

SCHOOL OF HUMAN HEALTH SCIENCES
UNIVERSITY OF FLORENCE
WELCOME GUIDE FOR ERASMUS
STUDENTS 2019/2020



<http://www.sc-saluteumana.unifi.it>



UNIVERSITÀ
DEGLI STUDI
FIRENZE
Scuola di
Scienze della
Salute Umana

Welcome !

Dear student,

You have chosen the University of Florence to complete a part of your studies.

Congratulations, thank you and welcome!

This guidebook should help you in your first contacts with Italy and the city of Florence. It includes practical information which should provide answers to the most frequent questions (life in Florence, administrative steps, didactic organization). We hope it will make it easier for you to find your place among Florence students.

Throughout your stay in Florence, our team will be always available to help you in making your visit as successful as possible, both from an academic and a personal point of view.

We look forward to meeting you!

The International Relations Office of the School of Human Health Sciences

Tuscany

Tuscany is probably the most famous region of Italy. It has an area of about 23,000 square kilometres and a population of about 3.75 million inhabitants. The capital town is Florence (Firenze). Tuscany is known for its gorgeous landscapes, its rich artistic legacy and its influence on high culture. Regarded as the true birthplace of the Italian Renaissance, Tuscany gave birth to many influential people in the history of arts and science, such as Dante, Michelangelo, Machiavelli and Leonardo da Vinci. As a result, the region has several museums (such as the Uffizi, the Pitti Palace and the Galleria dell' Accademia).

Tuscany has a unique culinary tradition, and is famous for its wines (Chianti, Montepulciano, Morellino di Scansano and Brunello di Montalcino amongst others).

Six Tuscan localities have been marked as World Heritage Sites: the historic centre of Florence (1982), the historical centre of Siena (1995), the square of the Cathedral of Pisa (1987), the historical centre of San Gimignano (1990), the historical centre of Pienza (1996) and the Val d'Orcia (2004).

Tuscany has over 120 protected nature reserves. This makes Tuscany and its capital Florence popular tourist destinations, attracting millions of tourists every year. Enjoy your visit!

Florence

Florence is located in north-central Italy. With 366,488 inhabitants, it's the largest and most populous city of Tuscany, as well as its main fulcrum historical, artistic and economic governance.

Centre of medieval European trade and finance and one of the wealthiest centers of the medieval time, it is considered the birthplace of the Renaissance, and has been called the Athens of the Middle Ages. Its turbulent political history includes periods of rule by the powerful Medici family, and numerous religious and republican insurrections. From 1865 to 1870 the city was also the capital of the recently established Kingdom of Italy.

The heart of Florence is Piazza della Signoria, with its majestic Palazzo Vecchio, with its gallery of sculptures master-pieces in the Loggia dei Lanzi and the nearby Galleria degli Uffizi, one of the most renowned art museums in the world. Not far away is the religious center of the cathedral of Santa Maria del Fiore, with its majestic dome (at the time of the Grand Duchy, was said to come with its shadow to cover the whole of Tuscany), the huge cathedral is beautifully accompanied by the Bell Tower, one of the most beautiful in Italy, and the St. John Baptistery, with its famous bronze doors and the golden gate of heaven.

The Arno river, which flows through the city, occupies an important place in the history of Florence. Historically, local people have a love-hate relationship with the Arno, which has alternately brought the benefits of trade, and the disasters of floods. Among the bridges crossing Arno, the Ponte Vecchio is unique, with features jewelery shops built on it. Crossed by the Vasari Corridor, is the only bridge in the city to have passed unscathed through the second world war.

Florence has a long tradition as a University town, welcoming students and paying attention to their needs. During the course of the year, the city offers a wide range of cultural, entertainment and sports events and, now having a consolidated image as a multicultural and international city, it also gives young people countless opportunities to meet and get to know each other.

Florence also has a very long tradition in hospital care: the Santa Maria Nuova hospital, one of the oldest city hospitals in Europe, was founded in 1288 and it is still functioning. The long-standing tradition of health care in our region is shown by one of the oldest existing representations of Hospital work which can be found on the facade of the ancient hospital of the nearby town of Pistoia.

Florence is also the city where originated the European movement of health volunteers (the oldest social solidarity association, which still exists today, was founded in Florence in 1244) and where the idea itself of emergency medicine arose, with one of the oldest and most advanced local emergency care systems in Europe.

Climate

The climate in Florence is typically Mediterranean and generally pretty mild.

The warmest months are generally July and August and temperatures tend to stay around 30°C for much of this time, while June and September are both nice with warm weather without it being too hot. The coolest months are December and January, with January being a bit cooler. There can be heavy rain and occasional icy winds, so be sure to bring a warm overcoat, scarf and gloves.

In spring and autumn temperatures are comfortable and pleasant with plenty of sunshine.

How to reach us

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

By car. The A1 motorway, the main road artery linking the north and south of the country, runs past Florence with its five exits: Firenze Nord, Firenze Ovest, Firenze Scandicci, Firenze Certosa and Firenze Sud.

The A11 motorway and the Florence-Pisa-Livorno (FI-PI-LI) dual carriageway link the city with the west (Tyrrhenian) seacoast.

By train. Florence is also a key node on the Italian railway network. High-speed trains (Frecciarossa and Italo) connect Florence with the most important Italian cities: Milan is under 2 hours away, Rome is one hour and a half, Bologna just 37 minutes away.

Florence has three main train stations: Santa Maria Novella (Central Station), Campo di Marte and Rifredi, the closest to the University Campus of Careggi and to the Erasmus Office.

By air. Florence Airport (Amerigo Vespucci) is served by a great number of domestic and international flights each day. It's just 5 kilometres northwest of the city centre and can be easily reached either by a shuttle bus or by taxi.

Shuttle bus departures from airport to the central station and viceversa are approximately every 30 minutes. Tickets may be purchased on board.

Galileo Galilei Airport in Pisa is about 80 kilometres from Florence. The easiest way to reach Florence by Galilei airport is by train (about one every hour) and by coach service operated by Terravision.

Public transportations

The easiest way of travelling in Florence is by bus or tramway through the ATAF service. Students under 27 may purchase an ATAF monthly ticket for a reduced price. To buy monthly tickets it is necessary to get an Ataf card that can be obtained from the ATAF's Office in Piazza Stazione (Piazza Adua side) and from other locations listed in ATAF website upon filling the application form. Bring with you one passport photograph to be stuck on the card.

Bus tickets can be bought from bars, tobacconists, newsagents showing the sign "biglietti Ataf" (Ataf tickets), but also from automatic distributing machines. The ticket must be stamped in the special stamping machines as soon as the passenger gets on board. For further information please visit: www.ataf.net.

Taxis are quite expensive in Florence. The numbers to call a taxi are 055.4242 or 055.4390.

Cost of living

To meet everyday living expenses a single student should have at least 600 € per month at his/her disposal. To this amount you should add study-related costs (books, etc.).

Price of some standard commodities:

Loaf of cut bread: € 2

Glass of beer (in cafés): € 3,5 - 5

Fast food meal or salads: € 3,5 – 8,5

Pizza: from € 5

Cinema ticket: € 7,5

Daily newspaper: € 1,20

Bus ticket: € 1,20

Health care and insurance

Individual health insurance is compulsory in Italy.

If you are from a **EEA country** (EU + Iceland, Liechtenstein and Norway) you are insured through your own national health service. Before leaving your home country, you should take with you your Health insurance European card or ask for it if you haven't it yet. You may check at the following link what kind of European Health Insurance Card is valid for in Italy:

<http://ec.europa.eu/social/main.jsp?catId=1021&langId=en&intPageId=1742>

If you are not from an EEA country you should take into account to subscribe to the health insurance fund of your choice.

If you need to see a doctor in Italy, you will have to subscribe to Italian National Health Service and a doctor will be automatically assigned to you. Moreover, in order not to deal with difficult situations, we highly recommend that you take out a mobility insurance policy.

The national unique emergency number to dial to have immediate rescue is: **1 1 8**

National Holidays

1 January, 6 January (Epiphany), Easter, Monday after Easter, 25 April (Liberation Day), 1 May (Workers' Day), 2 June (Republic Day), 15 August ("Ferragosto"), 1 November (All Saints), 8 December (Mother of God), 25 December (Christmas), 26 December (St. Stephen's Day)

Leisure time

The city and its surroundings offer a nearly unlimited variety of leisure activities, which you might undertake on your own. The geographical position of Florence makes it an ideal starting point to explore the Italian country. Thanks to high-speed railway lines, it is possible to reach Rome in 90 minutes, Bologna in 30 minutes, Milan in 110 minutes and Naples in 3 hours.

Florence is approximately 1 hour from some of the most beautiful beach locations in Tuscany, such as Forte dei Marmi, Viareggio, Tirrenia and many others.

40 minutes away from Florence, students can find Abetone, the main winter ski resort in central Italy.

Our history

One of the largest and oldest universities in Italy, the University of Florence offers courses in all the main fields of scientific knowledge: agriculture, architecture, economics, arts, education, engineering, law, mathematics, physics and natural sciences, healthcare sciences and medicine, pharmacology, political sciences and psychology. Currently, about 60,000 students are enrolled.

The first nucleus of the University of Florence was founded under the name of *Studium Generale Reipublicae 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 1497-1515, but it was moved to Pisa again when the Medici family returned to power.

In 1859 it became the *Istituto di Studi Pratici e di Perfezionamento* and one year later it was recognized as a full fledged university by the government of the unified Italy. In 1923 the *Istituto* was officially denominated a University.

Since Renaissance a renowned school of Medicine, with its headquarters in the nearby town of Pistoia, has been part of the University. Some of the most important scientists in medicine have studied and worked in this school. This ancient tradition in medicine and hospital care is manifest in two museums of medicine (one in Florence and one in Pistoia), rich in exhibits from the glorious past.

School of Human Health Sciences

The School of Human Health Sciences of the University of Florence offers a great number of courses at all levels. Undergraduate Bachelor degrees (BS) include Nursing, Obstetrics, Physiotherapy, Dietetics, Laboratory, Radiology Technician and Sport Sciences. Second level degree courses include Medicine & Surgery (MD), Pharmacy and Dentistry. Numerous Master degrees and post-graduate specializations courses for Nurses and allied healthcare professionals are also provided.

Thanks to its two great University Hospitals, the School of Human Health Sciences can offer students of Medicine, Nursing and of the allied health professions a wide variety of clinical contexts to make useful experiences of clinical placement. The involvement of teaching in the clinical care activities of the two hospitals guarantees students high qualitative standards of teaching and the most up-to-date knowledge.

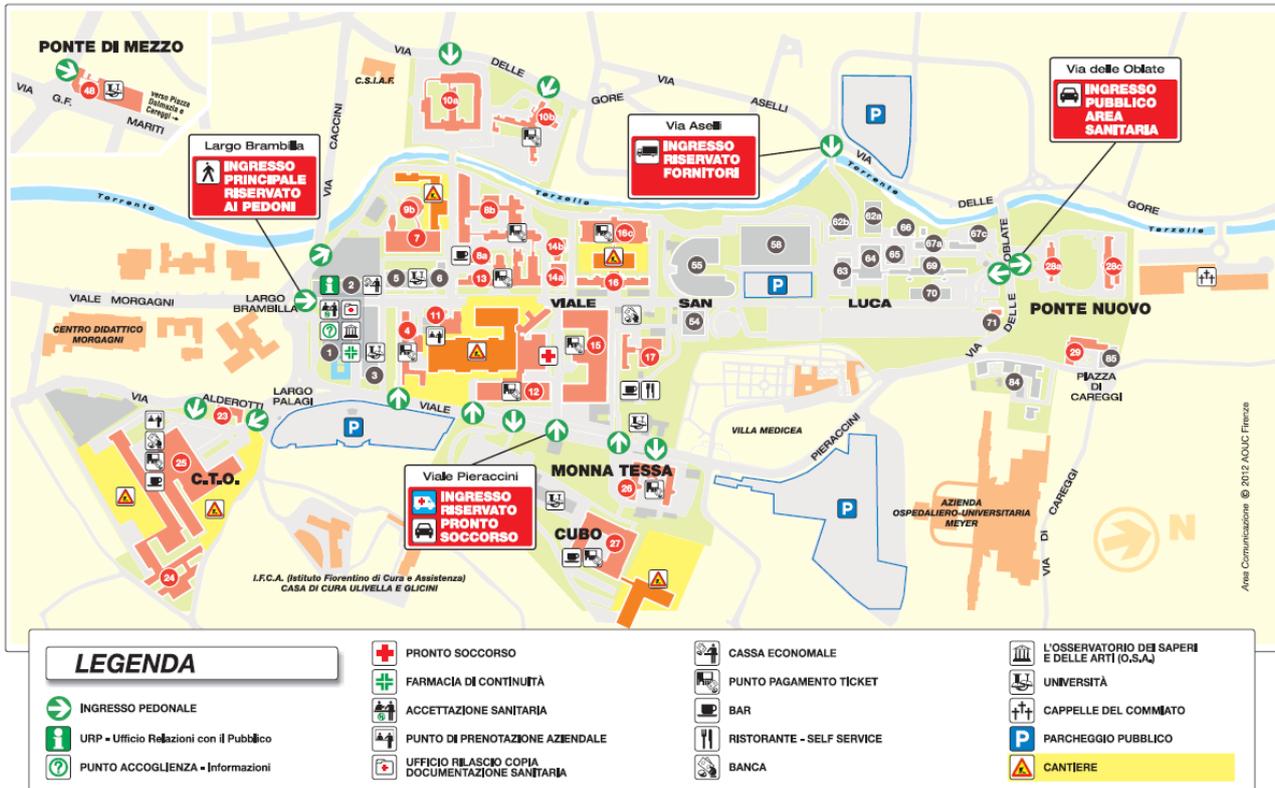
The Campuses

The teaching activities offered by the School of Human Health Sciences are provided in 6 different campuses in the Florentine area.

The main Campus is within the **Careggi** University Hospital. The greatest part of Erasmus students are usually assigned to this campus. The administrative Offices of the Careggi University Campus and the International Relations Office/Erasmus Office are located in "NIC" buildings, at the new entrance of Careggi University Hospital, Largo Brambilla 3.

The campus also includes the Morgagni university building, in viale Morgagni 40, 300 meters from NIC and the CUBO building located in Viale Pieraccini.

Another Campus is located in **Prato** (BS in Nursing) a town 10 km east of Florence. The Campus is in Piazza Ciardi 1, Prato, in front of the train station of *Porta al Serraglio*. It can be easily reached from Florence thanks to a direct train from the *Rifredi* and *Santa Maria Novella* train stations. For Nursing students other Campuses are located in **Pistoia** in via Pertini (26 km east from Florence), **Empoli** in via Oberdan (20 km south-east), **Borgo San Lorenzo** and **San Giovanni Valdarno**.





Per praticità di lettura ed orientamento all'interno della pianta del complesso ospedaliero di Careggi (riportata in altra pagina) qui di seguito sono elencate in ordine numerico le varie strutture (padiglioni ed altre pertinenze). Il colore del numero, con la relativa denominazione dell'edificio, contraddistingue l'appartenenza all'Area Sanitaria oppure all'Area Tecnica Amministrativa/Servizi.



Elenco dei Padiglioni

1	Nuovo Ingresso Careggi - Centro Servizi	25	C.T.O. CENTRO TRAUMATOLOGICO ORTOPEDICO
2	Nuovo Ingresso Careggi - Direzione	26	Villa Monna Tessa
3	Nuovo Ingresso Careggi - Didattica	27	CUBO COMPLESSO POLIVALENTE POLO BIOMEDICO
4	Clinica Oculistica	28a	Ponte Nuovo - "Mario Fiori" - ISPO
5	Biblioteca Biomedica	28c	Ponte Nuovo
5	C.S.I.A.F. CENTRO SERVIZI INFORMATICI E INFORMATIVI DELL'ATENEO FIORENTINO	29	Hospice - SPDC
6	Presidenza Facoltà di Medicina e Chirurgia	48	Ponte di Mezzo - Ambulatori
7	Polo Materno Infantile	50	Convento Cappuccini
8a	Medicina Nucleare	54	Mensa
8b	Clinica Chirurgica	56	Centrale Termica
8b	Centro Nascita "Margherita"	58	Lavanderia - Centrale di Sterilizzazione
10a	Anatomia Patologica	62a	Magazzino Generale
10b	Clinica Neurologica	63	Cucina
11	Radioterapia	64	Logistica
12	Chirurgia Generale - Pronto Soccorso	65	Logistica
13	Clinica Medica	66	Logistica
14a	Ambulatori Chirurgici	67a	C.R. Criticità Relazionali
14b	Ambulatori Ematologici	67c	Logistica
15	Piastra dei Servizi	69	Logistica
16	San Luca vecchio	70	Dipartimento Tecnico
16c	San Luca nuovo	71	Chirurgia Sperimentale
17	San Damiano	84	Villa Pepi
23	Medicina del Lavoro	85	Casa Accoglienza A.I.L.
24	Unità Spinale		

● Area Sanitaria

● Area Tecnica Amministrativa / Servizi

University Hospitals

The University of Florence has two of the biggest teaching hospitals in central Italy: the Careggi Hospital and the Meyer Hospital.

Careggi Hospital is a 3rd level general and multispecialty Hospital, owned jointly by the University and the Regional Health System of Tuscany. The Hospital is divided into 12 Departments (Orthopaedics, Neurosciences, Laboratory, Heart and vessels, Medical and Surgical specialty, Obstetrics Gynecology, Sense organs, Emergency, Biomedicine, Diagnostics, Oncology, Spinal lesions) and 156 units, with 1549 beds. The workforce is composed by 5857 healthcare professionals, aids, clerks and other workers. Every year there are 57.000 inpatient admissions, 76.000 one-day admissions, 136.000 ER visits and 11 mln outpatient visits. More information is available at www.aou-careggi.toscana.it

Meyer Children Hospital is a 3rd-level pediatric multi-specialty Hospital, owned jointly by the University and the Regional Health System of Tuscany. The Hospital was founded in 1884 and is one of the most ancient pediatric hospitals in Italy. The new building of the Paediatric Hospital, which was inaugurated in 2007, is a very modern example of a child- and family-friendly hospital. It is divided into 6 Departments (Pediatric Medicine, Pediatric Surgery, Pediatric Oncology, Pediatric Neurology and Neurosurgery, Pediatric and Neonatal Intensive Care, Pediatric Emergency) with 250 beds. The workforce is composed by 880 healthcare professionals, aids, clerks and other workers. Every year there are 9.000 inpatient admissions, 34.000 one-day admissions, 53.000 ER visits and 700.000 outpatient visits. More information is available at www.meyer.it

Academic calendar

The University of Florence bases its academic calendar on an "academic year" divided into two six-months periods.

First Semester: the classes of the first period usually start in mid September or at the beginning of October

and they finish around the half of February (exams included).

Second Semester: the classes of the second period usually start in March and finish in July (exams included).

Please take note that the academic calendar changes every year: all details are normally made available around the month of August on the university web site.

Classes

Classes usually take place in different buildings, depending on the degree course you belong to. Please consult your Course's webpage at www.med.unifi.it for more info.

In the following table a list of usual locations:

DEGREE COURSE	LOCATIONS
BIOTECHNOLOGY	Careggi Campus, Morgagni building and other locations
DENTISTRY	Via del Ponte di Mezzo 46/48, Firenze
DIETETICS	Careggi Campus, multiple locations
LAB TECHNICIAN	Careggi Campus, Building 27 "Cubo"
MEDICINE AND SURGERY	Careggi Campus, multiple locations
NURSING	Careggi Campus, multiple locations Prato Campus, Piazza Ciardi 1 San Giovanni Campus, via Vetri Vecchi 34
OBSTETRICS	Careggi Campus, Building 7 "Maternità"
PHISIOTHERAPY	Careggi Campus, Building 26 "Monnatessa"
SPORT SCIENCES	Careggi Campus, Building 10a "Anatomia"
RADIOLOGY	Careggi Campus, Building 27 "Cubo"

Students workload and exams

The measure of students workload is the CFU (University teaching credit). Each CFU equals to about 30 Hours of student work, including lessons (or placement) and individual study. A three-year bachelor degree equals to 180 CFUs, each semester's work is about 30 CFUs.

Exams are scheduled at the end of each course. The assessment of the performance of students varies: written or take-home exams, progress reports, in-class presentations, group performance and essays.

There are three ordinary exam sessions, each one with two calls: winter (January-February), summer (June-July), fall (September). The schedule of exam sessions is determined on a semester basis.

Marking system

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

ITALIAN MARKS	ECTS MARKS	ITALIAN MARKS	ECTS MARKS
30/30 cum laude	A [excellent]	25/26	D [satisfactory]
29/30	B [very good]	18/24	E [pass]
27/28	C [good]	≤ 18/24	F, FX [fail]

Procedures to attend an internship

All students who want to attend an internship period, are requested to firstly attend a two-days course on "**Safety and Health in workplaces**", with final exam. This course is mandatory to be allowed to start the internship, together with some blood test and medical examination (for free) to do upon the arrival, in order to obtain the medical certificate to perform an internship activity in our School.

Vaccinations

Hepatitis B, tuberculosis, measles, mumps and rubella are known to be relevant occupational infectious diseases for healthcare students. These are the required immunizations:

Hepatitis B vaccination is mandatory for all healthcare students. Vaccination coverage can be investigated by measuring the title of antiHbs (> 10 mUI/ml) and anti-HBc antibodies.

Tuberculosis: vaccination is not mandatory, but it is strongly recommended for tuberculin-negative students who attend or are supposed to attend "high-risk" departments (Department for Infectious Diseases, Emergency, etc.). Vaccination is particularly recommended for those students who, if infected, cannot be treated with anti-tubercular drugs because of medical contraindications.

Measles, Mumps and Rubella (MMR vaccine): vaccination is not mandatory but strongly recommended. The status of immunization against these viruses can be checked by serologic testing for specific antibodies. Note: Vaccination against rubella is mandatory for all female students who have not been immunized already against this virus.

It is the responsibility of those in-coming students with any past or present medical conditions that require particular care, or medication, to provide official certification from their family doctor to the effect that they can safely attend hospital wards throughout their mobility programme, taking into consideration the health of patients, staff and fellow-students as well as their own.

Courses of Italian language

All teaching activities take place in Italian. It is important that our exchange students have a good command of Italian to attend classes, take exams and have clinical placements. A B1 level is considered the minimum for students attending courses while a B2 level is required for clinical placement students. An Italian language certificate testifying your level of Italian should be shown upon arrival. Incoming students who don't have the required language certification upon arrival will have to apply to attend an intensive Italian language course. The University Language Center (Centro Linguistico di Ateneo "CLA") organizes 2 weeks intensive Italian language courses (B1- B2) throughout the academic year, so that Erasmus Students during their mobility can register to one of the available courses in order to begin the scheduled medical placements. The first course attended is free of charge. Please visit <http://www.cla.unifi.it/> for information.

Internet

You will need an ID number and a password to have access to the free wifi of the University. They will be available at your arrival in Florence once the registration procedure has been completed.

Board & lodge

Unfortunately we do not arrange accommodation for students. We advise you to arrive a few days in advance, to stay at a youth hostel in town and to have a look at the many notices available for students at the various Campus locations (as well as in local papers). All students must notify the Erasmus Office of their address in Florence and of any subsequent change of residence that may occur. The updating of these data is of great importance since it allows us to establish any necessary contact.

All enrolled students can use the several University Canteens available, at cheap costs, both for lunch and dinner.

Canteens

All Erasmus students can enjoy the canteen facilities provided by DSU Toscana (the regional authority for university services). Canteens are located in several University premises, actually offering varied and balanced meals at various prices (for further information www.dsu.toscana.it).

Menus are varied and balanced, celiac students can ask for gluten-free meals. In order to have access to these facilities, students must apply to DSU Toscana for a specific canteen card which can be obtained showing their identity card and a document proving their enrolment to the University of Florence (the Libretto).

Library Services

The University offers a large-scale library service with the main online scientific journals, access to computers and reading rooms.

The University's Bio-Medical Library aims to guarantee all the students the availability of the necessary information and documentation for the development of study, teaching and research. To get access to the university library you should first complete your registration as Erasmus exchange student and get your student number.

The Bio-Medical Library is located within the Careggi Hospital and is open Monday to Friday from 8.30 to 19.00

Sports

In its facilities, the University Sports Center (**CUS Firenze**) organizes a full range of courses with qualified instructors open to all the students, including Fitness and Body Building, GAG, Bosu, Aerobics, Karate, Yoga, Capoeira, Caribbean Dance, Archery and Tennis. It is also possible to attend swimming and aquarobics courses organized by associated sports centres. Students can hire facilities such as 5-a-side and 7-a-side soccer pitches and tennis courts at special terms.

Moreover, students can take part in interfaculty tournaments, promotional and leisure activities, winter and summer camps and competitions.

To register with the CUS you need:

- 2 passport photographs;
- Student card proving enrolment at the University of Florence;
- Payment of the registration fee (the cost is determined yearly).

For more info: www.cus.firenze.it

International Relations Office of the School of Human Health Sciences

The International Relations Office of the School of Human Health Sciences will be your main contact point for administrative issues before your arrival and during the Erasmus mobility period. We will help you with the preparation of your stay among us and will be the link between yourself and your didactic coordinator in Florence, who is responsible for the academic counseling and supervision of your studies.

You can contact us either by e-mail or by phone.

Please note that the office receives a big amount of email and sometimes it can take a few days to get an answer.

The International Relations Office is located at **NIC, building 3, Ground floor, room 005, Largo Brambilla, 3 50134 Firenze.**

Tel: 0039 055 2751956/055 2751955

E-mail: relint@sc-saluteumana.unifi.it

Opening Hours: Monday, Tuesday and Thursday from 10.00 to 13.00

How to get admitted - Erasmus Study

If you are interested in coming as an Erasmus Study Student please get sure to follow our procedure and to respect our deadline: **May 31, for all applications**. Please note that this date might be modified by the Academic Coordinator. Check it out!

Each student selected by his/her home institution to perform an Erasmus mobility period in Florence should be first nominated by his/her home institution. The international relations office needs to receive by e-mail name, contact details and degree course of each nominated Erasmus student.

If you need a visa to enter Italy, take the necessary steps with the Italian Embassy in your home country.

The International Relations Office in Firenze will then send to the student the Welcome package by e-mail with all instructions on how to apply to our School. Please remember that application forms where stamp and signature of the home institution are missing, can't be accepted.

The student application form duly filled in, signed and stamped in approval should be e-mailed to: relint@sc-saluteumana.unifi.it;

The hardcopy should be sent to the International Relations Office of the School of Human Health Sciences, Largo Brambilla 3, 50134 Firenze, along with:

- a copy of the student's ID or passport;
- 2 passport-size photos;
- Italian language certificate when available
- a transcript of records;

In order to help you filling in the learning agreement, in your information package you'll find our updated study plan for your degree course and all necessary instructions. Please note that for one semester stay the maximum amount of credits accepted is 30 ECTS, for one year stay 60 ECTS. If you need assistance you may as well get in touch with us or with our departmental coordinators (see section below).

Medicine and Surgery students can find below a list of usually available areas for internship. Please remember that we have a limited number of places attributed on a first arrive-first served base:

Erasmus coordinators

The Erasmus coordinator of your discipline will validate your learning agreement and explain how the courses are organized and which methods of evaluation are used. Any change to the study contract must immediately be notified to the departmental coordinator. A copy of the modified study contract will have to be signed by the coordinator and sent on to the International Relations Office. No change to the Learning Agreement will be accepted unless it is signed by the appointed coordinator.

The Erasmus Coordinator for the School of Human Health Sciences are
 For medicine area: **Prof. Mario Milco D'Elíos**, email: mariomilco.delios@unifi.it
 For pharmaceutical area: **Prof. Paola Mura**, email: paola.mura@unifi.it

Please find below a list of the Erasmus coordinators for each discipline:

DEGREE COURSE	COORDINATOR	E-MAIL
BIOTECHNOLOGY	Prof. Giovanna Caderni (bachelor degree)	giovanna.caderni@unifi.it
	Prof. Michaela Luconi and Prof. Elisabetta Baldi (master degree)	michaela.luconi@unifi.it elisabetta.baldi@unifi.it
DIETETICS (bachelor degree)	Prof. Gabriella Buti	gabriella.but@unifi.it
	Prof. Serena Pancani	serena.pancani@unifi.it
NUTRITION SCIENCES (master degree)	Prof. Francesco Sofi	francesco.sofi@unifi.it
PHARMACY	Prof. Paola Mura	paola.mura@unifi.it
PHYSIOTHERAPY	Prof.ssa Patrizia Galantini	patrizia.galantini@unifi.it
	Prof. Marco Maresca	marco_maresca@alice.it

NURSING	Prof. Nicoletta Castrini	niccoletta.castrini@unifi.it
	Prof. Solimano Gessi	solimano.gessi@uslcentro.toscana.it
	Prof. Stefania Cecchi	stefania.cecchi@uslcentro.toscana.it
MEDICINE AND SURGERY	<u>Prof. Mario Milco D'Elios</u>	mariomilco.delios@unifi.it
DENTISTRY	Prof. Daniele Bani	daniele.bani@unifi.it
SPORT SCIENCES	Prof. Diego Minciacchi	diego.minciacchi@unifi.it
LAB TECHNIQUES	Prof. Alba Marzo	tlb@unifi.it
RADIOLOGY	Prof. Simona Francioni	simona.francioni@unifi.it
OCCUPATIONAL THERAPY	Prof. Patrizia De Mennato	patrizia.demennato@unifi.it
OBSTETRICS	Prof. Valentina Basile	valentina.basile@yahoo.it

Getting accepted

Once we receive your application form hardcopy duly filled in, signed and stamped in approval by your home university, our departmental coordinator, responsible for your degree course, takes it into account and the International Relations Office notifies you any problem or necessary modification. Once your mobility is approved, you'll receive your application form duly signed and stamped and your acceptance letter. If you are a medicine and surgery degree student and you have asked for internships, you'll receive as well the schedule for your practical trainings.

When you arrive in Florence

When you arrive in Florence, please get in touch with the International Relations Office to register and give your address in Florence. You'll be then addressed to your departmental coordinator to check the schedule and the timetable of your study program. We kindly advise you to keep in touch with your tutor to discuss any didactic matter that may arise.

Before getting **back home**, you should inform your coordinator that you are leaving. Afterwards, please ask the International Relations Office for the documentation you need.

Important dates

Annual Students

Registration period: 1st - 30th September

Changes to Learning agreement: 30th September – 15th November

Please note that annual students will be allowed to make changes for their second term courses from 15th February to 15th March.

First Term Students

Registration period: 1th - 30th September

Changes to Learning agreement: 30th September – 15th November

Second Term Students

Registration period: 1th - 28th February

Changes to Learning agreement: 15th February – 15th March

Extending your stay

If you wish to request an extension of your study period, please ask your discipline's Erasmus coordinator for permission. Your home institution must then provide the International relations Office with a written authorization. As soon as this request has been approved by your institution's Erasmus Coordinator please get in touch with us.

The Transcript of Records

The Transcript of Records includes the list of the course units or modules taken, the credits gained, and the grades awarded during the Erasmus mobility period, according to the Italian grading system. Please note that failed exams will not be included in the Transcript of Records. If you need to receive an attendance certificate for a subject for which you are not going to take the exam during your Erasmus mobility, you should contact the teaching professor before you start that course.

Clinical Rotations are not certified on your Transcript of Records, only exams. For practical activities you will receive an Evaluation Form by this Office to be given to your tutors before you end the rotations.