

UNIVERSITY OF FLORENCE SCHOOL OF LAW
Extra EU Exchange Programme
FAQs 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 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 accredited Language schools, or University linguistic institutes are accepted. OSL self-evaluation tests and similar are not accepted.

The language certificate must be sent to the International Relations Service together with the application for admission (student mobility proposal).

2) Where can I find the exams to take during my mobility?

You can find the list of courses of the School of Law, in Italian and English, and the list of courses in English of the Schools of Economics and Management and Political Science available to international students at:

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

The course lists will be updated during the month of May. In your Learning agreement you must include codes, names and credits (CFU) **exclusively as they are reported in the updated lists** for the academic year your mobility is in.

3) How many courses can I choose from those offered by the Economics and 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 and 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?

You can find information about courses' organisation, programmes and textbooks offered by the University of Florence at:

<https://www.unifi.it/index.php?module=ofform2&mode=1&cmd=90&AA=2022&lang=1>

filling out the online form with the name of the course and the name of the School it is offered by.

5) When and where 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 timetables and classrooms are available on the School of Law's website about a month before the start of the courses. Academic calendar and course timetables can be found at:

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

Please pay attention to search for the course having the same code as reported in your Learning agreement.

6) Which grading system is adopted in Italian Universities?

The Italian 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 partner 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 |

The failed exam can be repeated within the assigned mobility period.

Please note: in the Italian University system, failed exams, with marks lower than 18/30, are not recorded and do not appear on the exam certificate (Transcript of records). If the Home University requires certification of the failed exams, you must ask the course professor for a letter certifying your presence at the exam and the failure of it.

At the University of Florence the majority of exams are oral.

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 can 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 Toscana) offers a limited number of rooms and helps finding apartments or rooms for rent.

Further information at:

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

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

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

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:

<https://www.unifi.it/ls-61-welcome-to-unifi.html>

10) Where can I find information on supporting students with special needs?

Students with special needs can contact the Unifi Include desk. For further information:

<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=12237&newlang=eng>

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

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

You can find more information here at:

<https://www.cla.unifi.it/vp-43-erasmus-cultural-agreements-euniwell.html>

12) What are the deadlines for sending the student mobility proposal for admission?

The student mobility proposal has to be filled out and sent by the 30th of June, for annual or 1st semester mobility, and by the 30th of November, for 2nd semester mobility. The proposal must have the signature and the stamp of your University’s Responsible for the exchange agreement and a passport-format photo in the space provided. The photo must be 51 x 51 mm with a smooth, neutral, white background, with no shadows, full-face, turned right into the camera.

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

With the student mobility proposal, you must send as attachment to International Relation Office:

- the Learning agreement, which must include name, code, number of credits and semester of the chosen exams. The Learning agreement must have already been signed by the student and by the Home University Responsible for the exchange agreement. The Law School International Relations Service will send it back with the signature of its international mobility Delegate;
- an Italian language B1 level certificate or an English language B2 certificate, depending on the language used for the chosen courses. Neither OSL self-assessments certificates nor mere language course attendance certificates are accepted;
- Transcript of records of all exams passed at Home University;
- a front/back copy of your passport (for non-EU citizen) or ID (for EU citizens);
- the Italian tax identification number (codice fiscale), 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 request it to Agenzia delle Entrate (Revenue Agency) once you arrive in Florence (see no. 20).

Please note: the Learning agreement will be approved only after receiving and checking all the documentation listed.

14) How do I enroll at the University of Florence?

Before arriving in Florence, you will have to fill out an online form with your personal data and contact details. By doing so you will receive your identification number (matricola), password and University email address to all services of the University of Florence.

You will receive in time all the information and deadlines related to filling out the online form.

Information at:

<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=10591&newlang=eng>

Please note: if you use Italian nationality for your registration, you must have the SPID. Information at: <https://www.spid.gov.it/en/what-is-spid/how-to-activate-spid/spid-for-italian-citizens-abroad/>

15) 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 the enrolment procedures at the University of Florence; receives and checks the student mobility proposal, the Learning agreement and its eventual changes, and the other documents required by the School of Law for the mobility; gives information on the teaching activities.

16) What does the International Desk of the University of Florence do?

The International Desk carries out the administrative enrolment at the University of Florence, the issuance of the student ID number and password for access to IT services, the registration of the courses included in the Learning agreement, the issuance and sending to the Home University of the arrival and departure certificates and the Transcript of records.

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

The procedures to complete the enrolment at the University of Florence are carried out by the International Desk.

If you are a non-EU student, within 8 working days of your arrival you must apply for a residence permit (see no. 19) and, immediately after, send the three receipts you will get from the post office, together with a copy of your passport with a study Visa, to the International Desk.

Information at:

<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=10591&newlang=eng>

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

The certificate of arrival will be sent to you exclusively on Unifi form after your enrolment at the University of Florence. **No other form provided by your Home University will be used or signed.**

19) Do I have to ask for a residence permit or sign up at the civil registry?

Extra-EU students must apply for the study Visa before leaving their Country. Once they arrive in Florence, within 8 working days they must apply for the residence permit using the kit issued by the post offices. Further information at:

<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=10361&newlang=eng>

Students who are citizens of the EU, Switzerland and the Countries of the European Economic Area (Iceland, Liechtenstein and Norway), do not have to apply for a residence permit, but, for mobility of more than 3 months, they must register at the Civil Registry of the municipality (Comune) where they are actually residing. For the Municipality of Florence, students can go to the “Punti Anagrafe Decentrati – PAD” (decentralised Civil Registry points).

For practical problems related to the procedures for applying for a residence permit, health care and other issues related to your stay in Italy, you can contact the Immigration Desk of the Municipality of Florence:

<https://sportelloimmigrazionefirenze.it>

20) What is the tax identification number (codice fiscale) for and how can I get it?

The tax identification number (codice fiscale) identifies citizens when dealing with Italian public Authorities and other Administrations. It is required in Italy for all sorts of procedures (e.g. applying for a resident permit, renting a flat, opening a bank account, applying for the National Health Service card, buying a mobile phone SIM card, etc.).

If you have not requested the tax identification number at the Italian Consulate/Embassy of your country before departure, once you arrive in Florence you will have to apply for it to the Agenzia delle Entrate (Revenue Agency) offices of Florence (via Santa Caterina d’Alessandria, n. 23): here you will be issued the tax code in card format. More information at:

<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=10833&newlang=eng>

21) Do I have the right to medical care?

If you are an EU citizen, the European health card (EHIC) gives you the opportunity to receive healthcare. Before departure, ask your national health service how to activate the card for abroad and what coverage is provided. Read the information on the page (in Italian):

<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-italia-2>

If you are a non-EU citizen, you will need to have a privately stipulated health insurance.

If you need the assistance of a General Practitioner, you have to register with the National Health Service and apply for the “domicilio sanitario” (health domicile). To be registered you must have the tax identification number (codice fiscale) as a card. Information at:

<https://www.unifi.it/vp-10834-health-and-medical-care.html#students>

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

22) How can I access the University canteen?

Access to the University canteen is granted to every student holder of the canteen card, provided by DSU Toscana offices:

<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=10316&newlang=eng>

You can apply for and get one by appointment online:

<https://prenotazioni.dsu.toscana.it/inizio.php?lang=EN>

Location and opening hours of University canteens and bars (in Italian):

<https://www.dsu.toscana.it/web/ardsu/i-ristoranti-universitari#firenze>

23) 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** concern international students, who can freely choose the course they want to attend.

24) Can I take an exam without attending classes?

No, attending classes is mandatory for international students.

25) 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 deleted exams (code, name, credits). The new Learning agreement must be signed by the student and the Home University Responsible for the exchange agreement and sent to the International Relations Service of Law School to be signed by its international mobility Delegate.

26) 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: October 15 (1st semester) and March 31 (2nd semester).

27) When do the exams take place?

The exams take place in December, January, February (winter session), June, July and September (summer session). The exam timetable is published on the School website well in advance:

<https://www.giurisprudenza.unifi.it/vp-121-esami-di-profitto.htm>

Important: you can enrol and take exams in your 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).

28) How do I register for an exam?

To register for the exams, you have to open the SOL webpage: <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 ”. Then, 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 register for will have an icon representing a blue book in the first column; clicking on the icon brings up the session details, 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.

29) How is the exam grade recorded?

After taking the exam, you will have to accept or reject the grade, which will be communicated to you by email, in which, through a special link, you can access the page of SOL (Online Services for Students). Here click on “Applicativo Gestione Carriera Studente” (Student Career Management Application), enter your username and password in the appropriate fields and click on “Accedi”. Then, 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. After 7 days, if you have neither accepted nor rejected the vote, it is considered accepted (silent assent rule).

The grade will be recorded in your career (Libretto) only after the professor has closed the session.

30) What should I do before my departure?

Before departure, you must have finished your exams, including any written papers, and have obtained and accepted grades. Once this is done, you must write to the International Desk to communicate the end of your mobility, indicating the list of exams taken (with the date, code, name of the teacher) and the email contact of the contact person for the exchange agreement of your university.

31) How do I get the exam certificate (Transcript of records) and the mobility certificate?

As soon as possible, the exam certificate and the mobility certificate will be sent by e-mail to your University. If you want to receive a personal copy of the exam certificate you must request it at the International Desk and pay the state tax of € 16 required by Italian law.

The mobility certificate is issued exclusively with the form of the University of Florence. **No other modules will be used.**

The closing date of your mobility in Florence coincides with the date of the last exam, passed or not, or with the end date of lessons if you have not taken any exam, as long as it falls within the validity period of your study visa.

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

If you need certificates of attendance to the classes or on the type of exam (e.g., written test, presentation, oral exam) you have to request them directly from the professors of each course before your departure.

33) Where can I find more information?

For further information or useful contacts:

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

<https://www.unifi.it/vp-10338-non-eu-students.html>

For practical problems you can also refer to tutors for international students writing to:

tutorexchange(AT)giurisprudenza.unifi.it

For practical problems related to the procedures for applying for a residence permit, health care and other issues related to your stay in Italy, you can contact the Immigration Desk of the Municipality of Florence:

<https://sportelloimmigrazionefirenze.it>

CONTACTS

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USEFUL WEBSITES

SCHOOL OF LAW

www.giurisprudenza.unifi.it

<https://www.giurisprudenza.unifi.it/p484.html>

UNIVERSITY OF FLORENCE

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

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