

School of Architecture

Incoming ERASMUS+ Students guide



CONTACTS:

- **International Relations office-School of Architecture**, Via della Mattonaia 8 - Firenze archint@unifi.it

Opening times: Thursday and Tuesday 10-12. Sometimes opening times can change, please always check them on the website - news section- before coming:
<https://www.architettura.unifi.it/index.php>

- **Novoli Office**, Piazza Ugo di Toscana 5, Building D15- ground floor, room 003- Firenze erasmusdesk-presnovoli@unifi.it

Opening times: Monday/Tuesday/Thursday 10-13

BEFORE YOUR STAY

APPLICATION

Deadlines:

- Autumn/First semester or full year: 30th of June 2019
- Second semester: 15th of November 2019

Documents you need:

- Enrolment form
- Learning Agreement
- Italian B1 level language certificate (from 2020/2021)
- 2 passport photographs
- 1 copy of passport or national identity card

Step 1:

Choose the courses: search them in the links of the degree programmes (*see the Annex I at the end of this file*) and read carefully all the indications before filling in the Learning Agreement. Please write the name of the courses in Italian with the correct codes for the correct academic year.

Step 2:

Send the documents with the signature and stamps of the Erasmus Coordinator of your home University in pdf to the **International Relations Office - School of**

Architecture: archint@unifi.it, writing in the subject line of the e-mail: APPLICATION, your name and surname. Please check the deadlines.

Please note:

*In order to complete the Enrolment procedure at your arrival in Firenze you also have to get the Codice Fiscale (Tax Code). See more information on **Annex II** "How to get the Codice Fiscale". Please do it before going to the Novoli Office (check steps below).*

Only for Turkish Students:

*In order to complete the Enrolment procedure at your arrival in Firenze, in addition to the Codice Fiscale (Tax Code), you also have to get the Residence Permit. See more information on **Annex III** "How to get the Residence Permit". **Please do it within 8 days from your arrival in Italy.***

DURING YOUR STAY

REGISTRATION

Step 1:

Pick up the Enrolment Form and the Learning Agreement signed by our institutional coordinator at the **International Relations Office - School of Architecture**

Please note:

The date you arrive at the Office is the official start of your Erasmus+Mobility

Step 2:

Bring the documents and the tax code (Residence Permit as well, only for Turkish students) to the **Novoli Office**.

Here you will receive:

- the **matricola** (identification number)
- the **libretto universitario** (identification student card where all passed exams will be registered and to prove your student status)
- **USER ID** (matricola) and **password** to access the online service on <https://sol.unifi.it>

Please note:

All the activities related to the Erasmus Mobility in Firenze have to be completed until the last day indicated in the libretto;

Due to the large number of incoming students, the libretto could be issued several days after your registration. Novoli office will inform you as soon as the libretto is ready; in the meantime, you can attend the classes;

Remember that the libretto is a student's identification document so please always bring it with you.

If you lose your matricola and password, please contact Novoli Office.

Step 3 (optional):

In case your Home University needs to have an "arrival form" or a certificate of attendance, indicating the day when your Erasmus stay begins, our coordinator will be able to sign it only after you receive the libretto.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

Deadlines:

- Autumn/First semester: 15th November
- Second semester: 30th April

Step 1:

Fill in our Changes Study Plan template with the courses (in Italian) and the correct codes for the correct academic year.

Step 2:

Send the template to the Erasmus Coordinator of your Home University asking to sign it (scan version is ok).

Step 3:

Mail it back as soon as possible to archint@unifi.it or come in person at the **International Relations Office-School of Architecture**. Our Erasmus Coordinator will sign the form and we will send it to the Novoli Office that will update your study plan.

Please note:

In order to successfully complete the change of your study plan, you have to use our form and to follow our procedure. If your home university needs the same procedure, we will be glad to sign also the document provided by your Home University but this cannot replace ours.

EXTENTION OF THE STUDY PERIOD

Deadlines:

- You can ask for an extension within one month before the end of your Erasmus
- You have to finish your Erasmus mobility within the 30th of September

Step 1:

Download the form from our page “modulistica” section:

<https://www.architettura.unifi.it/vp-406-modulistica.html>

Step 2:

Fill in the form and send it to your University’s Erasmus coordinator, asking to sign and stamp it (scan version is ok).

Step 3:

Send us the form signed and stamped to archint@unifi.it for our Delegate approval.

Step 4:

Collect the original form at our office International Relations Office - School of Architecture and bring it to the Novoli Office with the libretto in order to update the new dates.

BEFORE YOU LEAVE

Step 1:

Return the *libretto* to the Novoli Office.

Step 2:

Novoli Office will provide you with an official Duration Form and will send the official **Transcript of Records** by ordinary mail directly to the Home University.

Step 3 (optional):

If your Home University requires a particular form attesting your departure (Certificate of Stay) you can come to the International Relations Office only after you have received the Duration Form from the Novoli Office.

Step 4:

Make sure to hand back all your library books before you leave Florence. If you forget to do this, you will receive a fine.

Please note:

The day you return your libretto at the Office is the official end of your Erasmus + mobility.

Students have to give the libretto back before the end of the Erasmus mobility indicated in the libretto. Exams or activities done after the authorized period will not be considered.

It is not possible to send any original document to students or to Partner University after the end of the exchange period. In order to avoid inconveniences, we ask students to collect all the needed documentation before leaving.

Annex I

Language requirements And Italian courses	<p>Students need to have an Italian B1 level assessed through certification.</p> <p>We recommend students taking courses/thematic seminars in English to have at least a B2 level.</p> <p>Free Italian language course at the Centro Linguistico di Ateneo – CLA in Via degli Alfani, n. 58. For the registration form, see: https://www.cla.unifi.it/cmpro-v-p-38.html</p>
Teaching calendar	<p><i>Autumn Semester/1st semester</i> Lessons: end of September until mid-January Exams: January-February</p> <p><i>Spring Semester/2nd semester:</i> Lessons: end of February – end of May Exams: June-July</p> <p><i>The exact calendar is published every July/August on the website of the School of Architecture:</i> https://www.architettura.unifi.it/index.php (Scuola> Didattica> Calendario Didattico e Orario)</p>
Architecture course catalogue and degree programs website	<p>We offer a wide range of degree programmes (1st and 2nd cycle) in the campuses located in Florence, Calenzano and Empoli.</p> <p>Subjects from different years and course degree can be chosen. All subjects are open, except for most of “Laboratorio” where places are limited. Even if approved in your Learning Agreement, your place in “Laboratorio” cannot be guaranteed, as registration is needed once in Florence. Please, make sure that you have more options, in case your registration will not be accepted.</p> <p><u>Please, make sure that the code is for the correct academic year you are applying for.</u></p> <p>1st cycle: Architecture (Florence Campus - Italian): https://www.architettura-cu.unifi.it/vp-202-programmi-dei-corsi.html</p> <p>Architectural Science (Florence Campus- Italian): https://www.scienzearchitettura.unifi.it/vp-95-programmi-dei-corsi.html</p> <p>Landscape and urban planning (Empoli Campus- Italian) https://www.clpctp.unifi.it/vp-95-programmi-dei-corsi.html</p> <p>Industrial Design (Calenzano Campus- Italian): https://www.design.unifi.it/p-cor2-2019-101222-B038-GEN-1.html</p> <p>2nd cycle: International Architectural Design (Florence Campus- courses in English): https://www.architettura.unifi.it/p-cor2-2019-101222-B076-D59-1-0.html</p> <p>Architecture (Florence campus-Italian): https://www.magistralearchitettura-icad.unifi.it/vp-95-programmi-dei-corsi.html</p>

	<p>Landscape Architecture (Florence campus-Italian): https://www.architetturapaesaggio.unifi.it/vp-95-programmi-dei-corsi.html</p> <p>Design (Calenzano Campus- Italian): https://www.designmagistrale.unifi.it/vp-291-programmi-dei-corsi.html</p> <p>Fashion System Design (Calenzano Campus- Italian): https://www.fashionsystemdesign.unifi.it/vp-149-programmi-dei-corsi.html</p> <p>Urban and territorial planning (Empoli Campus- Italian): https://www.clppct.unifi.it/vp-95-programmi-dei-corsi.html</p> <p>You can also use the following link to search the subject by name or by the offer of the School of Architecture: https://www.unifi.it/index.php?module=ofform2&mode=1&cmd=90</p>
Laboratories	<i>Please note that some laboratories have limited enrollment rules, for more information ask to the professor in charge</i>
Timetable	<p>Available on the website: https://www.architettura.unifi.it/vp-152-calendario-didattico-e-orario.html</p> <p><i>Please note that students might eventually take courses offered in other Schools but they have to request the approval to their home institution and the hosting School here in Florence.</i></p>

Annex II

How to get the Codice Fiscale (tax code)	<p><i>The Codice Fiscale is issued immediately and free of charge. It is necessary to complete the AA4/8 form</i></p> <p><i>The request may be submitted personally to any local tax office branch of the Italian Revenue Agency (Agenzia delle Entrate):</i></p> <p><i>Direzione Provinciale di FIRENZE Via Santa Caterina d'Alessandria, 23 50129 - FIRENZE Telefono: 055-4787111 E-mail: dp.firenze@agenziaentrate.it</i></p> <p><i>EU/EEA citizens must bring a valid passport or another form of ID; Non- EU/EEA citizens must bring the passport with a valid visa (if requested) and a copy of it (clearly showing personal data and visa) and/or the residence permit.</i></p> <p><i>Alternatively, it is possible to apply for the tax code to the Italian consular authorities in the country of residence.</i></p>
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	<p><i>Note:</i> <i>The Codice Fiscale is a fiscal identification code that identifies citizens when dealing with Italian public Authorities and other Administrations. It is required in Italy for all sorts of procedures (e.g. applying for a resident permit, opening a bank account, applying for the National Health Service card, renting a flat, applying for a fixed telephone line, buying a mobile phone's SIM card, etc.)</i></p>
Accommodation	<p>UNIFI does not arrange accommodation for exchange students. However, practical information could be found here:</p> <p>http://www.unifi.it/vp-10832-accommodation.html?newlang=eng</p>
What to do in case you need a doctor	<p>Italy's public sanitary system is called Servizio Sanitario Nazionale (SSN). In order to receive the cures that you might need you have to bring your European Health Insurance (EHIC).</p> <p>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(AT)asf.toscana.it (Monday to Friday from 9 am - 2 pm)</p> <p>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.</p>

Annex III

How to get the Residence Permit	<p>Non-EU citizens must be in possession of a valid passport and, where required, entry visa for study purposes issued by the Italian representatives of the state of origin or last residence.</p> <p>Non-EU citizens, with a mobility period of more than 90 days, must also obtain 3 receipts, issued by the Post Office upon filling in the kit provided at the Sportello Amico Counter, where they must present themselves within 8 days of entry into Italy, to obtain the residence permit. The Immigration Desk of the Municipality of Florence provides support to fill in the forms.</p> <p>Please note: a good knowledge of Italian is essential to deal successfully with the public administration offices.</p>
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What to do in case you need a doctor	<p>Please check all the information at the following link: https://www.unifi.it/cmpro-v-p-10015.html</p>