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DEGLI STUDI  
FIRENZE

School of  
Agriculture



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UNIVERSITÀ  
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FIRENZE

# **Scuola di Agraria**

Guide for  
Erasmus  
students



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

**Scuola di  
Agraria**

**A cura di**

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# Welcome

Dear Student,

You have chosen the University of Florence to complete a part of your studies, or you are about to do so. Congratulations, thank you, and welcome!

This guidebook will help you navigate your way through your first contact with Italy and the city of Florence, by offering some practical information which should provide answers to the most frequent questions new students ask (life in Florence, administrative procedures, school and course organisation and policies, etc.). We hope it will make it easier for you to settle in among Florence's students. Throughout your stay in Florence, our team will always be available to help you so that your stay will be as enjoyable and rewarding as possible, from both an academic and personal point of view.

We look forward to meeting you!

The International Relations Office of the School of Agriculture.

# Practical Information for foreign students

## *Tuscany*

Tuscany is one of Italy's most famous regions, covering an area of about 23,000 square kilometres and supporting a population of about 3.75 million. The regional capital is Florence (Firenze). Tuscany is known for its gorgeous landscapes, its rich artistic heritage, and its cultural influence through the ages. The region is considered the true birthplace of the Italian Renaissance and has been home to many influential figures in the history of art and science: Dante, Michelangelo, Machiavelli, Leonardo da Vinci, to mention just a very few. As expected, it is also home to several world-class museums (such as the Galleria degli Uffizi, the Palazzo Pitti collections, the Galleria dell'Accademia) as well as many other, perhaps lesser known but equally impressive, collections. In addition, Tuscany vaunts a unique culinary tradition and is renowned for its wines (the best known are Chianti, Vino Nobile di Montepulciano, Morellino di Scansano, the Super Tuscans and, of course, Brunello di Montalcino).

Seven Tuscan sites have been designated UNESCO World Heritage sites: the historic centre of Florence (1982), the historic centre of Siena (1995), Pisa's Piazza dei Miracoli (1987), the historic centre of San Gimignano (1990), the historic centre of Pienza (1996), the Val d'Orcia (2004) and a nucleus of 12 Medici villas and 2 gardens (2014). Over 120 areas in Tuscany are designated as protected nature reserves.

These and many other assets make Tuscany and its capital, Florence, a popular tourist destination that attracts millions of tourists every year. Enjoy your stay with us!



## ***Florence***

Florence, with a population of 382,808 (01.01.2016 ISTAT) is located in north-central Italy. It is the capital of both the Province of Florence and the Region of Tuscany. It is the largest and most populated city in Tuscany, as well as the centre of historic, artistic, and economic power. The city's history is the stuff of legend. It was a crossroads of medieval European trade and finance and one of the wealthiest centres of the time. It is the cradle of the Renaissance and has even been called the 'Athens of the Middle Ages.' Florence's turbulent political history includes periods of rule by the powerful Medici family and numerous religious and republican insurrections. From 1865 to 1871, the city was also the capital of the then recently unified Kingdom of Italy.

The heart of Florence is the Piazza della Signoria, with its majestic Palazzo Vecchio, its gallery of sculptural masterpieces under the Loggia dei Lanzi, and the nearby Galleria degli Uffizi, one of the world's most highly acclaimed art museums. Palazzo Vecchio is not far from the Cathedral of Santa Maria del Fiore, with its majestic dome (in the words of Leon Battista Alberti, 'so vast as to shelter all the people of Tuscany in its shadow'). The huge cathedral is flanked by Giotto's bell tower, one of the most beautiful in Italy. It faces the Baptistery of St. John, with its famous bronze doors, including Lorenzo Ghiberti's 'Gates of Paradise'.

The Arno River divides Florence in two and has always played an important role in the city's history and life. Historically, the Florentines have a love-hate relationship with the Arno, which has brought them both trade benefits and floods. Several beautiful bridges cross the river in the city, but Ponte Vecchio is unique. It has many jewellery shops along it and the Vasari Corridor running above it. It is the only bridge in the city to have survived World War II unscathed.

Florence has a long tradition as a 'university town', welcoming students from all around the world. During the year, the city offers a wide range of cultural activities, entertainment and sports events. It is known to be a lively multicultural centre, offering

countless opportunities for young people to meet and get to know each other.

Florence and Tuscany have a longstanding tradition of agricultural education. The Accademia dei Georgofili, the world's oldest agricultural academy, was founded on June 4, 1753. On February 2, 1834, Marquis Cosimo Ridolfi opened a school in Meleto in the Chianti region to educate future farmers. The first incoming class had 25 students. Ridolfi, a proponent of the innovative idea of 'professing agriculture in the University,' was later called to chair the Department of Agriculture and Pastoralism (of the Faculty of Natural Sciences of the University of Pisa), established on October 5, 1840 by notification of Grand Duke Leopold II of Lorraine. On February 5, 1882, the Agricultural Technical Institute opened in Florence's Parco delle Cascine. The Royal Forestry Institute was founded in Vallombrosa in 1869 and moved to Florence in 1913. Again, in Florence, the Italian Colonial Agricultural Institute (which then became and at present is part of the Italian Agency for Cooperation and Development) was founded in 1904 and was followed, in 1921, by the Experimental Station of Forestry. In 1936, a year after another Faculty of Agriculture had opened in Pisa, the Forestry Institute became the Faculty of Agriculture of Florence. Except for the School of Meleto, all the other schools, colleges, faculties, and academies mentioned are still in operation. On March 1, 2013, the Faculty of Agriculture became the School of Agriculture of the University of Florence.

### ***How to Get to Florence***

Florence is well connected to the rest of Italy and Europe and is easy to reach by land or air.

#### ***By Car***

The A1 motorway, Italy's main north-south road artery, runs past Florence. There are five exits for the city: Firenze Nord, Firenze Scandicci, Villa Costanza, Firenze Impruneta and Firenze Sud. The

A11 motorway and the Florence-Pisa-Livorno (FI-PI-LI) highway run westward and link the city with the Tyrrhenian seacoast. Motorway tolls can be paid in cash, credit card or by VIACARD, which is available at the toll-stations (punti Blu).

For more information visit: [www.autostrade.it/en/home](http://www.autostrade.it/en/home)

### ***By Train***

Florence is a key station in the Italian railway network. High-speed trains (Frecciarossa, Frecciargento and Italo) now connect Florence with other important Italian cities in record time: Milan in 1 hour and 40 minutes, Rome in 1 hour and 34 minutes, Bologna in just 37 minutes. Florence has three main train stations: Santa Maria Novella (central station), Campo di Marte station and Rifredi station.

For more information visit: [www.trenitalia.it](http://www.trenitalia.it) or [www.italotreno.it](http://www.italotreno.it)

### ***By Plane***

Florence's Amerigo Vespucci Airport is served by a great number of domestic and international carriers offering many flights each day. The airport is just 5 kilometres (3 miles) northwest of the city centre and is easy to reach by the tramvia. Tickets can be purchased from the automatic ticket machines located at every station ([mobilita.comune.fi.it/tramvia/index.html](http://mobilita.comune.fi.it/tramvia/index.html)).

Pisa's Galileo Galilei Airport is about 80 kilometres (50 miles) from Florence. To reach Florence from the Pisa airport a bus service is available from the airport to the railway station in Florence ([autostradale.it](http://autostradale.it)). It is also possible to take a bus and then a train from Pisa station ([www.trenitalia.it](http://www.trenitalia.it)).

### ***Moving Around Florence***

The easiest way to travel in Florence is by bus or tramway, both operated by ATAF. Discounted monthly metro transit passes are

available for students. A monthly ticket costs around €35. Bus tickets are available at bars, tobacconists and newsstands that display the 'Biglietti ATAF' (ATAF Tickets) sign, and from automatic ticketing machines. You must stamp your ticket in the validating machine onboard the bus/tram as soon as you board. You can also buy a ticket via SMS by messaging 4880105 (€1.80 for 90 minutes) or onboard (€2.50). There is also the possibility of contactless payment. For more information please visit: [www.ataf.net](http://www.ataf.net).

Taxis are quite expensive in Florence. Radio-taxi numbers: 055 4242 / 055 4390 / 055 4798.

There are also several rental car companies in Florence, including a number of pay-per-use franchises such as Enjoy, Car2Go and Share'nGo, as well as bike rental companies such as [mobike.com/it](http://mobike.com/it)

### ***Living Costs***

The cost of living in Florence (per month) is approximately:

€300/400 – accommodation (shared room, expenses excluded)

€150/200 – food

€150/200 – further expenses

Students will require at least €600 per month to meet everyday living expenses in addition to study-related costs (books, etc.).

The cost of some standard commodities:

Loaf of sliced bread: €2

Glass of beer (in cafés): €5-7

Fast-food meal or salad: €5.50-10.50

Pizza: from €10

Cinema ticket: €8

Daily newspaper: €1.50

Bus ticket: €1.50

## ***Healthcare and Health Insurance***

European students in possession of a European Health Insurance card or equivalent document will have access to free health care during their stay in accordance with the Italian legislation. Students who do not have complete health coverage in their home country or are not EU citizens need to buy health insurance. For more information students can contact the following office:

Azienda Sanitaria Locale Ufficio Stranieri

ASL 1 10, Borgo Ognissanti 20

ASL 10, Via Gramsci 561, Sesto Fiorentino

AOU Careggi, Largo Brambilla 3 – Pavillon 2 NIC (Main Entrance)

e-mail: [ufficio.stranieri@asf.toscana.it](mailto:ufficio.stranieri@asf.toscana.it)

For more information visit:

<https://www.unifi.it/cmpro-v-p-10834.html>

The national telephone number for emergency medical services is 118.

## ***Public Holidays***

January 1st (New Year's Day), January 6th (Epiphany), Easter, Easter Monday, April 25th (Liberation Day), May 1st (International Workers' Day), June 2nd (Republic Day), August 15th (Ferragosto/Assumption Day), November 1st (All Saints' Day), December 8th (Immaculate Conception), December 25th (Christmas Day), December 26th (St. Stephen's Day). And in Florence, June 24th (St. John, the city's patron saint).

## ***Leisure Time***

The city and its surroundings offer a myriad of opportunities for a nearly unlimited variety of leisure activities. Florence's geographical position makes the city an ideal starting point to explore the rest of Italy. High-speed railway lines take you to many of the most important Italian cities (Rome, Bologna, Milan, Naples,

etc.) very quickly. Florence is also approximately 1 hour from some of the most beautiful beach locations in Tuscany: Forte dei Marmi, Viareggio, Torre del Lago, and many others. Central Italy's premier ski resort, Abetone, is just 1.5 hours by car or by bus from Florence.

### ***Monuments and Museums***

As a cradle of Italian culture, Florence boasts many great monuments: the Duomo, the Church of Santa Croce, Santa Maria Novella and San Lorenzo, the Uffizi, Palazzo Pitti, Ponte Vecchio, Palazzo Vecchio, etc., which represent only a small part of the immense artistic and historical wealth of this city. On business days, access to many scientific museums is free. The Botanical Garden "Giardino dei semplici" at the Natural History museum, the Mineralogy and Lithology museum, the Anthropology and Ethnology museum, the Galileo museum, the Geology and Paleontology museum, and la Specola are among Florence's most renowned scientific museums.

### ***Theatres***

Students are entitled to special rates on some shows and performances. For more information, contact the theatre box-office directly. The main theatres in the centre of Florence are:

- Teatro della Pergola – Via della Pergola 12/32  
([www.teatrodellapergola.com](http://www.teatrodellapergola.com))
- Teatro Verdi – Via Ghibellina 99  
([www.teatroverdifirenze.it](http://www.teatroverdifirenze.it))
- Teatro dell'Opera di Firenze – Piazza Gui 1  
([www.maggiofiorentino.com](http://www.maggiofiorentino.com))
- Teatro Cinematografo Puccini – Piazza Puccini 41  
([www.teatropuccini.it](http://www.teatropuccini.it))
- Teatro di Rifredi – Via Vittorio Emanuele II 303  
([www.teatrodirifredi.it](http://www.teatrodirifredi.it))

- Obihall – Lungarno A. Moro 3  
([www.obihall.it](http://www.obihall.it))

Programmes and tickets can also be purchased at the following address:

Box Office Toscana - [www.boxofficetoscana.it](http://www.boxofficetoscana.it)

### ***Cinemas, Meeting Places and Events***

The average cost of cinema tickets is €8. Cheaper entrance is possible in some suburban cinemas or on special days and hours. The first show usually starts at 4 PM and the last show starts at 10:45 PM.

In the evenings you can meet up in bars, beer houses and pubs. Check local newspapers or local magazines for addresses, opening hours and events.

[www.firenzespettacolo.it](http://www.firenzespettacolo.it)

### ***Public Utilities***

#### ***Late-Closing Post Offices***

Most post-offices are open from 8:15 AM to 1:30 PM. Offices open in the afternoon (Monday through Friday).

For more information visit: [www.posteitaliane.it](http://www.posteitaliane.it)

#### ***Currency Exchange***

Currency exchange is available at any bank. You can use chipped cards (credit-card, cash withdrawal card) or cash for automatic tellers open 24/7.

## ***Banks***

To open a bank account, you must be at least eighteen, be in possession of a valid identity document and tax ID number and have not had any convictions for bankruptcy. Foreign nationals must declare if they are living in Italy when the account is opened. Foreign nationals are qualified as residents if their permanent residence or domicile is in Italy, or they have been classed as residents by the registry office for at least 183 days a year.

The terms and conditions relating to the bank account vary from bank to bank: in most cases a card (debit card) and a cheque book are issued. In some banks, a small deposit of money may be required to open the account. In any case, it is advisable to contact the banks directly to acquire the necessary information, considering that each institute can offer different solutions.

## ***Tax Identification Number***

The tax identification number (codice fiscale) is a code to identify citizens in their dealings with the Italian Public Administration. Every Italian citizen is issued with one by default at birth, but also foreigners residing in Italy are required to have one, for example to obtain a residence permit, open a bank account, register for the National Health Service, rent an apartment, request a telephone number, etc.

The request can be submitted directly by the person concerned to: Agenzia delle Entrate (Revenue Agency) - Direzione Provinciale di Firenze; Via Santa Caterina d'Alessandria 23; E-mail: [dp.firenze@agenziaentrate.it](mailto:dp.firenze@agenziaentrate.it)

EU/EEA citizens must show a valid passport or equivalent ID; non-EU / EEA citizens must have a valid passport with appropriate visa (if required) as well as a photocopy of the passport (of the pages clearly showing personal data and visa) and/or residence permit. Alternatively, the tax identification number can be requested before arrival to Italy from the Italian diplomatic authorities in the



country of residence.

Foreign citizens entering Italy with a research visa will receive a certificate of attribution of the tax number at the time of the convocation to the Immigration Desk (Sportello Unico per l'Immigrazione - SUI).

For more information visit: [www.agenziaentrate.it](http://www.agenziaentrate.it)

### ***Emergency Services***

Municipal Police (Polizia Municipale) 055 32831/3283333

Immediate Police Intervention (Soccorso Pubblico di Emergenza)  
113

Ambulance 118

SOS cars 116

Road Police 055 50551

Fire Brigade (Vigili del Fuoco) 115

Carabinieri 112

For urgent medical aid, the doctors here below ('Guardia Medica') are available every night from 8 PM to 8 AM and from 10 AM on the day before a holiday to 8 AM of the day after a holiday.

Via della Pergola 1; 055 6938980

Via Sant'Agostino 6; 055 215616

Via di Camerata 10; 055 679293

Via Volterrana 3/A; 055 2320082

Via Chiantigiana 26; 055 6536899

Via Santa Maria a Cintoia 9/A; 055 700536

Via di Caciolle 3/E; 055 419779

Via delle Panche 49; 055 42691

Via di Peretola 68; 055 315225

# The University of Florence

## *History*

One of the largest and oldest universities in Italy, the University of Florence offers courses in all the main scientific fields: agriculture, architecture, economics, arts, education, engineering, law, mathematics, physics and natural sciences, healthcare sciences and medicine, pharmacology, chemistry, political sciences and psychology. The first centre of the University of Florence was founded as the 'Studium Generale Republicae Florentinae' almost seven centuries ago in 1321. The Studium was recognized by Pope Clement VI in 1349 and authorised to grant regular degrees. It became an Imperial university in 1364 but was moved to Pisa in 1473 when Lorenzo the Magnificent gained control of Florence. Charles VIII moved it back from 1497 to 1515, but it was again moved to Pisa when the Medici family returned to power. In 1859, various institutions were grouped together to form the 'Istituto di Studi Superiori Pratici e di Perfezionamento' which was recognised a year later as a fully-fledged university by the government of the new, unified Italy – although the name did not change until 1924 when the *Istituto* was officially denominated the University of Florence by Parliament.

## *The University of Florence today*

The University of Florence is an important and influential centre for research and higher education in Italy, with 1,800 lecturers and internal research staff, 1,600 technical and administrative staff, and over 1,600 research assistants and doctoral students. It offers a wide range of study programmes at various levels and in all areas of knowledge, with 132 degree courses (First and Second Cycle, corresponding to Bachelor's and Master's Degrees) organised into 10 Schools, with a population of about 53,000

enrolled students, one-fourth of which come from outside of Tuscany. There are over 9,000 degrees awarded each year in Florence. According to the alumni data, the percentage of students who are in the workforce one year after their First Level degree is above national average.

The University of Florence has a natural international vocation, and the development of internationalisation is one of its strategic priorities. It is one of the largest and most productive public research systems in Italy thanks to the number of permanent and temporary researchers working in a wide range of disciplinary and scientific fields as well as the numerous junior scientists in training. It is also due to an intensive participation in research programmes of national and international relevance and the significant scientific results achieved. External funds support this research and knowledge transfer activities. This combination of factors qualifies the Florentine institution as a modern research university which accounts for its excellent position in national and global rankings. Researchers at the University of Florence operate within 24 different departments and have around 40 research facilities available including inter-departmental and inter-university centres as well as specialised research, knowledge transfer and advanced training centres.

In recent years, the University of Florence has increasingly consolidated its ventures in the field of knowledge sharing: from the filing of patents to the setting up of joint workshops with businesses, in addition to participation in spin-off companies.

Knowledge sharing activities are coordinated by CSAVRI (Centro di Servizi di Ateneo per la Valorizzazione della Ricerca e la gestione dell'Incubatore universitario), the Centre for the Enhancement of Research and Management of the University's Incubator.

## ***Education System***

According to the principles of the Bologna Process, in 1999 the Italian educational system was reformed in a three-cycle university system.

### ***First Cycle***

First cycle studies consist exclusively of Bachelor Degree Courses (Corsi di Laurea Triennali). The general access requirement is the school diploma awarded on completion of 13 years of global schooling and after the relevant State examinations. Equivalent foreign qualifications may be also accepted. Admission to Degree Courses may be subject to specific requirements. Degree Programmes often last 3 years and the 1st cycle degree (the bachelor's degree) is awarded to students who have earned 180 university credits.

### ***Second Cycle***

Second Cycle Degree Courses (Corsi di Laurea Magistrale) last 2 years. Access is allowed after having achieved a 1st Cycle Degree or a comparable foreign degree. Admission is subject to specific course requirements determined by each university (workload - 120 university credits). The awarding of the 2nd cycle degree (the master's degree) is conditional on completing a master's thesis and defence of said thesis. A limited number of 2nd Cycle Degree Courses (Dentistry, Human Health Science, Pharmacy, Architecture, Law) are one-block programmes organized into 5 years and 300 university credits (only Human Health Sciences require 6 years and 360 credits).

### ***First and Second-level Post-graduate Programmes***

They normally involve one year of full-time study. Only the

graduates who have completed at least a First Cycle Degree Course are accepted for a first-level Post-graduate Programme, while only the ones who have completed a Second Cycle Degree Course are admitted to a second-level Post-graduate Programme.

### ***Third Cycle***

These studies include the following components:

- a. Research Doctorates (Dottorati di Ricerca). Admission requires a 2nd cycle degree (or a comparable foreign degree) and is based on a selection by a committee. Studies last 3 years.
- b. Specialisation Courses: they mainly concern medical, clinical, and surgical specialisations. Admission requires a 2nd cycle degree (or a comparable foreign degree). Course length varies in relation to subject fields.

# The School of Agriculture

## *History*

### *History of the Cascine Park*

The School of Agriculture is located in Florence's Parco delle Cascine, a strip of land running along the north bank of the Arno River, bounded on the north by the Fosso Macinate and the river's tributary, the Mugnone Torrent. The second-generation Medici rulers were the first to exploit the 'island', at the time separated from the city by a parcel of land called 'La Sardigna' where infected animal carcasses were thrown. Alessandro de' Medici nicknamed '*il mulo*' (the mule) or '*il moro*' (the Moor), became the first Duke of Florence in 1532. He reclaimed and used the land as a game reserve and to breed and rear dairy cattle. It would seem that he created the first pine tree boulevard, but it was his successor Cosimo I 'the Younger', second Duke of Florence and first Grand Duke of Tuscany, who turned Le Cascine into a true wooded park by planting evergreen oaks, maples, elms and other trees and rare and exotic plants. Cosimo I considered the land to be his private property and deeded park use rights and revenues to his successors. Towards the end of the seventeenth century, the last descendant of the Medici family, the 'sad' Gian Gastone, wrote from Bohemia: 'Soon it will begin to snow and mark the start of this extremely cold hobby of sleighing. How I much prefer a carriage ride at Le Cascine in springtime.'

It is documented by many sources that the park was already used during this time period as a promenade for Florentines as well as avenue for parties and firework displays. These sources are the collection of interesting pictorial documentation and exhibits pertaining to the Cascine once held by the now-defunct Firenze Com'Era museum but now divided up among various civic and

state museums in and around Florence.

After the death of Gian Gastone and the end of the Medici dynasty, the park passed to Florence's new Hapsburg-Lorraine rulers, who eventually donated it to the State Department of Possessions. The park was opened to the public in the early 19th century. In 1787, Pietro Leopoldo of Lorraine ordered the architect Giuseppe Manettito replace the park's old farm with a new building (where the School of Agriculture is now headquartered), a villa with arcades decorated with bull's-head medallions that became a popular venue for grand-ducal court events. The park was gradually fitted out with new boulevards, furnishings, and small neo-classical 'functional' monuments such as the sheds for the park's gardeners, shaped like miniature temples, the pyramid-shaped icehouse as well as watering-troughs with grotesque mascarons.

The park's best-known fountain is the Fontana del Narciso, named for the verses beneath it that refer to the myth of the vain Narcissus:

'eternal monument of this place great pity displayed for Narcissus who gazing at his reflection in the water died, consumed by passionate love'.

In the 19th century, Percy Bysshe Shelley drew his inspiration for his 'Ode to the West Wind' at the fountain, as a memorial tablet at its base reminds us:

'At This Fountain, Named Narcissus, The Poet Shelley, In Autumn 1819, Wrote "Ode to The West Wind'.

Throughout the 19th century, processions of carriages enlivened the park during the sunset promenade. The best-known event at the Cascine was held on Ascension Day, when the population filled the lawns to celebrate the cricket as a symbol of spring or, according to another version, to eliminate as many of these insects, considered harmful to crops since pagan times, as possible.

The Piazzale delle Cascine, where today the School of Agriculture is located, originally hosted several service buildings for

maintaining the property. They were raised with no overarching plan or consideration for order or symmetry. Pietro Leopoldo regarded them as being 'out of harmony' with the rest of the park and urged changes. He entrusted Giuseppe Manetti with the new project and the first foundations were laid in April 1786. The Grand Duke was so pleased with the result that he decided to retain the first floor of the new building for court use and not, as originally planned, for rural uses. The opening celebrations for the new 'Palazzina Reale' took place in July 1791 under Pietro Leopoldo's successor Ferdinando III.

In the period when Florence was capital of Italy, the city government determined that the Parco delle Cascine should have its own café and restaurant. The concession for the Caffè Ristorante Doney in the Palazzina courtyard was granted to the Doney catering company in 1868. In 1906, during the last years of Doney's permanence at the park venue, some first-floor rooms were given over to a women's society which founded the first agricultural school for women (Scuola Agraria Femminile), which remained on site until the new building in via delle Cascine was ready for occupancy. For a short time, the Palazzina hosted the Comitato per l'Istruzione Agricola Coloniale school (now the Istituto Agronomico per l'Oltremare or Overseas Agronomic Institute). In 1912, the city government gave its permission to the Regio Istituto Superiore Forestale (Royal Forestry Institute) of Vallombrosa to transfer its offices to the main building and the two lateral outbuildings; the institute opened at the Cascine in 1913. In 1924, the by-then Istituto Superiore Forestale Nazionale (National Forestry Institute) became the Regio Istituto Superiore Agrario e Forestale and thereafter, in 1936, the Faculty of Agricultural Sciences of the University of Florence.

### ***History of the School of Agriculture***

The Regio Istituto Superiore Forestale of Vallombrosa (the toponym is from the Latin vallis umbrosa, 'shady valley') founded on August 15, 1869, was Italy's very first forestry school. In the



past, the Vallombrosa Forest (about 40 km – 25 miles – from Florence on the northwest slope of Monte Secchieta in the Pratomagno massif) has undergone minor changes of ownership: after the land was donated by the Guidi counts to S. Giovanni Gualberto in the early 11th century, it remained the property of the monks of Vallombrosa until the seizure of monastic property during the reign of Napoleon I.

The forest returned to the monks after the Restoration until 1866, when Italy introduced a law suppressing contemplative religious corporations. Meanwhile, during the early years of Italian unity, the need for an institute for forestry training became ever more evident. Founded in 1869, the institute at Vallombrosa offered a three-year course to provide technical training to the personnel of the Italian Forestry Administration to ensure that it would be able to ‘conserve [...] Italy's deteriorating forest land through wise land management’.

The first director of the institute was Adolf de Bérenger (1869-1880), a French professor whose interests centred around botany, economics, and legislation. He was followed by Francesco Piccioli (1880-1908), Annibale Franchi (1908-1912) and Vittorio Perona (1912-1914).

In 1913, the institute was transferred from Vallombrosa to Florence and became the Istituto Superiore Forestale Nazionale under the direction of Arrigo Serpieri, a distinguished economist and later undersecretary at the Ministry of Agriculture and Forests. At that time, the courses lasted 2 years. A degree in Agricultural Sciences or in Civil Engineering was a prerequisite for admission. The course was normally held from October to June of each academic year and was followed by 2 months of practical forest study and fieldwork at Vallombrosa. Ten years after it first opened, in November of 1924, the Istituto Superiore Forestale Nazionale became the Regio Istituto Superiore Agrario e Forestale. In 1931, the course curriculum was definitively set: a 2-year general studies course plus 2 years of specialisation in either Agricultural Sciences or Forestry Sciences. In March 1936, the institute's name was changed by law to ‘Facoltà di Agraria

dell'Università degli Studi di Firenze' and on March 1, 2013, the Faculty became the School of Agriculture of the University of Florence.

### ***Teaching and Experimental Facilities***

An educational facility, mainly used for practical activities, is the 'Azienda Agricola di Montepaldi' in San Casciano Val di Pesa, in the Chianti Classico area. The Montepaldi farm has ancient origins. In a document dated May 20, 1101, Montepaldi is called a 'castle'; that is a walled rural village with facilities for large-scale food processing and a religious building. In that period, the owners were the Viceconti vassals of the Megrario of Tuscany. In 1357, Montepaldi was purchased by the Acciaioli family and in 1487, the entire Montepaldi estate went to the Medici family, as payment for a debt contracted by Jacopo Angelo Acciaioli with Lorenzo I de' Medici 'Il Magnifico'. Between 1496 and 1512, the property reverted to the Acciaioli family thanks to the manoeuvrings of Alessandra Bardi, wife of Raffaele Acciaioli, following the arrival of Charles VIII and consequent exile of the Medicis. By this time, the Montepaldi estate had grown to encompass 13 farms, including Montepaldi, Castellina, Pozzo, Noce, Argiano, Colombaia, Fonte, Massoli and Buonriposo, with mills, farms, and rental properties. Later on, in the period from 1870 to 1900, the number of farms on the estate increased to 47. In 1627, Montepaldi was purchased by the Marquis Corsini, who reorganised and expanded the agricultural lands. Under the Corsinis, the fertile Montepaldi lands constituted one of the most productive agricultural estates in Tuscany; documents of the time cite production figures and the quality of the farms' oils and wines. In 1980, the estate was purchased by the Filpucci S.p.A. industrial textile company and finally, in 1989, by the University of Florence as a new experimental/teaching facility for the then Faculty of Agriculture. The university's Azienda Agricola di Montepaldi estate lies entirely within the municipal territory of San Casciano Val di Pesa on an area of about 310 hectares (766 acres). Land use is divided

amongst plantings of grapevines (34 ha. ca. – 84 acres), olives trees (45 ha. ca. – 111 acres – about 10,000 plants), arable crops and pastures (125 ha. ca. – 309 acres) and fruit trees (6 ha. ca. – 15 acres); woodlands and arboreal collections account for 90 ha. ca (222 acres). The main building hosts a conference room, three classrooms and a computer room, as well as related services. In general, students engage in practical undergraduate work, participate in workshops, and conduct in experimental research under their professors' guidance.

### ***The Academic Year***

The academic year is made up of two semesters. The first semester starts in September/October and ends in January/February: the months of December, January and February are usually dedicated to the exams and so there are no lessons. The second semester starts in February/March and ends in July: the months of June and July are usually dedicated to the exams and so again there are no lessons during this time. The actual start and finish dates vary according to the School, but each semester lasts around 20 weeks and it is made up of a teaching period lasting around 14 weeks and an exam period lasting around 6 weeks.

The academic calendar changes every year, so you should check the website of your school [www.agraria.unifi.it](http://www.agraria.unifi.it)

Usually, all details are available around the month of July.

### ***Classrooms***

Classroom work centres on the Cascine and Quaracchi facilities, depending on the level and study area. The Agricultural Sciences degree course classes are held at the Cascine, whilst the Forest and Environmental Sciences degree course classes in Quaracchi. The classes for the other degree courses are split between the two locations.

## ***Bachelor's Degrees***

### ***Agricultural Sciences***

Students acquire the technical and scientific knowledge needed to perform various tasks within the agricultural sector and to carry out qualified promotion and technical assistance activities for agricultural businesses as well as agro-industrial and agro-tourism enterprises located in temperate-climate areas.

Website: <https://www.clscienzeagrarie.unifi.it/>

### ***Forest and Environmental Sciences***

Students acquire the technical and scientific knowledge needed to understand forest and environmental systems, to address problems and perform activities for management and conservation of various types of ecosystems and mountain areas.

Website: <https://www.forestambiente.unifi.it/>

### ***Sciences and Technologies for Green Spaces and Landscape Management***

This degree course has two curricula: Plant Nursery Sciences and Green Spaces Planning and Management. The course teaches the entire plant cycle, from the germination in the nursery to the planting in the field, as it relates to the agricultural production (fruit, vegetables and other crops and nursery plants, flowers, shrubs and trees) for private and public green spaces.

Website: <https://www.scienzevivaistiche.unifi.it/>

### ***Wildlife Sciences***

The course deals with all aspects of interactions between wildlife and agro-forestry ecosystems as well as with environmental

planning of territories in relation to wildlife species.

Website: <https://www.lfau.unifi.it/>

### ***Food Technologies***

The central subject of this course is the food product and its interactions with the consumer in terms of sensory, nutritional and safety features.

Website: <https://www.tecnologiealimentari.unifi.it/>

### ***Viticulture and Oenology***

The course focuses on grape-growing and wine production at all levels of the production chain from the improvement of varietal selections to cultivation techniques and from the management of wine production and quality-control processes to marketing.

Website: <https://www.viticulturaenologia.unifi.it/>

### ***Technologies and Advanced Manufacturing in Wooden Furniture and Constructions***

The professionally oriented bachelor's degree programme focuses on wood supply chains and, in particular, on processes and products for furnishing, building, logistics and trade.

Website: <https://www.temalegno.unifi.it/>

### ***Master's Degrees***

#### ***Agricultural Sciences and Technologies***

This course embraces six fields of study. Students choose their major from the following:

1. Agro-ecosystem Sustainable Management

2. Marketing and Management
3. Plant Disease Management
4. Production of High-Value Crops
5. Animal Production Sustainability and Management
6. Planning and Management for agro-territorial biosystems

Each curriculum is based around both shared subjects as well as subjects specific to the chosen field of study. With each course preparing students for different professional career paths.

Website: <https://www.scienzeetecnologieagricarie.unifi.it/>

### ***Natural Resources Management for Tropical Rural Development***

The degree in Natural Resources Management for Tropical Rural Development, offered only at the University of Florence, trains professionals who will work in developing countries. The course, entirely in English, trains professionals to be able to carry out environmental monitoring, planning and on-the-ground organisation of development projects and joint cooperative efforts in tropical developing countries.

This master course has two curricula:

1. Agricultural Production
2. Land and Water

Website: <https://www.tropicalruraldevelopment.unifi.it/>

### ***Forest Systems Sciences and Technologies***

The course curricula cover the study of forestry ecosystems and wood products, from forest management and conservation to production, management and commercialisation of wood and forest products. After a first year of study common to all specialisations, the degree programme branches out into different areas:

1. Ecological Management of Forest Ecosystems

2. Forest Engineering
3. Sustainable, responsible, and eco-compatible production of wood
4. Forest Landscape Planning Technologies

Website: <https://www.forestambiente-magistrale.unifi.it/>

### ***Food Sciences and Technologies***

Advanced knowledge about all aspects of food and wine production chains; expertise in evaluating, improving, and guaranteeing the quality of food products and wines, management of food and wine production processes and sales and marketing aspects of the sector.

Website: <https://www.scienzeetecnologiealimentari.unifi.it>

### ***Wildlife Science and Management of Environmental Resources***

The course imparts specialist knowledge relating to the management of wildlife in the different habitats/environments of Italy, including notions of conservation and management of wildlife resources, as well as the interactions between wildlife, the environment and human beings and environmental/wildlife monitoring and research methods.

Website: <https://www.magistralefaunistica.unifi.it/>

### ***Biotechnology for Environmental Management and Sustainable Agriculture (BIO-EMSA)***

The course aims at training Biotechnologists capable of understanding the complex processes related to climate change who are capable of managing and developing sustainable and innovative agricultural and industrial processes aimed at reducing the impact of these activities on the environment.

Website: <https://www.bio-ems.unifi.it/>

### ***Sustainable Innovation in Viticulture and Oenology***

The Master's Course in Sustainable Innovation in Viticulture and Oenology, belonging to the LM-70 class (Food Science and Technology), is an inter-institutional degree course between the University of Pisa and the University of Florence that aims to train professionals capable of carrying out complex planning, management, control and coordination activities within the entire wine production chain with a view to sustainability and environmental protection by consciously employing rigorous scientific methods and innovative working tools.

Website: <https://www.agr.unipi.it/laurea-magistrale-innovazione-sostenibile-viticultura-enologia/>

### ***PhD Programmes***

Doctoral-level research degree programmes are designed to promote the progress of science and technology, to enhance your professional culture and add an international dimension to your educational path. The School of Agriculture offers two PhD programmes:

1. Agricultural and Environmental Sciences  
Coordinator: Prof. Giacomo Pietramellara  
<https://www.dottoratoscienzeagrariambientali.unifi.it/>
2. Sustainable Management of Agricultural, Forestry and Food Resources.  
Coordinator: Prof. Erminio Monteleone  
<http://www.phd-gsrafa.dagri.unifi.it/>

### ***Student Workloads and Exams***

Students' workloads are measured in CFUs ('Crediti Formativi Universitari') which are equivalent to ECTS (European Credit Transfer and Accumulation System) credits. One CFU corresponds to 25 hours of student work, comprehensive of lessons (8 hours)



and individual study (17 hours). A three-year (undergraduate) degree equals 180 CFUs; each semester's work amounts to about 30 CFUs. In practical terms, 1 Italian CFU is equivalent to 1 ECTS credit.

Exams are scheduled at the end of each course and students will be required to sit written or oral exams, or both. Exams are scheduled for three ordinary exam sessions, each with two calls: Winter (January-February), Summer (June-July), Autumn (September). The exam sessions are scheduled on a semester-by-semester basis. Please note students have to book their exams online between 3 and 14 days before the scheduled date. Without registering, the student is not allowed to attend the exam. After the exams, the recorded results can be checked by students simply logging into their personal online page.

### ***Grading System***

The Italian grading system is based on a scale from 18 to 30, as follows:

#### ITALIAN GRADES / ECTS GRADES

30 or 30/30 e lode (honours)	A [excellent]
27/29	B [very good]
23/26	C [good]
19/22	D [satisfactory]
18	E [pass]
<18	F, FX [fail]

As a rule, failed exams are not listed in students' transcripts.

### ***Field Training***

Field training (pre-degree practical experience) is required for all the undergraduate-level degree programs and the second-level degree programmes. The practical work is regulated by specific

rules, the 'Regolamento di tirocinio per i corsi di laurea Triennale e di laurea magistrale' which is available on the School of Agriculture website.

### ***Vaccinations***

Currently, Italy requires no particular vaccinations for incoming students. In any case, it is advisable for students to be vaccinated against tetanus and to be up to date with their booster vaccinations, especially when taking courses involving practical activities.

# DAGRI

Department of Agriculture, Food, Environment and Forestry (DAGRI), University of Florence (UNIFI) was founded in January 1, 2019 as a result of the merging of the Department of Agri-food Production and Environmental Sciences (DISPAA) and Department of Agricultural, Food and Forestry Systems (GESAAF). From this year, it represents the only Department of the Agricultural area of the University of Florence. This is the second Department of the Florence University in terms of size and activity. The staff includes about 125 professors and researchers, 60 technical/administrative, 40 PhD students, 60 research fellows and 50 scholarship holders. The foundation of DAGRI derives from the shared need to create a unitary structure that could deal with the problems of the sector in a coordinated and efficient manner. The Department is in fact one of the fundamental organisational structures through which the University of Florence carries out its statutory activities, namely scientific research, educational and training activities, the transfer of knowledge and innovation. Through this merger, we therefore wanted to offer students, researchers, territory, a point of reference that, in a coordinated way, is able to provide concrete and innovative answers to the management and development of a large sector, which is of increasing interest in the national and international context.

The Department deals with numerous disciplines that share similar methodological approaches, although in different sectors of agricultural and environmental systems. The aim is to achieve basic and applied scientific activities in the field of plant and animal productions, environmental protection and recovery, study on chemical, physical, biological and genetic components, including their interactions, which characterise the agricultural and environmental systems. The activities are focused on integrated and multidisciplinary studies of multifactorial components crucial in determining agriculture production

quantity and quality and environmental protection (soil, microorganisms, climate, plants, animals, biodiversity). DAGRI is equipped with main laboratories, field areas for research activities and extensive bio-physical databases. The Department, in addition to the 13 courses of the School of Agriculture, is co-referent of courses of the School of Architecture and of the School of Human Health. It also offers post-graduate training courses, including two research doctorates (Agricultural and Environmental Sciences; Sustainable Management of Agricultural, Forest and Environmental Resources), two Masters (Management and Marketing of Wine Producers; Agricultural Heritage Systems) and a professional refresher courses. The research activity develops in numerous regional, national, and European projects (H2020, Life), financed by public and private structures, which see the participation of teachers as coordinators or partners. Relations with the territory and businesses are relevant, which take the form of innovation and transfer projects, conventions, and agreements, through which research results are made available to operators for the development of the sector.

The internationalisation and cooperation activities with developing countries are also important and represent for the Department one of the main goals. Food security and water management, conservation of biological and cultural diversity, valorisation of local traditions are some of the major problems that affect the development of rural areas in less developed areas overseas. The level of intensifications and environmental impact of the different solutions possible to face these problems must be carefully considered case by case. Modern technologies can bring a consistent increase of productivity in advanced areas. At the same time, costly technologies with high environmental impact cannot be proposed in marginal areas where, instead, sustainable solutions can be implemented with reduced costs particularly if they can be based on the scientific modernisation of local traditions.

# Student Services

## ***Internet***

You will be issued your ID number and password for accessing the University's free Wi-Fi network upon completion of the registration procedure after your arrival in Florence. The ID can be used also to access Firenze Wi-Fi (free internet provided by the municipality in some sites of the city).

## ***Centre of Foreign Languages (CLA)***

The Centro Linguistico di Ateneo offers a free Italian language course to Erasmus+ and Exchange students starting from A2 level. The Centre also offers other foreign languages courses upon the payment of a small additional fee.

For more information please visit: <https://www.cla.unifi.it>

## ***Confucius Institute***

Recognised and funded by the Ministry of Education of China, the Confucius Institute is the official body for the teaching of Chinese language in the world. Born from the collaboration between the University of Florence and the Tongji University of Shanghai, the Confucius Institute in Florence offers Chinese courses at an elementary, intermediate, and advanced level. The Institute also promotes meetings and seminars to promote Chinese culture worldwide. Its offices, located in Novoli and in Via Santa Reparata, house books on various aspects of Chinese culture sent by the Ministry of Education of the People's Republic of China.

For more information please visit:

<https://www.istitutoconfucio.unifi.it/>

## ***Library Services***

The University library system (<https://www.sba.unifi.it/>) offers broad-ranging services, including access to the main online scientific journals, computer facilities and reading rooms. The Library of the School of Agriculture aims at making available all the information and documentation needed for study purposes, teaching, and research. It is located at the main building of the School of Agriculture, Piazzale delle Cascine 18 – 50144 Firenze, and is open from Monday to Friday from 8:30 AM to 6 PM.

When you complete your registration as an Erasmus exchange student you will be issued your student number and university ID, which allows you to access the university libraries.

## ***Canteens***

The university canteens are handled by the Azienda Regionale per il Diritto allo Studio Universitario – DSU (Tuscan Regional Board for the Right to University Education). DSU Toscana has several catering facilities (some of them are run by DSU, others have been contracted out to private firms) where university students may eat at affordable prices. In order to use the services of the university canteens, students need the Canteen Card (Tesserino mensa). Erasmus+ and Exchange students can also apply for a card by producing their identity card and a document proving their enrolment to the University.

The canteens offer varied and balanced menus, with the possibility for celiac students to ask for gluten-free meals as well as vegetarian options. The updated list of all the canteens, the menus offered, and further information can be found on the website: [www.dsu.toscana.it/servizi/ristorazione](http://www.dsu.toscana.it/servizi/ristorazione)

For more information on the canteen card, please contact the Azienda Regionale per il Diritto allo Studio Universitario di Firenze - Servizio Ristorazione, at the following offices:

- Viale Morgagni, 51  
Opening hours: from Monday to Friday 10 AM – 1 PM  
Tuesdays and Thursdays also 2:30 PM - 4:30 PM
- Via Miele, 3  
Opening hours: Tuesday and Thursday 9 AM – 12 PM and  
1 PM – 3PM

### ***Accommodation***

Unfortunately, we do not arrange accommodation for students. We advise you to arrive a few days in advance and have a look at the many notices for student rooms you will find posted at the various campus locations and/or listed in the classified ads sections of the local papers or social networks.

For more information please visit: <https://www.unifi.it/vp-10832-accommodation.html?newlang=eng>

DSU Toscana also helps students in their university career by providing them with accommodation in its own facilities, subject to application and availability. Non-resident students who meet all financial and merit requirements, as detailed in the call published in the DSU website, may apply for accommodation in a hall of residence. For more information please visit: <http://www.dsu.toscana.it/>

All students must notify the International Relations Office of their address in Florence and of any subsequent change of address. It is important to keep this data updated, since it allows us to make contact with students, if necessary.

### ***University Choir***

Founded in 1996, the Choir is made up of thirty members, and it often plays a leading role in cultural exchanges between choirs in Italy and foreign universities. In December 2011, the Choir received the recognition of “Chorus of National Interest” by the Ministry for Heritage and Culture.

For more information visit: <https://www.unifi.it/vp-10315-university-choir.html>

### ***University Orchestra***

The Orchestra was founded in 1996 to give students and all the staff of the University the opportunity to enrich their technical individual musical knowledge. Since 2012, the orchestra has found its preferred stage in the Temple of the Muses, a series of concerts which take place on Sundays morning in the various sections of the Museum of Natural History of the University.

For more information visit: <https://www.unifi.it/vp-10317-university-orchestra.html>

### ***Sports***

The Centro Sportivo Universitario di Firenze (University Sports Centre) organises a full range of sports activities and courses with qualified instructors at its facilities. The courses, open to all the students, include Fitness and Bodybuilding, Bosu, Aerobics, Karate, Yoga, Capoeira, Caribbean Dance, Archery and Tennis. Students may also attend swimming and aqua aerobics courses organised by associated sports centres. Students can hire facilities such as 5-a-side and 7-a-side soccer pitches and tennis courts at special rates. Moreover, students can take part in university intramural tournaments, promotional and leisure activities, winter and summer camps and competitions.

To join in any activity, a CUS card is needed and can be obtained submitting:

- 2 passport-size photographs
- a medical certificate, not older than 1 year, stating the student's fitness to take part in non-competitive sport activities
- a document proving enrolment at the University of Florence.

For more information visit: [www.cus.firenze.it](http://www.cus.firenze.it)



# Erasmus

## ***International Relations Office***

The International Relations Office of the School of Agriculture will be your main contact point for administrative issues before your arrival and during your Erasmus mobility period. We can help you prepare for your stay with us and act as a link between you and your Erasmus coordinator in Florence, who is responsible for your academic counselling and supervision of your studies. You can contact us either by e-mail or by phone. Please note that the office receives a great number of requests and we may require a few days to respond to your queries.

The International Relations Office is located at the main building of the School of Agriculture, Piazzale delle Cascine, 18 - first floor - 50144 Firenze.

Tel: +39 055 2755716

E-mail: [erasmus@agraria.unifi.it](mailto:erasmus@agraria.unifi.it)

Opening Hours: Monday and Wednesday from 10 AM to 12 PM; Tuesday from 3 PM to 4:30 PM.

You can make an appointment by email to [erasmus@agraria.unifi.it](mailto:erasmus@agraria.unifi.it)

## ***Admissions Procedure – Erasmus+ Study***

The general admissions criteria for students wishing to study in Florence as an Erasmus Study student are explained below.

Our School of Agriculture has decided to accept students who possess at least B1-level proficiency in Italian (or Spanish-speaking students). If you have a prior language certification, please send a copy. All our courses are taught in Italian (except for second-level degree courses in *Natural Resources Management for Tropical Rural Development* and in *Biotechnology for Environmental Management and Sustainable Agriculture*).

Insufficient Italian-language proficiency could make your coursework and examinations very difficult.

- Students interested in pursuing thesis work or an internship must inform us of their intention and relative field of study in the Learning Agreement submitted prior to their arrival in Florence. With regards to thesis work, students are also required to specify the ECTS value requested (e.g., 12 ECTS) and the time that they want to dedicate to this work.
- Students requiring a record of attendance must consult their course professor, who is responsible for signing the student's booklet (attendance is not compulsory for Italian students, though highly recommended for ours).

Students selected to undertake an Erasmus Study mobility period in Florence must be nominated by their home institutions. The International Relations Office in Florence needs to receive the name, contact details and degree course selection for each nominated Erasmus student by email.

If you need a visa to enter Italy (this requirement is applicable to students from some countries; for example, Turkey), contact the Italian Embassy in your home country.

Students will receive their information material and will fill in and submit our Application form and the Learning Agreement. Please remember that all the documents must be stamped and signed by the home institution and will not be considered unless signed and stamped. Scan the duly filled in, signed and stamped documents and send by email to: [erasmus@agraria.unifi.it](mailto:erasmus@agraria.unifi.it). In order to fill in the Learning Agreement, the courses information can be found on [www.agraria.unifi.it](http://www.agraria.unifi.it) (pathway: corsi di studio – Offerta Formativa, elenco dei corsi attivati).

Please note that the maximum credit load is 30 ECTS units per semester and 60 ECTS units for a one-year stay.

If you need assistance, please contact us.

## ***Admissions Procedure – Erasmus+ Traineeship***

Students interested in coming to Florence as Erasmus Traineeship students must be selected by their home institutions. The programme is aimed at satisfying the needs of students looking for opportunities for specific training or research activities, for example, for their thesis work.

In this case, the Student Agreement is not approved by the School of Agriculture as such but by its department: Dipartimento di Scienze e Tecnologie Agrarie, Alimentari, Ambientali e Forestali (Department of Agriculture, Food, Environment and Forestry – DAGRI). Students are responsible for identifying a point of contact at the host institution willing to welcome them, outlining the project they intend to develop, and setting the period of stay (between 2 and 12 months).

The International Relations Office is at your disposal for any help needed, including identification of your point of contact.

Once the programme is agreed upon with the host department, the student can proceed with filling in and submitting his/her Traineeship Agreement. Send the Traineeship Agreement (duly filled-in, signed and stamped for approval by the home institution), with the acceptance letter attached and signed by the point of contact at the host department.

Contact the International Relations Office as soon as you arrive in Florence.

## ***Learning/Traineeship Agreement Validation***

The Erasmus Coordinator will validate your Learning or Traineeship Agreement and explain how the courses are organised and which methods of evaluation are used. Any change to the agreement (which constitutes a ‘study contract’) must be notified immediately to your Departmental Coordinator. A copy of the modified Agreement, signed by the Coordinator, will be sent

to the International Relations Office.

No change to a student's Agreement will be accepted unless signed by his/her Coordinator.

The Erasmus Coordinator for the School of Agriculture is Prof.ssa Silvia Scaramuzzi.

Email: [silvia.scaramuzzi@unifi.it](mailto:silvia.scaramuzzi@unifi.it)

The contact person at the International Relations Office is Mrs. Cinzia Semplicini.

E-mail: [cinzia.semplicini@unifi.it](mailto:cinzia.semplicini@unifi.it) or [erasmus@agraria.unifi.it](mailto:erasmus@agraria.unifi.it)

### ***Arrival in Florence***

When you arrive in Florence, you are required to go to the International Relations Office in order to proceed with the official enrolment at the University of Florence. Admin staff will check your application documentation and will release you the matriculation number and a student card called "libretto universitario". The libretto is the identification student card where all passed exams will be registered.

Please note, you have to hand in:

- the Application Documentation (Enrolment Form and Learning Agreement)
- 2 passport size pictures
- other documentation that has to be signed by us (proof of arrival and so on).

In order to complete the enrolment procedure at your arrival in Florence, you have to get also the Codice Fiscale and your ID card or passport.

At the top of the libretto, students can find the Erasmus mobility's date of beginning and end. All the activities related to the Erasmus Mobility in Florence will have to be completed up until the last day indicated on the libretto.

Please note that due to the large number of Erasmus students, the libretto could be issued several days after your registration. In the meantime, students can attend classes.

Students will also receive a USER ID (matriculation number) and a provisional password (date of birth) to access the online services at <https://sol.unifi.it/sol>. Students are requested to change the password at the first access. At the end of your Study/Traineeship mobility period, inform the International Relations Office that you are leaving Florence. Request any document you require from the International Relations Office.

### ***Extending Your Stay***

If you wish to request an extension of your study period, submit your request to your Erasmus Coordinator. Your home institution must provide the International Relations Office with written authorisation. Please contact us as soon as your request has been approved by your home institution's Erasmus Coordinator.

### ***Transcript of Records***

Your Transcript of Records includes the list of your completed course units or modules, the credits obtained, and the grades awarded during your Erasmus mobility period, according to the Italian grading system. Please note that failed exams will not be included in your Transcript of Records. If you need a certificate of attendance (certificate for a course for which you do not plan to take the exam during your Erasmus mobility period), contact the professor before the classes start.

The International Relations Office will send the official Transcript of Records by e-mail directly to the Home University.