



Università degli Studi di Firenze

School of Law



School of Law

UNIVERSITÀ DEGLI STUDI DI FIRENZE
INTERNATIONAL RELATIONS OFFICE

LLP/ERASMUS PROGRAMME
EXCHANGE BILATERAL AGREEMENTS

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Websites: University of Florence: <http://www.unifi.it>; School of Law: www.giuris.unifi.it; Social Sciences Campus webwww.polosociale.unifi.it

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INTRODUCTION

Foreign students arriving in Florence this year will find many interesting options, for example, the offer of teaching in the English language, designed to reinforce the international dimension of the education offered by the School of Law.

In the overall internationalisation process on-going in Florence, foreign students may play a very important role, permitting their local colleagues a direct contact with a variety of experiences and approaches, certainly more effective than any formal informational activity. This role is, of course, implemented at best if, the inclusion of foreign students is a culturally gratifying experience, unencumbered by avoidable administrative problems.

In what follows, the new guests will find necessary indications to this end, which supplement those of a more strictly didactic character available in the Student Guide and which, as always, leave open the possibility of contacting the International Relations Service or its Delegate for any problem.

Professor Alessandro Simoni
Delegate for Erasmus Programme – School of Law

1. INFORMATION ABOUT TEACHING

Florence University has not yet officially adopted the system of accreditation and marking of the ECTS, so the system is based on 'educational university credits' (CFU) and its marking system out of 30: The CFU system is structured in the following way:

- 1 credit indicates approximately 25 hours of total student work (lectures, seminars, private study);
- 3 credits correspond to 20 hours of lectures;
- 6 credits correspond to 40 hours of lectures;
- 9 credits correspond to 60 hours of lectures;
- 12 credits correspond to 70 hours of lectures and 10 hours of integrated teaching;
- 15 credits correspond to 80 hours of lectures and 20 hours of integrated teaching.

The relationship between ECTS marks and the Italian scheme is as follows:

- A = 30/30 and honours (lode)
- B = 30/30
- C = 29 - 27/30
- D = 26 - 23/30
- E = 22 - 18/30
- F = 18<

The academic year is divided into semesters and in each semester there is teaching of 3, 6, 9, and 12 CFU courses. The courses of 15 CFU are annual. The timetables are available on the School website one week before the beginning of the lectures. Also the exam timetable is to be found on the website. The degree courses of the School of Law are: Laurea Magistrale in Giurisprudenza (five years) and Laurea in Scienze dei Servizi Giuridici (three years). Erasmus students can take exams from both degrees. A subject can have a different number of credits, depending on its programme and on the type of degree under which it is taught (e.g. European Union has 9 credits under Laurea Magistrale in Giurisprudenza and 6 credits under Laurea in Scienze dei Servizi Giuridici). It is important to choose courses suitable for

the student's Learning Agreement. The information about courses and programmes can be found on the School website under the section "Gli insegnamenti" of the current academic year. If a course is taught by more than one professor, Erasmus students are not bound by the alphabetical division and can therefore choose the professor they prefer.

Attendance is obligatory

Please note: the students that need a certificate of attendance of the lectures must request it directly to the teachers

In order to sit the exams at the end of the semester, on line registration is **necessary**. That requires to have at hand the matriculation number and the personal password obtained when registered at the *Sportello Erasmus di Novoli* (building D15).

Registration is possible between 15 and 3 days before the date of the exam. The exams are predominantly oral. The mark is, as indicated above, out of 30, from a minimum of 18 to a maximum of 30. The exams take place between December and February, June and July, and in September. The calendar is published on the School website. If the students fail an exam they can take it again, after a minimum of 14 days, at the next available dates.

The School of Law is situated in the Novoli Campus, accessible from the city-centre by bus, routes 57-23-18 (about 20 minutes from the train station, Santa Maria Novella). In the campus, you can find:

- International Relations Service (Servizio Relazioni Internazionali), School of Law, II floor D1, via delle Pandette n.32;
- *Sportello Erasmus*, ground floor D15, largo Ugo di Toscana n.5;
- The library (la Biblioteca), D10, via delle Pandette n.4;
- Le *Sezioni* dell'area giuridica, II and III floor D4, via delle Pandette 35;
- Classrooms (le aule per le lezioni), D4, D5, D6, via delle Pandette 32, 21, 9
- The Canteen of Novoli (La Mensa), edificio E2, via Miele, 6

For information on the School of Law:
www.giuris.unifi.it
For information on Florence University:
www.unifi.it → students from abroad
For information about the city
www.comune.firenze.it

2. PROCEDURES FOR ERASMUS STUDENTS

a. BEFORE ARRIVING IN FLORENCE

The Home institution must send to the *Servizio Relazioni Internazionali* of the School of Law names and personal details of selected students. The students will receive from that office the form to be filled and sent back by the 30th of June (for the Fall semester and the entire year) or the 30th of November (for the Spring semester)

1. The form is made up of two parts:

- the enrolment form, to be filled up in full, including the information on their home university, the student's personal data, the subject and duration of study, it must be stamped and signed by the Erasmus Delegate of their home university;
- the Learning Agreement must report the exams chosen with their number of credits and codes. This form must be signed by the Delegate of their Home University and the Delegate of the School of Law in Florence.

Furthermore, the following must be sent:

- a transcript of records reporting all exams the students have sat at their home university
- a certificate or a declaration of their home university, from which the required knowledge of the Italian language (level B1) must result.

To improve the knowledge of the language of the Erasmus students, the Language Centre (CLA) offers a free course in the Italian language (except for the elementary level).

To enrol, the students will have to follow the indications on the CLA website (www.cla.unifi.it → Italian for foreign students → LLP Erasmus)- the course must be booked as soon as possible.

Once registered at the University of Florence the students will be communicated the dates of the interview (to determine the students' level and consequently the right course) and the date when the course will begin.

b. AFTER ARRIVING IN FLORENCE

Once they have arrived in Florence, the students must contact Cristina Panerai at the International Relations Service of the School, open Monday and Wednesday from 09.00 to 13.00 and Tuesday from 15.00 to 16.30, to pick up the enrolment application form and the teaching agreement. These documents must then be handed to the *Sportello Erasmus di Novoli*, largo Ugo di Toscana 5 (D15 building), Ground Floor, that will proceed to formalize the enrolment.

To be enrolled the students need to provide the following documents to the Centre for Social Sciences:

1. the enrolment form, duly signed and stamped by the home University and the Erasmus Delegate of the School of Law at Florence University;
2. the learning agreement, with a clear indication of the courses the student intends to attend, displaying the home university stamp and signed by the Erasmus Delegate of the School of Law in Florence.
3. the European health insurance card or health insurance ;
4. a photocopy of an identity card or passport;
5. three photos in passport format
6. Extra-European students must have a valid passport and a VISA, when required, issued by the Italian Embassies and Consulates in their home Country or the Country they normally reside. These students must apply for a permit of stay within 8 days from their arrival in Italy.

For further information:

www.esteri.it

www.poliziadistato.it

c. BEFORE LEAVING

The students must return the *libretto dello studente* (the blue booklet on which exams and lectures attendance are registered) to the *Sportello Erasmus* and request the certificate of attendance and a certificate of the exams passed. In order to obtain the certificate,

it is necessary to present a *marca da bollo* of €14.62. The "*marca da bollo*" is available at "*Tabacchi*" and Bars.

Please Note:

Accordingly to the rules regarding the programmes of exchange (Erasmus or bilateral agreement), the students are exempted from payment of the tuition fees of the host University. They must nevertheless pay the normal fees at their home University. The material cost of books, photocopying, certificates, etc. is to be borne by the student.

3.PROCEDURES FOR STUDENTS ADMITTED PURSUANT TO BILATERAL AGREEMENTS OR REGISTERED TO SINGLE COURSES

a. BEFORE ARRIVING IN FLORENCE

The Home universities must send to the International Relations Office of the School of Law the selected students' personal data and an indication of the semester chosen. They must also request a letter of invitation signed by the teacher responsible for the bilateral agreement in Italy.

Students who intend to enrol for single courses need to follow the procedure explained online (see: www.unifi.it, under: "students from abroad, enrolment, single courses").

Student beneficiaries of a grant from the Italian Ministry of Foreign Affairs must follow the procedures established by the Ministry and provide the International Relations Service with their personal information and an indication of their chosen courses.

b. AFTER ARRIVING IN FLORENCE

After arrival in Florence, the students need to contact Cristina Panerai at the International Relations Service of the School open Monday and Wednesday from 9.00 to 13.00 and Tuesday from 15.00 to 16.30.

To complete enrolment, students need to present the following documents and items to the Secretariat for Foreign Students (piazza San Marco 4 Firenze):

1. for those on bilateral agreements:

- a) the letter of invitation
- b) the **VISA for study**, issued by an Italian Embassy or Consulate
- c) permit of stay for study (to be requested once in Italy)
- d) "*marca da bollo*" of €14, 62

- e) an identity document
- f) two photographs
- g) international health insurance

2. if enrolment is on "single courses":

- a) the pre-registration from the Italian Embassy or Consulate in the home country
- b) a "*marca da bollo*" of 16€
- c) the payment receipt for the tuition fees
- d) an identity document
- e) permit of stay
- f) certificate of enrolment from the home University authorized by the Italian Embassy or Consulate, or, if EU citizen, the high school diploma with a declaration of validity from the Italian Embassy or Consulate.
- g) two photographs
- h) international health insurance

The Secretariat for Foreign Students will organise the interviews to assess the knowledge of Italian.

3. if the student is a recipient of a grant from the Italian Ministry of Foreign Affairs:

- a) a "*marca da bollo*" of 16 €
- b) an identity document
- c) permit of stay
- d) the letter awarding the grant
- e) the certificate of enrolment from the home University or the degree certificate formalized by the Italian Embassy or Consulate or, if EU citizen, the High School diploma with a declaration of its validity from the Italian Embassy or Consulate.
- f) two photographs
- g) international health insurance

For information www.unifi.it , section "Students from Abroad".

c. BEFORE LEAVING

The students must return the *libretto dello studente* to the Secretariat for Foreign Students and request the certificate with the results of the exams passed. To obtain the certificate, it is necessary to pay a "*marca da bollo*" of €14.62. The "*marca da bollo*" is available at "Tabacchi" and Bars.

4. GENERAL INFORMATION

a. RESIDENCE CARDS FOR FOREIGN CITIZENS (*iscrizione all'anagrafe and permesso di soggiorno*)

Students who are citizens of the EU, of Switzerland or countries of the European Economic Space (Iceland, Liechtenstein and Norway) and those who are not EU citizens but have obtained a **EC residence permit for long-term residents** in another state member, are no longer required to apply for a residence card. However, for stays exceeding 3 months, they must register themselves to the municipality (*Comune*) where they reside during their stay in Italy. In order to do that they need to prove their student status, the form can be downloaded at the following link: http://img.poliziadistato.it/docs/riciesta_iscrizione_anagrafe.pdf. For stays under 3 months, the student is required to fill a form called *dichiarazione di presenza* that can be downloaded here: <http://img.poliziadistato.it/docs/moduldich.pdf> and then submitted at a Police station.

Students who are not citizens of the above countries and who intend to reside in Italy for more than 3 months, must apply for a residence card within 8 days of their arrival in Italy, using the kit available at the authorized post offices.

To obtain the **issue** of a residence permit you need:

- The application form;
- Your valid passport or any other equivalent travel document bearing an entry visa, if required;
- A photocopy of your passport or another valid travel document bearing an entry visa, if required;
- 4 recent and identical passport-size photographs;
- A €14.62 electronic revenue stamp;
- Documents supporting your request for the type of residence permit you are applying for.
- The payment of a sum that can vary between 80€ and 200€

For further information and additions to the procedure for the distribution of the permit of stay, the documents, the prices to

pay at the post offices, consult the website of the police headquarters: <http://www.poliziadistato.it/articolo/1076-Stranieri/>

In Florence, the authorized post offices (Servizio Sportello Amico) for the procedures concerning residence cards for foreign citizens are at the following addresses:

Firenze V.r. via Pellicceria 3
Firenze Campo di Marte via del Mezzetta
Firenze Novoli via Francesco Gemignani
Firenze 2 via Scipione Ammirato 72/abc
Firenze 5 via Torcicoda 47/b
Firenze 6 piazza Giacomo Puccini 26/a
Firenze 7 via Pietrapiana 53
Firenze 9 piazza Augusto Conti snc
Firenze 10 via Magenta 13 rosso
Firenze 12 via Senese 49/rosso
Firenze 14 lungarno Ferrucci 41/a
Firenze 15 via Targioni Tozzetti 23/a
Firenze 16 via Antonio Canova 144
Firenze 17 via Spinello Aretino 34/36
Firenze 18 via Camillo Cavour 71/a
Firenze 21 piazza Antonio Ludovico Muratori
Firenze 26 via di Novoli 87
Firenze 29 via Andrea Cesalpino 3/a
Firenze 30 via Reginaldo Giuliani 148/e rosso
Firenze 32 via Pistoiese 315
Firenze 34 via Chiantigiana 163
Firenze 37 piazza Gino Bartali 18
Firenze 39 via Luigi Alamanni 14-16 rosso

b. LANGUAGE COURSES

Language Centre (Centro linguistico di Ateneo)

via degli Alfani – Rotonda Brunelleschi – 50121 Firenze
ph. +39 055 2386622 – fax +39 055 288372
www.cla.unifi.it

The Language Centre organizes Italian Language Courses during the entire academic year.

The students on the LLP Erasmus and ALFA programmes may attend one course for free (if necessary, they may follow the other courses at a minimal price). The Language Centre also organizes special courses for the students who wish to attain specific knowledge of the Italian language. To subscribe, they must contact the Secretariat of the Courses (**Segreteria dei Corsi**), Rotonda Brunelleschi, ph. 055.289407.

Multimedia Centre of the Language Centre

via degli Alfani, 58 – 50121 Firenze

ph. + 39 055 2386622

Access to the multimedia centre (*Mediateca*), dedicated to advanced techniques for the autonomous study of foreign languages, is free. Apart from Italian, the students can study other modern languages in courses organized by the Language Centre. The multimedia centre has a reading room, a computer room, and laboratories for the use of audio-visual material, including a satellite television.

The Italian Consultancy Service of the Language Centre organizes seminars to help the foreign students in their Italian language studies, in the context of which, help is given concerning University facilities and the various material on offer, including films.

c. ACCOMMODATION

The “Azienda Regionale per il Diritto allo Studio Universitario di Firenze”

This regional agency offers a limited number of rooms reserved for students on the exchange programmes. Their cost is about €10 euro per day. The assignment of the rooms is done on a first come first served basis. The A.R.D.S.U. assists the students looking for an accommodation. Interested students may contact:

D.S.U. Firenze

Viale Morgagni, 51
tel 055 2261321 - 329
residenze.fi@dsu.toscana.it
<http://www.dsu.toscana.it/it/alloggi/index.html>

Servizio Informazione, Orientamento, Cultura

Viale Gramsci, 36 50132 Firenze
Ph. 055 2261314 email casa.fi@dsu.toscana.it

The *Azienda Regionale per il Diritto allo Studio* assists the students in finding accommodation also from privates. Further information may be found at:

http://www.dsu.toscana.it/it/alloggi/casa_affitto/index.html

Youth Hostels (Ostelli della gioventù)

Azienda di Promozione Turistica

A.P.T. Firenze

via Manzoni, 16 – 50121 Firenze
tel: +39 055 23320 – fax: +39 055 2346286

We invite you to visit the website www.firenzeturismo.it for a full list of all possible accommodations in hostels and residences in Florence. Will follow a brief list:

Archi Rossi

Via Faenza, 94r 50123 Firenze
Tel 055 290804 Fax 055 2302601 ostelloarchirossi@hotmail.com

Gallo d'oro

Via Cavour, 104 50129 Firenze
Tel 055 5522964 Fax 0555534823 ostellogalloodoro@interfree.it

Plus Ostello Firenze

Via Santa Caterina d'Alessandria, 15/17 50129 Firenze
Tel 055 4628934 Fax 055 4628934

Residenza Scolopium

Via Venezia, 18/B Firenze
Tel 055 579603 www.scolopium.it

Sette Santi

Viale dei Mille, 11 50131 Firenze
Tel 055 5048452 Fax 055 5057085 info@7santi.com

Youth Residence Firenze 2000

Viale Sanzio, 16 50124 Firenze
Tel 055 2335558 Fax 055 2306392 bed@dada.it

Villa Camerata

Viale Righi, 4 50137 Firenze
Tel 055 601451 Fax 055 610300 firenze@ostellionline.org

Ostello Santa Monica

via S. Monica, 6 – 50124 Firenze
tel: +39 055 268338 – fax: +39 055 280185 info@ostello.it

Real estates and adverts

Students in search of accommodation can get in touch with real estate agencies which rent apartments (but not single rooms).

For information on accommodation:

- read adverts in newspapers and on the relevant websites
- check the adverts students put on the notice boards in the School.

d. CANTEENS

For further information on canteen cards
Viale Morgagni, 51 Tel 055 2261333-336
e-mail:ristorazione.fi@dsu.toscana.it

Canteen office

Access is open to all students with a **Canteen card** (tessera della mensa), except where otherwise indicated. The cards are available in the offices of the Calamandrei Residences (Viale

Morgagni, 51) upon presentation of an identity document and a document proving that the student is enrolled.

The University Canteens are:

Mensa Caponnetto di Novoli

Via Miele, 2- E2

Opening hours Monday-saturday 12:00-14:15; Monday-Friday 19.00-21.00

Bar di Novoli

via delle Pandette, 3, D14 Monday to Friday 12:00-14:30

BAR Monday to Friday 8:00-18:00

Mensa di Sant'Apollonia

Via S. Reparata, 12

Opening hours Monday to Sunday (compreso i festivi) 12:00 - 14:30; 19:00 - 21:00

giorni feriali e festivi sempre aperta pranzo e cena

Mensa (everyday) 12:00 - 14:30; 19:00 - 21:00

Pizzeria

Monday, Tuesday, Wednesday, Thursday, Sunday 12:00 - 14:30

Friday and Saturday 12:00 - 14:30; 19:00 - 24:00

Bar

Monday, Tuesday, Wednesday, Thursday, Sunday 9:00 - 21:00

Friday and Saturday 9:00 - 24:00

Mensa P. Calamandrei

viale Morgagni, 51 (closed on Sundays)

opening hours 12:00-14:15; 19:00-21:00

Mensa via S. Marta, 3

Monday to Friday 12:00 - 14:30

BAR Monday to Friday 8:00 - 18:00

DLF Time

Via Paisiello, 131

opening hours Monday to Friday 12:00-14:15

Montedomini

Via Thouar, 3

opening hours Monday to Saturday 12:00-14:15

Pizzeria SPAZIO SERVICE

c/o Spazio Reale

via di San Donnino n. 4

Campi Bisenzio

Monday to Saturday 12:00 -

14:30; 19:00 - 21:00

SIAF San Salvi

Via San Salvi,12

Monday to Friday 12:00 - 14:30

Rosticceria Angelo

Via Aretina, 190r

everyday 19:00 - 21:00

Coffee.To

Viale Morgagni, 51

BAR Monday to Friday 8:00 - 18:30

Monday to Friday 12:00 - 14:15

See also:

<http://www.dsu.toscana.it/it/ristorazione/mense/firenze/index.html>

e. SPORTS**C.U.S. (University Sports Centre)**

via Vittoria della Rovere (last stop bus no. 20)

50141 Firenze

ph. +39 055 450244/451789

Opening Hours: Monday, Wednesday and Thursday 15.00-18.00

Tuesday and Friday 9.00-13.00

And **Impianto Val di Rose**: Tuesday, Thursday 09.00-12.30

Via Lazerini 217 Sesto F.no Ph. e fax 055 4251150 bus 96

The Erasmus students can take part in the sporting activities at the following university facilities:

Palazzetto dello Sport Universitario (University Sports Palace)

via Vittoria della Rovere, 40 – Firenze

Impianto Val di Rose

via Lazerini, 213 Sesto Fiorentino (FI)

Some activities are free, whilst others require the payment of a minimum tax of registration. To participate in an activity, it is necessary to have the CUS card, which can be obtained by providing:

- two photographs in passport format;
- a medical certificate, issued no longer than a year ago, attesting the suitability of the student to take part in non-combat sporting activities;
- a document attesting the enrolment at Florence University

f. HEALTH CARE

Students citizens of European Union Member States in possession of an European health card or an equivalent document have the right to free health care during their temporary residence in Florence, to the extent established in Italian law.

Students who do not have a full health insurance in their home Country, or who are not EU citizens must be in possession of a health insurance policy.

For further information please contact:

Dipartimento Attività Amministrative Decentrate S.C. Gestione

Integrata Attività Amministrative Ospedaliere e Territoriali

Ufficio Stranieri 50019 – Sesto F.no (FI) Via Gramsci, 561

Telefono 055 4498236 Fax 055 4498232

E-mail: ufficio.stranieri@asf.toscana.it

http://www.asf.toscana.it/index.php?option=com_content&view=article&id=1086%3Aiscrizione-volontaria-al-

[ssr&catid=61%3Astranieri&Itemid=84](http://www.asf.toscana.it/index.php?option=com_content&view=article&id=1086%3Aiscrizione-volontaria-al-ssr&catid=61%3Astranieri&Itemid=84)