



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di
Architettura

FACT SHEET

For partners and incoming students

I FIRENZE01 - School of Architecture





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Key Data

University	Università degli Studi di Firenze Piazza San Marco 4, 50121 - Firenze (Italy)
School	School of Architecture Via della Mattonaia 8, 50121 - Firenze (Italy)
Erasmus Code	I FIRENZE01
International Mobility Coordinator	Prof. Carlo Pisano Erasmus+ and International Mobility Delegate
University Campuses	<p>The School of Architecture counts various locations across the city. Some degree programmes are held in locations other than Firenze.</p> <p>Florence Buildings: Santa Teresa, Santa Verdiana, San Clemente, Palazzo Vegni, Ex Convento Degli Angeli.</p> <p>Calenzano: Design Campus.</p> <p>Prato: PIN – Polo Universitario Città di Prato</p> <p>School of Architecture Campuses</p>
International Relations Office	<p>Giulietta Stefani, Tommaso Kaldewey, Francesca La Bella (0039) 055 2755422 – 055 2755428 - 055 2755397 archint@unifi.it Via della Mattonaia 8, Firenze Office hours: Wednesday 10 am – 1 pm Online meeting: Thursday 10 am - 1 pm</p> <p>Incoming students of the School of Architecture</p>
Students' Tutoring Service	<p>The Tutors of the School can help you with orientation and advice on subjects and other activities.</p> <p>tutor.3_2@dida.unifi.it tutor.lm4cu@dida.unifi.it</p>
Unibuddy	<p>For any question about student life in Florence (public transports, University campuses and canteens, libraries, city life etc..), students can reach out to our student ambassadors.</p> <p>They 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.</p> <p>Reach out to them from here or by using the Unibuddy app. They will be glad to chat!</p> <p><i>Please keep in mind that student ambassadors cannot give any support on administrative matters.</i></p>



Academic information

Teaching calendar

Fall Semester/1st semester

Classes: end of September until mid-January

Exams: January-February

Welcome Day: around third week of September

Spring Semester/2nd semester

Lessons: end of February – end of May

Exams: June-July

Welcome Day: around third week of February

The exact calendar is published every year around July/August on the website of the School of Architecture, [here](#).

Course catalogue

We offer a wide range of degree programs (1st and 2nd cycle) on three different campuses located in Florence (Architecture), Calenzano (Design), and Prato (Urban Planning).

In particular, we have 4 Bachelor Degrees (Laurea TRIENNALE), 5 Master Degrees (Laurea MAGISTRALE), and one 5-years Degree program (Laurea a CICLO UNICO).

All of the degree programs are carried out in Italian, except for the following two Master's programs, which are entirely taught in English:

- International Curriculum in Architectural Design (ICAD);
- Urban and Regional Planning and Design for Sustainability.

These English-taught courses cannot grant acceptance to all incoming students, so that they very often have to switch to Italian classes: therefore, we strongly recommend the knowledge of the Italian language for everyone.

Our full academic offer per degree program is available [here](#). Within our academic offer, we also have [thematic seminars](#)*. More information about thematic seminars is available on our [website](#).

**Note that they do not release a final mark: only a "passed" or "failed" evaluation.*

Subjects from different years and different courses degrees can be chosen. Please, note that, while all subjects are open, most of "Laboratorio" has limited places. Thus, even if approved in your Learning Agreement, your place in "Laboratorio" cannot be guaranteed, as registration is needed once in Florence. Make sure that you have more options, in case your registration will not be accepted.

CLA (University Linguistic Center)

Incoming students are offered one Italian language course* free of charge at Centro Linguistico di Ateneo (CLA), located in Via Degli Alfani 58. Registration is needed [here](#).

**They are not academic courses and do not provide ECTS credits or mark.*



Before the Mobility

Nomination

Partner Institutions have to send nominations (containing information about nominated students: Name/ Institutional e-mail address/ Course-Area of Studies/Semester of Mobility) to: archint@unifi.it

Nomination deadlines	
Fall Semester / Full Year	Spring Semester
May 31st	October 31st

> Erasmus Students

Erasmus Students shall be nominated according to the foreseen number of the bilateral agreement.

> Exchange Students

We usually welcome 2 Exchange students per year, for each cultural cooperation agreement.

Application

After the official nomination from the home University, students will receive an e-mail from the International Relations Office with all the instructions on the application process.

Application deadlines	
Fall Semester / Full Year	Spring Semester
June 30th	November 30th

Students have to provide the following documents:

- Enrolment Form
- Language Certification
- Learning Agreement
- copy of passport or national identity card

> Enrolment Form

It is a document with basic personal data and information about previous and current studies. It can be downloaded from the [Forms section](#) on our website.

> Language requirements

All incoming students need to apply with:

Certified **B1 of Italian** mandatory to attend courses held in Italian AND/OR

Certified **B2 of English** mandatory to attend courses held in English

B1 of Italian is strongly recommended for everyone!

> Learning Agreement

Learning Agreement is a document which contains the list of activities at the University of Florence.

How to fill in the Learning Agreement:

1. search the Course Catalogue for next academic year;
2. fill in your OLA (Online Learning Agreement) through the home institution online platform, or, if not applicable, send via e-mail the LA form (.pdf), which can be downloaded from the [Forms section](#) on our website.

When listing the subject in your learning agreement, please, make sure that the code is for the correct academic year you are applying for.

3. get the approval/signature from your home university;
4. after the application is completed, the International Relations Office will approve it and sign it.



Preliminary web-registration

Incoming students have to complete the preliminary Web-registration at the study services following these [steps](#).

Enrolment

> Erasmus Students

Erasmus Desk* is the office in charge for the enrolment procedure for Erasmus students. Further information is available on the [website](#).

> Exchange Students

International Desk* is the office in charge for the enrolment procedure for Exchange Students. Further information is available on the [website](#).

During the Mobility

Learning Agreement Change

Learning Agreement can be changed within 6 weeks after the start of the semester. Incoming students can make their request of change ONLINE (through the home institution online platform) or, if not applicable, sending via e-mail to archint@unifi.it the pdf form (see the [Forms section](#)) signed and sealed from the home institution.

Extension of the study period

Exchange students can ask for an extension of their mobility period no later than one month before the end of their mobility. They must send a request, signed and sealed from the home institution, by email to archint@unifi.it. The form can be downloaded from the [Forms section](#).

At the End of the Mobility

Check out

Before checking out, all incoming students should check on Unifi [Gestione Carriera Studenti \(GCS\)](#) if all the taken examinations have been recorded.

Mind that the updates may not be immediate, because professors might need some time to finalize the registration of the exams.

Check out is not in charge of the International Relations Office.

> Erasmus Students

Erasmus students have to fill out the "esami sostenuti" form (rtf - pdf), and send it to **Erasmus Desk***. Further information is available on the [website](#).

> Exchange Students

Exchange students have to write to **International Desk*** and they will send instructions on the check out. Further information is available on the [website](#).

> Transcript of Records & Certificate of Stay

Incoming students and their home institutions will receive the final documents by email only once the check out is completed.

*Erasmus Desk

| erasmusdesk-presnovoli@unifi.it

*International Desk

| internationaldesk@unifi.it



Further information

Italian university grading system

The University of Florence is a public university. The "credit" system in Italian courses is based on university credits (CFU) that are equivalent to ECTS credits. A full-time student conventionally undertakes an academic workload of 60 credits per year.

Exams at the University of Florence are graded on a scale of up to 30 points, with 18/30 marking the minimum passing grade. Exceptional performance may be recognized with the distinction of "cum laude" (30 cum laude).

The University of Florence offers more than 250 programmes, with courses at all levels and in all disciplinary areas:

- First cycle (Bachelor Degree; First level professional and vocational master).
- Second cycle (Master Degree and 5-year combined cycle degrees; Second level professional and vocational master).
- Third cycle (PhD programmes, specialization diploma and other post-graduate courses).

Accommodation

UNIFI does not arrange accommodation for incoming students. However, the Regional Authority for University Services (DSU), who supports students' lodging needs, can sometimes provide accommodation in its own facilities. Students can contact the DSU through the [Sportello studente](#): they have to register and then insert their requests.

More opportunities for accommodation can be found in the sections "Other facilities" and "Housing search platforms" [here](#).

Codice Fiscale (Tax Code)

Incoming students might need Italian tax code to rent a flat, to open a bank account, to register for Italian health system, etc. Please find [here](#) the instructions for the request.

Residence Permit

Non-EU citizens must be in possession of a valid passport and, where required, entry visa for study purposes.

Within 8 days of entry into Italy, non-EU citizens with a mobility period of more than 90 days, must also request the residence permit: they have to fill in a kit provided by a [Post Office](#) and keep carefully the three request's receipts they obtain as proof of the application.

[Sportello PER-Università](#) - provides assistance for the residence permit procedure.

unifiinclude.accoglienzaextraue@unifi.it

The [Immigration Desk](#) of the Municipality of Florence also provides support to fill in the forms.



Medical Service

Italian public sanitary system is called Servizio Sanitario Nazionale (SSN). Those who are registered to SSN have the same rights and duties of Italian citizens including the co-payment of fees for the services provided (ticket). The contribution varies according to the financial situation of the applicant. In some cases, (e.g. students) applicants pay a flat fee.

Here more information [link](#) (ITA)

The main hospital is AOUC Careggi: there is a desk dedicated to foreign citizens.

Foreigners' Hospitalisation Office/Ufficio Spedalità Stranieri

Largo Brambilla 3, Pavilion 2 NIC - Firenze

(0039) 055 7949888 - 055 7947057 (Monday to Saturday 7:30 am – 1:30 pm)

Public Transport

Erasmus and Exchange students can have a discount only on the annual ticket.

Registration is necessary in the website of [Autolinee Toscane](#).

For Calenzano Campus there is a shuttle service. For information visit the [website](#).

Architecture Library

[Palazzo di San Clemente](#)

Via Micheli 2 - 50121 Firenze

Monday/Tuesday/Wednesday/Thursday/Friday from 8:30 am to 7:00 pm

Saturday and Sunday CLOSED

Canteens

[List of the nearest canteens](#)

To access students need to register at this [link](#).

Student Life

[C.U.S. Florence University Sports Centre](#) - offers courses in many sports, organizes competitions and tournaments.

For medical certificates contact: info@cusfirenze.it

[University Choir, Orchestra and Theatre Company](#)

[University Museums](#)

Useful links

- [Gestione Carriera Studenti \(GCS\)](#) - online student services
- the timetable of the courses is available on [Agenda Web Kairos](#) platform
- e-learning platform [Moodle](#) and how to register: [tutorial](#) (ITA)
- Student Online Services: [SOL.UniFi](#) (ITA)