



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di Scienze della Salute Umana



BACHELOR OF SCIENCE IN NURSING

Erasmus students' guide

2013-2014

Welcome !

Dear student,

You have chosen the University of Florence's School of Nursing to complete a part of your studies or you are about to do so.

Congratulations, thank you and welcome.

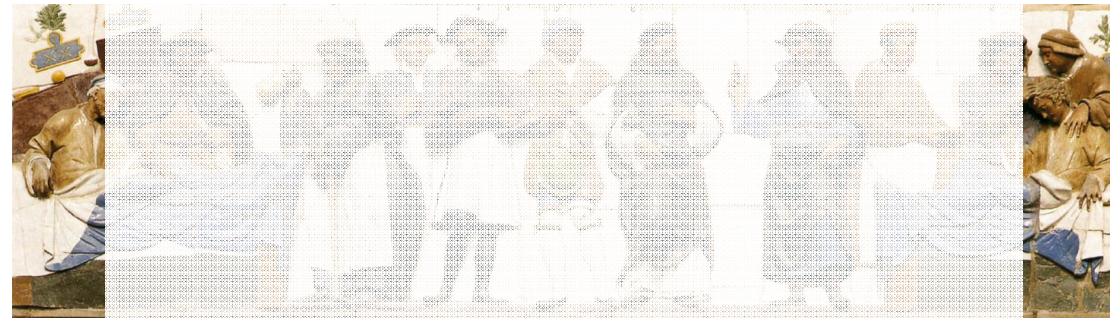
This guidebook will help you in your first contacts with Italy and the Florentine area. It includes practical information which provide answers to students' most frequent questions about accommodation, transports and administrative steps.

We hope it will make it easier for you to find your place among Florence students.

Throughout your stay in Florence, our team will be always available to help you so that your visit is as successful as possible, both from an academic and personal point of view.

We look forward to meeting you!

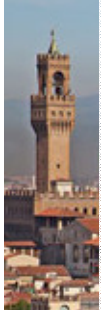

The Erasmus Staff of the School of Nursing





Cover: Detail of the Della Robbia's ceramic pediment at Ospedale del Ceppo, Pistoia, showing one of the most ancient pictorial representation of Physicians and Nurses at work in an Hospital (early 16th century).

Summary



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Tuscany

Tuscany is probably the most famous region of Italy. It has an area of about 23,000 square kilometres and a population of about 3.75 million inhabitants. The capital town is Florence (Firenze). Tuscany is known for its gorgeous landscapes, its rich artistic legacy and its influence on high culture. Tuscany is regarded as the true birthplace of the Italian Renaissance, and has been home to many influential people in the history of arts and science, such as Dante, Michelangelo, Machiavelli, Leonardo da Vinci. As a result, the region has several museums (such as the Uffizi, the Pitti Palace and the Chianciano Museum of Art).

Tuscany has a unique culinary

tradition, and is famous for its wines (most famous of which are Chianti, Montepulciano, Morellino di Scansano and Brunello di Montalcino).

Six Tuscan localities have been designated World Heritage Sites: the historic centre of Florence (1982), the historical centre of Siena (1995), the square of the Cathedral of Pisa (1987), the historical centre of San Gimignano (1990), the historical centre of Pienza (1996) and the Val d'Orcia (2004).

Tuscany has over 120 protected nature reserves. This makes Tuscany and its capital Florence popular tourist destinations, attracting millions of tourists every year. Enjoy your visit!



Florence

Florence is a city in north-central Italy with 366,488 inhabitants, capital town of the province and the region of Tuscany, which is the largest and most populous city, as well as the main fulcrum historical, artistic and economic governance.

Florence is famous for its history. A centre of medieval European trade and finance and one of the wealthiest cities of the time, Florence is considered the birthplace of the Renaissance, and has been called the Athens of the Middle Ages. A turbulent political history includes periods of rule by the powerful Medici family, and numerous religious and republican revolutions. From 1865 to 1870 the city was also the capital of the recently established Kingdom of Italy.

The heart of Florence is Piazza della Signoria, with its majestic Palazzo

Vecchio, with its gallery of masterpieces of sculpture in the Loggia dei Lanzi and the nearby Galleria degli Uffizi, one of the most renowned art museums in the world. Not far away is the religious center of the cathedral of Santa Maria del Fiore, with its majestic dome (at the time of the Grand Duchy, was said to come with its shadow to cover the whole of Tuscany), the huge cathedral is beautifully accompanied by the Bell Tower, one of the most beautiful in Italy, and the St. John Baptistery, with its famous bronze doors amongst these is the golden gate of heaven.

The Arno river, which passes through the city, occupies an important place in the history of Florence. Historically, local people have a love-hate relationship with the Arno, which has alternately brought the benefits of



trade, and the disasters of floods. Among the bridges crossing Arno, the Ponte Vecchio is unique, with features jewelery shops in houses built on it. Crossed by the Vasari Corridor, is the only bridge in the city to have passed unscathed through the second world war.

Florence has a long tradition as a university town, welcoming students and paying attention to their needs. During the course of the year, the city offers a wide range of cultural, entertainment and sports events and, now having a consolidated image as a multicultural and international city, it also gives young people countless opportunities to meet and get to know each other.

Florence also has a very long tradition

in hospital care: the Santa Maria Nuova hospital, one of the oldest city hospitals in Europe, was founded in 1288 and it is still functioning. The long-standing tradition of health care in our region is shown by one of the oldest existing representations of Hospital work which can be found on the facade of the ancient hospital of the nearby town of Pistoia (see cover). Florence is also the city where the European movement of health volunteers originated (the oldest social solidarity association, which still exists today, was founded in Florence in 1244) and where the idea itself of emergency medicine arose, with one of the oldest and most advanced local emergency care systems in Europe.

Studying in Florence has a particular meaning for students of nursing: it is indeed here that the founder of modern nursing, Florence Nightingale, was born; she was actually named after her birthplace, where she repeatedly returned during her travels. The house where she was born, at S. Ilario a Colombaia, still exists and can be visited.



Climate

Florence has a temperate continental climate with hot summers and cold winters, humid and muggy. The precipitations are concentrated mainly in spring and autumn, the season during which they can be abundant. For the poor ventilation due to the sheltered position of the city, summer temperatures are considerably higher than those that occur along the coast, especially in the maximum values that can reach 40°C. In contrast, in the winter months, temperatures can drop frequently below zero.

How to get here

Florence is well connected with the rest of Italy and with Europe, and is easy to get to by air or land. The city has a central position in Italy.

By car. The A1 motorway, the main road artery linking the north and south of the country, runs past Florence with its five exits: Firenze Nord, Firenze Ovest, Firenze Scandicci, Firenze Certosa and Firenze Sud. The A11 motorway and the Florence-Pisa-Livorno (FI-PI-LI) dual carriageway link the city with the west (Tyrrhenian) seacoast.

By train. Florence is also a key node on the Italian railway network. High-speed trains (Frecciarossa and Italo) connect Florence with the most important Italian cities: Milan is under 2 hours away, Rome is one hour and a half, Bologna just 37 minutes away.

Florence has three main train stations: Santa Maria Novella (Central Station), Campo di Marte and Rifredi. Rifredi is the closest to the University Campus of Careggi

and to the Erasmus Office.

By air. Florence Airport (Amerigo Vespucci) is served by a great number of domestic and international flights each day. It's just 5 kilometres northwest of the city centre, which can be easily reached either by a shuttle bus or by taxi.

It takes about 20 minutes to reach the bus station situated in front of the central railway station of Santa Maria Novella. Departures from airport are every 30 min from 6.00 am to 8.30 pm, then after every hour until 11.30 pm. Departures from city center are every 30 min from 5.30 am to 8.00 pm, then after every hour up until 11.00 pm. Tickets may be purchased on board. A one-way ticket costs 4,50 Euros. Galileo Galilei Airport in Pisa is about 80 kilometres from Florence. The easiest way to reach Florence by Galilei airport is by train (about one every hour) and by coach service operated by Terravision.

Public transportations

The easiest way of travelling in Florence is by bus or tramway, which are operated by ATAF. Students under 27 may purchase an ATAF monthly ticket for a reduced price of 23 Euros. To buy monthly tickets it is necessary to get an Ataf card that can be obtained from the ATAF's Office in Piazza Stazione (Piazza Adua side) and from other locations listed in ATAF website upon filling the application form. Bring with you one passport photograph to be stuck on the



card. Bus tickets can be bought from bars, tobacconists, newsagents showing the sign "biglietti Ataf" (Ataf tickets), but also from automatic distributing machines. The ticket must be stamped in the special stamping machines as soon as the passenger gets on board. For further information please visit: www.ataf.net.

Taxis are quite expensive in Florence. The numbers to call a taxi are 0554242 or 0554390.



Cost of living

To meet everyday living expenses a single student should have at least 600 € per month at his/her disposal. To this amount you should add study-related costs (books, etc.).

Price of some standard commodities:

- Loaf of cut bread: € 2
- Glass of beer (in cafés): € 3,5 - 5
- Fast food meal or salads: € 3,5 – 8,5
- Pizza: from € 5
- Cinema ticket: € 7,5
- Daily newspaper: € 1,20
- Bus ticket: € 1,20



Health care and insurance

Individual health insurance is compulsory in Italy.

If you are from a **EEA country** (EU + Iceland, Liechtenstein and Norway) you are insured through your own national health service. Before leaving your home country, you should take with you your Health insurance European card or ask for it if you haven't it yet. You may check at the following link what the European Health Insurance Card is valid for in Italy:

<http://ec.europa.eu/social/main.jsp?catId=1021&langId=en&intPageId=1742>

If you are not from an EEA country you should take into account to subscribe to the health insurance fund of your choice.

If you need to see a doctor in Italy, you will have to subscribe to Italian National Health Service and a doctor will be automatically assigned to you.

Moreover, in order not to be confronted with difficult situations, we highly recommend that you take out a mobility insurance policy.

The national unique emergency number to dial to have immediate rescue is: **118**

National Holidays

1 January, 6 January (Epiphany), Easter, Monday after Easter, 25 April (Liberation Day), 1 May (Workers' Day), 2 June (Republic Day), 15 August ("Ferragosto"), 1 November (All Saints), 8 December (Mother of God), 25 December (Christmas), 26 December (St. Stephen's Day)

Leisure time

The geographical position of Florence makes it an ideal starting point to explore the Italian civilization and culture.

Thanks to high-speed railway lines, it is possible to reach Rome in 90 minutes, Bologna in 30 minutes, Milan in 110 minutes and Naples in 3 hours.



Florence is approximately 1 hour from some of the most beautiful beach locations in the northern Mediterranean, such as Forte dei Marmi, Viareggio, Tirrenia and many others.



40 minutes away from Florence, students can find Abetone, the main winter ski resort in central Italy; the magnificent national park of Casentino, with one of the most magnificent forests in Southern Europe is only one hour by car far from Florence.



Our history

One of the largest and oldest universities in Italy, the University of Florence offers courses in all the main fields of scientific knowledge: agriculture, architecture, economics, arts, education, engineering, law, mathematics, physics and natural sciences, healthcare sciences and medicine, pharmacology, political sciences and psychology. Currently, about 60,000 students are enrolled.

The first nucleus of the University of Florence was founded under the name of *Studium Generale Reipublicae Florentinae* almost seven centuries ago in 1321. The Studium was recognized by Pope Clement VI in 1349, and authorised to grant regular degrees. The *Studium* became an Imperial university in 1364, but was moved to Pisa in 1473 when Lorenzo the Magnificent gained control of

Florence. Charles VIII moved it back from 1497-1515, but it was moved to Pisa again when the Medici family returned to power.

In 1859 it became the *Istituto di Studi Pratici e di Perfezionamento*, a year later it was recognized as a full fledged university by the government of the unified Italy. In 1923 the *Istituto* was officially denominated a University.

Since Renaissance, a renowned school of Medicine, with its headquarters in the nearby town of Pistoia, has been part of the University. Some of the most important scientists in the history of medicine have studied and worked in this school. This ancient tradition in medicine and hospital care is manifest in two museums of medicine (one in Florence and one in Pistoia) which are rich in exhibits from the glorious past.

The School of Nursing

In Florence Nightingale's birthplace there is a long tradition in the teaching of Nursing, which dates back to the early 20th century for General Nursing and to 1940 for Paediatric Nursing.

Together with the Bachelor of Science in Nursing (BSN) Undergraduate course, the School of Nursing also provides second level degree courses (**Master of Sciences of Nursing, MSN**), Doctoral programs (**PhD in Nursing Sciences**) and **post-graduate specialization courses** for Nurses and other allied healthcare professionals in several clinical areas (Paediatric Nursing, Emergency Nursing, Surgical

Nursing, etc.). The School of Nursing of Florence incorporates a very productive **Nursing Research Centre**, which boasts the highest scientific performance indices in Italy.

Thanks to two great University Hospitals, the University of Florence's School of Nursing can offer students a wide variety of clinical contexts where to make useful experiences of clinical placement. The involvement of teaching Nurses in the clinical care activities of the two hospitals guarantees students high qualitative standards of teaching and the most up-to-date knowledge.

The Bachelor of Nursing program

The University of Florence's Bachelor of Science in Nursing (BSN) program now has more than 700 students and every year approximately 250 new nurses get their BSN.

The BSN program lasts three academic years and includes 2300 hours of theoretical lessons and 2300 hours of clinical learning (*Tirocinio*).

Each academic year is divided into two

six-months periods (*Semestri*).

Each one of them includes an in-class learning period followed by a period of clinical learning to be carried out within the University Hospitals and healthcare institutes (see page 17) with variable working hours.

Here is an approximate timetable of theoretical lessons.

	1st Year	2nd Year	3rd Year
1st Semester	October 15 to January	October 1 to December 15	October 1 to November
2nd Semester	March 1 to May	March 1 to May	March 1 to April

Please, take note that the academic calendar may change each year and that it is published, normally, around the month of August.

Students workload and exams

The measure of students workload is the CFU (University teaching credit). Each CFU equals to about 30 Hours of student work, including lessons (or placement) and individual study. A three-year bachelor degree equals to 180 CFUs, each semester's work is about 30 CFUs.

Exams are scheduled at the end of each course. The assessment of the

performance of students varies: written or take-home exams, progress reports, in-class presentations, group performance and essays.

There are three ordinary exam sessions, each one with two calls: winter (January-February), summer (June-July), fall (September). The schedule of exam sessions is determined on a semester basis.

Marking system

The Italian marking system is based on a scale from 18 to 30, as follows:

Italian marks	ECTS marks	Italian marks	ECTS marks
30 – or 30 <i>cum laude</i>	A [Excellent]	25 – 26	D [Satisfactory]
29 – 30	B [Very Good]	18 – 24	E [Pass]
27 – 28	C [Good]	≤ 17	F, FX [Fail]

The Campuses

The teaching activity in the School of Nursing are provided in different campuses in the Florentine area.

The main Campus is within the **Careggi** University Hospital. The greatest part of foreign and Erasmus students are



usually concentrated in this campus. The administrative Offices of the Careggi University Campus and the IRO -Erasmus Office are located in the "NIC" complex, at the main entrance of Careggi University Hospital, Largo Brambilla 3. The campus also include the Morgagni complex, in viale Morgagni 40, 300 meters from the "NIC" complex. Another Campus is located in **Prato** a town 10 km East of Florence. The Campus is in Piazza Ciardi 1, Prato, in front of the train station of Porta al Serraglio. It can be easily reached from Florence thanks to a direct train from the Rifredi and Santa Maria Novella stations. Other Campuses are located in **Pistoia** (25 km East of Florence), **Empoli** (20 km South-East of Florence), **Borgo San Lorenzo** (20 km North). All the Campuses are well served by railroads and work in strict partnership with local 2nd level Hospitals.

Our web pages:

BSN home page	http://www.infermieristica.unifi.it
Careggi Campus	http://www.infermieristica.unifi.it/CMpro-l-s-11.html
Prato Campus	http://www.infermieristica.unifi.it/CMpro-l-s-13.html

Find us on Google Earth...

Careggi Campus, "NIC" building: N 43.803485°, E 11.245859°

Careggi Campus, Morgagni complex: N 43.800936°, E 11.245001°

Prato Campus: N 43.884939°, E 11.098613°

S.Giovanni Valdarno Campus: N 43.562388°, E 11.529688°



University Hospitals

The University of Florence has two of the biggest teaching hospitals in central Italy: the Careggi Hospital and the Meyer Hospital.

Careggi Hospital is a 3rd level general and multispecialty Hospital, owned jointly by the University and the Regional Health System (RHS) of Tuscany. The Hospital is divided into 12 Departments (Orthopaedics, Neurosciences, Laboratory, Heart and vessels, Medical and Surgical specialty, Obstetrics Gynecology, Sense organs, Emergency, Biomedicine, Diagnostics, Oncology, Spinal lesions) and 156 units, with 1549 beds. The workforce is composed by 5857 healthcare professionals, aids, clerks and other workers. Every year there are 57.000 inpatient admissions, 76.000 one-day admissions, 136.000 ER visits and 11 mln outpatient visits. More information about the ospital is available at www.aou-careggi.toscana.it. In Careggi Hospital BSN Students can do their clinical learning in the following settings: General Medicine and Surgery (Cardiology, Gynaecology, Gastroenterology, Urology, Neurology, Neurosurgery, Pneumology, Oncology, Spinal Trauma, Toxicology, Operating theater, Infectious Diseases); Critical care (ICU, ER, Trauma Center); Outpatient Clinics (Diabetes, Cardiology, Surgery).

Careggi Hospital "San Luca" building



Careggi Hospital Maternity building



Meyer Children Hospital main entrance



Meyer Children Hospital is a 3rd-level pediatric multi-speciality Hospital, owned jointly by the University and the RHS. The Hospital was founded in 1884 and is one of the most ancient pediatric hospitals in Italy. The new building of the Paediatric Hospital, which was inaugurated in 2007, is a very modern example of a child- and family-friendly hospital. It is divided into 6 Departments (Pediatric Medicine, Pediatric Surgery, Pediatric Oncology, Pediatric Neurology and Neurosurgery, Pediatric and Neonatal Intensive Care, Pediatric Emergency) with



250 beds. The workforce is composed by 880 healthcare professionals, aids, clerks and other workers. Every year there are 9.000 inpatient admissions, 34.000 one-day admissions, 53.000 ER visits and 700.000 outpatient visits. More information about the Hospital is available at www.meyer.it. At Meyer Children Hospital BSN Students can perform their clinical learning in the following settings: Pediatric Surgery, Pediatric Oncology, Pediatric Medicine, NICU, PICU and Pediatric ER. Clinical placements are also available at Florence Local Health Authority's Home and District Nursing services, at Prato Hospital (2nd level: Medicine, Surgery, Critical Care and Operating Theater) and at Gruccia Hospital (2nd level) of San Giovanni.

Syllabus

Year	Sem.	code	Course name	ECTS
1	1	A1	Nursing Science	6
1	1	A2	Biomolecular sciences	5
1	1	A3	Sciences of Morphology & Function	9
1	2	B1	Clinical propedeutics	7
1	2	B2	Promotion of health and safety	4
1	2	B3	Helping relationship	5
1	2	B4	Clinical training 1	19
1	-	-	English language & Information technology	4
1	-	-	Student's choice	1
2	1	C1	Clinical process and pathways	6
2	1	C2	General Medical Nursing	9
2	1	C3	General Surgical Nursing	7
2	2	D1	Evidence based Nursing	4
2	2	D2	Chronic diseases & Disability Nursing	6
2	2	D3	Perinatal & Pediatric Nursing	4
2	2	D4	Clinical training 2	20
2	-	-	Seminars	2
2	-	-	Student's choice	2
3	1	E1	Specialty Clinical Nursing	6
3	1	E2	Critical care	5
3	2	F1	Management of Nursing process	4
3	2	F2	District, Family and Mental Health Nursing	6
3	2	F3	Clinical training 3	27
3	2	F4	Student's choice	3
3	-	-	Seminars	3
3	-	-	Final dissertation	6

A detailed description of all courses programs is available at:
www.infermieristica.unifi.it/CMpro-v-p-312.html

Vaccinations

Hepatitis B, tuberculosis, measles, mumps and rubella are known to be relevant occupational infectious diseases for healthcare students. These are the required immunizations:

Hepatitis B vaccination is mandatory for all healthcare students. Vaccination coverage can be investigated by measuring the title of antiHbs (> 10 mUI/ml) and anti-HBc antibodies.

Tuberculosis: vaccination is not mandatory, but it is strongly recommended for tuberculin-negative students who attend or are supposed to attend "high-risk" departments (Department for Infectious Diseases, Emergency, etc.). Vaccination is particularly recommended for those students who, if infected, cannot be treated with anti-tubercular drugs because of medical contraindications.

Courses of Italian language

All teaching activities take place in Italian. It is important that our exchange students have a good command of Italian to attend classes, take exams and have clinical placements. A B1 level is considered adequate for students attending courses, a B2 level is required for clinical placement students. An Italian language certificate testifying your level of Italian must be attached to your application form. The University Language Center (Centro Linguistico di Ateneo) organizes Italian language

Measles, Mumps and Rubella (MMR vaccine): vaccination is not mandatory but strongly recommended. The status of immunization against these viruses can be checked by serologic testing for specific antibodies. Note: Vaccination against rubella is mandatory for all female students who have not been immunized already against this virus.

It is the responsibility of those incoming students with any past or present medical conditions that require particular care, or medication, to provide official certification from their family doctor to the effect that they can safely attend hospital wards throughout their mobility programme, taking into consideration the health of patients, staff and fellow-students as well as their own.

courses throughout the academic year. Erasmus Students during their mobility can register to one of the available courses. The first course attended is free of charge. Please visit www.cla.unifi.it for information.



Internet

You will need an ID number and a password to have access to the free wifi of the University. They will be available at your arrival in Florence once the registration procedure has been completed.

Board & lodge

Unfortunately we can not arrange accommodation for students. We advise you to arrive a few days in advance, to stay at a youth hostel in town and to have a look at the many notices available for students at the various Campus locations (as well as in local papers). All students must notify the Erasmus Office of their address in Florence and of any subsequent change of residence that may occur. The updating of these data is of great importance since it allows us to establish any necessary contact.

All enrolled students can use the several University Canteens available, at cheap costs, both for lunch and dinner.

Library Services

The University offers a large-scale library service with the main online scientific journals, access to computers and reading rooms.

The University's Bio-Medical Library aims to guarantee all the students the availability of the necessary information and documentation for the development of study, teaching, research. To get access to the university library you should first complete your registration as Erasmus exchange student and get your student

number.

The Bio-Medical Library is located within the Careggi Hospital and is open Monday to Friday from 8.30 to 19.00



Sports

In its facilities, the University Sports Center (**CUS Firenze**) organizes a full range of courses with qualified instructors open to all the students, including Fitness and Body Building, GAG, Bosu, Aerobics, Karate, Yoga, Capoeira, Caribbean Dance, Archery and Tennis. It is also possible to attend swimming and aquarobics courses organized by associated sports centres. Students can hire facilities such as 5-a-side and 7-a-side soccer pitches and tennis courts at special

terms.

Moreover, students can take part in interfaculty tournaments, promotional and leisure activities, winter and summer camps and competitions.

to register with the CUS you need:

- 2 passport photographs;
- Student card proving enrolment at the University of Florence;
- Payment of the registration fee (the cost is determined yearly).

For more info: www.cus.firenze.it

International Relations Office, Erasmus Service

The International Relations Office (IRO) of the PMH will be your main contact point for administrative issues before your arrival and during the Erasmus mobility period. We will help you with the preparation of your stay among us and will be the link between yourself and your Campus coordinator, who is responsible for the academic counseling and supervision of your studies. You can contact us either by e-mail, by phone or via Skype.

Please note that the office receives a

big amount of contacts and it sometimes it can take a few days to get an answer.

The IRO Erasmus Office of the PMH is located in the **"NIC" complex, building 3, 2nd floor, room 218**

Tel: 0039 055 7944303-329-343

Fax: 0039 055 4598931

mail: erasmusmedicina@polobiotec.unifi.it

skype: [erasmusmedflorence](#)

Opening Hours: Monday to Thursday
from 09.00 to 13.00

Getting admitted - Erasmus Study

If you are interested in coming as an Erasmus Study Student please get sure to follow our procedure and to respect our deadline, which is **31st May**, for all applications. Please note that this date might be modified by the Erasmus academic Coordinator. Check it out!

Each student selected by his/her home institution to perform an Erasmus mobility period in Florence should be first nominated by his/her home institution. The international relations office needs to receive by e-mail the names, contact details and degree course of each nominated Erasmus student. If you need a visa to enter Italy, take the necessary steps with the Italian Embassy in your home country. Then the students will receive their information material and they'll have to fill in our application form (see attached modules at the end of the guide). Please remember that

application forms where stamp and signature of the home institution on page 1, 3 and 4 are missing can't be accepted.

The student application form duly filled in, signed and stamped in approval should be scanned and e-mailed to:

erasmusmedicina@polobiotec.unifi.it;

The hardcopy should be sent to the IRO, International Relations Office, Largo Brambilla 3, 50134 Firenze, along with:

- a copy of the student's ID or passport;
- 3 passport-size photos;
- Italian language certificate (see page 18)
- A transcript of record;

In order to help you filling in the learning agreement, in your information package you'll find our updated study plan for your degree

course and all necessary instructions. Please note that for one semester stay the maximum amount of credits accepted is 30 ECTS, for one year stay 60 ECTS. If you need assistance you may as well get in touch with us or with one the School of Nursing BSN Erasmus coordinators. The Campus to which each Erasmus student is assigned depends on the number of places available and cannot be chosen. A notice about the campus of assignment is given to students before their arrival, when the learning agreement is approved.

Getting admitted - Erasmus Placement

If you are interested to come to Florence as an Erasmus Placement Student you should be first selected by your home institution to carry out an Erasmus Placement mobility.

The Erasmus Placement program has different rules from the Erasmus Study Program. There is no deadline to submit the request. The program is aimed to satisfy the necessity of those students in need of specific training or research for example for thesis work. Therefore students should find a contact person in the host institution, willing to welcome them and agree with them the project to develop and the period of stay (between 3 and 12 months).

Once the program is agreed the student can proceed and fill in his/her training agreement (see at the end of the guide for the form if your university doesn't provide one).

The training agreement duly filled in, signed and stamped in approval by the home institution should be sent by ordinary mail to the IRO along with the acceptance letter obtained from the contact person.

Upon arrival in Florence students should come and register at the IRO. Please take note that in general a higher number of clinical placement positions are available in the periods from October to January, March to April and August.

Erasmus coordinators

One of the School of Nursing Erasmus coordinators will validate your learning agreement and explain how the courses are organized and which methods of evaluation are used. Changes in the study contract must immediately be notified to the departmental coordinator. A copy of the modified study contract will have to be signed by the coordinator and sent on to the International Relations Office. No change to the Learning

Agreement will be accepted unless it is signed by the appointed coordinator. Here are the Erasmus coordinators.

The Erasmus Coordinator for the whole area of Human Health Sciences is **Prof. Renato Corradetti**, email: renato.corradetti@unifi.it

The President of the BSN undergraduate program is Prof. **Niccolò Taddei**, email: niccolo.taddei@unifi.it.

The BSN programme coordinators are listed in the following table:

Prof. Filippo Festini	Erasmus coordinator - BSN Program	filippo.festini@unifi.it
Prof. Nicoletta Castrini	Erasmus coordinator, Careggi Campus	castrinin@aou-careggi@toscana.it
Prof. Stefania Cecchi	Erasmus coordinator, Prato Campus	stefania.cecchi@unifi.it

Getting accepted

Once we receive your application form hardcopy duly filled in, signed and stamped in approval by your home university, our departmental coordinator, responsible for your degree course, takes it into account and the international relations office

notifies you any problem or necessary modification. Once everything is agreed on you'll receive your application form duly signed and stamped in approval, your acceptance letter and you'll receive as well the schedule for clinical training.

When you arrive in Florence

When you arrive in Florence, please get in touch with your Erasmus coordinator to check the schedule and the timetable of your stay. Also, please get in touch with the IRO to register and give your address in Florence.

You will then receive your student card and user profile for Internet. If you have questions on courses, please contact your BSN Erasmus coordinator. For any further information please contact the IRO.

When you take an **exam**, please remember to tell your teacher or to write on your exam paper that you are an Erasmus student.

Before getting **back home**, you should inform your coordinator that you are leaving. Afterwards, please ask the International Relations Office/Erasmus Service for the documents you need.

The following table is a reminder for the documents you need to give to the IRO.

Document	You have to...
Certificate of Arrival	Fax it from the IRO then keep it.
Original Application Form	Give it to the IRO
Original Learning Agreement	Give it to the IRO
Valid ID card or Passport	Give it to the IRO
3 passport-size Photos	Give it to the IRO

Please remember to give the IRO your Italian phone number and address.

Before starting your clinical training

Certificate of fitness for clinical activity: Before starting their clinical placement all students must undergo a set of blood tests and a medical visit

with a physician to evaluate their physical and psychological fitness for clinical activity. These are planned for you by one of the BSN Erasmus

coordinators.

Uniform and ID Badge. The BSN program will provide you with the uniforms to be worn during clinical training. Laundry for uniforms is provided by the Hospital where the clinical placement is performed. All uniforms must be returned before

leaving.

All students must wear an ID badge during their clinical placement. ID badges are released by one of the BSN Erasmus coordinators. In order to prepare the ID badge one passport-size photo must be given to one of the BSN coordinators.

Important dates

Annual Students

Registration period: 1st - 30th September

Changes to Learning agreement: 30th September – 15th November

First Term Students

Registration period: 1th - 30th September

Changes to Learning agreement: 30th September – 15th November

Second Term Students

Registration period: 1th - 31th February

Changes to Learning agreement: 15th February – 15th March

Please note that annual students will be allowed to make changes for their second term courses.

Extending your stay

If you wish to request an extension of your study period, please ask your discipline's Erasmus coordinator for permission. Your home institution must then provide the IRO with a

written authorization. As soon as this request has been approved by your institution's Erasmus Coordinator you will have to take the document to the IRO.

Issuing the marks' certificate

The marks' certificate (Transcript of Records) is delivered by the University Students' Office (Ufficio Servizi agli Studenti) at the NIC Building, section 3, Ground Floor, Room 6. It includes the list of subjects studied and of exams given, as well as the marks and credits obtained, according to the Italian grading system. Failed exams will not be included in the Transcript of Records. If you need to receive an

attendance certificate for a subject for which you are not going to take the exam during your Erasmus mobility, you should contact the courses's professor before you start that course. Clinical placements are not certified on your Transcript of Records, only exams. For practical activities you will receive an Evaluation Form by this Office to be given to your tutors before you end the clinical placement.