Information Sheet for Exchange Programme at
Università degli Studi di Firenze

Contact Information – Università degli Studi di Firenze (central offices)	
Rector and Head of Institution	Prof. Alessandra Petrucci
Central Erasmus Office (Bilateral Agreements, central organization, monitoring and coordination of Erasmus programs and procedures)	Area Servizi alla Didattica/ Mobilità Studentesca erasmus@adm.unifi.it Via della Pergola, 60 50121 Firenze Italy
Incoming Services (for Transcript of records)	Erasmus Desk Novoli erasmusdesk-presnovoli@unifi.it Piazza Ugo di Toscana, 5 Building D15 50127 Firenze Opening hours: Monday, Tuesday and Thursday (h 10-13)
Website	www.unifi.it

Contact Information – School of Humanities and Education		
	Humanities	**Education**
School Erasmus Delegates	Prof.ssa Donatella Pallotti donatella.pallotti@unifi.it Prof.ssa Monica Ballerini monica.ballerini@unifi.it	Prof.ssa Rossella Certini rossella.certini@unifi.it
Erasmus Office Coordinators (for nomination and application)	Valentina Peri - Sonia Torretta incoming@st-umaform.unifi.it	
Address	International Relations Office - School of Humanities and Education Via Laura, 48 50121 Firenze - Italia +39 055 275 6127	
Website	http://www.st-umaform.unifi.it/ https://www.st-umaform.unifi.it/vp-329-incoming-students.html	

Academic Calendar 2025-2026		
	Fall semester	**Spring semester**
Classes	09.2025 – 12.2025	02.2026 – 06.2026
Examination sessions	01.2026 – 02.2026	06.2026 – 07.2026
Holidays	25.12.2025 – 06.01.2026	04.04.2026 – 06.04.2026
Italian language courses	One free of charge language course is offered to Erasmus students at the Language Centre of the University of Florence. All information can be found here: http://www.cla.unifi.it/ . Further courses can be taken at reduced rates. *Please note*: Italian language courses **cannot** be included in students' Learning Agreements as they do not give credits and are not part of the University curricula.		
List of courses	https://www.unifi.it/index.php?module=ofform2&mode=1&cmd=90&afId=&lang=1 All of the courses at the School of Humanities and Education **are taught in Italian** (with the exception of the Master's Degree in Geography, spatial management, heritage for international cooperation).		
Course load per semester	30 ECTS		
Average credits per course	6 / 12 ECTS		
Examinations	In order to sit the exams, online registration is necessary. It is possible between 14 and 3 days before the date of the exam. The mark is out of 30, from a minimum of 18 to a maximum of 30. The exams are predominantly oral.		
Courses available for Exchange students	Erasmus incoming students can choose freely from all our School's courses, independently of the study area in which they were nominated. They can take courses from up to another School, up to 50% of the total credits.		

Courses NOT available for Exchange Students	- "Conoscenza lingua straniera" or "Ulteriori conoscenze linguistiche" - "Prova finale di laurea" Please mind that any course named "laboratorio" is a pass/fail exam, without grade, only credits (ECTS).

Application for Exchange Programme 2024/2025		
Nomination Deadline	1st semester – full year	2nd semester
	May 31st, 2025	**October 31st, 2025**
Application Deadline	1st semester – full year	2nd semester
	June 30th, 2025	**November 30th, 2025**
Language Requirements	The University of Florence **requires students to submit a certification of knowledge of Italian at B1 level,** as defined by the Common European Framework of Reference for Languages. We however recommend a higher level to maximize the chances of success in their academic pursuits. A B2 certificate in English is required ONLY IF the student chooses English-taught courses.	
Nomination Procedure	In order to be accepted by the School of Humanities and Education, the HOME INSTITUTION of students selected within the framework of the ERASMUS+ programme must send an official NOMINATION through the following **dedicated form** https://docs.google.com/forms/d/1DnqP0rAO3QdH93axAdVZykYBTnXZkF99L28GFj-93yQ/edit Nomination deadlines: 1st semester or full-year: 31st May 2nd semester: 31st October	

Application Procedure	After the University has officially nominated the students, we will contact the student with further information. _Please note_: we do not accept students' self-nominations In order to proceed with the application, students will need to send: • a copy of Learning Agreement on EWP if the partner University is on the system, otherwise on pdf format • a PDF of Student mobility Proposal Form (Enrolment Form) duly stamped and signed • B1 Italian language certificate (**mandatory**) • pdf copy of passport or national identity card (high quality scan, no phone pictures) The above-mentioned documentation with the signatures and the stamps of your home institution must be sent via the dedicated form which will be published at the following link: https://www.st-umaform.unifi.it/vp-358-application-procedure.html _Please note_**:** forms without signatures and stamps cannot be approved. Documents sent after the deadlines will not be taken into consideration. All Documentation for the application can be found at the following link: **https://www.st-umaform.unifi.it/vp-308-modulistica.html**
Website for application information	**https://www.st-umaform.unifi.it/vp-358-application-procedure.html**
Accommodation	Unfortunately, the University has no student residences under its management. Visit this webpage for recommended search platforms: https://www.st-umaform.unifi.it/vp-385-accommodation.html