

UNIVERSITY OF FLORENCE SCHOOL OF LAW
EXTRA-EU EXCHANGE PROGRAMME
F.A.Q. FOR INCOMING STUDENTS

1) Which linguistic requirements do I have to meet to be admitted to the University of Florence School of Law?

If you choose courses in Italian, you must have a certificate of Italian level B1; if the courses you are interested in are in English and you are not a native speaker, you must have a certificate of English level B2; If you want to follow, you must have the required certificates for both languages.

Accepted language certificates are those issued by language schools, university language centers. The language certificate must be sent to the International Relations Service together with the application for admission and the learning agreement.

2) Where can I find the list of courses offered to international students by the University of Florence School of Law?

The list of courses of the School of Law available for international students and the list of courses taught in English of the Schools of Economics & Management, Law, Political Science available for international students can be found at <https://www.giurisprudenza.unifi.it/p483.html>. The lists of subjects are updated in May.

Remember that in the learning agreement must be inserted codes, names, credits of the exams exclusively as shown in the lists that refer to the academic year in which the mobility takes place.

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

There is not a maximum number of courses that international students of the School of Law can choose from those offered by the School of Economics & Management and the School of Political Science, however, at least 50% of the courses in your learning agreement must belong to those taught at the School of Law.

4) Where can I find information on the organization of courses, programs and textbooks?

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>

where you need to write in the online form the name of the teaching and the name of the School by which it is taught.

WARNING! due to Covid 19 health emergency the modalities of conduct of classes may vary.

Updated information can be found at: <https://www.giurisprudenza.unifi.it/p483.html>

5) Which is the grading system adopted by Italian Universities?

The vote of the exams is expressed in thirtieth ($x/30$), the minimum mark is 18/30 and the maximum mark is 30/30. To the maximum grade can be added a *laude* (30 and *laude*).

Each partner University has its own table of correspondence of its votes with those of Italy.

6) When are the lessons taking place?

The academic year is divided into two semesters (September-February and March-July). Classes take place from mid-September to early December (1st semester) and from early March to early June (2nd semester). The schedules are available on the website of the School of Law about a month before the start of classes. Teaching calendar and lesson schedule can be downloaded at:

<https://www.giurisprudenza.unifi.it/p483.html>.

7) Which credits system is adopted in 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 are 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) How do I enroll at the University of Florence?

Before the start of the mobility semester, students have to enter their details on the University of Florence portal <https://sol-portal.unifi.it/p216.html> in the section “se non sei mai stato iscritto all'Università di Firenze” (“*if you've never been enrolled at University of Florence*”). Subsequently, you have to send via email to the International Desk, within the deadlines specified by the agreements between the Universities, the following documents:

- letter of admission from the Professor responsible for the agreement, with the specific indication of the mobility period. The letter will be sent to you by the International Relations Service of the School of Law;
- copy of your passport with “study purpose” entry visa (for non-EU citizens) or a copy of a valid ID (for EU citizens);
- copy of a valid residence permit or a request for the residence permit, together with a copy of the passport with the appropriate entry visa for “non-touristic purpose” (for non-EU citizens);
- paper form (CS_02 form available on “modulistica” — > “single courses and cultural collaboration agreements” at <https://www.unifi.it/p569.html>) with the agreed courses;
- your Italian fiscal cod.

13) 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.

14) What does the International Desk of the University of Florence 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.

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

Procedures for registration to University of Florence are carried out remotely.

16) 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 Home University will not be accepted. The mobility certificate must also be requested from the Erasmus Desk at the end of the study period in Florence.

17) 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 (Iceland, 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).

18) How can I get my 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.

19) Do I have the right to get 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>

20) How can I have access to the university canteens?

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>

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

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

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

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

23) How can I edit my learning agreement?

You can modify your learning agreement only if you already received the approval for the modifications from your Home University and from the international mobility delegate of the School of Law contacting International Desk to fill out a new learning agreement.

24) 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.

25) 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).

26) How do I enroll for exams?

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

Registration for an exam are open between 14 and 3 days before the date of the exam.

27) 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.

28) Which obligations do I have to take care of 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).

29) Who do I have to ask to in order to get a certificate of attendance of the lessons or a statement about the 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.

30) 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@giurisprudenza.unifi.it)

CONTACTS

ERASMUS DELEGATE FOR THE SCHOOL OF LAW

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INTERNATIONAL RELATIONS SERVICE OF THE SCHOOL OF LAW

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INTERNATIONAL DESK OF THE UNIVERSITY OF FLORENCE

internationaldesk@unifi.it

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USEFUL WEBSITES

SCHOOL OF LAW

www.giurisprudenza.unifi.it and <https://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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