



The University of Florence

Academic Year 2013/2014



UNIVERSITÀ
DEGLI STUDI
FIRENZE

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About the University of Florence

Presentation of the University

Rector: Prof. Alberto Tesi [rettore@unifi.it]

Vice Rectors:

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 ai 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

Delegates:

Prof. Luca Bagnoli, Delegato per il Bilancio

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

Prof. Maria Paola Monaco, Delegato per le Relazioni Sindacali e Contenzioso

Prof. Carlo Sorrentino, Delegato per la Comunicazione

General Manager: Dott. Giovanni Colucci [direttore.generale@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 54,000 students, with almost 5,5% of them coming from foreign countries. Teaching staff and researchers number about 2,000 and members of the administrative staff are about 1,600.

With its 10 Schools (Agriculture, Architecture, Economics and Management, Human Health Sciences, Humanities and Education, Law, Engineering, 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*). Schools 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. Study programs include also 78 master degrees (40 I level and 38 II level master courses), 9 of them in cooperation with other Universities, 40 post-graduate courses (*Corsi di perfezionamento*) and 56 Specialization Schools.

Not only is our University open to its territory, but it also aims at achieving an international dimension, encouraging student-exchange programs. The University of Florence counts 260 scientific cooperation agreements with Higher Education institutions located in 70 countries all over the world, 650 LLP/Erasmus agreements of with the same number of partner Institutions located in the participating countries. In 2011 it was granted an important acknowledgment by the Italian LLP Agency because it ranks among the top Italian institutions for student mobility figures within the Erasmus program, in particular regarding the number of incoming Erasmus students (more than 1000 students every year from 2006 until today).

In the academic year 2013/2014 the academic offer includes the following II cycle courses entirely in English: Tropical Rural development (Corso di Laurea Magistrale in Sviluppo rurale tropicale), Development Economics (Corso di Laurea Magistrale in Economia dello sviluppo avanzata), Design of Sustainable Tourism systems (Corso di Laurea Magistrale

in Progettazione dei sistemi turistici) and in Finance and Risk Management (Corso di Laurea Magistrale in Finanza e gestione del rischio), curriculum in "Architectural Design" in the framework of the degree course in Architecture (Corso di Laurea Magistrale in Architettura). International Relations and European Studies (Corso di Laurea Magistrale in Relazioni internazionali e studi europei) will include two curricula, both in Italian and in English.

In a view to fostering internationalization, the University has implemented courses specifically designed for obtaining joint degrees, double degrees and courses which foresee a reciprocal recognition of the final qualification.

Since 2000/2001 the University of Florence has a joint French-Italian Degree in Law together with the University of Paris I Panthéon-Sorbonne and bilateral study courses with partner Institutions in Hungary (Eotvos Lorand University) and Germany (Rheinische Friedrich-Wilhelms-Universität). Reciprocity was agreed in the field of Engineering with Sts Cyril and Methodius University in Skopje, in the field of Mathematics with Universidad Complutense de Madrid, in the field of International Relations and European Studies with the Moscow State Institute of International Relations.

To the same purpose the University of Florence organizes international doctorate courses (at present four, in cooperation with European and extra-European Institutions). 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 internationalization process promoted by 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 24 Departments, a renowned Museum of Natural History (with six sections and several historical scientific collections), 10 research centers (Centri di Ricerca, Trasferimento e Alta Formazione) destined to new and particularly advanced research themes, 17 Interdepartmental centres, 29 Interuniversity centers, and various facilities such as: Centro Linguistico di Ateneo, Centro di Cultura per Stranieri, Sistema Informatico dell'Ateneo Fiorentino. Furthermore, it takes part in 29 interuniversity consortia. 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.

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 programs (a first-level, three-years program leading to a Laurea followed by a second-level, two-years program leading to a Laurea magistrale) plus a third-level program 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 programs 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 SCHOOLS

Central Administration

Piazza San Marco, 4, 50121 Firenze

Schools

Agriculture (Agraria)

President: Prof. Giuseppe SURICO

Piazzale delle Cascine, 18, 50144 Firenze | Tel. 0553288362 | Fax 0553288242

Architecture (Architettura):

President: Prof. Vincenzo LEGNANTE

Via della Mattonaia, 14, 50121 Firenze | Tel. 055 2055320 | Fax: 0552055339

Economics and Management (Economia e Management)

President: Prof. Vincenzo ZAMPI

Via delle Pandette, 32, Novoli, 50127 Firenze | Tel. 0554374011/12 | Fax 055 4374968 |

Engineering (Ingegneria)

President: Prof. Marcantonio CATELANI

Via S. Marta, 3, 50139 Firenze | Tel. 0554796499 | Fax 055 483954

Human Health Sciences (Scienze della Salute Umana)

President: Prof. Gianni FORTI

N.I.C. (Nuovo Ingresso Careggi) Piazzale Largo Brambilla, 3, 50134 Firenze | Tel. 055 7944212

Humanities and Education (Studi Umanistici e della Formazione)

President: Prof. Maria Pia MARCHESE

Via Laura, 48, 50121 Firenze | Tel. 0552756113 | Fax 0552756131

Law (Giurisprudenza)

President: Prof. Paolo CAPPELLINI

Via delle Pandette, 32, 50127 Firenze | Tel. 055 4374046 | Fax 055 4374962

Mathematical, Physical and Natural Sciences (Scienze Matematiche, Fisiche e Naturali)

President: Prof.ssa Paola BRUNI

Viale Morgagni, 40/44, 50134 Firenze | Tel. 0554598751 | Fax 0554598930

Political Sciences “Cesare Alfieri” (Scienze Politiche “Cesare Alfieri”)

President: Prof.ssa Cecilia CORSI

Via delle Pandette, 32, 50127 Firenze | Tel. 0554374071/2

Psychology (Psicologia)

President: Prof.ssa Nicoletta BERARDI

Via della Torretta, 16, 50137 Firenze | Tel. 0552055900/1 | Fax 055661339

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/>

Coordinamento Centrale Biblioteche

Via G. Capponi, 7 – 50121 Firenze

Tel. 055 2756556-54 Fax 055 2756332 – E-mail: cb@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 district they reside. For periods **not exceeding 3 months** they can report their presence on Italian territory to the local Police authorities filling out the relevant form (Declaration of Presence - *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:

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
- 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: oggettitrovati@serviziallastrada.it

USEFUL NUMBERS



Emergency

Municipal Police (Polizia Municipale)	055 3283333
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 tel 055 27831

Questura, Via Zara, 2 tel. 055 49771

TRAVELLING IN FLORENCE

➔ By Bus

The easiest way of travelling in Florence is by public transport (ATAF and Li-nea). Bus tickets can be purchased from bars, tobacconists, newsagents showing the sign “biglietti ATAF” (ATAF tickets), also from automatic distributing machines. The ticket must be stamped 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. Taxis are also parked outside railway stations and in the main city squares.

➔ For rent

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 149,77 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) to get information on the procedure to follow;
- Insurance policy purchased with a private Insurance company, Italian or foreign, which must be valid in Italy, with prices that vary according to the coverage provided. For example, INA Assitalia provides an insurance policy at a price of Euro 98,00 for a one-year coverage and of Euro 49,00 for a six-month coverage. To purchase this policy it is necessary to make the payment on the company's account at the post office (current account n. 71270003 “Le Assicurazioni d'Italia” - specifying the reason for payment. This kind of insurance only covers cases of urgent medical assistance in the Emergency Room (“Pronto Soccorso”) of any hospital. It is advisable to ask for a copy of this policy from INA Assitalia after having made the payment at the Post Office.

For further information please address:

Ufficio Stranieri Azienda Sanitaria di Firenze, Via XIV Luglio, 18 - 50019 Sesto Fiorentino (FI) tel. 055 6930236 Fax 055 6930232, e-mail: ufficio.stranieri@asf.toscana.it

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 offices of the University of Florence will be closed on 27 December 2013

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 Schools 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.agraria.unifi.it/mdswitch.html> (Scuola di Agraria)
<http://www.architettura.unifi.it/mdswitch.html> (Scuola di Architettura)
<http://www.economia.unifi.it/mdswitch.html> (Scuola di Economia e Management)
<http://www.giurisprudenza.unifi.it/mdswitch.html> (Scuola di Giurisprudenza)
<http://www.ingegneria.unifi.it/mdswitch.html> (Scuola di Ingegneria)
<http://www.psicologia.unifi.it/mdswitch.html> (Scuola di Psicologia)
<http://www.sc-saluteumana.unifi.it/mdswitch.html> (Scuola di Scienze della Salute Umana)
<http://www.scienze.unifi.it/mdswitch.html> (Scuola di Scienze Matematiche Fisiche e Naturali)
<http://www.sc-politiche.unifi.it/mdswitch.html> (Scuola di Scienze Politiche "Cesare Alfieri")
<http://www.st-umaform.unifi.it/mdswitch.html> (Scuola di Studi Umanistici e della Formazione)
<http://www.cla.unifi.it> (Centro Linguistico di Ateneo)
<http://www.siaf.unifi.it> (Servizio Informatico 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.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>

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