



The University of Florence

Academic Year 2012/2013



Università degli Studi di Firenze

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About the University of Florence

Presentation of the University

Rettore

Prof. Alberto Tesi

Prorettori

Prof. Giacomo

Poggi, Prorettore vicario e prorettore al *Coordinamento e strategie per l'ottimizzazione dei finanziamenti ministeriali* Prof.

Marco Bellandi, Prorettore al *Trasferimento tecnologico e rapporti con il sistema territoriale*

Prof.ssa Elisabetta Cerbai, Prorettore alla *Ricerca scientifica*

Prof.ssa Anna Nozzoli, Prorettore alla *Didattica e servizi agli*

studenti e Delegato per il Programma LLP/Erasmus

Delegati

Prof. Luca Bagnoli, Delegato per il *Bilancio*

Prof. Andrea Cantini, Delegato per *Dottorato e formazione alla ricerca*

Prof.ssa Maria Paola Monaco, Delegato per le *Relazioni sindacali e contenzioso*

Prof. Carlo Sorrentino, Delegato per la *Comunicazione*

Direttore Amministrativo

Dott. Giovanni Colucci (direttore.amministrativo@unifi.it)

The University of Florence is a relatively young Institution with ancient roots going back to the Studium Florentinum founded in 1321.

The official denomination of University was granted by an Act of Parliament passed in 1923. The University of Florence counts about 55,000 students, with almost 5% of them coming from foreign countries. Teaching staff and researchers number about 2000 and members of the administrative staff are about 1,500.

With its 12 faculties (Agriculture, Architecture, Economics, Pharmacy, Law, Engineering, Arts, Medicine and Surgery, Psychology, Education, Mathematical, Physical and Natural Sciences, Political Sciences) the University of Florence offers 55 first cycle degree courses, 63 second cycle degree courses and 8 single-cycle degrees (*Lauree magistrali a ciclo unico*). Faculties are located in the historical centre of Florence and in various decentralized structures all over the town, in its suburbs with the "campus" of Sesto Fiorentino, a broad settlement of classrooms and research structures in the field of science and technology and in other cities of Tuscany, Calenzano, Pistoia, Empoli, Scandicci and Prato. Study programmes include also 74 master degrees (9 of them in cooperation with other Universities) and 48 post-graduate courses (*Corsi di perfezionamento*).

Not only is our University open to its territory, but it also aims at achieving an international dimension, encouraging student-exchange programmes. The University of Florence counts more than 600 agreements of scientific and didactic cooperation with partner Institutions participating in the LLP/Erasmus programme and has received an important acknowledgment from the Italian LLP Agency because it ranks among the top Italian institutions for student mobility figures within the Erasmus programme, in particular regarding the number of incoming Erasmus students (more than 1000 students in the academic year 2009/2010).

In the academic year 2012/2013 our University promotes the following courses entirely in English: the Faculty of Agriculture offers the degree course in Rural Tropical development (*Laurea Magistrale in Sviluppo rurale tropicale*), the Faculty of Economics offers, in addition to the degree course in Development Economics (*corso di Laurea Magistrale in Econo-*

Design" already active in the framework of the degree course in Architecture (corso di Laurea Magistrale in Architettura). In the faculty of Political Sciences the degree course in International Relations and European Studies will include the option of attending courses both in Italian and in English. The University has implemented courses specifically designed for obtaining a joint degree, a degree recognized both in Italy and in a partner country (in fact from 2011/2012 the French-Italian Degree in Law together with the University of Paris I Panthéon-Sorbonne has become an "interuniversity" degree course) and bilateral study courses with partner Institutions in Hungary and Germany.

With the same view the University of Florence organizes international doctorate courses. In 1999 our Institution was awarded the title of "European Centre of Excellence" by the European Union, in recognition of its specialization in courses dealing with European integration.

Florence actively participates in the programme of internationalization of the Italian University system, cooperates in particular with the Slav-Balkan territories and the Mediterranean countries and takes part in research projects financed by the European Union.

The University of Florence counts 49 Departments, a renowned Museum of Natural History (with six sections and several historical scientific collections), 10 research centres (Centri di Ricerca, Trasferimento e Alta Formazione) destined to new and particularly advanced research themes, 22 Interdepartmental centres, 20 Interuniversity centres, and various facilities such as the Centro Linguistico di Ateneo, the Centro di Cultura per Stranieri, the Centro Servizi Informatici e Informativi dell'Ateneo Fiorentino. Furthermore, it takes part in 30 interuniversity organizations. The University Library system consists of six big libraries (Biomedica, Scienze, Scienze Sociali, Scienze Tecnologiche, Umanistica and Biblioteca del Polo Universitario di Prato).

Structure of the university

Starting from the 2001-2002 academic year, the Italian University system, in keeping with the "Bologna Declaration" of June 19, 1999, comprises two Laurea programmes (a first-level, three-years programme leading to a Laurea followed by a second-level, two-years programme leading to a Laurea magistrale) plus a third-level programme awarding the title of Dottore di Ricerca. There are also single-cycle degree courses (Lauree magistrali a ciclo unico) in Architecture, Primary Education, Medicine and Surgery, Dentistry, Pharmaceutical Chemistry and Technology, Pharmacy and Law. Degree courses may be supplemented by continuing education programmes aimed at both students and professionals (such as Masters and specialization courses). Another important aspect is the introduction of a credit system which defines the workload required to the students to achieve the different educational goals.

Central administration and faculties

Central Administration

Piazza San Marco, 4, 50121 Firenze

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Faculties

Agriculture (Agraria) Dean: Prof. Giuseppe Surico

Architecture (Architettura) Dean: Prof. Saverio Mecca

Arts (Lettere e Filosofia) Dean: Prof. Riccardo Brusagli

Economics (Economia) Dean: Prof. Francesco Giunta

Education (Scienze della Formazione) Dean: Prof.ssa Simonetta Ulivieri

Engineering (Ingegneria) Dean: Prof. Stefano Manetti

Law (Giurisprudenza) Dean: Prof. Paolo Cappellini

Mathematical, Physical and Natural Sciences (Scienze Matematiche, Fisiche e Naturali) Dean: Prof.ssa

Paola Bruni

Medicine and Surgery (Medicina e Chirurgia) Dean: Prof. Gian Franco Gensini

Pharmacy (Farmacia) Dean: Prof. Patrizio Blandina

Political Science (Scienze Politiche) Dean: Prof.ssa Franca Maria Alacevich

Psychology (Psicologia) Dean: Prof. Andrea Smorti

University libraries

Libraries are located in the Faculty building, as well as in the Faculty institutes, departments, etc.

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

Location of the libraries:

Biblioteca Biomedica (Biomedical Library) www.sba.unifi.it/biomedica

Pharmacy

Viale Morgagni, 44 | 50134 Firenze | tel. 055 4598719 | E-mail: bime@unifi.it

Medicine

Largo Brambilla, 3 | 50134 Firenze (Careggi Hospital Area) | tel. 055 4598719 | fax 055 4221649 | E-mail: bime@unifi.it

Biblioteca di Scienze (Sciences) www.sba.unifi.it/scienze

Anthropology

Via del Proconsolo, 12 | 50122 Firenze | tel. 055 2743030 | fax 055 2743031 | E-mail: biantr@unifi.it

Animal Biology

Via Romana, 17 | 50125 Firenze | tel. 055 2288231 | fax 055 2288226 | E-mail: bioani@unifi.it

Botanics

Via La Pira, 4 | 50121 Firenze | tel. 055 2757442 | fax 055 2756204 | E-mail: botanica@unifi.it

Geomineralogy

Via La Pira, 4 | 50121 Firenze | tel. 055 2757534 / 2756311 / 2756245 | fax 055 2756204 | E-mail: geolo@unifi.it

Mathematics

Viale Morgagni, 67/a | 50134 Firenze | tel. 055 4237127-313 | fax 055 4237128 | E-mail: biblio@math.unifi.it

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Polo Scientifico di Sesto Fiorentino (Chemistry and Physics)

Via Bernardini, 6 (1st floor) | 50019 Sesto Fiorentino (Firenze) | tel. 055 4572921 | fax 055 4572933 | E-mail: bibsesto@unifi.it

Astronomy

Largo Fermi, 2 | 50100 Firenze | tel. 055 2055204 | fax 055 2055252 | E-mail: biblio@astro.unifi.it

Biblioteca di Scienze Sociali (Social Sciences) www.sba.unifi.it/scienze sociali

Social Sciences (One single Library service for Law, Economics and Political Sciences)

Via delle Pandette, 2 (Novoli) | 50127 Firenze | tel. 055 4374010 | fax 055 4374955 | E-mail: scienze sociali@biblio.unifi.it

Statistics

Viale Morgagni, 57 | 50134 Firenze | tel. 055 4237234 | E-mail: biblstat@ds.unifi.it

Biblioteca di Scienze Tecnologiche (Technological Sciences) www.sba.unifi.it/scienzeticologiche

Agriculture

Piazzale delle Cascine, 18 | 50144 Firenze | tel. 055 3288232 | fax 055 3288394 | E-mail: bibag@unifi.it

Architecture

Via Micheli, 2 | 50121 Firenze | tel. 055 2756400 / 401 | fax 055 2756422 | E-mail: bibarc@unifi.it

Engineering

Via Santa Marta, 3 | 50139 Firenze | tel. 055 4796302 | fax 055 4796303 | E-mail: sfinge@unifi.it

Dipartimento di Costruzioni e Restauro (Building Sciences)

Piazza Brunelleschi, 6 | 50100 Firenze | tel. 055 2757840

Dipartimento di Tecnologie dell'architettura e design "Pierluigi Spadolini" (Architecture Technologies and Design)

Via S. Niccolo, 89/A | 50125 Firenze | tel. 055 2055539 | fax 055 2055599

Dipartimento di Urbanistica e pianificazione del territorio (Urban and Regional Planning)

Via P.A. Micheli, 2 | 50121 Firenze | tel. 055 2756451 | fax 055 2756484

Biblioteca Umanistica (Humanities) www.sba.unifi.it/umanistica

Philosophy

Via Bolognese, 52 ("Il Pellegrino") | 50139 Firenze | tel. 055 2756002/025 | fax 055 2756035 | E-mail: bibfil@unifi.it

Geography

Via S. Gallo, 10 | 50121 Firenze | tel. 055 2757943 | fax 055 2757952 | E-mail: bibgeonor@sba.unifi.it

Lettere (Liberal Arts)

Piazza Brunelleschi, 3 | 50121 Firenze | tel. 055 2757811 | fax 055 2757830 | E-mail: biblet@unifi.it

Education

Via Laura, 48 | 50121 Firenze | tel. 055 2756051 | fax 055 2756055 | E-mail: bibmag@unifi.it

North America

Palazzo Fenzi - Via S. Gallo, 10 | 50121 Firenze | tel. 055 2757944 | fax 055 2757952 | E-mail: bibgeonor@sba.unifi.it

Psychology

Via San Salvi, 12 | 50135 Firenze | tel. 055 2055885/883 | fax 055 661476 | E-mail: bibpsico@unifi.it

History of Art

Via della Pergola, 56 | 50121 Firenze | tel. 055 2756058/059 | fax 055 2757830 | E-mail: biblet@unifi.it

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Biblioteca del Polo Universitario di Prato

Piazza Università, 1 | 59100 Prato | tel. 0574 602516 | fax 0574 602509 | E-mail: biblioteca@pin.unifi.it

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

Useful information

Entering Italy

EU students and students from Switzerland and EEA (European Economic Area) Countries (Norway, Iceland and Liechtenstein) who wish to stay in Italy for a period **exceeding 3 months** should register with the local *Anagrafe* (population register of the place of residence) of the Municipality they reside before the end of the first three months of stay. For periods **not exceeding 3 months** they should report their presence on Italian territory to the local Police authorities filling out the relevant form (*Dichiarazione di presenza*).

Foreign nationals – that is citizens of other countries than those indicated above – may enter Italy provided that they

hold a valid passport or equivalent travel document and, if required, an entry visa issued in their country of origin. A visa is **not required** if you are a national of one of the countries whose citizens are exempt from any visa requirement for short-term stays **not exceeding 90 days**. A **visa is required** if you are a national of one of the countries whose citizens are subject to a visa requirement. For more information on the countries which are exempt from visa requirement please consult the web site of *Polizia di Stato* (State Police, see below).

If you wish to stay in Italy for a **period exceeding 90 days**, you are subject to a visa requirement even if you are a citizen of a country exempt from any visa requirement for short stay.

Besides, if you are a non-EU national and plan to come to Italy for a **period exceeding three months**, you must apply for a residence permit. If it is your first time in Italy, you have **8 days** to apply for a residence permit.

Where to apply for a residence permit:

- Municipalities ('*Comuni*') which provide this service;
- '*Patronati*' (institutions offering advice and social assistance to workers);
- Immigration Desk (*Sportello Unico per l'Immigrazione*) set up in every Italian province at the Prefettura;
- Post Offices, where you receive the kit containing the application form.

On the contrary, foreigners who stay in Italy for **study** for periods not exceeding 3 months are **not required to apply for a residence permit**. If foreign citizens have arrived from **non-Schengen states**, they should report their presence to the border authorities when entering Italy and the border authorities will put a uniform Schengen stamp on their travel documents. If foreign citizens have arrived **from other Schengen states**, they should report their presence to the local *Questura* (Central police station in the province) filling out the relevant form within 8 days of their arrival in Italy.

For more information on the procedures and relevant costs, on the list of the Municipalities, Patronati and Post offices which can provide a residence permit please check the following web site:

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Polizia di Stato

www.poliziadistato.it

Useful links

- Ministero dell'Interno www.interno.it
- Ministero degli Affari esteri www.esteri.it/MAE/IT/Ministero/Servizi/Stranieri/
- Portale Immigrazione www.portaleimmigrazione.it
- Immigrazione Oggi www.immigrazioneoggi.it
- Associazione Nazionale Comuni Italiani (ANCI) www.anci.it
- Poste Italiane www.posteitaliane.it

Lost documents

In case of lost or stolen documents, a charge must be presented at one of the following Offices: the Police Headquarters (Questura), the Police Station or the Carabinieri station of the district where you live (open 24 hours a day). For enquiries on lost objects:

- **Oggetti trovati – Lost and Found:** Via F. Veracini 5, int. 5 | 50144 Firenze | tel. 055 334802 | fax 055 3246473 | E-mail: segr.economico@comune.fi.it

Useful numbers

Emergency

Municipal Police (*Polizia Municipale*) 055 33283333

Immediate Police intervention (*Pronto Intervento*) 113

Ambulance 118

SOS cars (ACI) 803116

Road Police 055 503251 - 50681

Fire Brigade (*Vigili del Fuoco*) 115

Carabinieri 112

Corpo Forestale dello Stato/Emergenza Ambientale (Environmental emergency) 1515

Consulates

The list is available at www.firenzeturismo.it or www.comune.fi.it

Other

Prefettura, Via Cavour, 1 055 27831

Questura, Via Zara, 2 055 49771

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Travelling in florence

➔ By Bus

The easiest way of travelling in Florence is by public transport (ATAF). Bus tickets can be bought from bars, tobacconists, newsagents showing the sign “biglietti ATAF” (ATAF tickets), also from automatic distributing machines. The ticket must be validated in the special stamping machines as soon as the passenger gets on board.

For further information consult: www.ataf.net

➔ By Taxi

To call a taxi dial 055 4242/4798 – 055 4390/4499. Taxis are also parked outside railway stations and in the main city squares.

➔ Hire Cars

There are several rental car companies in Florence (cf. telephone directory). Motorbikes, bikes and segways can also be easily rented.

Health insurance

EU, EEA and Swiss citizens in possession of an European Health Insurance Card (EHIC) or equivalent document will get the same access to public sector health care at the same terms as nationals in accordance with the Italian legislation if a medical treatment is or becomes necessary during their stay. Those who do not have complete health coverage in their Home country or are not EU citizens can choose between two options:

- Health care provided by the Italian National Health System (SSN) which offers complete coverage, including the possibility of choosing a General Practitioner, paying a fixed yearly lump sum (at present Euro 149,7 per calendar year, that is, until the 31st of December of the year when the payment has been made). In this case it is necessary to address the ASL (Azienda Sanitaria Locale) of the place where the student is living;
- Insurance policy purchased with a private Insurance company: INA Assitalia offers an Insurance policy only for urgent medical assistance in the Emergency Room ("Pronto Soccorso") of any hospital. At present the price is Euro 98,00 for a one-year coverage and Euro 49,00 for a six-month coverage. To purchase this policy it is necessary to make the payment on the company's account by means of a paying-in slip at the post office (c/c n. 71270003 to "Le Assicurazioni d'Italia"- Agenzia Generale di Roma "Conto 20"- Via del Tritone 181 – 00187 Roma – specifying the following reason for payment "*causale*": Polizza Sanitaria studente straniero da 0 a 6 mesi/da 6 a 12 mesi. – Importo 12 mesi=98,00 Euro/6 mesi=49,00 Euro).

For further information please address the following Office:

Ufficio Stranieri Azienda Sanitaria 10 di Firenze, Via Gramsci 561, 50019 Sesto Fiorentino| tel. 055 4498236

Fax 0554498232 e-mail: ufficio.stranieri@asf.toscana.it

from Monday to Friday, 9.00 a.m.-2.00 p.m

Italian holidays

1st January

6th January

Monday after Easter

25th April (Liberation Day)

1st May (Labor Day)

2nd June (Republic Day)

24th June (St. Giovanni, Patron Saint of Florence)

15th August (Assumption Day)

1st November (All Saints Day)

8th December (Immaculate Conception)

25th December (Christmas Day)

26th December (St. Stephen Day)

The University of Florence will be closed on

November 2

December 24 and 31

Appendix

Academic Calendar

The academic year in Italy is made up of two semesters. The first semester starts in September/October and ends in January/February. The second semester starts in February and ends in July. The actual start and finish dates will vary in the different Faculties but each semester lasts around 20 weeks and is made up of a teaching period lasting around 14 weeks and an exam period lasting around 6 weeks.

Teaching and learning

Most teaching still takes place in large lecture halls but this will depend very much on the single course of study. Students are also expected to carry out a considerable amount of self study outside the classroom in order to prepare for exams.

Assessment

Exams are held after the teaching period and are mainly oral exams although some courses will have written tests taking place during the semester or before the oral exam. Each exam will have a number of dates offered during the exam period and students can choose which date they wish to take the exam. They are also entitled to turn down a mark and take the exam again if they are not satisfied with the result. Rules apply as to how often a student can take an exam within an examination period.

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.

All examination results are used to calculate the overall degree mark on a scale of 0-110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

Credit system

The Italian University credit system (CFU) defines the "study workload" (including time spent preparing for examinations) required of each student in possession of an adequate initial background to achieve the educational goals and abilities foreseen for each academic course. Each credit corresponds to 25 hours of global work by the student.

Useful links

<http://www.unifi.it> (University Website) <http://www.agr.unifi.it>
(Facoltà di Agraria) <http://www.arch.unifi.it> (Facoltà di
Architettura) <http://www.economia.unifi.it> (Facoltà di Economia)
<http://www.farmacia.unifi.it> (Facoltà di Farmacia)
<http://www.giuris.unifi.it> (Facoltà di Giurisprudenza)
<http://www.ing.unifi.it> (Facoltà di Ingegneria)
<http://www.lettere.unifi.it> (Facoltà di Lettere e Filosofia)
<http://www.med.unifi.it> (Facoltà di Medicina e Chirurgia)
<http://www.psicologia.unifi.it> (Facoltà di Psicologia)
<http://www.scform.unifi.it> (Facoltà di Scienze della Formazione)
<http://www.scienze.unifi.it> (Facoltà di Scienze Matematiche, Fisiche e Naturali)
<http://www.cla.unifi.it> (Centro Linguistico di Ateneo)
<http://www.csiaf.unifi.it> (Centro Servizi Informatici dell'Ateneo Fiorentino)
<http://www.ccs.unifi.it> (Centro di Cultura per Stranieri)
<http://stud.unifi.it:8080> (On-line Booking Service for Students)
<http://www.sba.unifi.it> (Sistema Bibliotecario di Ateneo)
<http://www.fupress.com> (Firenze University Press)
<http://e-prints.unifi.it> (Archivio E-Prints)
<http://www.cus.firenze.it/> (Centro Universitario Sportivo di Firenze)
<http://www.dsu.toscana.it> (Study Grants, Canteens, Accommodation)
<http://www.istruzione.it> (Ministero Istruzione Università e Ricerca)
<http://www.programmallp.it> (Agenzia Nazionale LLP Italia)
<http://www.internettrain.it> (Internet Points)
<http://www.msn.unifi.it> (Museo di Storia Naturale)
<http://www.portaleimmigrazione.it> (Portale Immigrazione)
<http://www.interno.it> (Ministero dell'Interno)
<http://www.esteri.it/MAE/IT/Ministero/Servizi/Stranieri> (Ministero degli Affari esteri)
<http://www.anci.it> (Associazione Nazionale Comuni Italiani ANCI)
<http://www.posteitaliane.it> (Poste Italiane)
<http://www.firenzeturismo.it> (Portale turistico della Provincia di Firenze)
<http://www.comune.fi.it> (Comune di Firenze)
<http://www.salute.gov.it/assistenzaSanitaria/assistenzaSanitaria.jsp> (Ministero della Salute)