

**BEING AN INCLUSIVE UNIVERSITY FOR REFUGEE STUDENTS:
CONCEPTS, METHODS AND TOOLS**

STUDENTS' GUIDE

UNIVERSITY OF FLORENCE

University of Florence is one of the largest universities in the Italian university system.

Its population counts over 56,000 students (7% foreign students), about 900 PhD students and 800 research fellows. Its staff is composed of 1.200 teachers and 500 researchers, 1.500 administrative and technical staff. The University has a budget of around 404 million Euros per year of which 278 million come from State funding, 56 million from tuition fees and the rest from research and other institutional activities.

Departments and Schools

21 Departments for academic research in 5 different areas.

Departments are the key organizational structures in the university. They are responsible for the research activities, the teaching programmes and the knowledge transfer.

Biomedical Area

- Experimental and Clinical Medicine
- Neurosciences, Psychology, Drug Research and Child Health (NEUROFARBA)
- Experimental and Clinical Biomedical Sciences “Mario Serio”
- Health Sciences (DSS)



Scientific Area

- Biology (BIO)
- Chemistry "Ugo Schiff" (DICUS)
- Physics and Astronomy
- Mathematics and Computer Science "Ulisse Dini" (DIMAI)
- Earth Sciences (DST)
- Statistics, Computer Science, Applications "G. Parenti" (DISIA)



Social Sciences Area

- Economics and Management (DISEI)
- Legal Sciences (DSG)
- Political and Social Sciences (DSPS)



Technological Area

- Architecture (DIDA)
- Agriculture, Food, Environment and Forestry (DAGRI)
- Civil and Environmental Engineering (DICEA)
- Industrial Engineering (DIEF)
- Information Engineering (DINFO)



Humanities and Education Area

- Humanities (DILEF)
- Education, Languages, Intercultures, Literatures and Psychology (FORLILPSI)
- History, Archaeology, Geography, Fine and Performing Arts (SAGAS)

10 Schools for the organization of didactic activities.

According to the University Statute the Schools coordinate the teaching activities at all levels and manage the related services. Each School has two or more Departments.

School of Agriculture

School of Architecture

School of Economics and Management

School of Engineering

School of Human Health Sciences

School of Humanities and Education

School of Law

School of Mathematical, Physical and Natural Sciences

School of Political Sciences "Cesare Alfieri"

School of Psychology

The University of Florence offers the following programmes in English:

Second cycle Degree/Two-year Master's | Laurea magistrale

School of Agriculture

- *Natural Resources Management for Tropical Rural Development*
- *Urban and Regional Planning and Design*

School of Architecture

- *Architecture (Curriculum "Architectural Design")*

School of Economics and Management

- *Design of Sustainable Tourism Systems*
 - *Economics and Development*
 - *Finance and Risk Management*
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School of Engineering

- *Geo-Engineering*

School of Humanities and Education

- *Geography, Spatial Management, Heritage for International Cooperation*

School of Mathematical, Physical and Natural Sciences

- *Advanced Molecular Sciences*
- *Computer Science (Curriculum: "Resilient and Secure Cyber Physical Systems")*

School of Political Sciences

- *International Relations and European Studies*
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Studying

The University of Florence is a public university. The “credit” system in Italian courses deriving from the Bologna Process, is based on **university credits (CFU)**.

The system is based on the concept of “workload” and are equivalent to the ECTS credit system. **The university credits (CFU) normally correspond to 25 hours of student work including individual study.** The average load of academic work performed by a full-time student in one year is by convention set at 60 credits.

The grading system for subject exams is based on a maximum of 30 points with 18/30 as the lowest passing grade. In case of excellence the maximum grade can be enhanced with “cum laude” (30 cum laude). The final evaluation in order to obtain a degree is based on a maximum of 110 points, with 66/110 as the lowest passing grade.

The calculation of the final grade of each candidate takes into account the grade point average obtained in the exams, as well as the quality of the work carried out as a research or in the final thesis which is discussed publicly before an examination board. In case of excellence the maximum grade can be enhanced by the board with “cum laude” (110 cum laude). Failure to pass an exam is not indicated in the “exam transcript”, therefore the student must retake the exam in order to achieve a positive result.

The Diploma Supplement which can be provided upon request is a document attached to the final qualification improving international “transparency” and facilitating academic and professional qualification recognition (diplomas, degrees and certificates etc.).

It supplies a description of the nature, the level, the context, the contents and the status of the studies performed and successfully completed by the individual mentioned in the original copy of the qualification to which such Supplement is attached. It is based on an international model developed through an initiative of the European Commission, the Council of Europe and UNESCO.

The [academic calendar](#) is based on an academic year divided in [two semesters](#). The classes of the first semester usually start in mid-September and finish in mid-December. Those of the second semester usually start in March and end in May. [The academic calendar changes every year](#): all details are normally made available around the month of August on the university web site.

The University of Florence offers more than 250 programmes, with courses at all levels and in all disciplinary areas:

- o First cycle (Bachelor Degree; First level professional and vocational master)
 - o Second cycle (Master Degree and 5 or 6-year combined cycle degrees; Second level professional and vocational master)
 - o Third cycle (PhD programmes, specialization diploma and other post-graduate courses)
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Enrolment Procedure

There are two different types of foreign students, depending on their country of residence:

- **EU and EU-levelled students**
- **non-EU students living abroad**

The main difference between EU/EU-levelled students and non-EU ones living abroad concerns the need for **pre-enrolment** with [entry visa procedures clearance](#) that **non-EU students** must follow.



EU and EU-levelled future students are **not** required to sit for the **Italian language test** and should enrol at the [Student Administration Office](#) (*Segreteria Studenti*) of the School of choice.

Non-EU students with student visa enrol via the [International Desk](#).



All students enrolling in programmes with unrestricted access (no set quota) need to take the **self-evaluation test** (*prova di verifica delle conoscenze in ingresso*) before sitting for any exam.

Students enrolling in **set quota** programmes need to take an [admission test](#) (*prova di ammissione*).



At the time of enrolment students must pay the first instalment of fees and charges.

Non EU-students residing abroad

First cycle (bachelor's) degree or combined cycle degree

Non-EU students residing abroad who intend to enrol in the first year of a [first cycle \(bachelor\) degree](#) (*laurea triennale*, L) or [combined cycle degree](#) (*laurea magistrale a ciclo unico*, LM c.u.) must:

- have obtained a [valid qualification](#) for access to university courses at the end of a school period of **at least 12 years** (if the qualification was obtained following a shorter schooling period, consult the ministerial provisions on the [Studiare in Italia](#) website, annex 1 [\(pdf\)](#))
 - submit the pre-enrolment application on the portal [Universitaly](#) according to the deadlines set by the Ministry.
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Second cycle (master's) degree

Non-EU students who intend to enrol in a second cycle (master's degree) (*laurea magistrale*, LM) program:

Starting from a.y. 2022/2023, prospective first-year students need to follow the guidelines contained in the [master's degrees](#) page (*laurea magistrale*) which concern pre-requisites, evaluation requests and matriculation applications.

Italian language knowledge test

Non-European Union citizens residing abroad, who intend to enroll in a three-year degree, single-cycle master's degree or master's degree taught in Italian, must take an [Italian language knowledge test](#).

How to submit the admission application (*immatricolazione*)

Students who have passed the Italian knowledge test and, for courses with restricted access, also the required admission test, must complete the [online application](#) and upload the following documentation:

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- **First Cycle / Bachelor (*laurea triennale, L*) and combined degrees (*laurea magistrale a ciclo unico, LM c.u.*)**
 - Educational qualification (read more in [Study titles obtained outside of Italy](#))
 - Scan of the passport with a visa for university study purposes (*per studio/immatricolazione università*)
 - Scanned copy of a valid residence permit or receipt of the residence permit application
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- **Second Cycle / Master's degrees (*laurea magistrale, LM*)**
 - Bachelor-level academic title (read more in [Study titles obtained outside of Italy](#))
 - Diploma Supplement, legalized or apostilled, or a certificate with the indication of university exams taken, legalized or apostilled and translated into Italian. If written in English, French or Spanish, it does not require translation into Italian
 - [Nullaosta](#) (in Italian), i.e. the clearance document, issued by the Academic Board of the School of interest.
 - Scan of the passport with a visa for university study purposes (*per studio/immatricolazione università*)
 - Scanned copy of a valid residence permit or receipt of the residence permit application
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- **Restricted access programmes**

- To submit the application for enrolment in these programmes the students must follow the instructions and comply with the deadlines indicated in the admission notices to each course (see the [Verification tests and admission test page](#) - in Italian).

At the end of the procedure, the student must send an email to the International desk - [internationaldesk\(AT\)unifi.it](mailto:internationaldesk(AT)unifi.it) - to communicate its completion.

Reallocation to a degree program

Reallocation to a degree program with restricted access at the University of Florence. Information in '[Domanda di riassegnazione](#)' (Italian website).

Tuition fees and fee waivers

The amount of tuition fees vary depending on the overall financial situation of the student family and on other criteria related to the merit. Partial and total fee waivers are also possible under certain conditions. More information are available in [Fees and Charges](#).

Evaluation of the qualifications

In 2020, the University of Florence joined the National coordination for the Evaluation of Refugee Qualifications ([CNVQR](#)) at the Academic Mobility Information Centre ([CIMEA](#)).

Under the CNVQR, the teaching staff and officials of the University of Florence are responsible for identifying practices evaluating the qualifications held by beneficiaries of international protection (individuals with refugee status or subsidiary protection) who already live in Italy and want to resume their studies. [The evaluation of qualifications is possible even if the students' documentation is absent or incomplete due to the difficulty of finding it in the countries of origin from which they fled.](#)

The purpose of the evaluation is to:

- *Free of charge issue of the comparability certificate (subject to evidence of status)*

The comparability certificate allows beneficiaries of international protection, who have previously completed a useful study path for access to the university in the country of origin or in a country along the migration route to Italy, to enrol in universities in Italy.

- *Issue of the "European Refugee Qualification Passport"*

The European Refugee Qualification Passport is issued to those students who cannot apply for the comparability certificate since the students' documentation is absent or incomplete, due to the difficulty of finding it in the countries of origin from which they fled.

Thanks to the agreement with CIMEA, the University of Florence has developed specific procedures for enrolment which consist of:

- Request for CIMEA comparability certificate (issued free of charge) in place of the declaration of value
 - abolition of declaration of authenticity
 - Activation of a preferential route to apply for a scholarship from the Regional Board for the Right to University Education - [DSU Toscana](#)
 - [CIMEA Documentation](#)
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From the a.y. 2021-2022, for enrolment purposes, also the following category of residence permit may submit the CIMEA comparability certificate in place of the declaration of value: *Victims of disasters; domestic violence; particular work exploitation; acts of particular civil value; special protection* (art. 32 para. 3 of Legislative Decree n. 25 of 28 January 2008).

In addition, the application for a declaration of authenticity is no longer required.

Services

Welcome Service | Servizi agli ospiti stranieri

Via della Pergola, 60 | 50121 | Florence
(+39) 055 2756969 | welcomeservice@unifi.it

The University of Florence does not have any lodging facilities of its own. However, to facilitate its guests in the search for a suitable accommodation, the Servizi agli ospiti stranieri - Welcome Service can book you in one of its student residences:

- **Residenza Via Romana**

via Romana, 7-13 | Florence

- **Residenza M. Luzi**

piazza Dallapiccola, 6 | Florence

- **Calamandrei University Residence**

Residenza Universitaria Calamandrei

viale Morgagni, 51 | Florence

- **Santa Marta Benedictine Monastery**

Monastero delle Benedettine di Santa Marta

via Santa Marta, 7 | Florence

Advices on reduced price facilities can be given to the guest as well as info about other facilities:

- [Evergreen Residence](#)

piazza Dallapiccola, 6 | Florence

- [The Student Hotel Florence](#)

viale Spartaco Lavagnini, 70-72 | Florence

florence@thestudenthotel.com

- [Campusx Florence](#)

viale Giovanni Battista Morgagni, 51 | Florence

info.firenze@campusx.it

- **Camplus Florence**

via del Romito, 5-7 | Florence

Azienda Diritto allo Studio DSU Toscana

(Tuscan Regional Board for the Right to University Education)

dsutoscana@postacert.toscana.it

Support for students waiting for international protection

Starting from 2021, thanks to the collaboration with the Giorgio La Pira International Students Centre, the University has made available two scholarships for students waiting for recognition of international protection (asylum seekers) and willing to start a university study path. The scholarships, which last for 12 months are renewable and include monthly financial support and accommodation at one of the facilities of the La Pira Centre. [Call](#)

Academic tutoring activities

The University of Florence has prepared an administrative support and a specific tutoring activity for the newly enrolled students who are beneficiaries of international protection in order to orient and facilitate the participation in the educational system as well as in society.

The aim is to expand the information and access to the services of the university (such as the use of the services of the Right to Education Board, the Library System, the University Language Centre, the University IT Service), as well as the resolution of administrative and bureaucratic issues. **Contacts** write to [tutormulticulturali\(AT\)unifi.it](mailto:tutormulticulturali(AT)unifi.it)

Scholars at Risk (SAR) network

The University of Florence has joined the [Scholars at Risk \(SAR\) network](#), which consists of 530 universities in 41 countries (including 28 Italian universities) which share the concerns about the limits placed on academic and research freedom in some countries of the world, governed by illiberal regimes.

The main aim of the network is to provide temporary shelter for teachers and researchers “at risk” from countries where academic freedom is not guaranteed and where their personal safety is threatened. The SAR – scholars at risk network also promotes advocacy activities through the organization of seminars and the production of specific reports on issues related to the violation of freedom of thought and the dissemination of critical knowledge, also through the involvement of scholars at risk hosted in the various Italian and foreign universities participating in the SAR network (go to the [SAR Italia website](#)).

University corridors

The University of Florence is a partner of the [University Corridors for Refugees project - Unicore](#), promoted by UNHCR, in order to allow young refugees to complete their education, in a regular and safe way, by attending a [master's degree course in English](#) at the University of Florence.

The project, aims at broadening secure and regular access pathways to Italy and providing an opportunity for education, taking into account the refugees' legitimate aspirations to build their own future autonomously.

Partners of the Unicore project are the Ministry of Foreign Affairs and International Cooperation, Caritas Italiana, Diaconia Valdese, Centro Astalli and Gandhi Charity.

From the a.y. 2020/2021 the University of Florence has funded **two scholarships each year** ([more info](#)).

International Desk

via della Pergola, 60 | 50121 | Florence
(+39) 055 275 6962/6963/6964/6965 | internationaldesk@ unifi.it

The International Desk provides a first point of contact for all international students whose country of residence lies outside of the European Union or the European Economic Area. All enquiries from EU-resident prospective students should be addressed to the Student Administration Office of the School they wish to apply to or the Erasmus front desks of their School if they are Erasmus students.

The International Desk serves students from all Schools.

Mobilità Internazionale and International Relations Offices of the Schools

via della Pergola, 60 | 50121 | Florence

(+39) 055 2756975/6976 | erasmus@adm.unifi.it

provide information about Erasmus + Programme.

International Relations Offices of the Schools

- **Agriculture | Agraria**

Servizio Relazioni Internazionali, Dean's Office

piazzale delle Cascine, 18 | 50144 | Florence

(+39) 055 2755716 | erasmus@agraria.unifi.it

- **Architecture | Architettura**

Servizio Relazioni Internazionali, S. Teresa complex

via della Mattonaia, 8 - Ground floor | Florence

(+39) 055 27554282 | archint@unifi.it

- **Economics and Management | Economia**

Servizio Relazioni Internazionali

piazza Ugo di Toscana, 5 | 50127 | Florence

Building D15, 3rd Floor, Room 3.02

(+39) 055 275 9763/9764

outgoing: relint@economia.unifi.it incoming: incoming@economia.unifi.it

- **Engineering | Ingegneria**

Servizio Relazioni Internazionali

via S. Marta, 3 - Ground Floor | 50139 | Florence

(+39) 055 2758987 | international@ingegneria.unifi.it

- **Humanities and Education | Studi Umanistici e della Formazione**

Servizio Relazioni Internazionali

via Laura, 48 | 50121 | Florence

(+39) 055 2756127/6488 | erasmus@st-umaform.unifi.it

- **Human Health Sciences | Scienze della Salute Umana**

Servizio Relazioni internazionali - courses of former Faculty of Medicine and Surgery | Medicina e Chirurgia

Careggi Hospital, Pavillion H3 – 1st Floor, Room 120 | 50134 | Florence
(+39) 055 275 1955/1956 | relint@sc-saluteumana.unifi.it

Servizio Relazioni Internazionali - courses of the former Faculty of Pharmacy | *Farmacia*

Department of Pharmacy, Sciences Campus

via Ugo Schiff, 6 | 50019 | Sesto Fiorentino

(+39) 055 457 3672/3673 | relint@sc-saluteumana.unifi.it

- **Law | *Giurisprudenza***

Servizio Relazioni Internazionali

via Pandette, 32 | 50127 | Florence

(+39) 055 2759053 | relint@giurisprudenza.unifi.it

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- Mathematical, Physical and Natural Sciences | *Scienze Matematiche, Fisiche e Naturali*

Servizio Relazioni Internazionali

Plesso didattico Viale Morgagni, 40-44 | 50134 | Florence
(+39) 055 2751349 | relint@scienze.unifi.it

- Political Sciences | *Scienze Politiche*

Servizio Relazioni Internazionali

via delle Pandette, 32 | 50127 | Florence
(+39) 055 2759082/083/084 | relint@scpol.unifi.it

- Psychology | *Psicologia*

Servizio Relazioni Internazionali

via della Torretta, 16 | 50137 | Florence
(+39) 055 2755374 | ripsico@unifi.it

The University Language Centre

Via degli Alfani, 58 | 50121 | Florence

(+39) 055 2756910 | cla@cla.unifi.it | www.cla.unifi.it

Centro Linguistico di Ateneo (CLA) - organises Italian language courses throughout the academic year.

Centro di Cultura per Stranieri

Via degli Alfani, 6/b | 50121 | Florence

(+39) 055 275 6939 | cecustra@unifi.it | www.ccs.unifi.it

Offers Italian language courses in four levels (foundation, intermediate, advanced intermediate and advanced), as courses of Italian culture.

Canteens

All the students of the University of Florence, no matter their programme, can access the various canteens (*mensa*). The canteens/cafeterias are located nearby a few of the university campuses and they are managed, directly or contracted out to private firms, by DSU.

DSU Toscana is the Azienda per il Diritto allo Studio Universitario della Regione Toscana (Tuscan Regional Board for the Right to University Education) and its aim is to provide services to university students.

Students can obtain a full meal at both lunch and dinner at affordable prices. The cost is proportional to the value of the individual's ISEE declaration (family assessable income) submitted at enrolment.

International students can also use the canteens once they obtain the canteen card from the [DSU offices](#) in Novoli. To apply for the card, students need to supply a valid ID and a document that certifies their enrolment at the University of Florence.

International scholars and researchers are also welcome to use the facilities. To obtain the card they need a declaration by the Director of their hosting Department to be sent to DSU (ristorazione.fi@dsu.toscana.it), where it is stated the personal data of the applicant and the period of stay and the official status in the Department.

To learn more, in Italian, visit the DSU Toscana website [Ristorazione](#).

Libraries

There are approximately three-and-a-half million books and a large number of periodicals available in five libraries covering the main disciplinary areas, with around 60 annexed reading rooms.

The university library system also offers online catalogues and many other resources in digital format (journals, articles, books). Students and all users are offered courses for guidance in the use of the library and its search tools.

Direct access to databases and full-text electronic periodicals is guaranteed for registered users even outside of the university premises, including the University Campus of Prato.

The digital publishing service is provided by [Firenze University Press - FUP](#).
[Sistema Bibliotecario di Ateneo - SBA](#), is the university library system's website.

Career Service for Students, Graduates, Doctoral Candidates and PhDs

Career Service is entirely dedicated to the job orientation and placement needs of students, graduates, doctoral students of the University of Florence, with the aim of providing solutions to the needs and expectations of its users. Career Service has the specific function of providing a targeted support for the career choices of our growing youth.

Career Education

This area accompanies the development of self-awareness on the construction of one's own career project by enhancing cross-skills through workshops and seminars.

- **Skills Map**, to help students planning the career path in an entrepreneurial way through Personal Business Model Canvas. The service is aimed to accompany the reflection in terms of value proposition and to develop self-awareness about career goals, working on cross-skills like communication, proactivity, enterprise. [Read more](#) (Italian website)
 - **Job Orientation Seminars**, is a two-day event dedicated to students, recent graduates and doctoral candidates offering useful information to improve awareness about the transition towards the labour market. It introduces aims and contents of career services and it offers the opportunity to directly meet with representatives from the world of work. [Read more](#) (Italian website)
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Employability Training

This area offers a set of services to bolster the development of skills and capabilities able to support the transition towards the labour market. In detail, the programs consist in:

- **Training at work: building your future**, a series of workshop to accompany students, graduates, PHD students and PHDs of the University of Florence in the process of building their career project thanks to the acquisition of knowledge and skills for a targeted and effective entry into the workforce. The workshop is structured in 3 modules: [Read more](#) (Italian website)
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- **CV Check**, to individually scan the effectiveness of the CV and to improve awareness about personal and professional skills. [Read more](#) (Italian website)
 - **Light Assessment Center**, to get to know with specific cross-skills demanded by employers and to be able to face this recruitment tool. [Read more](#) (Italian website)
 - **Video CV**, to elaborate a format for a personal Video CV. An innovative tool for job application. It consists in a synthetic presentation of personal and professional characteristics which provides information about communicational and relational skills. [Read more](#) (Italian website)
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Meetings with Employers

This area helps in creating the optimal conditions for an active job search and a successful match between supply and demand, both for informational and selective purposes. In detail, the programs consist in:

- **Employer presentations**, to get to know with employers and to understand their skills demand. The presentation is focused on recruitment process and on professional profiles demanded by companies. [Read more](#) (Italian website)
 - **Career Day**, it consists in the official University of Florence job fair days aimed at matching graduates and employers. [Read more](#) (Italian website)
 - **Career Lab**, to participate to recruitment activities and to have job interviews directly with employers. It also represents a way to improve skills
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and to understand how a job selection is organized. [Read more](#) (Italian website)

- **Internships** [Read more](#) (Italian website)
- **Job offers** [Read more](#) (Italian website)
- **Other offers** - recommendations [Read more](#) (Italian website)

Entrepreneurial Skills Development

This area is aimed to foster the entrepreneurial skills and mindset of young people by meeting directly with testimonials, building networks and developing innovative projects.

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- **Entrepreneurial Gym**, to improve entrepreneurial skills and to focus the research towards professional projects. It's a training program aimed at fostering entrepreneurial skills through Design Thinking and LEGO® Serious Play methodology. The focus is on the entrepreneurial attitude and on skills for project planning and management. [Read more](#) (Italian website)
 - **Campus Enterprise**. [Read more](#) (Italian website)

For more information about dates and specific editions in [Placement](#) (Italian website)
