



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di
Economia e
Management

Università degli Studi di Firenze
School of Economics and Management
International Relations Office

Fact Sheet 2023/24

Institutional Details	
Name	Università degli Studi di Firenze Scuola di Economia e Management
Erasmus Code	I FIRENZE01
City, Country	Florence, Italy
Website	https://www.economia.unifi.it/
International Relations Office	
Address	Via delle Pandette, 32 - D1 Building - 1st floor, room 1.05 50127 Firenze Telephone: +39 055 275 9030 - 9031
Website for Erasmus+/Exchange information	https://www.economia.unifi.it/vp-227-incoming-students.html
Exchange Institutional Coordinator	- Prof. Monica Faraoni +39 055 275 9686 monica.faraoni@unifi.it - Prof. Francesco Guidi Bruscoli +39 055 275 9586 francesco.guidibruscoli@unifi.it
Incoming Students	Barbara Sabatini +39 055 275 9031 incoming@economia.unifi.it
Outgoing Students	Monica Pirioni +39 055 275 9030 relint@economia.unifi.it



Academic Information

Academic Calendar	The Academic Year is divided into two semesters: Winter Semester: (mid-September / mid-February) Spring Semester: (mid-February / end-July). The exams of the first semester take place in December, January and February, the exams of the second semester take place in June, July and September. Bank Holidays: - January 1 - January 6 - Easter Monday - April 25 (Liberation Day) - May 1 (Labor Day) - June 2 (Republic Day) - June 24 (St. Giovanni's Day, Patron Saint of Florence) - August 15 (Assumption Day) - November 1 (All Saints Day) - December 8 (Immaculate Conception) - December 25 (Christmas Day) - December 26 (St. Stephen's Day)
Credit System	CFU - Crediti Formativi Universitari (Local Credits) 1 CFU = 1 ECTS Each credit corresponds to around 25 hours of overall work by the student, including individual study, lectures (6-8 hours per credit), practical training, seminar, etc.. - 6 CFU credits correspond to 48 hours of lectures; - 9 CFU credits correspond to 72 hours of lectures; - 12 CFU credits correspond to 96 hours of lectures and seminars.
Grading System	The Italian Grading System ranges from 18/30 to 30/30. The highest mark is 30/30 with distinction (lode). Exams under 18/30 are considered as "fail/not passed" and cannot be registered on the final transcript of records. Sometimes courses ("laboratory/workshop") may report "Idoneo/Non Idoneo" or "Pass/Fail". This is because some courses, in force of national



	regulations, do not foresee a grade award but only an attendance condition (<i>frequentato/attended</i>) or a simple “pass” (<i>Idoneo/adequate</i>) grade. No grade assigned but the students earn the credits. The correspondence between ETCS evaluations and Italian marks is the following: A = 30/30 and 30/30 cum laude B = 28/30 and 29/30 C = 26/30 and 27/30 D = 20/30 - 25/30 E = 18/30 - 19/30 F = Fail < 18/30
Linguistic Center (Centro Linguistico di Ateneo - CLA)	Students can attend courses of languages at the University Linguistic Center - CLA: www.cla.unifi.it The first Italian course is free of charge for Erasmus/Exchange students. Preliminary enrolment for Italian language courses can be done online. Students must fill in the application form on the CLA website. https://www.cla.unifi.it/changelang-eng.html For more information: infoitaliano@cla.unifi.it
School of Economics and Management	
Degree Programmes Bachelor's Degree Courses Undergraduate Level Language of Instruction: ITALIAN (some courses also in English) Master's Degree Courses Postgraduate Level Language of Instruction: ITALIAN	https://www.economia.unifi.it/ls-6-corsi-di-studio.html • Economia Aziendale (180 Ects) • Economia e Commercio (180 Ects) • Statistica (180 Ects) • Sviluppo sostenibile, cooperazione e gestione dei conflitti (180 Ects) • Sustainable Business for Societal Challenges (180 Ects) in English NEW www.economia.unifi.it/vp-48-lauree-triennali.html • Accounting e Libera Professione (120 Ects) - Double Degree “University of Bamberg” - Germany - Double Degree “IÉSEG SCHOOL OF MANAGEMENT” - France



Master's Degree Courses Postgraduate Level Language of Instruction: ITALIAN Master's Degree Courses Postgraduate Level Language of Instruction: ENGLISH	• Governo e direzione d'impresa (120 Ects) • Scienze dell'Economia (120 Ects) • Statistica e Data Science (120Ects) - Italian+English www.economia.unifi.it/vp-49-lauree-magistrali.html • Design of Sustainable Tourism Systems (120 Ects) • Economics and Development (120 Ects) - Double Degree "Georg August Universität Göttingen" - Germany - Double Degree "University of Bamberg" - Germany • Finance and Risk Management (120 Ects) - Double Degree "Warsaw School of Economics (SGH)" - Poland - Double Degree "University of Economics di Katowice (UEK)" - Poland - Double Degree "Ecole Nationale Supérieure d'Informatique pour l'Industrie et l'Entreprise (ENSIE)" - Evry - France www.economia.unifi.it/vp-49-lauree-magistrali.html
Language of Teaching	The courses are taught mostly in Italian, however, there are some English courses as well. See also Course Catalogue
Course Catalogues	List of Courses in English A.Y. 2022-23 The new Offer 2023-24 will be available later Please pay attention to Prerequisites, if they are required.
Language Requirements	Students (Non-Native English speakers) studying in the English-taught programmes, should have at least B2 level English and must submit one of the following documents: IELTS min 5.5, TOEFL IB min 65, BEC Higher/CAE, CEFR. For Students studying courses taught in Italian it's mandatory to have a B1 level in Italian according to the "Common European Framework of Reference for Languages". A "Certificate of Language Proficiency", proving the knowledge of B1 level Italian should be provided during the application process.



	<i>Only language certifications issued by official bodies (Cambridge, Toefl, etc.), by Language Schools, and by University Linguistic Institutes are accepted.</i> <i>OSL self-evaluation tests or certificates of attendance of language courses (without exam) are not accepted.</i> However it is recommended to all Incoming Students to have a basic knowledge of the Italian language to enjoy their experience in Florence.
Nomination/Application Process	
Nomination Deadlines	30th May - First/Fall semester - Full Year 30th October - Second/Spring semester
Process	Partner nominates students by e-mail: incoming@economia.unifi.it - Erasmus University Code - Name, Family Name of student - Gender - E-Mail address - Nationality - Field of Study at the Home University - Study Level at the Home University: Bachelor, Master, Doctorate - Years of study prior to departure abroad - Period of Mobility: Autumn/Spring/Year
Application Deadlines	30th June - First/Fall semester - Full Year 30th November - Second/Spring semester via mail: incoming@economia.unifi.it
Process	Students send the application documents to: incoming@economia.unifi.it - Application form; - Provisional learning agreement; - Copy (an English version) of Academic Transcript of Records; - Official language certificate or confirmation letter of Language Skills; - Copy of national identity card (for EU members) or a copy of passport (non-EU members) - Erasmus+ students with non-EU/EEA citizenship: copy of residence Permit



Process	Application form and relevant documents are available on our website: https://www.economia.unifi.it/vp-227-incoming-students.html in the Section "Forms and Templates" Application Form and Learning Agreement must be <u>Signed and Stamped</u>, where indicated, <u>by the Coordinator of the Home Institution</u>.
Enrolling process at UNIFI	Students need to enter their personal data through the online procedure and after their arrival, the office in charge of the official enrolment - the Erasmus Desk - will contact them with additional requests in order to complete the procedure and assign the "Matricola" (UNIFI registration number - Student's USER ID). Students will receive their credentials for online services. Further info for Incoming students in the UniFI main website https://www.unifi.it/vp-10340-erasmus-students.html
Orientation/Welcome Day	Students are required to attend a mandatory Orientation/Welcome Day before the start of each semester.
Transcript of Records/Certificate of Attendance	At the end of the students' mobility period, the Erasmus Desk, - i.e the office in charge of the Enrolment process - sends the official Transcript of Records and certificate of Attendance by email directly to the Home University/Coordinator. ONLY Digital Document are available The Certification of Stay issued upon arrival and departure is in Unifi format. No other form or declaration will be signed.



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Practical Information

Accommodation

The University of Florence is not dealing with the accommodation of incoming students, but offers a help service and a list of facilities:

Servizio Informazione, Orientamento, Cultura

Viale Gramsci, 36 - 50132 Firenze Tel. +39 055 2261314,

email: info@dsu.toscana.it

<https://cercoalloggio.com/#!/international>

www.housinganywhere.com

<https://housinganywhere.com/Florence--Italy/university-of-florence/sign-up>

www.thestudenthotel.com

More opportunities can be found in UNIFI website in the sections "Other facilities" and "Housing search platforms"

<https://www.unifi.it/vp-10832-accommodation.html>

Visa/Residence Permit

If you are a **Non-EU citizen intending to enter Italy** you must submit your visa application (for STUDY reasons/University Enrolment) and the relevant documents to the Italian diplomatic representation. Within 8 working days from your arrival in order to legitimate your stay you must submit your Stay/Residence Permit request using a dedicated kit available at qualified post offices (Sportello Amico)

If you are **Non EU citizen regularly living in another EU country** for study reasons you are not requested to get a visa to come study at UniFI provided that your stay is long no more than 360 days and that your EU residence permit is valid for the whole period you will spend in Florence. Once arrived, in order to legitimate your stay you must submit the declaration of presence to the Immigration Office-Questura (Central Police Station in the province) within 8 working days from your arrival.

EU students, or come from EFTA countries (Iceland, Liechtenstein, Norway and Switzerland) who are going to stay in Italy for over a 3 months period, must register at the Local Anagrafe (Population Register office) of the municipality of current residence.

For further information: <https://studyinitaly.esteri.it/visa>



Health Care System	Voluntary registration to the Italian National Health Service (SSN) guarantees medical care for all Italian citizens as well as all EU and NON-EU Citizens. Those who are registered to SSN have the same rights and duties as Italian citizens including the co-payment of fees for the services provided (ticket). Students with European Medical Card (EHIC) issued in the country of origin can access to Health Services, eventually with payment of a ticket. They must register with the "Sportello Anagrafe Sanitaria" in Florence. Information for students without European medical card: https://www.unifi.it/vp-10834-health-and-medical-care.html#students
Students with disabilities	The University of Florence has been active for many years in offering students with disabilities equal opportunities in their right to education, by implementing specific actions to remove obstacles limiting their integration in the university world. https://www.unifi.it/vp-10400-students-with-disabilities.html The University of Florence places empowerment of inclusion at the centre of its policies, fostering sustainable growth and accessibility of the university community. https://www.unifi.it/p12237.html
Services and opportunities	Erasmus students can have access to all the services and opportunities offered by the University. For more details: https://www.unifi.it/ls-48-university-life.html
Estimated costs of living	Accommodation: from 350€ to 600€ monthly Food: 150/200€ monthly Public Transport: 1,50€ one-way ticket valid for 90' minutes, 35€ monthly ticket, 94,50€ three-monthly ticket or 310€ yearly ticket Total approx. 650-900 euro The amount may vary, depending on the lifestyle.
Buddy system	Each exchange student (and/or group) is allocated to a UNIFI "buddy" to help him/her with daily life, our University life and social integration.



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Multicultural Tutors

Students speaking the most used languages for international exchanges, help in the early stage of foreign integration in Florence. They combine their subject area expertise with the necessary language and cultural skills to communicate with foreign students in the most common languages and work towards creating self-motivated independent students.

Together with the International Relations Offices of the Schools and the staff from the International Relations Central Area, the multicultural tutors help their peers to adjust to a different environment by providing both academic and non- academic support, give information about university services and city life and offer fully assistance on foreign student general issues.



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Scuola di
Architettura

INFO SHEET FOR PARTNER INSTITUTIONS 2023-2024

Name of the University	Università degli Studi di Firenze – UNIFI Piazza San Marco 4, 50121 – Firenze (Italy)
Erasmus Code	I FIRENZE 01
General Website	https://www.unifi.it/
Name of the School	School of Architecture Via della Mattonaia 8, 50121 – Firenze (Italy)
General Website	https://www.architettura.unifi.it/
International Mobility Coordinator	Professor Emanuela Ferretti <i>Erasmus+ and International Mobility Delegate</i> e- mail: emanuela.ferretti@unifi.it
International Relations Office	Giulietta Stefani <i>International Relations Officer</i> e-mail: archint@unifi.it S. Teresa Building, Via della Mattonaia 8
Nomination deadlines and procedures	• Autumn/First Semester (September to February) or Full year Please, nominate your students by the 15th May to archint@unifi.it • Spring/Second Semester (February to July) Please, nominate your students by the 15th October to archint@unifi.it Information requested for the official nomination: Name/Gender/ Institutional e-mail address/ Course-Area of Studies/Semester of Mobility <i>After the official nomination from the home University, students will receive a confirmation e-mail from the International Relations Office with all the instructions on the application process.</i>



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INFORMATION FOR INCOMING EXCHANGE STUDENTS

Website for incoming students - UNIFI	https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=10340&newlang=eng
Webpage for incoming students - School of Architecture	https://www.architettura.unifi.it/vp-475-incoming-students.html
Application deadlines and procedures	- Autumn/First Semester or Full year Please send all the documents by the 30th of June to archint@unifi.it - Spring/Second Semester Please send all the documents by the 15th of November to archint@unifi.it
Language requirements	All incoming students need to apply with: Certified B1 level of Italian mandatory to attend courses held in Italian; AND/OR Certified B2 English mandatory to attend courses held in English PLEASE NOTE that English taught courses are ONLY Architecture (Curriculum: "Architectural Design") Urban and Regional Planning and Design (Curriculum: "Urban and Regional Planning and Design") These courses cannot grant acceptance to all incoming students, so that they very often have to switch to Italian classes; therefore we strongly recommend the knowledge of the Italian language for EVERYONE.
Italian classes	Incoming students can take one Italian language course free of charge at Centro Linguistico di Ateneo (CLA), located in Via Degli Alfani 58. Registration is needed here .
Teaching calendar	AUTUMN SEMESTER/1st SEMESTER Lessons: September – December/January Exams: Winter session: January – February Spring session: April SPRING SEMESTER /2nd SEMESTER: Lessons:



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	February – June Exams: Summer session: June-July Autumn session: September <i>The exact calendar is published every year around July/August on the website of the School of Architecture, here.</i>
Classes catalogue per Course Degree	We offer a wide range of degree programs (1st and 2nd cycle) on three different campuses located in Florence (Architecture), Calenzano (Design) and Prato (Urban Planning). In particular, we have 4 Bachelor's Programs (Laurea TRIENNALE), 5 Master's Programs (Laurea MAGISTRALE), and one 5-years degree program (Laurea MAGISTRALE a CICLO UNICO). All of the degree programs are carried out in Italian, except for the following two Master's programs, which are entirely taught in English: - International Curriculum in Architectural Design (ICAD); - Urban and Regional planning and design. Our full academic offer per degree program is available here. Within our academic offer, we also have thematic seminars. Please, note that they do not release a final mark, but only a "passed or failed evaluation". Please, note that, while all subjects are open, most of "Laboratorio" has limited places. Thus, even if approved in your Learning Agreement, your place in "Laboratorio" cannot be guaranteed, as registration is needed once in Florence. Make sure that you have more options, in case your registration will not be accepted. You can also click here if you need to <u>search the subjects by name</u>.
Accommodation	UNIFI does not arrange accommodation for exchange students. However, DSU Toscana supports students' lodging needs by providing accommodation in its own facilities. The service is subject to application and availability. The request can be addressed to residenze.fi@dsu.toscana.it, with the following information: • Name and surname; • Sex (M-F); • Requested months. More opportunities can be found in the sections "Other facilities" and "Housing search platforms" here.