



**Information for ERASMUS exchange
School of Law - University of Florence**

Full Legal Name of the Institution	Università degli Studi di Firenze
Erasmus Code of the Institution	I Firenze01
General Web Site of the Institution	www.unifi.it
Head of Institution	Prof. Alessandra Petrucci Magnifica Retttrice dell'Università degli Studi di Firenze Rettorato - Piazza San Marco 4, 50121 Firenze - Italia
E-mail of the Erasmus office of the Rectorate, in charge of Erasmus agreements	erasmusplus@adm.unifi.it
Address of the Law School	Scuola di Giurisprudenza Via delle Pandette 32 50127 Firenze - Italia
Web Site of the Law School	www.giurisprudenza.unifi.it
Coordination in the Law School	Erasmus Academic Coordination – School of Law: Delegate of the Law School for Erasmus Programme: Prof.ssa Deborah Russo Dipartimento di Scienze Giuridiche via delle Pandette 35 - 50127 Firenze ph. +39.055.2759256 e-mail deborah.russo@unifi.it Contact Persons: Sara Amato Lisa Masolini Servizio Relazioni internazionali Scuola di Giurisprudenza via delle Pandette 32 – 50127 Firenze ph. +39.055.2759053/2759041 e-mail relint@giurisprudenza.unifi.it Erasmus Desk (in charge of enrollment/registration, certification of period of study, transcript of academic records) piazza Ugo di Toscana 5 - 50127 Firenze Tel. +39.055.2759766/9791 e-mail erasmusdesk-presnovoli@unifi.it
Information UNIFI Web Site for ERASMUS Incoming Students	https://www.unifi.it/vp-10340-erasmus-students.html
Information for Incoming Law Students	https://www.giurisprudenza.unifi.it/p484.html - Eng. https://www.giurisprudenza.unifi.it/vp-483-studenti-in-entrata.html - It.



Credit System	The University of Florence does not use the European Credit Transfer System (ECTS). It uses the CFU (Credito Formativo Universitario) system, which is structured in the following way: - 1 CFU credit corresponds to about 25 hours of a student's work; - 6 CFU credits correspond to 48 hours of lectures; - 9 CFU credits correspond to 72 hours of lectures; - 12 CFU credits correspond to 96 hours of lectures; - 15 CFU credits are equivalent to 120 hours of lectures														
Grading System	<table border="0"> <tr> <td>ECTS grading system</td> <td>Italian grading system</td> </tr> <tr> <td>A</td> <td>30/30; 30/30 e lode</td> </tr> <tr> <td>B</td> <td>29/30-28/30</td> </tr> <tr> <td>C</td> <td>27/30</td> </tr> <tr> <td>D</td> <td>26 - 23/30</td> </tr> <tr> <td>E</td> <td>22 - 18/30</td> </tr> <tr> <td>F</td> <td>18<</td> </tr> </table>	ECTS grading system	Italian grading system	A	30/30; 30/30 e lode	B	29/30-28/30	C	27/30	D	26 - 23/30	E	22 - 18/30	F	18<
ECTS grading system	Italian grading system														
A	30/30; 30/30 e lode														
B	29/30-28/30														
C	27/30														
D	26 - 23/30														
E	22 - 18/30														
F	18<														
List of subjects	See the lists on https://www.giurisprudenza.unifi.it/p484.html - Eng./ https://www.giurisprudenza.unifi.it/vp-483-studenti-in-entrata.html - It Updated in May														
Sending of information on teaching, enrolment procedure and forms	The International Relation Office of the Law School sends by e-mail information and forms to each nominated Erasmus/exchange student and to the Erasmus/IRO of the Partner University														
Deadline for Nominations (to be sent to the Servizio Relazioni Internazionali of the Law School)	May 31 st for the first semester and the whole academic year; October 31 st for the second semester														
Deadlines for Applications Forms	June 30 th for the first semester and the whole academic year; November 30 th for the second semester														
Deadlines for Arrival	Within the first week of each semester														
Provisional Lectures Calendar a.y. 2024-2025	First semester: -September 11 th – December 6 th , 2024 Second semester: February 24 th – May 23 rd 2025														
Provisional Exams Calendar a.y. 2024-2025	December 09 th – 23 rd 2024, January 7 th - February 21 st , 2025 May 26 th - July 31 st 2025														
Holidays - academic year 2024-2025	Holidays: November 1 st ; Christmas holidays: December 24 th 2024 – January 7 th ; Easter holidays: April 17 th – 23 rd ; April 25 th ; May 1 st ; June 2 nd , June 24 th 2025; August: no teaching no exams														
Language Requirements	A certificate of linguistic skills must be produced, depending on the language of the chosen subjects. The minimum level required is B1 for Italian, B2 for English. OSL self-evaluations are not admitted.														
Housing Office	The Office of International Relations can't assist incoming students in finding accommodation Some information can be found at: https://www.unifi.it/p10832.html														
Special Language Intensive Course and Price	Free course of Italian at Centro Linguistico d'Ateneo (level B1/B2) www.cla.unifi.it														
Other Language Courses	Centro Linguistico d'Ateneo: fee for each course € 52														
Health Insurance	European Health Card or private insurance														
Flornce Law School's outgoing students Transcript of records Must Be Sent to :	Servizio Relazioni Internazionali Scuola di Giurisprudenza via delle Pandette 32 - 50127 Firenze phone +39.055. 2759041 / 9053 e-mail relint@giurisprudenza.unifi.it														
Last Update of this Information	November 2023														



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di
Giurisprudenza

Florence, November 23rd, 2023

Dear Erasmus+ Partners,

I am writing to you as the responsible of the Erasmus Program at the School of Law of the University of Florence. Together with Sara Amato and Lisa Masolini, who are responsible of the administrative Erasmus office of our School, we are looking forward to welcoming your students in the 2024/25 academic year.

Please consider that the appointments of the students and the approval of the learning agreements will be generally made via EWP (of course after the reception of the student application, the transcript of records, the linguistic certificate and the copy of the identity document).

In order to help your students to gain the utmost benefits from their mobility experience, the School of Law of the University of Florence will be strict in verifying the respect of the prescribed linguistic skills, as they are crucial to be properly engaged in the teaching activities. For this reason, I have to kindly remind you that incoming students must have a **certificate of level B1 in Italian**, unless they wish to attend only courses in **English**, in which case the level required is **B2**. Please, consider that we do not accept OSL self-evaluations.

I also please you to make sure that your students choose **at least 50% of exams** from of the teaching offer of the School of Law of the University of Florence. Provided that this condition is satisfied, your students can take the rest of the exams from the teaching offer of the Schools of Economics&Management and Political Sciences.

We would like to remind you also that our exams usually are oral and in presence. No exceptions are allowed for exchange students. The **exams** take place in the **period** from mid-December to the end of February (first semester) and from the beginning of June to July 31st (second semester). The academic calendar will be available in May on our website <https://www.giurisprudenza.unifi.it/vp-484-incoming-students.html>. As a general rule we kindly ask you **to write the final date of the exam session in the student's enrolment form**; this will avoid the need of extending the mobility for a few days. Obviously, students will be able to end their mobility earlier, as soon as they finish their exams.

Lastly, we kindly ask you to notice that, for administrative reasons, our offices will only issue documents such as Letter of Acceptance, Arrival Confirmation, Certificate: End of Study Period and Transcript of Records (sent by email to your offices with the student in cc) on **University of Florence forms**. In order not to increase the workload, we will exclusively send these forms; we will not fill in and sign printed forms coming from other institutions.

Please do not hesitate to contact me or Sara or Lisa for any further clarification you may need.

With kindest regards,

Deborah Russo

Prof. Deborah Russo
Associate Professor of International Law
Delegate of the Law School for International Mobility
Department of Law, University of Florence
Via delle Pandette 32, 50127 Florence, Italy