

INCOMING ERASMUS STUDENTS

(Student Mobility for Study purposes – SMS)

Knowledge of the Italian language will become mandatory for Erasmus students starting from the academic year 2014/2015. All students who intend to apply for Erasmus mobility to the Accademia di Belle Arti di Firenze must present an A2 language certificate for the Bachelor's program and a B1 language certificate for the Master's program.

A) APPLYING:

After they have been selected by their schools, students and who wish to study for a period of time at the Accademia di Belle Arti di Firenze must send the following documents within the given deadline:

- 1) [Student application form](#)
- 2) [Learning Agreement](#)
- 3) Personal Statement
- 4) A photocopy of: an ID card / Passport
- 5) 1 ID photograph
- 6) Italian language certificate (A2 – Bachelor's program; B1 – Master's program)

-CHOOSING COURSES

Erasmus students are free to choose from any of the courses that are offered at the Academy, as long as they do this in agreement with the professors and the schedules of their courses do not overlap (see D- attendance obligations). Students wishing to attend courses of the Academy must:

- a) consult the academic programs at <http://www.accademia.firenze.it/it/percorsi-formativi/tutte-le-discipline-triennio> (an alphabetical list of the courses within the Bachelor's program); and <http://www.accademia.firenze.it/it/percorsi-formativi/tutte-le-discipline-biennio> (an alphabetical list of the courses within the Master's program).
- b) Check the schedules of the courses at this link: <http://www.accademia.firenze.it/it/studenti2/50-albo-studenti/orari-definitivi-a-a-2013-2014> (these schedules are reconfirmed for the academic year 2014/2015).

-DEADLINES

Applications must be sent in before:

- **June 1st** (for the first semester of the entire academic year)
 - **November 1st** (for the second semester)
- to the following address - ACCADEMIA DI BELLE ARTI DI FIRENZE
Ufficio Erasmus e Relazioni Internazionali

via Ricasoli, 66
50122 Firenze
Italia

-APPLICATION RESULTS

Results will be communicated within 30 days after applications have been received in either paper, e-mail or fax formats. Results will be communicated both to candidates and to their schools.

B) ENROLLMENT

a - Registration

Incoming Erasmus students that have been accepted to the Accademia di Belle Arti di Firenze must go to the office of International Relations (UFFICIO DELLE RELAZIONI INTERNAZIONALI) in order to be registered.

b – Student transcript card

Incoming Erasmus students are given a student transcript card with their registration number. This card:

- contains a registration number, identification information, and the name of the student's school.
- must be presented when students enroll in their courses.
- must be presented during exams so that course titles, grades, and credits can be registered by the professors.
- must be returned to the International Relations office at the end of the period of study.
- provides access to services and reductions for students (cafeteria, museums, transport, etc.)

c – Certificate of arrival

The International Relations office will issue a certificate of arrival to enrolling students.

Please note: It takes a few days for the International Relations office to process documents that need to be either given or sent to applicants.

d – Enrolling in specific courses

Erasmus students must obtain permission from the professors of the specific courses that they wish to attend. The courses should be already listed on the student's *Learning Agreement*, and the professors must sign the student's [enrollment authorization form](#).

Erasmus students are responsible for bringing the signed course forms to the International Relations office within three weeks from the beginning of classes. The forms will be photocopied and archived.

C) TUTORIAL SERVICES

Incoming students may contact the tutor of their chosen department whenever they need information regarding:

- place/schedule changes in courses.
- new courses or discontinued courses.
- interest in similar courses of other departments.
- how to integrate course programs with their individual study plan.
- number of students allowed in specific courses.

D) ATTENDANCE OBLIGATIONS

Attendance is mandatory for all courses.

70% of the total amount of hours for each course is the attendance requirement for those students who wish to take final exams. Signing the attendance sheet of each class is a requirement that leads to a calculation of the overall attendance of each student.

E) CREDITS AND GRADES

a – Credit System

1 CFA (Course Credit) = 1 ECTS (European Credit Transfer System)

A course credit is equal to 25 class hours which comprehend: lessons, studio work and individual study.

Lab courses (L): 1 credit is equal to 25 class hours.

Theoretical/Practical courses (TP): 1 credit is equal to 12.5 lesson hours.

Theoretical courses (T): 1 credit is equal to 7.5 lesson hours.

b – Assigning Credits

It is mandatory for Erasmus students to fulfill the requirements of their courses in order to earn credits. Incoming students that are enrolled for a semester must make sure that they do not choose yearlong courses. Students that nevertheless choose to attend a yearlong course for one semester will earn half of the credits of that course.

c – Grading System

The grading system is based on a scale of points that go from 0 to 30 (18 = passing, 30 = excellence, 30 Cum Laude = honors)

F) EXTENDING THE PERIOD OF STUDY

Students who wish to extend their period of study must fill out the [Extending the Period of Study form](#) and promptly turn it in to the office of International Relations. This form must

be completed before the end of the student's period of study, and signed by the student, the host institution, and the student's institution.

G) CHANGES TO THE ORIGINAL LEARNING AGREEMENT

Erasmus students may modify their *Learning Agreement* during their period of study. Any change must be made within 6 weeks after the beginning of classes.

H) EXAM PERIODS

Taking exams within their scheduled sessions is mandatory for Erasmus students. (Students should consult the calendar of the Academy.)

I) THE END OF THE STUDY PERIOD

After exams students must turn in their student transcript cards to the office of International Relations. The office will then hand over the following documents:

- a- [Transcript of Records](#) – A document that certifies exams, grades and credits.
- b- [Certificate of Attendance](#) – A document that certifies the total period of study.

USEFUL INFORMATION

SERVICES FOR DISABLED STUDENTS

Due to the historical nature of the building some classrooms are inaccessible for disabled students. Disabled students who wish to attend the Academy should get in touch with the office of International Relations in order to plan a *Learning agreement* that ensures courses within classrooms that are accessible.

HEADQUARTERS

<u>CENTRAL HEADQUARTERS</u> Via Ricasoli, 66 50122, Firenze	<u>BRANCH</u> Scuola Media Guicciardini Via Eleonora Ramirez De Montalvo, 1 50100, Firenze
---	---

CAFETERIA

Erasmus students may use the university cafeterias - DSU Toscana (the regional firm of university services). These cafeterias, that are generally close to the various branches of the university, offer complete meals at lunch and dinner for a moderate price to university students.

www.dsu.toscana.it/it/ristorazione/nuovetariffe/index.html.

Students with celiac disease who need gluten free meals should consult the below website in order to find the cafeterias that offer this service.

<http://www.dsu.toscana.it/it/ristorazione/mense/firenze/index.html>.

Obtaining the cafeteria card –

c/o Residenza Calamandrei, Viale Morgagni, 51; tel. 055 2261325

Office hours – Monday, Wednesday, Friday - 2:00 p.m.; Tuesday, Thursday – 2:30 - 5:00 p.m.