

UPON ARRIVAL IN FLORENCE,

STEP 1 _ CHECK-IN and STUDENT NUMBER

The start date of the Erasmus period coincides with the business day (Monday to Friday) following your travel day as certified by your **travel document** (e.g., airline ticket, boarding pass, train ticket, highway toll payment receipt, etc.).

In order to officially start your mobility, send your travel document to the Erasmus Desk: erasmusdesk-presnovoli@unifi.it

- If the travel document is not in your name, specify this in the email, and the Office will get back to you.
- If you are a student from outside the European Union, in addition to your travel document, you must also send a copy of your passport with a student visa (if required). For visa information, see the [University](#) website. If the mobility period is longer than 90 days, a residence permit is also required.

Students will receive a **USER ID (student number)** and a provisional password (date of birth) to access the online services at <https://sol.unifi.it/>, the platform used to book exams and accept or refuse grades.

Students are requested to change the password at their first access.

If students should lose their registration number or their password, they are invited to contact the [Erasmus Desk in Novoli](#) as soon as possible (erasmusdesk-presnovoli@unifi.it).

You will also receive an email to activate your **UNIFI email account**:

- the email address is name.surname@edu.unifi.it
- access it to receive updates from the teachers, cancellation of lessons, exams' marks, etc.

YOU ARE OFFICIALLY ENROLLED!

You will soon receive via email your CERTIFICATE OF ARRIVAL: **you do NOT need to ask for it**. As soon as the enrollment is complete, the office will automatically send it directly to you and your University via email.

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

The image illustrates the process of finding a class schedule on the Kairos platform. It is divided into three main sections:

- Search Options:** Three icons represent different search methods: "Ricerca l'orario delle lezioni per corso di studio" (graduation cap), "Ricerca l'orario delle lezioni per docente" (laptop), and "Ricerca l'orario delle lezioni per insegnamento" (book). The third option is circled in red, with a blue arrow pointing to the next section.
- Search Results:** A screenshot of the search results page for "ANTROPOLOGIA CULTURALE". The search criteria are "Anno accademico: 2023/2024" and "Attività didattica: ANTROPOLOGIA CULTURALE". The results list several courses, with "ANTROPOLOGIA CULTURALE (N. BREDA)" highlighted in blue. A blue arrow points from this result to the next section.
- Class Schedule and Details:** A screenshot of the "Cerca il tuo orario" page showing a table of classes. The table has columns for date, time, course name, teacher, and location. The course "ANTROPOLOGIA CULTURALE (Lezione)" by ROSSI EMANUELA is circled in red. A blue arrow points from this entry to a pop-up window showing the details of the course, including the name, teacher, and date.

Cerca il tuo orario					
LODA MIRELLA					
23-02-2021	14:00 - 16:00	LABORATORIO DI LINGUA ARABA MODERNA (Lezione)	ROSSI EMANUELA	LINGUE E CIVILTÀ DELL'ORIENTE ANTICO E MODERNO [B073] Laurea Magistrale - 2 - GENERICO	aula virtuale Prof. DDD
24-02-2021	09:00 - 11:00	ANTROPOLOGIA CULTURALE (Lezione)	ROSSI EMANUELA	LINGUE E CIVILTÀ DELL'ORIENTE ANTICO E MODERNO [B073] Laurea Magistrale - 2 - GENERICO	aula virtuale Prof.ssa Emanuela Rossi
24-02-2021	09:00 - 11:00	URBAN GEOGRAPHY (Lezione)	PUTTIL MATTE		

Dettagli

- Nome insegnamento: ANTROPOLOGIA CULTURALE
- Argomento lezione: ANTROPOLOGIA CULTURALE
- Docente: PROF. ROSSI EMANUELA
- Data e Ora: Martedì 24 February 2021 09:00 - 11:00

Event 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

Unfortunately, on Kairos the course code (for example, B006799) is not specified.

When you choose a course, for example Letteratura italiana moderna e contemporanea, check [here](#) how many courses with the same name are offered.

They have different programs and different teachers, therefore different codes.

To be sure that you found the right class schedule, compare the details on kairos with your chosen course [here](#):

B006799 - LETTERATURA ITALIANA MODERNA E CONTEMPORANEA

Anno Accademico 2023-24

Coorte 2023 - Laurea Triennale (DM 270/04) in SCIENZE UMANISTICHE PER LA COMUNICAZIONE

Anno di corso Primo Anno - Secondo Semestre
Dipartimento di Afferenza Lettere e Filosofia
Tipo insegnamento Attività formativa monodisciplinare
Settore Scientifico disciplinare L-FIL-LET/11 - LETTERATURA ITALIANA CONTEMPORANEA
Crediti Formativi 12
Ore Didattica 72
Periodo didattico 19/02/2024 ⇒ 08/06/2024
Frequenza Obbligatoria No
Tipo Valutazione Voto Finale
Contenuto del corso mostra
Programma del corso mostra
Docenza

- Cognomi A-L **LO MONACO GIOVANNA**
- Cognomi A-L **TURI NICOLA**
- Cognomi M-Z **SACCHETTINI RODOLFO**

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:

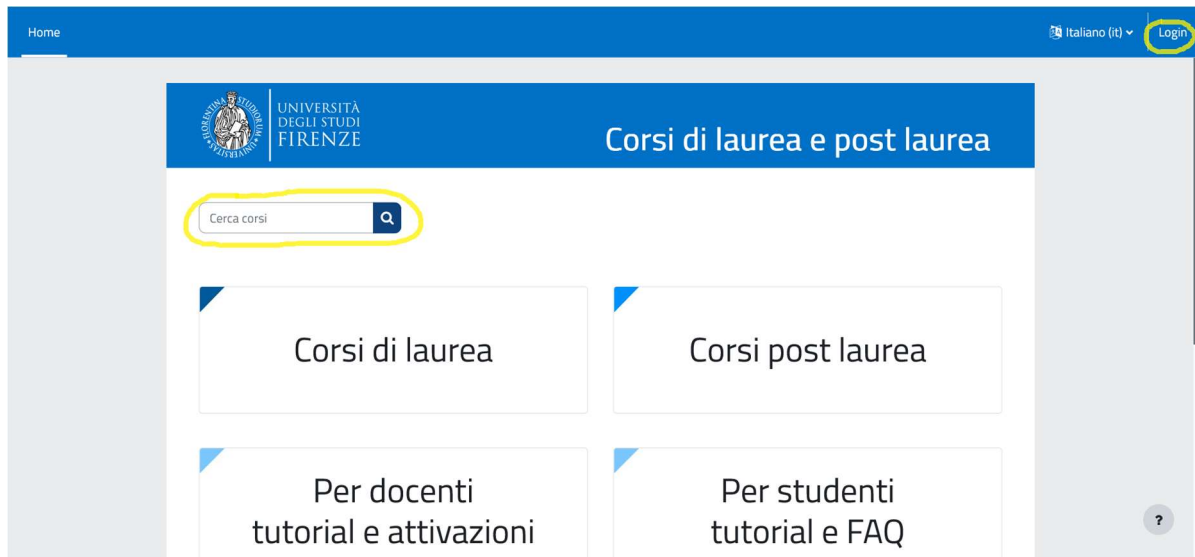
Get in touch with the teacher AT THE BEGINNING OF THE SEMESTER

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.

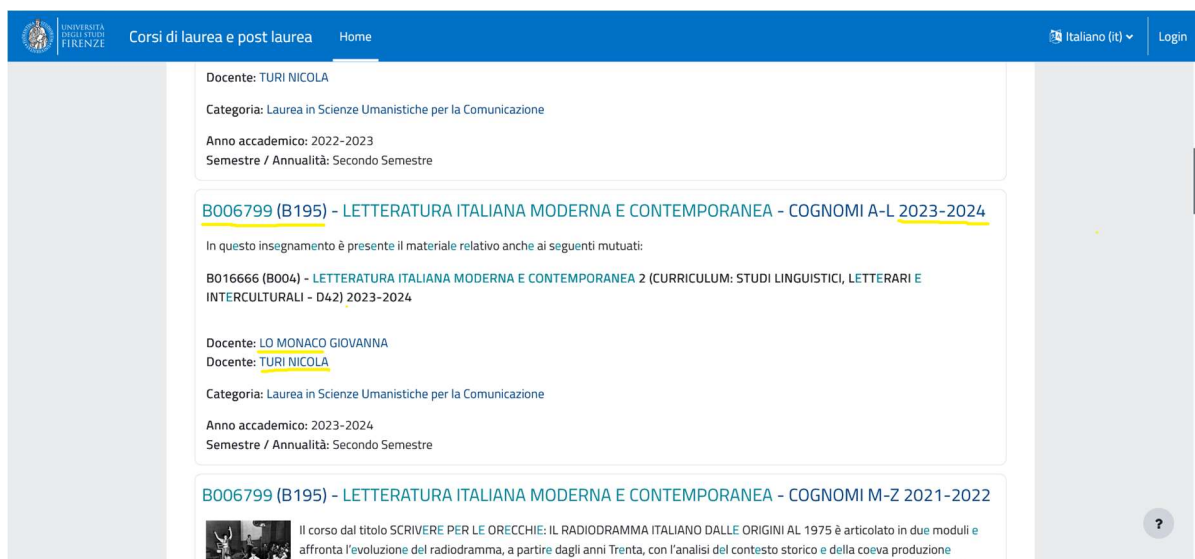
It is therefore necessary that you enroll to your courses on Moodle: <https://e-l.unifi.it/>



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:
<https://www.st-umaform.unifi.it/p361.html>

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:

1. Download the form from our page [Modulistica](#) 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> : ricerca
insegnamenti/search courses

<https://sol-portal.unifi.it/ls-3-studenti.html> : 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](https://www.st-umaform.unifi.it/vp-308-modulistica.html) : modulistica/forms