



INFORMATION FOR INCOMING STUDENTS 2016-17 MOBILITY IN FLORENCE

Dear Students,
please find some information regarding your study period at the School of Engineering, University of Florence. Please make sure that we have received your duly filled in Enrolment Form in original and Learning Agreement before you leave your home University. Without these documents you will NOT be accepted at the University of Florence.

School of Engineering

Home page

<http://www.ingegneria.unifi.it>

Please find here below some links regarding the University of Florence, School of Engineering.
Unfortunately, same information on the website is **available only in Italian**.



Courses information

<http://www.ingegneria.unifi.it/p-lis2-2015-101226-0-1.html>

Student's Guide

<http://www.ingegneria.unifi.it/vp-143-guida-dello-studente.html>

Course periods

<http://www.ingegneria.unifi.it/vp-123-periodi-didattici.html>

Schedule Lessons

<http://www.ingegneria.unifi.it/vp-147-orario-delle-lezioni.html>

ARRIVAL

Upon arrival in Florence please come to our office:



International Relations Office

School of Engineering - University of Florence

Via di S. Marta, 3 - 50139 Firenze Italy –

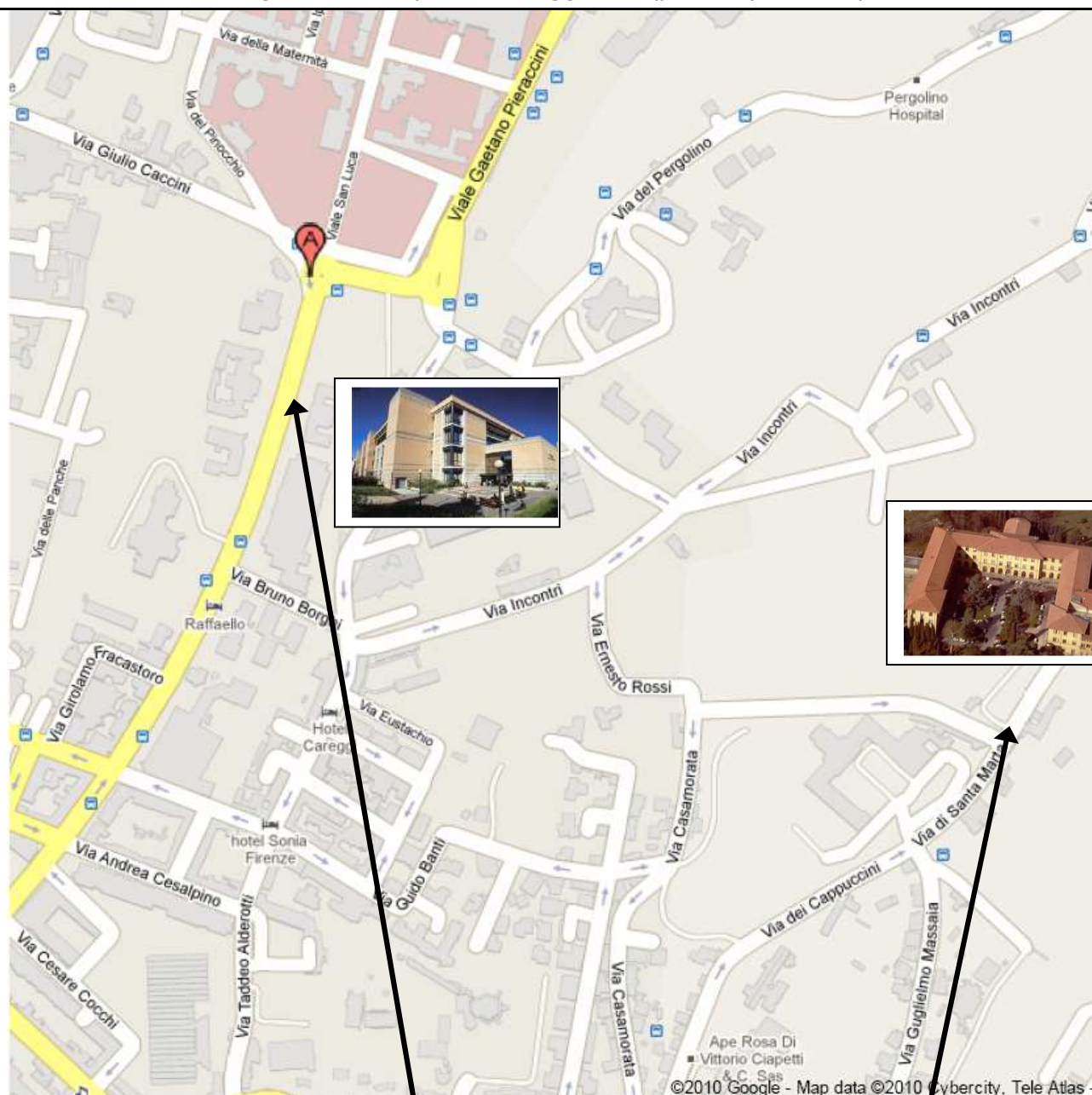
Tel. 055 2758987-988 international@ingegneria.unifi.it

Opening hours

Tuesdays from 10:00 to 13:00

Thursdays from 10:00 to 13:00 and from 15:00 to 17:00

to receive all the necessary information for enrolment at the Florence University. In fact you will receive a Student Card, a username and password for wireless internet and an email account. **Please bring with you 2 photos and a copy of your ID document.** You will also receive a copy of your Enrolment Documents (Application Form) duly signed and stamped for approval by the University of Florence and furthermore a useful guide for students about the School of Engineering and a map of Florence and buses itineraries.



Viale Morgagni Campus
Viale Morgagni, 40

- ☞ Courses for 1° cycle degrees
- ☞ Canteen

International Relations Office
School of Engineering
Via di S. Marta, 3

- ☞ Enrolment
- ☞ Student card
- ☞ Wireless password
- ☞ Changes to original learning agreement
- ☞ Extension of Stay
- ☞ Transcript of Records
- ☞ Signature on arrival and departure certificate
- ☞ General Assistance

Accommodation



Since accommodation is not being organized by us, incoming students must search for housing on their own. For information you may contact the following two offices:

Azienda Regionale per il Diritto allo Studio Universitario di Firenze
Servizio sviluppo programmi abitativi, V.le Gramsci 36 - 50132 Firenze
Tel +39 055 22611 info@dsu.toscana.it

This office gives information about how to find accommodation in Florence and its surroundings.

Agenzia per il Turismo di Firenze (Tourist Agency in Florence)
Via A. Manzoni, 16 Firenze
Tel +39 055 23320 www.firenzeturismo.it

In our experience we have noticed that the best solution for students is to stay in the Monastery/Hostel for a few days and find a flat to share directly from here. All the incoming students have always managed to find a place in a short time, receiving our support in case of difficulty.
Please consult the document “**Accommodation in Florence**” for further information.

Canteen Card

Incoming Students also have the opportunity to use the university canteens here in Florence during their mobility period. To use these, you will need a canteen card, “tesserino mensa”, which can be obtained by submitting a copy of your Enrolment Documents (Application Form) to the relevant office at Viale Morgagni, 51. They are open on Mondays, Wednesdays and Thursdays from 09.00 to 13.00 and on Thursdays from 15.00 to 17.00.



Contact Persons for mobility students School of Engineering

Professor	Degree Course	E-mail:
Prof.ssa Enrica Caporali	Building and Civil and Environmental Engineering	enrica.caporali@unifi.it
Prof. Paolo Frascioni	Computer Engineering	paolo.frascioni@unifi.it
Prof. Luciano Alparone	Electronic Engineering	luciano.alparone@unifi.it
Prof. Andrea Corvi	Biomedical Engineering	andrea.corvi@unifi.it
Prof. Niccolò Baldanzini	Mechanical and Energy Engineering	niccolo.baldanzini@unifi.it
Prof. Carlo Carobbi	Telecommunications Engineering	carlo.carobbi@unifi.it

Changes to the original Learning Agreement



Should you need to make changes to your original Learning Agreement please use the following procedure:

- Fill in **page 5-6-7-8** of your Learning Agreement (<http://www.unifi.it/vp-10340-erasmus-students.html?newlang=eng>) “**Changes to the original learning agreement**” and indicate which courses you would like to cancel and/or add
- Once this form has been duly filled in you should deliver it to our office. We will then have it signed by the relevant professor in charge here at the University of Florence before sending it by fax to your home university for approval
- You will have to take back the original documents once they have been approved both by the University of Florence and your university.

Extension of Stay

In case you would like to apply for an extension of your stay please use the following procedure:

- Come to our office to obtain the request that you need to fill out.
- Once this form has been duly filled in you should deliver it to our office. We will then have it signed by the relevant professor in charge here at the University of Florence before sending it by fax to your home university for approval



Italian language course



Accepted incoming students will have the possibility to improve their Italian by attending a language course once they arrive. In order to do so you must prepare and submit an on-line form available on the following link:

<http://www.cla.unifi.it/vp-351-enrolment.html>

After having submitted the form you will receive an e-mail with a link for confirming your enrolment to the course. In the e-mail you will also find information regarding the calendar of the meetings and language tests you have to take before starting the language course.

You will find all necessary information about enrolment to these courses on the link here above.

For further information please contact the office in charge for these courses - the **Centro Linguistico di Ateneo**.

Please notice that students who pass the language test will be given a separate certificate certifying that the student possesses the requested competences for that level. On this certificate however **no grade or mark will be given**.

For more information please check this link: <http://www.cla.unifi.it/index.php>

Before Departure

Before returning to your home university you must come to the International Relations Office and give us back your Student Card. The Administrative Office will prepare your Transcript of Records and attest your period of stay here at the University of Florence.



Transcript of Records



Please be informed that incoming student will obtain after the conclusion of the mobility a Transcript of Records with an indication of all exams sustained and passed here at the University of Florence. **Failed exams will not be inserted in the Transcript of Records.**

The procedure is however different for the evaluation of the **Final Thesis and stage**. At the end of the preparation of the final thesis here in Florence the student will be given by his/her supervisor a certificate indicating a brief description of the work carried out during the stay here. On the certificate it may be given an evaluation of the work but usually **no grade or credit**. The credits for thesis and stage can not be certified in the same way as for exams. The secretariat here at the Faculty can not indicate on the Transcript of Records or certify in any other way these activities, only the supervisor of the student can.

Regarding the **Language Courses**, please notice that students who pass the language test will be given a separate certificate certifying that the student possesses the requested competences for that level. On this certificate however **no grade and marks will be given**.

For any further information, we remain at your disposal.
We are looking forward to meeting you in Florence.

Kind Regards,
Laura Galli