



UNIVERSITÀ
DEGLI STUDI
FIRENZE

School of Economics and Management

Welcome Day

Incoming Exchange Students



21 February 2023



UNIVERSITÀ
DEGLI STUDI
FIRENZE

School of Economics and Management Incoming Students 2022/2023 – Spring Semester

Welcome !



School of Economics and Management

Enrolment by email by the Erasmus Desk

erasmusdesk-presnovoli@unifi.it

1. After your arrival in Florence, please write to Erasmus Desk and send your Travel Ticket (boarding pass, train ticket, highway toll payment receipt, etc.).
2. The Office completes your Enrolment Process and you will receive your Identification number = Matricola
3. for access to the [GCS Student Career Management](#) (the password is the one chosen during online pre-registration)
4. In the following days, after completing the procedure, you will receive the “statement of arrival” and your Unifi Institutional email address (name.surname@stud.unifi.it) that you must use for all communication with Unifi Offices.



Institutional E-mail

You can access your institutional e-mail
(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

webmailunifi

UNIVERSITÀ
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FIRENZE

Matricola

Password

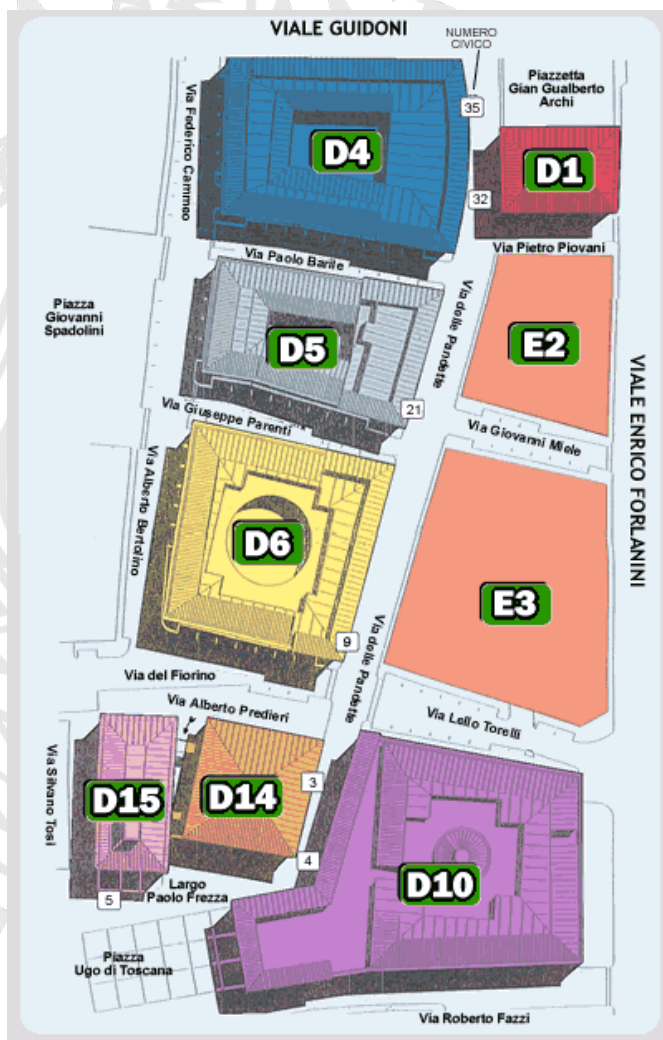
Login

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.**

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

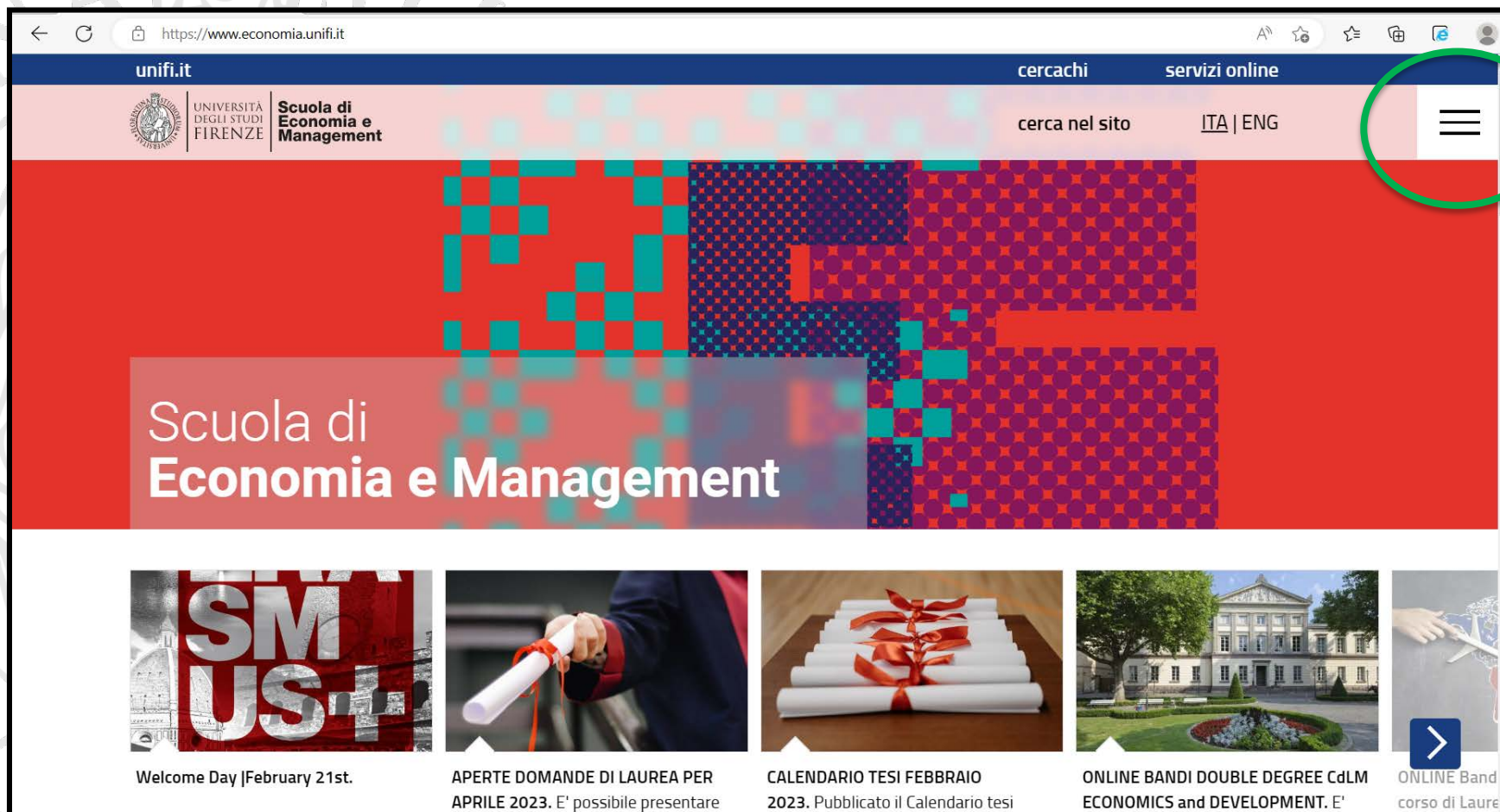




UNIVERSITÀ
DEGLI STUDI
FIRENZE

School of Economics and Management: Web-Site

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



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 page <https://www.economia.unifi.it/vp-227-incoming-students.html>. The page header includes the Unifi logo, the text "UNIVERSITÀ DEGLI STUDI FIRENZE", and "Scuola di Economia e Management". Navigation links for "cercachi" and "servizi online" are present, along with a search bar and language options "ITA | ENG". The main content area features a large red and blue checkered graphic. A sidebar on the left lists "Mobilità internazionale" and "Programma Erasmus+ 2021-27". The main heading is "INCOMING ERASMUS & EXCHANGE STUDENTS", followed by a paragraph: "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."

unifi.it

cercachi servizi online

cerca nel sito ITA | ENG

UNIVERSITÀ DEGLI STUDI FIRENZE Scuola di Economia e Management

MOBILITÀ INTERNAZIONALE INCOMING STUDENTS

INCOMING ERASMUS & EXCHANGE STUDENTS

Mobilità internazionale

Mobilità internazionale
Programma Erasmus+
2021-27

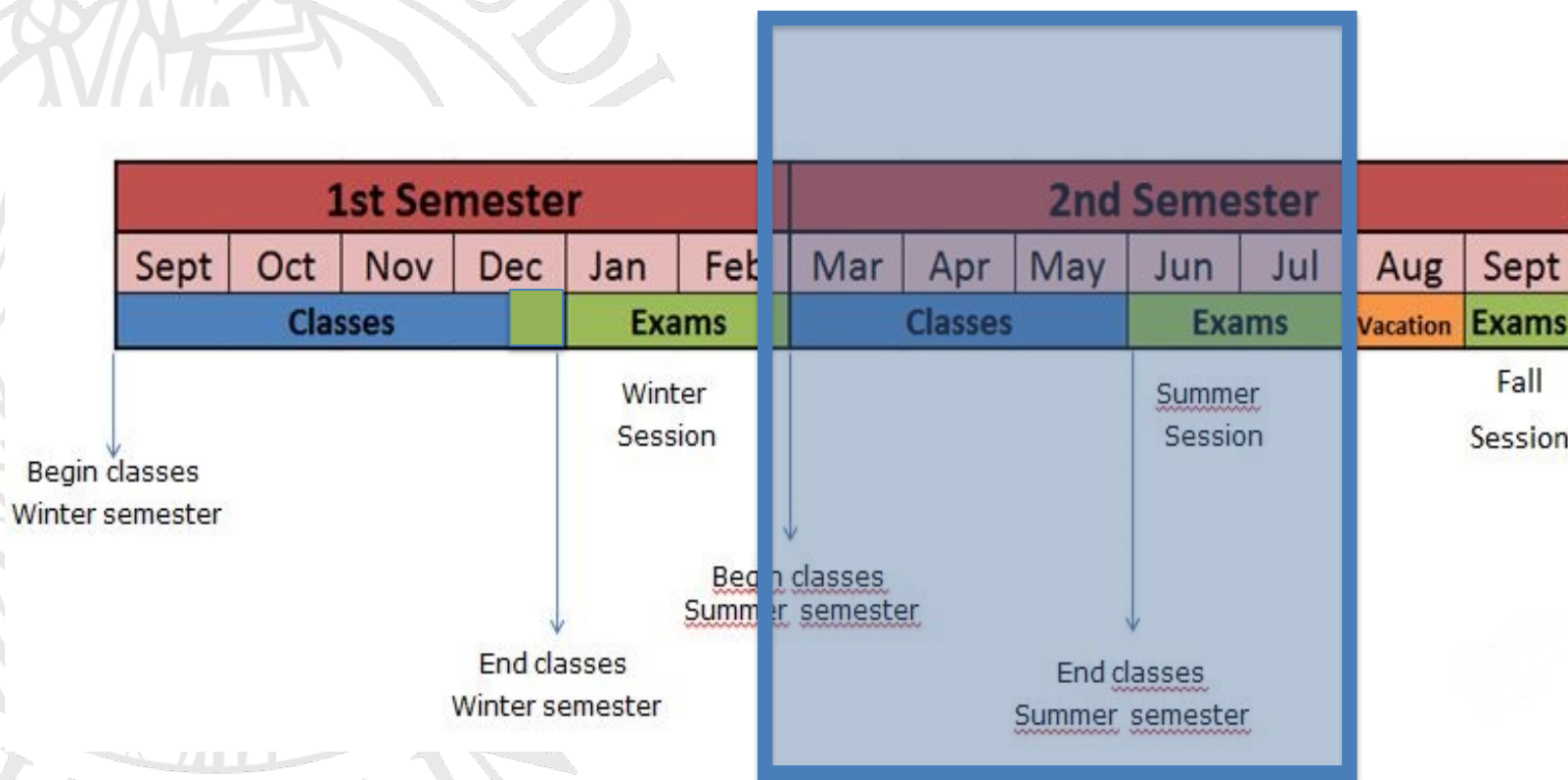
Mobilità Extra Europea per
Studio

Mobilità Erasmus Docenti -

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.

School of Economics and Management Academic Year

2° semester: Classes from 20th February to 1st June



(No lectures: 6-12 April (Easter Break), 24-25 April)

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: 2nd semester: 15th March

This and other online procedures
(enrolling for exams, checking and accepting the grades, etc.)
are clearly explained in the file that has been sent to you

READ CAREFULLY (AND MULTIPLE TIMES, IF NEEDED)

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 most of the courses** available during the current academic year 2022-23 at our School and included in the ***Guida dello studente***, independently of cycle of study or study area.

Some courses are **NOT** available for Exchange Students. In particular:

-Some **Finance and Risk Management's Courses**:

Finance and Risk Management's Courses are advanced level and 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

Other 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:
students earn credits but there is no grade
(do check with your Home University whether this is a problem)**

Italian language course

FREE ITALIAN COURSE

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-euniwell.html>

<https://www.cla.unifi.it/ls-15-italian-l2.html>

For info: infoitaliano@cla.unifi.it

They are not academic courses and

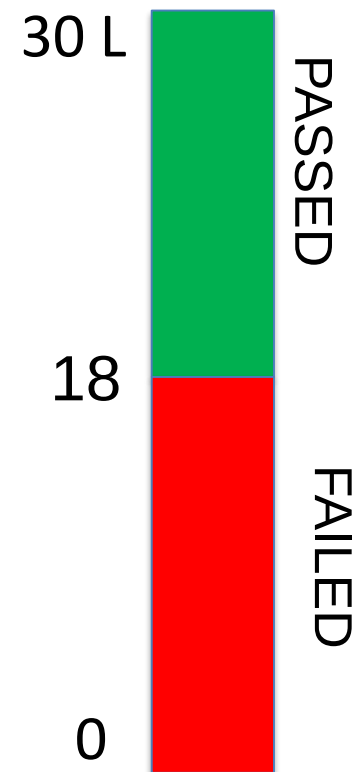
Do not provide you with ECTS credits or mark.



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
DEGLI STUDI
FIRENZE

GESTIONE CARRIERA
studente


MENU

Benvenuto (Matricola N.)

Dati Personali Visualizza dettagli ▶

Status Studente

Pannello di controllo Nascondi dettagli ▼

Messaggi Nascondi dettagli ▼

Processo	Stato	Attività
Tasse	da pagare - Mav disponibile	visualizza
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		

ESAMI

Logout

Cambia Password (ATTENZIONE: Solo per Studenti)

Home >

Questionari >

APPELLI

Messaggi

Anagrafica

Foto

Immatricolazione

Iscrizioni

Certificati

Bandi per Attività a tempo parziale

Piano Carriera

Appelli

Libretto

Bacheca prenotazioni

Bacheca esiti

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

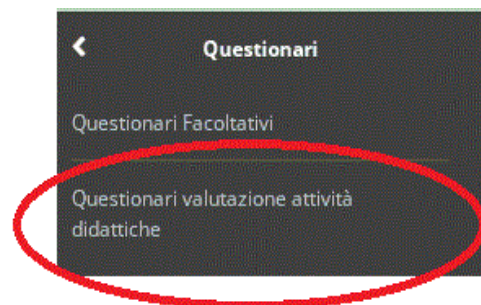
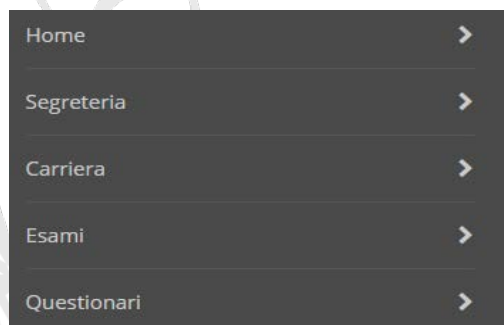
1. Go to **SOL-Servizi on Line-UniFi**
(https://sol-portal.unifi.it/ls-3-studenti.html#Studenti_Iscritti)
2. Click On to “Accedi a GCS”: here you have to use your **matriculation number** and **password**.
3. After entering in your personal SOL Page, you can check your student plan (*libretto*), in which 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
☒ [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

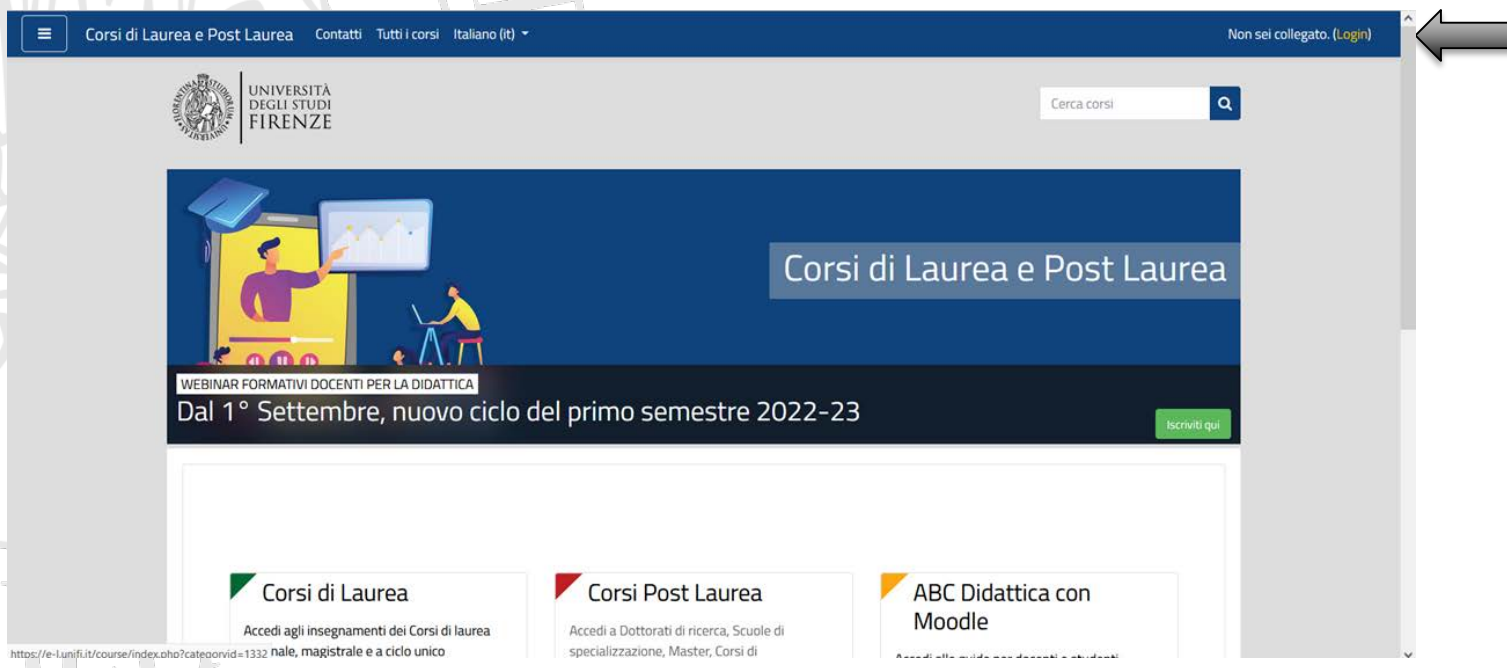
[Esci](#)



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

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”.



The screenshot shows the Moodle website for the University of Florence. The top navigation bar includes links for 'Corsi di Laurea e Post Laurea', 'Contatti', 'Tutti i corsi', and 'Italiano (it)'. A search bar labeled 'Cerca corsi' is present. The main banner features an illustration of a person presenting at a whiteboard, with the text 'Corsi di Laurea e Post Laurea' and 'WEBINAR FORMATIVI DOCENTI PER LA DIDATTICA Dal 1° Settembre, nuovo ciclo del primo semestre 2022-23'. Below the banner, there are three sections: 'Corsi di Laurea' (Accedi agli insegnamenti dei Corsi di laurea), 'Corsi Post Laurea' (Accedi a Dottorati di ricerca, Scuole di specializzazione, Master, Corsi di), and 'ABC Didattica con Moodle'.



IMPORTANT CHECK LIST:

IMPORTANT DATES

20 February:	First day of classes
15 March:	Learning agreements change deadline
1 June:	Last day of classes
5 - 23 June:	Exams (session 1)
26 June - 21 July:	Exams (session 2)
30 August - 12 Sept:	Exams (session 3)

BANK HOLIDAYS (UNIVERSITY IS CLOSED)

April 6 - 12 (Easter Break)
April 24 - 25 (Liberation Day)
June 2 (Republic Day)
June 24 (St. Giovanni's Day, Patron Saint Florence)
August 14 - 18 (Summer Break)

School of Economics and Management

Leaving UNIFI - **IMPORTANT CHECK LIST:**

Erasmus mobility is recognised with a minimum “stay” of 2 months from the registration date and maximum of 12 months.

1. Before their leaving, students must **finish their exams** and **accept the grades** on SoL platform.
2. **Students cannot take exams after the end of their Erasmus period of Mobility; therefore, if they need more time, they have to ask for an extension.**
3. **The date of the last exam is the official end date** of the Erasmus+ Mobility period or **the last day of semester's lessons, if no exam is taken.**
4. The Erasmus Desk in Novoli will close the mobility and send the Certification of Stay and Transcript of records by email to the home university and in copy to the student. **We can give ONLY Digital documents.**
5. The **Certification of Stay** issued upon arrival and departure is in Unifi format. No other form or declaration will be signed
6. 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**.

<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 Students

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 Tutors

The tutors are available to help you to:

- find useful **educational information** (e.g. where to find the timetable of lessons and exams, teachers' contacts, educational material, etc)
- find information on accommodation, on how to get around the city, on how to contact the CLA, etc.

For all requests and queries by e-mail at the address

tutormulticulturali@unifi.it

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

tutorrelintsem@gmail.com

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 (in Italian only) or

Ufficio Stranieri - ASL 10 in Via Gramsci, 561, Sesto Fiorentino, ph: +39 6930111,
e-mail: 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

Incoming Erasmus students, info at a glance:

<https://www.unifi.it/vp-10340-erasmus-students.html>

Students' general info at a glance:

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

SoL/Servizi online

<https://sol-portal.unifi.it/ls-3-studenti.html>

MOODLE

<https://e-l.unifi.it/>

KAIROS WEB APP

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

<https://kairos.unifi.it/lezioni/Riservato/Scuola di Economia e Management/2022-2023/233/index.html>

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).

Once signed, the International Relation Office will forward your document 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 15th - 2° Semester

F.A.Q.

2. Can I receive my certificate of arrival?

Yes, in the **days after completing the enrolment procedure**, you will receive the “statement of arrival”.

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
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!

