuing education programmes aimed at both students and professionals (such as Masters and specialization courses). Another novelty is the introduction of a credit system which defines the workload required to the students to achieve the different educational goals.



# Central Administration, *Poli* and Faculties

## Central Administration

Area dei Servizi alla Didattica e alla Ricerca  
Piazza San Marco, 4, 50121 Firenze

## *Poli*

### **Polo Centro Storico 1**

Faculty of Architecture, Arts, Education, Psychology

### **Polo Biomedico e Tecnologico**

Faculty of Engineering, Pharmacy, Medicine and Surgery

### **Polo Scientifico e Tecnologico**

Faculty of Agriculture, Mathematical, Physical and Natural Sciences

### **Polo delle Scienze Sociali**

Faculty of Economics, Law, Political Science

## Faculties

**Agriculture** (Agraria)

**Architecture** (Architettura)

**Arts** (Lettere e Filosofia)

**Economics** (Economia)

**Education** (Scienze della Formazione)

**Engineering** (Ingegneria)

**Law** (Giurisprudenza)

**Mathematical, Physical and Natural Sciences** (Scienze Matematiche, Fisiche e Naturali)

**Medicine and Surgery** (Medicina e Chirurgia)

**Pharmacy** (Farmacia)

**Political Science** (Scienze Politiche)

**Psychology** (Psicologia)



*Università degli Studi di Firenze*

# Socrates/Erasmus Students

## Socrates/Erasmus enrolment procedure

### → Prior to arrival in Florence

Students, selected in their Home Institution in the framework of the Socrates/Erasmus programme, should send to the *Servizio Relazioni Internazionali* of the relevant Faculty (see p. 11) – at least 45 days before the scheduled beginning of the stage in Florence:

- the **Application Form**;
- the **Italian Language Course Form**, if interested in attending the one month free language course (see p. 17).

The Application is made up of two parts:

1. the **Enrolment Form**, which has to be returned to the *Servizio Relazioni Internazionali* of the relevant Faculty duly filled in each part (including data of the Home Institution, student's personal data, field and period of study), duly signed and stamped by the coordinator of the Home Institution;
2. **and** the **Learning Agreement** showing the study programme chosen by the student. For information and details concerning the academic field, students can directly contact the Faculty Socrates/Erasmus coordinator or look for the required information on web: <http://www.unifi.it> – Section "Studenti").

The student mobility proposal forms are available on the web site (www.unifi.it Section: Studenti/Students from Abroad). On arrival of the Application, the *Servizio Relazioni Internazionali* of the relevant Faculty will check that it falls within the framework of the appropriate academic field according to the bilateral agreement between the Home University and the University of Florence.

### With the application students should send:

- ❑ 1 copy of the contract or an official letter of the Home Institution showing that the student has been assigned an EU grant in the framework of the Socrates/Erasmus programme or attesting that the student has been selected in the framework of the above mentioned programme;
- ❑ 4 passport photographs;
- ❑ 1 copy of the passport or of the national identity card.

The documentation of points a, b, c will be requested on arrival in Florence if it has not been previously sent.

**Important Note:** According to the EC rules, the status of Erasmus student with or without a financial grant can be awarded only once.

### → After arrival in Florence

Upon arrival in Florence, students should already be in possession of the application form duly signed and stamped by the Socrates/Erasmus coordinators of both institutions. If this is not the case, they should first contact the *Servizio Relazioni Internazionali* of the relevant Faculty (see p. 11) and clearly define their learning programme with the Socrates/Erasmus coordinator.

For the final enrolment students should go to the *Ufficio Servizi alla Didattica e agli Studenti di Polo* (see p. 13) and hand over the **application form** including:

- ❑ Enrolment form duly signed and stamped by the Home Institution and by the Socrates coordinator of the relevant Faculty of the University of Florence;
- ❑ Learning Agreement with the clear definition of the courses, which the students would like to attend, duly signed and stamped by the Home Institution and by the Socrates/Erasmus coordinator of the relevant Faculty of the University of Florence; **please note** that each further change of the learning agreement has to be directly noticed to the *Servizio Relazioni Internazionali* of the relevant Faculty;
- ❑ 1 copy of the passport or national identity card;
- ❑ 2 passport photographs.

After giving the *Ufficio Servizi alla Didattica e agli Studenti di Polo* all the requested documentation, students will receive an identification student card where all passed exams will be registered.

### ➔ Before departure

The student card has to be given back to the *Ufficio Servizi alla Didattica e agli Studenti di Polo* and students have to apply for a certificate attesting the period of attendance at the University of Florence and the exams passed.

**Note:** according to the EC programmes students are not asked to pay University admission fees during their stay abroad, however the University of Florence cannot avoid any tax levied by national laws on certificates issued by public offices. The costs of materials such as books, photocopies, etc. are the students' responsibilities.

## The main Socrates Office

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### ➔ Ufficio Orientamento Mobilità e Collaborazioni studentesche

Piazza San Marco, 4, 50121 Firenze | ☎ 055 2757681 | [socrates@adm.unifi.it](mailto:socrates@adm.unifi.it)

This Office is in charge of the central organization, monitoring and coordination of the Socrates/Erasmus programmes and procedures, such as:

- Renewal of the application for the National Socrates Agency (*Agenzia Nazionale Socrates Italia*);
- Procedures for Bilateral agreements (proposed by all Faculties);
- University application procedures for student mobility;
- Survey and coordination, organization and monitoring of activities concerning international mobility of students.

Some of the functions and activities once attributed to the central Office have been shifted to the *Uffici di Polo* (decentralized Student Offices).

## Servizi Relazioni Internazionali and Faculty Socrates/Erasmus coordinators

The *Servizi Relazioni Internazionali* are composed of staff members of the academic dean of each faculty and refer to the relevant Faculty Socrates/Erasmus Coordinator. They are in charge of the following activities for incoming students:

- Acceptance of incoming students' application and approval of the relevant mobility on the basis of the bilateral agreement between the Home University and the University of Florence.
- Definition and approval of the learning agreement.
- Agreement on any further change of the learning agreement and approval of period extensions.

### Agraria

Servizio Relazioni Internazionali, Presidenza della Facoltà, Piazzale delle Cascine, 18, 50144 Firenze

☎ 055 3288439 | 📠 055 3288280 | [socrates@agr.unifi.it](mailto:socrates@agr.unifi.it)

🕒 Monday, Wednesday and Friday, 10.00 a.m.-1.00 p.m.

Faculty Delegate: Prof. Andrea Martini

### Architettura

Servizio Relazioni Internazionali, Piazza Ghiberti, 27, 50122 Firenze

☎ 055 240311 | 📠 055 243931 | [archint@unifi.it](mailto:archint@unifi.it)

🕒 from Monday to Friday, 9.00-12.00 a.m.

Faculty Delegate: Prof. Ulisse Tramonti

### Economia

Servizio Relazioni Internazionali, 1st floor, Via Cittadella, 7, 50144 Firenze

☎ 055 4374167/170 | 📠 055 4374986 | [relint@cce.unifi.it](mailto:relint@cce.unifi.it)

🕒 Monday, Wednesday and Friday, 10.00-12.30 p.m.

Faculty Delegate: Prof. Reinhard Schmidt

### Farmacia

Servizio Relazioni Internazionali, Dipartimento Scienze Farmaceutiche, Polo Scientifico di Sesto Fiorentino, Via Ugo Schiff, 6, 50019 Sesto Fiorentino (Firenze)

☎ 055 4573672 | 📠 055 4573671 | [paola.mura@unifi.it](mailto:paola.mura@unifi.it)

🕒 Monday, Wednesday and Friday, 9.30 a.m.-1.00 p.m.

Faculty Delegate: Prof. Paola Mura

### Giurisprudenza

Servizio Relazioni Internazionali, Presidenza della Facoltà, Via Pandette, 32 (Novoli), 50127 Firenze

☎ 055 4374053 | 📠 055 4374964 | [didattica@giurisp.unifi.it](mailto:didattica@giurisp.unifi.it)

🕒 Monday, Wednesday, 9.00 a.m.-1.00 p.m.; Tuesday, 3.00-4.30 p.m.

Faculty Delegate: Prof. Alessandro Simoni

## Ingegneria

Servizio Relazioni Internazionali – Presidenza della Facoltà – Via S. Marta, 3, 50139 Firenze

☎ 055 4796543 | 📠 055 4796544 | [intreling@unifi.it](mailto:intreling@unifi.it)

🕒 Tuesday and Thursday, 9.00 a.m.-1.30 p.m. and 2.30 a.m.-5.00 p.m.

Faculty Delegate: Prof. Claudio Borri

## Lettere e Filosofia

Servizio Relazioni Internazionali – 1st floor – Piazza Brunelleschi, 4, 50121 Firenze

☎ 055 2757860 | 📠 055 2756810 | [socerlet@unifi.it](mailto:socerlet@unifi.it)

🕒 Monday and Friday, 9.00-11.30 a.m. and Wednesday 10.00-12.30 p.m.

Faculty Delegate: Prof. Gaetano Prampolini

## Medicina e Chirurgia

Servizio Relazioni Internazionali – c/o Dipartimento di Farmacia Preclinica e Clinica “M. Aiazzi Mancini” – Viale Pieraccini 6, 1st floor, room 34, 50139 Firenze

☎ 055 4271212 | 📠 055 42712 11 | [socrates.medicina@pharm.unifi.it](mailto:socrates.medicina@pharm.unifi.it)

🕒 Monday and Tuesday, 1.00-5.00 p.m.; Wednesday and Thursday, 11.00 a.m.-1.00 p.m. or by appointment.

Faculty Delegate: Prof. Laura Della Corte

## Psicologia

Servizio Relazioni Internazionali - Via della Torretta, 16, 50137 Firenze

☎ 055 6268115 | 📠 055 6268121 | [ripsico@unifi.it](mailto:ripsico@unifi.it)

🕒 Wednesday and Thursday, 10.00 a.m.-1.00 p.m.

Faculty Delegate: Dr Marco Giannini

## Scienze della Formazione

Servizio Relazioni Internazionali – Via del Parione, 7, 50123 Firenze

☎ 055 2720231 | 📠 055 2720228 | [cisd\\_rel\\_int@unifi.it](mailto:cisd_rel_int@unifi.it)

🕒 Monday, Wednesday and Friday, 9.00 a.m.-1.00 p.m.; Tuesday and Thursday, 3.00-4.00 p.m.

Faculty Delegate: Prof. Gabriella Paolucci

## Scienze Matematiche, Fisiche e Naturali

Servizio Relazioni Internazionali – Presidenza della Facoltà – Plesso didattico Viale Morgagni, 40/44, 50134 Firenze

☎ 055 4598760 | 📠 055 4598930 | [socratesmfn@unifi.it](mailto:socratesmfn@unifi.it)

🕒 Tuesday to Friday, 9.00 a.m.-1.00 p.m.

Faculty Delegate: Prof. Simonetta Monechi

## Scienze Politiche

Servizio Relazioni Internazionali – Via delle Pandette, 32 (Novoli), 50127 Firenze

☎ 055 4374082/083/084 | 📠 055 4374934 | [relint@scpol.unifi.it](mailto:relint@scpol.unifi.it)

🕒 Monday, Tuesday and Friday, 11.00 a.m.-1.00 p.m.

Faculty Delegate: Prof. Luciano Segreto

## Uffici di Polo (Decentralized Student Offices)

The Uffici di Polo (decentralized Student Offices) are administrative structures supporting Research and Teaching activities created to coordinate Faculties, Departments and Research Centres, with the aim of making organization and administration procedures easier for students, staff and surrounding community. Students have to apply to these decentralized Student Offices – Servizi alla Didattica e agli Studenti di Polo – for information regarding the following activities:

- Enrolment of incoming students at the University of Florence
- Registration of incoming students to the Italian Language Course (see p. 17)
- Certification of incoming students' period of study at the University of Florence
- Transcript of records

### ➔ Uffici Servizi alla Didattica e agli Studenti di Polo

#### Polo Scientifico e Tecnologico

- Faculty of Agriculture (Agraria), Piazzale delle Cascine, 18 | ☎ 055 3288425
- Faculty of Mathematical, Physical and Natural Sciences (Scienze Matematiche, Fisiche e Naturali), c/o Segreteria studenti, Viale Morgagni, 48 | ☎ 055 4598937

#### Polo Centro Storico 1

- Faculty of Architecture, Arts, Psychology, Education (Architettura, Lettere e Filosofia, Psicologia, Scienze della Formazione), Via Valori, 9 | ☎ 055 5030927

#### Polo Biomedico e Tecnologico

- Faculty of Medicine and Surgery, Faculty of Pharmacy and Engineering (Medicina e Chirurgia, Farmacia e Ingegneria), Via Cesalpino, 7b | ☎ 055 4796846

#### Polo delle Scienze Sociali

- Faculty of Economics, Law, Political Science (Economia, Giurisprudenza, Scienze Politiche), Piazza Ugo di Toscana, 5 – Edificio D15 2nd floor | ☎ 055 4374940

## On-line examination booking

It is now possible to book on-line for examinations of many courses. Students can register for examinations between 14 and 3 days before the scheduled date of the examination. All registered data are available until 15 days after the examination and, for some courses, students can also check the results of written examinations and intermediate tests by simply logging into their on-line registration after the examination.



*Università degli Studi di Firenze*

## Student life

### University Canteens (Mense)

#### ➔ Azienda Regionale per il Diritto allo Studio

Servizio Ristorazione, Viale Gramsci, 36, 50132 Firenze

☎ 055 2261334/336/344

🕒 Monday, Wednesday, Friday, 9.00 a.m.-1.00 p.m.; Tuesday, Thursday, 3.00 p.m.-5.00 p.m.

To use the University canteen students need the “canteen card” (*tesserino mensa*), which can be obtained on submitting the enrolment certificate to the *Ufficio Mensa* at the above address.

#### The University canteens are:

**Mensa di Sant'Apollonia**, Via San Gallo, 25

🕒 12.00 a.m.-2.15 p.m. and 7.00 p.m.-9.00 p.m. Closed on Sundays.

**Mensa P. Calamandrei**, Viale Morgagni, 51

🕒 12.00 a.m.-2.15 p.m. and 7.00 p.m.-9.00 p.m. Closed on Sundays.

**Mensa Novoli**, Viale Guidoni

🕒 12.00 a.m.-2.15 p.m. Closed on Sundays.

**Mensa Santa Marta**, Via S. Marta, 3

🕒 12.00 a.m.-2.15 p.m. Closed on Saturdays and Sundays.

For further information consult: <http://www.dsu.fi.it/>

### Sports

#### ➔ Centro Universitario Sportivo Firenze

- Via Vittoria della Rovere | ☎ 055 450244 or 055 451789  
🕒 from Monday to Friday, 9.00-1.00 p.m. and 3.00-6.00 p.m.
- Via Lazzerini, 213, Sesto F.no, Firenze | ☎ 055 4251150  
🕒 from Monday to Friday, 9.00-1.00 p.m. and 2.00-5.30 p.m.

As members of the University of Florence students are entitled to take part in its sports activities. Some activities are free while others cost a small enrolment fee, which varies according to the activity chosen.

#### The sporting facilities are:

**Palazzetto Universitario dello Sport**

Via Vittoria della Rovere, 40, 50141 Firenze | ☎ 055 450244 - 055 451789 | 📞 055 4250336

**Impianto Polivalente Padovani**

Via Paoli, 21, 50137 Firenze | ☎ 055 573821 | 📞 055 587767

## **Impianto di Atletica**

Via Vittoria della Rovere, 50141 Firenze | ☎ 055 450244 - 055 451789 | 📠 055 4250336

## **Impianto Val di Rose**

Polo Scientifico Universitario – Via Lazzarini, 213, 50019 Sesto Fiorentino (Firenze) | ☎ 055 4251150 | 📠 055 4204056

To join in any activity the CUS card is needed and can be obtained submitting:

- 2 passport photographs;
- a medical certificate, not older than 1 year, stating the student's fitness to take part in non-competitive sport activities;
- a document proving enrolment at the University of Florence;
- € 6,00

For further information consult: <http://www.cus.firenze.it>

## **Cultural Centre**



This centre organizes four levels of Italian language courses (preparatory, medium, advanced and highly advanced) and the following courses of Italian Culture: Italian Literature, History of Art (including visits to Museums in Florence and other historical towns in Tuscany), Italian History, Etruscan Civilisation (including visits to the Archaeological Museums of Florence and other Etruscan sites in Tuscany), Dante and his time, Renaissance Art and Culture in Florence, History of Music, the Italian Cinema, Contemporary Literature, Contemporary Art, Italy today and Culture.

Students enrolling at the Cultural Centre for Foreigners must possess a certificate qualifying them for University entrance or its equivalent. Those students who have regularly attended language or culture courses and have passed the relevant examinations can obtain an attendance certificate (certificato di frequenza).

### **Secretary and Seat of the courses:**

Via Francesco Valori, 9, 50132 Firenze

☎ 055 5032703 | 📠 055 5032705 | [cecustra@unifi.it](mailto:cecustra@unifi.it)

🕒 from Monday to Friday, 9.00-12.00 a.m.

For further information consult: [www.unifi.it/unifi/](http://www.unifi.it/unifi/)

## Language courses

### → Centro Linguistico di Ateneo

- **Rotonda Brunelleschi:** Via degli Alfani in front of n. 58, 50121 Firenze | ☎ 055 289407 | 📠 055 288372
- **Centro Didattico Morgagni:** Viale Morgagni, 40, 50134 Firenze | ☎ 055 4598725 or 055 4538726 | 📠 055 4598910

The Centro Linguistico di Ateneo organizes Italian language courses throughout the academic year. Students with international study grants can attend only one course free of charge.

Courses last six weeks and are held throughout the academic year (7 turns).

To attend a course students should

- obligatorily attend a preliminary guidance meeting according to a timetable scheduled by the Centro Linguistico di Ateneo,
- fill an application form downloadable from the Socrates/Erasmus webpages and send it by fax to the *Uffici Servizi alla Didattica e agli Studenti di Polo* (Decentralized Student Offices, see p. 13) of the relevant Faculty at least 45 days before the date of the chosen preliminary guidance meeting,
- fill a self-evaluation form downloadable from <http://www.cla.unifi.it/italiano.html>, to be brought to the preliminary guidance meeting.

Preliminary Guidance Meeting Academic year 2005/2006	Courses begin	Courses end
11/09/06 ore 9.30 (A-L)*	19/09/06	27/10/06
12/09/06 ore 9.30 (M-Z)*	19/09/06	27/10/06
30/10/06 ore 9.30	07/11/06	19/12/06
09/01/07 ore 9.30	11/01/07	20/02/07
15/02/07 ore 9.30	22/02/07	03/04/07
17/04/07 ore 9.30	24/04/07	05/06/07

The Preliminary Guidance Meeting takes place at the Centro Linguistico di Ateneo in Viale Morgagni, 40 (upper floor), which can be easily reached by bus (numbers 8, 14, 20).

\* These Preliminary Guidance Meetings will take place at the CEP (Centro Educativo Polivalente), aula grande, Viale Pieraccini, 6 (bus n. 8, 14, 20).

In addition to courses destined to students with international study grants, the Centro Linguistico di Ateneo (CLA) organizes special Italian language courses for foreign students regularly enrolled at the Università degli Studi di Firenze.

To enrol in these courses, students should contact the Segreteria dei Corsi – Rotonda Brunelleschi. To register with special courses it is necessary to pay an amount of € 52,00.

Special courses last five weeks. Attendance to courses is mandatory.

## → Mediateca-CAAL

Via degli Alfani, 58, 50121 Firenze | ☎ 055 2386622

🕒 from Monday to Friday, 9.00 a.m.-6.30 p.m.

## University libraries

Libraries are located in the Faculty building, as well as in the Faculty institutes, departments, etc. Opening and closing hours and borrowing procedures vary from library to library: it is necessary to check these with each individual library.

### Location of the libraries:

#### **Agriculture** (Biblioteca di Scienze Tecnologiche)

P.le delle Cascine, 18 | ☎ 055 3288234 (Library) and 055 3288232 (Office) | 📠 055 3288394 | [bibag@unifi.it](mailto:bibag@unifi.it)

#### **Animal Biology** (Biblioteca di Scienze)

Via Romana, 17 | ☎ 055 2288231 | 📠 055 2288226 | [bioani@unifi.it](mailto:bioani@unifi.it)

#### **Anthropology** (Biblioteca di Scienze)

Via del Proconsolo, 12 | ☎ 055 2743030 | 📠 055 2743031 | [biantr@unifi.it](mailto:biantr@unifi.it)

#### **Architecture** (Biblioteca di Scienze Tecnologiche)

Via Pier Antonio Micheli, 2 | ☎ 055 2756400/401/402 | 📠 055 2756422 | [bibarc@unifi.it](mailto:bibarc@unifi.it)

#### **Botany** (Biblioteca di Scienze)

Via La Pira, 4 | ☎ 055 2757442 | 📠 055 2756204 | [botanica@unifi.it](mailto:botanica@unifi.it)

#### **Chemistry** (Biblioteca di Scienze)

Via Bernardini, 6, Sesto Fiorentino (Firenze) | ☎ 055 4572921

#### **Economics** (Biblioteca Scienze Sociali)

Via delle Pandette, 2 (Novoli) | ☎ 055 4374010

#### **Education** (Biblioteca Umanistica)

Via del Parione, 7 | ☎ 055 294213 | 📠 055 211332 | [bibmag@unifi.it](mailto:bibmag@unifi.it)

#### **Engineering** (Biblioteca di Scienze Tecnologiche)

Via Santa Marta, 3 | ☎ 055 4796302 (library) 055 4796202 (Office) | 📠 055 4796303 | [sfinge@unifi.it](mailto:sfinge@unifi.it)

#### **Geography** (Biblioteca Umanistica)

Palazzo Fenzi, Via S. Gallo, 10 | ☎ 055 2757943 | 📠 055 2757952 | [bibgeo@unifi.it](mailto:bibgeo@unifi.it)

#### **Geomineralogical** (Biblioteca di Scienze)

Via La Pira, 4 | ☎ 055 2757534/6311/6245 | 📠 055 2756204 | [geolo@unifi.it](mailto:geolo@unifi.it)

#### **Law** (Biblioteca Scienze Sociali)

Via delle Pandette, 2 (Novoli) | ☎ 055 4374010

#### **Lettere** (Biblioteca Umanistica)

Piazza Brunelleschi, 3 | ☎ 055 2757811 | 📠 055 2757821 | [biblet@unifi.it](mailto:biblet@unifi.it)

#### **Mathematics** (Biblioteca di Scienze)

Viale Morgagni, 67/a | ☎ 055 4237127 | 📠 055 4237128 | [biblio@math.unifi.it](mailto:biblio@math.unifi.it)

#### **Medicine** (Biblioteca Biomedica)

Viale Morgagni, 85 | ☎ 055 4379514 and 055 411732 | 📠 055 4221649 | [bime@unifi.it](mailto:bime@unifi.it)

**Pharmacy** (Biblioteca Biomedica)Viale Morgagni, 44 | ☎ 055 4598719 – 055 4282854 | [bime@unifi.it](mailto:bime@unifi.it)**Philosophy** (Biblioteca Umanistica)"Il Pellegrino" Via Bolognese, 52 | ☎ 055 4622402 | ☎ 055 475640 | [bibfil@unifi.it](mailto:bibfil@unifi.it)**Psychology** (Biblioteca Umanistica)Palazzo Vegni, Via S. Niccolò, 93 | ☎ 055 2491615 | ☎ 055 2345326 | [bibpsico@unifi.it](mailto:bibpsico@unifi.it)**Physics** (Biblioteca di Scienze)

Via Bernardini, 6, Sesto Fiorentino (Firenze) | ☎ 055 4572921

**Political Sciences** (Biblioteca Scienze Sociali)

Via delle Pandette, 2 (Novoli) | ☎ 055 4374010

**Polo Scientifico di Sesto** (Biblioteca di Scienze)Via G. Bernardini, 6 (1st floor), Sesto Fiorentino (Firenze) | ☎ 055 4572921 | ☎ 055 4572933 | [bibsesto@unifi.it](mailto:bibsesto@unifi.it)**Polo delle Scienze Sociali** (Biblioteca delle Scienze sociali)Via delle Pandette, 2 (Novoli) | ☎ 055 4374010 | ☎ 055 4374955 | [scienze sociali@biblio.unifi.it](mailto:scienze sociali@biblio.unifi.it)**Polo Universitario di Prato**Piazza Ciardi, 25, 59100 Prato | ☎ 0574 602516 | ☎ 0574 602509 | [biblioteca@pin.unifi.it](mailto:biblioteca@pin.unifi.it)**Statistics** (Biblioteca Scienze Sociali)Viale Morgagni, 57 | ☎ 055 4277234 | ☎ 055 414727 | [biblstat@ds.unifi.it](mailto:biblstat@ds.unifi.it)**Storia dell'arte** (Biblioteca Umanistica)Via della Pergola, 56 | ☎ 055 2757837 | ☎ 055 2757841 | [biblet@unifi.it](mailto:biblet@unifi.it)**Storia e letteratura nord-americana** (Biblioteca Umanistica)Palazzo Fenzi, Via S. Gallo, 10 | ☎ 055 2757940 | ☎ 055 2757952 | [bibnor@unifi.it](mailto:bibnor@unifi.it)For further information consult: <http://www.sba.unifi.it/>



*Università degli Studi di Firenze*

## Useful information

### Accommodation

#### → Integra 2000 Onlus

Via Micheli, 30, 50121 Firenze | ☎ 055 2756773 | 📞 055 2756773

🕒 from Monday to Friday from 3.00 p.m. to 7.00 p.m.

Contact person: Ms Lizia Vázquez

E-mail: [info@integra2000.unifi.it](mailto:info@integra2000.unifi.it) or [accommodation@integra2000.unifi.it](mailto:accommodation@integra2000.unifi.it)

On behalf of the University of Florence, a Socrates Housing Service is provided by Integra 2000 Onlus to facilitate incoming students in finding accommodation.

Integra 2000 offers accommodation in Florence and suburbs which can be easily reached by bus or train, provides assistance to students to find the lowest monthly rent rates within the framework of the existing laws and regulations and in drawing up lease contracts.

To this purpose Integra 2000 will provide an on-line database where Socrates students can find the most appropriate accommodation before coming to Florence.

For further information on the services offered please connect to Integra 2000 website: [www.integra2000.unifi.it](http://www.integra2000.unifi.it)

In addition students can make enquiries at one of the centres suggested below:

#### → The Azienda Regionale per il Diritto allo Studio Universitario di Firenze

Viale Gramsci, 36, 50132 Firenze | ☎ 055 22611 | 📞 055 2261258 | [info@dsu.fi.it](mailto:info@dsu.fi.it)

Servizio sviluppo programmi abitativi | ☎ 055 2261314/09 | [e.mignani@dsu.fi.it](mailto:e.mignani@dsu.fi.it) or [v.pesci@dsu.fi.it](mailto:v.pesci@dsu.fi.it)

#### → A.P.T.

Azienda di Promozione Turistica

Via A. Manzoni, 16 | ☎ 055 23320 | 📞 055 2346286

For further information consult: [www.firenzeturismo.it](http://www.firenzeturismo.it)

Upon arrival students can stay for a maximum of three days at the youth hostel:

#### → Hostels in Florence

- Archi Rossi: Via Faenza, 94r, 50123 Firenze | ☎ 055 290804 | 📞 055 2302601
- Gallo d'oro: Via Cavour, 104, 50129 Firenze | ☎ 055 5522964 | 📞 055 5534823
- Santa Monaca: Via Santa Monaca, 6, 50124 Firenze | ☎ 055 268338 or 055 2396704 | 📞 055280185
- Youth Residence Firenze 2000: Viale Sanzio, 16, 50124 Firenze | ☎ 055 2335558 | 📞 055 2306392
- Villa Camerata: Viale Righi, 2/4, 50137 Firenze | ☎ 055 601451 | 📞 055 610300

## Residence Permit

Within 8 days of arrival, students have to declare their presence to the Questura. To obtain the residence permit for study purposes, the student must bring to the following address:

Questura – Ufficio Stranieri

Via S. Gallo, 83, 50129 Firenze

🕒 from Monday to Friday, 8.15-9.30 a.m.

the following documents:

- ❑ 4 recent passport-size pictures;
- ❑ Mod. 209 form;
- ❑ passport or EU identity card (including visas where required) plus a photocopy of the same document. Students from EFTA countries and from Eastern European countries must have a visa for study purposes (for further information refer to the Italian diplomatic or consular authorities);
- ❑ a stamp tax (marca da bollo) of € 14,62;
- ❑ European Health Insurance card or equivalent document (for citizens of the European Union) or a proof of an adequate health insurance policy (for citizens of other countries);
- ❑ an official document showing that the student has been assigned an EU grant in the framework of the Socrates/Erasmus programme or, if not available, a document showing that the student can rely on sufficient financial means to cover expenses in Italy;
- ❑ a copy of the student mobility proposal signed for acceptance both by the Socrates coordinator and by the *Ufficio Servizi alla Didattica e agli Studenti di Polo* (see p. 13).

## Lost documents

In case of lost or stolen documents, a charge must be presented at one of the following Offices: the Police Headquarters (Questura), the Police Station or the Carabinieri station of the district where you live (open 24 hours a day).

## Useful numbers

### Emergency

Municipal Police ( <i>Polizia Municipale</i> )	055 3285/055 3283333
Immediate Police intervention ( <i>Soccorso pubblico di emergenza</i> )	113
Ambulance	118
SOS cars	803116
Road Police	055 503251
Fire Brigade ( <i>Vigili del Fuoco</i> )	115
Carabinieri	112

### Consulates

<b>Austria</b> , Lungarno Vespucci, 58	055 2654222
<b>Belgium</b> , Via de' Servi, 28	055 282094
<b>Denmark</b> , Via de' Servi, 13	055 211007
<b>Finland</b> , Via Strozzi, 6	055 293228
<b>France</b> , Piazza Ognissanti, 2	055 2302556
<b>Germany</b> , Lungarno Vespucci, 30	055 294722
<b>Great Britain</b> , Lungarno Corsini, 2	055 284133
<b>Luxembourg</b> , Via Palestro, 4	055 284232
<b>Norway</b> , Via Capponi, 26	055 2479321
<b>Netherlands</b> , Via Cavour, 81	055 475249
<b>Spain</b> , Via dei Servi, 13	055 212207
<b>Sweden</b> , Via Bonifacio Lupi, 14	055 499536

### Other

<b>Prefettura</b> , Via Cavour, 1	055 27831
<b>Questura</b> , Via Zara, 2	055 49771

## Travelling in Florence

### → By Bus

The easiest way of travelling in Florence is by bus. Students under 26 may purchase a monthly ticket for Euro 20,70. Holders of monthly tickets will need an ATAF I.D. card which can be obtained from the ATAF Office, Piazza Stazione (Piazzale Adua side) or from the Florence Student Point, Via San Gallo 25, upon showing the University enrolment certificate. You will also need one passport photograph. Bus tickets can be bought from bars, tobacconists, newsagents showing the sign “biglietti ATAF” (ATAF tickets), but also from automatic distributing machines. The ticket must be stamped in the special stamping machines as soon as the passenger gets on board the bus.

For further information consult: [www.ataf.net](http://www.ataf.net)

### → By Taxi

To call a taxi dial 055 4242 – 055 4390. Taxis are also parked outside railway stations and in the main city squares.

### → Hire Cars

There are several rental car companies in Florence (cf. telephone directory). Motorbikes and bikes can also be easily rented.

## Health Insurance

European students in possession of a European Health Insurance card or equivalent document will have access to free health care during their stay in accordance with the Italian legislation. Students who do not have complete health coverage in their Home country or are not EU citizens need to take an insurance policy.

For further information students should address the following Office:

Azienda Sanitaria Locale 10/A, Ufficio Stranieri, Borgo Ognissanti, 20, 50123 Firenze | ☎ 055 2285595

🕒 from Monday to Friday, 8.00 a.m.-1.00 p.m.; Tuesday, 2,30 p.m.-6.00 p.m.

## Italian holidays

1st January

6th January

Monday after Easter

25th April (Liberation Day)

1st May (Labor Day)

2nd June (Republic Day)

24th June (St. Giovanni, Patron Saint of Florence)

15th August (Assumption Day)

1st November (All Saints Day)

8th December (Immaculate Conception)

25th December (Christmas Day)

26th December (St. Stephen Day)

## Studying in Italy

### Academic Calendar

The academic year in Italy is made up of two semesters. The first semester starts in September/October and ends in January/February. The second semester starts in February and ends in July. The actual start and finish dates will vary in the different Faculties but each semester lasts around 20 weeks and is made up of a teaching period lasting around 14 weeks and an exam period lasting around 6 weeks.

### Teaching and learning

Most teaching still takes place in large lecture halls but this will depend very much on the single course of study. Students are also expected to carry out a considerable amount of self study outside the classroom in order to prepare for exams.

### Assessment

Exams are held after the teaching period and are mainly oral exams although some courses will have written tests taking place during the semester or before the oral exam. Each exam will have a number of dates offered during the exam period and students can choose which date they wish to take the exam. They are also entitled to turn down a mark and take the exam again if they are not satisfied with the result. Rules apply as to how often a student can take an exam within an examination period.

### Grading systems

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A “cum laude” may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0-110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded ‘summa cum laude’ (110 e lode).

### Credit system

The Italian University credit system (CFU) defines the “study workload” (including time spent preparing for examinations) required of each student in possession of an adequate initial background to achieve the educational goals and abilities foreseen for each academic course. Each credit corresponds to 25 hours of global work by the student.

## Useful links

<http://www.unifi.it> (University Website)  
<http://www.agr.unifi.it> (Facoltà di Agraria)  
<http://www.arch.unifi.it> (Facoltà di Architettura)  
<http://www.cce.unifi.it> (Facoltà di Economia)  
<http://www.farmacia.unifi.it> (Facoltà di Farmacia)  
<http://www.giuris.unifi.it> (Facoltà di Giurisprudenza)  
<http://www.ing.unifi.it> (Facoltà di Ingegneria)  
<http://www3.unifi.it/flett> (Facoltà di Lettere e Filosofia)  
<http://www.med.unifi.it> (Facoltà di Medicina e Chirurgia)  
<http://www.psico.unifi.it> (Facoltà di Psicologia)  
<http://www3.unifi.it/fscfo> (Facoltà di Scienze della Formazione)  
<http://www.smf.n.unifi.it> (Facoltà di Scienze Matematiche, Fisiche e Naturali)  
<http://www.scpol.unifi.it> (Facoltà di Scienze Politiche)  
<http://www.polobiotec.unifi.it> (Polo Biomedico e Tecnologico)  
<http://www3.unifi.it/polocs1> (Polo Centro Storico 1)  
<http://www.poloscitec.unifi.it> (Polo Scientifico e Tecnologico)  
<http://www.polosociale.unifi.it> (Polo delle Scienze Sociali)  
<http://www.integra2000.unifi.it> (Integra 2000 Onlus)  
<http://www.cla.unifi.it> (Centro Linguistico di Ateneo)  
<http://www.csiaf.unifi.it> (Centro Servizi Informatici dell'Ateneo Fiorentino)  
<http://www.unifi.it/unifi/ccs> (Centro di Cultura per Stranieri)  
<http://stud.unifi.it:8080> (On-line Booking Service for Students)  
<http://www.sba.unifi.it> (Sistema Bibliotecario di Ateneo)  
<http://epress.unifi.it> (Firenze University Press)  
<http://e-prints.unifi.it> (Archivio E-Prints)  
<http://www.cus.firenze.it> (Centro Universitario Sportivo)  
<http://www.dsu.fi.it> (Study Grants, Canteens, Accommodation)  
<http://www.miur.it> (Ministero Istruzione Università e Ricerca)  
<http://www.indire.it> (Agenzia Nazionale Socrates)  
<http://www.internettrain.it> (Internet Points)  
<http://www3unifi.it/msn> (Museo di Storia Naturale)

