



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di
Scienze Politiche
"Cesare Alfieri"

(I FIRENZE01)
School of Political Sciences "Cesare Alfieri"
**Information for Incoming Erasmus
Students**

Academic Year 2016/2017

THE ERASMUS ENROLMENT PROCEDURE

PRIOR TO ARRIVAL IN FLORENCE

Students, chosen in their place of study in the framework of the Erasmus programme, are asked to send:

- The student mobility [Proposal Form](#) (Enrolment Form + Learning Agreement) to the *Servizio Relazioni Internazionali* before the beginning of their study programme in Florence.

Students interested in attending the Italian language course offered by the University can register online by clicking on <http://www.cla.unifi.it/vp-347-training.html>

The **Student Mobility Proposal Form** is in two parts:

1. the **Enrolment Form** which has to be filled in each part (including data of the Home Institution, student's personal data, field and period of study), signed and stamped by the Coordinator of the Home Institution, according to the bilateral agreement between the home University and the University of Florence.
2. the **Learning Agreement** highlighting the student's chosen programme. For more information students can contact the School Erasmus Coordinator or go to <http://www.sc-politiche.unifi.it/ls-6-corsi-di-studio.html>

Please remember to fill in the Learning Agreement with the codes of the courses that you will attend.

The codes are in the "Offerta formativa" at: <http://www.sc-politiche.unifi.it/p-lis2-2015-101229-0.html> or on the COURSE LIST which we sent by email.

The **Student Mobility Proposal Form** must be sent **by post** to this address:

Servizio Relazioni Internazionali

Prof. Luciano Segreto

Scuola di Scienze Politiche “Cesare Alfieri”

Via delle Pandette, 32 - 50127 Firenze

Edificio **D1** – III Piano

Deadlines for sending the Proposal Form are:

- Autumn semester and full academic year: **30 June**
- Spring semester: **30 November**

ONCE YOU ARRIVE IN FLORENCE

Students go to the *Servizio Relazioni Internazionali* of the School of Political Sciences to double check their learning programme with our Erasmus Coordinator and if required make any necessary adjustments.

For the final enrolment students should **go to Erasmus Front Office** (build D15) and hand over the application form including:

- **Enrolment form** duly signed and stamped by the Home Institution and by the Erasmus coordinator of the School of Political Sciences.
- **Learning Agreement** with the clear definition of the courses.
- 1 copy of the passport or national identity card.
- 2 passport photographs.

After the student has given all the requested paperwork to the Erasmus Front Office, they will receive a student identification card (which in Italian is called LIBRETTO); this small book is where all the exams the student passes will be registered.

Ufficio di Polo – Erasmus Front Office (For the enrolment procedure) – D15

Opening time: Monday, Tuesday and Thursday from 10.00 to 13.00;

Piazza Ugo di Toscana, 5 (Building n. D15, ground floor) 50127 FIRENZE

Tel: +39 (0)55 275966 and +39 (0)55 2759791

Fax: +39 (0)55 2759940

Socrates-cs@adm.unifi.it

CHANGES TO THE LEARNING AGREEMENT

Once the student has started classes he/she may **change** the courses that he/she feels necessary, but it is important to remember that this can be done only **once a semester**. We advise you not to make immediate changes, but to **wait until the beginning of November** (or April, for the Spring Semester), **so that you are certain which classes you want to attend**.

To change the Learning agreement students have to go to the *Servizio Relazioni Internazionali* - Scuola di Scienze Politiche “Cesare Alfieri” Via delle Pandette, 32 - 50127 Firenze Edificio D1 – III Piano) to get the correct form (Page 4 of the **Proposal Form**).

- The form must be filled in with the specification of the courses ADDED and DELETED from the first Learning Agreement.

- The form must be sent by e-mail to the Erasmus Coordinator of the Home University/Department or to the Home Erasmus office for signature; after signature the form will be sent by mail, as soon as possible, to the *Servizio Relazioni Internazionali* (relint@scpol.unifi.it).

- After receiving the hard copy, the Erasmus Coordinator (Prof. Luciano Segreto) of the School of Political sciences will sign the form.

In you have any questions do not hesitate to contact the *Servizio Relazioni Internazionali*.

COURSE INFORMATION

AUTUMN SEMESTER
Lessons: from mid-September to December
Orientation days: 2 nd or 3 rd week of September
Exams: January – February

SPRING SEMESTER
Lessons: from the beginning of March to June
Orientation days: 1 st week of March
Exams: June and July

To take advantage of the exam session in September, you must still be an Erasmus student, so students may need to extend their stay (for further information go to the *Servizio Relazioni Internazionali* - D1)

Students can find the **Academic Calendar** on this page:
<http://www.sc-politiche.unifi.it/vp-239-teaching-calendar.html>

HOW TO BOOK FOR EXAMS:

1. Go to “servizi on line” clicking on <http://sol.unifi.it/>
2. CLICK ON **Prenotazione Esami**
3. Enter with your STUDENT NUMBER (MATRICOLA) and PASSWORD
4. Click on the courses you want to book and then click on PRENOTA.

IMPORTANT: it is mandatory to book the exam and this can be done up to 3 days prior to the exam.

Attention: students get CREDITS only when they pass the exam; credits are NOT given only for attendance, but a certificate of attendance can be given by the professor upon request.

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.

BEFORE DEPARTING FROM THE UNIVERSITY

The student card (LIBRETTO) must be handed in to the Erasmus front Office and students have to apply for a certificate attesting the period of attendance at the University of Florence.

UNIVERSITY CANTEEN CARD

After receiving the LIBRETTO, students will have access to the Canteen (for the canteen card, go to the “Ufficio Mensa”: address below). The Canteen Card will be provided for free

UFFICIO MENSA - CANTEEN'S OFFICE

Wednesday, Friday 9.00 am – 1.00 pm, Tuesday, Thursday 3:00 pm – 5:00 pm,
Via Miele, 3 tel 0552261356 – Residenza Caponnetto.

For a complete list of facilities and services provided by UNIFI, read the [Erasmus Handbook](#).

ITALIAN LANGUAGE COURSE

The University of Florence strongly advises all incoming foreign students, attending courses taught in Italian to have achieved sufficient knowledge of Italian before arriving in Florence.

The level we suggest is at least B1, because without this level of competence students will find courses hard to follow.

Please note that all Italian language courses offered by the CLA (Linguistic Centre of the University) start from the A2 level upwards, i.e. considering as established the basic A1 level

- To register for an Italian Language Course send via e-mail an online-application which you find on the website: www.unifi.it/itacla

Please note that no credits are given for classes taken at the Centro Linguistico di Ateneo.

Once enrolled in our School, students may go to the Linguistic Centre of our University with the “libretto” (it’s the booklet of transcript for your exams in Italy) and do an interview which will allow you to follow the course. You have to go to the Centro Linguistico di Ateneo <http://www.cla.unifi.it/> and follow the instructions of the online form http://150.217.47.31:8080/claweb/vega/registrazione_en.jsp, further instructions will be sent by e-mail.

Require information at your University about EILC Language Courses.

UNIVERSITY LIBRARIES

The University Library system consists of five big Libraries organized on thematic areas (Biomedicine, Social Sciences, Science, Technology, Humanities), plus the multidisciplinary service point of Polo Universitario di Prato.

Opening and closing hours and borrowing procedures vary from library to library: it is necessary to check these with each single library.

For information: <http://www.sba.unifi.it/>

ACCOMMODATION

Sadly the University of Florence cannot provide accommodation for Incoming Erasmus students, but a service offering help is available. The address is:

Servizio Informazione, Orientamento, Cultura | Viale Gramsci, 36 | 50132 Firenze |
+39 055 2261314 E-mail: casa.fi@dsu.toscana.it

. Here is some more information:

- www.lapulce.it is a local newspaper full of house ads, or www.bakeca.it or www.kijiji.it
- Students can also look on Google at: 'affitti Erasmus Firenze'.
- [Housing Anywhere](#) is a housing platform which gives students who go abroad for an exchange semester or internship to sublet their rooms. Incoming exchange students coming to your city can rent those rooms.

USEFUL ADDRESSES

Servizio Relazioni Internazionali – Scuola di Scienze Politiche
Via delle Pandette, 32 - 50127 Firenze

Erasmus Coordinator and Head of International Exchange Programs: Prof. Luciano Segreto

relint@scpol.unifi.it tel. 0039-055-2759082/83/84 fax 0039-055-2759934

open: Monday, Tuesday and Thursday: ore 11 - 13

Website of the School of Political Sciences: <http://www.sc-politiche.unifi.it/mdswitch.html>

Website of the Academic calendar: <http://www.sc-politiche.unifi.it/vp-110-calendario-didattico.html>

Website of timetable: <http://www.sc-politiche.unifi.it/vp-167-orario-lezioni.html>

Website of courses: <http://www.sc-politiche.unifi.it/p-lis2-2015-101229-0.html>

Website of the **Master's Programme** taught in English <http://www.rise.unifi.it/changelang-eng.html>



Facebook page

<https://www.facebook.com/InternationalStudentsCesareAlfieri>

CAMPUS MAP

