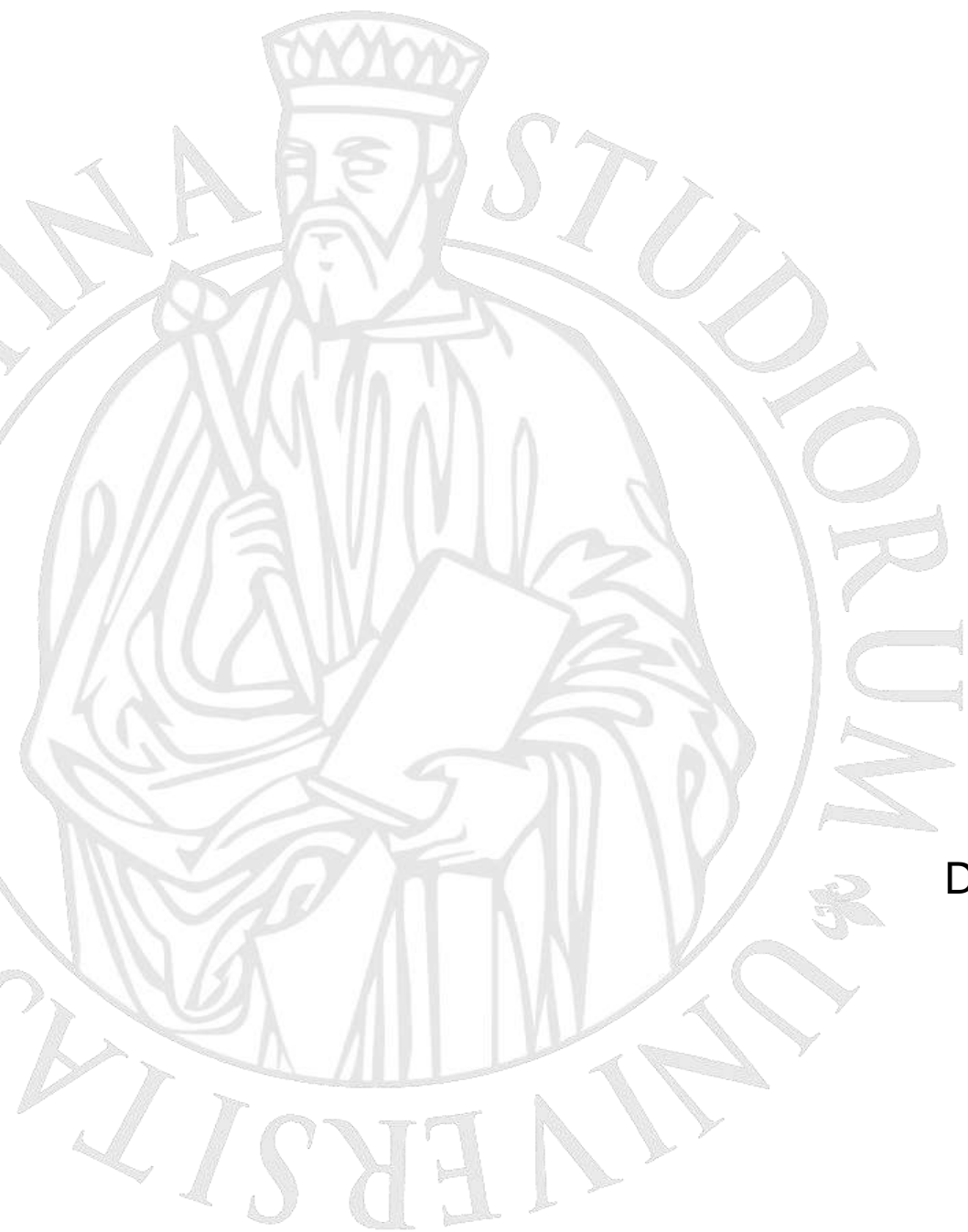




UNIVERSITÀ
DEGLI STUDI
FIRENZE



International Student Handbook

University of Florence

School of Economics and Management

Department of Economic and Business Sciences

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Welcome to Italy

Florence: Capital of the Italian Culture...

Located in the Italian region of Tuscany and divided by the Arno River, Florence is renowned all over the world for its cultural, architectural and artistic heritage. Being established in the 9th century BC, it is best known as one of the birthplaces of the Italian Renaissance at the end of the 14th Century.

...And So Much More!

Every year Florence welcome millions of visitors from all over the world: not only tourists attracted by the artistic and cultural legacy that the city offers, but also thousands of foreign students drawn by the world famous art and architecture, by the breath-taking beauty of the city, by the delicious cuisine, the stimulating cultural events, the exciting nightlife, the wide international student community, and by a world-class system of education.

Florence has been drawing students to its universities for

centuries, thanks to the numerous well-known natives who paved the way for future artists, scientists, thinkers and writers.

More than fifty International Universities and Higher Education Institutions have chosen to have a branch in Florence, offering their students the chance to experience the Italian way of living and studying, as well as the astonishing cultural and artistic patrimony of the city.

The University of Florence adds further to the internationalisation of the city, by welcoming every year almost five thousand students from all over the world.

For all these reasons, and many more... studying in Florence is an opportunity you don't want to miss!



The University of Florence

International Relations Service – School of Economics and Management – Università degli Studi di Firenze

A Modern University in the Cradle of Renaissance

Established by the Florentine Republic in 1321 as the *Studium Generale*, the University of Florence is one of the largest and long-standing organisations for higher education and research in Italy. After being moved to Pisa when the Medici family gained control of the city, the modern university re-emerged in 1859, when a group of disparate higher studies institutions were grouped in the *Istituto di Studi Superiori* (Institute of Higher Education), which a year later was recognized as a full-fledged university by the government of newly unified Italy. Finally, in 1923 the Istituto was officially established as a public university by the Italian Parliament.

Over 1900 tenured teaching staff and researchers, over 1600 permanent technical/administrative staff and language assistants, over 55 thousand students enrolled, 10 schools and 24 departments, make the university one of the biggest institutes for education in Italy, as well as a centre of excellence for high-level scientific research, attracting funds and creating

significant synergies with other institutions in the area.

As a matter of fact, the University has recently been ranked among Italy's top universities in the distribution of national research funds. Scientific research is carried out in the departments of the University, which are grouped into five major areas: Social Sciences, Humanities, Sciences, Technology and Biomedicine.

The University also offers students important auxiliary activities, including sports, languages and computer studies, the university choir and orchestra, in-faculty cultural and educational initiatives funded by university grants, psychological support and the chance of paid part-time collaboration in various types of work.

The International Dimension

The University of Florence has always placed special emphasis on fostering collaborations with foreign universities and on the process of internationalisation. This has become a priority and a strategic aspect of the life of the university, affecting all areas

from research and teaching to the organisation of studies and the mobility of teachers, researchers and students.

The University has more than 300 international cultural and scientific agreements, aimed to encourage direct cooperation between institutions of higher learning in different countries and to promote the reciprocal exchange of teachers, researchers, students and technical and administrative staff.

Moreover, teaching staff and student exchanges have always been a fruitful experience. As a matter of fact, Florence enjoys the highest number of student mobility exchanges in Italy within the Erasmus+ Programme. The University of Florence is involved in more than 600 Erasmus Bilateral Agreements with partner Universities located in the European Union, in the three countries of the European Economic Area (Iceland, Norway, Liechtenstein), as well as in Switzerland and Turkey.

The University is also very active in the development and activation of study programmes which lead to jointly-recognised academic qualifications which are recognised both in Italy and in other European and non-European countries. The international PhD courses follow the same lines, and

agreements have emerged with the European and non-European Universities.

University of Florence: Facts & Figures

GENERAL

Schools	10
Departments	24
Number of Professors and Researchers	1800
Number of Technical and Administrative Staff	1500
Number of books in the University Libraries	3.5 million +
Number of undergrad. and postgrad. coursework degrees	126
Number of postgraduate research degrees	33
Number of Agreements with International Universities	260

STUDENTS

Total Undergraduate and Postgraduate Coursework	52000
Total Postgraduate Research	1900
Number of Erasmus students each year	1000 +
Number of International Students	3401

*These statistics refer to the academic year 2011/2012

To have a quick look at the University of Florence, you can watch the short video found here:

<http://www.unifi.it/upload/sub/video/unifiataglance.mp4>.



The School of Economics and Management

International Relations Service – School of Economics and Management – Università degli Studi di Firenze

A Multidisciplinary Approach

The School of Economics and Management is composed of five different departments: Law, Economics and Management, Political Sciences, Statistics and IT.

Innovation and internationalization are the two principles keys that inspire the list of courses offered by the School, which is multidisciplinary by definition. Our students face a very diverse educational path which allows them to acquire competences in economic theory, business, law, mathematics and statistics – among many others – ultimately meeting the increasing demand for flexibility that currently characterizes the labour market.

The main activities of the School take place in the *Polo delle Scienze Sociali*, in Novoli, which can be easily reached from the Central Station by taking the 57 or 23 bus routes, and in three other detached locations: the *Plesso Didattico di Viale Morgagni*, the *Polo Universitario di Prato* and the *Polo Universitario di Pistoia*.

Degrees Offered

The School offers four three-year Bachelor's Degrees and seven two-year Master's Degrees, three of which are taught in English.

Bachelor's Degrees

- **Economia Aziendale**, aimed at providing a solid preparation in economics, with particular attention to government, management and business organization as well of other institutions producing goods and services.
- **Economia e Commercio**, whose aim is to create professionals with different skills in the field of economics, both theoretical and applied, as well as mathematics, statistics, and law.
- **Statistica**, 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**, aimed at providing students with the skills needed to work in the field of international cooperation and conflict management in developing countries.

Master's Degrees

Master's Degrees taught in Italian

- **Accounting e Libera Professione**, 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**, aimed at acquiring a 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**, 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**, aimed at those students who seek to enlarge their knowledge with relatively advanced technical and methodological skills in Statistics.

Master's Degrees taught in English

- **Design of Sustainable Tourism Systems**, aimed at providing a thorough understanding 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 capacity 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.
- **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, and numerical analysis) for finance and insurance.

The Novoli Campus

The area of *Novoli*, now the main location of the School of Economics and Management, the School of Law and the School of Political Science of the University of Florence, was once the location of the FIAT plants for aircraft maintenance. The transformation of the 32 hectares of the area was guided by the architect Léon Krier in 1993.

The large park planned by *Isolarchitetti* stands in the centre of the area for 12 hectares between the already edified lots and the Palace of Justice, planned by Leonardo Ricci in the mid-1980s. On the other side of the park we find the departments of social sciences of the University of Florence, the students' residences and canteens.

Course Units for 2014-2015

UNDERGRADUATE COURSES - IN ITALIAN

FIELD OF STUDY	CODE	COURSE	ECTS	SEMESTER
ACCOUNTING	B018987	Contabilità e bilancio	9	I
ACCOUNTING	B016334	Programmazione e Controllo	6	II
ANTHROPOLOGY	B005047	Antropologia dello sviluppo	6	I
DEMOGRAPHY	B000231	Demografia	6	II
DEMOGRAPHY	B003977	Demografia	9	I
DEMOGRAPHY	B004161	Demografia sociale	6	II
ECONOMETRICS	B018990	Introduzione all'econometria	6	I
ECONOMICS	B019485	Economia dello sviluppo	6	I
ECONOMICS	B018986	Economia dello sviluppo e dell'organizzazione industriale	6	II
ECONOMICS	B001360	Economia internazionale	9	II
ECONOMICS	B004150	Economia internazionale	6	II
ECONOMICS	B005097	Economia politica (I+II+II)	12	I and II
ECONOMICS	B005098	Economia politica (I+II) (Microeconomia)	6	II
ECONOMICS	B005099	Economia politica III (Macroeconomia)	6	I
ECONOMICS	B019487	Economia pubblica dei paesi in via di sviluppo	6	II
ECONOMICS	B001286	Macroeconomia	9	I
ECONOMICS	B001283	Microeconomia	9	II
ECONOMICS	B001292	Politica economica	9	II
ECONOMICS	B005133	Politica economica dello sviluppo	6	I
FINANCE	B019093	Intermediari finanziari e finanza	15	I and II
FINANCE	B019094	Intermediari finanziari e finanza I+II	9	II
FINANCE	B019095	Intermediari finanziari e finanza III	6	I

FINANCE	B001287	Scienza delle finanze	9	II
GEOGRAPHY	B019489	Geografia dello sviluppo e pianificazione territoriale per la cooperazione	12	I and II
GEOGRAPHY	B015972	Geografia dello sviluppo	6	I
GEOGRAPHY	B019490	Pianificazione territoriale per la cooperazione	6	II
GEOGRAPHY	B019491	Geografia dello sviluppo, ambiente e risorse energetiche	12	I and II
GEOGRAPHY	B019492	Risorse, economia ed ambiente	6	II
GEOGRAPHY	B020692	Geografia dello sviluppo, ambiente e territorio	12	I and II
GEOGRAPHY	B020693	Geo-economia e Geo-politica dello sviluppo sostenibile	6	II
GEOGRAPHY	B015424	Geografia economica	6	I
GEOGRAPHY	B005258	Geografia economica - politica del turismo	6	II
HISTORY	B005063	Storia delle relazioni internazionali	6	II
HISTORY	B000265	Storia economica	6	II
HISTORY	B018995	Storia economica e del turismo	6	I
IT	B003950	Elementi di informatica	6	I
IT	B018935	Programmazione	6	I
IT	B018933	Sistemi informativi statistici	9	II
IT	B004896	Sistemi operativi	6	II
LAB	B019504	Laboratorio di analisi e pianificazione delle operazioni di pace	6	I
LAB	B019505	Laboratorio di cooperazione internazionale e tra sistemi territoriali	6	I
LAB	B016000	Laboratorio di economia aziendale (introduzione)	3	I
LAB	B019506	Laboratorio di economia dello sviluppo e delle istituzioni	6	II
LAB	B019507	Laboratorio di finanza e micro credito per lo sviluppo	6	II
LAB	B021409	Laboratorio di finanza etica e micro credito per lo sviluppo	6	II
LAB	B019055	Laboratorio di lingua francese per il turismo	6	I and II
LAB	B019058	Laboratorio di lingua inglese per il turismo	6	I and II
LAB	B019057	Laboratorio di lingua spagnola per il turismo	6	I and II
LAB	B019059	Laboratorio di lingua tedesca per il turismo	6	I and II
LAB	B019005	Laboratorio di matematica finanziaria	3	I
LAB	B019004	Laboratorio di matematica per le applicazioni economiche II	3	I
LAB	B019508	Laboratorio di metodologia della formazione attiva: training for change	6	I

LAB	B019511	Laboratorio di pedagogia sociale ed educazione alla pace	6	I
LAB	B016011	Laboratorio di politica comparata	3	II
LAB	B019513	Laboratorio di ricerca etnografica e antropologia della violenza	6	II
LAB	B019514	Laboratorio di statistica sociale	6	II
LAB	B019552	Laboratorio di tecniche della mediazione civile e della democrazia partecipativa	6	II
LAW	B001197	Diritto commerciale	9	I
LAW	B003125	Diritto commerciale e industriale	12	II
LAW	B018944	Diritto dell'Unione Europea	6	II
LAW	B005075	Diritto internazionale	6	II
LAW	B001584	Diritto tributario	9	I
LAW	B000293	Istituzioni di diritto privato	9	I
LAW	B001296	Istituzioni di diritto pubblico	9	I
LAW	B005056	Sistemi giuridici comparati	6	I
MANAGEMENT	B018991	Economia Aziendale	9	I
MANAGEMENT	B015185	Economia dell'impresa	9	I
MANAGEMENT	B019043	Economia dell'impresa agroalimentare	6	II
MANAGEMENT	B018992	Economia e gestione delle imprese	9	II
MANAGEMENT	B003135	Organizzazione aziendale	6	II
MARKETING	B000269	Marketing (principi e strumenti)	6	I
MATHEMATICS	B018931	Algebra Lineare e Geometria Analitica	6	I
MATHEMATICS	B003956	Analisi Multivariata	6	I
MATHEMATICS	B021058	Calcolo	6	I and II
MATHEMATICS	B003954	Calcolo II	9	II
MATHEMATICS	B019488	Elementi di matematica per l'economia	6	I
MATHEMATICS	B001456	Matematica finanziaria	6	I
MATHEMATICS	B001284	Matematica per le applicazioni economiche I	9	I
MATHEMATICS	B001488	Matematica per le applicazioni economiche II	6	I
POL. SCIENCE	B015952	Scienza politica e relazioni internazionali	12	II
POL. SCIENCE	B015953	Scienza politica	6	II
POL. SCIENCE	B015955	Relazioni internazionali	6	II

SOCIOLOGY	B015947	Sociologia dei processi culturali, teorie del conflitto e della mediazione	9	II
SOCIOLOGY	B019498	Sociologia del territorio e metodi di ricerca per le scienze sociali	12	I and II
SOCIOLOGY	B019495	Sociologia generale e metodi di ricerca per le scienze sociali	12	I and II
SOCIOLOGY	B019499	Sociologia generale dell'ambiente e del territorio	6	II
SOCIOLOGY	B019496	Sociologia generale e della migrazione	6	II
STATISTICS	B004153	Controllo Statistico della Qualità	6	II
STATISTICS	B019493	Fonti e metodi per l'analisi dei dati economici e sociali	12	I
STATISTICS	B019494	Statistica	6	I
STATISTICS	B015991	Statistica economica	6	I
STATISTICS	B003971	Indagini campionarie	9	II
STATISTICS	B003958	Modelli statistici	9	I
STATISTICS	B004899	Reti di calcolatori	6	I
STATISTICS	B019497	Metodologie per le scienze sociali	6	I
STATISTICS	B018993	Statistica	9	II
STATISTICS	B004159	Statistica aziendale	9	I
STATISTICS	B003963	Statistica computazionale	6	II
STATISTICS	B003974	Statistica economica (Statistica)	9	I
STATISTICS	B018994	Statistica economica (Economia e Commercio)	6	II
STATISTICS	B000270	Statistica economica (Economia Aziendale)	6	II
STATISTICS	B018998	Statistica economica del turismo	6	II
STATISTICS	B000319	Statistica I	9	I
STATISTICS	B021059	Statistica II	6	II
STATISTICS	B003985	Statistica per la ricerca sperimentale	6	II
STATISTICS	B018942	Statistica sanitaria	9	II
STATISTICS	B018941	Statistica sociale	9	II
STATISTICS	B016337	Strategia d'impresa	9	II
TOURISM	B018999	Agricoltura e turismo rurale	9	II
TOURISM	B018997	Finanziamenti bancari alle imprese turistiche	6	II
TOURISM	B018996	Gestione e marketing delle imprese turistiche	6	I

POSTGRADUATE COURSE UNITS – IN ITALIAN

FIELD OF STUDY	CODE	COURSE	ECTS	SEMESTER
ACCOUNTING	B013882	Analisi di bilancio	9	II
AGROECONOMICS	B010458	Economia dei mercati agroalimentari	6	II
AGROECONOMICS	B019143	Politica agraria e agroalimentare	6	II
AGROECONOMICS	B019123	Politiche agroalimentari e rurali	6	II
ECONOMICS	B006148	Economia dei gruppi e delle concentrazioni	9	I
ECONOMICS	B019152	Economia del mercato mobiliare	6	II
ECONOMICS	B000116	Economia dell'ambiente	6	II
ECONOMICS	B005884	Economia dell'organizzazione	6	II
ECONOMICS	B004953	Economia e gestione dei settori e dei sistemi locali (mod. A)	6	I
ECONOMICS	B019139	Economia e gestione dei settori e dei sistemi locali (mod B)	6	I
ECONOMICS	B019119	Economia e politica industriale	6	II
ECONOMICS	B005127	Economia internazionale	6	II
ECONOMICS	B019121	Economia pubblica	6	I
ECONOMICS	B019147	Gestione e intermediazione nei sistemi produttivi (A + B)	12	I and II
ECONOMICS	B010422	Microeconomia (A + B)	12	II
ECONOMICS	B010424	Microeconomia (mod A)	6	II
ECONOMICS	B010428	Microeconomia (mod B)	6	II
ECONOMICS	B016056	Teoria economica avanzata	6	I
FINANCE	B006147	Contabilità Internazionale	9	I
FINANCE	B004483	Introduzione alla teoria del rischio (mod. I+II)	6	I
FINANCE	B008895	Metodi per l'analisi del rischio e la gestione del portafoglio	9	I
FINANCE	B008906	Tecniche finanziarie ed attuariali per i fondi pensione	9	II
GEOGRAPHY	B019120	Politica dell'ambiente	6	I
HISTORY	B005675	Storia del pensiero economico contemporaneo	6	II
HISTORY	B005893	Storia dell'impresa	6	II

HISTORY	B019117	Storia economica della moneta e della banca	6	I
LAB	B015841	Laboratorio - Business communication in English	6	II
LAB	B015831	Laboratorio - Business intelligence	6	II
LAB	B018847	Laboratorio - Diritto civile dell'economia e dei contratti	6	II
LAB	B015771	Laboratorio - Etica d'impresa	6	II
LAB	B015832	Laboratorio - Innovazione e sviluppo nuovi prodotti	6	II
LAB	B015837	Laboratorio - Strumenti di business online	6	II
LAB	B015838	Laboratorio - Tecnica professionale	6	II
LAB	B019131	Laboratorio di lingua inglese	6	I
LAB	B019126	Laboratorio di macroeconomia avanzata	6	I
LAB	B019128	Laboratorio di metodologie di ricerca per la storia economica	6	I
LAB	B019130	Laboratorio di statistica economica	6	I
LAB	B019127	Laboratorio GIS	6	II
LAW	B005923	Diritto del lavoro	6	II
LAW	B005841	Diritto dell'ambiente	9	II
LAW	B021007	Diritto dell'ambiente	6	II
LAW	B015538	Diritto fallimentare	9	II
LAW	B005776	Diritto fallimentare	6	II
LAW	B015539	Diritto industriale	9	I
LAW	B019257	Diritto industriale	6	I
LAW	B006994	Diritto tributario II	9	I
MANAGEMENT	B016069	Amministrazione della Cooperazione e del Non-Profit	9	I
MANAGEMENT	B018856	Comportamento Organizzativo	9	II
MANAGEMENT	B015755	Consulenza Direzionale	9	I
MANAGEMENT	B018871	Corporate governante	12	I and II
MANAGEMENT	B001341	Corporate governante	9	I
MANAGEMENT	B018872	Corporate governance mod. I	6	I
MANAGEMENT	B018873	Corporate governance mod. II	6	II
MANAGEMENT	B006145	Cost Management	9	I
MANAGEMENT	B006014	Gestione delle risorse umane	9	I

MANAGEMENT	B018874	Imprenditorialità, innovazione e cambiamento organizzativo	12	I
MANAGEMENT	B018875	Imprenditorialità, innovazione e cambiamento organizzativo (mod A)	6	I
MANAGEMENT	B018876	Imprenditorialità, innovazione e cambiamento organizzativo (mod B)	6	I
MANAGEMENT	B005873	Internazionalizzazione dell'impresa	6	II
MANAGEMENT	B015759	Operations management	6	II
MANAGEMENT	B016070	Operazioni straordinarie	9	II
MANAGEMENT	B016073	Public management and accounting	9	II
MANAGEMENT	B006149	Revisione aziendale	9	II
MANAGEMENT	B018853	Strategia e valore d'impresa	6	II
MANAGEMENT	B005880	Turnaround management	9	I
MANAGEMENT	B006151	Valutazione d'azienda	9	II
MARKETING	B015773	Marketing strategico e comunicazione	9	I
MARKETING	B006006	Retail marketing	9	I
MATHEMATICS	B015118	Calcolo (Avanzato)	12	I
MATHEMATICS	B016042	Complementi di Matematica Finanziaria	6	I
STATISTICS	B015124	Analisi Statistica di Dati Socio-Sanitari	6	II
STATISTICS	B015130	Disegno degli esperimenti	6	I
STATISTICS	B019297	Inferenza casuale e metodi di valutazione	9	I
STATISTICS	B004628	Inferenza statistica	12	I
STATISTICS	B004652	Inferenza statistica bayesiana	9	I
STATISTICS	B016040	Metodi ed applicazioni per la ricerca operativa	6	I
STATISTICS	B021014	Metodi quantitativi per le analisi economiche	12	I
STATISTICS	B004630	Modelli statistici (avanzato)	12	II
STATISTICS	B015122	Statistica ambientale	9	I
STATISTICS	B019285	Statistica applicata alla banca e alle assicurazioni	6	I
STATISTICS	B021015	Statistica economica II	6	I
STATISTICS	B004664	Statistica multivariata (avanzato)	9	I
STATISTICS	B015129	Teoria dei campioni	6	II
STAT. & FINANCE	B008903	Tecnica attuariale delle assicurazioni sulla vita	9	II
STAT. & FINANCE	B008912	Teoria del rischio e tecniche attuariali contro i danni	9	I

POSTGRADUATE COURSE UNITS – IN ENGLISH

FIELD OF STUDY	CODE	COURSE	ECTS	Semester
AGROECONOMICS	B019356	Agri-Food Economics	6	II
AGROECONOMICS	B016505	Agriculture, Development and Poverty	6	II
ANTHROPOLOGY	B020851	Anthropology and development	6	II
ANTHROPOLOGY	B016432	Participation, empowerment e capabilities	6	II
DEMOGRAPHY	B019355	Business demography	6	II
DEMOGRAPHY	B004651	Modelli demografici	9	II
ECONOMETRICS	B020839	Econometrics	12	I
ECONOMETRICS	B020840	Microeconometrics	6	I
ECONOMETRICS	B020841	Macroeconometrics	6	I
ECONOMETRICS	B019206	Econometrics of financial markets	9	II
ECONOMETRICS	B008896	Modelli econometrici e metodi numerici	6	II
ECONOMICS	B020833	Culture creativity and local development (mod A)	12	I
ECONOMICS	B019471	Development macroeconomics	6	I
ECONOMICS	B016434	Development microeconomics	9	II
ECONOMICS	B016433	Economics and management of local systems (A + B)	9	I
ECONOMICS	B018777	Economics of innovation	6	I
ECONOMICS	B016449	Economics of innovation, human development and international cooperation	12	I
ECONOMICS	B016454	Health and education economics	6	I
ECONOMICS	B016437	Human development and international cooperation	6	II
ECONOMICS	B016435	International and financial economics	6	I
ECONOMICS	B019399	International economics II	6	I
ECONOMICS	B016470	Labour economics	6	I
ECONOMICS	B020831	Local and industrial development	9	II
ECONOMICS	B020832	Macroeconomics 1	9	I
ECONOMICS	B019400	Macroeconomics 2	6	II
ECONOMICS	B020829	Measurement and causes of poverty	9	I

ECONOMICS	B020830	Microeconomics 1	9	II
ECONOMICS	B020848	Microeconomics 2	12	I
ECONOMICS	B020847	Public economics and innovation	6	I
ECONOMICS	B020846	Public Economics and international cooperation	12	I
FINANCE	B019185	Computational Finance	6	I
FINANCE	B018849	Corporate Finance	6	I
FINANCE	B019219	Corporate Governance and financial institutions	12	II
FINANCE	B019220	Corporate governance (mod A)	6	II
FINANCE	B019221	Financial institutions	6	II
FINANCE	B021371	Financial markets and Institutions	6	II
FINANCE	B019207	Financial services and markets law	6	II
FINANCE	B019215	Financial statement analysis	6	II
FINANCE	B019187	Portfolio choice and optimization	12	I
FINANCE	B020934	Portfolio choice and optimization (mod A)	6	I
FINANCE	B019184	Quantitative finance and derivatives	9	I
FINANCE	B019186	Risk theory and solvency models	12	I
FINANCE	B020933	Risk theory and solvency models (mod A)	6	I
FOREIGN LANGUAGE	B016466	English	6	I
FOREIGN LANGUAGE	B021365	English (advanced level)	9	I
FOREIGN LANGUAGE	B019344	French (advanced level)	9	I
FOREIGN LANGUAGE	B016468	French	6	I
FOREIGN LANGUAGE	B019347	German (advanced level)	9	I
FOREIGN LANGUAGE	B016469	German	6	I
FOREIGN LANGUAGE	B019346	Spanish (advanced level)	9	I
GEOGRAPHY	B016512	Environment and development	6	II
GEOGRAPHY	B019354	Environment and landscape geography	9	II
HISTORY	B019470	Economics history of globalization	6	I
HISTORY	B019349	Economics history of tourism	9	I
LAB	B019410	Economics of innovation lab.	3	I
LAB	B019413	Agricultural and environmental policy evaluation lab.	6	II

LAB	B021374	Computer science and applications lab.	3	I
LAB	B019362	Computer Science lab.	6	I
LAB	B020842	Econometrics lab.	6	II
LAB	B019479	English for business and finance	3	II
LAB	B021373	Event and sport management lab.	3	II
LAB	B019361	Foreign language lab.	6	II
LAB	B019412	Statistical data elaboration lab.	3	II
LAW	B020837	International law	6	I
LAW	B019351	Italian tourism legislation	6	II
MANAGEMENT	B021369	Food quality and analytical control	6	II
MANAGEMENT	B019125	Quantitative risk management	6	II
MANAGEMENT	B019189	Merger and acquisition valuation	9	I
MATHEMATICS	B016458	Mathematical methods for economics analysis	6	II
MATHEMATICS	B020834	Mathematics for economics	9	I
POL. SCIENCE	B020850	International conflict transformation	6	I
POL. SCIENCE	B020852	Political of globalisation and human rights	6	II
PRODUCT ANALYSIS	B019358	New technology and environment chemistry	9	I
PRODUCT ANALYSIS	B021370	New technology and environment chemistry (mod A)	6	I
STATISTICS	B019353	Economic statistics for tourism	6	I
STATISTICS	B019472	Multivariate statistical analysis	9	I
STATISTICS	B016441	Statistical inference	9	I
STATISTICS	B02835	Statistical inference	6	I
STATISTICS	B019352	Statistical information system (advanced level)	6	II
STATISTICS	B021372	Statistical methodologies for tourism	6	II
TOURISM	B019350	Travel and tourism contracts	9	I

The list is to be considered as provisional, as the courses are subject to changes, and will ultimately be confirmed upon the beginning of each semester.



Studying in Italy

Italian System of Higher Education

Italian universities issue the following qualifications:

- *Laurea* - on completion of a three-year study program of 180 ECTS credits;
- *Laurea Magistrale* - on completion of a further two-year study program of 120 ECTS credits;
- *Laurea Magistrale a ciclo unico* - only in some schools, on completion of a five- or six-year study program of 300 or 360 ECTS credits;
- *Diploma di Specializzazione* – Specialisation Diploma;
- *Dottorato di Ricerca* - PhD.

Moreover, they offer Masters with one-year (1st level) or two-year (2nd level) study programs (at least 60 credits). These are orientated towards entry into the working world. The University of Florence offers courses at all the mentioned levels.

Academic Year

The academic year is made up of two semesters. The first semester starts in September/October and ends in January/February. The second semester starts in February/March and ends in July. The actual start and finish dates vary according to the school but each semester lasts around 20 weeks and is made up of a teaching period lasting around 14 weeks and an exam period lasting around 6 weeks.

Teaching and Learning

The majority of course units 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 get prepared for the exams.

Assessment

Exams are held after the teaching period and are mainly oral exams, 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 turn down a mark if they aren't satisfied with the result and do the exam again. The 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. Under 18 no grade is recorded (for exchange students the final Transcript of Records won't contain any grade under 18). 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) 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 abilities foreseen for each academic course. One CFU corresponds to one ECTS. Moreover, each credit corresponds to 25 hours of global work by the student, with 8/9 hours of classes included. Courses are usually of 9 CFU, which means generally two-hour classes twice a week, or 6 CFU, two-hour classes three times a week.

Online Exam Booking

It is now possible to book online the examinations for many courses (*i.e.* **compulsory** for all the courses of the **School of Economics and Management**). Students have to register for the exam **between 14 and 3 days before the scheduled date**. Without the registration the student cannot be allowed to the exam. After the exams the recorded results can be checked by students simply logging into their personal online page.



International Students

Non-Degree Students

The wide network of bilateral agreements that the University has with several foreign educating institutions allows students from all over the world to apply for an exchange program in Florence, especially in the Erasmus+ framework. The International Delegate of the School of Economics and Management is:

Silvia Scaramuzzi, PhD

Please use the e-mail addresses below to contact us:

incoming@economia.unifi.it concerning students from abroad;

relint@economia.unifi.it concerning students from the University of Florence.

Terms of Admission

In order to be selected as an Erasmus or Exchange student at the University of Florence you need to:

- Be enrolled at least in the second year of higher education studies in an institution which already has a bilateral agreement with the University of Florence (**the University does not accept Free Movers**);
- Have a good command of Italian (B1);
- Have a good command of English (B2) to apply for courses of the Master's Degrees in english;
- Be enrolled at least in the third year of your degree in order to apply for Master's courses, and always verify that you meet all the pre-requisites for the course.

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+ Programme. 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://www.erasmusplus.it/wp-content/uploads/2014/08/draft-student-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+ Programme, please visit the websites: https://eacea.ec.europa.eu/erasmus-plus_en, you can consult the Programme Guide at http://ec.europa.eu/programmes/erasmus-plus/discover/guide/index_en.htm.

Exchange Programme

The University of Florence also welcomes Exchange Students outside of the framework of the Erasmus+ Programme, 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. As far as the School of Economics and Management is concerned, the **following procedures** apply.

Before the Mobility

Once selected by your home institution, they must send an official **Nomination Letter** to the International Relations Service of the School of Economics and Management at incoming@economia.unifi.it within the deadlines found on our website: www.economia.unifi.it at MOBILITÀ INTERNAZIONALE – INCOMING STUDENTS. The Letter should include your:

- Main personal information (name, surname, citizenship);
- E-mail address (possibly the one given by the university, not the private one);
- Field of study.

We remember to the students to use always the same e-mail address to communicate with us, the one included in the nomination letter.

If you are not a citizen of a Member State of the European Union, you may need to obtain a visa and a resident's permit. The EU Immigration Portal contains general information on visa and residence permits, for both short-term and long-term stays: <http://ec.europa.eu/immigration/tab2.do?subSec=11&language=en>. Additional information on visa and permits requirements to study in Italy is also available in the Section “*Entering Italy*” of this Handbook.

Since the process to obtain a visa or a permit may take several weeks, please make sure to verify your situation in advance. Let us know if you need an **Invitation or Acceptation Letter** to apply for a student visa, and whether you need an original copy to be sent by regular mail, or a scanned version sent by e-mail will suffice.

Later on, your home institution will send us the **Enrolment Form**, which has to be filled in a properly way, stamped and signed by your Coordinator. In order to fill in the form, please be aware that our Coordinator, International Delegate for the School of Economics and Management, and **Contact Person** to be indicated on the enrolment form is **Silvia Scaramuzzi, PhD**. As for Exchange Students, their institutions are also

required to attach to the Enrolment Form a copy of the first page of the student's passport (just in case you need an Invitation or Acceptation letter to check its number and to include it on the letter).

In order to fill in the **Learning Agreement** included in the Enrolment Form, during the academic year 2014/2015 please refer to the provisional information given in the previous section of this guide, and check the website www.economia.unifi.it at SCUOLA - DIDATTICA – OFFERTA FORMATIVA for further information.

The Enrolment Form has to be sent to incoming@economia.unifi.it within the deadlines found on our website: www.economia.unifi.it at MOBILITÀ INTERNAZIONALE – INCOMING STUDENTS. Any forms without all the requested signatures and stamps will not be accepted. Our office will let you know if any changes to the form are needed, so be sure to check our answer.

In case of withdrawal from the Erasmus+ or from the Exchange Programme, students are requested to notify as soon as

possible their home institution as well as our office in Florence.

For any additional information about the application procedures and deadlines please feel free to contact us at incoming@economia.unifi.it.

During the Mobility

The Enrolment Process that takes place once arrived in Florence, is different for Erasmus and Exchange students.

If you are an **Erasmus student**, you are required to:

- Register personally at the International Relations Service of the School of Economics and Management with the original copy of your **Enrolment Form (Piazza Ugo di Toscana, 5, D15 building, 3rd floor)**;
- Enrol at the “Ufficio Servizi alla Didattica e agli Studenti” of the of the Campus (D15 Building, ground floor) with the original Enrolment Form stamped and signed by the International Relations Service;
- Shortly after the enrolment process, you will be given the

Libretto – the student’s book with matriculation number.

If, on the other hand, you are an Exchange student, you are required to:

- Register personally at the International Relations Service of the School of Economics and collect the original copy of your Enrolment Form signed by our Coordinator;
- Enrol at the Foreign Student Front Office – “*Ufficio Coordinamento Carriere Studenti – Sportello Studente Straniero*” (Via Gino Capponi 9, 2nd floor, for more information please visit <http://www.unifi.it/vp-8932-sportello-studente-straniero.html>). You will need to hand in:
 - ✓ The Application Form you are given by the office;
 - ✓ Your Letter of Acceptance;
 - ✓ A copy of your Passport;
 - ✓ The receipt for your Residence Permit Application (Remember that you have to apply for the permit within 8 days from arrival);
 - ✓ Two passport-size photos;
 - ✓ The Learning Agreement (your study programme).
- Follow all the procedures identified by the Front Office,

hence receiving the *Libretto* and the registration number.

Once registered and officially enrolled, you can:

- Check the LESSONS TIMETABLE on www.economia.unifi.it at SCUOLA – DIDATTICA – ORARIO E CALENDARIO DIDATTICO;
- Attend the classes you have selected, paying attention that there are no timetable clashes between them;
- Address the professors in order to be sure to meet all the needed prerequisites to take the class;
- Come back to the International Relations Service around the third week of lectures to communicate any changes you wish to make to your initial Learning Agreement.

In order to do so, you have to hand in the **appropriate form for “Changes to the original Study Programme”**, which is included in the Enrolment Form (available on our website). Please make sure that the form is properly filled in, ONLY with the courses you wish to drop and the ones you wish to add to your study programme, with the right CODES and corresponding ECTS that you can find on the website www.economia.unifi.it at SCUOLA - DIDATTICA – OFFERTA

FORMATIVA. Our office will then check any potential changes, and – if no inaccuracies are found on the forms – it will proceed to send them to your home Institution.

Please be aware that this will be the **final study plan**, as the office will not accept any further changes for the current semester. As for students enrolled for both semesters, they will have the opportunity to change it again around the third week of lectures of the second semester. Make sure to respect the deadlines found on the website.

Erasmus and Exchange students have the opportunity to enrol to a free Italian Language course offered by the *Centro Linguistico dell'Ateneo* (University Language Centre) starting from the A2 level of the European Framework.

In order to attend the course, students should fill an on-line application available at: <http://www.unifi.it/itacla/> and follow the relevant instructions. Further instructions will be sent by the Linguistic Centre (CLA) by e-mail. For opening hours and further information consult: www.cla.unifi.it. The **“Centro Linguistico di Ateneo”** (CLA) has the following locations:

Administrative Office and Media-Library

Via degli Alfani, 58

Teaching Centre – Morgagni

Viale Morgagni, 40

Information Office – Novoli

Front Office - Building D/14 - Via delle Pandette 3 - ground floor

After the Mobility

At the end of the Erasmus+ or Exchange Programme, you are required to hand in your “*libretto*”, that is your student cards, to the ‘*Ufficio Servizi alla Didattica e agli Studenti*’ of the Campus of Social Sciences (D15 Building), and apply for a **Certificate stating the period of your attendance** at the University of Florence.

The University of Florence will then proceed to send to the Home Institutions the **Transcript of Records by e-mail**, listing all the exams taken by the student during the mobility, and the corresponding recorded results/grades.

For any additional information, procedures and deadlines, visit our website www.economia.unifi.it at MOBILITÀ INTERNAZIONALE – INCOMING STUDENTS and feel free contact us at incoming@economia.unifi.it.

Important Dates

(to be confirmed every year)

SEMESTER I

END OF APRIL

Deadline for the Official Nomination Letter

END OF MAY

Deadline for the Enrolment Form

3rd WEEK OF SEPTEMBER

Lectures Begin

2nd WEEK OF OCTOBER

Deadline for changes to the Learning Agreement

1st WEEK OF DECEMBER

Lectures End

FROM THE 2nd TO THE 4th WEEK OF JANUARY

Exam Period

FROM THE 1st TO THE 3rd WEEK OF FEBRUARY

Exam Period

SEMESTER II

MID OCTOBER

Deadline for the Official Nomination Letter

MID NOVEMBER

Deadline for the Enrolment Form

1st WEEK OF MARCH

Lectures Begin

4th WEEK OF MARCH

Deadline for changes to the Learning Agreement

4th WEEK OF MAY

Lectures End

FROM THE 1st TO THE 3rd WEEK OF JUNE

Exam Period

FROM THE 2nd TO THE 4th WEEK OF JULY

Exam Period



Student Life

University Facilities

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 a.m. – 7.00 p.m.; ☎055-2759010).

It houses about 800,000 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 comprising 800 other libraries that are part of the SBN (Italian national library service). From the library computers, a series of databases of particular interest for socio-economics and law can also be accessed.

Library resources for statistics are located at the Department of Statistics "*Giuseppe Parenti*", *Viale Morgagni, 57* (Opening Hours: Monday, Wednesday and Friday from 9.00 a.m. to 1.30 p.m.; e-mail: biblstat@ds.unifi.it) which holds about 15,000 volumes (both books and periodicals), with 101 current subscription periodicals, 600 theses of the School of Statistics and the University Diploma in Statistics, and 187 microfilms. There is also a section containing publications of ISTAT and other national and international statistics institutes.

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 any additional information please visit:
<http://www.sba.unifi.it/CMpro-I-s-11.html>

For instruction to Erasmus students:

<http://www.sba.unifi.it/CMpro-I-s-11.html> at GUIDA STUDENTI
ERASMUS

Studying at Night

Students who wish to study even at night can do so in the following University Buildings:

Sede Architettura di Santa Verdiana - Piazza Ghiberti, 27

Opening Hours: Mondays to Fridays until 11.30 p.m.

Sistema Bibliotecario di Ateneo - Via degli Alfani, 39

Opening Hours: Mondays to Fridays from 7 p.m. to 11 p.m.

Polo Scienze sociali, edificio D14 - Via delle Pandette, 3

Opening Hours: Mondays to Fridays until 11.30 p.m.

Moreover, the following public libraries also stay open late:

Biblioteca delle Oblate - Via dell'Oriuolo, 26

Opening Hours: Tuesdays to Saturdays 9 a.m. to 11.45 p.m.

BiblioteCaNova Isolotto - Via Chiusi, 4/3 A

Opening Hours: Tuesdays and Thursdays 9 a.m. to 11 p.m.

Biblioteca Palagio di Parte Guelfa - Piazzetta di Parte Guelfa

Opening Hours: Mondays to Fridays from 7 p.m. to 10 p.m.

Centre of Foreign Languages

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 information visit: <http://www.cla.unifi.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 further information please visit:

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

Centre of Culture for Foreigners

The centre 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 centres.

For more information visit: <http://www.ccs.unifi.it>.

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 further information visit: <http://www.unifi.it/coro/>.

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 Sunday morning in the various sections of the Museum of Natural History of the University.

For more information visit:

<http://www.unifi.it/vp-10013-orchestra-dell-universita.html>.

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:

<http://www.unifi.it/vp-10014-compagnia-teatrale.html>

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:

<http://www.unifi.it/vp-499-consulenza-psicologica.html>

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:

<http://www.cedis.unifi.it/mdswitch.html>

Student Associations

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

Social Networks

The University of Florence uses the Internet and social media to inform, communicate, and take advice. In particular, through social networking sites like Facebook, 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:

<http://www.unifi.it/vp-9844-social-network.html>

City Facilities

Accommodation

Accommodation services for students of the University of Florence are handled by the **Azienda Regionale per il Diritto allo Studio Universitario** (DSU), the regional authority for university services.

Unfortunately, the University cannot guarantee accommodation for non-degree international students, for whom we recommend looking for other solutions, such as a flat to share with other students. You can easily find a place to stay by either checking for advertisements in the notice boards placed in the School's Buildings, by checking the several websites for flat sharing and flat rental, Facebook groups, or alternatively with the help of real estate agencies.

Moreover, the University has activated a partnership with www.HousingAnywhere.com, a platform where outgoing students can rent out their rooms to incoming Erasmus or Exchange students during the time they are abroad. It is a platform that matches the supply and the demand of short stay accommodation in the private market.

Finding an accommodation in Florence is not difficult at all, and our students have always managed to find a place in a short time!

For further information on how to find accommodation in Florence, please contact the following office:

Azienda Regionale per il Diritto allo Studio Universitario di Firenze Servizio sviluppo programmi abitativi | Viale Gramsci, 36 | 50132 Firenze | ☎ 055 2261314 | E-mail: info@dsu.fi.it.

Canteens

The university canteens are also handled by the Azienda Regionale per il Diritto allo Studio Universitario (DSU). In order to use the services of the university canteens, students need a

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. The canteen “A. Caponnetto”, located in the *Polo delle Scienze Sociali* 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)

Bar Novoli – Via delle Pandette

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, under the section *Ristorazione*.

For more information on the canteen card, please contact the following office:

Azienda Regionale per il Diritto allo Studio Universitario di Firenze Servizio Ristorazione | Viale Morgagni, 51 | ☎ 055 2261352 | E-mail: ristorazione.fi@dsu.toscana.it

Sports

The University Sports Centre, *Centro Universitario Sportivo Firenze (C.U.S. FIRENZE A.S.D.)* organises a full range of courses with qualified instructors open to all the students of the University of Florence, including Fitness and Body Building, GAG, Bosu, Aquagym, Aerobics, Karate, Yoga, Capoeira, Caribbean dance, Archery, Tennis.

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

For further information:

C.U.S. Head Office (Segreteria) | Palazzetto Universitario dello Sport | Via V. della Rovere, 40 – Firenze | E-mail: info@dsu.fi.it | Website: www.cus.firenze.it

Films and Documentaries

The “*Mediateca Regionale Toscana*” is the centre 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:

<http://www.mediatecatoscana.it/index.php>.

Florence for University Students

The “*Comune di Firenze*”, the Municipal Office of Florence, also organises and promotes activities for university students in the city.

For more information visit:

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



Useful Information

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 other 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 further information please visit these websites:

www.poliziadistato.it, www.posteitaliane.it, www.interno.it,
www.esteri.it/MAE/IT/Ministero/Servizi/Stranieri/,
www.portaleimmigrazione.it.

Health Insurance

EU, EEA and Swiss citizens in possession of a European

Health Insurance Card (EHIC) or equivalent document will get the same access to public sector health care at the same terms as nationals in accordance with the Italian legislation if a medical treatment is or becomes necessary during their stay.

Those who do not have complete health coverage in their Home country or are not EU citizens can choose either to pay for full Health Care provided by the Italian National Health System (SSN) or purchase an Insurance Policy from a private company. Company.

For further information please address the following office:

Ufficio Stranieri Azienda Sanitaria 10 di Firenze

Via Gramsci 561, 50019 Sesto Fiorentino | ☎ 055 4498236 |

Fax 0554498232 | E-mail: ufficio.stranieri@asf.toscana.it

Public Transport

The easiest way to move around Florence is by public transport (ATAF). Students under 27 can purchase a monthly ticket for 23 euros. Holders of monthly tickets will need an identification

card, which can be obtained at the ATAF Point near the central railway station *Santa Maria Novella* and from other locations listed on the website www.ataf.net by producing a passport photograph and a document proving your enrollment at the University of Florence.

You can buy the bus tickets in bars, tobacconists, newsagents showing the sign “*biglietti ATAF*” (ATAF tickets), AND also from automatic distributing machines. The ticket must be validated in the special stamping machines as soon as the passenger gets on board.

For further information visit: www.ataf.net.

National Holidays

1 January

6 January

Easter Monday

25 April (Liberation Day)

1 May (Labor Day)

2 June (Republic Day)

24 June (St. Giovanni's Day, Patron Saint of Florence)

15 August (Assumption Day)

1 November (All Saints Day)

8 December (Immaculate Conception)

25 December (Christmas Day)

26 December (St. Stephen's Day)

Taxis and Car Rentals

Taxis are also parked outside railway stations and in the main squares. Alternatively, if you want to call a taxi, dial: ☎055 4242 | ☎055 4390.

There are also several rental car companies in Florence. Motorbikes, bikes and segways can also be easily rented.

Tourist Information

Information on Florence is available at tourist information points located in the city centre and in the airport. **For information** on

addresses, opening hours and on-line search for accommodation, consult the website: www.firenzeturismo.it.

Emergency Numbers

Municipal Police (*Polizia Municipale*) ☎ 055 3283333

Immediate Police Intervention (*Pronto Intervento*) ☎ 113

Ambulance ☎ 118

SOS Cars (*ACI*) ☎ 803116

Road Police ☎ 055 3283333

Fire Brigade (*Vigili del Fuoco*) ☎ 115

Carabinieri ☎ 112

Environmental Emergencies (*Corpo Forestale*) ☎ 1515

Useful Links

<http://www.unifi.it>

<http://www.economia.unifi.it/mdswitch.html> (School of Economics and Management)

<http://www.cla.unifi.it> (Centro Linguistico di Ateneo)

<http://www.siaf.unifi.it> (Servizio Informatico dell'Ateneo Fiorentino)

<http://www.ccs.unifi.it> (Centro di Cultura per Stranieri)

<http://www.sba.unifi.it> (Sistema Bibliotecario di Ateneo)

<http://www.fupress.com> (Firenze University Press)

<http://www.cus.firenze.it> (Centro Universitario Sportivo di Firenze)

<http://www.dsu.toscana.it> (Study Grants, Canteens, Accommodation)

<http://www.istruzione.it> (Ministero Istruzione Università e Ricerca)

<http://www.erasmusplus.it/> (Sito italiano del Programma Erasmus+)

<http://www.msn.unifi.it> (Museo di Storia Naturale)

<http://www.portaleimmigrazione.it> (Portale Immigrazione)

<http://www.interno.it> (Ministero dell'Interno)

<http://www.esteri.it/MAE/IT/Ministero/Servizi/Stranieri> (Ministero degli Affari esteri)

<http://www.posteitaliane.it> (Poste Italiane)

<http://www.firenzeturismo.it> (Portale turistico della Provincia di Firenze)

<http://www.comune.fi.it> (Comune di Firenze)

http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria (Servizio Assistenza Sanitaria nazionale)

See You at the School of Economics and Management!