



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Economia e
Management**

Welcome Guide



UNIVERSITÀ DEGLI STUDI DI FIRENZE



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**WELCOME GUIDE
of the
SCHOOL OF ECONOMICS AND MANAGEMENT**

www.economia.unifi.it



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WELCOME TO UNIVERSITÀ DEGLI STUDI DI FIRENZE

The University of Florence is one of the most important Italian public university with a strong international vocation.

It fosters cooperation with academic and research institutions all over the world and welcomes foreign teaching staff, researchers and students to promote cultural and scientific internationalization. For this purpose, the University, through its Departments and Schools, promotes the hospitality of highly qualified guests from all over the world.

Furthermore, it traditionally devotes particular attention to the development of collaborative relationships with foreign universities and to the process of internationalization, which has become a strategic and dominant aspect of the life of the university in research, in teaching, in the organization of studies, in mobility of teachers, researchers and students.

For these reasons the University of Florence qualifies as one of the preferred destinations for the international guests.



The Duomo of Florence, the Cathedral of Santa Maria del Fiore

HISTORY

The origins of the University of Florence date back to the Studium Generale set up by the Florentine Republic in 1321. The subjects taught were Civil and Canon Law, Literature and Medicine. Distinguished scholars have made their contribution to the Studium Generale, such as Giovanni Boccaccio, who gave lectures on the Divine Comedy. The importance of the Studium was ratified with a bull by Pope Clement VI whereby all titles awarded were officially recognised. The course of Theology was subsequently added. The Studium had also the privilegia maxima extended to it, as it was the case with the universities of Bologna and Paris.

In 1364 the Studium became an imperial university. When the Medici came to power in Tuscany in 1472 it was exiled to Pisa. From that time onward there were frequent transfers between Florence and Pisa according to the different changes in the government. Charles VIII brought back the Studium to Florence between 1497 and 1515. Then, a comeback of the Medici moved it back to Pisa. Throughout this period many teachings and researches remained active in Florence supported by the numerous academies that came to flourish in the meantime, such as Accademia della Crusca and Accademia del Cimento.

In 1859 with the expulsion of the Grand Duke from Tuscany a unified structure re-emerged in the shape of the Istituto Superiore di Studi Pratici e di Perfezionamento (Higher Institute of Vocational and Advanced Studies) and in 1924 it was officially granted the title of university.

Between 1924 and 1938 the university organised itself into the Faculties of Agriculture, Architecture, Economics, Pharmacy, Law, Humanities, Education, Medicine, Mathematical, Physical and Natural Sciences and Political Sciences. Engineering was added in 1970 and Psychology in 2002.

Starting from January 1st 2013, according to the law 240/2010, all the faculties have been abolished giving schools the whole responsibility to provide teaching and services.

The University has various campuses scattered throughout the town and beyond, with the new Science Campus in Sesto Fiorentino, the ones in Empoli and Calenzano. Some teaching activities are carried out also in Pistoia and Prato.

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.

132 Degree courses (First and Second Cycle, corresponding to Bachelor's and Master's Degrees) organised in 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 internationalization is one of its strategic priorities.

It is one of the largest and most productive public research systems in Italy. This result is accomplished thanks to the number of permanent and temporary researchers working in a wide range of disciplinary and scientific fields, and the numerous junior scientists in training. It is also due to an intensive participation in research programmes of national and international relevance and to the significant scientific results achieved. External funds support the 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 world 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, through 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.

THE INTERNATIONAL DIMENSION

The University of Florence has always placed special emphasis on fostering collaborations with foreign universities and on the process of internationalisation.

Our academic activities have a strong international dimension: there are over 380 international cooperation agreements aimed at promoting exchanges with universities all around the world, and a very active participation in European programmes for research, education and training. There are also study curricula that lead to joint or double titles with other universities. Most courses are in Italian, but there are also degree programmes taught entirely in English.

Since 1999, the University has been acknowledged by the EU as “European Centre of Excellence Jean Monnet” for its specialization in European integration studies; moreover since 2014 it has hosted the Confucius Institute, stemmed from the collaboration with Tongji University of Shanghai. Recognized and funded by the Ministry of Education of China, the Confucius Institute is the official body for the teaching of the Chinese language in the world.

The University is also a member of the Tuscany University Network (TUNE) for the promotion of research and teaching activities carried out in Tuscany.



The Novoli Campus, building D15 house of the International Relations Office

THE ITALIAN UNIVERSITY SYSTEM

In 1999, the Italian university system was reformed in order to meet the objectives of the “Bologna Process”. The new Italian educational system provides First Cycle and Second Cycle Degree Programs, together with first and second level Post-graduate Programs, Research Doctorates (corresponding to the third cycle of the educational system) and Specializing Schools.

First Cycle

First cycle studies consist exclusively in Degree Courses (Corsi di Laurea), aimed at guaranteeing students an adequate knowledge of general scientific methods and contents as well as specific professional skills. The general access requirement is the school qualification awarded on completion of 13 years of global schooling and after the relevant State examinations; equivalent foreign qualifications may be also accepted. Note that admission to Degree Courses may be subject to specific requirements. Degree Programs last 3 years and the 1st cycle degree is awarded to students who have earned 180 university credits; the completion of the study program and the a presentation and discussion of a thesis will be required. The study program can include a training period.

Second Cycle

Second Cycle Degree Courses (Corsi di Laurea Magistrale) are aimed at providing students with an advanced level of education for the exercise of a highly qualified activity in specific areas. 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; length - 2 years. The awarding of the 2nd cycle degree is conditional on the discussion of a thesis. A limited number of 2nd Cycle Degree Courses (dentistry, human health science, pharmacy, architecture; law) are one-block programs organized in 5 years and 300 university credits (only human health science requires 6 years and 360 credits). Access is allowed after having achieved the school diploma or a comparable foreign qualification. Admission is subject to selective entrance exams.

First and Second-level Post-graduate Programs. 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 Program, while only the ones who have completed a Second Cycle Degree Course are admitted to a second-level Post-graduate Program. They are aimed at providing students with advanced educational and professional knowledge.

Third Cycle

These studies include the following typologies:

a) Research Doctorates (Dottorati di Ricerca) aim at training students for very advanced scientific research; they adopt innovative teaching methodologies, state of the art technologies, training periods abroad and supervised activities in specialized research centres. Admission requires a 2nd cycle degree (or a comparable foreign degree) and is based on a selection by a committee; studies last 3 years; the doctoral student must work out an original dissertation to be defended during the final examination.

b) Specialization Courses are devised to provide students with knowledge and abilities as requested in the practice of highly qualified professions; they mainly concern medical, clinical and surgical specialties. Admission requires a 2nd cycle degree (or a comparable foreign degree) and the passing of a competitive examination; course length varies in relation to subject fields.



The Novoli Campus, building D6 house of the Economics and Management department

THE SCHOOL OF ECONOMICS AND MANAGEMENT

Economy is part of our lives because it involves a natural state of humans: their needs. Needs are many, while goods available to satisfy them are few. Very often, goods are not immediately at hand, so they must be produced before consuming them. But what is important is that production and consumption take place without waste - in other words, economically.

Production and consumption are set in specific entities which are called firms. Firms in their turn are part of a wider and more complex system which represents the general economy of a country or a group of countries. So we have to develop models and define principles and criteria which are useful for interpreting and economically managing the firms and the broader system in which they operate. Economy, therefore, is everywhere and is multi-faceted. For this reason, our School of Economics is based on many different disciplines: economics, management, law, statistics and mathematics, without forgetting computer sciences and foreign languages.

These different disciplines are combined and taught in four bachelor programs lasting three years. They are focused on different aspects of economic reality or on different economic problems: how to run a company, how to organize and manage tourism events, how to prepare accurate statistics, how to support developing countries, how to take a business international, and, in addition, how to understand relationships between economics and law.

Students have the opportunity to further explore these topics by enrolling in one of the seven master programs which last two years. These are addressed to studying corporate governance, accounting, tourism, decision support systems, economic systems analysis, financial markets, insurance activity and developing economies.

This rich academic offer, organized on two different levels, opens the door to many different careers: company manager, public administrator, certified public accountant, financial analysts, professional statistician, member of a research center of private and public entities and institutions.

Statistics tell us that, one year after having received a degree, a graduate in Economics has one of the lowest unemployment rates, works mainly in the service industry and earns one of the highest starting salaries - one more reason to choose our School of Economics.

DEGREES OFFERED

The School offers four bachelor's degrees and seven master's degrees, three of which are taught in English.

Bachelor's Degrees

- **Economia Aziendale** (Business Administration), aimed at providing a solid preparation in business administration, with particular attention to government and management of business organizations as well of other institutions.
- **Economia e Commercio** (Economics and Trade), whose aim is to create professionals with different skills in the field of economics, either theoretical and applied, as well as mathematics, statistics, and law.
- **Statistica** (Statistics), meant to provide basic skills in the fields of mathematics, statistics and IT aimed at handling data, gathering information and elaborating it, hence obtaining and providing strategic information.
- **Sviluppo Economico, Cooperazione Internazionale socio-sanitaria e gestione dei conflitti** (Economic Development, International Social and Health Cooperation and Conflict Resolution), aimed at proving students with the skills needed to work in the field of international cooperation and conflict management in developing countries, and to work for NGO as well.

Master's Degrees

- **Accounting e Libera Professione** (Accounting for Certified Public Accountants), the degree is aimed at training professionals in the field of Business Administration as well as economics, statistics and law, who will be able to join the labor market either as managers, consultants or entrepreneurs.
- **Governo e Direzione d'Impresa** (General Management), aimed at acquiring an in-deep knowledge of strategic and organizational aspects of business activity, in particular to marketing, business strategy and development, business organization and human resources management and finance.
- **Scienze dell'Economia** (Economic Sciences), aims at developing specific skills to conduct economic analyses and interventions in complex economic systems, by means of a set of tools in theoretical and applied economics, business, mathematics and statistics and law.
- **Statistica, Scienze Attuariali e Finanziarie** (Statistics, Actuarial and Financial Sciences), aimed at those students who seek to enlarge their knowledge with relatively advanced technical and methodological skills in Statistics.

Master's Degrees in English

- **Design of Sustainable Tourism Systems**, aimed at providing an in-depth knowledge of the modern techniques of organization and management of tourism activities. The graduates will possess the basic competence in the fields

of human and social sciences, a good command of information technology and of statistical techniques indispensable for a correct interpretation of tourism trends and of taste changes of the tourist population.

· **Economics and Development**, providing students with the ability to conduct theoretical and applied research in the fields of economic development, poverty analysis, international cooperation and integration, and, more generally in local, national and global development policy, as well as the ability to develop and manage complex cooperation programs within national and international organizations and private sector companies with an interest in developing countries and the skills needed to evaluate and formulate global and sectorial economic policies.

It is possible to follow a Double Degree Program with the Georg- August-Universität of Göttingen.

· **Finance and Risk Management**, aimed at preparing students for high-level careers as risk and assets managers, actuaries, business specialists, quantitative analysts in insurance companies and consultancy firms. The students who complete the MSc in Finance and Risk Management are eligible to achieve professional status as an Actuary in Italy. The course is a combination of economic theory for finance with mathematical methods (probability theory, statistics, numerical analysis) for finance and insurance.

It is possible to follow a Double Degree Program between the MSc FIRM at University of Florence and the MSc in Finance and Accounting at Warsaw School of Economics (SGH).

Students should have a good knowledge of the English language (Level B2) in order to apply for courses of the Master's Degrees in English.



The Novoli Campus, building D6 house of the Economics and Management department (inside)

THE DEPARTMENTS

The Department is the responsible structure for research, teaching and professional training, knowledge, innovation and transfer of external activities. PhD courses, post-graduate courses and training courses also take place within the Departments. The School of Economics and Management gathers the following 4 Departments:

- Economics and Management (DISEI)
- Legal Sciences (DSG)
- Political and Social Sciences (DSPS)
- Statistics, Computer Science, Applications "G. Parenti" (DISIA)

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, hence no lesson is given. The second semester starts in February/March and ends in July: the months of June and July are usually dedicated to the exams, hence no lesson is given. 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.economia.unifi.it.

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

Teaching and Learning

Most teaching takes place in large lecture halls, students are also expected to carry out a considerable amount of self-study outside the classroom in order to prepare for the exams. Usually, there is no compulsory attendance, even though it is highly recommended to attend the lessons in order to better understand the contents of the courses.

Assessment

Exams are held after the teaching period and can be both written or oral, although some courses will have written tests taking place during the semester or before the oral final exam. Students have the opportunity to decide when they prefer to take the exam among different dates offered during each exam period. They are also entitled to not accept the mark and take the exam again if they are not satisfied with the result. Rules apply as to how often a student can take an exam within an examination period.

Grading System

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark.

A "cum laude" may be added to the highest grade (30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale 0-110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded "summa cum laude" (110 e lode).

Credit System

The Italian University Credit System (CFU, equivalent to ECTS) defines the "study workload" (including time spent preparing for examinations) required for each student in possession of an adequate initial background to achieve the educational goals and skills required for each academic course. Each credit corresponds to 25 hours of global work by the student, divided between lesson hours and individual study. Courses are usually of 6 CFU, which means two-hour classes twice a week, or 9 CFU, two hours classes three times a week.

Online Exam Booking

Students have to book online their exams between 14 and 3 days before the scheduled date. Without the registration 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.



The Social Sciences Library in the Novoli Campus

INTERNATIONAL RELATIONS OFFICE

The School of Economics and Management of the University of Florence is, and has been for many years, very involved in European and International cooperation and in particular in European Commission funded programs such as the LLP/Erasmus Program, (LLP Academic Networks, Intensive Programs etc.) and the Tempus Program (joint projects and structural measures).

The office is located at the main campus of the School (building D15), third floor, room 3.02

International Relations Office, School of Economics and Management

Piazza Ugo di Toscana 5 - 50127 Firenze (ITALY)

☎ 055 2759763 / 055 2759764

e-mail: relint@economia.unifi.it - incoming@economia.unifi.it

Opening hours: Mondays, Wednesdays and Thursdays from 10.00 to 12.30

Erasmus + Programme

The University of Florence has been awarded an Erasmus Charter for Higher Education (ECHE), which allows it to sign inter-institutional agreements with other higher education institutions taking part to the Erasmus+ Program. The students belonging to such institutions can apply to obtain the status of Erasmus student. Once selected, they should receive from their sending institution the Erasmus+ Student Charter (http://ec.europa.eu/education/opportunities/highereducation/doc/charter_en.pdf), setting out the student's rights and obligations with respect to her/his period of study or traineeship abroad, and explaining the different steps to be undertaken before, during and after mobility. For further information about the Erasmus+ Program, please visit the websites: https://eacea.ec.europa.eu/erasmus-plus_en

Or you can consult the Program Guide at:

http://ec.europa.eu/programmes/erasmusplus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf

Extra Ue Exchange Programme

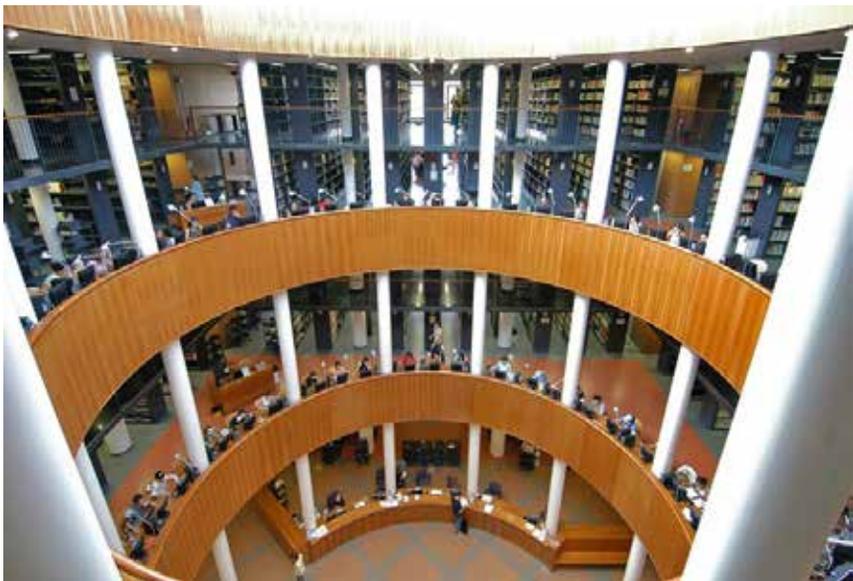
The University of Florence also welcomes Exchange Students outside the framework of the Erasmus+ Program, provided that there is a bilateral agreement with their home institution.

Once obtained the status of Erasmus or Exchange Student from your home university, you can apply to the University of Florence.

For any additional information, procedures and deadlines, visit our website www.economia.unifi.it/vp-372-incoming-students.html and feel free contact us at incoming@economia.unifi.it

IMPORTANT DATES

SEMESTER I	SEMESTER II
END OF APRIL Deadline for the Official Nomination Letter from the Home Institution	MID OCTOBER Deadline for the Official Nomination Letter from the Home Institution
END OF MAY Deadline for the Application Form from the Home Institution	MID NOVEMBER Deadline for the Application Form from the Home Institution
MID SEPTEMBER Lectures Begin	END OF FEBRUARY Lectures Begin
MID OCTOBER Deadline for the Definitive Learning Agreement	END OF MARCH Deadline for the Definitive Learning Agreement
BEGINNING OF DECEMBER Lectures End	END OF MAY Lectures End
FROM THE 2nd TO THE 4th WEEK OF JANUARY Exam Period January	FROM THE 1st TO THE 3rd WEEK OF JUNE Exam Period June
FROM THE 1st TO THE 3rd WEEK OF FEBRUARY Exam Period February	FROM THE 2nd TO THE 4th WEEK OF JULY Exam Period July



The Social Sciences Library in the Novoli Campus (inside)

STUDENT LIFE

FACILITIES

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/index.php>

Libraries

Libraries are grouped in five big structures (Biomedical, Sciences, Social Sciences, Technological Sciences and Humanities), located in different university buildings. The library of the School of Economics and Management is located in the Social Sciences Complex in Building D10 in Via delle Pandette 2

Opening hours: from Monday to Friday 8.30 – 19.00,

Saturdays 8.30 – 13.30

www.sba.unifi.it/a25.html

scienze sociali@sba.unifi.it

It houses about 900,000 volumes (over half of which can be accessed directly on open shelves), 4,900 periodicals (about 2,000 with current subscriptions) and about 1,600 periodicals available in electronic format. The library has 800 study seats, most of which are equipped with electrical outlets for personal computers, as well as 106 library computers for research.

Bibliographic searches for library holdings can be performed using the online OPAC catalog, from which it is possible to access a collective national catalog including 800 other libraries that are part of the ISBN (Italian national library service). From the library computers, a series of databases of particular interest for socio-economics and law can also be accessed.

The library also organizes courses on the methods and tools for bibliographic research on the resources available in electronic format. The courses, taught by qualified library staff, are free and open to all users of the University.

For more information please visit: www.sba.unifi.it/p59.html

Reading-Rooms and Public Libraries

- **Biblioteca dei Ragazzi** - Via Tripoli 34.

Opening Hours: Tuesdays and Thursdays 9.00 – 13.00 and 14.30 – 17.30, Wednesdays and Fridays 9.00 - 13.00

- **Biblioteca delle Oblate** - Via dell'Oriuolo, 26

Opening Hours: Mondays 14.00 – 19.00, Tuesday to Saturday 9.00 - 12.00

▪ Biblioteca Marucelliana - Via Cavour 43

Opening Hours: from Monday to Friday 8.30 – 18.00

▪ Biblioteca Medicea Laurenziana - Piazza S. Lorenzo 9

Opening Hours: Mondays, Wednesday and Fridays 8.00 – 14.00, Tuesdays and Thursdays 08.00 – 17.30

▪ Biblioteca Nazionale Centrale - Piazza Cavaleggeri 1

Opening Hours: from Monday to Friday 8.15 – 19.00, Saturdays 8.15 – 13.30

▪ Biblioteca Riccardiana - Via Ginori 10

Opening Hours: Mondays and Thursdays 8.15 – 17.15, Tuesdays, Wednesdays and Fridays 08.15 – 13.45

For more information visit: www.biblioteche.comune.fi.it

Studying at Night

The following public libraries also stay open late:

- **Biblioteca delle Oblate** - Via dell'Oriuolo, 26
Opening Hours: Tuesday to Saturday from 9.00 to 24.00
- **BiblioteCaNova Isolotto** - Via Chiusi, 4/3 A
Opening Hours: Tuesdays and Thursdays from 9.00 to 23.00
- **Biblioteca Palagio di Parte Guelfa - Piazzetta di Parte Guelfa**
Opening Hours: Tuesdays to Fridays from 9.00 to 22.00

For more information visit: www.biblioteche.comune.fi.it

Confucius Institute

Recognized 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 the elementary intermediate and advanced level.

The Institute also promotes meetings and seminar 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: www.istitutoconfucio.unifi.it

Centre of Culture for Foreigners

The center offers Intensive Courses of Italian Language and Culture for foreigners, as well as courses of History of the Arts, Theatre, Architecture and Music and guided tours to museums and cultural centers.

For more information visit: www.ccs.unifi.it/changelang-eng.html

University Choir

Founded in 1996, the Choir is made up of thirty elements, and it is often the protagonist of cultural exchanges choirs of Italian and foreign universities. In December 2011, the Choir has received the recognition of "Chorus of National Interest" by the Ministry for Heritage and Culture.

For more information visit: <http://corounifi.it>

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:

www.unifi.it/vp-10317-university-orchestra.html?newlang=eng

Theatre Company

Founded in the academic year 2006-2007, the University Theatre Company "Binario di Scambio" is a specific training and experimental activity carried out by a group of students. It is a permanent creative workshop open to all the members of the University, bringing together students of different ages and experiences in exploiting their artistic inclinations and talents.

For more information visit:

www.unifi.it/vp-10014-compagnia-teatrale.html?newlang=ita

Counseling

The University offers a Counseling Service free of charge aimed at helping students to face and overcome academic, individual and social struggles. For further information visit:

www.unifi.it/vp-499-consulenza-psicologica.html?newlang=ita

Disability Support

The University of Florence, through the "Centro di Studio e Ricerca per le Problematiche della Disabilità" (CESPD), offers a variety of services to help students with a disability to fully take part in University life.

For further information visit:

www.unifi.it/vp-10400-students-with-disabilities.html

Student Associations

Our students take part in all kinds of associations. A list of the associations can be found here: www.unifi.it/vp-6697-associazioni-studentesche.html

Social Networks

The University of Florence uses Internet and Social media to inform, communicate, and take advice.

In particular, through social networking sites like Facebook, LinkedIn, Twitter or YouTube, it encourages the participation, discussion and dialogue with its stakeholders.

For more information and to access the official accounts used by the University visit: www.unifi.it/vp-10389-social-networks.html?newlang=eng

Movies and Documentaries

The "Mediateca Regionale Toscana" is the center for contemporary audiovisual communication in Tuscany. It is the landmark institution for those who love studying and producing films in Florence, promoting cultural events that draw the attention of students to films and documentaries. Its collection of thousands of auteur films and documentaries is open to students, critics, and film lovers in Florence.

For more information: www.mediatecatoscana.it/index.php

Florence for University Students

The "Comune di Firenze", the Municipal Office of Florence, also organizes and promotes activities for university students in the city. For more information visit:

http://portalegiovani.comune.fi.it/pogio/jsp/info_publish/studentiuniversitari.jsp



CANTEENS

The university canteens are handled by the Azienda Regionale per il Diritto allo Studio Universitario (DSU). 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 and for vegetarians to have a vegetarian meal.

The canteen "A. Caponnetto", located in the Social Sciences Campus in Novoli produces an average of 4,500 meals a day. It also serves as a bar-restaurant with 70 seating places that can serve approximately 500 people at one time.

There are five main canteens located near the locations of the University:

- Mensa Calamandrei and Coffee.To – Viale Morgagni, 51
- Mensa A. Caponnetto – Via Miele, 2 (Novoli - E2 building)
- Bar Novoli – Via delle Pandette (D14 building, in front of the library)
- Mensa Sant'Apollonia – Via Santa Reparata, 12
- Mensa Santa Marta – Via Santa Marta, 3

The list of all the canteens, the menus offered, and further information can be found on the website 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 10.00 – 13.00,
Tuesdays and Thursdays also 14.30 - 16.30
- Via Miele, 3
Opening hours: Tuesday and Thursday 9.00 – 12.00 and 13.00 – 15.00



One of the Canteens

SPORT ACTIVITIES

Contact the Centro Universitario Sportivo (CUS) di Firenze - Via Vittoria della Rovere
Opening hours: Tuesdays and Fridays 09.00 – 12.30,
Mondays, Wednesdays and Thursdays 15.00 – 19.00

For more information visit: www.cus.firenze.it

As members of the University of Florence students are entitled to take part in its sports activities. Some activities are free while others cost a small enrolment fee, which varies according to the activity chosen. The sporting facilities are:

- **Palazzetto dello Sport Universitario** - Via Vittorio della Rovere 40
- **Impianto Polivalente Padovani** - Via Paoli 21
- **Impianto di Atletica** - Via Vittorio della Rovere 40
- **Impianto Val di Rose** - Science Campus, Via Lazerzerini 213 - 50019 Sesto Fiorentino

To join in any activity, the 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.



ACCOMMODATION

The city of Florence offers different types of accommodation that can meet the various needs and possibilities of users: hotels, hostels, residences, individual or shared apartments, single/double rooms. Availability and cost are extremely variable, depending on the location and services offered.

The University of Florence does not have any lodging facilities of its own; however, to facilitate its guests in the search for a suitable accommodation, it offers a list of facilities that offer a specially agreed price or discounted rates for short or medium/long term stays.

For more information visit: www.unifi.it/vp-10832-accommodation.html

Affiliated facilities

- **Complesso alloggiativo Istituto Geografico Militare (Military Geographical Institute Housing Complex) - Via della Scala 68**

It has different types of rooms at varying daily rates depending on the type. The Departments of the University of Florence can use this structure for any needs related to the hospitality of foreign visitors. The request can be made by the hosting Department well in advance of the guest's arrival time. The reservations desk of the facility will handle the reservation request 7 days prior to the expected arrival date of the guest.

- **Residenza Universitaria Calamandrei (Calamandrei University Residence) - Viale Morgagni 51**

It is one of the university residences located in the Florence metro area, very close to Careggi hospital, the Morgagni campus and Rifredi train station. It is suitable for medium/long-term students / doctoral candidates.

The University has a number of places allocated to foreign students at this residence.

The reservation request can be made by the hosting Department well in advance of the guest's scheduled arrival.

Other facilities

- **Monastero delle Benedettine di Santa Marta (Santa Marta Benedictine Monastery) - Via Santa Marta 7**

The accommodation qualifies as a holiday home and it is located in a quiet area, on the hills around Florence, but not too far from the historic centre. It has single and double rooms and is also suitable for medium/long term stays.

The reservation request can be made by the hosting Department well in advance of the guest's scheduled arrival.

▪ **Evergreen Residence - Piazza Dallapiccola 6**

This facility, managed by the private company Evergreen, is part of a larger building located not far from the Social Sciences Campus in Novoli. It has 44 apartments, of various types, suitable for both students and researchers / visiting academics. There are no discounted rates for the University. Consult the Evergreen Residence website and contact: info@evergreenimmobiliare.it

Housing search platforms

Useful information can be found on these institutional websites:

- Firenze turismo - www.firenzeturismo.it/en/
- Uffici informazioni turistiche - www.afirenze.info/apt-firenze
- Housinganywhere - <https://housinganywhere.com/>
- Subito - www.subito.it
- La Pulce - www.lapulce.it

Alternatively, you can look at rent adverts directly on the notice boards for students all over Novoli Campus and in libraries as well, or you can search on Facebook groups or contact a real estate agency.



THE CITY OF FLORENCE

Seen from above, Florence appears to be a magical town. The monuments rise up majestically from behind the splendour of their facades; the pattern of the roofs reveals the direction of hidden alleyways; the hills surround the city harmoniously. Colours range from pink to terracotta, from the grey of stones to the green of olives and cypresses. Florence has a long history, involving art, banking, religion, culture and politics. Its origins date back to the 1st century B.C. when it was a Roman colony. In medieval time it broke away relatively early from feudalism: at the beginning of the 13th century it was already a proud and blossoming free "Comune". The development of art and culture, of the social and political sphere, culminated in the rule of the Medici which conferred splendour on the city for over three centuries. The extraordinary expansion of Florentine trade throughout Europe first brought wealth and power to the Medici. The city grew remarkably in this period. It was at its most creative between the 13th and 16th centuries and the glory of that period is still evident today. From 1865 to 1871 Florence was the capital of the Kingdom of Italy. Today, Florence not only has a glorious past but is also an important centre for arts and crafts, commerce and industry. All of these activities attract tourists from many different backgrounds and with many different interests.

COST OF LIVING

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

- 300/400 € - accommodation (shared room, expenses excluded)
- 150/200 € - food
- 150/200 € - further expenses

BANK HOLIDAYS

- January 1
- January 6
- Easter Monday
- April 25 (Liberation Day)
- May 1 (Labor Day)
- June 2 (Republic Day)
- June 24 (St. Giovanni's Day, Patron Saint of Florence)
- August 15 (Assumption Day)
- November 1 (All Saints Day)
- December 8 (Immaculate Conception)
- December 25 (Christmas Day)
- December 26 (St. Stephen's Day)

TRANSPORT: HOW TO GET TO FLORENCE

By Train

- Santa Maria Novella Central Station (main train station)
- Firenze Rifredi Station (close to Novoli campus - about 15 min walking)
- Campo di Marte Station

For more information and booking visit: www.trenitalia.it or www.italotreno.it

By Plane

▪ Amerigo Vespucci Florence Peretola Airport
The airport is connected to Santa Maria Novella railway station by BUSITALIA and CAP bus lines and, from 2019, by the tramvia.

(<http://mobilita.comune.fi.it/tramvia/index.html>)

BUS ITALIA (www.fsbusitalia.it)

CAP (www.prato.capautolinee.it)

- Galileo Galilei Pisa Airport

The airport is connected to the Santa Maria Novella railway station by train service (www.trenitalia.it) or by shuttle bus AUTOSTRADALE (<https://autostradale.it>)

By Car

Società Autostrade (www.autostrade.it/en/home)

If you travel on the motorway the exits for Florence are: Firenze Nord, Firenze Scandicci, Firenze Impruneta and Firenze Sud. Motorway tolls can be paid in cash or by VIACARD, which is available at the toll-stations.

MOVING AROUND FLORENCE

By Bus

The easiest way of travelling in Florence is by bus. The monthly ticket costs around € 35. Holders of monthly tickets will need an ATAF ID card which can be obtained from the ATAF office, Piazza Stazione (Piazzale Adua side) or from the Florence Student Point, Viale Gramsci 9/A, upon showing the University enrolment certificate. You will also need one passport photograph.

Bus tickets can be bought from bars, tobacconists, newsagents showing the sign “biglietti ATAF” (ATAF tickets), but also from automatic distributing machines. (www.ataf.net)

By Tramvia

The new way to move around Florence. You can use the same tickets of the bus or the bus card.

Right now there are 2 lines:

- Line 1: connecting Scandicci with the city centre of Florence (Santa Maria Novella Station) and the city centre with the hospital of Careggi
- Line 2: connecting the city centre of Florence (Santa Maria Novella Station) with the airport of Peretola – ready by the end of 2018

For more information visit: www.gestramvia.com

By Taxi

To call a taxi dial ☎ 055 4242 / ☎ 055 4390 / ☎ 055 4798.

Taxis are also parked outside railway stations and in the main city squares.

Car rental

There are several rental car companies in Florence, including a number of pay-per-use franchises such as Enjoy, Car2Go and Share'nGo.

Scooters and bicycles can also be easily rented.

Bike rental

There are several rental bike companies in Florence, including a number of pay-per-use franchises such as <https://mobike.com/it>

HEALTH SERVICE

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 take an insurance policy. For further information students should address 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 - Pavilion 2 NIC (Main Entrance)

e-mail: ufficio.stranieri@asf.toscana.it

For more information visit: <https://www.unifi.it/cmpro-v-p-10834.html>

The national number for emergency medical services is 118

LEISURE TIME

Monuments and Museums

Cradle of Italian culture, Florence boasts of many great monuments: the Duomo, the Churches 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 working days, access to many scientific museums is free. The Museo Botanico, the Museo di Mineralogia e Litologia, the Museo di Antropologia e Etnologia, the Museo di Storia della Scienza, the Museo di Geologia e Paleontologia, the Museo di Storia Naturale "La Specola" are among scientific museums.

Theatres

For some shows or performances students can obtain special rates.

For information apply directly to the theatre box-office.

The main theatres in the centre of Florence are:

- **Teatro della Pergola - Via della Pergola 12/32** (www.teatrodellapergola.com)
- **Teatro Verdi - Via Ghibellina 99** (www.teatroverdifirenze.it)
- **Teatro dell'Opera di Firenze, Piazza Gui 1** (www.maggiofiorentino.com)
- **Teatro Cinematografo Puccini, Piazza Puccini 41** (www.teatropuccini.it)
- **Teatro di Rifredi, Via Vittorio Emanuele II 303** (www.teatrodirifredi.it)
- **Obihall, Lungarno A. Moro 3** (www.obihall.it)

Programs and tickets can also be obtained at the following address:

Box Office Toscana - www.boxofficetoscana.it

Cinemas, Discos, Meeting Places

Florence offers many leisure time activities.

Cinema tickets cost on average Euro 8, cheaper entrance is allowed in some suburban cinemas or on special days and hours. The first show usually starts at 16.00 and the last show starts at 22.45.

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

www.firenzespettacolo.it

UTILITIES

Late-Closing Post Offices

Most post-offices are open from 8.15 to 13.30. Offices open in the afternoon (Monday through Friday):

- Via Pellicceria
- Via del Mezzetta
- Via Gemignani
- Via Galliano
- Via Carneseccchi
- Via Alamanni

For more information visit: www.posteitaliane.it

Currency Exchange

Currency exchange is available at any bank (check the following paragraph for opening hours). You can use magnetic cards (credit-card, cash withdrawal card) or cash for automatic tellers open 24 hours a day.

Banks

To open a bank account you must be eighteen years of age, be in possession of a valid identity document and the 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 they have their habitual residence or domicile in Italy or are enrolled in the registry of the Municipality of residence 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 checkbook 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.

Entering Italy

EU students and students from Switzerland and EEA (European Economic Area) Countries (Norway, Iceland and Liechtenstein) who wish to stay in Italy for a period exceeding 3 months should register with the local Anagrafe (population register of the place of residence) of the Municipality they reside before the end of the first three months of stay. For periods not exceeding 3 months they should report their presence on Italian territory to the local Police authorities filling out the relevant form (Dichiarazione di presenza).

Citizens of countries other than those indicated above may enter Italy provided that they hold a valid passport or equivalent travel document and, if required, an entry visa issued in their country of origin. A visa is not required if you are a national of one of the countries whose citizens are exempt from any visa requirement for short term stays not exceeding 90 days. A visa is required if you are a national of one of the countries whose citizens are subject to a visa requirement. For more information on the countries which are exempt from visa requirement please consult the web site of Polizia di Stato (State Police, see below).

If you wish to stay in Italy for a period exceeding 90 days, you are subject to a visa requirement even if you are a citizen of a country exempt from any visa requirement for short stay. Besides, if you are a non-EU national and plan to come to Italy for a period exceeding three months, you must apply for a residence permit. If it is your first time in Italy, you have 8 days to apply for a residence permit.

You can apply to:

- Municipalities ('Comuni') which provide this service;
- Patronati (institutions offering advice and social assistance to workers);
- Immigration Desk (Sportello Unico per l'Immigrazione) set up in every Italian province at the Prefettura;
- Post Offices, where you receive the kit containing the application form.

On the contrary, foreigners who wish to stay in Italy for periods not exceeding 3 months are not required to apply for a residence permit. If foreign citizens have arrived from non-Schengen states, they should report their presence to the border authorities when entering Italy and the border authorities will put a uniform Schengen stamp on their travel documents.

If foreign citizens have arrived from other Schengen states, they should report their presence to the local Questura (Central police station in the province) filling out the relevant form within 8 days of their arrival in Italy.

For more information please visit these websites:

- www.poliziadistato.it
- www.posteitaliane.it
- www.interno.it
- www.esteri.it/MAE/IT/Ministero/Servizi/Stranieri
- <http://servizi.comune.fi.it/servizi/scheda-servizio/sportello-immigrazione-0>

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 line, 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

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



The Ponte Vecchio at sunset

EMERGENCY SERVICES

EMERGENCY

- Municipal Police (Polizia Municipale) ☎ 055 32831 / 055 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

AFTER HOURS DOCTORS

For urgent medical aid, the doctors here below are available every night from 8.00 to 20.00 and from 10.00 on the day before a holiday to 8.00 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 (near Novoli campus)
- Via delle Panche 49 ☎ 055 42691
- Via di Peretola 68 ☎ 055 315225

NIGHT PHARMACIES

The following pharmacies are open 24/7 days:

- Farmacia comunale 13 - inside Santa Maria Novella Train Station
- Farmacia comunale 5 - piazza dell'Isolotto 15/R

The addresses of the nearest after-hours chemists are indicated outside every Pharmacy.

LOST OR STOLEN DOCUMENTS

You can report lost or stolen documents at the Police Headquarters (Questura) or at the police station and at the Carabinieri station of the district where you live (open 24 hours a day).



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FIRENZE