# Your mobility has officially started!

### Be sure:

- to have entered in SOL: your personal online page where to check your courses, book exams, accept or refuse marks
- to have activated your Unifi email account

#### **NEXT STEPS:**

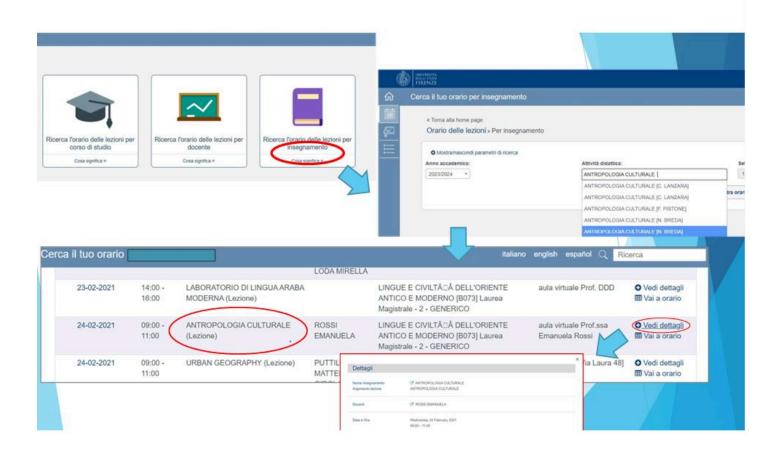
1) HOW TO FIND YOUR TIME SCHEDULES (See the video tutorial)

The platform used to check your class schedules is kairos:

https://kairos.unifi.it/agendaweb/index.php?view=easycourse& lang=it

In order to find the right class schedule in kairos, follow these instructions:

- search by course
- type the name of your chosen course
- vedi dettagli/view details

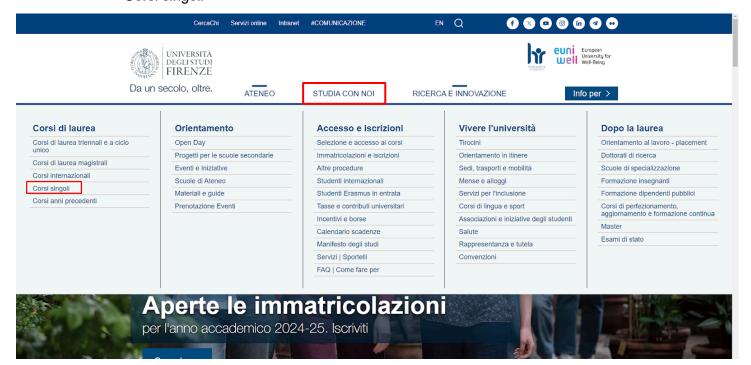


Course name	LETTERATURA ITALIANA MODERNA E CONTEMPORANEA (Cognomi A-L)	
Lesson topic	LETTERATURA ITALIANA MODERNA E CONTEMPORANEA (Cognomi A-L)	
Professors	TURI NICOLA	
	LO MONACO GIOVANNA	
Date	Monday 19 February 2024	
	09:00 - 12:00	
Classroom	Nome aula: SALA B	
	Capacità: 260	
	Sede: CINEMA PRINCIPE [Viale Giacomo Matteotti]	
Academic trail	SCIENZE UMANISTICHE PER LA COMUNICAZIONE [B195] Laurea - 1 - GENERICO	

ATTENTION! Many courses have the same name but different programs and different teachers, therefore different codes. ALWAYS DOUBLE CHECK whether you found the right time-schedule for your course. How?

To be sure that you found the right class schedule, compare the details on kairos with your chosen course by following these steps. If you want to search, for example, Letteratura italiana moderna e contemporanea, you need to:

**1.** go to the home page of Unifi website, go to the section "Studia con noi" and click on "Corsi singoli"



2. You'll be redirected on this page, where you'll need to click on "Cerca l'insegnamento" (https://unifi.coursecatalogue.cineca.it/cerca-offerta)





Da un secolo, oltre.

ATENEO

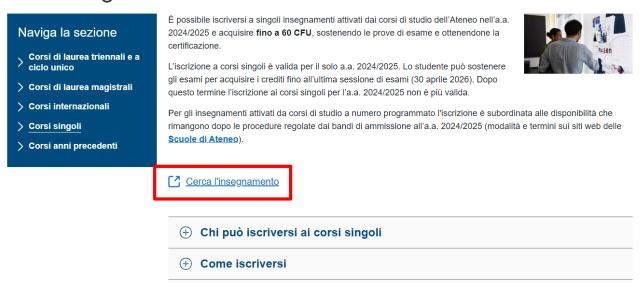
STUDIA CON NOI

RICERCA E INNOVAZIONE

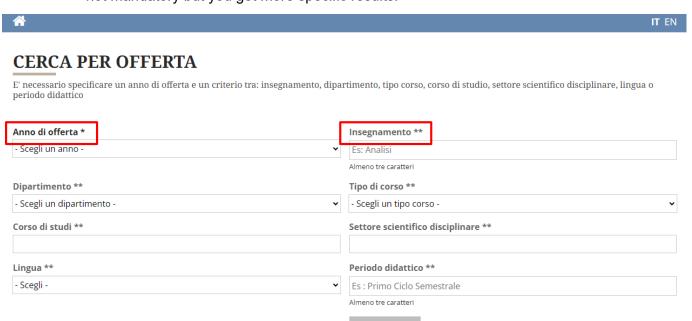
Info per >

HOME / STUDIA CON NOI / CORSI DI LAUREA / CORSI SINGOLI

# Corsi singoli



**3.** Then, you'll need to enter the details of the course. Enter the academic year ("anno di offerta") and the full name of the course ("insegnamento"), the other information is not mandatory but you get more specific results.



4. once you enter everything, click on "esegui ricerca"



### CERCA PER OFFERTA

E' necessario specificare un anno di offerta e un criterio tra: insegnamento, dipartimento, tipo corso, corso di studio, settore scientifico disciplinare, lingua o periodo didattico



5. if you scroll down the page, you'll find all the courses that match the details you put in. At this point, search the course with the right code.

#### Risultati della ricerca

#### SALVA PDF

[B032973] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea Magistrale: FILOLOGIA MODERNA, a.offerta: 2024, Percorso: INTERNAZIONALE IN STUDI SUL RINASCIMENTO EUROPEO (2º Anno, coorte: 2023), 6 CFU

[B004877] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea: LINGUE, LETTERATURE E STUDI INTERCULTURALI, a. offerta: 2024, Percorso: STUDI BILATERALI: ITALO-TEDESCHI (2º Anno, coorte: 2023), 12 CFU

[B004639] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea: LINGUE, LETTERATURE E STUDI INTERCULTURALI, a. offerta: 2024, Percorso: STUDI BILATERALI: ITALO-UNGHERESI (2° Anno, coorte: 2023), 6 CFU

[B004014] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea: LETTERE, a.offerta: 2024, Percorso: LETTERE MODERNE (2° Anno, coorte: 2023), 12 CFU

[B011258] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea Magistrale: SCIENZE ARCHIVISTICHE E BIBLIOTECONOMICHE, a. offerta: 2024, Percorso: GENERICO (2º Anno, coorte: 2023), 6 CFU

[B008465] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea Magistrale: FILOLOGIA MODERNA, a.offerta: 2024, Percorso: LETTERARIO (1º Anno, coorte: 2024), 12 CFU

[B004344] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea Magistrale: FILOLOGIA MODERNA, a. offerta: 2024, Percorso: LINGUISTICA STORICA, TEORICA, E APPLICATA (1° Anno, coorte: 2024), 6 CFU

[B005366] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea Magistrale: LINGUE E LETTERATURE EUROPEE E AMERICANE, a. offerta: 2024, Percorso: STUDI BILATERALI: ITALO-UNGHERESI (1° Anno, coorte: 2024), 12 CFU

[B005366] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea Magistrale: LINGUE E LETTERATURE EUROPEE E AMERICANE, a. offerta: 2024, Percorso: STUDI BILATERALI: ITALO-TEDESCHI (1° Anno, coorte: 2024), 12 CFU

[B005340] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea Magistrale: LINGUE E LETTERATURE EUROPEE E AMERICANE, a.offerta: 2024, Percorso: LINGUE, LETTERATURE E TRADUZIONE (1° Anno, coorte: 2024), 6 CFU

[B014698] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea: LINGUE, LETTERATURE E STUDI INTERCULTURALI, a. offerta: 2024, Percorso: STUDI LINGUISTICI, LETTERARI E INTERCULTURALI (1° Anno, coorte: 2024), 6 CFU

[B006799] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA •

Laurea: SCIENZE UMANISTICHE PER LA COMUNICAZIONE, a.offerta: 2024, Percorso: GENERICO (1º Anno, coorte: 2024), 12 CFU

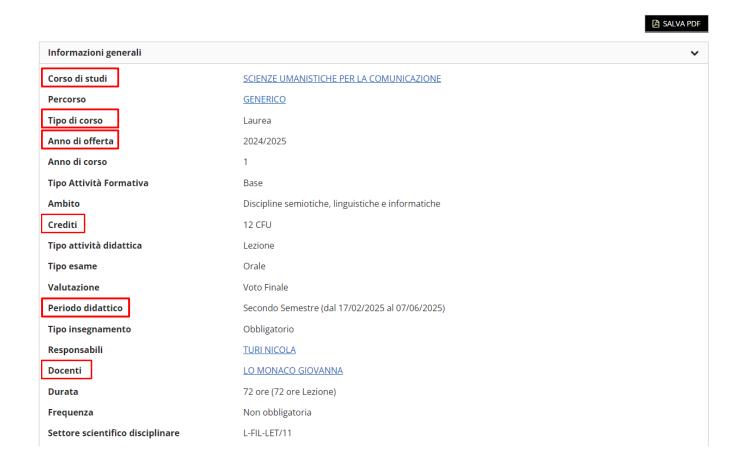
[B016666] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA 2 •

Laurea: LINGUE, LETTERATURE E STUDI INTERCULTURALI, a. offerta: 2024, Percorso: STUDI LINGUISTICI, LETTERARI E INTERCULTURALI (3° Anno, coorte: 2022), 6 CFU [B004057] LETTERATURA ITALIANA MODERNA E CONTEMPORANEA 2 •

Laurea Magistrale: LINGUE E LETTERATURE EUROPEE E AMERICANE, a. offerta: 2024, Percorso: LINGUE, LETTERATURE E TRADUZIONE (2° Anno, coorte: 2023), 6 CFU

- **6.** If you are unsure, if you click on the course name it will open a page with all its details. The important information are:
  - a. "Corso di studi" (which is the name of the degree)
  - b. "Tipo di corso" (which is the type of degree)
  - c. "Anno di offerta" (the academic year in which the course is held)
  - d. "Crediti" (the number of credits)
  - e. "Periodo didattico" (the semester in which the course is held)
  - f. "Docenti" (the professors who held the course)

# [B006799] - LETTERATURA ITALIANA MODERNA E CONTEMPORANEA



# Do you still have doubts?

THE BEST WAY IS TO GO TO THE FIRST CLASS AND ASK THE PROFESSOR by showing your Learning Agreement (LA) and checking with them if the course code in your LA is the same as their class code.

# IF you chose

- Workshops of Education, or
- Languages Courses:

## Pay attention!

- Workshops of EDUCATION: Erasmus students cannot participate in laboratories of Education since they belong to a restricted access program and they have no more vacancies in the labs.
- Courses of Languages: most often they are full-year courses but Erasmus students can attend one semester only (if their mobility is half-yearly)

# WHAT TO DO:

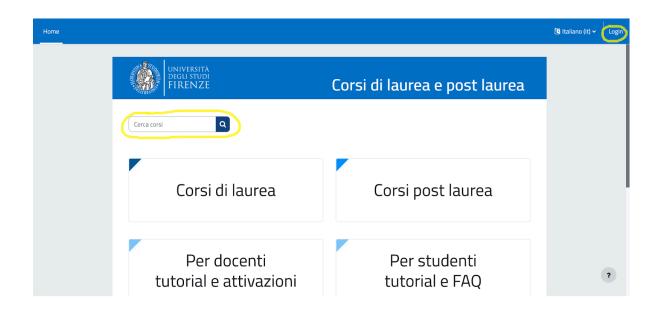
# Get in touch with the teacher AT THE BEGINNING OF THE SEMESTER

to agree on extra academic material (instead of the workshops) or examination modes (reduction of CFU/program for Languages)

# 2) MOODLE: what is it?

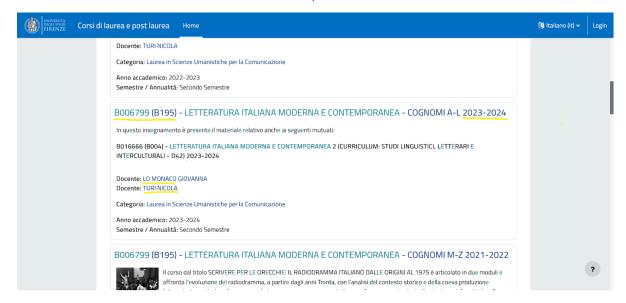
Moodle is an online platform where the professors share material from their classes, assign tasks and give information to students regarding their exams.

It is therefore necessary that you enroll to your courses on Moodle: <a href="https://e-l.unifi.it/">https://e-l.unifi.it/</a>



DO the LOGIN (on the top right side) with your student number and password. Search for your course in CERCA CORSI.

## PAY ATTENTION TO THE ACADEMIC YEAR, PROFESSOR AND COURSE CODE:



Enter the course and enroll in it: some courses require a key to enroll in them.

The teacher usually gives students the key to enroll in their Moodle Page during the first days of classes. Therefore, ask the professor what is the key needed to enroll in their course page on Moodle.

N.B: If you have not received your student number yet, and therefore are unable to enroll in courses on Moodle, the professor can admit you as a guest to their Moodle course page, but you need to ask them.

# 3) CHANGES to your OLA

After starting classes, you may change the courses that do not suit you, but remember that you are allowed to make *changes* to the original study plan **just one time per semester**. Therefore, we advise you to make changes after the beginning of classes.

Check the periods in which you can submit a request to change your OLA at the following link: <a href="https://www.st-umaform.unifi.it/p361.html">https://www.st-umaform.unifi.it/p361.html</a>

YOU MUST SUBMIT YOUR REQUEST FOR CHANGES BEFORE THE DEADLINE. Late requests cannot be accepted.

The *changes* must be submitted through EWP, by modifying the original OLA. They need to be signed and approved by both parties (your home university and the University of Florence).

# 4) EXTENSION of your period of mobility

You can ask for an extension of your study period if you need more time to retake exams or you want to stay one more semester. Please note that you must do that within one month of the end of your initial departure date. The extension can be up to a period of 12 months but be reminded that you have to finish your Erasmus mobility by the end of July.

Here is the procedure for extending your mobility:

- Download the form from our page <u>Modulistica</u> in Erasmus Exchange students section (Incoming)
- 2. Fill in the form and send it to your University's Erasmus coordinator, asking them to sign and stamp it
- 3. Send us back the form signed and stamped by your Home Institution by email for our approval
- 4. Please note that forms without the Institution's stamp cannot be processed.

### **Useful Links:**

https://kairos.unifi.it/agendaweb/ :orari lezioni/class schedules

https://www.unifi.it/index.php?module=ofform2&mode=1&cmd=90

https://unifi.coursecatalogue.cineca.it/cerca-offerta: ricerca insegnamenti/search courses

<u>https://sol-portal.unifi.it/ls-3-studenti.html</u>: pagina personale, iscrizione esami, accettazione voti /personal page, sign in for exams, accept grades

https://e-l.unifi.it/ : info lezioni, materiali d'esame, prove intermedie /courses material, all information for the exam

https://www.unifi.it/p11249.html : check-in and check-out procedures

https://www.st-umaform.unifi.it/vp-329-incoming-students.html : information for incoming students, changes to the LA, extensions

https://www.st-umaform.unifi.it/vp-308-modulistica.html: modulistica/forms