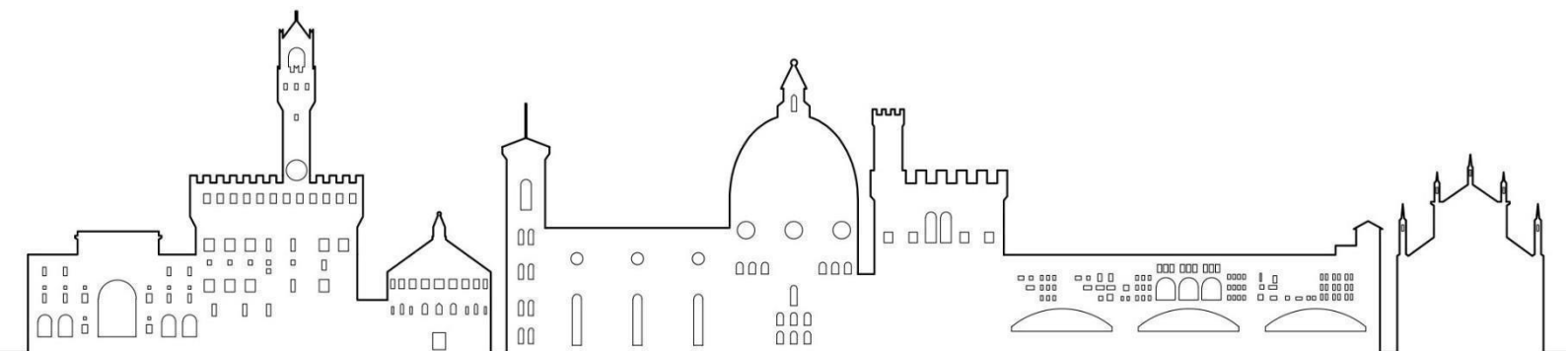




UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

**Scuola di  
Agraria**

Incoming ERASMUS+  
*Student guide*



## Index

### **BEFORE LEAVING YOUR COUNTRY**

#### **Application**

#### **Online Registration (Pre-Enrolment)**

#### **Valuable info Before your arrival**

- [Accommodation](#)
- [UNibuddy platform](#)
- [How to get a Codice Fiscale](#)
- [Italian Classes](#)
- [ECTS](#)
- [Italian Grading System](#)
- [Class schedules](#)
- [Teaching Calendar](#)

### **UPON ARRIVAL**

#### **Completion of your Enrolment**

#### **Only For Non-Eu Citizens**

#### **Safety Training Course**

#### **Change at your original LA**

#### **Valuable info after upon your arrival**

- Public transport
- [University Canteens](#)
- [Italian Classes](#)
- Health Insurance
- [Sporting activity](#)
- [Holidays](#)
- [Student Associations](#)

### **LEAVING FLORENCE CHECK-OUT**

## USEFUL CONTACTS

- **International Relations Service - School of Agriculture**

<u>Address</u>	Piazzale delle Cascine, 18
<u>E-mail:</u>	<a href="mailto:erasmus@agraria.unifi.it">erasmus@agraria.unifi.it</a>
<u>Phone number:</u>	(+39) 055 2755713
<u>Opening times:</u>	Wednesday 10:00 a.m. – 12:00 p.m. ; Tuesday and Thursday 2:00 p.m. – 4:00 p.m.
<u>Website</u>	Dedicated page for <a href="#">Incoming Students</a> of the School of Agriculture
<u>Guide Book</u>	<a href="#">Guide for Erasmus Students</a> (EN)

- **Tutor for incoming students**

<u>E-mail:</u>	<a href="mailto:ella.mcgarry@edu.unifi.it">ella.mcgarry@edu.unifi.it</a>
----------------	--

# BEFORE LEAVING YOUR COUNTRY

The following steps are mandatory before departure:

APPLICATION >>> ONLINE REGISTRATION

## 1. APPLICATION

### Deadlines

- **30/06** - First Semester (Fall) - Full Year
- **30/11** - Second Semester (Spring)

### Documents needed:

- **Enrolment form** (signed and stamped by your university)
- **Copy** (an English version) of your academic **Transcript of Records** (ToR);
- **Language certificate** or confirmation letter of Language Skills
- **Learning Agreement** (on EWP)
- 1 copy of **passport or national ID**
- **Copy of residence Permit** (only for Erasmus+ students with non-EU/EEA citizenship)

Please send all your documents together in one email to the  
**International Relations Service of the School of Agriculture:**

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

by the deadlines!

### LEARNING AGREEMENT\_Step 1: CHOOSE YOUR COURSES

You can explore the course offering on each degree program website at this link: [Agriculture course catalogue and degree programs](#).

All of the degree programs are taught in Italian, except for the [Natural Resources Management for Tropical Rural Development Master program](#), which is entirely taught in English.

You can choose subjects from different years and different degrees to insert in your L.A, but please pay attention to:

1. The *Language knowledge certificate required* to attend the courses (B1 Italian if taught in Italian or B2 English if taught in English)
2. The *class schedule*, which will be published by the end of June on the [KAIROS](#) portal in order to avoid timetable clashes/overlapping.

You can also choose **up to a maximum of two courses** offered in other UNIFI Schools (such as [Engineering](#) or [Architecture](#)).

A few recommendations:

1. Please make sure that the **code of the courses** listed in your Learning Agreement is for the **correct academic year you are applying for**;
2. Please write the **name of the courses** you choose **in Italian**;
3. Please send your documents in separate PDF files and name your file SURNAME\_name\_DOCUMENT (e.g. DOE\_John\_ENROLMENT.pdf ; DOE\_John\_LANGUAGE CERTIFICATE.pdf, etc).

## **LEARNING AGREEMENT\_Step 2: WAIT FOR APPROVAL**

Once you have inserted your **Online Learning Agreement (OLA)** on the online platform and have received approval from your University, please wait for our approval.

## **2. ONLINE REGISTRATION (PRE-ENROLMENT)**

**Once your application has been approved** by the *International Relations Service of the School of Agriculture*, you must carefully enter your personal data in our online platform by following the [tutorial](#), in order to pre-enrol to the *Università Degli Studi di Firenze*.

**NOTE: Online registration is compulsory before enrolment: if you do not, we will not be able to find you in our system and match your profile with your Online Learning Agreement on EWP.**

# VALUABLE INFO BEFORE YOUR ARRIVAL

## ➤ ACCOMMODATION

Unfortunately UNIFI does not provide accommodation, but some recommended no-scam platforms in the [Accommodation](#) section.

In addition there is a help service to contact:

### [DSU Toscana](#)

Viale Gramsci, 36 - 50132 Firenze

Tel. +39 055 2261314

email: [info@dsu.toscana.it](mailto:info@dsu.toscana.it)

And two recommended housing search platforms:

- <https://cercoalloggio.com/#!/international>
- [www.housinganywhere.com](http://www.housinganywhere.com)

Also, [The Evergreen Residence](#) and [The Social Hub - Florence](#) rent rooms and apartments for students.

## ➤ UNIBUDDY PLATFORM

*Unibuddy* is a peer-to-peer chat platform that links prospective international students with student ambassadors from the University of Florence. The ambassadors are students at the University of Florence who are happy and ready to share their experiences with you and give you some suggestions and insights about university life.

You can contact an ambassador if you have any questions about student life in Florence (public transport, University campuses and canteens, libraries, city life etc.). Reach out to them [here](#) or by using the **Unibuddy app**. They will be glad to chat with you!

Please keep in mind that student ambassadors cannot give you any support on administrative matters.

Please allow up to 24 hours to receive a reply.

## ➤ HOW TO GET A CODICE FISCALE (TAX ID)

Your **tax ID code** (Codice Fiscale, abbreviated C.F.) is a financial identification code. It is necessary for all sorts of procedures in Italy (e.g. renting a flat, buying a mobile phone SIM card, opening a bank account, applying for the National Health Service card, applying for a residence permit, etc.).

If you want request the tax code, please consult the following [instructions](#).

## ➤ ITALIAN CLASSES

Students can attend language courses at the [CLA](#) (*University's Linguistic Center*). These cannot be included in your Learning Agreement because they don't count towards any ECTS/CFUs. The first Italian course is free of charge for Erasmus and Exchange students.

**NOTE:** The courses organized by CLA start from A2 level.

Preliminary enrollment for Italian language courses can be done online: as an Erasmus student, in order to register for Italian courses you need to fill out [this specific form](#).

Check out [this dedicated link](#) for all the necessary information about class schedules and other opportunities to learn the Italian language.

For more information: [infoitaliano@cla.unifi.it](mailto:infoitaliano@cla.unifi.it)

## ➤ ECTS

In Italy **CFUs (Crediti Formativi Universitari)** correspond to ECTS credits. In virtue of our bilateral agreement with your home University, we have agreed on a 1-to-1 conversion:

**1 ECTS = 1 CFU**

CFUs express how many class hours and how much personal study hours it takes to prepare for an exam. They are not related to the final vote assigned: if you take an exam that is worth 6 CFUs, you will be assigned 6 CFUs if you pass, whether your score is 30/30 or 18/30.

## ➤ ITALIAN GRADING SYSTEM

The Italian grading system ranges from 18/30 to 30/30. The highest mark is 30/30 with honors (*con lode*).

Exam scores lower than 18/30 are considered “fail/not passed” and cannot be registered on your transcript of records.

Please note that some courses, laboratories or workshops end with a “Pass/Fail” grade (“Idoneo/Non Idoneo”). This is due to national regulations: some courses don’t have to be graded, but can end with an attendance grade (frequentato) or a pass grade (idoneo).

**Idoneo/pass** grade: no grade assigned, only the credits.

The correspondence between ECTS evaluations and Italian marks is the following:

**A** = 30/30 and 30/30 cum laude

**B** = 27/30, 28/30 and 29/30

**C** = 23/30, 24/30, 25/30 & 26/30

**D** = 19/30, 20/30, 21/30 and 22/30

**E** = 18/30

**F** < 18/30



## ➤ CLASS SCHEDULES

Before selecting a course, please check the schedule on the Web Agenda "[Kairos](#)". The 2024/2025 course schedule will be published by the **24th of June**.

Courses belonging to different degree programmes may overlap. When choosing a course, [make sure that it does not overlap](#) with other courses!

If you find that they overlap, do not worry: you will be able to **change your Online Learning Agreement** (OLA) during the first month of your stay.

## ➤ TEACHING CALENDAR

The definitive calendar is published at the end of June on the School of Agriculture website [here](#).

### **Fall Semester/1st semester (except for Natural Resources Management)**

Lessons: mid-September until mid-December

Exams: **January-February**

### **Spring Semester/2nd semester (except for Natural Resources Management)**

Lessons: end of February until mid-June

Exams: **June-July**

# UPON ARRIVAL

## COMPLETION OF YOUR ENROLLMENT

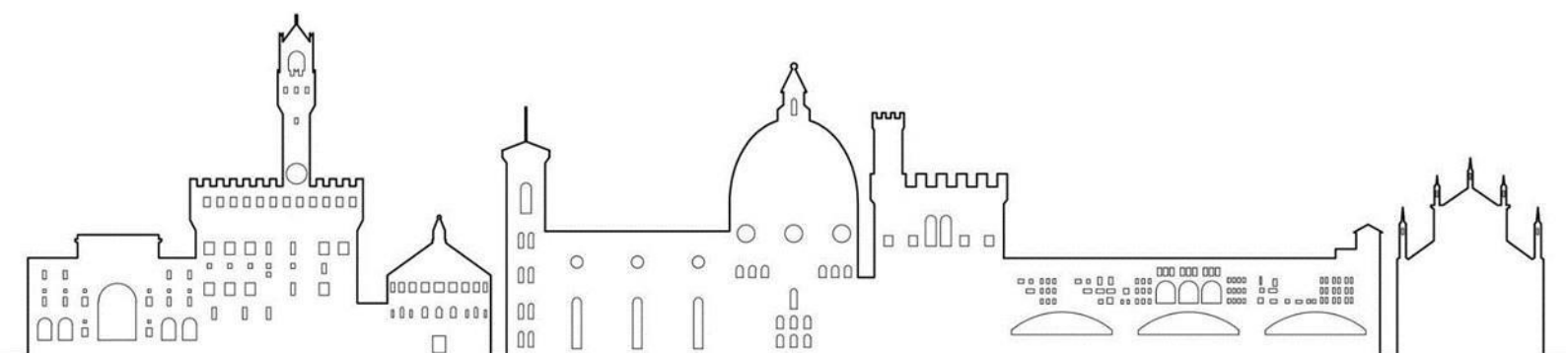
Once all your information and documents have been received (Application) and you have correctly registered on our system (Online Registration), everything will be ready for your arrival at the School of Agriculture.

As soon as you will arrive in Florence, please send your **boarding pass/train ticket/autostrada toll receipt** to the International Relations Service of the School of Agriculture ([erasmus@agraria.unifi.it](mailto:erasmus@agraria.unifi.it)) in order to complete your enrollment and obtain:

- your MATRICOLA (student number) and password to access the [online service](#);
- your institutional e-mail ([name.lastname@edu.unifi.it](mailto:name.lastname@edu.unifi.it)), which will be activated within 5 days from when you get your matricola. You can log in from [here](#).

After that we will send your *Certificate of Arrival* to your home university (you'll be in CC).

**NOTE:** no certificates other than the official certificate issued by us will be signed!



---

## ONLY FOR NON-EU CITIZENS

In order to complete your enrolment request, non-EU citizens will also have to ask for a **Residence Permit** upon arrival in Florence.

NOTE: You must make your request **within 8 days of your arrival in Italy**.

Non-EU citizens must have a valid passport and, if required, an entry visa for study purposes issued by the Italian representatives of their state of origin or last residence.

Non-EU citizens whose mobility period lasts more than 90 days must also obtain 3 receipts issued by the Post Office upon filling in the document kit provided at the [Sportello Amico](#) (the help desk of **Poste Italiane**).

The [Immigration Desk of the Municipality of Florence](#) provides assistance for filling in the forms.

**Address:** [Villa Pallini Via Baracca 150/p Firenze - Access from Viuzzo delle Calvane 1](#)

**Telephone:** +39 055 / 2767078 - +39 055 / 2767079

**E-mail:** [immigr@comune.fi.it](mailto:immigr@comune.fi.it)

**Office hours:**

Monday to Friday 9:00 a.m. - 12:45 p.m.

Tuesday and Thursday also 2:30 p.m. - 5:15 p.m.

---

## SAFETY TRAINING COURSE

Once you have received your MATRICOLA, we advise you not to waste any time and to attend the first part of the training course on safety in the workplace immediately. The course is compulsory and allows students to attend classes that include **access to laboratories, outdoor activities and internships**.

As mentioned, the course is divided in two parts:

1. **General Basic Training Course** (4 h, [available on the platform online](#)) as soon as you complete your enrolment and received your Student Number (matricola), [log into the platform](#) and register for "*HS Workers' General Training - 2024*".

The "enrollment key" you need to insert in is **Safety-2021**.

2. **Specific Risk Training Course** (12 h, [online followed by a test](#)) as soon as you complete the first general part of the course, you will be enrolled automatically to this second part of the *Safety in the Workplace Training Course*. The course will be held on **10 and 11 October 2024**.

Please attend the first part of the Course and be ready for that date!

## CHANGE AT YOUR ORIGINAL LA

The School of Agriculture offers **7 Bachelor Degree Programmes** and **7 Master Degree Programmes**.

The educational offer is organised on **three teaching sites** in Florence:



### 1. Cascine site

Piazzale delle Cascine, 18  
FI 3.

### 2. Novoli site (Bldg C9)

Via Sandro Pertini, 16 FI

### 3. Quaracchi site

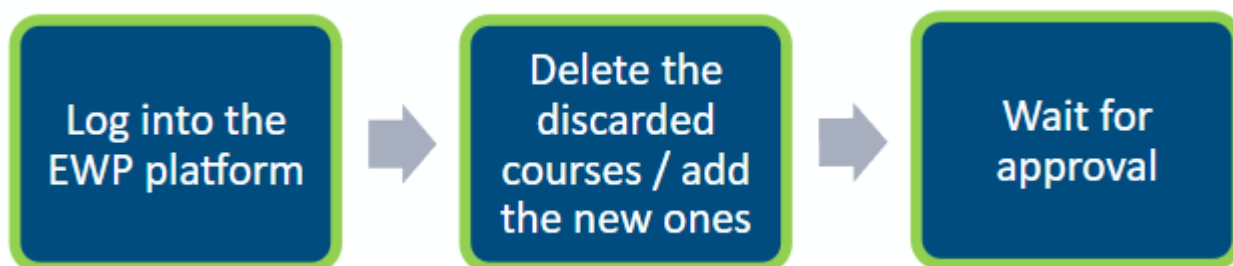
Via San Bonaventura, 13 FI

Since each course belongs to a different degree programme, your chosen courses might overlap or they could be delivered in two very distant places.

- ✓ Check every teaching activity schedule on the Web Agenda "[Kairos](#)".
- ✓ Check which site your classes are in

If you find that your courses overlap, you can change your original Online Learning Agreement (OLA) **within 5 weeks of the start of the mobility**, by following the same procedure on the section "During the Mobility".

The Changes to the Original Learning Agreement must be done on the *Erasmus Without Paper* (EWP) platform, unless your original Learning Agreement was drafted on paper.



It is necessary for you to contact your home institution and ask for approval for new courses to be substituted:

All the changes to your Learning Agreement should be approved firstly by your home university Erasmus Coordinator, and only after his/her approval you may submit the new Learning Agreement to our Erasmus Coordinator approval through our International Relations office.

**NOTE:** When you return, you will have to request recognition of the examinations from your university!

# VALUABLE INFO UPON YOUR ARRIVAL

## ➤ PUBLIC TRANSPORT

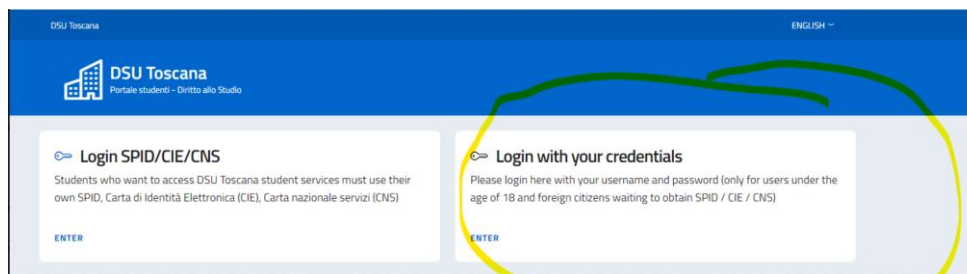
Unfortunately, as Erasmus Student you are not supposed to get a Student Card. That means you cannot access to an "annual season pass for student", but you need to buy a *quarterly season pass*.

Check this link -> <https://www.at-bus.it/en/ticket>

## ➤ UNIVERSITY CANTEENS

If you are not in possession of a digital identity (in Italian, SPID), in order to access the university canteens, you must:

- register on [DSU Toscana portal](#)



- open a ticket to request a CUR (Unique Reload Code)
- once in possession of the CUR, you can proceed to [recharge the electronic purse via our website](#) where payments are accepted by Paypal and/or Credit Card

You can recharge your Pass:

- *online*, at "Ricarichiamoci" through the Paypal and Credit Card system. NOTE: In order to access the reserved area at <https://ricarichiamoci.dsu.toscana.it>, it is mandatory to be in possession of a SPID digital identity but since foreign citizens in Italy are not in possession of a digital identity, you must open a ticket at the "Student Desk" at

[sol.dsu.toscana.it/apps/V3.1/sol/public/](http://sol.dsu.toscana.it/apps/V3.1/sol/public/) to request a CUR (Codice Unico di Ricarica), which will enable them to top-up online.

- *at the special "Coin Vending Machines"* located near various university canteens.

**NOTE:** Cash payments are not accepted.

List of university canteens closer to you ([check here](#) for more info):

1) **Calamandrei** - *Viale Morgagni 51*

<https://maps.app.goo.gl/A7uAGLtdwALE6kez9>

2) **Sant'Apollonia** - *Via S.Reparata 12*

(In the city centre, a ten-minute walk from the central railway station)

<https://maps.app.goo.gl/TvHCqTzbgp281JRp8>

3) **Bar Novoli** - *Via delle pandette 3* (next to the Department of the School of Law)

<https://maps.app.goo.gl/BviZDbuePWNyvtqWA>

4) **Caponnetto** - *Via Giovanni Miele 3* ( next to the Department of the School of Law )

<https://maps.app.goo.gl/RrwknUPpob5RH1EaA>

## ➤ **ITALIAN CLASSES**

If you still need to improve your Italian knowledge, check if there are still places available in the **pre-autumn Italian courses** organised by CLA.

For more info, check the **CLA website** on the following link:

<https://www.cla.unifi.it/index.php?module=CMpro&func=viewpage&pageid=368&newlang=eng>

**NOTE:** The first Italian course is free of charge for Erasmus students.

## ➤ HEALTH INSURANCE

As foreign student, you are entitled to voluntary enrolment for the duration of your period of study. Voluntary enrolment gives the right to registration with the *regional health service*, to the *choice of doctor* and to **all services on the same basis as an Italian citizen**.

Enrolment **lasts for one year per calendar year**, and therefore expires on 31 December of the year of reference, and has a flat-rate cost of **€700.00** (to be paid via F24 form, tax code 8846, region code 17, year of reference \_\_\_\_).

For further information [ASL Toscana centro](#) and [UNIFI website](#).

## ➤ SPORTING ACTIVITY

The **Centro Universitario Sportivo di Firenze (C.U.S)** is the non-profit, amateur sports organisation that has been organising and promoting sports activities among Florentine university students for over 60 years.

The C.U.S. organises: recreational-promotional activities, competitive and recreational events, inter-faculty tournaments, national and international meetings with representatives from other universities, basic and pre-competitive courses for numerous sports and competitive activities at federal level.

For information on courses and timetables, please consult the Centre's web page: <https://www.cus.firenze.it/?cat=3>

## ➤ HOLIDAYS

### WINTER HOLIDAYS

Classes will stop for Winter Holidays [from November 4 to November 8, 2024 inclusive](#).

### SPRING HOLIDAYS

Classes will stop for Spring Holidays [from April 14 to April 18, 2025 inclusive](#).



## ➤ **STUDENT ASSOCIATIONS**

[On this link](#) on UNIFI website you can find a list of student associations (in alphabetical order), whose contents are entirely the responsibility of the associations themselves.

In particular, we highlight the [Erasmus Student Network Florentia](#).

## ➤ **OFFICE HOURS INTERNATIONAL RELATIONS SERVICE**

The International Relations Service of the School of Agriculture is in *Piazzale delle Cascine, 18*, Room M1 (groundfloor).

- The *(in person)* office hours are:

**Wednesday 10:00 a.m. – 12:00 p.m**

**Thursday 2:00 p.m. – 4:00 p.m**

No appointment required.

- The *online* office hours are:

on **Tuesdays** from 15:00 to 16:00 ( [click here](#) )

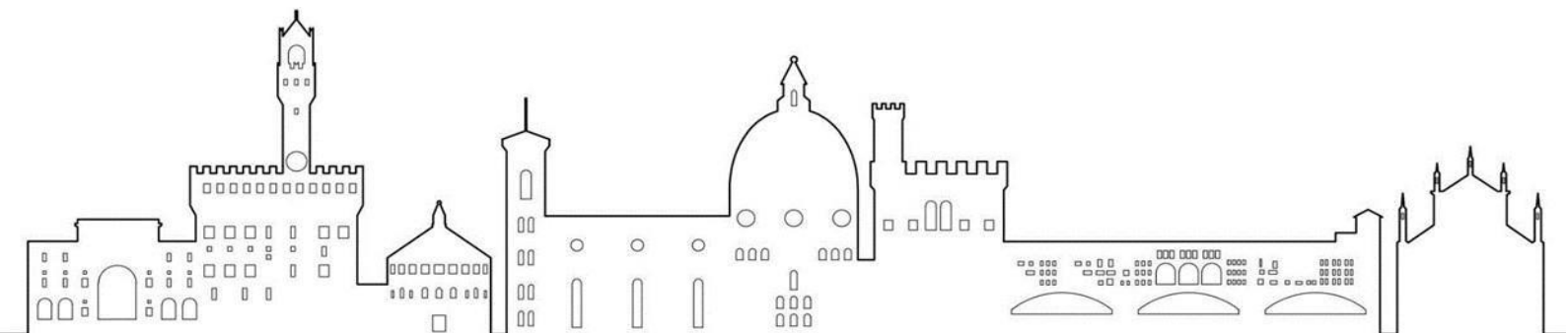
on **Fridays** from 12:00 to 13:00 ( [click here](#) )

Our Erasmus tutor is **Ella McGarry** ( [ella.mcgarry@edu.unifi.it](mailto:ella.mcgarry@edu.unifi.it) ).

You can always contact us by sending an email to:

[\*\*erasmus@agraria.unifi.it\*\*](mailto:erasmus@agraria.unifi.it)

For further info, check the **FAQs**.



# CHECK-OUT

By checking out you formally end your Erasmus mobility period in Florence and can no longer take exams or other educational activities. Before checking out, please:

- ✓ check in [GCS Student Career Management](#) whether all examinations have been recorded
- ✓ fill out the **Examinations Taken form** ([pdf](#)), and send it to [erasmus@agraria.unifi.it](mailto:erasmus@agraria.unifi.it)

By submitting the form, you are telling us that you have completed the activities and wish to receive the **Certification of Attendance** and **Transcript of Records (ToR)**. The International Relations Service of the School will close your mobility and send your documents by email to your home university and in copy to you.

**NOTE:** The closing date of your Erasmus in Florence coincides with the date of your last exam, passed or not, or the end date of classes if no exam was taken.

