



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

# School of Economics and Management

## **ONLINE Welcome Day**

## **Incoming Exchange Students**



**A. Y. 2021-2022**



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

# School of Economics and Management Incoming Students 2021/2022 - Spring Semester

*Welcome !*



## School of Economics and Management

**Enrolment** by the Erasmus Desk

**[erasmusdesk-presnovoli@unifi.it](mailto:erasmusdesk-presnovoli@unifi.it)**

- 1) Identification number = Matricola
- 2) Username and password to access the **SOL Unifi** (on-line services)
- 3) You should change your password at your 1° access
- 4) Institutional e-mail (**[name.surname@stud.unifi.it](mailto:name.surname@stud.unifi.it)**)

**Classes from February 21st to May 31st**

**(Easter Break from April 14th to April 20th, 2022)**

# Institutional E-mail

You can access your institutional e-mail  
([name.surname@stud.unifi.it](mailto:name.surname@stud.unifi.it))  
from <http://webmail.stud.unifi.it/> (Add your Matricola and PW)

G Suite for Education | STUDENTI DEI CDS E DEI MASTER



The login form for webmailunifi is displayed on a dark blue background. It features the 'webmailunifi' logo at the top left and the University of Florence logo at the top right. Below the logo, there are two input fields: 'Matricola' and 'Password'. A 'Login' button is positioned below the password field.

Accedendo al servizio se ne accettano implicitamente i **termini**.

**Protezione dati**

**Non fornire MAI a nessuno le credenziali** di accesso alla casella di posta elettronica di ateneo ne' rispondendo direttamente ad un messaggio, ne' dopo aver fatto click sui link presenti nei messaggi: **non chiediamo mai le credenziali della posta via email.**



## School of Economics and Management

### Covid-19 GREEN PASS

From 1<sup>st</sup> September 2021 the Green Pass  
is mandatory for access to the University  
buildings, according to the provisions of the  
[decree law n. 111 of 6 August 2021](#)



<https://www.unifi.it/p12083.html>



## School of Economics and Management

# Face-to-face ATTENDANCE under COVID-19 TIMES

### HOW TO ENTER IN THE BUILDINGS?



Matricola and password  
needed.

#### 1. Book your seat

<https://kairos.unifi.it/agendaweb/>

You can book classroom seating for classes  
scheduled in the **next 10 days** until the **day**  
**before the lesson**

#### 2. Download your personal QRcode

<https://qraccess.unifi.it/>



## School of Economics and Management

### ON-LINE classes

WHERE?

MOODLE platform on <https://e-l.unifi.it/> :

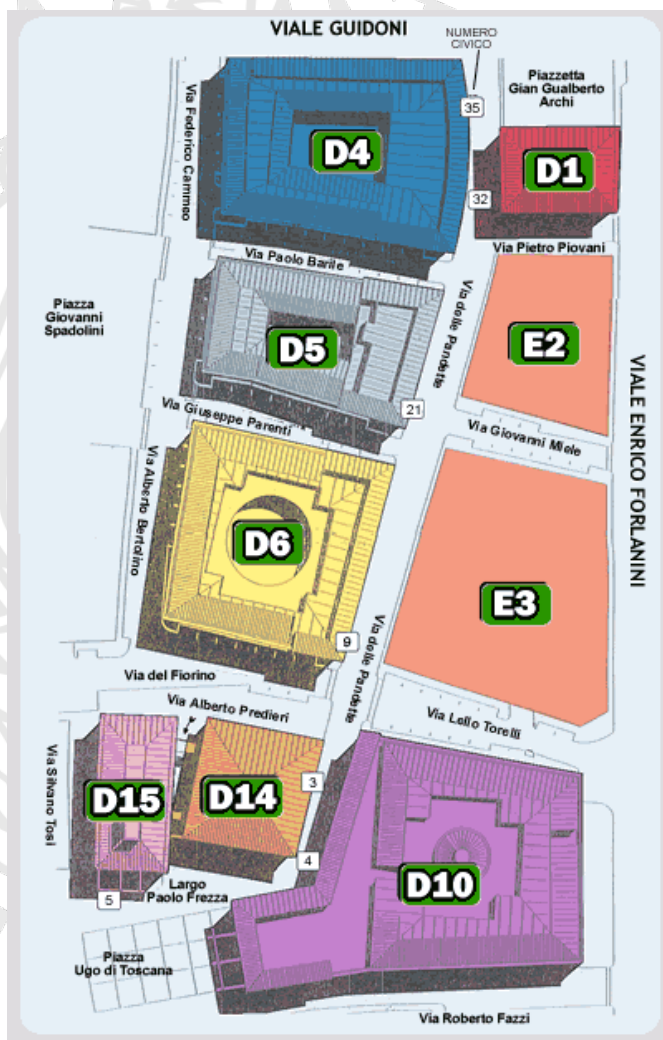


- Webex for synchronous lessons.

<https://www.unifi.it/upload/sub/comunicazione/Tutorial Studenti MoodleWebex.pdf>

- For all classes a recorded version will be always available for at least one week

## Map of Social Sciences Campus in Novoli



- D1** Presidencies of Schools of Law, Economics & Management, Political Sciences
- D4** Department of Legal Sciences
- D5** Department of Political and Social Sciences
- D6** Department of Economics and Management
- D10** Library of Social Sciences
- D14** Study classrooms | coffee bar
- D15** Erasmus Desk | computer classrooms | theses classrooms
- E2** University Canteen
- E3** University Administrative Offices and University Residence



# School of Economics and Management CAMPUS





UNIVERSITÀ  
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# School of Economics and Management: Web-Site

## <https://www.economia.unifi.it/>

unifi.it      cercchi      servizi online

cerca nel sito      ITA | ENG

## Scuola di Economia e Management

**Tesi di laurea Sessione Febbraio 2022.** Calendario Tesi, modalità accesso agli edifici e link per lo streaming delle sedute

**Orario lezioni secondo semestre 2021-22.** Lunedì 21 febbraio 2022 iniziano le lezioni del secondo semestre 2021-22

**ONLINE Bando Double Degree del corso di FINANCE and RISK MANAGEMENT.** Scadenza **16 Febbraio 2022 ore 13.00**

**ONLINE BANDO DOUBLE DEGREE GOETTINGEN.** Scadenza: 20 febbraio 2022, ore 13.00 Deadline: February 20, 2022 at 1 pm

**Appello esami sessione invernale 2021-22.** Modalità accesso agli edifici e link per lo streaming delle sedute



# School of Economics and Management

## Incoming Students Web-Site

<https://www.economia.unifi.it/vp-227-incoming-students.html>

The screenshot shows a web browser displaying the 'Incoming Students' page of the University of Florence's School of Economics and Management. The page has a dark blue header with the 'unifi.it' logo and navigation links like 'cercachi' and 'servizi online'. Below the header is a red banner with a pixelated pattern. The main content area is white and features a sidebar on the left with a dark blue background and white text. The sidebar lists various mobility programs: 'Mobilità internazionale', 'Programma Erasmus+ 2021-27', 'Mobilità Extra Europea per Studio', 'Mobilità Erasmus Docenti - Teaching Staff Mobility', 'INCOMING STUDENTS', 'Double Degrees', 'Buddy Program', 'Erasmus+ KA 107', and 'BANDI ATTIVI'. The main content area has a heading 'INCOMING ERASMUS & EXCHANGE STUDENTS' and a subheading 'MOBILITÀ INTERNAZIONALE INCOMING STUDENTS'. The text below the heading states: 'The International Relations Office promotes student exchanges within the Erasmus Programme. It provides information and assistance to all students participating in these study abroad programs. A substantial part of this activity is devoted to the orientation and support of foreign students, to whom the following sections are addressed.' There are three links: 'COVID-19: information and updates', 'COVID-19 Green Pass', and 'Healthcare: prevention and cure (pdf PDF)'. At the bottom, there is a paragraph about accepting nominations for Spring semester 2022 and a paragraph about the impact of Covid-19 on exchange programs. The footer of the page is a dark blue bar with the 'Start' button.

unifi.it cercachi servizi online

UNIVERSITÀ DEGLI STUDI FIRENZE Scuola di Economia e Management cerca nel sito ITA | ENG

MOBILITÀ INTERNAZIONALE INCOMING STUDENTS

### INCOMING ERASMUS & EXCHANGE STUDENTS

The International Relations Office promotes student exchanges within the Erasmus Programme. It provides information and assistance to all students participating in these study abroad programs. A substantial part of this activity is devoted to the orientation and support of foreign students, to whom the following sections are addressed.

[COVID-19: information and updates](#)  
[COVID-19 Green Pass](#)  
Healthcare: prevention and cure ([pdf](#) [PDF](#))

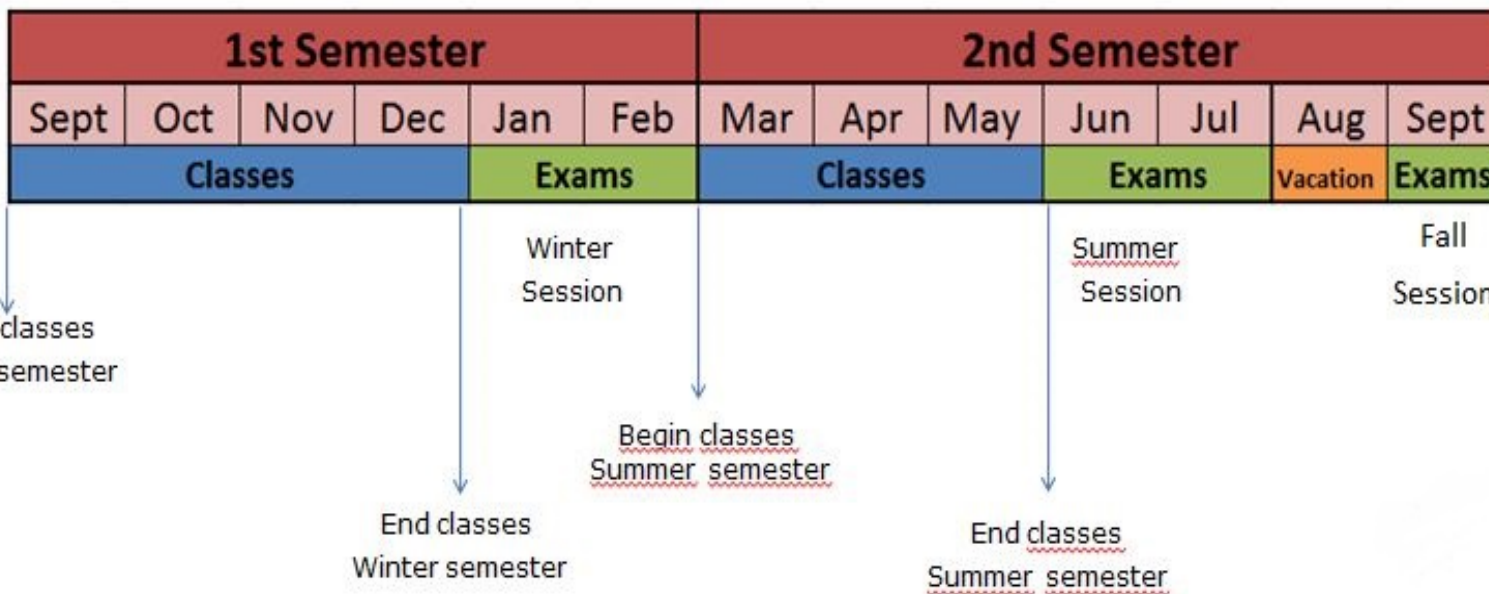
We are pleased to inform you that we are now accepting nominations for Spring semester 2022.

We don't know yet what the impact of Covid-19 will be for next months, but we have decided to carry on with the exchange programs during the A.Y. 2021-22 and we are looking forward to welcoming students on our Campus. However, please be advised that this might change depending on developments.

At the University of Florence our priority is the health and wellbeing of our students, staff, and visitors. In 2020/21, teaching at UNIFI has been delivered in a hybrid format, that is, a combination of face-to-face classes and remote learning. In Fall semester 2021 lectures will be blended (both in-person and synchronous online).

Start

## School of Economics and Management Academic Year





# School of Economics and Management:

## Courses Information

It is recommended to contact the professor of each lecture at the beginning of the semester for general information on the program and the exam as well.

**Here the link for the list of Academic Staff:**

**<https://www.unifi.it/index.php?module=ofform2&mode=2&cmd=91&cod=101223>**



# School of Economics and Management:

## Courses Information

Students are authorized to **choose any of the courses** available during the current academic year 2021-22 at our School and included in the ***Guida dello studente***, independently of cycle of study or study area.

Courses **NOT** available for Exchange Students:

- Some **Finance and Risk Management's Courses**:
  - 1. Private Equity Risk Management and Due-Diligence Lab**
  - 2. Quantitative Risk Management**

For **Finance and Risk Management's** Courses, the students must have knowledge in **Mathematics, Statistics, Social Sciences** as well as some familiarity with **Information Technology and Data Analysis Software**.

**READ CAREFULLY THE SYLLABUS > PREREQUISITES OF EACH COURSE**

# School of Economics and Management:

## Courses Information

Courses **NOT** available for Exchange Students:

- The examinations written on "*vecchio ordinamento*" (four-year degree courses)
- "*Conoscenza lingua straniera*" or "*Ulteriori conoscenze linguistiche*"
- "*Idoneità di lingua o idoneità di lingua straniera*"
- "*Prova finale*"

Please bear in mind that the "laboratorio/workshop" is a Pass/Fail system exam: there is no grade but the students earn credits.

# Italian language course

**FREE ITALIAN COURSE** from January 17th

offered by the **Centro Linguistico di Ateneo (CLA)** <https://www.cla.unifi.it/>



**Registration needed:**

<https://www.cla.unifi.it/vp-43-erasmus-cultural-agreements.html>

They are not academic courses and  
**Do not provide you with ECTS credits or mark.**



# School of Economics and Management: Learning Agreement

You can change your Learning Agreement **only once per semester**.  
Therefore, we recommend not to make changes immediately.

**Change deadline:**      **2<sup>nd</sup> semester:**      **31<sup>st</sup> March**

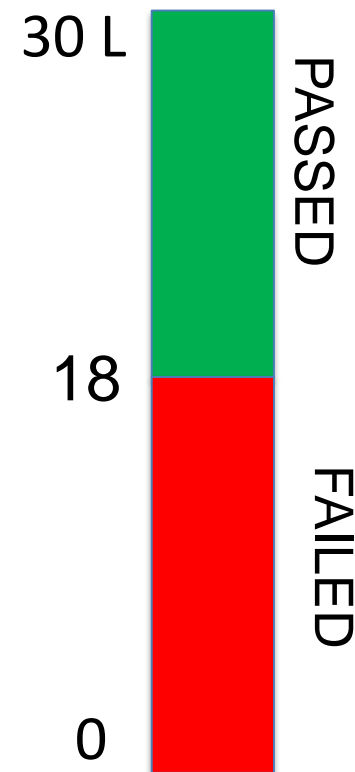
Find here below the procedure for changing your Learning Agreement:

- Download the form (available online);
- Fill in the form and send it to the Erasmus coordinator of your University, asking to sign and stamp it (scan version is ok);
- Mail it back to us ([incoming@economia.unifi.it](mailto:incoming@economia.unifi.it)) as soon as possible
- Our Erasmus Coordinator will sign the form and we will send it to the Erasmus Desk that will update your study plan

## School of Economics and Management:

### Taking exams

- Exams in the Italian University system are graded out of 30
  - **18** is the minimum to pass
  - **30 cum laude (30L)** is the maximum grade





## Taking exams

In order to take an exam you are required to register for it through the Online System “Prenotazione Appelli” with your credentials.




The screenshot shows the University of Florence website. The header includes the university logo and name. Navigation links include 'CERCA NEL SITO', 'CERCACHI', and 'SERVIZI ONLINE' (circled in yellow with an arrow). Other links include 'ITA | ENG', 'DIPARTIMENTI', and 'SCUOLE'. A horizontal menu contains 'ATENEIO', 'DIDATTICA', 'RICERCA', 'TERZA MISSIONE', and 'INTERNAZIONALIZZAZIONE'. Below this, a red bar contains 'ORIENTAMENTO', 'ISCRIZIONI', 'SERVIZI AGLI STUDENTI', 'VIVERE L'UNIVERSITÀ', and 'UNIFI COMUNICA'. A dropdown menu for 'SERVIZI AGLI STUDENTI' is open, showing links: '> Futuri studenti', '> Gestione carriere studenti', '> Altri servizi per studenti iscritti', '> Docenti', '> Personale Tecnico e Amministrativo', and '> Altri utenti'. On the right side of the dropdown, there are links: 'Consulta anche', 'WEBMAIL', 'U-GOV FLORE', and 'E-LEARNING IN UNIFI'.

**www.unifi.it > Servizi online > Gestione carriere studenti > Nome utente and password**

<https://studenti.unifi.it/auth/Logon.do?EnableRwd=1>



# Taking exams



UNIVERSITÀ  
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GESTIONE CARRIERA  
studente

Benvenuto  (Matricola N. )

Dati PersonaliVisualizza dettagli ▶

Status StudenteVisualizza dettagli ▶

Pannello di controlloNascondi dettagli ▼

MessaggiNascondi dettagli ▼

Processo	Stato	Attività
Tasse	da pagare - Mav disponibile	<a href="#">visualizza</a>
Piano carriera	non modificabile	
Appelli disponibili (il numero è relativo ad appelli di esami presenti nel libretto, con prenotazione aperta. Il resto degli appelli disponibili è consultabile dal percorso ESAMI-->APPELLI dal menù in alto a destra)	0 appelli disponibili	
Iscrizioni appelli	0 prenotazioni	

Messaggi Personali

Mittente	Titolo	Data
nessun messaggio		

[altri...](#)

**MENU**

**ESAMI**

- Home >
- Segreteria >
- Carriera >
- Esami >
- Questionari >

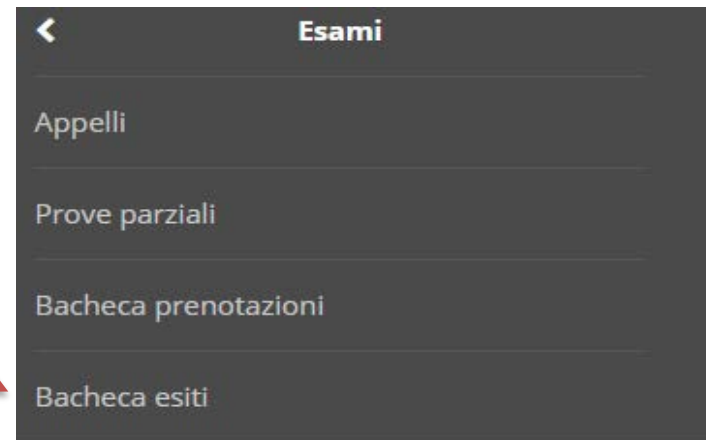
**APPELLI**



- < **Esami**
- Appelli
  - Prove parziali
  - Bacheca prenotazioni
  - Bacheca esiti

# School of Economics and Management: How to register for an exam ?

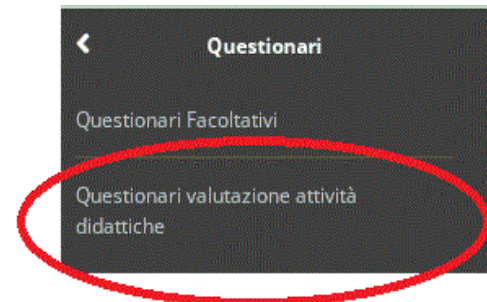
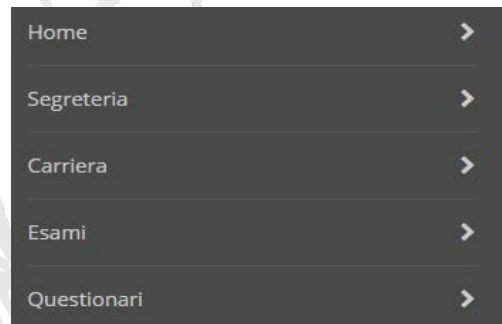
1. Go to [SOL-Servizi on Line-UniFi](https://sol-portal.unifi.it/ls-3-studenti.html#Studenti_Iscritti)  
([https://sol-portal.unifi.it/ls-3-studenti.html#Studenti\\_Iscritti](https://sol-portal.unifi.it/ls-3-studenti.html#Studenti_Iscritti))
2. Click On to “Accedi a GCS”: here you have to use your **matriculation number** and **password**.
3. After entering in your personal SOL Page, you can check your student plan, in which you can take only the exams approved by the Home and the Florence Universities with the learning agreement. For example:



# School of Economics and Management:

## How to register for an exam ? Do the Questionnaire

- You will be asked to fill out a brief questionnaire to give us a feedback on the course (in terms of quality of teaching, classrooms, materials, etc.).
- Use the MENU bar on the right side and select “QUESTIONARI”; then “QUESTIONARI VALUTAZIONE ATTIVITA’ DIDATTICHE”.



Anno di corso	Attività Didattiche	Peso in crediti	Stato	AA Freq.	Ric.	Q.Val.
1	B018992 - ECONOMIA E GESTIONE DELLE IMPRESE	9				
1	B001283 - MICROECONOMIA	9				
1	B018993 - STATISTICA	9				

When the questionnaire is available to be completed, it will be presented as a green questionnaire as indicated by the green arrow.

In case the questionnaire is red as represented by the red arrow, you should attend until the symbol becomes green.

# Taking exams

Elenco Appelli

## Prenotazione Appelli

La pagina mostra gli appelli prenotabili alla data odierna, per le sole attività didattiche già presenti nel proprio libretto.

Appelli disponibili per insegnamenti del proprio libretto

[Codice AD] Attività didattica	Appello	Iscrizione	Descrizione	Tipo Prova	Sessioni	Docenti
<input checked="" type="checkbox"/> [B021651] APPROFONDIMENTO: SEMINARIO TEMATICO DI ARCHITETTURA	17/09/2019	03/09/2019 14/09/2019	APPROFONDIMENTO: SEMINARIO TEMATICO DI A		2018/2019 2018/2019	BARSOTTI VITTORIA, CIANFANELLI ELISABETTA

DATE OF THE EXAM

PERIOD FOR BOOKING  
THE EXAMINATION



It's mandatory to book the exams during the period indicated (normally at least 3 days before the exam)

It's not possible to use Moodle to register for an exam



## How to confirm the grade?



In BACHECA ESITI, the students must confirm the grade, if they agree or reject. If the students fail an exam they can take it again, after a minimum of 14 days, at the next available dates.

[» Bacheca Esiti](#) » Gestione esiti

### Dettaglio Appello

**Attività didattica:** INTERNATIONAL CONFLICT TRANSFORMATION [B020850]

**Descrizione appello:** INTERNATIONAL CONFLICT TRANSFORMATION

**Data e ora esame:** 23/01/2019 - 09:00

**Docenti:** SCOTTO GIOVANNI;

**Nota del docente:** Please accept quickly, I will be able to close the procedure on 24.01 at 7 or you will have to wait until 10.02 due to technical issues in the system. Best wishes  
gs

### Esito esame

**Voto/Giudizio:** 30

**Attenzione:** una volta effettuata la scelta non sarà più possibile effettuare nessuna modifica

☐ Intendo accettare l'esito.

☐ Intendo rifiutare l'esito.

Conferma

Annulla

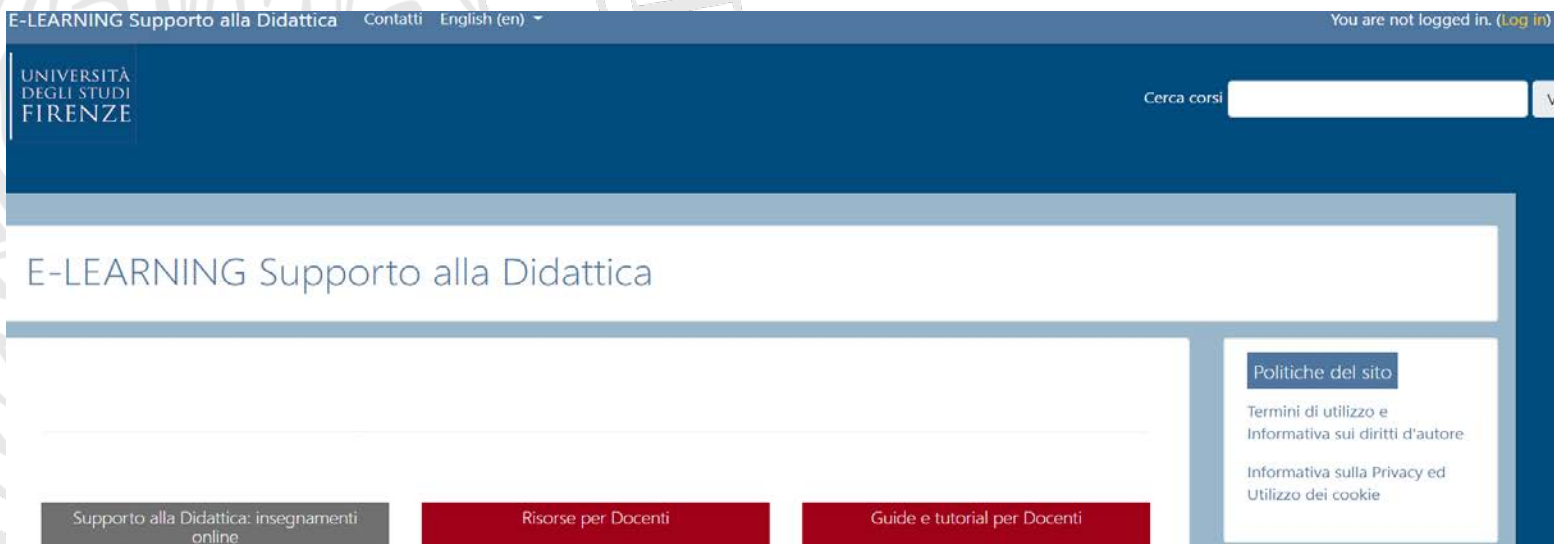
[Esci](#)



The email arrives on your INSTITUTIONAL ADDRESS  
([name.surname@stud.unifi.it](mailto:name.surname@stud.unifi.it))

## School of Economics and Management: Moodle

Moodle is an e-learning online platform in which you can sign up to the courses and receive the didactic materials that the professor may choose to upload. In order to check the courses selected please go to Moodle (<https://e-l.unifi.it/>) put your username and password, insert the name of the course selected and click on “cerca”.



# School of Economics and Management

## IMPORTANT CHECK LIST:

### IMPORTANT DATES:

- 21 February:** First day of classes
- 31 March:** Learning agreements change deadline
- 31 May:** Last day of classes
- 6 - 23 June:** Exams (session 1)
- 4 - 22 July:** Exams (session 2)
- 30 August - 12 September:** Exams (session 3)

### BANK HOLIDAY:

- 25 April** (Liberation Day)
- 1 May** (Labor Day)
- 2 June** (Republic Day)
- 24 June** (St. Giovanni's Day, Patron Saint of Florence)

# School of Economics and Management

## Leaving UNIFI - **IMPORTANT CHECK LIST:**

Erasmus mobility is recognized with a minimum “stay” of 2 months from the registration date.

1. Before their leaving, students must **finish their exams** (written exams included) and **accept the grades** on SoL platform.
2. **Students cannot take exams after the end of their Erasmus period of Mobility, if they need more time, ask for an extension.**
3. **The date of last exam is the official end of the Erasmus+ Mobility or the last day of semester's lessons, if no exam was taken.**
4. Erasmus Desk in Novoli provides the students with an official Confirmation of Stay and sends the official Transcript of Records by email directly to the Home University./Coordinator. **We can give ONLY Digital documents.**
5. Make sure to **hand in all your library books** before you leave Florence. If you forget to do this, you will receive a fine.

## LIBRARIES



As Unifi students, you have access to the **University libraries**.  
You can book your access in the library at the following link:

<https://www.sbafirenze.it/tools/>



### Social Sciences Library



• Via delle Pandette, 2 - Novoli Campus - Building D10 -  
50127 Firenze



from Monday to Friday 8.30 a.m. - 7 p.m.



## Buddy Student

Our **Buddy Students** are students with the mission to help ALL Incoming students to:

- assists exchange students especially during the first weeks of stay at UNIFI
- help in our University life and in social life.
- integrate into our culture
- help them with language

## Multicultural Tutor

- For **all requests and queries** by e-mail at the address [tutormulticulturali@unifi.it](mailto:tutormulticulturali@unifi.it)

The **tutors** are available to help you with:

- **Support** on Covid-19 and health issues;
- Academic **information** (e.g. where to find the timetable of lessons and exams, teachers' contacts, educational material, etc)
- **Accommodation**, how to get around the city, how to contact the CLA, etc.

## School of Economics and Management

### Contacts and online meeting

Our International Relations Office is available for all requests and queries by e-mail at the address [incoming@economia.unifi.it](mailto:incoming@economia.unifi.it)

**Online meetings** are activated to allow you to speak directly to our staff. Book an online meeting, writing an email.

# School of Economics and Management: HEALTH Information

## WHAT TO DO IN CASE YOU NEED A DOCTOR

Italy's public sanitary system is called Servizio Sanitario Nazionale (SSN), distributed through the territory in Aziende Unità Sanitarie Locali (AUSL). In order to receive the cures that you might need you have to bring your European Health Insurance (EHIC).

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

For more information please refer to the local health offices in your area of residency and visit [www.asf.toscana.it](http://www.asf.toscana.it) (in Italian only) or

Ufficio Stranieri - ASL 10 in Via Gramsci, 561, Sesto Fiorentino, ph: +39 6930111,  
e-mail: [ufficio.stranieri@asf.toscana.it](mailto:ufficio.stranieri@asf.toscana.it) (Monday to Friday from 9 am - 2 pm)

## HEALTH Information

The main hospital is AOU Careggi, situated in Largo Brambilla, 3 - Firenze

There is a desk dedicated to foreign citizens:

[Foreigners' Hospitalisation Office / Ufficio Spedalità Stranieri](#)

Pavilion 2 NIC (Main Entrance)

ph: +39 055 794 9888 / 055 794 7057

Monday to Saturday 7:30 a.m. - 1:30 p.m

Please visit this link for more information:

<https://www.unifi.it/cmpro-v-p-10834.html>

The national **unique emergency number** to dial to have immediate rescue is **118**

## USEFUL link FOR INCOMING STUDENTS

### Information at a glance

<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=11890&newlang=eng>

### GREEN PASS

<https://www.unifi.it/p12083.html>

### MOODLE

<https://www.unifi.it/upload/sub/comunicazione/Tutorial Studenti MoodleWebex.pdf>

### KAIROS WEB APP

<https://kairos.unifi.it/agendaweb/>

<https://www.unifi.it/upload/sub/comunicazione/guida studenti unifi prenotazione posto in aula a lezione eng.pdf>

### QRCode

<https://qraccess.unifi.it/>



## Extension Request

*Do you want to stay longer with us? You can!*

However, your mobility cannot exceed 12 months in total.

**HOW:** ask for the approval of the International Relations Office of the School of Economics and Management

**WHEN:** **within one month before** the expiry of your Erasmus+ period



***Make sure that your mobility has not expired before booking an exam!***

## How can I ask for an EXTENSION?

- Download and fill the EXTENSION FORM

School of Economics and Management Website> Mobilità Internazionale> Incoming students> Forms and Templates > Extension Request

- Make the **Erasmus coordinator of your university** sign, stamp and seal the form (pdf version is ok)
- Send the form to the **International Relations Office** of the School of Economics and Management for the Erasmus coordinator signature ([incoming@economia.unifi.it](mailto:incoming@economia.unifi.it)).

Once signed, the International Relation Office will forward your LA change to the **Erasmus Desk**, which will update your mobility period.

## F.A.Q.

### 1. Can I change my Learning Agreement once I am already in Florence?

Yes, exchange students can change the courses that do not suit them, after the beginning of the classes. Students are allowed to make adjustments to the original study plan just **ONE TIME** per semester. Instructions and deadlines for the change request are available in our website.

<https://www.economia.unifi.it/vp-349-changes-to-the-original-learning-agreement-and-extension.html>

**Deadline: March 31<sup>st</sup>**

## F.A.Q.

### 2. Can I receive my certificate of arrival?

Yes, you can ask Erasmus Desk for the document.

And if you have your template you can send to the International Relations Office. We will give you back, by email, in a few days.

# COVID-19 Safety Measures

## School of Economics and Management:

**HELP US HELPING YOU**



**WEAR YOUR FACEMASK**



**WASH YOUR HANDS OFTEN**



**KEEP THE DISTANCE  
AT LEAST OF 1 METRE**

**PROTECT YOURSELF.....PROTECT EVERYONE AROUND YOU**



## School of Economics and Management: Contacts

### **IRO - International Relations Office** School of Economics and Management

The office is located in Novoli campus - Building D1 - 1° Floor, room 1.05

Via delle Pandette, n.32 - 50127 Firenze - ITALY

tel: +39 055 2759031 - 9030

e-mail: [incoming@economia.unifi.it](mailto:incoming@economia.unifi.it)  
[relint@economia.unifi.it](mailto:relint@economia.unifi.it)

Opening hours: Monday, Wednesday and Thursdays from 10 to 12.30

**Please note that in line with Government advice, most UNIFI staff are currently working remotely. The best way to reach us is by email and schedule an on-line meeting.**

Heads of International Relations: Prof. **Monica Faraoni**

Prof. **Francesco Guidi Bruscoli**

# Thank you and Enjoy your stay in Florence!