YOUR UNIFI GUIDE

MGIMO - PIM

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WELCOME to University of Florence!

Have a nice time and do not get lost 😵

OUTLINE

2020

1. CODICE FISCALE

The first step is CODICE FISCALE!

During your stay in Italy, you will need it: at University, for permesso di soggiorno (residence permit), for renting apartment, to open bank account, in hospitals, to buy insurance etc.

THERE ARE TWO WAYS TO GET CODICE FISCALE:

1. <u>In the consulate of Italy in your country</u> (what will make your life easier), before coming to Italy. It may take 3 to 7 days (depending on the weekend) so it is better to take care of this in advance.

2. <u>In the agency called **AGENZIA DELLE ENTRATE**</u> (via Santa Caterina D'Alessandra 23, 50129)

Contact information:

- +39 055 478 7111

- agenziaentrate.gov.it

DOCUMENTS NEEDED:

Passport (<u>with visa inside</u>) and copies of <u>all</u> passport pages (including empty ones).

!!! Try to calculate your time so that you can get a passport with a visa and then get the Codice Fiscale. If there is not enough time, you can do the Codice Fiscale in the consulate of Italy in a few hours, but it will cost **50 euros in cash**!

2. INSURANCE

1. <u>Health insurance can be bought in any Italian post office for approximately 100 euro.</u> You can also obtain an insurance that fits your personal needs online.

   This insurance only covers emergency cases, i.e. only if you were taken by ambulance to the hospital and given an assistance. It does not apply to other situations, so if you need to visit a doctor in a usual way, you will be billed for medical services.

2. As for <u>travel insurance</u> (they can be of different categories), it can also be done for the entire period of your stay in Italy. However, **it must be done in advance in Russia before arriving in Italy and for the entire period**, since, being on the territory of another country, you will not be able to get or extend an insurance with Russian insurance companies.

3. PERMESSO DI SOGGIORNO

*Foreigners intending to reside in Italy for more than 3 months are required to apply for **a residence permit (Permesso di soggiorno).***

Those who come to Italy for the first time must submit an application for a residence permit <u>within 8 workdays.</u>
You need to address to post offices (Poste Italiane) and ask a set of documents called «kit». To complete the set of documents (kit) you can apply for free help to the «Commune di Firenze» (*via Francesco Baracca, 150p, 50127, check working hours*) or to the Patronato Bureau. There you can find special agents that explain foreigners how to fill this «kit».

With complete kit, you need to return to the post office to apply documents.

DOCUMENTS NEEDED:

- Passport with copies of all its pages;

- Approval of your studies in Italy (copy of Letter of acceptance from the University + copy of Memorandum/Agreement between Universities);

- 4 pieces of photo;

- **Marca da bollo** (it costs 16 euro in any Tabaccheria where you can pay only cash);

- Health insurance (see above about **INSURANCE**)

- **Money.** No less that 150 euro (Usually 30 euro for the documents shipping, 70 for permesso itself)

When submitting a request for Permesso di Soggiorno, foreigners receive **a receipt (ricevuta).**
With a receipt (ricevuta) in his hands, a foreigner can leave the territory of Italy and enter the country of his origin (along with a document confirming his identity) in the following cases:

- *during the renewal of the residence permit;*

- *while waiting for the first Permesso.*

Provided that:

- Entry and exit from Italy are carried out through the same border crossing point and without transit through other Schengen countries;

- A passport with a visa of the same type as the requested Permesso di Soggiorno and receipt (ricevuta) is available.

!!! *You can travel around other Schengen countries with a Student visa, but you cannot enter or exit Schengen zone not via Italy.*

However, if you have a valid tourist visa in your passport, these restrictions do not apply to you.

4. ACCOMMODATION

Unfortunately, **this program does not provide any accommodation for students for free,** but here are some links that will help you:

- https://www.roomgo.it

- https://m.subito.it

- https://www.casa.it

- https://www.immobiliare.it

- https://www.uniaffitti.it/

We strongly recommend looking for housing a few months before your arrival in Italy.

On these sites, you can find housing options suitable for you. Beware of scammers and do not rush to transfer money to personal accounts of landlords without any guarantee.

It is necessary to require documents for the property and identity cards of the owner of the apartment in mandatory order, as well as specify in advance the terms of termination of the contract and discuss the cost of utilities and the process of payment (all these points must also be spelled out in the contract)!

It is better to approach this issue with all seriousness and responsibility, as some have problems with accommodation on arrival.

You can also contact the students who studied here last year and maybe they share with you the contacts of their landlords.

5. MATRICOLA, STUDENT CARD, EXAMS AND GRADES

In order to register for exams, receive and accept marks you will need

1. **Matricola** (student id)

2. **Study plan** - piano di studi

3. **UNIFI app** or **Official site** (https://studenti.unifi.it/Home.do)

GETTING YOUR STUDENT CARD AND MATRICOLA

Matricola is assigned together with a student card. It serves as:

- pass to libraries and canteens of the university

- free pass for bus, tramvia and trains within Florence

- discount card for certain museums (in fact, to very few ones for non-EU citizens)

You do not need you student card to access classes (it will take some weeks to make it)!

Steps to receiving your **student card:**

1. Bring your application to the International desk in the D15 building. You need to have the following documents on you:

    o invitation from UNIFI

    o confirmation

    o passport scan

    o 2 hours for the line

2. Pay NOT the transportation tax of 48. If staff insists - ask Prof. Concetta Tricarico

    3. Upload your photo to your account following the instruction

4. Receive a confirmation mail in your university mailbox (ends with @stud.unifi.it) or a message in *Messaggi Personali*

5. Receive your card

6. STUDY PLAN

- **Most of the courses are taught in Italian!**

  However, you can ask professors directly for materials in English and ask to pass an exam in English.

- A study plan is individual!

Here some useful info links:

1. The general timetable of all courses taught at the Political Science School: https://www.sc-politiche.unifi.it/vp-505-orario-lezioni.html

2. Study plan of the courses taught in the **"Relazioni Internazionali e Studi Europei"**: https://www.pim.unifi.it/vp-95-piano-di-studi.html (find Piano di studio – PIM - Istituzioni e lobbying).

3. The official page of double degree program: https://www.pim.unifi.it/vp-162-percorso-doppia-laurea-con-mgimo-mosca.html

!!! If you any questions about your schedule you need to contact the coordinator of the the Dean of the Political Science School Prof. Alessandro Chiaramonte (alessandro.chiaramonte@unifi.it)

Remind Prof. Concetta Tricarico that you need to fill in your Piani di studi.

7. EXAM REGISTRATION

1. Access your personal account on the page of **the Gestione carriere Studente UNIFI** or in the application.

2. Select **appelli** in the desktop or **calendario esami** in the application

3. Choose the desired date

4. Fill out a questionnaire about the work of a teacher

5. Register for the exam

Registration opens 2 weeks before and closes 3 days before the exam. In case you fail to complete registration on time, you can ask the professor to add you to the list during the exam.

8. RECEIVING GRADES

Teachers put grades in their personal account, which is what the email tells you in the university mailbox. Within 10 days you can confirm or reject the mark, otherwise it is registered automatically. If you do not accept the grade, you are free to sign up for any next exam in this subject. This does not affect grades, and the number of attempts is limited only by the number of exams (appelli).

9. MOODLE

As you might expect, the courses imply reading literature, studying additional materials, watching news etc. Professors kindly put slides of presentations used during classes and lists of literature (as well as certain items) on the course page on the Moodle platform.

You can access it through this link.

In order to access the course page you are likely to need

1. matricola

2. your UniFi password (same to get to your personal account and UniFi mailbox)

3. login and password for this exact course distributed by the professor

However, sometimes privacy settings require neither authentication nor login and passwords, but chances are that they will do.

10. LIBRARY

The library has 1000 individual study spaces, free Wi-Fi and computer stations.

To enter and exit the library you need to **program your student card** (you can do this by contacting the library staff who sit at the counters next to the turnstiles at the entrance).
<u>In the library you will find</u> **3 floors**:

- **Ground floor**: books for exams and reference collection for students;

- **First floor**: journals and EU documentation;

- **Second floor**: general collection of books and reference collection. Navigation for the books is very easy: to find a book that you need read a list of sections on bookcases and find the shelf needed.

<u>Loans</u>: Books are checked out and returned at the circulation desk on the ground floor. Users can renew their loans and request documents through their own profiles in OneSearch, entering their user ID and password. Books published before 1915, rare documents, journals, reference materials (handbooks, dictionaries etc.) and graduation theses are for in-library use only.

<u>Overnight loan:</u> **Textbooks can be checked out only for over-night loan:** from 5 pm until the following opening day.

Self-checkout: Library users can check out books at the self-check machines in the library.

Interlibrary loan and document delivery: library users can request books or electronic copies of journal articles not held by the University of Florence. *For more information visit www.sba.unifi.it/p1492.html*

Home delivery library service: users with disabilities can borrow books from home: *more information www.sba.unifi.it/p1498.html.*

Consultation and borrowing of storage materials:

The documents located in the book storage can be request through OneSearch and are delivered from Monday to Friday at 10:30 am, 12:30 pm and 4:30 pm; Saturday at 10:30 am and 12pm.

To request a document select "Request" in OneSearch and fill out the form. Documents must be requested at least half an hour before delivery times of books.

Consultation of historical archives and antique materials: documents published before 1886 are located in the book storage. They can be requested online and must be consulted in the special room on the second floor of the library (from Monday to Friday 8:30 am - 1.30 pm)

Newspapers and magazines: users can read the last issues of newspapers and magazines in a special area on the first floor called "Emeroteca"

Photocopying, scanning and online printing: Self-service photocopying, scanning and printing require registration to PIN and PRINT, a service active in the libraries of Florence, Pisa and Siena *www.sba.unifi.it/p1497.html*

European Documentation Centre (EDC)

On the first floor, the library houses the EDC that collects the European Union official publications and provided an information service about all the European subjects. More information here: www.sba.unifi.it/p1563.html

1. HOW TO OBTAIN YOUR PIN

-Access the portal pinandprint-portal.sbart.eu from a Library computer or any mobile device. For university internal users (students, staff, researchers…):

-Click "Generare il Pin" (generate your PIN). Your username can be either your fiscal code or your university email address. MO Key in the password you use for all your university services.

-Click again "Generare il Pin". Then click SI (yes) and wait until your Pin is generated. Make note of it and keep it handy. You will need it to access all services!

Enter the LOCAL PORTAL pinandprint-fi.sbart.eu/m/ (for Florence) and register yourself.

-Access portal pinandprint-portal.sbart.eu and Key in your username and password.

2. ADD CREDIT TO YOUR ACCOUNT

You can put money in your account **in two ways:**

1. By cash: go to a charging station, key in your Pin using the touch screen, insert banknotes or coins.

2. With PayPal go to to your LOCAL PORTAL, click Ricarica (charge/add credit) with Paypal. Enter the Paypal portal, select the amount and authorise the payment.

3. PHOTOCOPY, PRINT, SCAN

You can copy, photocopy or scan from the multi-function machines situated in your library. Use the touch screen to insert your Pin, and then select one of the following options:

PHOTOCOPY

- Insert Pin, press the check mark, and click Login

- check the fotocopy options to optimize your work and Click Copy to start.

PRINT

FROM A LIBRARY COMPUTER (WHERE AVAILABLE)

* Open the file you want to print from a library computer and click on "Stampa" (Print);

* Select "Pin and Print" from the list of printers;

- Change the file according to your preferences (b/w - colors, format, one side/both sides, multiple pages on one sheet, etc);

- Click on "Stampa" (Print) or «OK»;

- A SafeQ pop-up will appear. Enter your Pin And Print credentials;

- The File is now ready to be printed;

- Choose a Pin And Print printer, insert your PIN and press "Login"; press on "SafeQ Print", then on "In attesa".

- Select your file and press the printing button.

PEN DRIVE

- Key in your Pin, insert the USB pen drive in the printer, select the files you want to print from the display and start printing;

LIBRARY COMPUTER

- Print your files from a library computer (we recommend to use pdf files;

- A window will open, login with your username and password and follow instructions;

- Choose a printer and key in your Pin;

- Click on SafeQ Print and then on «in attesa»;

- Select the file and click Print;

SCAN

- Insert your Pin and click Login.

- Insert a USB pen drive tO save your scans, Click on "Salva file nella memoria esterna" (Save file in your external memory).

Always LOGOUT from your account when you have finished by clicking ACCESSO.

11. ITALIAN LANGUAGE CLASSES

Italian language is not a part of your curriculum, so you need to register for an appropriate course in the secretariat of **UNIFI CLA** (Centro Linguistico di Ateneo).

1. **The main building** is situated in *Via degli Alfani, 58* (5 min from Duomo);

2. **The Novoli department** is in *Edificio D14 - Via delle Pandette, 3*;

3. **The Morgagni office** is in *Viale Morgagni, 40 - room 310*.

You can check working hours <u>here</u>.

11.1. PAID COURSES

Since places are limited, while the demand for beginner courses is quite high, hurry up to grab your place as soon as you arrive in Florence!

Each level (A1, A2, B1.1, B2.1 etc.) costs €50 and consists of 30 hours. Classes take place twice a week and last 3 hours.

<u>Here</u> is the timetable of cycles of courses; information that is more precise will be available on the website later.

11.2. FREE COURSE

You can also get your first course for free. It has a different structure and is composed of one class of three hours per week. Course lasting approximately 2,5 months.

In case you want to work really hard on your Italian, feel free to combine both free and paid courses.

12. USEFULL TIPS

I. Some of these apps can make your stay in Florence easier:

1. **Taxi in Florence** – appTaxi

2. **Food delivery apps** – Just Eat, Glovo, Deliveroo

3. **Transport:**

- Moovit (Buses)

- Omio (Train and bus tickets)

- Mobike EU (Bike rent)

II. To download some Italian apps you'll need to create an Italian account in Appstore!

III. ESN card

You can get an ESN card, while not being part of Erasmus program. Just come to ESN Florentia office give your passport, fill in the application and pay the fee (10 euros).

With this card, you will get discounts in some shops, restaurants and clubs. In addition, you will can join student trips to different Italian cities.

Contacts:

- ESN office: *Vicolo di Santa Maria Maggiore, 1*

- *__Year 2020/2021__* can contact the Erasmus staff to join the Whatsapp group:

  +39 331 227 9653 (Whatsapp – Lorenzo Amato)