

UNIVERSITY OF FLORENCE SCHOOL OF LAW
Erasmus+ Programme
F.A.Q. for incoming students

1) Which linguistic requirements do I have to meet to be admitted to Erasmus Mobility Programme for Florence School of Law?

If you choose Italian courses, you must have a B1 Italian certificate; if you choose English courses, you must have a B2 English certificate; if you want to include both Italian and English courses in your learning agreement, you need both certificates. Only language certificates released by Language schools, or University linguistic institutes are accepted. OSL self-evaluation tests and similar are not accepted.

2) Where can I find the exams I have to take during my Erasmus Mobility Programme in University of Florence?

You can find the list of the available courses offered by the School of Law available for Erasmus and international students and the list of the available courses in English language offered by the Economics & Management, Law and Political Sciences Schools for international students at this link: <https://www.giurisprudenza.unifi.it/p483.html>. The lists of the subjects will be updated during the month of May. It is mandatory that in your learning agreement you'll have to include codes, names and credits (CFU) **exclusively** as they are reported in the lists for **the academic year the Erasmus Mobility Programme is in**.

3) How many courses can I choose from those offered by the Economics&Management and Political Sciences Schools?

There are no maximum limits for the courses the Erasmus Students for School of Law can choose from those offered by the Economics & management and Political Sciences Schools, but at least 50% of the chosen courses for your learning agreement has to be part of the School of Law.

4) Where can I find information about organisation, programmes and textbooks for the courses?

The information about the course's organisation, programmes and textbooks offered by University of Florence can be found at this link:

<https://www.unifi.it/index.php?module=ofform2&mode=1&cmd=90&AA=2022&lang=1>,
writing the name of the course and the name of the School it is offered by in the online form.

Warning: due to Covid 19 health emergency there could be variations on the courses' modalities.

Updated information can be found at the link: www.giurisprudenza.unifi.it/p483.html.

5) Which grading system is adopted in Italian Universities?

Exam's grading system is expressed on a scale 1 to 30; the lowest grade to pass is 18/30 and highest grade is 30/30. A *laude* can be added to the 30/30 (30/30 *cum laude*).

Every University has its own grades equivalence table; the following is a general indication:

ECTS system (Italian system):

- A: 30/30; 30/30 e lode
- B: 29/30-28/30
- C: 27/30
- D: 26/30 - 23/30

E: 22/30 – 18/30

F: 18<

6) When are the lessons held?

The academic year is divided into two semesters (from September to February and from March to July). Lessons are held from mid-September until the beginning of December (1st semester) and from the beginning of March until the beginning of June (2nd semester). Course schedules are available on the School of Law's website about a month before the start of the courses. Academic calendar and course schedules can be found at this link: <https://www.giurisprudenza.unifi.it/p483.html>.

7) Which credits system is adopted by Italian Universities?

University educational credits adopted by Italian Universities (CFU) are based on the concept of "workload" and are equivalent to the ECTS credits system. Every CFU is worth 25 hours of work, individual study included. Courses offered by the School of Law could be worth 6, 9, 12 or 15 CFU.

8) Where can I find an accommodation?

The University of Florence does not help students in the process of finding an accommodation. However, the "Azienda Regionale per il Diritto allo Studio Universitario della Toscana" (DSU) offers a limited number of rooms and helps finding apartments or rooms for rent.

Further information can be found at the Erasmus+ Guide for Incoming Students at this link:

<https://www.giurisprudenza.unifi.it/vp-484-incoming-students.html>

and the University of Florence's website at:

<https://www.unifi.it/vp-10316-canteens-and-lodging.html>

and on the "Cerco alloggio" service at: <https://www.cercoalloggio.com/toscana>.

9) Where can I find information about the University and on practical aspects of living in Florence?

You can find information about University of Florence at the link: <https://www.unifi.it/changelang-eng.html>,

specifically in the *Welcome to UNIFI* and *University Life* sections.

10) Can I attend an Italian language course during my mobility?

Yes, University Language Center (CLA, Centro Linguistico d'Ateneo) offers a free Italian language course for every international student.

You can find more information here at this links:

<https://www.cla.unifi.it/changelang-ita.html>

<https://www.cla.unifi.it/vp-282-iscrizioni.html>.

11) By what date the student mobility proposal for admission has to be filled out and sent?

The student mobility proposal has to be filled out and sent by the 30th of June, for annual or first-semester mobility, and by the 30th of November, for second-semester mobility. The proposal must have the signature and the stamp of your University's Erasmus+ Director and a passport-format picture tapped in the designated space. The pictures must be 51 x 51 mm with a smooth, neutral, white background, with no shadows, full-face, turned right into the camera.

12) Which documents must be attached to the student mobility proposal?

With the student mobility proposal, you must send:

- the learning agreement, which must include name, code, number of credits and semester of the chosen exams. Learning agreement must have already been signed by the student and by the Erasmus coordinator of the Home University. The International Relations Service of the School of Law will send it back with the signature of the School of Law Erasmus Delegate;
- the learning agreement must be filled out in black, and you have to write the academic year of your mobility and your name in each page in the designated space in the top right corner;
- an Italian language B1 level certificate or an English language B2 certificate, depending on the language used for the chosen subjects. Certificates from OSL self-assessments or certificate of attendance only to language courses won't be accepted;
- Transcript of records at the Home University.
- a copy of your ID;
- the Italian fiscal code, if you already requested it from the Italian Consulate or Embassy in your Country. If you don't have one yet, you'll have to apply for it to Agenzia delle Entrate (see 19) once you arrive in Florence.

13) Do I have to fill out an online form for my enrollment at the University of Florence?

Yes. You will have to fill out an online form before the beginning of the semester with your personal details and contacts. By doing this you will receive in less time your identification number, password and University email address to access all services of the University of Florence.

You will receive in time all the information and deadlines related to the completion of the online form.

14) What does the International Relations Service of the School of Law do?

The International Relations Service of the School of Law receives incoming students' nominations; sends information about the course offer and on the first enrollment procedures at the University of Florence; receives and checks the student mobility proposal, the learning agreement and any amendments, and the other documents required by the School of Law for the mobility; gives information on the teaching activities.

15) What does the Erasmus Desk for Social Sciences Campus do?

The International Desk carries out the administrative registration to University of Florence, issues student ID numbers (*matricola*) and the passwords to access online services, registers the courses included in learning agreements, issues certificate of arrival and departure and sends the transcript of records to the Home University.

16) What should I do as soon as I arrive?

Registration procedures to University of Florence are carried out remotely.

Before your arrival you must send the student mobility proposal, the learning agreement, the list of the exams you passed, linguistic certificate, the copy of your ID to the International Relations Service. Before the start of the semester, the Erasmus Desk will ask you to send some more documents, like your Italian fiscal code, and will inform you about the UNIFI's enrollment modalities.

17) Who should I ask for the certificate of arrival?

The certificate of arrival must be requested to the Erasmus Desk, which issues it using the UNIFI form. Forms from the University of origin will not be accepted. The mobility certificate must also be requested from the Erasmus Desk at the end of the study period in Florence.

18) Do I have to ask for a residence permit or sign up at the Civil Registry?

Extra-EU students must ask for the entry visa before leaving their Country and, upon their arrival in Florence, they must ask for the residence permit using a dedicated kit available at the post offices. More information can be found at pages 21 and 22 of the Erasmus guide at this link:

https://www.giurisprudenza.unifi.it/upload/sub/mobilitainternazionale/entrata/Guida_incoming_eng_05set2019.pdf

Students with EU citizenship and students from Switzerland and countries of the European Economic Area (Island, Liechtenstein and Norway) do not have to request the residence permit, but, for mobilities longer than 3 months, they need to register at the Civil Registry of the municipality (Comune) where they are actually residing. To be able to do these students can go to the “Punti Anagrafe Decentrati” – PAD (decentralised Civil Registry points), in the Comune where they are living during the mobility period in Italy. For this registration, it is necessary to present a document that certifies the enrollment at the University of Florence.

Information and forms at this link: <https://servizi.comune.fi.it/servizi/scheda-servizio/residenza-cambio-di-residenza-cittadino-comunitario> (EU students)

and:

<https://servizi.comune.fi.it/servizi/scheda-servizio/residenza-cambio-di-residenza-cittadino-straniero-non-comunitario> (non-EU students).

19) How can I get my Italian fiscal code?

If you haven't already requested your Italian fiscal code to your country's Italian Consulate/Embassy before the departure, once you'll arrive in Florence the Erasmus Desk will provide information and form to request it to the Agenzia delle Entrate (Revenue Agency) of Florence.

20) Do I have the right to medical care?

If you are an EU citizen, the European health card gives you the possibility to have health assistance. Before departure, ask your national health service how to activate the card for abroad.

Once in Italy, read the information on the page:

<https://www.uslcentro.toscana.it/index.php/altri-servizi/784-assistenza-italiani-all'estero-e-stranieri-in-italia/22821-cittadini-comunitari-in-temporaneo-soggiorno-in-italy-2>

and ask for the "domicilio sanitario". See information on the page:

<https://www.uslcentro.toscana.it/index.php/medico-di-famiglia-e-pediatria/1432-servizi-medico-di-famiglia-e-pediatria/12193-domicilio-sanitario>

obtained which you will be able to choose a doctor.

For further information: <https://www.unifi.it/cmpro-v-p-10015.html#stranieri>

If you are a non-EU citizen, you will need to have a privately stipulated health insurance. For further information: <https://www.unifi.it/cmpro-v-p-10015.html#stranieri>

For information on the Covid 19 pandemic, the necessary certifications, the procedures adopted by the Italian government and the University of Florence:

<https://www.salute.gov.it/portale/nuovocoronavirus/dettaglioContenutiNuovoCoronavirus.jsp?lingua=english&id=5412&area=nuovoCoronavirus&menu=%20empty>

<https://www.unifi.it/insiemeinsicurezza>

21) How can I access to the university canteen?

Access to the university **canteen** is granted to every holder of the canteen card. You can get one in the offices of the Caponnetto canteen in Novoli (Via Miele 3, every Tuesday and Thursday from 10 am to 1 pm and from 2:30 pm to 4:30 pm), providing an ID document and the student's booklet.

If you need schedules and where to find bar's and canteen's location within the Social Sciences campus and more, you can look on the Erasmus+ Incoming Guide at this link:

<https://www.giurisprudenza.unifi.it/vp-484-incoming-students.html>

22) What do I have to do if the course I want to attend is divided in more than one course based on the initial letter of the surname?

This partitioning does not apply to Erasmus students, who can freely choose the course they want to attend.

23) Can I take an exam without attending the classes?

No. Attending the lessons, in person or remotely, is mandatory for Erasmus students.

24) How can I modify my learning agreement?

The changes must be done using the "learning agreement changes" form, in which you must include, in addition to your data, only the added or cancelled exams (code, name, credits, semester). The new learning agreement must be signed by the student and the Erasmus delegate from the Home University and sent to the International Relations Service of the School of Law to be signed by the UNIFI Erasmus delegate.

25) What is the deadline for the modification of the learning agreement?

The learning agreement can be modified using the learning agreement changes form within a month from the start of the classes of each semester.

26) When do the exams take place?

Th exams take places in December, January, February (winter session), June, July and September (summer session). The exam timeline is published on the School website well in advance before the beginning of each session (<https://www.giurisprudenza.unifi.it/vp-121-esami-di-profitto.htm>).

Most of the exams are oral. In the Italian University system, failed exams are not shown in the transcript of records, therefore the student must re-sit the exam in order to achieve a positive outcome. If the Home University requires proof of all exams, even the failed ones, you have to ask the professor for a certificate that attests your presence at the exam and the negative outcome.

Important: exams can be booked and taken in the assigned mobility period only. The dates of your mobility are communicated to you by the Erasmus Desk and you can find them in the "note" section on SOL (students online services).

27) How do I enroll for an exam?

To register for the exams, you have to open SOL at the following link:

<https://sol-portal.unifi.it/ls-3-studenti.html>

then click on "Applicativo Gestione Carriera Studente"(Student Career Management Application), enter your username and password in the appropriate fields and click on "Accedi ". At this point, under the heading Pannello di controllo → Appelli disponibili, click on "Prenota". A list of the sessions of each exam included in the learning agreement is displayed and, the ones you can book,

will have an icon representing a blue book in the first column; by clicking on the icon, the details of the session will appear, and you will be able to register for the exam by clicking on the blue button "Prenotati all'appello" at the bottom of the page. The registration must be made between 14 and 3 days before the date of the exam

28) How can I accept/reject the grade of an exam?

To accept or reject the grade of an exam, click on the link contained in the email in which the grade is communicated, that will open the general page of online services for students (SOL). Then click on "Applicativo Gestione Carriera Studente" (Student Career Management Application), enter your username and password in the appropriate fields and click on "Accedi". At this point, click on Menu (three horizontal lines at the top right) → Esami → Bacheca esiti → blank sheet icon in the Voto o giudizio column → flag "intendo accettare l'esito" to accept the grade or "intendo rifiutare l'esito" to reject it.

29) What do I have to do if I want to extend the mobility period?

The students who wish to extend their Erasmus+ mobility period have to ask for it to the International Relations Service of the School before the date indicated on the student book as the deadline for the study period in Florence, also sending a letter of approval of such extension from the Home University. You must remember that exams taken after the assigned deadline for the mobility can't be included in the exam certificate.

30) How long can I extend the mobility period?

The extension can be of a semester (students whose mobility was originally limited to the first semester) or of a few days (students whose mobility period don't cover the whole exams' session). exams taken after the assigned deadline for the mobility can't be included in the exam certificate. The overall mobility period can't exceed 12 months.

31) What fulfilment are necessary before the departure?

Before the departure, students must have already taken all the chosen exams, including written exams, but they are also required to have obtained and accepted all marks. Once all these tasks are completed, you must inform the Erasmus Desk about the end of your mobility, send the list of exams you've taken (with date) and ask for the mobility certificate, with the beginning and ending dates of your permanence in Florence and the transcript of records that will be sent via e-mail or via regular mail to your Home University.

The mobility certificate is released only with the University of Florence module.

If you need a personal copy of the transcript of records you have to ask to the Erasmus Desk and pay for a Stamp Duty of €16,00 (required by Italian law).

32) Whom can I ask for my certificate of attendance to the classes or on the type of exam?

Students who require certificates of attendance to the classes or on the type of exam (e.g., written test, presentation, oral exam) have to request them directly to the professors of each course before leaving.

33) Where can I find more information?

For further information or useful contacts, it is possible to consult the Erasmus+ Guide for Incoming Students available on the School of Law website:

<https://www.giurisprudenza.unifi.it/vp-484-incoming-students.html>

For practical problems you can also refer to tutors for international students writing to:
[tutorexchange\(at\)giurisprudenza.unifi.it](mailto:tutorexchange(at)giurisprudenza.unifi.it)

CONTACTS

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ERASMUS DESK OF THE SOCIAL SCIENCES CAMPUS

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USEFUL WEBSITES

SCHOOL OF LAW

www.giurisprudenza.unifi.it and www.giurisprudenza.unifi.it/p484.html

UNIVERSITY OF FLORENCE

<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=10340&newlang=eng>

COVID EMERGENCY

<https://www.unifi.it/insiemeinsicurezza>

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